



AGENDA

Board Meeting

Wednesday, January 31, 2024

7 p.m. – Open Session

Hybrid Meeting

Brampton Room, Central Board Office, and MS Teams

All public sessions of Board Meetings are live-streamed, and recordings are posted on the Peel District School Board website.

Please note that public participation is limited to watching the live-stream of the Board Meeting (Open Session). Members of the public are not permitted to attend the meeting in person.

For additional details, including the live-stream link, visit www.peelschools.org/trustees.

AGENDA

Board Members:

David Green, Chair	Jeffrey Clark
Satpaul Singh Johal, Vice-Chair	LeeAnn Cole
Lucas Alves	Will Davies
Karla Bailey	Brad MacDonald
Susan Benjamin	Kathy McDonald
Stan Cameron	Jill Promoli

Student Trustees:

Srishti Sekhri, Student Trustee North
Ammar Alian, Student Trustee South

Open Session

Wednesday, January 31, 2024

1. **Call to Order**
2. **Motion to Convene in Closed Session**
3. **National Anthem and Acknowledgement of Traditional Lands – 7 p.m.**
4. **Approval of Agenda**
5. **Declaration of Conflict of Interest**
6. **Celebrating Board Activities**
 - 6.1. Board Activities
 - (a) Black History Month - February
 - (b) Safer Internet Day – February 6
 - (c) Winter Walk to School Day – February 7
 - (d) National Flag Day – February 15
 - (e) Family Day – February 19
 - (f) World Day of Social Justice – February 20
7. **Staff Recognition**
 - 7.1. Retirements
8. **Board Chair’s Announcements**

AGENDA

9. Director's Report

10. Report from Student Trustees

- 10.1. Student Trustee Sekhri – Overview of Recent Activities and Engagements

11. Reports from Trustees Appointed to External Organizations

12. Consent Agenda

13. Approval of Minutes from Previous Board and Special Board Meetings

- 13.1. Minutes – Board Meeting, December 13, 2023

14. Committee Minutes for Receipt and Motions for Consideration

- 14.1. Minutes – Special Education Advisory Committee, November 28, 2023
- 14.2. Minutes – Curriculum, Equity and Student Well-Being Committee, December 5, 2023
- 14.3. (a) Minutes – Physical Planning, Finance and Building Committee, January 10, 2024
(b) Motions – Physical Planning, Finance and Building Committee, January 10, 2024
- 14.4. Motions – Governance and Policy Committee, January 24, 2024

15. Staff Reports/Reports

- 15.1 Ministry Directives
 - (a) Directive 21 – Student Discipline Practices Review Audit – *presented by Harjit Aujla*
 - (b) Directive 22 – Eliminating Disparities in Suspensions and Expulsions – Progress Report 2 - *presented by Harjit Aujla*
- 15.2. Suspension, Expulsions and Safe School Data – Semi-Annual Update Report – January/June - *presented by Harjit Aujla*
- 15.3. Proposed Amendments to the Peel District School Board Procedure By-law – *presented by Kathryn Lockyer*

16. Communications

17. Trustee Motions/Motions for Consideration

AGENDA

18. **Trustee Notices/Notices of Motion**
19. **Adoption of the Closed Session Report**
20. **School/Student/Staff Successes**
21. **Adjournment**

Celebrating Board Activities



6.1 Board Activities

- a) Black History Month - February
- b) Safer Internet Day – February 6
- c) Winter Walk to School Day – February 7
- d) National Flag Day – February 15
- e) Family Day – February 19
- f) World Day of Social Justice – February 20

7.1

Board Meeting, January 31, 2024

Retirements

Strategic Alignment:

Plan for Student Success – Safe, positive, healthy climate/well-being

Report Type:

For Information

Prepared by: Masuma Khangura, Executive Officer, Human Resources, Partnerships and Equity

Jaspal Gill, Associate Director, Operations and Equity of Access

Submitted by: Rashmi Swarup, Director of Education

PEEL DISTRICT SCHOOL BOARD

Board Meeting

January 31, 2024

RETIREMENTS

BARBER, Carol
Psychoeducational Consultant
Effective: January 31, 2024

BOWMAN, Tammy
Educational Assistant
Effective: January 31, 2024

CACHIA, Kelly
Educational Assistant
Effective: January 07, 2024

CUYLLE, Mary
Classroom Teacher
Effective: December 31, 2023

DE ANGELIS, Lora
Office Assistant
Effective: January 31, 2024

ESCARES, Milagros
Office Assistant
Effective: January 26, 2024

FITZELL, Brent
Classroom Teacher
Effective: January 31, 2024

GOETZ, Alice
Office Manager
Effective: February 29, 2024

LANGDON, Jon
Electrician
Effective: February 29, 2024

RETIREMENTS

MCKAY, Jocelyn
Principal
Effective: January 31, 2024

NICOLSON, Janet
Classroom Teacher
Effective: January 31, 2024

PEREZ, Ricardo
Team Lead - HRMS
Effective: May 31, 2024

PERKOVIC, Dijana
School Attendant
Effective: February 29, 2024

POPE, Kathleen
Classroom Teacher
Effective: January 31, 2024

RICHMOND, John
Classroom Teacher
Effective: January 31, 2024

ROY, Krishen
Classroom Teacher
Effective: December 31, 2023

SADOWSKI, Margaret
Classroom Teacher
Effective: January 31, 2024

SULLIVAN, Sheryl
Classroom Teacher
Effective: January 31, 2024

RETIREMENTS

SURESH, Bavani
Classroom Teacher
Effective: March 31, 2024

VOGEL, Linda
Classroom Teacher
Effective: January 31, 2024

WESTCOTT, Debra
Food Service Assistant
Effective: January 05, 2024

WHYTE, Julia
Classroom Teacher
Effective: January 31, 2024

ZUCCHETTI, Alan
Classroom Teacher
Effective: January 31, 2024

PEEL DISTRICT SCHOOL BOARD

Minutes of a Board Meeting of the Peel District School Board, H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario, held on December 13, 2023 at 18:30 hours, by electronic means.

Members present:

David Green, Chair	Jeffrey Clark
Satpaul Singh Johal, Vice-Chair	LeeAnn Cole
Karla Bailey	Will Davies
Susan Benjamin	Brad MacDonald
Stan Cameron	

Members absent: (apologies received)

Lucas Alves
Kathy McDonald
Jill Promoli

Student Trustees:

Srishti Sekhri, Student Trustee North
Ammar Alian, Student Trustee South

Administration:

Rashmi Swarup, Director of Education
Paul da Silva, Associate Director, School Improvement and Equity
Tania Alatishe-Charles, Controller, Finance Support Services
Alvin Au, Acting Superintendent of Education
Yonnette Dey, Superintendent of Education
Wendy Dobson, Acting Controller, Corporate Support Services
Donna Ford, Superintendent of Education
Atheia Grant, Acting Superintendent of Education
Antoine Haroun, Chief Information Officer, Learning Technology Support Services
Masuma Khangura, Executive Officer, Human Resources, Partnerships and Equity
Kathryn Lockyer, General Counsel and Governance Officer
Ozma Masood, Superintendent of Education
Neerja Punjabi, Superintendent of Education
Claudine Scuccato, Superintendent Special Education, Social Emotional Learning and Well-Being
Pradeep Shethur-Rajah, Acting Superintendent of Education - Math Lead
Bernadette Smith, Superintendent, Innovation and Research
Michelle Stubbings, Superintendent, Safe and Caring Schools
Thomas Tsung, Controller, Facilities and Environmental Support Services
Randy Wright, Controller, Planning and Accommodation Support Services

Lorelei Fernandes, Board Reporter

1. Call to Order

Chair David Green called the meeting to order at 18:30 hours.

2. Closed Session

Resolution No. 24-32 moved by Will Davies
seconded by Jeffrey Clark

Resolved, that the Board move into Closed Session (18:30 hours).

..... carried

The meeting recessed at 18:36 hours and recovered at 19:00 hours.

3. National Anthem and Acknowledgement of Traditional Lands

A video of the singing of the National Anthem and reciting of the Acknowledgement of Traditional Lands was shown.

4. Approval of Agenda

Resolution No. 24-33 moved by Jeffrey Clark
seconded by Stan Cameron

Resolved, that the agenda, be approved.

..... carried

5. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

6. Celebrating Board Activities

Resolution No. 24-34 moved by Will Davies
seconded by Susan Benjamin

Resolved, that the following information on activities at the Board in January 2024, be received:

- (a) Tamil Heritage Month
- (b) Lincoln Alexander Day – January 21st

6. Celebrating Board Activities (Continued)

- (c) International Day of Education – January 24th
- (d) International Day of Commemoration in Memory of Victims of the Holocaust – January 27th
- (e) Family Literacy Day – January 27th

..... carried

7. Staff Recognition: Retirements

Vice-Chair Satpaul Singh Johal thanked retiring staff for their years of service and dedication to Peel DSB. He praised the collective efforts of staff to make a positive difference in the lives of children, and wished the retirees well.

Resolution No. 24-35 moved by LeeAnn Cole
seconded by Karla Bailey

Resolved, that the following retirements be received:

Helen Alessio	Karey Malyon	Emily Romano-Stolfi
Carmela Digirolamo	Nancy Manning	Jadwiga Schab
Jim Dinner	Teresa Michon Szurek	Anne Varey
Donna Gallagher	Mihai Musceleanu	Mariana Veletic
Theresa Iskra	Parmjit Panesar	Dorrette Williams
Helena Kloczko	Chris Powell	Zorica Zilkey
Wieslawa Kowalska	June Rankel	

..... carried

8. Board Chair Announcements

Chair Green reported on a meeting he attended with Associate Director Paul da Silva at Malala Yousufzai Public School, where Minister of Education, Stephen Lecce, announced funding for infrastructure for new schools, to ensure enrolment needs are met, reducing the timeline for approval and building of new schools, and using funds from disposal of excess school board properties to build new schools. He advised that the Ministry is also currently working on standardizing repeat designs for future school buildings.

Resolution No. 24-36 moved by Jeffrey Clark
seconded by Karla Bailey

Resolved, that the oral report re Board Chair's Announcements, be received.

..... carried

9. Minutes of the Organizational Meeting of the Board, November 22, 2023

Resolution No. 24-37 moved by Satpaul Singh Johal
seconded by Will Davies

Resolved, that the Minutes of the Organizational Meeting of the Board, held November 22, 2023, be approved.

..... carried

10. Minutes of Board Meeting, November 29, 2023

Resolution No. 24-38 moved by Brad MacDonald
seconded by Susan Benjamin

Resolved, that the Minutes of the Board Meeting, held November 29, 2023, be approved.

..... carried

11. Minutes of the Special Education Advisory Committee Meeting, October 24, 2023

Resolution No. 24-39 moved by Brad MacDonald
seconded by Jeffrey Clark

Resolved, that the Minutes of the Special Education Advisory Committee Meeting, held October 24, 2023, be received.

..... carried

12. Minutes of the Parent Involvement Committee Meeting, October 26, 2023

Resolution No. 24-40 moved by Susan Benjamin
seconded by Stan Cameron

Resolved, that the Minutes of the Parent Involvement Committee Meeting, held October 26, 2023, be received.

..... carried

13. Minutes of the Parent Involvement Committee Meeting, November 15, 2023

Resolution No. 24-41 moved by Susan Benjamin
seconded by LeeAnn Cole

Resolved, that the Minutes of the Parent Involvement Committee Meeting, held November 15, 2023, be received.

..... carried

15. 2023 Count Me in Peel Student Census (Kindergarten – Grade 12) (Continued)

The data will be shared with administrators for use in developing staff resources and building staff capacity to support student achievement, engagement, and well-being. The report will be posted publicly on the Board’s website. Chair Green expressed appreciation for the report and the work done.

Resolution No. 23-43 moved by Brad MacDonald
seconded by Stan Cameron

Resolved, that the 2023 Count Me in Peel Student Census (Kindergarten – Grade 12) report, be received.

..... carried

16. Adoption of the Closed Session Report

Resolution No. 24-44 moved by Will Davies
seconded by Satpaul Singh Johal

Resolved, that the report of the Closed Session re: Minutes of the Board Meeting (Closed), November 29, 2023, and Principal/Vice-Principal Assignments, be received and the recommendations contained therein be approved.

..... carried

17. School/Student/Staff Successes

Videos were played which highlighted student successes and exciting initiatives, regarding e-sports animation, coding and AI, Indigenous education, a prize-winning music group from Central Peel Secondary School who participated at the Toronto International Film Festival (TIFF), Learners Early Access Program (LEAP) which provides career pathways in collaboration with Algoma University. Two Peel DSB teachers received the Prime Minister’s Awards for Teaching Excellence, Certificate of Achievement, Alexis Howell of Castlebrooke Secondary School for STEM Education, and Benjamin Smith of Chinguacousy Secondary School for his leadership in equity.

Resolution No. 24-45 moved by Will Davies
seconded by Jeffrey Clark

Resolved, that the report re School/Student/Staff Successes, be received.

18. Adjournment

Chair Green and the trustees expressed their appreciation for the work of staff and celebrated the successes. They wished everyone well for the holiday season and the New Year.

Resolution No. 24-46 moved by Will Davies
seconded by Stan Cameron

Resolved, that the meeting adjourn (19:56 hours).

..... carried

..... Chair Secretary

RESOLUTIONS APPROVED IN CLOSED SESSION, DECEMBER 13, 2023

Members present:

David Green, Chair	Jeffrey Clark
Satpaul Singh Johal, Vice-Chair	LeeAnn Cole
Karla Bailey	Will Davies
Susan Benjamin	Brad MacDonald
Stan Cameron	

Member Absent:

Lucas Alves
Kathy McDonald
Jill Promoli

1. Approval of Agenda

That, the agenda be approved.

2. Minutes of the Board Meeting (Closed), November 29, 2023

That, the Minutes of the Board Meeting (Closed), held November 29, 2023, be approved.

3. Principal/Vice-Principal Assignments

That, the following elementary principal assignment is a transfer, effective January 1, 2024:

Tammy-Lynn King, Principal, Esker Lake Public School to Principal, Conestoga Public School.

That, the following coordinating principal assignment is a transfer, effective January 1, 2024:

Dennis Sanvido, Principal, Mountain Ash Public School to Manager, Workforce Planning, Human Resources, Partnerships and Equity.

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Special Education Advisory Committee of the Peel District School Board, held on Tuesday, November 28, 2023, at 19:04 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:

Shelley Foster, VOICE for Deaf and Hard of Hearing Children, Chair
Mary Wright, Down Syndrome Association of Peel, Vice-Chair (19:55 – 20:30)
Anju Mistry, Down Syndrome Association of Peel (19:04 – 19:55)
Lucas Alves, Trustee (electronic)
Susan Benjamin, Trustee
Nicole Buckett, Fragile X Research Foundation of Canada
Jeffrey Clark, Trustee (electronic)
Barbara Cyr, Association for Bright Children, Peel Chapter
Jassie Gill, Ontario Parents of Visually Impaired Children
Nilanjan Ray, Autism Ontario, Peel Chapter
Ann Smith, Brampton-Caledon Community Living

Members absent: (apologies received marked *)

Paula Hall, Sawubona Africentric Circle of Support
Jennifer Knight, Easter Seals Ontario
Carol Ogilvie, Learning Disabilities Association of Peel Region*
Dorothy Peddie, FASworld Canada, Peel Chapter*
Kevin Wilson, Abilities to Work*

Administration:

Claudine Scuccato, Superintendent, Special Education, Social Emotional Learning and Well-Being (Executive Member)
Paul da Silva, Associate Director, School Improvement and Equity
Donna Ford, Superintendent of Education
Kathryn Lockyer, General Counsel and Governance Officer

Lorelei Fernandes, Board Reporter

1. Call to Order

Executive Member and Superintendent of Special Education, Social Emotional Learning and Well-Being, Claudine Scuccato, called the meeting to order.

2. Land Acknowledgement

The video of the Acknowledgement of Traditional Lands was viewed.

3. Approval of Agenda

A member stated that there has not been sufficient Notice to hold the Chair and Vice-Chair elections tonight. She proposed that Item 5, Election of Chair and Vice Chair be deferred to the next SEAC meeting.

SE-01, moved by Barbara Cyr
seconded by Nicole Buckettt

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

..... carried
2/3 rd's majority

Shelley Foster assumed the Chair.

4. Conflict of Interest

There were no declarations of conflict of interest.

5. Minutes of the Special Education Advisory Committee Meeting, October 24, 2023

SE-02, moved by Nicole Buckettt
seconded by Barbara Cyr

Resolved, that the Minutes of the Special Education Advisory Committee Meeting, held October 24, 2023, be approved.

..... carried

6. Superintendent's Report

Superintendent of Special Education, Social Emotional Learning and Well-Being, Claudine Scuccato, reported that based on increasing needs in the Peel system, an additional allocation of 42 Educational Assistants has been approved. In regard to improvements in Instruction and Assessments in the classroom for students with disabilities, Claudine Scuccato advised that with the implementation of the destreaming program, modifications may be necessary for students with Individual Education Plans (IEPs), for which professional learning (PL) is being provided to teachers, Guidance heads, and a designated administrator for each school. This PL will focus on equitable assessment practices, guidelines for implementation of modifications, and potential impact on credit attainment. She added that one full day of PL was held for all secondary teachers, centred on asset based assessment strategies and modifications.

6. Superintendent’s Report (Continued)

Superintendent Scuccato stated that, in alignment with the Mental Health Strategy, Peel DSB has been offering Healing Circles to middle and secondary students, facilitated by mental health professionals. She added that participation is voluntary and the purpose is to provide a safe and identity affirming space, and an opportunity to discuss impacts of overall well-being, to promote self-care strategies, and to inform students about their rights and responsibilities.

SE-03, moved by Ann Smith
seconded by Anju Mistry

Resolved, that the Superintendent’s Report (oral), be received.

..... carried

7. Accessibility Project File Process

Michelle Zilic, Occupational Therapist, and Dave Dadd, Manager, Accessibility & Special Projects, presented information on the Accessibility Project file Process, which aligns with the Ministry’s Multi-Year Strategic Plan and is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Reviewing the report, Michelle Zilic listed various types of accessibility requests and described the process for initiating an online Accessibility Project File Request form, the review and approval process, and the priority rating system. Outlining the next steps, Michelle Zilic noted that the online form will continue to be used and monitored, and collaboration between Special Education, Maintenance departments, and school staff will focus on staff and student voice. Michelle Zilic commented that the online request form introduced in January 2023 has removed barriers by streamlining the project submission process, fostering increased collaboration, and ensuring that accessibility needs are promptly addressed.

Responses to questions of clarification from members included that: school principals may fill out the online request form for accessibility issues; new school buildings are built according to the new Building Code; the process for evaluating requests for elevators is lengthy, involves the Broader Public Sector Procurement process, and approval of architectural design and building permits; the Washroom Accessibility Code can change and evolve over time; mobility and vision accommodations include Braille, tactile markings on stairs, directional indicators and changes in elevation according to CNIB; de-escalation rooms are part of a safety plan with strict criteria for use; accommodation requests can be made through the Occupational Therapist or Physical Therapist; students who cannot attend their home school due to washroom accessibility are relocated to another school and busing is provided; new immigrant families with accessibility needs may be referred to PDSB Welcome Centres. Responding to a member, Michelle Zilic advised that a more detailed presentation covering de-escalation will be brought to SEAC in the future.

7. Accessibility Project File Process (Continued)

In response to Chair Foster’s question on audiological management for hard of hearing students, Dave Dadd clarified that architects who design new schools take into account acoustical requirements of new building interiors. Assistive Technology is provided through Special Equipment Amount (SEA) claims. He added that if existing buildings have acoustical issues to be addressed, they are investigated and waitlisted for improvement. Superintendent Scuccato offered to bring back more information on the query about audiological issues in existing school buildings.

SE-04, moved by Nilanjan Ray
seconded by Barbara Cyr

Resolved, that the report re Accessibility Project File Process, be received.

..... carried

8. Graduation Rates

Bernadette Smith, Superintendent, Innovation and Research, recalled a request in regard to data on supports for students with disabilities, specifically around VOC1, all graduation certificates, and Pathways. She advised that a report will be brought to the Board in February 2024.

Bernadette Smith presented information on Ontario Secondary School Diploma (OSSD) Graduation Rates and Non-Graduates. She stated that Peel DSB’s calculation for graduation rates is similar to the Ministry’s approach to determine cohorts graduating and to track students who leave school prior to graduation. She noted that students working towards Ontario Secondary School Certificate (OSSC) and students who leave PDSB to move to other educational institutons cannot be tracked to determine graduation. Charts for secondary students with Special Education Needs (SWSEN) for 4-year and 5-year graduation rates were reviewed for the years 2013-2014 to 2017-2018. The charts included data for identified, non-identified, and students without special education needs. Bernadette Smith reviewed information on 2017-2018 OSSD Grade 9 cohort graduation data which indicated that out of 8908 students, 8460 graduated in five years, 132 students returned to school in September 2022 for Year 6, and 316 leavers, who are students who withdrew without graduating from school. Further charts were reviewed showing data on disporportionalities of students receiving special education services in the leaver group.

Superintendent Smith presented information on how Universal Design for Learning (UDL) is leveraged to support SEA claims for Assistive Technology (AT) and noted the accessibility tools and supports offered, which included training by AT Resource Teachers (ARTs), co-planning and co-teaching, AT resources on sharepoint and the board’s website, and professional learning opportunities for educators and educational assistants. Bernadette Smith highlighted the benefits of Empowering Modern Learners, which is a combination of UDL and Culturally Relevant and Responsive Pedagogy (CRRP). She described the work done by writing teams and mandatory professional learning facilitated by Resource Teachers.

8. Graduation Rates (Continued)

The administration responded to questions of clarification from members regarding: tools will be identified in an IEP as strategies to be used to meet goals set up through an IEP; special education resource teachers demonstrate how the tools are to be used; providing visual, auditory lessons, virtual and asynchronous options for learning using an online platform for students who miss school due to hospitalization. Regarding the query on graduation information broken down by exceptionality and placement, Bernadette Smith advised that disaggregated data will be reported in February 2024. To the question about possibility of gathering post graduation data on students' pathways, it was noted that neither Peel DSB nor the Ministry of Education tracks post secondary data for students. In regard to capacity building and training for teachers, it was clarified that technology training is offered to teachers who use their judgement when choosing technology. Superintendent Scuccato added that technology training is not mandated, the only exception is while implementing an Individual Education Plan (IEP), where ATRTs are involved in ensuring that the teacher and student are adequately supported.

SE-05, moved by Mary Wright
seconded by Nicole Buckett

Resolved, that the report re Presentation on Graduation Rates (oral), be received.

..... carried

9. Reports from Representatives on Councils/Associations

Chair Foster noted that the representative of Sawubona Africentric Circle has not attended the past three meetings. General Counsel and Governance Officer, Kathy Lockyer, will follow up.

10. Questions Asked by Committee Members

Barbara Cyr stated that in the past, reports on annual OnSIS data broken down by exceptionality, placement, grade level and gender, as well as EQAO data for special needs students, were brought to SEAC meetings, but have not been presented for a few years since the pandemic. She asked that these reports be brought to SEAC.

Ann Smith inquired as to whether the Transition Facilitator position will be re-instated. Superintendent Scuccato will follow up.

11. Notice of Motion

Vice Chair, Mary Wright, submitted the following Notice of Motion:

“Whereas, some students, for example, students with disabilities, do not have a linear pathway to post secondary opportunities or pathways;

And Whereas, some special education students with an OSSD have the pre-requisite credits to attend diploma granting programs, but a vast majority of those earning an OSSC do not continue their education post secondary, and many have not gained the necessary skills for competitive employment;

And Whereas, data made public is the graduation rate based on the OSSD, but not the outcomes post-secondary;

Therefore be it resolved, that the administration bring a report on the pathway outcomes of students receiving a Certificate of Achievement (COA), Ontario Secondary School Certificate (OSSC), and an Ontario Secondary School Diploma (OSSD) with workplace level courses; and

Be it further resolved, that the report include data on the direct correlation to these pathway outcomes and the programs delivered by the Peel DSB.”
(APPENDIX I)

12. Motion / Action Log

The following requests will be added to the Action/Motion Log:

- i) More information on audiological management for hard of hearing students in existing school buildings, will be brought back. (Item 7 of this minutes)
- ii) Sawubona Africentric Circle has not attended the past three meetings. (Item 9 of this minutes)
- iii) Reports on annual OnSIS data broken down by exceptionality, placement, grade level and gender, and EQAO data for special needs students to be brought to SEAC meetings. (Item 10 of this minutes)
- iv) Update on the Transition Facilitator position. (Item 10 of this minutes)

13. Adjournment

SE-06, moved by Susan Benjamin
seconded by Jeffrey Clark

Resolved, that the meeting adjourn. (20:30 hours)

..... carried

..... Chair

Special Education Advisory Committee

Notice of Motion submitted by Mary Wright, Down Syndrome Association of Peel - November 2023

Measuring student success seems like it should be a fairly straight forward endeavour. For those students who graduate with an OSSD and have the prerequisites to apply to University and College programs, it is. PDSB has a research department that can do that. But what about students who do not have such a linear pathway to post secondary opportunities or pathways that we typically think about for most students. What about students with disabilities that aren't able to reach the same academic achievements as their peers. Where do they go when they graduate? Because diagnoses don't always present the same way, some students are streamed into different programs with different results, but the outcomes remain the same. No one knows what they are.

Before the Vocational level 2 program was removed and de-streaming was introduced, those students had a variety of diagnosis' and some fell within the parameters of an intellectual disability, and some did not. Some would graduate with an OSSD that gave them the pre-requisite credits to attend Diploma granting College programs, and some did not. Some would enter the workforce upon graduation and some would not. The data that was made public was the graduation rate based on the OSSD, not the outcomes that followed.

For students in Vocational level 1 working towards an OSSC, the outcomes are even less clear. As the vast majority of those earning an OSSC do not continue their education into post secondary, and many have not gained the necessary skills for competitive employment, the question becomes "where do they go?" The same thing can be said for those earning a Certificate of Accomplishment. Students who age out of the system in June of the year they turn 21 with less than 14 credits, typically 0. Where do these students go after graduation?

Here are some statistics that need to be shared in order to set the proper context for this situation:

- 96% unemployment rate for adults with an intellectual disability
- 87% unemployment rate for adults with an autism diagnosis (Stats Can 2012)
- Average cost of a day program with 5:1 support in Peel region \$24,000 a year
- Average cost of a day program with 1:1 support in Peel Region \$50,000-\$70,000 a year
- Average funding a family receives \$5,000

When we only track outcomes for students who graduate with an OSSD and are moving on to post secondary education, we are clearly stating that only those students that can achieve at this level are of value to prove that the education system is working properly.

We create a 2 tiered system that puts a high value on one outcome and a low value on the other. If that weren't the case, we would know where every student in our system goes after graduation, not just those who got into College and University. We would have clear pathways and planning for each student using the individual pathway planner My Blueprint.

We would be able to clearly and empirically state that the programs students with intellectual disabilities are being IPRC'd into actually work.

I hereby raise the motion that the PDSB be able to provide outcome data for those students with intellectual disabilities, to prove that the system that is currently being administered serves the best possible opportunities, for arguably the most vulnerable population of students.

We would like to know what are the pathway outcomes of students receiving a COA, OSSC, and an OSSD with workplace level courses, and the direct correlation to their outcomes and the programs delivered at the PDSB.

If we continue to set the bar as low as we have, we will continue to see the same statistics we see above. Track outcomes, and make the system innovative to support our students. What has been done clearly isn't working. If it did, we would have data to prove it.

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Curriculum, Equity and Student Well-Being Committee of the Peel District School Board, held on Tuesday, December 5, 2023, at 17:30 hours. The meeting was held by electronic means, under Ontario Regulation 463/97, as amended.

Members present:

Jill Promoli, Vice Chair
Lucas Alves
Stan Cameron
David Green (Ex-officio)
Satpaul Singh Johal (Ex-officio)

Also present:

Karla Bailey
Will Davies

Members absent (apologies received*):

Susan Benjamin, Chair*
Jeffrey Clark
Kathy McDonald

Administration:

Camille Logan, Associate Director, School Improvement and Equity, Curriculum and Instruction, Student and Community Engagement (Executive Member)
Rasulan Hoppie, Superintendent of Secondary Curriculum, Instruction and Assessment (Back-Up Executive Member)
Lara Chebaro, Superintendent of School Improvement and Equity Planning/Math Lead
Pradeep Rajah, Acting Superintendent of Education, School Improvement Planning/Math Lead
Kathryn Lockyer, General Counsel and Governance Officer
Bernadette Smith, Superintendent, Innovation and Research
Temi Adeniyi, Board Reporter

1. Call to Order

In the absence of Chair Susan Benjamin, Vice Chair Promoli chaired the meeting. Vice Chair, Promoli, called the meeting to order at 17:30 hours.

2. Land Acknowledgement

A video recording of the Acknowledgement of Traditional Lands was shown.

3. Approval of Agenda

Item 6.1, Delegation by Dima Alsakka, Imaan Asad, Mahreen Jalani, and Isabella Stevenson, re Ongoing Issues in Palestine was added to the agenda.

3. Approval of Agenda (continued)

CESWB-01 moved by Stan Cameron
seconded by Lucas Alves

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 Curriculum, Equity and Student Well-Being Committee, October 3, 2023

CESWB-02 moved by Lucas Alves
seconded by Stan Cameron

That, the Minutes of the Curriculum, Equity and Student Well-Being Committee, held October 3, 2023, be approved.

..... carried

6. Delegation by Dima Alsakka, Imaan Asad, Mahreen Jalani, and Isabella Stevenson, re Ongoing Issues in Palestine

The speakers, Imaan Asad, Mahreen Jalani, and Isabella Stevenson, students from schools in the Peel DSB, spoke of the need for the Board, to condemn the ongoing situation in Palestine, educate students about it, and protect students supporting Palestine from teacher punishments. Dima Alsakka, a parent of students in Peel DSB, highlighted the silence and lack of support from the Board, stating that students are facing repercussions for expressing their views on Palestine. The speakers requested that the Board acknowledge the crisis and provide resources to support affected families. They expressed the opinion that the Board take responsibility for cancelling events related to Muslim identity without proper engagement, and urged transparency and commitment to the Anti-Islamophobia strategy.

CESWB-03 moved by Stan Cameron
seconded by Lucas Alves

Resolved, that the Delegation by Dima Alsakka, Imaan Asad, Mahreen Jalani, and Isabella Stevenson, re Ongoing Issues in Palestine, be received.

..... carried

7. Kindergarten Recruitment Strategy - Play, Wonder, Learn

Rasulan Hoppie, Superintendent of Curriculum, Instruction and Assessment, provided an overview on the Kindergarten Recruitment Strategy at Peel District School Board (PDSB) which outlines the opportunity in promoting Kindergarten within the community and reverse the trend of declining enrolment. He advised that the strategy is divided into two phases; Pre-Registration Recruitment and Post Registration, which is supported by an extensive communication plan. The aim is to ensure equitable access, aligning with Ontario's Kindergarten Program while emphasizing the benefits of Peel DSB's Kindergarten programs. Superintendent Hoppie highlighted the key events which include Play, Wonder, Learn in Action and Start with a Smile, that will help prospective families to experience kindergarten environments directly, and foster connections within the school community. He reported that the multi-pronged approach will reinvigorate Kindergarten enrolment and the timeline identifies key dates regarding the launch of communication initiatives in December 2023, aligning with the start of kindergarten registration for the 2024-2025 school year in November 2023.

Responding to trustees' questions of clarification it was noted that: the Board intends to target print and digital media, including social media and paid advertisement; communication will be sent to all schools, to post the kindergarten registration information via their electronic signs; due to a lack of available permits in Mississauga for this school year, the signs have been moved to school properties; starting in 2024, signs will be adequately placed; trustees will be provided with a categorized list of locations by municipality; staff has collaborated with the Planning department to identify specific focal areas based on enrolment data; information will be shared with early learning centers, childcare facilities, and public libraries as part of the communications plan; an outreach event is scheduled for January 25, 2024 with the goal of allowing families to witness activities as they occur during the school day; future events will be planned to accommodate families who cannot attend, as part of a broader engagement plan. Trustees commended staff on the Kindergarten Recruitment Strategy.

CESWB-04

moved by Lucas Alves
seconded by Stan Cameron

Resolved, that the report re Kindergarten Recruitment Strategy - Play, Wonder, Learn, be received.

..... carried

8. Mathematics Achievement Action Plan (MAAP)

Pradeep Rajah, Acting Superintendent of Education, School Improvement Planning/Math Lead presented the Peel District School Board's 2023/2024 Draft Mathematics Achievement Action Plan (MAAP), which aligns with the Ministry's plan for the academic year. The report addresses three key areas: Fidelity to the Mathematics Curriculum; Developing a deeper understanding of the Math Learners in Peel DSB Classrooms; Teacher content knowledge in mathematics. MAAP aims for measurable improvements in math achievement through deliberate actions based on Ministry guidelines, which is currently being rolled out in phases to all schools across Peel DSB. The goal is to enhance fundamental math skills, aiming for better performance in assessments and attendance.

8. Mathematics Achievement Action Plan (MAAP) (continued)

CESWB-05 moved by Stan Cameron
seconded by Lucas Alves

Resolved, that the report re Mathematics Achievement Action Plan (MAAP), be received.

..... carried

9. School Improvement and Equity Planning (SIEP) Site

Lara Chebaro, Superintendent School Improvement and Equity Planning/Math Lead, presented the School Improvement and Equity Planning (SIEP) site report. The SIEP process supports school leadership teams in identifying and implementing conditions fostering academic success, belonging, and well-being for all, particularly for marginalized students. It involves reviewing data, identifying disparities, and taking steps to address these issues. The digitized process comprises of four steps: Data Review and Context Setting; Goal Setting and Action Planning; Monitoring for Improvement; Reflection and Planning Next Steps. Schools are expected to set two SIEP goals focusing on Sense of Belonging with a focus on Safety, and Achievement in Literacy and Mathematics. The SIEP site offers resources for systemic transformation, addresses racism, and promotes conditions for all students to thrive. The Peel DSB schools will share their plans with families through various channels. Superintendent Chebaro stated that the site is currently being used by senior team, administrators, and SIEP school teams and there are plans to expand its usage. Responding to trustees' questions, it was clarified that measuring belonging is done through student engagement and utilizing student surveys.

CESWB-06 moved by Stan Cameron
seconded by Lucas Alves

Resolved, that the report re School Improvement and Equity Planning (SIEP) Site, be received.

..... carried

10. Library Audit: Status Report

Bernadette Smith Superintendent, Innovation and Research, provided an update on the Library Audit. She commented that the weeding of Library Commons was paused due to a committee motion and direction from Minister of Education, Stephen Lecce. Superintendent Smith stated that schools received replenishment funds in October 2023 to enhance library collections, supported by the Library Services team through tools, workshops, and comprehensive assistance. The commitment is to curate collections affirming student identities and experiences while aligning with curriculum expectations and board priorities for inclusivity. She advised that replenishment funds from the Board have been distributed to 232 schools for seeding Library Learning Commons, Teacher librarians will utilize these funds with ongoing support to foster reading and manage school collections.

10. Library Audit: Status Report (continued)

Responding to trustees' questions of clarification it was noted: the SIEP report will be updated to reflect that the Board also passed a motion to pause the weeding of books; implementation of a new library system called Insignia commenced in September 2023; no books have been processed in the new system due to a pause in the weeding process; replenishment fees for libraries to curate collections aligned with students' interests, curriculum needs, and board priorities; no detailed record to provide cost evaluation for replacing the removed books; schools requested funding based on their need and some schools did not require replenishment funding as they already had substantial collections; requests for funds submitted at a later date were accommodated within the required timelines; use of physical books and digital resources by students are encouraged; there is annual allocation of books replenishment for all schools; support is provided to administrators and teacher librarians to identify required funds for building collections.

CESWB-07 moved by Stan Cameron
seconded by Lucas Alves

Resolved, that the Status report re Library Audit, be received.

..... carried

11. Adjournment

CESWB-08 moved by Stan Cameron
seconded Lucas Alves

Resolved, that the meeting adjourn (18:39 hours).

..... carried

..... Chair

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Physical Planning, Finance and Building Committee of the Peel District School Board. The hybrid meeting was held in the Brampton Room, the H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario on Wednesday, January 10, 2024, at 17:30 hours.

Members present:

Stan Cameron, Chair
Satpaul Singh Johal, Vice-Chair
Karla Bailey
Will Davies
Brad MacDonald (electronic)
Jill Promoli

Trustees present:

Lucas Alves (electronic)

Administration:

Jaspal Gill, Associate Director and Chief Operating Officer, Operations and Equity of Access
(Executive Member)
Tania Alatishe-Charles, Controller, Finance Support Services
Wendy Dobson, Acting Controller, Corporate Support Services
Kathryn Lockyer, General Counsel and Governance Officer
Rasulan Hoppie, Superintendent of Secondary Curriculum, Instruction and Assessment
Thomas Tsung, Controller, Facilities and Environmental Support Services
Randy Wright, Controller, Planning and Accommodation Support Services

Temi Adeniyi, Board Reporter

1. Call to Order

Chair Stan Cameron called the meeting to order at 17:30 hours.

2. Physical Planning, Finance and Building Committee (Closed Session)

PB-01 moved by Jill Promoli
seconded by Karla Bailey

Resolved, that the Committee move into the Closed Session (17:30 hours).

The meeting recessed at 17:40 hours and reconvened into Open Session at 18:00 hours.

3. Rise and Report from Closed Session

PB-02 moved by Satpaul Singh Johal
seconded by Will Davies

Resolved, that the report of the Closed Session re Procurement Activity Report for October and November 2023, be received.

..... carried

4. Acknowledgement of Traditional Lands

The video on the Acknowledgement of Traditional Lands was viewed.

5. Approval of Agenda

Item 8.1, Delegation on TechCollect Students E-Waste Program, was withdrawn from the agenda.

PB-03 moved by Karla Bailey
seconded by Satpaul Singh Johal

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

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

6. Conflict of Interest

There were no declarations of conflict of interest.

7. Minutes of the Student Transportation of Peel Region Meeting, September 27, 2023

PB-04 moved by Jill Promoli
seconded by Karla Bailey

Resolved, that the Minutes of the Governance Committee meeting of the Student Transportation of Peel Region, held September 27, 2023, be received.

..... carried

8. Minutes of the Physical Planning, Finance and Building Committee Meeting, November 16, 2023

PB-05 moved by Satpaul Singh Johal
seconded by Will Davies

Resolved, that the Minutes of the Physical Planning, Finance and Building Committee Meeting, held November 16, 2023, be approved.

..... carried

9. Former Lakeview Park Public School Heritage Designation

Suzanne Blakeman, Manager of Planning and Enrolment, provided an update that, on September 27, 2023, the City of Mississauga formally designated the former Lakeview Park Public School as having cultural heritage significance under the Ontario Heritage Act. This designation prohibits Peel DSB from making alterations or demolishing the building without obtaining consent from the City Council. She stated that Peel DSB has appealed the designation to the Ontario Land Tribunal, noting the necessity for extensive retrofitting if the building is to be used as a school. The Board is hoping for amendments to the by-law to restrict the designation to be applicable only to the façade of the original 1923 building to preserve flexibility for any redevelopment of the property.

In response to trustees' comments, Jaspal Gill, Associate Director and Chief Operating Officer of Operations and Equity, explained that the property was initially put up for sale in June 2023. The Board chose to withdraw the property from the market due to planned developments in the Lakeview area. He advised that the city's heritage designation in September 2023 significantly impacted its value. Associate Director Gill stated that should negotiations with the City prove unsuccessful, the Board is prepared to appeal to ensure all options remain open for future decisions regarding the property. He added that the City changed the designation without informing Peel DSB, and no reason or action was given.

PB-06 moved by Jill Promoli
seconded by Will Davies

Resolved, that the report re Former Lakeview Park Public School Heritage Designation, be received.

..... carried

10. EDC By-law Renewal – 2024

Suzanne Blakeman, Manager of Planning and Enrolment provided the timeline and steps for renewal of the Peel District School Board's Education Development Charge (EDC) By-law. She explained that EDC charges apply to new developments and funds land costs for schools. The current EDC By-law expires in June 2024, and renewal is required for the next 5 year period from July 1, 2024, to June 30, 2029. An information session for trustees is scheduled for February 7, 2024, when an EDC consultant will provide detailed information. Additionally, two meetings with the development community and stakeholders are scheduled

10. EDC By-law Renewal – 2024 (continued)

for January 17, 2024, and another date to be announced. Suzanne Blakeman stated that two consecutive public meetings are scheduled for the evening of April 17, 2024, and the Board will deliberate on the approval of the new EDC By-law on May 22, 2024.

PB-07 moved by Will Davies
seconded by Jill Promoli

Resolved, that the 2024 EDC By-law Renewal report, be received.

..... carried

11. Ray Lawson Public School: Grade Re-organization / Ray Lawson Public School and Roberta Bondar Public School: Boundary Change

Dana Guterres, Senior Planner, Enrolment, presented the report on Ray Lawson Public School, highlighting two key recommendations: the grade re-organization of Ray Lawson Public School and a boundary change with Roberta Bondar Public School. It is proposed that Ray Lawson Public School be re-organized from Kindergarten-Grade 6 to Kindergarten-Grade 8, with phased implementation starting from Grade 7 in July 2024. She stated that Ray Lawson Public School is unique among the Board's balanced calendar schools currently configured as Kindergarten-Grade 6. Dana Guterres explained that students in Grade 6 at Ray Lawson Public School presently transition to Roberta Bondar Public School for Grades 7 and 8. However, with the Kindergarten-Grade 8 re-organization, this transition would no longer occur, and the boundary change would be phased in, starting with Grade 7 in July 2024. She noted the surplus classroom space available at Ray Lawson Public School which eliminates the need for portables to accommodate the additional students resulting from these changes.

PB-08 moved by Jill Promoli
seconded by Will Davies

Resolved, that the Physical Planning, Finance and Building Committee recommends to the Board:

- i. That, effective July 2024, the grade re-organization of Ray Lawson Public School from a Kindergarten to Grade 6 school to a Kindergarten to Grade 8 school, be approved.
- ii. That, effective July 2024, the following boundary change between Ray Lawson Public School and Roberta Bondar Public School, be approved:
 - (a) That effective July 2024, the Kindergarten-Grade 8 boundary for Ray Lawson Public School, be as follows:

Commencing at the intersection of Mavis Road and Ray Lawson Boulevard then east along Ray Lawson Boulevard to McLaughlin Road then south along McLaughlin Road to the Brampton-Mississauga border then west along the Brampton-Mississauga border to Mavis Road

11. Ray Lawson Public School: Grade Re-organization / Ray Lawson Public School and Roberta Bondar Public School: Boundary Change (continued)

then north along Mavis Road to the point of commencement.

- (b) That, effective July 2024, the Kindergarten-Grade 8 boundary for Roberta Bondar Public School be as follows:

Commencing at the intersection of Churchville Road and Steeles Avenue West
then west along Steeles Avenue West to Mavis Road
then south along Mavis Road to the Brampton-Mississauga border
then west along the Brampton-Mississauga border to the former Orangeville
Brampton Railway

then north along the former Orangeville Brampton Railway to the south
property line of 55 Susan Avenue
then west along the south property line of 55 Susan Avenue, continuing in a
straight line to the east property line of 39 Outlook Avenue
then north along the east property line of 39 Outlook Avenue to the west
property line of 2 Shuter Lane
then north along the west property line of 2 Shuter Lane, continuing along the
west rear property lines of Shuter Lane to the south property line of 7935
Churchville Road
then east along the south property line of 7935 Churchville Road to the east
property line of 7935 Churchville Road
then north along the east property line of 7935 Churchville Road to the north
property line of 7935 Churchville Road
then west along the north property line of 7935 Churchville Road to Churchville
Road
then north along Churchville Road to the point of commencement.

..... carried

12. Ellengale Public School (Replacement School) Information Update

Dana Guterres, Senior Planner, Enrolment, provided an update on Ellengale Public School replacement. She advised that the Ministry approved a new 875-pupil school on November 23, 2021. Construction is set to commence in summer/fall 2024. Due to the complexity of the project, Ellengale Public School students and staff will be temporarily relocated to the former Ashgrove Public School building. An open house event at Ashgrove Public School will be arranged for Ellengale Public School so that families can familiarize themselves with the temporary location before the new school year. Transportation will be provided during the temporary stay and the school administration will provide regular updates as more information about construction and relocation unfolds.

PB-09 moved by Karla Bailey
seconded by Satpaul Singh Johal

Resolved, that the Ellengale Public School (Replacement School) Information Update, be received.

..... carried

13. Application Status Update

Zach Tessaro, Planning Officer, noted that the update report lists the development applications reviewed by Planning and Accommodation staff during the month of November 2023, and includes the letters sent to municipalities.

PB-10 moved by Karla Bailey
seconded by Jill Promoli

Resolved, that the Application Status Update report, be received.

..... carried

14. Procurement Activity Report – October and November 2023

PB-11 moved by Will Davies
seconded by Satpaul Singh Johal

Resolved, that the Procurement Activity Report for October and November 2023, be received.

..... carried

15. Vandalism Activity Report – September 2023

Wendy Dobson, Controller of Corporate Support Services, presented the report, highlighting activity in September 2023. She noted a slight increase in vandalism incidents at schools during the month, due to the pleasant weather.

15. Vandalism Activity Report – September 2023 (continued)

PB-12 moved by Jill Promoli
seconded by Satpaul Singh Johal

Resolved, that the Vandalism Activity Report for September 2023, be received.

..... carried

16. Flexible School Boundaries Policy

Rasulan Hoppie, Superintendent of Secondary Curriculum, Instruction and Assessment, provided an overview of proposed revisions to the Flexible School Boundaries Policy. The Flexible School Boundaries policy establishes direction about access to schools outside of a student’s designated home school, subject to financial resources, accommodations, and contractual obligations of the Board. Superintendent Hoppie advised that the updated version includes trustees’ feedback from the Governance and Policy Committee meeting, community consultation was held on November 8, 2023, and staff are currently analyzing feedback.

PB-13 moved by Karla Bailey
seconded by Satpaul Singh Johal

Resolved, that the report re Flexible School Boundaries Policy, be received.

..... carried

17. Adjournment

PB-14 moved by Will Davies
seconded by Jill Promoli

Resolved, that the meeting adjourn (18:35 hours).

..... carried

..... Chair

MOTION FOR CONSIDERATION: PHYSICAL PLANNING, FINANCE AND BUILDING COMMITTEE

Arising from a meeting of the Physical Planning, Finance and Building Committee, held January 10, 2024, the following recommendation is brought for Board approval:

1. Ray Lawson Public School: Grade Re-organization / Ray Lawson Public School and Roberta Bondar Public School: Boundary Change

- i. That, effective July 2024, the grade re-organization of Ray Lawson Public School from a Kindergarten to Grade 6 school to a Kindergarten to Grade 8 school, be approved.
- ii. That, effective July 2024, the following boundary change between Ray Lawson Public School and Roberta Bondar Public School, be approved:
 - (a) That effective July 2024, the Kindergarten-Grade 8 boundary for Ray Lawson Public School, be as follows:

Commencing at the intersection of Mavis Road and Ray Lawson Boulevard then east along Ray Lawson Boulevard to McLaughlin Road then south along McLaughlin Road to the Brampton-Mississauga border then west along the Brampton-Mississauga border to Mavis Road then north along Mavis Road to the point of commencement.

- (b) That, effective July 2024, the Kindergarten-Grade 8 boundary for Roberta Bondar Public School be as follows:

Commencing at the intersection of Churchville Road and Steeles Avenue West then west along Steeles Avenue West to Mavis Road then south along Mavis Road to the Brampton-Mississauga border then west along the Brampton-Mississauga border to the former Orangeville Brampton Railway then north along the former Orangeville Brampton Railway to the south property line of 55 Susan Avenue then west along the south property line of 55 Susan Avenue, continuing in a straight line to the east property line of 39 Outlook Avenue then north along the east property line of 39 Outlook Avenue to the west property line of 2 Shuter Lane then north along the west property line of 2 Shuter Lane, continuing along the west rear property lines of Shuter Lane to the south property line of 7935 Churchville Road then east along the south property line of 7935 Churchville Road to the east property line of 7935 Churchville Road

MOTION FOR CONSIDERATION: PHYSICAL PLANNING, FINANCE AND BUILDING COMMITTEE

- 1. Ray Lawson Public School: Grade Re-organization / Ray Lawson Public School and Roberta Bondar Public School: Boundary Change (continued)**

then north along the east property line of 7935 Churchville Road to the north property line of 7935 Churchville Road
then west along the north property line of 7935 Churchville Road to Churchville Road
then north along Churchville Road to the point of commencement.

Submitted by:

Jaspal Gill
Associate Director, Operations and Equity of Access

MOTIONS FOR CONSIDERATION: GOVERNANCE AND POLICY COMMITTEE

Arising from a meeting of the Governance and Policy Committee, held January 24, 2024, the following recommendations are for Board approval:

1. Delegation re PDSB Policies regarding Procurement from Vendors

That, the delegation of Valentina Gheorghe be referred to the Director of Education for follow-up with the Delegation by assigned staff.

2. Child Abuse and Protection Policy

That, the Child Abuse and Prevention Policy, attached as Appendix A to the report, be approved. (APPENDIX I)

3. Flexible School Boundaries Policy

That, the Flexible School Boundaries Policy, attached as Appendix 1 to the report, be approved, effective April 30, 2024. (APPENDIX II)

4. Procurement Policy

That, the Procurement Policy, attached as Appendix 1 to the report, be approved. (APPENDIX III)

5. Motion re Listing Trustees' Contact Information on PDSB Websites

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;

MOTIONS FOR CONSIDERATION: GOVERNANCE AND POLICY COMMITTEE

5. Motion re Listing Trustees' Contact Information on PDSB Websites (Continued)

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.

Submitted by:

Kathryn Lockyer
General Counsel and Governance Officer

Governance and Policy Committee Meeting, January 24, 2024

Child Abuse and Protection Policy

Strategic Alignment:

This policy aligns with the PDSB's Strategic Plan in the area of Student Engagement and Wellbeing, and complies with section 125 of *the Child, Youth and Family Services Act, 2017*, (CYFSA or the "Act") with respect to the duty to report children in need of protection as defined by the *Act* and students under 18 as applicable.

Report Type:

Recommendation

<i>Prepared by:</i>	Andrea Dewar Salmon, Coordinating Principal – PSSP and Equity Claudine Scuccato, Superintendent – Special Education and Social Emotional Learning and Well-Being Paul DaSilva, Associate Director – School Improvement and Equity
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<i>Submitted by:</i>	Rashmi Swarup, Director of Education
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Overview

Recommendation

It is recommended that the Child Abuse and Prevention Policy attached as Appendix A be approved.

Highlights:

Key highlights of the policy include:

- All PDSB employees and volunteers have a duty to report a child who may be in need of protection.
- This policy is aligned with and supports the principles and expectations of PDSB Human Rights Policy, Equity and Inclusive Education Policy, the Anti-Racism Policy, and the Safe and Caring Schools Policy.
- The PDSB recognizes its obligation to disrupt biased, harmful, and unnecessary referrals of racialized students to Children's Aid.
- This policy directs that no employee or volunteer shall subject a child or student to abuse or neglect.

Background:

The PDSB currently does not have a policy for Child Abuse and Protection. The Child Abuse and Protection policy was created to meet the requirements of PPM 9: Duty to Report Children in Need of Protection (Appendix B) and is supported by the operating procedure SESS 5: Reporting a Child in Need of Protection (Appendix C).

Evidence

Findings/Key Considerations:

In collaboration with Legal and Governance Services, the Special Education Social Emotional Learning and Well-Being department has drafted the Child Abuse and Protection Policy (Appendix A). Consultations were completed with internal departments and the PDSB community between October 2023 and January 2024.

The Child Abuse and Protection Policy will ensure all employees and volunteers are aware of their legal responsibility to report a child in need of protection and to ensure compliance with section 125 of *the Child, Youth and Family Services Act, 2017*, (CYFSA or the "Act") with respect to the duty to report children in need of protection as defined by the *Act* and students under 18 as applicable, and with PPM 9: Duty to Report Children in Need of Protection. The policy will be introduced and reinforced by ongoing learning opportunities for PDSB staff.

This policy affirms the PDSB's commitment to the safety and well-being of all children and students, including our commitment to anti-racist, anti-oppressive actions and a reduction in disproportionalities in reporting.

This policy aligns with PPM 9: Duty to Report Children in Need of Protection and SESS 5: Reporting a Child in Need of Protection.

This policy applies to all PDSB employees and volunteers who all have a duty to report a child who may be in need of protection resulting from the actions, failure to act or pattern of neglect on the part of a parent or person having charge of the child as per the *Act*.

Impact Analysis

Equity & Human Rights Review:

This policy demonstrates the board's 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. Particular attention has been made to address disproportionalities that have existed up to this point in each area. The board recognizes the harm experienced by members of the Peel community with the involvement of Peel Children's Aid Society as well as the disproportionate overreporting of Black and Indigenous families.

Board or Ministry Policy Alignment:

This policy aligns with PPM 9: Duty to Report Children in Need of Protection and SESS 5: Reporting a Child in Need of Protection. This policy supports the principles and expectations of the PDSB's Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy.

Resource/Financial Implications:

There are direct implications associated with ensuring that all employees and volunteers are aware of their legal responsibility to report a child in need of protection.

Peel Children's Aid Society (PCAS) data has shown a disproportionate number of reports of Black and Indigenous Families in the Peel District School Board. It is therefore imperative to be aware of one's own personal bias, privilege, and position of power and authority when considering what is an appropriate referral to PCAS.

Support will be provided through individual discussion with social work managers as appropriate to support with decision making. Principals and Superintendents will be notified when these opportunities are offered. In addition, professional learning opportunities (staff meetings, information posted on SESEL site, training video) will be provided to all staff aimed at building their capacity adhere to the Child in Need of Protection Procedure, and accessible throughout the school year.

Legal implications:

Failure to report a child in need of protection has financial and legal repercussions. As per PPM 9, “If such professionals obtain information, in the course of performing their professional or official duties, that leads them to suspect that a child is or may be in need of protection, they must report this suspicion. If they do not report the suspicion, they are liable, upon conviction of the offence, to a fine of up to \$5000.”

Risk Assessment:

The Anti-Racism Policy aims to eliminate the practices towards Black students where there are disproportionate referrals made to Children’s Aid Society (CAS). The long-term risks of not taking action and approval of this policy will lead to continued disparities in outcomes of Black students.

The absence of a Child Abuse and Protection policy will cause reputational harm as well hinder the operations and procedures associated with the duty to report and child in need of protection. PDSB would be in a compromised position if this policy is not in place to inform all staff and volunteers of their responsibility to protect children. Specifically, the board would be exposed and be found to be violating its own Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy.

Community Impact:

This policy has great community impact as the PDSB recognizes its obligation to disrupt biased, harmful, and unnecessary referrals of racialized students to Children’s Aid.

Next Steps

Action Required:

Staff professional learning that includes PPM 9, the Child Abuse and Protection policy, and SESS 5 will be provided to all student facing PDSB staff members.

Communications:

Once approved the policy will be posted on the PDSB website.

Appendices

Appendix A – Child Abuse and Protection Policy (Draft)

Appendix B – PPM 9: Duty to Report Children in Need of Protection

Appendix C – SESS 5: Reporting a Child in Need of Protection

PEEL DISTRICT SCHOOL BOARD POLICY

Child Abuse and Protection

POLICY ID: Enter Text

FUNCTIONAL CATEGORY: Student Achievement and Well-Being

RESPONSIBILITY: Superintendent, Special Education Social Emotional Learning and Well-Being

APPROVAL: Board of Trustees

APPROVAL DATE: Click for date

EFFECTIVE DATE: Click for date

PROJECTED REVIEW DATE: 2027-2028

REVIEW SCHEDULE: 5 years

1. Purpose

The Peel District School Board (PDSB) is committed to the safety and well-being of all children and students. The purpose of this policy is to:

- 1.1 Ensure all employees and volunteers are aware of their legal responsibility to report a child in need of protection.
- 1.2 Ensure compliance with section 125 of the Child, Youth and Family Services Act, 2017, (CYFSA or the “Act”) with respect to the duty to report children in need of protection as defined by the Act and students under 18 as applicable.

2. Application and Scope

This policy applies to all PDSB employees and volunteers who all have a duty to report a child who may be in need of protection resulting from the actions, failure to act or pattern of neglect on the part of a parent or person having charge of the child as per the Act.

This policy will, at all times, be interpreted in a manner consistent with the Child, Youth and Family Services Act, the Education Act and its regulations, relevant Ministry PPMs, the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Anti-Racism Act, the Accessibility for Ontarians with Disabilities Act (AODA), and other applicable legislation. This policy is aligned with and supports the principles and expectations of PDSB Human Rights Policy, Equity and Inclusive Education Policy, the Anti-Racism Policy and the Safe and Caring Schools Policy.

3. Definitions

- 3.1 Child: The Act defines a child as a person younger than sixteen (16) years of age. A person subject to a protection order, for example an order of supervision or wardship, is considered to be a child until they attain eighteen (18) years of age. A child protection investigation may be undertaken with regards to a sixteen (16) or seventeen (17) year old and may become

the subject of a child protection order. Allegations of neglect/abuse involving such young people ages 16 or 17 are to be reported to the Peel Children's Aid Society for determination on next steps, which may include an investigation by the police under the assault or sexual assault provisions of the Criminal Code.

3.2 Child Protection Concern: Section 125(1) - Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society: Physical, Sexual, Emotional, or Neglect.

a) Physical Harm:

- (i) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
 - (a) failure to adequately care for, provide for, supervise or protect the child, or
 - (b) pattern of neglect in caring for, providing for, supervising or protecting the child
- (ii) There is a risk that the child has or may suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's
 - (a) failure to adequately care for, provide for, supervise, or protect the child, or
 - (b) pattern of neglect in caring for, providing for, supervising, or protecting the child.

b) Sexual Harm:

- (i) The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
- (ii) There is a risk that the child may be sexually molested or sexually exploited as described in paragraph (i).
- (iii) The child has been sexually exploited as a result of being subjected to child sex trafficking.
- (iv) There is a risk that the child may be sexually exploited as a result of being subjected to child sex trafficking.

c) Emotional Harm:

- (i) The child has suffered emotional harm, demonstrated by serious
 - (a) anxiety,
 - (b) depression,
 - (c) withdrawal,
 - (d) self-destructive or aggressive behaviour, or
 - (e) delayed development
- (ii) There are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

- (iii) The child has suffered emotional harm and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm.
 - (iv) There is a risk that the child has or may suffer emotional harm resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
 - (v) There is a risk that the child has or may suffer emotional harm and that the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to prevent the harm.
- d) Neglect:
- (i) failure to adequately care for, provide for, supervise, or protect the child, or
 - (ii) pattern of neglect in caring for, providing for, supervising, or protecting the child.
 - (iii) The child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
 - (iv) The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
 - (v) The child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
 - (vi) The child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to treatment.
 - (vii) The child is younger than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

3.3 PDSB Employee: represents anyone employed by the PDSB in a full-time, part-time, temporary, probationary, casual, or contract position.

3.4 Peel Children's Aid Society: also referred to as Peel CAS or "Children's Aid" and can be contacted at 905-363-6131.

4. Policy

- 4.1 The PDSB recognizes the harm experienced by members of the Peel community with the involvement of Peel Children's Aid Society ("Children's Aid" or "Peel CAS") as well as the disproportionate overreporting of Black and Indigenous families.
- 4.2 The PDSB recognizes its obligation to disrupt biased, harmful, and unnecessary referrals of racialized students to Children's Aid. PDSB employees and volunteers are called upon to recognize their position of power and authority and the impact on students and families that occurs with every call to child welfare. Every call to Peel CAS results in an open file within the child welfare system which remains indefinitely. This creation of permanent records must be approached with caution as it has a great impact on parents, caregivers, students, and our larger community.
- 4.3 This policy directs that no employee or volunteer shall subject a child or student to abuse or neglect.
- 4.4 This policy directs that all employees and volunteers who, while performing their professional or official duties, suspect that a child is or may be in need of protection must immediately report this information directly to the Peel Children's Aid Society. This duty cannot be delegated to, or assumed by, any other person including a Principal, support staff or senior administrator.
- 4.5 Under section 125 of the Child, Youth and Family Services Act, the duty to report overrides the provisions of any other provincial statute, including those legislative provisions that would otherwise prohibit an employee or volunteer from disclosing confidential or privileged information.
- 4.6 This policy applies although the information reported may be confidential or privileged, and no action by the PDSB for making the report shall be instituted against a PDSB employee or volunteer who acts in accordance with this policy and related operating procedures, unless the PDSB employee or volunteer acts maliciously or without reasonable grounds for the suspicion.
- 4.7 In accordance with the Act, the PDSB recognizes that the duty to report is an ongoing obligation. Therefore, the policy directs that when an employee or volunteer has made a report about a child or student to Peel CAS and has additional reasonable grounds to suspect that the child or student is or may be in need of protection, that individual must make a further report to Peel CAS.
- 4.8 The PDSB will provide learning opportunities for employees and volunteers about their duty to report, how to recognize signs of abuse and neglect, when and how to report a child protection concern, and how to manage the impacts of reporting, thereby honouring the shared commitment to student safety and well-being.
- 4.9 Where a child protection concern has been reported, the PDSB will cooperate with Peel CAS. The PDSB recognizes the particular vulnerability of children with special education needs. Procedures following the report of a child in need of protection will be followed with consideration of additional and appropriate assistance to a child or student requiring accommodation.

- 4.10 The PDSB will support children and students with concerns of abuse and neglect in accordance with procedures made under this policy.
- 4.11 The PDSB will uphold the dignity and all legal rights to privacy of children and students affected by an abuse or neglect disclosure.
- 4.12 The PDSB will issue operating procedures to implement this policy with respect to when and how to report a child protection concern, how to manage the impacts of reporting, and consequences for failure to report.

5. Roles and Responsibilities

- 5.1 Director of Education a) Authorize operating procedures to implement this policy. b) Ensure all employees and volunteers are aware of, and understand, the relevant sections of the Child, Youth and Family Services Act, particularly the requirement to report suspected cases of children in need of protection.
- 5.2 Superintendent, Special Education, Social Emotional Learning and Well-Being
 - a) Coordinate and implement learning opportunities to ensure all employees and volunteers are aware of, and understand, the relevant sections of the Child, Youth and Family Services Act, particularly the requirement to report suspected cases of children in need of protection.
 - b) Coordinate and implement relevant training and professional development pertaining to anti-oppressive practice, anti-Black racism, anti-Indigenous racism, and equity as it relates to the safety and well-being of children and students.
- 5.3 PDSB employees and volunteers a) Comply with the expectations as set out in this policy and related procedures.

6. Reference Documents

Human Rights Policy
 Equity and Inclusive Education Policy
 Safe and Caring Schools Policy
 Anti-Racism Policy
 Reporting a Child in Need of Protection Procedure
 PPM 9 – Duty to report children in need of protection

7. Revision History

Review Date	Approval Date	Description

Policy/Program Memorandum 9

- > Requirements for reporting
- > Consequences of failure to report
- > Protection for persons making reports
- > Directors of Education

Date of issue: January 7, 2019

Effective: Until revoked or modified

Subject: Duty to report children in need of protection

Application: Directors of Education

Supervisory Officers and Secretary-Treasurers of School Authorities Principals of Elementary Schools

Principals of Secondary Schools

Principals of Provincial and Demonstration Schools

Reference: This memorandum replaces Policy/Program Memorandum No. 9, “Reporting of Children in Need of Protection”, August 10, 2001.

Note: This memorandum reflects the *Child, Youth and Family Services Act*, [footnote 1\[1\]](#) which came into force on April 30, 2018.

Requirements for reporting

The *Child, Youth and Family Services Act* contains provisions under Part V, Child Protection, for reporting a child [footnote 2\[2\]](#) who is or may be in need of protection. If any person – “including a person who performs professional or official duties with respect to children” – has reasonable grounds to suspect that a child is or may be in need of protection, the act requires that the person report their suspicions “immediately” to a children's aid society and provide the information on which the suspicions are based. Therefore, teachers, principals, and other professionals who, in the course of performing their professional or official duties, suspect that a child is or may be in need of protection must report this information without delay to a children's aid society. Details are given in subsection 125(1), which is quoted below in its entirety:

125(1) Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall immediately report the suspicion and the information on which it is based to a society:

- > the child has suffered physical harm inflicted by the person having charge of the child or caused by or resulting from that person's

- failure to adequately care for, provide for, supervise or protect the child, or
- pattern of neglect in caring for, providing for, supervising or protecting the child
- > there is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's
 - failure to adequately care for, provide for, supervise or protect the child, or
 - pattern of neglect in caring for, providing for, supervising or protecting the child
- > the child has been sexually abused or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child
- > there is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph 3
- > the child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to, the treatment on the child's behalf
- > The child has suffered emotional harm, demonstrated by serious
 - anxiety
 - depression
 - withdrawal
 - self-destructive or aggressive behaviour, or
 - delayed development

and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child

- > the child has suffered emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm
- > there is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child
- > there is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv or v and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to, treatment to prevent the harm
- > the child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition

- > the child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody
- > the child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to treatment
- > the child is younger than 12 and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately

In addition to the above-mentioned details, further details concerning the requirements for reporting are provided in subsections 125 (2), (3), and (4) of the act, as summarized below.

Duty to report is ongoing

Subsection 125(2) of the act states that the duty to report is an *ongoing obligation*. If a person has made a report about a child to a children's aid society and has additional reasonable grounds to suspect that the child is or may be in need of protection, that person must make a further report to the children's aid society.

Report(s) must be made directly to a children's aid society

Subsection 125(3) of the act requires every person who has reasonable grounds to suspect that a child is or may be in need of protection to make a report *directly* to a children's aid society and *not rely on anyone else* to report on their behalf.

Duty to report does not apply to older children

Subsection 125(4) of the act clarifies that, if the child is 16 or 17 years old, there is no duty to make a report, but a person may make a report concerning older children if either a circumstance or condition described in paragraphs 1 to 11 of subsection 125(1) or a prescribed^{[footnote 3\[3\]](#)} circumstance or condition exists.

Note that the requirements for reporting stated in the act and outlined above do not prevent a school board from establishing additional policies on internal reporting procedures, but the school board's policies must not conflict with the reporting requirements of the act.

Consequences of failure to report

Subsection 125(5) of the act makes it an offence for *every* person performing professional or official duties with respect to children to fail to report a child who, they suspect, is or may be in need of protection. Subsection 125(6) expressly identifies teachers, designated early childhood educators,^{[footnote 4\[4\]](#)} and school principals as such persons. If such professionals obtain

information, *in the course of performing their professional or official duties*, that leads them to suspect that a child is or may be in need of protection, they must report this suspicion. If they do not report the suspicion, they are liable, upon conviction of the offence, to a fine of up to \$5000.

Protection for persons making reports

Under section 125 of the *Child, Youth and Family Services Act*, the duty of a professional or official to make a report overrides the provisions of any other provincial statute, including those legislative provisions that would otherwise prohibit the professional or official from disclosing confidential or privileged information. In other words, school principals, teachers, and designated early childhood educators must report that they suspect that a child is or may be in need of protection even if they believe that the information to be used to support the report is supposed to be confidential or privileged.

Subsection 125(10) provides that no action for making a report will be instituted against a person who acts in accordance with the duty to report in section 125, unless the person acts maliciously or without reasonable grounds for the suspicion.

Investigation

Under clause 35(1)(a), it is the responsibility of the children's aid society to investigate allegations or evidence that a child is or may be in need of protection. In addition, it is the responsibility of the children's aid society that receives a report under section 125 to, as soon as possible, carry out an assessment and verify the reported information, or ensure that the information is assessed and verified by another children's aid society.

Directors of Education

Directors of Education should ensure that:

- all staff members are aware of, and understand, the relevant sections of the *Child, Youth and Family Services Act*, particularly the requirement to report suspected cases of children in need of protection
- school board policies and procedures on reporting suspected cases of children in need of protection conform with the provisions of the *Child, Youth and Family Services Act*

For further details, please see the [Child, Youth and Family Services Act](#).

Footnotes

- footnote[1] [Back to paragraph^](#) The Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1. Referred to hereafter as the Child, Youth and Family Services Act, or the act. This legislation replaces the Child and Family Services Act, R.S.O. 1990.

- footnote[2] [Back to paragraph^](#)As per the act, “child” means a person under 18 years of age.
- footnote[3] [Back to paragraph^](#)As per the act, “prescribed” means “prescribed by regulations”.
- footnote[4] [Back to paragraph^](#)In this memorandum, *designated early childhood educator* refers to a “person appointed to a position designated by a board of education as requiring an early childhood educator”, as used in the Child, Youth and Family Services Act.

PEEL DISTRICT SCHOOL BOARD PROCEDURE
Reporting a Child in Need of Protection

PROCEDURE ID:

PARENT POLICY: PPM 9 – Duty to report children in need of protection

RESPONSIBILITY: Superintendent of Education, Special Education, Social Emotional Learning and Well-Being

APPROVAL: Director’s Council

APPROVAL DATE: 6/20/2023

EFFECTIVE DATE: 6/20/2023

PROJECTED REVIEW DATE: September 2028

REVIEW SCHEDULE: every five years

1. Purpose

To ensure compliance with section 125 of the *Child, Youth and Family Services Act, 2017*, (CYFSA or the “Act”) with respect to the duty to report children in need of protection as defined by the Act and students under 18 as applicable.

To explain when and how to report concern that a child may be in need of protection to Children’s Aid Society.

2. Application and Scope:

This procedure applies to all Peel District School Board (PDSB) employees and volunteers who all have a duty to report a child who may be in need of protection resulting from the actions, failure to act or pattern of neglect on the part of a parent or person having charge of the child as per the *Act*.

This procedure will, at all times, be interpreted in a manner consistent with the *Child, Youth and Family Services Act*, the *Education Act* and its regulations, relevant Ministry PPMs, the Ontario *Human Rights Code*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Anti-Racism Act*, the *Accessibility for Ontarians with Disabilities Act (AODA)*, and other applicable legislation. This procedure is aligned with and supports the principles and expectations of PDSB Policy 51, Human Rights, Policy 54, Equity and Inclusive Education, and the Anti-Racism Policy.

3. Definitions

3.1 Child: The *Act* defines a child as a person younger than sixteen (16) years of age. A person subject to a protection order, for example an order of supervision or wardship, is considered to be a child until they attain eighteen (18) years of age. A child protection investigation may be undertaken with regards to a sixteen (16) or seventeen (17) year old

and may become the subject of a child protection order. Allegations of neglect/abuse involving such young people ages 16 or 17 are to be reported to the Peel Children's Aid Society for determination on next steps, which may include an investigation by the police under the assault or sexual assault provisions of the Criminal Code.

3.2 Child Protection Concern:

Section 125(1) - Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society: Physical, Sexual, Emotional, or Neglect.

a) Physical Harm:

- (i) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
- (ii) There is a risk that the child has or may suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's
 - (a) failure to adequately care for, provide for, supervise, or protect the child, or
 - (b) pattern of neglect in caring for, providing for, supervising, or protecting the child.

b) Sexual Harm:

- (i) The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
- (ii) There is a risk that the child may be sexually molested or sexually exploited as described in paragraph 3.
- (iii) The child has been sexually exploited as a result of being subjected to child sex trafficking.
- (iv) There is a risk that the child may be sexually exploited as a result of being subjected to child sex trafficking.

c) Emotional Harm:

- (i) The child has suffered emotional harm, demonstrated by serious
 - (a) anxiety,
 - (b) depression,
 - (c) withdrawal,
 - (d) self-destructive or aggressive behaviour, or
 - (e) delayed development
- (ii) there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

- (iii) The child has suffered emotional harm and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm.
 - (iv) There is a risk that the child has or may suffer emotional harm resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
 - (v) There is a risk that the child has or may suffer emotional harm and that the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to prevent the harm.
- d) Neglect:
- (i) Failure to adequately care for, provide for, supervise, or protect the child, or
 - (ii) pattern of neglect in caring for, providing for, supervising, or protecting the child.
 - (iii) The child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
 - (iv) The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
 - (v) The child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
 - (vi) The child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to treatment.
 - (vii) The child is younger than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the

- encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.
- 3.3 PDSB Employee: represents anyone employed by the PDSB in a full-time, part-time, temporary, probationary, casual, or contract position.
 - 3.4 Peel Children's Aid Society: also referred to as Peel CAS or "Children's Aid" and can be contacted at 905-363-6131.
 - 3.5 Principal: refers to the Principal or delegate. In the absence of the Principal, the delegate will complete the duties as outlined for a Principal within this procedure and advise the Principal.

4. Procedure

Bias in reporting possible child protection concerns

- 4.1 According to Peel CAS Annual Report April 1, 2022 – March 31, 2023, Peel Children's Aid Society (Peel CAS or "Children's Aid") has one of the highest child welfare referral rates in all of Ontario with 45% of reports coming from police and 15% from school boards. Peel CAS's data shows an over-reporting of Black and Indigenous families.
- 4.2 The PDSB recognizes its obligation to disrupt biased, harmful and unnecessary referrals of racialized students to Children's Aid. PDSB employees or volunteers are called upon to recognize their position of power and authority and the impact on students and families that occurs with every call to child welfare. Every call to CAS results in an open file within the child welfare system which remains indefinitely. This creation of permanent records must be approached with caution as it has a great impact on parents, caregivers, students, and our larger community.

Legislative Duty to Report

- 4.3 Any suspicion that a child is or may be in need of protection as defined above shall be acted upon immediately by the person who has the reasonable grounds to suspect that a child is or may be in need of protection. All PDSB employees or volunteers shall report any case of a child being or may be in need of protection to the Principal immediately, even if the information on which the suspicion is based is considered confidential or privileged. The obligation to notify the Principal shall not delay reporting to Peel CAS.
- 4.3 Consultation with the school social worker is recommended when grounds to suspect a child is or may be in need of protection are unclear, or when such consultation is practical; however, such consultation shall not delay the report to the Children's Aid Society. If the social worker for the school is unavailable, any school social worker will provide consultation if requested to do so.
- 4.4 Duty to report is direct: When a PDSB employee or volunteer has reasonable grounds to suspect that a child is, or may be in need of, protection, they shall report the situation to the Children's Aid Society immediately. This duty cannot be delegated to, or assumed by, any other person including a Principal, support staff or senior administrator. The Principal can provide support and assistance to the PDSB

employee or volunteer making the report. The report must include background information and the facts upon which the suspicion is based. If Physical Harm is obvious, a request shall be made to have Children's Aid see the child as soon as possible.

- 4.5 When a child indicates that they have marks on their body resulting from Physical Harm, physical force or use of a weapon, and these marks are not visible, it is still the responsibility of the PDSB employee or volunteer to report to CAS. The PDSB employee or volunteer may not request to view the marks even in private.

Whether marks are observed or not, the PDSB employee or volunteer shall report to the Children's Aid Society if they have reasonable grounds to suspect that the child is or may be in need of protection.

- 4.6 Duty to report is ongoing: A PDSB employee or volunteer has a further duty to directly report any additional suspicions that a child is, or may be in need of, protection even when a previous report has been made with respect to the same child. This responsibility cannot be delegated.
- 4.7 Every effort shall be made to report the situation to Children's Aid as early in the day as possible to give the agency sufficient time to intervene before the child is scheduled to return home. Principals shall ensure coverage of a teacher's class to enable the teacher to report immediately the suspicion that the child is or may be in need of protection. If the report must be made shortly before lunch or dismissal time, the Principal shall, at the request of the Children's Aid Society or Police, detain the child at school pursuant to their rights and discretion under the *Education Act*. If Police arrive at the school following a report made to Peel CAS, or the Principal has been given notice that the Police have been called by Peel CAS, the Principal shall notify their Superintendent of Education.
- 4.8 It is not the responsibility of the PDSB employee or volunteer nor the Principal to investigate or to prove that the child is or may be in need of protection. The Children's Aid Society has the legal mandate to conduct a complete investigation and to take appropriate action to ensure the safety of the child.

Investigative Process

- 4.9 The *Child, Youth and Family Services Act* and Canadian Criminal Statutes take precedence over existing legislation and school board policies which may prohibit interactions between the student and Police or other professionals without prior parental consent.
- 4.10 When a report is made to Children's Aid by the school that a child is or may be in need of protection, the Principal shall permit the Children's Aid/Police access to the child at school. Access shall also be given to siblings of the child when a need for protection is suspected. When a child is to be interviewed and there is a perceived need for a supportive adult to be present, with the child's consent, consideration can be given to having a supportive adult from the school be present during the Children's Aid/Police interview with the child. This decision will be made jointly by the Children's Aid Society, Police, and the Principal to select a supportive adult to attend the interview.

- 4.11 If there is a need to remove the child from the school the Children's Aid/Police will transport the student to the designated child interview room of the Peel Regional Police or Caledon OPP. School staff must verify the following information to ensure they are releasing the appropriate student:
- a) Full legal name
 - b) Address
 - c) Date of Birth
 - d) Parent/Guardian Name(s)
 - e) Grade
 - f) Gender
- 4.12 It is the responsibility of the Children's Aid Society or Police to determine who will notify the parents of the child where a need for protection is suspected. The timing of such notification shall be at the discretion of the Children's Aid and/or Police, but should occur, if possible, prior to the child leaving the school.
- 4.13 Without the consent of the parent, the Children's Aid Society is unable to confirm that a protection investigation is being initiated or share information about the investigative plan or the outcome of the investigation.

Students with Special Education Needs

- 4.14 PDSB recognizes the particular vulnerability of children with special education needs. Procedures following the report of a child in need of protection will be followed with consideration of additional and appropriate assistance to a child whose disability affects the ability to communicate. The reporting person and/or the Principal will ensure that Peel CAS or Police are aware of whatever needs and accommodations are necessary for the child. Such accommodations may include the presence of a known adult during the investigation process.

Documentation

- 4.15 Following a verbal report of a suspected need for protection to Children's Aid, the report shall be confirmed in writing using "Form A" (see appendix A) within 48 hours. The person reporting the need for protection shall complete the form. The Principal shall sign the completed form and forward a copy of the signed form to the Manager of Social Work within 10 school days via PDSB Courier. The school copy is **not** to be included in the student's Ontario Student Record (OSR). The form will be maintained according to the retention schedule set out by the PDSB.
- 4.16 Any concern on the part of the Principal regarding the management of the case shall first be discussed with the Children's Aid Worker. If concerns are not resolved, the Principal shall contact the worker's supervisor. If concerns persist, the Principal shall advise their Superintendent of Education who may wish to consult with a Social Work Manager regarding the case.
- 4.17 During this process, the Principal shall communicate with the classroom teacher and other relevant board personnel indicating that a report has been made to Peel CAS.

Suspicion that other children may be in need of protection

- 4.18 If the PDSB employee or volunteer suspects that other children or siblings may be in need of protection, the PDSB employee or volunteer shall report this disclosure to Children's Aid. It is also recommended that the Principal consult with the school social worker regarding these students, however, such consultation shall not delay the report to the Children's Aid Society.

Reporting PDSB Employees or Volunteers

- 4.19 When there are reasonable grounds to suspect that a PDSB employee is the alleged maltreater, the Protocol re: Reporting Board Employees and Volunteers Suspected of Conduct which Places a Child in Need of Protection (Appendix B) shall be followed.

Failure to Report

- 4.20 Professionals who perform professional or official duties with respect to children including but not limited to Principals, teachers, health professionals (e.g., PSSP), and support staff are held to a higher standard and are more accountable for reporting that a child is in need of protection.
- 4.21 Professionals can be charged with failing to report and are liable to a fine of not more than \$5,000 if convicted.

Protection from liability

- 4.22 This procedure applies although the information reported may be confidential or privileged, and no action for making the report shall be instituted against a PDSB employee or volunteer who acts in accordance with this procedure, unless the PDSB employee or volunteer acts maliciously or without reasonable grounds for the suspicion.

5. Roles and Responsibilities

5.1 Principal

- a) The Principal will assist by providing the time and a private location for the PDSB employee or volunteer to report of their suspicions that a child is or may be in need of protection to the Children's Aid Society, in a timely manner.
- b) The Principal will also ensure that all school PDSB employees or volunteers are aware of, understand and comply with the requirements of reporting children who are or may be in need of protection under the amended *Child Youth and Family Services Act 2017* and in accordance with this Operating Procedure.

5.2 Managers of Social Work:

- a) All Registered Social Workers have as part of their education and as part of their College's Ethics and Standards of Practice a commitment and obligation to anti-oppressive practice and equity and to maintain the best interest of the client (the child).
- b) Ensure completion of relevant training and professional development pertaining to anti-oppressive practice, anti-Black racism and equity.

- c) The Managers of Social Work who receive copies of these reports will review each and where appropriate reach out to the reporter for a conversation about the concern and whether it meets one's duty to report, supports in place at the school and/or perceived bias that may be present in the report.

5.3 PDSB employees, volunteers and professionals within the PDSB who perform professional or official duties with respect to children:

- a) Comply with the expectations as set out in this procedure.

6. Appendices

Appendix A – Form A - Record of Reporting a Child In Need Of Protection

Appendix B – Protocol Re: Reporting Board Employees and Volunteers Suspected of Conduct Which Places a Child In Need Of Protection

7. Reference Documents

Child Youth and Family Services Act 2017

Child, Youth and Family Services Act, August 2021

8. Revision History

Review Date	Approval Date	Description
92 05 28		
96 10 08		
97 03 31		
01 02 12		
05 09 06		
10 09 01		
23 06 20		

Governance and Policy Committee Meeting, January 24, 2024

Flexible School Boundaries Policy

Strategic Alignment:

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

Report Type:

Recommendation

Prepared by: Rasulan Hoppie, Superintendent, Curriculum, Instruction & Assessment and Continuing & Adult Education
Suzanne Blakeman, Manager, Planning & Enrolment
Elizabeth England, Coordinating Principal, Curriculum, Instruction & Assessment

Submitted by: Jaspal Gill, Chief Operating Officer
Associate Director, Operations and Equity of Access
Dr. Camille Logan, Associate Director, School Improvement & Equity

Overview

Recommendation:

That the Flexible School Boundaries Policy, attached as Appendix 1, be recommended for approval by the Board of Trustees, with an effective date of April 30, 2024.

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 draft policy provides a clear and consistent definition of home schools and flexible boundaries.
- The draft policy has been consulted on with school administrators and school council chairs.
- This version of the policy provides clear expectations regarding the application process and established timelines and is now recommended for approval.

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.

Trustees had an opportunity to see the draft policy prior to community consultation through the November 8, 2023, Governance and Policy Committee Meeting. An updated version was also reviewed at the January 10, 2024, Physical Planning Finance and Building Committee Meeting. The feedback received from the consultation process to date has been captured in the draft Flexible School Boundaries Policy.

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 in program entry year grades (Grade 1 for French Immersion, Grade 7 for Extended French)

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 policy has been developed in partnership with Planning and Accommodation and Legal and Governance Services. The 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. Based on consultations, the revised policy directs that:

- The PDSB will communicate the application process and established timelines for the Flexible School Boundary requests annually.
- Approved Flexible School Boundary requests are reviewed annually by the school Principal; however, parent(s)/guardian(s) are not required to reapply every year. Continued enrolment at the school is at the discretion of the school principal each year based on the admission criteria and priorities as established by this Policy and the corresponding procedures.
- Parent(s)/guardian(s) may pursue courtesy transportation subject to the requirements and availability as outlined in the Transportation policy. Any courtesy transportation is reviewed annually and is not guaranteed.
- Students that move during the school year will be allowed to remain at their current school for the remainder of the school year or may register in the new designated home school. A Flexible School Boundary application is required for the student to remain in the current school for the next school year.
- For families with approved Flexible School Boundary requests, should their student wish to attend the school at the next level into which the current school feeds (e.g., middle

school, secondary school), parent(s)/guardian(s) are required to submit a Flexible School Boundary request for the next level school they wish to attend.

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). Subject to availability and the requirements outlined within the Transportation policy, families may be able to pursue courtesy transportation.

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

- Upon approval, PDSB staff will establish the Flexible School Boundaries procedure, so it is in alignment with the updated policy.
- Upon approval, upload the Flexible School Boundaries Policy to the PDSB internal and external websites.
- Develop a communication plan for the Policy and associated procedures.

Appendices

Appendix 1 – 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 Peel District School Board (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 Grade 1 students in French Immersion programs who are seeking alternate locations for French Immersion
- Student applications for Extended French programs or Grade 7 students in French Immersion programs who are seeking alternate locations for Extended French

For Students in French Immersion or Extended French Programs:

- Students who are in Grades 2 – 12 French Immersion programs may apply for a French Immersion program at an alternate school through the Flexible Boundary process.
- Students who are in Grades 8-12 Extended French Program may apply for an Extended French Program at an alternate school through the Flexible boundary process.

3. Definitions

- 3.1 Designated home school: the school which serves the home addresses of a specific geographic area.
- 3.2 Flexible School Boundaries Requests: when parent(s)/guardian(s) request or apply for their student to attend a school that is not within the designated boundary set by the PDSB.
- 3.3 PDSB: Peel District School Board.
- 3.4 Home School Principal: the principal of the school which serves the student's home address.

- 3.5 Requested School Principal: the principal of the school which the student requests in their Flexible Boundary application.

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 may facilitate 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 School Boundary request timelines to ensure consistent implementation of the policy and related procedures.
- 4.6 The PDSB will communicate the application process and established timelines for the Flexible School Boundary requests annually.
- 4.7 Requested School Principals will consult with Home School Principals as per the Flexible Boundary Operating Procedure.
- 4.8 Approved Flexible School Boundary requests are reviewed annually by the school Principal; however, parent(s)/guardian(s) are not required to reapply every

- year. Continued enrolment at the school is at the discretion of the school principal each year based on the admission criteria and priorities as established by this Policy and the corresponding procedures.
- 4.9 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.
- 4.10 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). Parent(s)/guardian(s) may pursue courtesy transportation subject to the requirements and availability as outlined in the Transportation policy. Any courtesy transportation is reviewed annually and is not guaranteed.
- 4.11 Students that move during the school year will be allowed to remain at their current school for the remainder of the school year or may register in the new designated home school. A Flexible School Boundary application is required for the student to remain in the current school for the next school year.
- 4.12 For families with approved Flexible School Boundary requests, should their student wish to attend the school at the next level into which the current school feeds (e.g., middle school, secondary school), parent(s)/guardian(s) are required to submit a Flexible School Boundary request for the next level school they wish to attend.
- 4.13 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 Principals

- a) are expected to promote the equality of outcomes of all PDSB programs and the expectation that students attend their designated home schools to all students and parents/guardians.
- b) Must follow the Flexible School 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.
- d) Annually review approved Flexible School Boundary applications.
- e) Communicate the approval/denial of Flexible Boundary Requests. Requested Principals will communicate all approvals. Denials will be communicated by the principal (home school or requested school) who is unable to accept the flexible boundary request.

5.2 Office Managers

- a) Maintain records of Flexible School Boundary applications in the school office

5.3 Parents/Guardians

- a) Complete the Flexible School Boundary Application by the established timelines to be considered for a flexible boundary for the following school year/semester.
- b) Consider the impact and availability of before and after school programs and childcare when submitting Flexible School Boundary applications.

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, 2013	Replaces former Policy #19 – Flexible School Boundaries.
	February 9, 2016	
November 13, 2018		Reviewed.
	October 9, 2019	Revised (Housekeeping amendment).

Governance and Policy Committee Meeting, January 24, 2024

Procurement Policy

Strategic Alignment:

- Education Act
- Broader Public Sector Accountability Act
- PDSB Human Rights Policy
- Equity and Inclusive Education Policy
- Anti-Racism Policy

Report Type:
Recommendation

<i>Prepared by:</i>	Lisa Li-Shack, Manager, Purchasing Wendy Dobson, Controller, Corporate Support Services
<i>Submitted by:</i>	Jaspal Gill, Chief Operating Officer and Associate Director of Operations and Equity of Access Rashmi Swarup, Director of Education

Overview

Recommendation:

That the Procurement Policy, attached as Appendix 1, be recommended for approval by the Board of Trustees.

Highlights:

- The Procurement Policy has been revised to align with the updated Broader Public Sector Procurement Directive effective January 1, 2024.
- The policy commits PDSB to social procurement, environmentally responsible purchasing, and ethical supply chain practices.
- The policy outlines the guiding principles for contract approvals, contract signing and contract management responsibilities.
- The policy establishes clear expectations in how to address conflict of interest in procurement and contracting activities, specifically around PDSB employees not to be PDSB vendors.
- Various stakeholders, including various PDSB staff and departments, as well as the broader PDSB community has been consulted on this policy.

Background:

The current PDSB Procurement Policy was last reviewed in 2015. With many regulatory requirements and the overall expectations for public procurement that have evolved over the years, the existing policy no longer aligns with regulatory thresholds and no longer meets the expectations of the PDSB community in regard to social, environmental and ethical aspects of the procurement and supply chain.

The revised policy has incorporated feedback from various PDSB internal stakeholders, including Equity, Indigenous Education, School Engagement & Community Relations, Research & Innovations, Finance Support Services, Facility & Environmental Support Services, and Legal and Governance Services.

With approval from the Director's Council, the revised policy was posted to the PDSB Policy Consultation website for public consultation with the broader PDSB community from December 5, 2023 to January 4, 2024 and received constructive feedback.

Evidence

Findings/Key Considerations:

- 1) The threshold for open competitive procurement in BPS Procurement Directive has changed from \$100,000 to \$121,200 effective January 1, 2024. The policy revises the PDSB threshold for open competitive bid so it aligns with the BPS Procurement Directive.

-
- 2) To make it more efficient to conduct competitive procurement for lower value purchases, the policy changes the sourcing requirements for purchases between \$5,000 to \$10,000 from 3 quotes to 2 quotes while maintaining the existing requirements for higher value purchases.

New additions to the existing policy:

- 3) The revised policy makes it clear that all PDSB procurement contracts must be approved and signed by an individual who has the designated approval authority for the total procurement value of the contract, all procurement contracts must contain appropriate terms and conditions, and procurement authorities shall manage contracts responsibly.
- 4) The revised policy states that the PDSB may leverage its buying power through co-operative purchasing initiatives with other school boards and other BPS organizations to achieve economies of scale where appropriate.
- 5) The revised policy sets out that the PDSB recognizes sustainable procurement as a part of the core value of its procurement and supply chain practices, and the PDSB has identified the three key aspects of sustainable procurement as environmentally responsible purchasing, social procurement, and ethical supply chain.
- 6) The revised policy establishes that all individuals involved with the PDSB's supply chain activities must declare potential and actual conflicts of interest in accordance with the PDSB's existing policies and procedures governing conflict of interest, any declared conflict of interest must be evaluated by a procurement authority who is not involved in the conflict, and PDSB employees are prohibited from being vendors of PDSB at the same time unless the situations are explicitly exempted by the *Education Act*.
- 7) The policy sets out that a procurement authority must retain all procurement and contract management documentation in a recoverable form for a minimum period of seven years.

Impact Analysis

Equity & Human Rights Review:

The revised policy demonstrates the board's commitment toward anti-racist and anti-oppressive practices and has paid specific attention to address the long-standing discrimination or barriers that equity-seeking communities have experienced in procurement and supply chain activities by calling for actions to remove these barriers and support equity-seeking communities in conducting business with the PDSB.

Board or Ministry Policy Alignment:

The revised policy is aligned with and supports the principles and expectations of the PDSB Human Rights Policy, Equity and Inclusive Education Policy, and Anti-Racism Policy.

The revised policy is also aligned with and supports the principles of the *Broader Public Sector Accountability Act*, Boarder Public Sector Procurement Directive, and *Education Act*.

Resource/Financial Implications:

The revised policy calls for action to integrate social, environmental, and ethical considerations into our procurement processes. Depending on the scope and focus of the specific implementation, extra resources might be required to:

- engage external organizations and agencies for training, collaboration, and information sharing initiatives.
- engage external vendors for relationship development, training and collaboration initiatives.
- develop new processes, additional procedures and guidelines, and tools to implement, manage and report on the new aspects of procurement activities.
- train PDSB purchasing team on how to manage the new procurement projects and contracts with the additional social, environmental, and ethical considerations.
- train PDSB staff and other stakeholders on the new aspects of the procurement processes.

It is also possible that certain goods or services, when incorporating social, environmental, or ethical requirements, might be priced differently by vendors depending on the specific commodities. The overall financial impact on the PDSB is difficult to estimate now.

Legal implications:

All PDSB procurement and supply chain activities are subject to the public procurement legislation, such as BPS Procurement Directive and applicable Canadian trade agreements.

The revised policy brings all PDSB procurement activities in line with applicable legislation governing public procurement and ensure procurement is conducted in a manner that is consistent with the updated BPS Procurement Directive which came into effect on January 1, 2024, including in the areas of procurement thresholds for open competitive procurement, contract management, conflict of interest, and document retention.

Community Impact:

Over the years PDSB community has voiced their concerns over the environment, equity, and inclusion aspects of the Board's procurement practices.

During the public consultation, community members indicated that in addition to the commitment, they would like to see more specific language related to the implementation of the new processes, which will be addressed in the upcoming revised PDSB Procurement Regulations (operational procedure).

Risk Assessment:

The current PDSB procurement thresholds are lower than those in the updated BPS Procurement Directive. Not bringing the PDSB thresholds in line with those of regulations will cause confusion, unnecessarily prolong the time needed to complete other procurement projects in the Board procurement operations because the lower value projects will take up Purchasing Department resources and increase the risks of challenges from suppliers.

The current policy lacks guidelines in processes around contracting, contract management, and conflict of interest mitigation, specifically around PDSB employees being PDSB vendors at the same time. Without addressing these issues, the Board is subject to contracting and legal challenges, which might lead to financial loss and reputational damage.

Next Steps

Action Required:

Upon approval, the revised Procurement Policy will replace the existing policy on the PDSB internal and external website.

Communications:

A communication will be sent to all Board staff advising them of the new Procurement Policy.

Appendices

Appendix 1 – Procurement Policy

PEEL DISTRICT SCHOOL BOARD POLICY

Procurement

POLICY ID: 80

FUNCTIONAL CATEGORY: Procurement

RESPONSIBILITY: Controller, Corporate Support Services

APPROVAL: Board of Trustees

APPROVAL DATE: Click or tap to enter a date.

EFFECTIVE DATE: Click or tap to enter a date.

PROJECTED REVIEW DATE: 2027-2028

REVIEW SCHEDULE: 5 years

1. Purpose

The purpose of this Policy is to establish ethical, professional, financial, and administrative requirements for the procurement of goods and services by the Peel District School Board (PDSB) to ensure that:

- 1.1 Goods and services are procured in a responsible, efficient, and effective manner to ensure that the PDSB receives the best value for its expenditure.
- 1.2 The acquisition of goods or services is compliant with the requirements of applicable laws, regulations and trade agreements governing public procurement.
- 1.3 All supply chain activities are conducted and managed by the PDSB employees without conflict of interest.

2. Application and Scope:

This Policy applies to the procurement of all goods and services by the PDSB, regardless of the funding source.

3. Definitions

- 3.1 “BPS organizations” means all publicly funded organizations that are subject to the Broader Public Sector Accountability Act, 2010 and the Broader Public Sector Procurement Directive. The PDSB is a BPS Organization.

- 3.2 “Contracts” means an agreement between parties to perform or not to perform some act, that the parties intend that the agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer, the capacity of the parties to contract, a mutual identity of consent, legality of purpose, and sufficient certainty of terms.
- 3.3 “Competitive Procurement” means the method of awarding a procurement contract through an impartial process of soliciting competitive quotes or proposals.
- 3.4 “Conflict of Interest” means a situation in which financial or other personal considerations have the potential, or to be perceived to have the potential, to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional’s judgment is likely to be compromised.
- 3.5 “Consulting Services” means the provision of expertise or strategic advice that is presented for consideration and decision-making. Consultant means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.
- 3.6 “Co-operative Purchasing” means the arrangement of procuring goods and services by a group of two or more organizations combining the requirements and activities of individual organization into one procurement. Co-operative purchasing arrangement can be either an individual group member manages the procurement for the group, or a dedicated buying group administers the procurement for all group members.
- 3.7 “Equity-seeking communities” means groups that experience discrimination or barriers to equal opportunity, such as indigenous people, women, persons with disabilities, newcomers or new immigrants, 2SLGBTQIA+ people, visible minorities or racialized people, and other groups that the PDSB identifies as historically underrepresented.
- 3.8 “Goods and services” mean any goods, construction, and services, including but not limited to tangible and intangible goods, information technology, construction, maintenance, professional services, and consulting.
- 3.9 “Invitational competitive procurement” means the process of soliciting written quotes or proposals by making a procurement opportunity available to selected qualified suppliers only.
- 3.10 “Invoice Entry” means the financial transaction of entering an invoice into the Financial Information System (FIS) for the purpose of initiating the payment of the invoice.

- 3.11 “Non-Competitive Procurement” means the method of awarding a procurement contract by contacting a supplier or suppliers of choice.
- 3.12 “Non-Consulting Services” means the provision of services outside of the definition of consulting services. Whether the service in question is deemed consulting or non-consulting service should be determined by the nature of the service being procured and not by the designated profession being represented.
- 3.13 “Open competitive procurement” means the process of soliciting written quotes or proposals by posting a procurement opportunity publicly through an electronic tendering system that is readily accessible by all suppliers.
- 3.14 PDSB refers to the Peel District School Board.
- 3.15 “Procurement” means acquisition by any means, including by purchase, rental, lease, or conditional sale, of goods or services.
- 3.16 “Procurement Card (P-Card)” means an organizational credit card program primarily used for purchases of low-cost and non-capital items. The card allows cardholders to purchase goods and services without going through the process of requisitions and purchase orders.
- 3.17 “Procurement authorities” means the person(s) delegated by the board to purchase goods and services on behalf of the PDSB for up to certain dollar limits as set out in applicable PDSB policies and procedures.
- 3.18 “Purchase Order” means the document issued by the Purchasing Department to the supplier committing a purchase with explicit terms and conditions.
- 3.19 “Requisition” means a request submitted through the Financial Information System (FIS) by the end-user to the Purchasing Department to purchase goods or services.
- 3.20 “Services” means services of all kinds, including labor, construction, maintenance, professional services, and consulting.
- 3.21 “Sourcing” means the process of selecting and securing suppliers for the procurement of goods or services.
- 3.22 “Supply chain activities” means all activities directly or indirectly related to the procurement processes, including planning, sourcing, requisitioning, purchasing, moving, receiving, and payment processes.
- 3.23 “Social Procurement” means using existing purchasing power to create social values, such as supporting equity-seeking groups, creating economic opportunities for local communities, advancing diverse cultures, and enhancing social inclusion.

- 3.24 “Trade agreements” means any applicable trade agreement that Ontario is a signee, and the PDSB is obliged to be compliant with.
- 3.25 “Total Procurement Value” means the estimated total financial commitment resulting from a procurement, taking into account optional extensions. Total Procurement Value is in Canadian dollars excluding HST.
- 3.26 “Written” means a document or information in either electronic or hardcopy format.

4. Policy

4.1 Code of Ethics

To ensure an ethical, professional, and accountable supply chain, all employees of the PDSB involved with supply chain activities must adhere to the following Code of Ethics.

a) Personal Integrity and Professionalism

Individuals involved with supply chain activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers, and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favors, providing preferential treatment, or publicly endorsing suppliers or products.

b) Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent, and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

c) Compliance and Continuous Improvement

All individuals involved with purchasing or other supply chain activities must comply with this Code of Ethics, the PDSB's Conflict of Interest Policy and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

4.2 Procurement Process

- a) All goods or services must be procured competitively wherever possible. Where the estimated total procurement value is \$121,200 or more, an open competitive procurement process must be conducted wherever possible.

- b) Where the PDSB has established contracts for the supply of certain goods and services through competitive procurement processes, the purchases of these goods and services must be in accordance with the established contracts whenever possible.
- c) Purchases of goods and services with P-Card must be consistent with the process requirements of this Policy.
- d) Non-competitive procurement must only be used in exceptional circumstances where only one supplier may be able or capable of providing the goods or services to be purchased, or in situations outlined in the exemption, exception, or non-application clauses of the applicable trade agreements.

4.3 Procurement Process Requirements

Procurement process requirements are based on the total procurement value of the purchases as set out below.

- a) Procurement process requirements for goods and non-consulting services:

Total Procurement Value	Sourcing Requirements	Process Requirements
\$0 up to but not including \$5,000	Minimum 1 quote is required	Requisition/Purchase Order optional
\$5,000 up to but not including \$10,000	Minimum 2 quotes are required	Requisition/Purchase Order mandatory
\$10,000 up to but not including \$25,000	Minimum 3 quotes are required	Requisition/Purchase Order mandatory
\$25,000 up to but not including \$121,200	Invitational competitive bid is required	Requisition/Purchase Order mandatory
\$121,200 or more	Open competitive bid is required	Requisition/Purchase Order mandatory

- b) Procurement process requirements for consulting services:

Total Procurement Value	Sourcing Requirements	Process Requirements
\$0 up to but not including \$5,000	Minimum 3 quotes are required	Requisition/Purchase Order optional
\$5,000 up to but not including \$25,000	Minimum 3 quotes are required	Requisition/Purchase Order mandatory

\$25,000 up to but not including \$121,200	Invitational competitive bid is required	Requisition/Purchase Order mandatory
\$121,200 or more	Open competitive bid is required	Requisition/Purchase Order mandatory

4.4 Procurement Approval Authorities

All purchases of goods and services require the approval of the appropriate level of authority within the PDSB based on the Total Procurement Value set out below.

a) Approval authorities for procurement of goods and non-consulting services:

Total Procurement Value	Approval Authority for Competitive Procurement	Approval Authority for Non-Competitive Procurement
\$0 up to but not including \$25,000	School Principal or Department Manager	Superintendent, Controller, Executive Lead, Chief Information Officer, General Counsel and Governance Officer
\$25,000 up to but not including \$100,000	Superintendent, Controller, Executive Lead, Chief Information Officer, General Counsel and Governance Officer	Associate Director
\$100,000 or more	Associate Director	Director of Education

b) Approval authorities for procurement of consulting services:

Total Procurement Value	Approval Authority for Competitive Procurement	Approval Authority for Non-Competitive Procurement
\$0 up to but not including \$25,000	School Principal or Department Manager	Director of Education
\$25,000 up to but not including \$100,000	Superintendent, Controller, Executive Lead, Chief Information Officer, General Counsel, and Governance Officer	Director of Education
\$100,000 up to but not including \$1,000,000	Associate Director	Director of Education
\$1,000,000 or more	Director of Education	Board of Trustees

4.5 Contracting and Contract Management

a) Authority of Contracting

All PDSB procurement contracts, including the contracts for a school or a department, must be approved and signed by an individual who has the designated approval authority for the total procurement value of the contract in accordance with this Policy. An individual without the designated approval authority may only sign the contract as the secondary signee.

b) Establishment of Contract

All procurement contracts must contain appropriate terms and conditions, such as scope, responsibilities, tangible deliverables, payment schedules, dispute resolution processes and termination clauses, to ensure that the PDSB receives the best value, risks and liabilities of the PDSB are mitigated, and suppliers are held accountable for their performance.

c) Contract Management

All procurement contracts must be managed responsibly. Procurement authorities shall track contract progress, approve payments based on deliverables received, monitor supplier performances, address deficiencies and concerns, and resolve contract disputes.

4.6 Co-operative Purchasing

Where appropriate, the PDSB may leverage its buying power through co-operative purchasing initiatives with other school boards and other BPS organizations to achieve economies of scale.

Where the PDSB is involved in such co-operative purchasing activities, the procurement shall be conducted in accordance with the processes of the co-operative purchasing group, which may not be identical to that of the PDSB but shall be consistent with this Policy.

4.7 Sustainable Procurement

As part of the commitment to increasing positive social and ethical impacts and reducing negative impact on the environment, the PDSB recognizes sustainable procurement as a part of the core value of its procurement and supply chain operation. The PDSB has identified the three key aspects of sustainable procurement as environmentally responsible purchasing, social procurement, and ethical supply chain.

a) Environmentally Responsible Purchasing

The PDSB recognizes the importance of reducing the size of its ecological footprint and is committed to integrating environmental responsibility considerations into our procurement processes and supply chain practices.

b) Social Procurement

The PDSB is committed to using its purchasing power to build inclusive and diverse supply chain, remove barriers and provide equity-seeking communities with equal access to conducting business with the board, provided that any such social value considerations are consistent with the PDSB's obligations in accordance with applicable laws, regulations and trade agreements governing public procurement.

c) Ethical Supply Chain

The PDSB is committed to a procurement process that takes into consideration the ethical conduct of the suppliers. All suppliers of the goods and services to the PDSB should align with the board's ethical values and meet the minimum standards for labor, health, safety, wages, benefits, working conditions, and human rights.

4.8 Conflict of Interest in Procurement

a) Declaring Conflict of Interest

To ensure the integrity of the PDSB procurement process, employees must not permit their relationships or activities to conflict, or appear to conflict, with the interests of the PDSB. All individuals involved with the PDSB's supply chain activities must declare potential and actual conflicts of interest in accordance with the PDSB Conflict of Interest Policy and the Conflict of Interest Procedure. All suppliers of the PDSB shall be required to declare potential and actual conflicts of interest prior to being awarded PDSB contracts.

b) Resolving Conflict of Interest

Where applicable, a conflict of interest must be evaluated by a procurement authority who is not involved in the conflict, and an appropriate mitigating plan must be developed, approved, and implemented to ensure the PDSB procurement process is not compromised.

c) PDSB Employees Not to Be PDSB Vendors

All employees are prohibited from directly or indirectly promoting or selling any goods and services to the PDSB or any PDSB student. The PDSB will not pay compensation to any PDSB employee for the purpose of directly or indirectly promoting or selling any goods and services to the PDSB or any PDSB student (section 217(3) of the *Education Act*).

Above prohibition does not apply to any employee with respect to a book or teaching/learning materials, of which the employee is an author, and where the only

compensation that the employee receives from the sale of that book or teaching/learning material is a fee or royalty (section 217(3) of the *Education Act*).

4.9 Procurement Records

For reporting and auditing purposes, a procurement authority must retain all procurement and contract management documentation in a recoverable form for a minimum period of seven years.

5. Roles and Responsibilities

5.1 Controller, Corporate Support Services

The Controller, Corporate Support Services is responsible for:

- Championing this policy within the PDSB.
- Ensuring the required resources and planning for the implementation of this policy.
- Reporting to the Board of Trustees on the performance of this policy.
- Addressing questions from the public regarding this policy.

5.2 Manager, Purchasing

The Manager of Purchasing is responsible for:

- Developing relevant procedures to implement this policy.
- Training PDSB employees to follow this policy with respect to their job functions.
- Ensuring all supply chain activities are compliant with this policy.
- Recommending changes and updates to this policy.

5.3 Commodity Specialist, Purchasing

All Commodity Specialists of Purchasing are responsible for:

- Following this policy when performing specific job functions.
- Developing subject matter expertise with respect to this policy.
- Provide resident expert guidance to all relevant staff with respect to this policy.

5.4 All Other PDSB Employees

All other PDSB employees are responsible for:

- Following this policy when performing specific job functions.

- Consulting subject matter experts with respect to this policy.
- Participating in learning and training to develop knowledge of this policy.

6. Reference Documents

6.1 [Broader Public Sector Accountability Act, 2010](#)

6.2 [Broader Public Sector Procurement Directive](#)

6.3 [Education Act, R.S.O. 1990](#)

6.4 [PDSB Conflict of Interest Policy \(#8\)](#)

6.5 [PDSB Conflict of Interest Procedure \(HRS 43\)](#)

7. Revision History

Review Date	Approval Date	Description
	June 14, 2011	
	September 11, 2012	
	June 9, 2015	

15.1a

Board Meeting, January 31, 2024

Directive 21 - Student Discipline Practices Review Audit

Strategic Alignment: Directive 21

Report Type: Update

<p><i>Prepared by:</i> Michelle Stubbings, Superintendent of Education – Safe and Caring Schools Harjit Aujla, Associate Director, School Improvement and Equity</p> <p><i>Submitted by:</i> Rashmi Swarup, Director of Education</p>

Overview

Update:

To provide an update on the progress of the Safe and Caring Schools Policy 48 implementation.

Highlights:

- All administrators have been trained on Safe and Caring Schools Policy 48, including the development and use of an anti-oppressive, anti-racist framework (Principal's Analysis of Incident Report-PAIR); the consideration of Mitigating and Other Factors, and partnering with parents throughout the student disciplinary process
- Administrators have been trained in Restorative Justice
- All schools have established a Safe and Accepting School team and a Bullying Prevention and Intervention Plan (BPIP)
- Principals consult and notify their superintendent during student disciplinary processes that may result in a suspension or recommendation for expulsion
- Superintendents of Education provide suspension/expulsion data to their respective Associate Director on a monthly basis
- Board/School Codes of Conduct have been revised and delivered to students in all schools.
- Superintendents of Education and principals annually review and give consideration to expunging suspension and expulsion records for students in Kindergarten to Grade 3 in accordance with the retention schedule
- Six Operating Procedures stemming from Policy 48 have been developed and implemented, including the Student Progressive Discipline OP.

Background:

Directive 21 of the Ministry of Education's March 2020 Review ("Ministry Review") of the Peel District School Board (PDSB) mandates that Policy 48:

- include clear information on the rights, roles, and responsibilities of parents in the school's application of discipline procedures.
- require principals to consider varied mitigating and other factors alongside pupil age, specifically in relation to student's experiences of systemic barriers and the potential impact of a suspension on the student's ongoing education.
- require superintendent of education be notified and consulted with respect to all suspensions, expulsions and exclusions and calls to the police for student behavior, except in cases of emergency.
- establish mandatory training for principal candidates, new and current principals that emphasize the principles of procedural fairness. The training program shall be delivered through the lens of human rights as they apply to children and youth.
- review and clarify the use of existing board policies regarding other activities that may or shall lead to suspension.
- develop policies, guidelines, and interpretations with the aim of eliminating suspensions and expulsions of students from Junior Kindergarten to grade 3 as of September 2021.
- Prioritize restorative justice as an alternative to discipline.

Evidence

Policy 48 was revised and approved in October, 2022. The purpose of the policy is to foster caring and safe schools for all students, including all racialized students, in particular Indigenous and Black students, and Two Spirit LGBTQIA+ students. The policy ensures procedural fairness in all school disciplinary processes and prioritizes restorative justice.

Appendix A contains a report about the systemwide implementation of Policy 48. The key activities include:

- the development of six Operating Procedures related to Policy 48;
- the revised Code of Conduct and its delivery in schools;
- the creation of a Safe and Accepting school team in all schools;
- the development and implementation of a Bullying Prevention and Intervention Plan in every school;
- the use of the PAIR in student disciplinary processes resulting in a suspension related to s. 310 of the Education Act;
- Superintendent of Education consultations for all suspensions;
- Superintendent of Education and Associate Director monthly monitoring of suspension data;
- classroom activities and learning connected to the school's SIEP goal of Sense of Belonging.

Through the newly established Safe and Caring Schools department, systemwide training for administrators has taken place between (January and June 2023 and remains ongoing for future administrators). Three modules were developed and delivered to 500 administrators. The Modules focussed on highlights of Policy 48 and the compliance requirements, eliminating disparities in discipline, including Culturally Responsive and Relevant Pedagogy (CRRP), and alternatives to suspension. Module 3 contained learning specific to conducting procedurally fair investigations, including the use of the PAIR to interrogate administrator bias and when exercising discretion, the characterization of behaviour, and the use of Mitigating and Other Factors. The requirement to consult with parents throughout the student disciplinary process was highlighted repeatedly and documentation of meetings/consultations with parents are documented in the PAIR. Policy 48 refresher training for current administrators and for newly appointed administrators is on-going.

Restorative Justice training also developed and delivered modules about creating and establishing communities of care, sharing approaches that facilitate healing and repair in learning spaces, using presentations, case scenarios and conversations.

Impact Analysis

Equity & Human Rights Review:

The requirement to provide all administrators capacity building professional learning on procedural fairness and how to eliminate systemic anti-Black racism in school disciplinary procedures respects the human rights of students and families. The Safe and Caring Schools

department continues to provide relevant learning on Policy 48 to ensure compliance with the provisions in the policy. Additionally, the department engages with administrators and Superintendent of Education as they complete the PAIR in a fulsome and procedurally fair manner prior to determining an outcome in all student disciplinary processes.

Board or Ministry Policy Alignment:

The purpose, principles and key parts of this Board report are in alignment with Directive 21 and Policy/Program Memorandum 145 Progressive Discipline and Promoting Positive Student Behaviour.

Resource/Financial Implications:

The creation of the Safe and Caring Schools department, including a Coordinating Principal and Resource teacher for Restorative Justice has been completed. Professional learning was developed and delivered in-house to minimize cost.

Legal implications:

This work ensures ongoing compliance with Directive 21 and students' and families' human rights. Policy 48 is directly aligned with the PDSB's commitment to reduce and eliminate racial disparities in suspensions and expulsions especially for Black and Indigenous students. Administering fair and just disciplinary processes upholds the Board's legal obligations and ensures school leaders comply with the Education Act and the Ontario Human Rights Code.

Risk Assessment:

Failure to implement reforms to the student disciplinary process can incur the following risks:

- ongoing racial disparities in student discipline practices
- lack of safe, positive, inclusive and caring learning environments that affirm student identity

Community Impact:

The decrease/ elimination of racial disproportionalities in suspensions will result in:

- less missed school time/academic content for students
- students achieving their academic potential
- decrease in stigma for students who are suspended
- increased sense of belonging in classrooms and schools
- decreased school to prison pipeline
- increased transparency with parents through consultations throughout the student disciplinary process

Next Steps

Action Required:

- Continued mandatory learning for newly appointed administrators for D21 and Policy 48
- Ongoing professional learning on progressive discipline, restorative justice and BPIP
- Ongoing capacity building in schools around peer mediation
- Ongoing learning around emergency response protocols and MFIPPA
- Ongoing monitoring of suspension and expulsion data

Success Measures:

Successful implementation of Directive 21 will be measured by the elimination of (racial) disproportionalities in suspension and expulsions for Black and Indigenous students.

References:

Ministry Review – Reviewer’s Report and Recommendations, March 13, 2020
Directive 21 Update - Board Report December 15, 2021
Directive 21 Update - Board Report May 25, 2022
Directive 21 Recommendation - Board Report October 19, 2022
Policy 48 Safe and Caring Schools
Policy 51 Human Rights
Anti-Racism Policy
PPM 145 Progressive Discipline and promoting positive student behaviour

Appendices

Appendix 1 – Policy 48 Audit Report

Directive #21 of the Ministerial Review mandates a series of actions to address the PDSB’s Student Disciplinary Procedures that create barriers and disproportionate outcomes for Black, Indigenous and other marginalized students.

<p>Develop Policies, Guidelines, and Interpretations.</p> <p>Eliminate suspensions and expulsions in JK-3 with the exception of students whose “continuing presence in the school creates an unacceptable risk to the safety of another person”</p>	<p>Restorative Justice in School Disciplinary Procedures</p> <p>Review and revise student disciplinary policies to include positive behaviour interventions and add restorative justice approaches when harm happens</p>	<p>Parent and/or Caregiver Involvement in School Disciplinary Processes</p> <p>Define clear roles of parents, families and caregivers in the student disciplinary process (SDP)</p>	<p>Mandatory use of Mitigating and Other factors and examination of systemic barriers</p> <p>Mandate that administrators use mitigating factors and consider the impact of systemic barriers in student disciplinary procedures</p>	<p>Ensure Accountability in the School Disciplinary Process SOEs must be notified and consulted in all suspensions and expulsions; Ps/VPs/SOs must consider systemic barriers</p>
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Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps (September 2023 onward)
<p>Principals:</p> <p><u>6.23</u></p> <p>Take a leadership role in the daily operation of schools, including creating the conditions for safe and caring schools, partnering with parents at all stages of the disciplinary process, and supporting learning and capacity-building among staff.</p>	<ul style="list-style-type: none"> • Consultations with parents at all steps of the disciplinary process documented on the PAIR • Shared Policy 48 with community (on www.peelschools.org) • Provided professional learning for staff (RJE and Policy 48) • Monitoring of CRRP, EML/UDL in classrooms through SEAT • Emergency Response Protocol training for administrators • Ensuring all incidents of concerning student behaviour are investigated; whether report is received verbally, through SPEAK UP or Consent Culture portal • Code of conduct assemblies delivered • Develop SAS team and create BPIP using site specific data 	<ul style="list-style-type: none"> • 10 training sessions to administrators, TIC, etc on MFIPPA and Emergency Response Protocols (November 29, 2022, December 1, 6, 13, 19, and 21, 2022 March 29, 2023, April 5 and 12, 2023, June 15, 2023) • Consent Culture education to administrators, PSSP, Senior team, and parents to eliminate incidents of sexual misconduct/ violence in schools • Revised PAIR effective December 5, 2022 	<ul style="list-style-type: none"> • Schools will collate site-specific data to identify area(s) of focus for their 2023-24 school year Sense of Belonging goal • <i>Humanity starts at home</i> letter sent to families to provide information on how to support the promotion of positive behaviours through respect for self and others • Ongoing, monthly training for administrators/ TIC on Emergency Response Protocol • Share SAS team data (bullying incidents, professional learning for staff) and plans etc with parents/community beginning September 2023 • Deepening implementation of SAS team and connection to SIEP goal of Sense of Belonging through the use of Safe Schools School Opening Toolkit
<p><u>6.25</u></p> <p>Endeavour to maintain a safe, nurturing, welcoming, respectful and inclusive learning and working environment, where positive behaviors are promoted, character attributes (mutual agreement through toolkit) are proactively developed, and conflict and difference is addressed with dignity and respect.</p>	<ul style="list-style-type: none"> • Ensure affinity spaces for students of all identities • Training for administrators on how CRRP connects to safe learning spaces for students and staff • Training for administrators and SAS teams on implementation of Restorative Justice strategies in classrooms 	<ul style="list-style-type: none"> • Administrator attendance at Policy 48 training sessions • RJE training dates (August 29, 2022, September 27, 28 and 29, 2022, October 06, 11, 12, 13, 24, 25, 26 and 27, 2022, November 01, 03 and 25, 2022, February 21 and 28, 2023, March 01, 21, 22, 29 and 30, 2023, April 06, 13, 20, 25 and 27, 2023, May 02, 03, 09, and 10, 2023) 	<ul style="list-style-type: none"> • Consider creating Mental Health affinity spaces for students (with identity-specific supports) • Conduct school based student testimonial/ focus groups to seek feedback on affinity spaces and other needs • SOE monitoring of CRRP in classroom through SEAT, school visits • SOEs to collect number of schools with affinity spaces and monitor impact thru feedback from students • Establish a Sense of Belonging SIEP goal • Continue to investigate racial/ discriminatory conduct in alignment with s. 306/310 of the Education Act

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps <i>(September 2023 onward)</i>
<p>6.25 <i>Cont</i></p> <p>Endeavour to maintain a safe, nurturing, welcoming, respectful and inclusive learning and working environment, where positive behaviors are promoted, character attributes (mutual agreement through toolkit) are proactively developed, and conflict and difference is addressed with dignity and respect.</p>		<ul style="list-style-type: none"> • Creation of SPEAK UP reporting tool, monitoring and responding to reports of concerning student behaviour • Anti-vaping strategy provided to system (March 2023) • RJE monthly newsletter developed and shared with the system 	<ul style="list-style-type: none"> • Teachers created safe and caring classrooms through the co-construction of mutual agreements with students • Addition of 5 Safe and Caring Schools Resource Teachers to support positive student behaviours and improved school climate
<p>6.26</p> <p>Develop and operationalize school Bullying Prevention/Intervention Plan. Create a climate that seeks to prevent inappropriate behaviors.</p>	<ul style="list-style-type: none"> • Developed the BPIP booklet for system use and launched during Policy 48 training • Establishment of SAS teams to implement the BPIP 	<ul style="list-style-type: none"> • Administrators began to develop BPIP during Policy 48 training • Administrators identified SAS team members and established meeting dates • School focus area(s) identified and strategies to address needs were developed • SAS Student leaders identified • Identify school wide campaign to eliminate bullying (including Anti-Black Racism, homophobia, transphobia, Islamophobia) 	<ul style="list-style-type: none"> • Superintendents to monitor through SIEP site and school visits. • BPIP to address Anti-Black Racism, Islamophobia, homophobia and promote healthy relationships • Refer to SAS/ BPIP Checkpoints (Safe Schools School Opening Toolkit) as a guide for ongoing monitoring of BPIP • Peer Mediation training to schools as requested • Evidence of strategies for SOEs to monitor this plan during site visits, conversations with administrators, staff, students, parents, SAS team etc • SAS Student leaders trained on anti-bullying

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of implementation	Next steps (September 2023 onward)
<p>6.26 <i>Cont</i></p> <p>Develop and operationalize school Bullying Prevention/Intervention Plan. Create a climate that seeks to prevent inappropriate behaviors.</p>		<ul style="list-style-type: none"> • Collaboration between SCS, Innovation and Research and Equity departments to create the Safe Schools School Opening Toolkit which provided resources to the system 	<ul style="list-style-type: none"> • Evidence from schools that demonstrates implementation and impact of lessons from Safe Schools Opening toolkit uploaded to SIEP site • Newly developed training for administrators about Progressive Discipline, BPIP and RJE in partnership with SESEL to apply AOAR approaches to behaviour • SOE visits to monitor BPIPs, school wide lessons/ activities/ events aimed to reduce/ eliminate incidents of bullying in school • Teachers to develop anti-bullying lessons to students K-12
<p>6.27</p> <p>Establish and communicate the Provincial Code of Conduct, the Board’s Code of Conduct, and, if applicable, the school’s code of conduct to the school community including students, staff, and parents.</p>	<ul style="list-style-type: none"> • Revised the Code of Conduct • Code of Conduct summary for families (and translated into 12 languages) 	<ul style="list-style-type: none"> • Delivered the Code of Conduct to grades 6-12 February 2023 via age appropriate presentations K-2, 3-5, 6-8, 9-12 September 2023 • Code of Conduct shared with families February 2023 via school website • Code of conduct training included anti-vaping and safe washroom practices • Training to all administrators on Safe Schools Opening Toolkit August 29, 2023 	<ul style="list-style-type: none"> • Code of Conduct delivery February 2024 (Semester 2/Term 2) to reinforce key messages • Ongoing provision of classroom resources to address bullying and unsafe behaviours in schools

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of implementation	Next steps <i>(September 2023 onward)</i>
<p>6.30</p> <p>Communicate regularly and meaningfully with all members of their school community and maintain professional comment and conduct in interactions with all PDSB community members.</p>	<ul style="list-style-type: none"> Ongoing, transparent communication to local community in various forms (e.g., written, verbal, meetings) Code of Conduct summary for families (and translated into 12 languages) developed and posted on school websites 	<ul style="list-style-type: none"> PIC presentation Policy 48 – April 17, 2023 Anti-vaping strategy shared with community during various School Council meetings 	<ul style="list-style-type: none"> Continue regular and meaningful communications with all members of the school community
<p>6.31</p> <p>Collaborate with parents to create a welcoming, inclusive, and supportive environment and recognize individual and family circumstances when information is shared.</p>	<ul style="list-style-type: none"> Include parents in developing the SIEP plans, SAS team plans etc Host School Council meetings/ Open Houses etc Establishment of Black Parents’ Advisories Student Review meetings centre involvement of parent – student voice when student is demonstrating high risk behaviours, development of proactive strategies, etc. MFIPPA training to administrators regarding when and what information to share with law enforcement 	<ul style="list-style-type: none"> Developed guidelines for entry of SIS notes Guidelines shared with all administrators to ensure SIS notes are appropriate and aligned with Policy 48 	<ul style="list-style-type: none"> Guidelines to delete SIS notes in process SOE to monitor SEIP goals through school visits and monitoring of school SIEP sites

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps (September 2023 onward)
<p>Superintendent of Education:</p> <p>6.19</p> <p>Provide consultation and leadership to school administrators on adherence to this Policy, including decisions relating to student progressive discipline, school transfers and refusals to admit.</p>	<ul style="list-style-type: none"> • SOE notification/consultation in all student discipline processes resulting in potential consequences. • Field SOEs to inform SCS if additional supports/training re PAIR, investigations etc needed. • Policy 89 (Expungement of Suspension and Expulsion Records for Students in Kindergarten to Grade 3) was revised and approved May 2023 • The board directs SOEs and Ps to annually review and give consideration to expunging suspension and expulsion records in accordance with the retention schedule. • Trained all Senior Team and SCS staff in mitigating other factor with Miller Thompson LLP • School Support principals on site at schools to support complex investigations 	<ul style="list-style-type: none"> • LEAD Policy 48 to newly appointed administrators Jan 12, 2023 (94 attendees) • D21 training Winter 2023 promotion Cohort 5 (65 attendees) • PIC Policy 48 April 17, 2023 • Policy 48 lessons for administrators (January 19, 2023 - 45 attendees, January 25, 2023 - 65 attendees, February 1, 2023 - 160 attendees, February 9, 2023 - 95 attendees, April 11, 2023 - 36 attendees, April 25, 2023 - 25 attendees, May 2, 2023 - 42 attendees, May 9, 2023 - 26 attendees) 	<ul style="list-style-type: none"> • Ongoing School Support principals on site at schools to support complex investigations • Supplemental training re use of PAIR, procedural fairness, mitigating/ other factors, parent consultation through student disciplinary process in October 2023 FOS meetings • 4 LEAD training sessions for D21 this school year (November 20 and 28 2023, March 25, 2024, April 4, 2024)
<p>6.20</p> <p>Provide consultation and leadership to school administrators to ensure an anti- racist, anti-oppressive framework is considered and applied to all decision-making.</p>	<ul style="list-style-type: none"> • Field SOEs involved in all student discipline processes and inform SCS if further support needed. • Development and implementation of the PAIR through all student discipline processes for all contraventions of s. 310 of the Education Act • SOEs are reviewing school investigations and ensuring a PAIR for all s. 310 incidents (PAIR recommended for s.306) 	<ul style="list-style-type: none"> • Anecdotal conversation with field SOEs demonstrates awareness and involvement in suspension/ expulsion • Anecdotal conversations between Coordinating Principals in SCS and administrators demonstrate system understanding and application of ARAO approaches to school based investigations 	<ul style="list-style-type: none"> • November 23, 2023 training to all field SOEs using case scenarios to interrogate bias to just outcomes in student discipline processes • Work 1:1 to elevate critical consciousness of SOEs • Principals create equitable, fair and just outcomes thru PAIR, considering Mitigating and Other Factors during student disciplinary processes

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps (September 2023 onward)
<p>6.20 (Cont)</p> <p>Provide consultation and leadership to school administrators to ensure an anti- racist, anti-oppressive framework is considered and applied to all decision-making.</p>	<ul style="list-style-type: none"> Principal authority to exercise discretion when characterizing behaviours as highlighted in Policy 48 training 	<ul style="list-style-type: none"> Anecdotal/ observation/ conversation with administrators demonstrate knowledge of AOAR practices to ensure fair and just outcomes in student discipline 	<ul style="list-style-type: none"> Ongoing monitoring of suspension and expulsion data for racial disproportionalities
<p>6.21</p> <p>Collate and share suspension, expulsion, and exclusion reports by Superintendents for their Families of Schools with their supervising Associate Director each month.</p>	<ul style="list-style-type: none"> Collation and sharing of data by field SOEs to the AD effective February 2023 	<ul style="list-style-type: none"> Ongoing monthly data collection 	<ul style="list-style-type: none"> Ongoing monitoring of suspension data and review with superintendents

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps (September 2023 onward)
<p>Superintendent of Safe and Caring Schools:</p> <p>6.12</p> <p>Implement and operationalize the Safe and Caring Schools Policy.</p> <p>6.17</p> <p>Support understanding, alignment and interpretation of this Policy and related procedures across the Board and PDSB schools.</p>	<ul style="list-style-type: none"> Professional learning delivered to all superintendents Professional learning delivered to all administrators Training with Trustees: thru Legal & Governance Shared Policy 48 with D21 Steering Committee: April 2023 Shared Policy 48 with Community groups (PIC, SEAC, PAACE, ALLIANCE, PINE) etc Feb-June 2023 Post on Board’s website on www.peelsbschools.org Operating Procedures (Student Progressive Discipline, Suspension Appeals, Expulsion Hearings, Fresh Start for Suspended and Expelled Pupils, Delegation of Authority, Student Administrative Transfer) developed and approved May 2023 	<ul style="list-style-type: none"> October 2022 January-March 2023 Developed and approved on March 7, 2023 and training to SOEs provided 	<ul style="list-style-type: none"> Development of Safe and Caring Schools Strategy Add Gr 6 - 12 Code of Conduct (and Collective Commitments) to initial student login February 2024
<p>6.13</p> <p>Propose housekeeping amendments to this Policy to the Governance Officer.</p>	<ul style="list-style-type: none"> Updated suspension codes in SIS to align with the Education Act 	<ul style="list-style-type: none"> Pop up reminders to principals to consult with their superintendent prior to entering a suspension in SIS 	<ul style="list-style-type: none"> Ongoing monitoring of Policy 48 to determine if amendments are required

Safe and Caring Schools Policy 48 excerpts	Actions	Evidence of Implementation	Next steps (September 2023 onward)
<p>6.14</p> <p>Conduct post-implementation review of this Policy.</p>	<ul style="list-style-type: none"> Conduct post-implementation review of this Policy 		<ul style="list-style-type: none"> Policy 48 survey for administrators to determine understanding of the Policy and next steps
<p>6.15</p> <p>Ensure related Procedures and Plans are developed.</p>	<ul style="list-style-type: none"> Create and share BPIP with school teams Ensure establishment of SAS team in every school Operating Procedures created and superintendent training (Student Progressive Discipline, Suspension Appeals, Expulsion Hearings, Fresh Start for Suspended and Expelled Pupils, Delegation of Authority, Student Administrative Transfer) 	<ul style="list-style-type: none"> Operating Procedure are in use as required 	<ul style="list-style-type: none"> Conduct an annual review and update the BPIP

Appendix 1 Safe and Caring Schools Policy 48 Audit Report

The glossary of acronyms accompanies the audit report and explains the acronyms to ensure understanding of the report.

Glossary of Acronyms

AOAR – Anti-Oppressive and Anti-Racist – a framework that seeks to dismantle systems as they relate to systems, people, and culture.

BPIP – Bullying Prevention and Intervention Plan – The school planning digital workbook that identifies each school's plans and training/ monitoring and the efficiency of the plan.

CRRP – Culturally Responsive and Relevant Pedagogy taught through an anti-oppressive, anti-racist framework that allows students to engage with their identities and lived experience and learn from the perspectives of their peers is an expectation at the PDSB and our obligation under the Ontario Human Rights Code (the "Code"). It's part of how we provide students with equality of services under the Code.

D21 – Ministry Directive 21 indicates the PDSB must create a student discipline policy and guidelines, as well as an implementation plan which must include supports and services for students, families, school staff and administrators to ensure fair and just student discipline processes.

EML – Empowering Modern Learners – a document that supports the PDSB with incorporating technology into teaching and learning embracing innovative practices that foster learning experiences that meet the needs of students with ever changing social contexts.

LEAD – Leadership Exploration and Development – is a comprehensive onboarding program designed to equip new Principals and Vice Principals with the knowledge, skills and organizational awareness needed to be effective in their administrative duties.

MFIPPA – Municipal Freedom of Information and Protection of Privacy Act – guiding principles of what information can be shared with law enforcement.

PAIR – Principal Analysis of Incident Report – a reporting tool used to summarize an incident that may require a principal to issue a suspension. It ensures procedural fairness and transparency of process.

PSSP – Professional Services Support Personnel – an employee group that supports students in a variety of forms, eg social workers, psychologists.

RJE – Restorative Justice in Education – the purpose of this department is to train the system on using restorative justice practices and philosophies as an alternative to suspension.

Safe Schools Opening Toolkit - lessons and resources for Peel educators (K-12) that are developed and grounded in Peel policies and processes contextualized within our current reality. This work is grounded in human rights, anti-oppression, and anti-racism. Educators were provided with the specific lessons

with Facilitator’s Guides and a timeframe to complete them, as this is a more effective, consistent, system wide approach to this learning.

SAS – Safe Accepting Schools – This school team is comprised of at least one: teacher, non-teaching staff, member of the community, partner, parent, student and the principal. The SAS team will implement, monitor and revise the BPIP and the school progressive discipline plan.

SEAT – School Equity Audit Tool – a tool that allows administrators and school staff to critically examine the practices that have created barriers to student success and well-being through an audit of the school learning environment.

SESEL – Special Education and Social Emotional Learning Department – this purpose of this department is to support students that require special education and social emotional learning supports.

SIEP – School Improvement and Equity Plan – as part of the PDSB Equity Strategy, the SIEP is a process designed to create conditions that empower all students, including historically marginalized students in PDSB schools, to thrive and achieve academic success and well-being.

SIS – Student Information System – an online tool used to store and track student information.

Speak Up – allows students and families to anonymously report concerning behaviour.

TIC – Teacher in Charge – in the absence of an administrator, a teacher in charge may be delegated to assume the responsibility of the administrator in their absence.

UDL – Universal Design for Learning – a framework to improve and optimize teaching and learning for all people based on insights into how people learn.

15.1 (b)

Board Meeting, January 31, 2024

Directive 22 - Eliminating Racial Disparities in Suspensions and Expulsions - Progress Report 2

Strategic Alignment:

Directive 22

Report Type:

Update

<i>Prepared by:</i>	Michelle Stubbings, Superintendent of Education, Safe and Caring Schools Harjit Aujla, Associate Director, School Improvement and Equity
<i>Submitted by:</i>	Rashmi Swarup, Director of Education

Overview

Update:

This report provides an update to the November 22, 2023 report on the Peel District School Board's progress towards eliminating racial disparities in suspensions, expulsions and exclusions.

Highlights:

- Previous analyses on the extent of racial disparities in suspensions, expulsions and exclusions were based on the 2018 Student Census Survey results.
- The most recent Student Census Survey was conducted in April 2023. The infusion of additional identity data helps improve the validity of previous reports.
- Racial disproportionalities in suspensions and expulsions for September-December 2023 for African, Black and Afro-Caribbean students is 2.2 and 2.2 for Indigenous students.
- The Safe and Caring Schools department continues to provide systemwide training and support for a series of initiatives stemming from Directive 21, including Policy 48 – Safe and Caring Schools implementation and monitoring, Bullying Prevention and Intervention Plans, and Safe and Accepting School teams. Learning and training around Restorative Justice in Peel schools as an alternative to suspension is ongoing.
- The creation and implementation of the system wide School Improvement and Equity Plan (SIEP) site is to accurately monitor school progress towards academic and Sense of Belonging goals. Learning environments that are welcoming, inclusive, identity affirming, positive and safe create a sense of belonging for students so that they may achieve their potential and reduce incidents concerning student behaviour.
- The creation and use of a variety of learning activities geared to establishing, maintaining and improving caring and safe learning environments will contribute to a reduction in incidents for which suspension may/shall be considered.

Background:

Following the release of the Ministry of Education Review of the Peel District School Board (PDSB) in March 2020 (Chadha et al., 2020), the PDSB has taken significant steps to ensure that the well documented and historical inequities in student achievement and experiences are eliminated. The PDSB has interrogated its systems and structures to dismantle systemic discrimination and in particular manifestations of anti-Black racism.

The 2020 Ministry Review required deep transformative change to occur in relation to Student Discipline which is outlined in both Directive 21 and Directive 22. The goals accomplished in Directive 21 will allow PDSB to measure the impacts on racial disparities in suspension and expulsion data and monitor progress toward the elimination of all racial disparities.

Directive 22 states:

The Board shall, in accordance with the requirements of Ontario's Data Standards for the Identification and Monitoring of Systemic Racism, also known as Ontario's Anti-Racism Data Standards (ARDS), shall set thresholds to identify notable racial disparities in all in-school and

out-of-school suspensions, exclusions, and expulsions, and shall set targets with the aim to reduce the identified disparities by 50% by September 2021, and completely by September 2022.

Evidence

Findings

Data regarding student discipline is reported using the racial disproportionality index. The Ontario Anti-Racism Data Standards defines a racial disproportionality Index as “a measure of a racial group’s overrepresentation or underrepresentation in a program, service, or function relative to the group’s representation in the reference population” (Government of Ontario, 2019). In the February 2023 report, a proposed threshold to identify racial disproportionalities in suspensions and expulsions of 1.5 was established.

Chart # 1 and chart # 2 contain suspension and expulsion data and the disproportionalities as reported in the November 2023 Equity Accountability Report Card. Chart #3 shows the most recent disproportionality data as of December 31, 2023.

Disproportionalities continue to exist in PDSB.

Disproportionalities for Indigenous students has decreased from 2.9 to 2.3 since the last school year, and to 2.2 for the Fall of 2023. This outcome can be interpreted as a decrease from 2.9 times likely to be suspended to 2.2 times likely to be suspended.

Disproportionalities for African, Black and Afro-Caribbean students has decreased from 2.2 to 2.0 since last school year, and up to 2.2 in the Fall of 2023.

The Board is committed to ensuring its work to eliminate racial disproportionalities in suspensions and expulsions. The Safe and Caring Schools department will continue to provide professional learning around all aspects of Policy 48, which included student disciplinary processes, including procedural fairness, interrogating bias using the Principal’s Analysis of Incident Report (PAIR) and Mitigating and Other Factors. Learning around Restorative Justice is ongoing this year to build capacity among staff to engage in restorative conversations, peer mediation and building community in our schools.

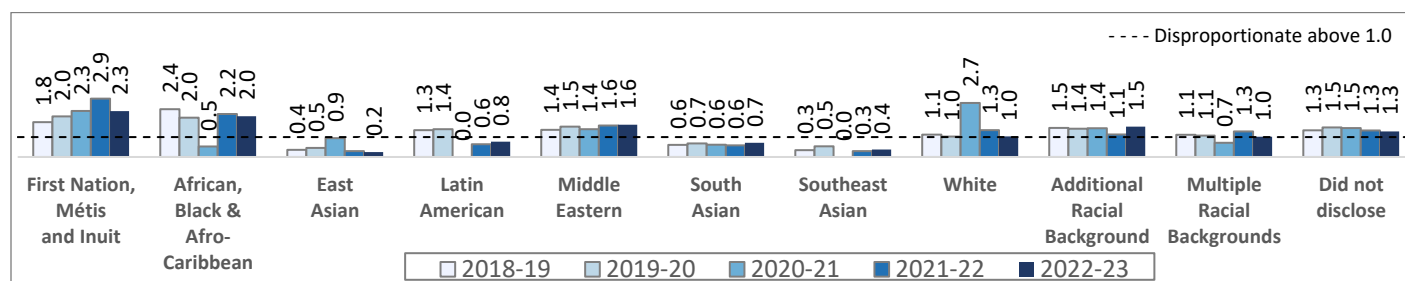
The Safe Schools Opening toolkit provided in September 2023 and the additional resources provided in November 2023 reinforce expectations for student behaviour and help to maintain caring and safe learning spaces. Ongoing resources continue to be provided systemwide to support safe and caring learning environments where all students feel accepted, valued, and affirmed.

Chart # 1: Number of Suspensions and Expulsions

School Year	Number of Suspensions	Number of Students Suspended	Number of Expulsions	Number of Students Excluded
2018-19	4094	2875	NR	34
2019-20	2654	2063	NR	19
Covid - 2020-21	124	114	NR	11
Covid - 2021-22	1027	862	14	11
2022-23	2044	1636	31	50

*To protect privacy, data with 10 or fewer students/staff are not reported (NR).

Chart # 2: Racial Disproportionalities from 2018-2019 to 2022-2023



When comparing suspension data between September – December in 2022 and September – December 2023, there were 668 suspensions in 2022 and 871 suspensions in 2023. This represents a 30.4% increase in suspensions.

Chart # 3: Current Disproportionalities as of Dec 31, 2023

Disproportionality Index: By Racial Background	
	Sept - 31-Dec 2023
African, Black & Afro-Caribbean	2.2
East Asian	0.1
First Nations, Métis and Inuit	2.2
Latin American	0.8
Middle Eastern	1.2
South Asian	0.9
Southeast Asian	0.7
White	0.5
Additional Racial Background	0.5
Multiple Racial Backgrounds	1.3
Did not disclose	1.1

Impact Analysis

Equity & Human Rights Review:

The recent collection of identity-based data allows the Board to monitor disproportionality in suspensions and expulsions. The data reaffirms the need to prioritize the work under the Safe and Caring Schools Policy 48 to ensure system transformation so that African, Black and Afro-Caribbean, Indigenous and other students who have been marginalized and underserved due to systemic inequalities, can access learning and enjoy experiences that they are entitled to under the Ontario *Human Rights Code* and the *Education Act*.

Board or Ministry Policy Alignment:

The purpose, principles in this report are in alignment with Directive 22, and Directives 9, 12, 21, Policy 48 and the Anti-Racism Directorate Data Standards.

Resources:

The trends in this report for African, Black and Afro-Caribbean students require ongoing attention and monitoring. The Safe and Caring Schools department will continue to offer professional learning around Progressive Discipline and Restorative Justice to ensure compliance with Policy 48. Schools are encouraged to develop and deliver site specific learning opportunities for students to maintain and deepen positive learning environments and spaces.

Legal implications:

The PDSB has a duty to uphold the human rights of every student to ensure an education system that is free of discrimination. Ongoing work and monitoring of racial disproportionalities ensures compliance with the Ministry Directives and Policy 48.

Risk Assessment:

The Ministry Review has given the PDSB a strong and clear mandate to reduce and eliminate racial disparities in suspensions and expulsions for African, Black and Afro-Caribbean, Indigenous and other marginalized students. The PDSB remains committed to reducing and eliminating all racial disparities for African, Black and Afro-Caribbean students.

Community Impact:

The need to reduce and eliminate racial disproportionalities is pressing. Ongoing disparities negatively impact academic achievements and outcomes for African, Black, Afro-Caribbean and Indigenous students. The elimination of racial disproportionalities will result in an increased sense of belonging, more positive experiences in school, allow each student to reach their academic potential, resulting in positive and inclusive learning spaces.

Next Steps

Data Analysis

Annamma et al.'s (2014) article connects the "achievement gap" with racial disproportionality in school disciplinary policies. They use Critical Race Theory and DisCrit to analyze data, demonstrating disparities in disciplinary actions and disability labels, particularly impacting Black, Indigenous, and racialized students.

To that end, we will **continue to conduct comprehensive data analysis** to reduce and eliminate disparities in student disciplinary processes:

- Gather existing and/or ongoing data related to disciplinary actions in the PDSB. This data should include information on the types of disciplinary actions taken, demographics of students involved, and the reasons for disciplinary actions.
- Compare/contrast this data with racial demographics to identify any racial disparities in disciplinary actions.

Restorative Justice

In the *The Little Book of Race and Restorative Justice*, Fania Davis, highlights the role of bias in discipline and the importance of building relationships in the restorative justice process. To that end, we will continue to

- **Develop and implement restorative justice programs** in our schools to create environments that promote dialogue, accountability, and understanding between students and teachers.
- Monitor the impact of restorative practices on disciplinary actions and student outcomes.

Alternative Disciplinary Models

The articles "Alternatives to Suspensions" by Chin et al. (2012) and "Re-Imagining School Discipline" by Lauren Schneider (2021) speak to the need to **implement alternative disciplinary models**, such as skill development, counseling, and restorative approaches to reduce racial disproportionalities in student disciplinary process. To this end, we will continue to:

- Monitor the effectiveness of these alternatives in reducing disciplinary incidents and ensuring fairness.

Staff, Student, Family and Community Engagement

In "You Can't Fix What You Don't Look At", Prudence L. Carter et al. highlight the negative impacts of disciplinary practices on students and their families. To that end, we will continue to:

- Engage with students, parents, teachers, and community members in establishing/reviewing school discipline processes.
- Raise awareness about the racial disparities in school discipline and collaborate with the community to create more equitable and inclusive school environments.

These steps will help us to collect data and take action to address racial disparities in school disciplinary actions, while promoting a more inclusive and equitable learning environment for all students.

Additional System Actions Required:

- Continued professional learning on Progressive Discipline and Restorative Justice for administrators
- Training for all newly appointed administrators on Directive 21 and Policy 48
- Ongoing monitoring of racial disproportionalities in suspension and expulsion data

Success Measures:

- Reduction in racial disproportionalities in suspensions and expulsions
- Increase the ability for administrators to address student behaviour through a progressive discipline approach, ensuring procedural fairness and the use of the PAIR to characterize behaviour in an anti-racist and anti-oppressive manner
- School use of the Bullying Prevention and Intervention Plan to address areas of identified focus re Sense of Belonging
- Measure the impact of Restorative Justice in schools
- Deepen Restorative Justice work including Peer Mediation in all schools.

References:

- Ministry Review – Reviewer’s Report and Recommendations, March 13, 2020;
- PDSB Directive 22 Report, February 2023;
- PDSB Ministerial Directives: Summary Report June 2021;
- Policy 48- Safe and Caring Schools Policy;
- Anti-racism Policy;
- Government of Ontario. (2019). Data standards for the identification and monitoring of systemic racism.
- Annamma, Subini, et al. “Disproportionality Fills in the Gaps: Connections Between Achievement, Discipline, and Special Education in the School-to-Prison Pipeline.” *Berkeley Review of Education*, vol 5, no. 1, 2014, pp. 53-87.
- Davis, Fania. *The Little Book of Race and Restorative Justice: Black Lives, Healing, and US Social Transformation*. Good Books, 2019.
- Chin, Jenna K., et al.
- *Journal of School Violence*, vol. 11, no. 2, 2012, pp. 156–173., doi:10.1080/15388220.2012.652912.
- Schneider, Lauren. “Re-Imagining School Discipline: A Plea To Education Leaders.” *Shanker Institute*, 28 Jan. 2021.
- Re-Imagining School Discipline: A Plea To Education Leaders - [Lauren Schneider](#) - January 28, 2021
- Carter, Prudence L., et al. “You Can’t Fix What You Don’t Look At.” *Urban Education*, vol. 52, no. 2, 2016, pp. 207–235., doi:10.1177/0042085916660350.

15.2

Board Meeting, January 31, 2024

Suspension, Expulsion and Safe Schools Data – Semi-Annual Update Report January/June

Strategic Alignment:

This report aligns with Policy 48 Safe and Caring Schools and Ministry Directives 21 and 22 and is in response to trustee requests for information.

Report Type: For Information

Prepared by: Michelle Stubbings, Superintendent of Education – Safe and Caring Schools
Harjit Aujla, Associate Director, School Improvement and Equity

Submitted by: Rashmi Swarup, Director of Education

Overview

Objective:

This report is being submitted to the Board of Trustees in response to their request for data on school suspensions, expulsions, and incidents of school violence.

Highlights:

- Data included in this report only compares this current school year (September-December 2023) to the same timeframe as last school year (2022)
- Previous years' data was provided in the April 26, 2023 report
- There is an increase in suspensions, expulsions, Safe Schools Incident Reports and Employee Workplace Violence Incident Reports compared to last year (September - December).

Background:

The Peel District School Board continues to collect and monitor suspension and expulsion data, and incidents of violence.

In accordance with section 300.2 of Part XII of the *Education Act*, an employee of the board who becomes aware that a student at a school of the board may have engaged in an incident for which suspension or expulsion must be considered, the employee shall report the incident to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident. An oral report may be made, however, a written report must be done through the **Safe School Incident Report**.

An **Employee Workplace Violence Report** is submitted when a student exercised, attempted or threatened use of physical force against a staff member while at work. The definition of workplace violence is the exercise, an attempt to exercise, or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker that could cause physical injury to the worker.

As per PPM 120, a **violent incident** is defined as the occurrence of any one of the following or the occurrence of a combination of any of the following: possessing a weapon, including possessing a firearm, physical assault causing bodily harm requiring medical treatment, sexual assault, robbery, using a weapon to cause or threaten bodily harm to another person, extortion, and hate and/or bias motivated activity.

Evidence

Suspension/ Expulsion

A suspension can range from one to twenty school days, with more than five days representing a long-term suspension. Expelled students are removed from school for an indefinite period of time. They can be expelled from their own school or from all schools in their school board. The most recent suspension and expulsion data is included below.

The data in this report compares September -December 2022 and 2023 as these school years were fully in-person post Covid.

Suspensions

Elementary school suspensions	
Year	Suspensions
SEPT - DEC 2022	157
SEPT – DEC 2023	249

Secondary school suspensions	
Year	Suspensions
SEPT - DEC 2022	511
SEPT – DEC 2023	622

Expulsions

Elementary school expulsions	
Year	Expulsion
SEPT - DEC 2022	0
SEPT – DEC 2023	0

Secondary school expulsions	
Year	Expulsion
SEPT - DEC 2022	NR
SEPT – DEC 2023	NR

*To protect privacy, data with 10 or fewer students/staff are not reported (NR).

Employee Workplace Violence Report

The Occupational Health and Safety Act (OHSA) outlines the roles, rights, and responsibilities of employers, supervisors, and workers to make Ontario’s workplaces safe and healthy. Workers who see a safety hazard or a breach of the OHSA in the workplace are obligated to report the situation to their employer or supervisor who, in turn, is required to address those situations.

In situations of workplace violence, as defined by the OHSA, workers are required to report all incidents regardless of any mitigating factors. Workplace violence may include scratching or pinching a worker, throwing an objects, such as a toy at a worker, sexual violence, or threats, whether conveyed verbally, in writing, or through behaviour. All reported incidents are investigated by supervisors to prevent recurrence. One person may generate multiple workplace violence forms from multiple staff, (in some cases daily or weekly) if a behaviour meeting the definition under the Act is ongoing. The board has procedures and supports in place to promote positive student behaviour and student achievement.

Safety Plan: Safety plans are an emergency response plan for staff. They provide direction to staff to ensure student and staff safety. They describe observable student behaviour so staff may recognize escalating behaviour and early warning signs in order to implement appropriate interventions that deescalate challenging behaviour.

Student Protocol: The Student Protocol is a proactive and customizable tool to support students who may not display the skills to ensure their own personal care or safety of self. It is used for routines that need to be established to ensure the safety of the student. It may be used in unique circumstances that are not reflected in Individual Education (IEP) or Safety Plans and not necessarily the result of an escalation.

Types of Violence Breakdown (Sept – Dec: 2022-2023)				
Year	Types of Violence			Total
	Violent (a): Exercise of Physical Force	Violent (b): Attempt to Exercise Physical Force	Violent (c): Threat to Exercise Physical Force	
SEPT-DEC 2022	1968	171	85	2224
SEPT-DEC 2023	2792	287	158	3237

Safety Plan Breakdown			
Year	Is there a Safety Plan in Place?		
	No	Unknown	Yes
SEPT-DEC 2022	1053	368	803
SEPT-DEC 2023	1470	674	1093

Safe Schools Incident Report

SSIRs should be reported when an employee of the board believes that a student may have engaged in an incident for which a suspension or expulsion should be considered. In previous years, SSIR reports also reflected the historical misuse of the “Other” category. Also, in previous years, between 40-48% of the reports did not indicate an incident category. Only 11% - 16% of all reports reflected an incident for which suspension/ expulsion may be considered.

Activities for which a suspension may or shall be considered are aligned with the Education Act. Staff must now choose an incident which aligns with the suspension codes. However, staff are not trained in how to characterize behaviour which could result in reporting incidents that do not meet the criteria for issuing a suspension under s.306 or 310 of the Education Act. Additionally, one incident might generate multiple reports.

Year over Year Comparison of Employee Group Affected (September - Dec 2022 – Sept - Dec , 2023)											
Year	Employee Group										
	Admin.	CUPE: CUPE 2544	ETFO: ETFO- PEOT	ETFO: ETFO- PETL	Lunchroom Supervisor	OPSEU: OPSEU 2100	OPSEU: OPSEU 283	OPSEU: OPSEU 292	OSSTF: OSSTF	CUPE: CUPE 1628	Total
SEPT- DEC 2022	59	0	55	725	14	623	NR	NR	254	NR	1739
SEPT-DEC 2023	64	NR	119	1114	NR	773	0	0	377	NR	2466

*To protect privacy, data with 10 or fewer students/staff are not reported (NR).

Findings/ Key Considerations:

In the Ministry Review of the PDSB, the data revealed that approximately 78% of the PDSB's secondary school suspensions did not fit the parameters of the Ministry of Education's definitions for other incident codes between 2013 and 2019. Approximately 40% of the PDSB's suspensions of elementary students did not fit within the parameters of the Ministry of Education's definitions for other incident codes between 2013 and 2019. This misuse of the "Other" category has been eliminated.

In alignment with Policy 48 Safe and Caring Schools, the Safe and Caring Schools department has trained all administrators on Directive 21, Policy 48, Restorative Justice and Procedural Fairness by June 2023. Additionally, the 3rd module of Policy 48 focuses solely on progressive discipline, highlighting a continuum of interventions and strategies that promote positive behaviour. These interventions and strategies have supports and consequences that are not punitive but rather corrective and supportive. The Safe and Caring Schools Department has partnered with the Special Education Social Emotional Learning and Well-Being Department to provide additional professional learning in this area. Additionally, Policy 48 has mandated the use of a Principal's Analysis of Incident Report (PAIR) as a frame to conduct school investigations into alleged behaviour. The PAIR requires principals to interrogate their bias, social location and identity and to purposefully consider the identity and lived experiences of the student(s) involved in an incident.

The Board continues to provide mandatory professional learning for all newly appointed administrators on Policy 48 and Directive 21. The Board has ensured that administrators have the requisite skills to allow them to consider mitigating and other factors in making decisions about student discipline.

Impact Analysis

Equity & Human Rights Review:

This reports affirms the need to continue our work around progressive discipline, restorative justice, and culturally relevant and responsive, inclusive learning environments.

A Board wide commitment to a culture of equity, student well-being and achievement is essential for realizing success.

Employees are required to follow the Board's Human Rights, Anti-Racism and Equity policies, in addition to the newly revised Safe and Caring Schools Policy 48. This will create learning environments that are equitable, inclusive and free from discrimination. This is in alignment with the Board Improvement and Equity Plan which seeks to ensure anti-racist, anti-oppressive and anti-colonial safe teaching and learning environments.

Board or Ministry Policy Alignment:

The purpose and principles in this report are in alignment with Safe and Caring Schools Policy 48.

Resources:

The Safe and Caring Schools department will continue to provide training to all school leaders around conducting procedurally fair school investigations, and prioritize Restorative Justice in schools through learning and site specific supports. The department will continue to support Safe and Accepting School teams with the development, implementation and deepening of the Bullying Prevention and Intervention Plans.

Legal implications:

This work ensures ongoing compliance with Policy 48 by administering fair and just disciplinary processes through an anti-racist anti-oppressive approach.

Risk Assessment:

In addition to ensuring safe, inclusive and respectful teaching and learning environments, PDSB remains committed to monitoring suspension and expulsion data to ensure best outcomes for students.

Community Impact:

The Board remains committed to ensuring safe, inclusive and equitable learning environments for all students by encouraging positive behaviour and reducing incidents for which suspension/expulsion may be considered. When students feel valued and affirmed, and are in learning spaces that are engaging and allow them to access learning, incidents of behaviour requiring an EWVI and/or an SSIR will be reduced.

Next Steps

Action Required:

The Safe and Caring Schools department will provide an update to the Board of Trustees biannually, in January and in June.

Success Measures:

- All newly appointed school leaders will have completed Directive 21 and Policy 48 training.
- Restorative Justice refresher training, peer mediation and site specific guidance and expertise continues to be provided.
- Increased school understanding and use of progressive discipline and restorative approaches to student discipline.
- The Safe and Caring Schools department is developing and will implement a system wide anti-bullying program geared to reduce incidents of bullying and help bystanders take an active role in noticing, interrupting and reporting concerning behaviour, when it is safe to do so.

-
- Ensure accountability by continuing employee compliance to complete Employee Workplace Violence Incident Reports and Safe Schools Incident Reports to monitor data.

References:

Policy 48- Safe and Caring Schools Policy

Board Meeting, January 31, 2024

Proposed Amendments to the PDSB Procedure By-law and Committee Terms of Reference

Strategic Alignment:
PDSB Procedure By-law
Education Act,

Report Type:
Recommendation

Prepared by: Kathryn Lockyer, General Counsel and Governance Officer

Submitted by: Rashmi Swarup, Director of Education

Overview

Recommendation:

It is recommended that the proposed Procedure By-law, attached as Appendix 1, be approved, and that the Committee Terms of Reference replace the Governance Directives.

Highlights:

- The PDSB Procedure By-law has undergone a review to ensure the By-law reflects changes to align with good governance practices and processes.
- Proposed Committee Terms of Reference for PDSB Statutory, Standing, and Sub-Committees will replace the Governance Directives for these committees. The terms of reference will be approved by each Committee. The template for Committee Terms of Reference is attached as Appendix 2.
- The Governance Directive on Public Participation and Delegations has been incorporated into the proposed amended PDSB Procedure By-law.
- Conduct during meetings has been added to the PDSB Procedure By-law.

Background:

The Procedure By-law should be reviewed regularly to ensure that it meets the needs of the Board and Committees as well as providing the necessary guidance for effective and efficient meeting management.

The current PDSB Procedure By-law and Governance Directives were approved effective November 15, 2022. Since then, upon applying the By-law and Governance Directives, and reviewing existing processes and best practices there is a demonstrated need for amendments, clarifications, and additions in regard to their application and scope.

Proposed changes include replacing the current Governance Directives with Committee Terms of Reference. A new Committee Terms of Reference template has been developed and reviewed by staff Executive Leads for each Committee. Each committee will be reviewing and approving the terms of reference for the respective committees.

The Governance Directive regarding Public Participation and Delegations is incorporated into the PDSB Procedure By-law. These amendments include provisions relating to conduct at meetings such as prohibiting signs, flags, and banners in the Board Room, no members of the public on the Board Room floor during meetings, and that the Director of Education may establish further and other rules relating to attendance at meetings and the safety and security of Trustees, students, staff, public and facilities.

The Procedure By-law will be updated with the changes approved by the Board on February 22, 2023, with regard to designating members for the purpose of quorum requirements for Discipline Committee meetings.

The proposed amendments were presented to the Governance and Policy Committee at the November 8, 2023, meeting. Notice to the public regarding the proposed amendments was

provided at the November 29, 2023, Board of Trustees meeting. A Trustee Learning Session was held on January 16, 2024 to review the Procedure By-law. There was no input provided by the public following the notice.

Appendix 1 is the updated and amended version of the Procedure By-law. Appendix 2 is the new Committee Terms of Reference template. Following approval of the Procedure By-law, Committee Terms of Reference will be finalized through the various committees.

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:

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

Each committee will be responsible to create a Committee Terms of Reference applicable to the particular committee.

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 A –Proposed PDSB Procedure By-law

Appendix B – Committee Terms of Reference Template



PROCEDURE BY-LAW

~~November, 2023~~ January 2024

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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, and Community ~~and~~ 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 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. Advisory Committees, which include trustee and community members, will, in

SECTION 1: GENERAL

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:

SECTION 1: GENERAL

- (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~~1.6.1The ~~Governance Directives and~~ Committee Terms of Reference will be updated approved 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~~1.6.2Members, Student Trustees, and Community ~~and~~ Committee Members will abide by the provisions in the ~~PDSB Governance Directives~~Committee Terms of Reference.

~~1.6.4~~1.6.3The 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 Directives~~Committees related to the PDSB Procedure By-Law.

~~1.6.5~~1.6.4The provisions outlined in Section 1.6.3 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.;

SECTION 1: GENERAL

“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 Committee as appropriate 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, membership and operating rules ~~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.

“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, if elected as member of a Standing Committee in a prior year, will continue as a member of such Standing 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);

SECTION 1: GENERAL

“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;

“Seconder” 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 Curriculum, Equity and Student~~ 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;

SECTION 1: GENERAL

“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”**;

“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, 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;
- ~~(k)~~(l) May participate in Standing Committees as Ex-Officio members; and
- (m) Assumes such other responsibilities as may be specified by the Board.

The Board Vice-Chair:

- (a) In the absence of the Chair, the Board Vice-Chair shall act in the Chair's place;
- (b) The Vice-Chair shall preside over Closed Session Meetings of the Board, if so directed by the Chair;
- (c) The Vice-Chair shall sign the Closed Session minutes approved by the Board;
- (d) The Vice-Chair is a signing officer of 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:

SECTION 2: ROLES AND RESPONSIBILITIES

- (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;
- (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.

SECTION 2: ROLES AND RESPONSIBILITIES

- 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, 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 and Organizational Meetings 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 Trustee 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

SECTION 2: ROLES AND RESPONSIBILITIES

believes to be necessary for an inquiry of a complaint made in accordance with the Complaint Protocol for the Trustee 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~~ The newly elected Chair may not nominate for the position of Vice-Chair.

- 3.4.2 The election process for the PDSB will be as follows:

- (a) The Board's Internal Auditors or designate 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;

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- (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;
- (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~~ Chair or Vice-Chair, 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.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

~~3.4.3.4.4~~ The newly elected Chair and Vice-Chair will become ex-officio of all Board Standing Committees. If a vacancy is created by this change, the former Chair or Vice-Chair will be appointed to the Committee.

~~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.

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)~~ The Director will call the Organizational 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.

~~(b)(c)~~ Every two years, to consider and approve the appointment of Members to the Board's Standing Committees being Governance and Policy; ~~Student Learning Curriculum, Equity and, Student 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

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- 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) as voted by a simple majority; and
 - (f) To consider and approve the appointment of Members to represent the Board on external organizations.

3.8 Election of Committees

3.8.1 Ranked Ballots

For Committee Appointments where more than one Member is on the ballot, the voter will provide their order of preference for each candidate. The first choice votes are counted for each candidate, if one candidate has achieved a simple majority, they are successfully elected.

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 Standing 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 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 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 A 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,~~ outline the 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 every two years 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

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~~ Section 8 - Public Participation and Delegations.

- 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

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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 [Adopt the Closed Session Report or](#) 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 [Adopt the Closed Session Report or](#) 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).

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- 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.
- 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 Closed (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 (Private) Session, unless required by law or as necessary to seek legal advice. Deliberations ~~may~~must 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

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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

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:

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- (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;
- (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.

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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.
- 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)~~(i) 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 filing such vacancy.

5.12 Electronic Participation

- 5.12.1 Except as provided below, PDSB will provide an opportunity to Members, ~~and~~ Student Trustees, and Community Committee Members when requested by any one

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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 Community Committee Members 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 Community Committee 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 Community Committee Members Members and Student Trustees~~ attending the Meeting electronically ~~must~~ will advise the Presiding Officer when joining a Meeting to be deemed Present at a Meeting.

5.12.4 ~~Members, Student Trustees, and Community Committee 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.

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- 5.12.7 Notwithstanding Sections 5.12.5 and 5.12.6, the Chair, Committee Chair or their designates may preside over a Meeting by electronic means when:
- (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 Community Committee 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/Ancestral 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)~~(d) Approval of the Agenda
- ~~(f)~~(e) Declarations of Conflict of Interest
- ~~(g)~~(f) Celebrating Board Activities
- ~~(h)~~(g) Staff Recognition
- ~~(i)~~(h) Board Chair's Announcements
- ~~(j)~~(i) Report from Student Trustees
- ~~(k)~~(j) Reports from Trustees Appointed to External Organizations
- ~~(l)~~(k) Director's Leadership Report
- ~~(m)~~(l) Consent Agenda (Matters to be Decided Without Discussion)
- ~~(n)~~(m) Approval of Minutes from Previous Board and Special Board Meeting(s)
- ~~(o)~~(n) 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)~~(o) Communications/Correspondence/Petitions
- ~~(s)~~(p) Staff Reports
- ~~(t)~~(q) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- ~~(u)~~(r) Trustee Notices of Motion (Discussion for Next Meeting)
- (s) Adoption of the Closed Session Report
- (t) Student/Staff Successes
- ~~(v)~~(u) 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) Motion to Convene into Closed Session if applicable
 - ~~(b)~~(c) Acknowledgement of Traditional Lands
 - (d) Rise and Report
 - ~~(c)~~(e) Approval of the Agenda
 - ~~(d)~~(f) Declarations of Possible Conflict of Interest
 - ~~(e)~~(g) Approval of Minutes from Previous Meeting
 - ~~(f)~~(h) Delegations
 - ~~(g)~~(i) Staff Reports

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- ~~(h)~~(j) Communications/Correspondence/Petitions
- ~~(i)~~(k) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- ~~(j)~~(l) Trustee Notices of Motion (Discussion for Next Meeting)
- ~~(k)~~(m) Adjournment

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.

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- 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.
- 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 The Board may restrict a member or members of the public from attending a Board or Committee meeting in person.
- 5.21.11 The Board may request that members sign in with their name, address and photo ID before attending a Board or Committee meeting.
- 5.21.12 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.
- 5.21.13 The Director of Education or Designate, who is the General Counsel and Governance Officer may establish rules, procedures or guidelines as required to ensure the safety of Trustees, students, staff and public attending meetings, and security of Board facilities.
- 5.21.14 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.

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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.
- 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~~

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~~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 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.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

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.

~~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.~~

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.27.4 A Notice of Motion submitted in accordance with Section ~~5.26.1~~5.27.1 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.

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~~ Committee Terms of Reference. 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 Committee Terms of Reference ~~Governance Directives~~.
- 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:

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- (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;
- (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.

~~5.31.2~~5.31.3 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.

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- 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.
- 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

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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.

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~~ Committee Terms of Reference, 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

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

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.

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 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;

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (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

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

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 ~~C~~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 101: Resources List appended to this By-Law.

7.4 Procedure By-law Review

7.4.1 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

SECTION 7: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

be otherwise required. 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~~ 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 All individuals attending in person will be asked to sign-in and show photo identification for the purposes of verifying identity. By signing-in, public attending the meeting are affirming that they will abide by the conditions set out in Section 8.1.4. Individuals that do not wish to sign in may choose to participate in the meeting virtually.

8.1.4 Members of the public attending public meetings must be courteous and respectful at all times. Abusive, discourteous, and/or aggressive behaviour will not be permitted. Disruptions of the meeting will not be tolerated and may result in a request to leave the meeting. Threats, intimidating language and/or behaviour and any attempt to assault any person is prohibited and may result in criminal charges. Violations of this Section may result in the individual being restricted/prohibited from attending future meetings and/or PDSB properties, or being subject to criminal charges depending on the nature of their conduct.

~~8.1.38.1.5~~ 8.1.5 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.

~~8.1.48.1.6~~ 8.1.6 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 ~~8.1.18.1.18.1.1~~.

8.2 ~~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

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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.

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;

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- 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.

8.28.3 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,~~ delegate 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

Delegates 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

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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*;
- 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~~ the verbatim speaking notes 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

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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
- 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.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

The Delegation shall read from the verbatim speaking notes submitted with the Delegation Request Form. Delegations deviating from the speaking notes will be ruled out of order, however, the Delegation may respond to Trustees' questions of clarification.

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.

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.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

- 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.

8.38.4 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 Peel Region, 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 the Board will be 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.

Microphones are to be kept muted unless the Member is the active speaker and has the floor. Please lean into the room microphones be heard. Use of the camera feature is optional. Members participating in person are to ensure their device sound is off entirely within the Board Room to avoid feedback.

Members dialing in by phone are to identify themselves to ensure their presence is noted. Members arriving late are to raise their hand and wait to be acknowledged. Members retiring from the meeting prior to conclusion of the meeting are to raise their hand to notify the Presiding Officer of their departure from the meeting

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. Members are to wait to be acknowledged before speaking and lower the electronic hand feature once once they 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. Members 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, 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

Appendix 1 Parliamentary Procedure Motions Table

Appendix 2 Delegation Request Form

~~SECTION 10:~~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

Parliamentary Procedure Motions Table

Appendix 1

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

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

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

Appendix 2



Delegation Request Form

Instructions

Individuals or groups requesting to make a delegation to a Committee of the Peel District School Board ("Peel DSB") are required to:

1. Review Section 6.2 of the By-laws on Delegations, and the Governance Directive on Public Participation and Delegations.
2. Submit a **Delegation Request Form** providing the particulars of the delegation. Please complete both pages and provide any additional materials for distribution at the meeting.

Completed Delegation Request Forms must be received in accordance with timelines stated in the By-laws on Delegations, and the Governance Directive on Public Participation and Delegations, no later than 48 hours prior to the commencement of a Standing Committee meeting. Delegation Request Forms may be submitted to legal.governance@peelsb.com, via fax at 905-890-1277 or delivered in person to the Board Chair, and/or the Director's Office, and/or Legal and Governance Services.

When a number of individuals wish to address the Board on the same issue, the group may select a spokesperson.

Delegation presentations will not be received in accordance with Section 6.2.4 of the By-laws.

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. All Delegations are advised to review and abide by the provisions in [Board Policy 51, Human Rights](#).

Reasonable accommodation will be provided upon request.

Delegations should be aware that audio-visual recordings of the proceedings at all Board Standing and Committee of the Whole meetings held in Open Session are 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.

Delegation Request Form

Contact Information

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

Speaker 1*

Name: _____
Preferred Pronouns: _____
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):

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: _____ Signature: _____

Personal information is collected under the authority of the *Education Act*, Sections s.169.1 and 170, for purposes related to a Board or Committee Meeting, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection may be directed to the Freedom of Information Coordinator at 905-890-1010 (2019).



PROCEDURE BY-LAW

January 2024

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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, Student Trustees, and Community 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 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, 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. Advisory Committees, which include trustee and community members, will, in addition to this

SECTION 1: GENERAL

By-law, follow 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:

SECTION 1: GENERAL

- (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

- 1.6.1 The Committee Terms of Reference will be approved by each Committee as required and reviewed at a minimum every four (4) years.
- 1.6.2 Members, Student Trustees, and Community Committee Members will abide by the provisions in the Committee Terms of Reference.
- 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 Committees related to the PDSB Procedure By-Law.
- 1.6.4 The provisions outlined in Section 1.6.3 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.;

"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;

SECTION 1: GENERAL

“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 Committee as appropriate 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 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;

SECTION 1: GENERAL

“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, membership and operating rules 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.

“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;

“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;

SECTION 1: GENERAL

“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, if elected as member of a Standing Committee in a prior year, will continue as a member of such Standing 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;

“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);

“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

SECTION 1: GENERAL

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*;

“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

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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;

“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

SECTION 1: GENERAL

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) Curriculum, Equity and Student Well-Being 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”**;

“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;

SECTION 1: GENERAL

“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 By-Law;
- (f) Ensures that Members, Student Trustees, 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
- (m) Assumes such other responsibilities as may be specified by the Board.

The Board Vice-Chair:

- (a) In the absence of the Chair, the Board Vice-Chair shall act in the Chair's place;
- (b) The Vice-Chair shall preside over Closed Session Meetings of the Board, if so directed by the Chair;
- (c) The Vice-Chair shall sign the Closed Session minutes approved by the Board;
- (d) The Vice-Chair is a signing officer of 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 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:

SECTION 2: ROLES AND RESPONSIBILITIES

- (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;
- (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;
- (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.

SECTION 2: ROLES AND RESPONSIBILITIES

- 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, 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 and Organizational Meetings 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 Trustee 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

SECTION 2: ROLES AND RESPONSIBILITIES

believes to be necessary for an inquiry of a complaint made in accordance with the Complaint Protocol for the Trustee 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) The newly elected Chair may not nominate for the position of Vice-Chair.
- 3.4.2 The election process for the PDSB will be as follows:
- (a) The Board's Internal Auditors or designate 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;

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- (d) All nominations require a mover and a seconder;
- (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 Chair or Vice-Chair, 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.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- 3.4.4 The newly elected Chair and Vice-Chair will become ex-officio of all Board Standing Committees. If a vacancy is created by this change, the former Chair or Vice-Chair will be appointed to the Committee.
- 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) The Director will call the Organizational 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.
 - (c) Every two years, to consider and approve the appointment of Members to the Board's Standing Committees being Governance and Policy; Curriculum, Equity and Student Well-Being; 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.
 - (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) as voted by a simple majority; and
 - (f) To consider and approve the appointment of Members to represent the Board on external organizations.

3.8 Election of Committees

3.8.1 Ranked Ballots

For Committee Appointments where more than one Member is on the ballot, the voter will provide their order of preference for each candidate. The first choice votes are counted for each candidate, if one candidate has achieved a simple majority, they are successfully elected.

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 Standing 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.
- 4.3.3 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.
- 4.3.4 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 Board's

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

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 A Trustee who is not a Member or an Ex-Officio Member of a 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).

4.8 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.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

- 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 outline the membership, composition, reporting mechanisms, as well as renewal and dissolution provisions (where applicable), for Board Sub-Committees.

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

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

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

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 Section 8 - Public Participation and Delegations.

- 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 Adopt the Closed Session Report or 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 Adopt the Closed Session Report or 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).

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 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.
- 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 Closed (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 (Private) Session, unless required by law or as necessary to seek legal advice. Deliberations must 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

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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

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:

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- (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;
- (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.

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.

(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:

(i) 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, Student Trustees, and Community Committee 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 Community

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Committee Members are complied with as well as closed session confidentiality and security can be maintained.

- 5.12.2 The Board may refuse to provide Members, Student Trustees, and Community Committee Members 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.
- 5.12.3 Members, Student Trustees, and Community Committee Members attending the Meeting electronically will advise the Presiding Officer when joining a Meeting to be deemed Present at a Meeting.
- 5.12.4 Members, Student Trustees, and Community Committee Members 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 and 5.12.6, 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 Community Committee Members 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.

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.

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.

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- 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 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

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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:
- (a) Call to Order
 - (b) Motion to Convene into Closed Session if applicable
 - (c) National Anthem and Acknowledgement of Traditional Lands
 - (d) Approval of the Agenda
 - (e) Declarations of Conflict of Interest
 - (f) Celebrating Board Activities

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

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,

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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.
- 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.

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- 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 The Board may restrict a member or members of the public from attending a Board or Committee meeting in person.
- 5.21.11 The Board may request that members sign in with their name, address and photo ID before attending a Board or Committee meeting.
- 5.21.12 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.
- 5.21.13 The Director of Education or Designate, who is the General Counsel and Governance Officer may establish rules, procedures or guidelines as required to ensure the safety of Trustees, students, staff and public attending meetings, and security of Board facilities.
- 5.21.14 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

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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.
- 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.

5.24 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.

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- 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 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 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.

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- 5.26.3 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.
- 5.26.4 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.
- 5.26.5 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.
- 5.26.6 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.
- 5.27.4 A Notice of Motion submitted in accordance with Section 5.27.1 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

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and seconder, may be substituted for the original one contained in the Notice of Motion.

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 Committee Terms of Reference. 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.

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- 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 Committee Terms of Reference.
- 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;
 - (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.
- 5.31.3 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.
- 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.

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- 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.

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, Committee Terms of Reference, 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.

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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.

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**

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

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 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 Trustee Code of Conduct, Code of Conduct Complaint Protocol and the *Education Act*.

7.3 Trustee Code of Conduct and Complaint Protocol

7.3.1 The Board will adopt a 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 Trustee Code of Conduct and Complaint Protocol, which support the Board's commitment to meeting high standards of conduct by Trustees are provided in Section 11: Resource List appended to this By-Law.

7.4 Procedure By-law Review

7.4.1 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. Members of the educational community are invited to

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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

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 All individuals attending in person will be asked to sign-in and show photo identification for the purposes of verifying identity. By signing-in, public attending the meeting are affirming that they will abide by the conditions set out in Section 8.1.4. Individuals that do not wish to sign in may choose to participate in the meeting virtually.
- 8.1.4 Members of the public attending public meetings must be courteous and respectful at all times. Abusive, discourteous, and/or aggressive behaviour will not be permitted. Disruptions of the meeting will not be tolerated and may result in a request to leave the meeting. Threats, intimidating language and/or behaviour and any attempt to assault any person is prohibited and may result in criminal charges. Violations of this Section may result in the individual being restricted/prohibited from attending future meetings and/or PDSB properties, or being subject to criminal charges depending on the nature of their conduct.
- 8.1.5 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.
- 8.1.6 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.

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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.

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);

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- 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.

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 delegate 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

Delegates must submit a Delegation Request Form, as follows.

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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*;
- 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) the verbatim speaking notes of the Delegation's position;
- 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*.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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
- 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.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

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

The Delegation shall read from the verbatim speaking notes submitted with the Delegation Request Form. Delegations deviating from the speaking notes will be ruled out of order, however, the Delegation may respond to Trustees' questions of clarification.

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.

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.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

- 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 Peel Region, 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 the Board will be 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.

Microphones are to be kept muted unless the Member is the active speaker and has the floor. Please lean into the room microphones be heard. Use of the camera feature is optional. Members participating in person are to ensure their device sound is off entirely within the Board Room to avoid feedback.

Members dialing in by phone are to identify themselves to ensure their presence is noted. Members arriving late are to raise their hand and wait to be acknowledged. Members retiring from the meeting prior to conclusion of the meeting are to raise their hand to notify the Presiding Officer of their departure from the meeting

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. Members are to wait to be acknowledged before speaking and lower the electronic hand feature once once they 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. Members 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, 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.

SECTION 10: APPENDICES

Appendix 1 Parliamentary Procedure Motions Table

Appendix 2 Delegation Request Form

SECTION 11: RESOURCES LIST

Committee Terms of Reference

Trustee Code of Conduct

Trustee Code of Conduct Complaint Protocol

Appointment, Selection, Jurisdiction of Integrity Commissioner

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

Parliamentary Procedure Motions Table

Appendix 1

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

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

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

Appendix 2



Delegation Request Form

Instructions

Individuals or groups requesting to make a delegation to a Committee of the Peel District School Board (“Peel DSB”) are required to:

1. Review Section 6.2 of the By-laws on Delegations, and the Governance Directive on Public Participation and Delegations.
2. Submit a **Delegation Request Form** providing the particulars of the delegation. Please complete both pages and provide any additional materials for distribution at the meeting.

Completed Delegation Request Forms must be received in accordance with timelines stated in the By-laws on Delegations, and the Governance Directive on Public Participation and Delegations, no later than 48 hours prior to the commencement of a Standing Committee meeting. Delegation Request Forms may be submitted to legal.governance@peelsb.com, via fax at 905-890-1277 or delivered in person to the Board Chair, and/or the Director’s Office, and/or Legal and Governance Services.

When a number of individuals wish to address the Board on the same issue, the group may select a spokesperson.

Delegation presentations will not be received in accordance with Section 6.2.4 of the By-laws.

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. All Delegations are advised to review and abide by the provisions in [Board Policy 51, Human Rights](#).

Reasonable accommodation will be provided upon request.

Delegations should be aware that audio-visual recordings of the proceedings at all Board Standing and Committee of the Whole meetings held in Open Session are 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.

Delegation Request Form

Contact Information

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

Speaker 1*

Name: _____
Preferred Pronouns: _____
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

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: