

---

Section: Governance and Administration  
Subject: INDEX  
Authority: Director of Education

---

**SECTION I      GENERAL**

- 1.1 Mission Statement
- 1.2 Commit to Character
- 1.3 2017-2022 Strategic Priorities
- 2. Maps
  - 2.1 County of Simcoe

**SECTION II      BOARD ORGANIZATION**

- 1. Board Members
  - 1.1 Trustees
  - 1.2 First Nations Representation on the Board
  - 1.3 Student Representation on the Board
  - 1.4 Schools and Trustee Electoral Areas
  - 1.5 Trustee Representation/Trustee Distribution
- 2. Role – Board Chairperson
- 3. Role – Board Vice-chairperson
- 4. Role – Trustee
- 5. Board Committees
  - 5.1 Closed Session
  - 5.2 Facility Standing Committee
  - 5.3 Business Services Committee
  - 5.4 Program Standing Committee
  - 5.5 Human Resource Services
  - 5.6 Committee, SCDSB/SMCDSB
  - 5.7 Current Committee Membership
  - 5.8 First Nations Advisory Committee
  - 5.9 Ontario Principals Liaison Committee
  - 5.10 By-law Committee
  - 5.11 Audit Committee
  - 5.12 Parent Involvement Committee
  - 5.13 Code of Conduct Committee
  - 5.14 Accessibility
  - 5.15 Special Education Advisory Committee
  - 5.16 Education Development Charges

**SECTION III      BOARD OPERATIONS**

- 1. Board By-laws
- 2. Code of Conduct for Trustees (Policy No. 2125)
- 3. Policy Development and Review Process (Policy 1000)
- 4. Trustee Expenses
- 5. Trustee Attendance at Conferences and workshops (Policy 2110)

**SECTION IV      ADMINISTRATIVE ORGANIZATION**

1. Superintendent Portfolios and Duties and Family of Schools Assignments
2. School Areas
  - 2.1 Area 1
  - 2.2 Area 2
  - 2.3 Area 3A
  - 2.4 Area 3B
  - 2.5 Area 4
  - 2.6 Area 5
  - 2.7 Partnerships / Lifelong Learning
  - 2.8 Program / Special Education
  - 2.9 Business and Facilities
  - 3.0 Associate Director / Human Resources

**SECTION V      DIRECTOR'S OFFICE**

1. Schedule of Board Agendas and Distribution

**REVISED MAY 2018**

## SECTION 1 - GENERAL

**Section:** General

**Subject:** Mission Statement

**Authority:** Director of Education  
School Board

---

The Mission statement expresses the unique purpose for which we exist and the specific function we perform. It's what we look at the first thing in the morning to keep our minds on our tasks. It is our "reason for doing business". It reflects what all our clients should expect from us.

**The Mission of the Simcoe County District School Board, we inspire and empower learning for life.**

**The Vision of the Simcoe County District School Board, a community of learners reaching full potential.**

# Commit to **Character**

**Integrity**

**Responsibility**

**Cooperation**

**Caring**

**Respect**

**Optimism**

**Honesty**

**Empathy**

**Courage**

**Inclusiveness**

# Strategic Priorities

## 2017-2022

### Ensure:

- high standards of achievement for all students
- innovative and engaging teaching practices and learning environments
- literacy and numeracy competencies embedded in all curriculum areas
- skills needed to thrive in a technologically-driven global society

**EXCELLENCE IN  
TEACHING AND  
LEARNING**

### OUR MISSION

We inspire and empower learning for life.

### OUR VISION

A community of learners achieving full potential.

**WELL-BEING**

### Foster:

- positive sense of self and belonging
- safe, healthy, respectful learning and working cultures
- appreciation for environmental practices and outdoor learning

**EQUITY, DIVERSITY  
AND INCLUSION**

### Enhance:

- opportunities to reflect all voices and perspectives
- access to a broad range of programs and pathways
- leadership opportunities for all

**COMMUNITY**

### Promote:

- trust, accountability and transparency
- purposeful partnerships
- lifelong learning
- celebration of accomplishments

# County of Simcoe

12.1



## SECTION II – BOARD ORGANIZATION



---

**Section:** Board Organization

**Subject:** Trustees - January 2014 - December 2018

**Authority:** Municipal Elections

---

	<u><b>MUNICIPALITY</b></u>	<u><b>TRUSTEES</b></u>
1.	BARRIE AREA ONE (Wards 1,2,3)	Kathleen Aikins
2.	BARRIE AREA TWO (Wards 4,5,6)	Krista Mayne
3.	BARRIE AREA THREE (Wards 7,8,9,10)	Jennifer Cameron
4.	ESSA/ ADJALA/TOSORONTIO	Brandy Rafeek
5.	COLLINGWOOD/CLEARVIEW	Suzanne Ley
6.	INNISFIL	Donna Armstrong
7.	MIDLAND/TAY SEVERN	Michele Locke
8.	NEW TECUMSETH/BRADFORD WEST GWILLIMBURY	Donna Da Silva
9.	ORILLIA/RAMA	Jodi Lloyd
10.	ORO MEDONTE/SPRINGWATER	Peter Beacock
11.	WASAGA BEACH/PENTANGUISHENE/ TINY	Robert North
12.	FIRST NATIONS REPRESENTATIVE	Daniel Shilling

<b>Section:</b>	Board Organization
<b>Subject:</b>	First Nations Representation on the Board
<b>Authority:</b>	School Board

---

In accordance with Section 188(1) of the Education Act, the Board has tuition agreements with the Beausoleil First Nation and the Chippewas of Mnjikaning First Nation to provide education for Indian pupils.

Consequently, Ontario Regulation 462/97, provides that the council of band(s) to which the pupils belong has the right to name one person to represent on the board the interests of the first nations pupils unless the number of Indian pupils enrolled in the board's schools, under one or more agreements, is fewer than the lesser of 10 percent of the average daily enrolment in the schools of the board and 100. Such an appointment should be determined at the commencement of the four-year term of trustees and will terminate on the same date as the term of office of the elected members. The Director will advise the Board as to the status of enrolment figures for First Nations students attending schools of the board under tuition agreements annually following the submission of the October 31 report to the Ministry.

**REVIEWED SEPTEMBER 2017**

<b>Section:</b>	Board Organization
<b>Subject:</b>	Student Representation on the Board
<b>Authority:</b>	School Board

---

According to Ontario Regulation 461/97, “every board shall develop and implement a policy providing for the representation of the interests of pupils on the board.”

According to Board Policy No. 2130, “three pupil representatives shall be elected by their peers by April 30<sup>th</sup> in each school year to represent the interests of pupils on the Board for the following school year and shall commence their term of office from August 1<sup>st</sup> to July 31<sup>st</sup>. Of the three pupil representatives, one shall be elected from each of the three geographic regions within the Board: North and East; Central and South and South and West.

**REVIEWED SEPTEMBER 2017**

## SCHOOLS AND TRUSTEE ELECTORAL AREAS

**Governance and Administration II 1.4**  
Page 1 of 3

[illegible]

<b>Trustee</b>	<b>Electoral Representation</b>	<b>Schools that Students Attend from the Electoral Areas</b>	<b>Superintendent of Education</b>
Jennifer Cameron	Representing the City of Barrie Area 3 (Wards 7, 8, 9, 10)	Algonquin Ridge E.S. Allandale Heights P.S. Assikinack P.S. Hewitt's Creek P.S. Holly Meadows E.S. Hyde Park P.S. Mapleview Heights E.S. Sunnybrae P.S. Trillium Woods E.S. Warnica P.S. Willow Landing E.S. W.C. Little E.S. Bear Creek S.S. Innisdale S.S. SASS – South Barrie Campus SASS - Barrie Young Parents	Murphy Murphy Murphy Murphy Stephens Murphy Murphy Murphy Stephens Murphy Murphy Stephens Stephens Murphy Nielsen Nielsen
Suzanne Ley	Representing the Town of Collingwood and Township of Clearview	Admiral Collingwood E.S. Angus Morrison E.S. Birchview Dunes E.S. Byng P.S. Cameron Street P.S. Clearview Meadows E.S. Connaught P.S. Mountain View E.S. New Lowell P.S. Nottawa Central E.S. Nottawasaga/Creemore P.S. Tosorontio Central P.S. Worsley E.S. Collingwood C.I. Nottawasaga Pines S.S. Stayner C.I. Collingwood Learning Centre SASS - Collingwood Campus	Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Kavanagh Halliday Kavanagh Kavanagh Kavanagh Kavanagh Nielsen Nielsen
Brandy Rafeek	Representing the Townships of Essa/Adjala/Tosorontio	Adjala Central P.S. Angus Morrison E.S. Baxter Central P.S. Cookstown Central P.S. Ernest Cumberland E.S. New Lowell Central P.S. Pine River E.S. Portage View P.S. Tosorontio Central P.S. Banting Memorial H.S. Bear Creek S.S. Nottawasaga Pines S.S. SASS – Essa Campus	Halliday Kavanagh Kavanagh Halliday Halliday Kavanagh Kavanagh Stephens Halliday Halliday Stephens Kavanagh Nielsen

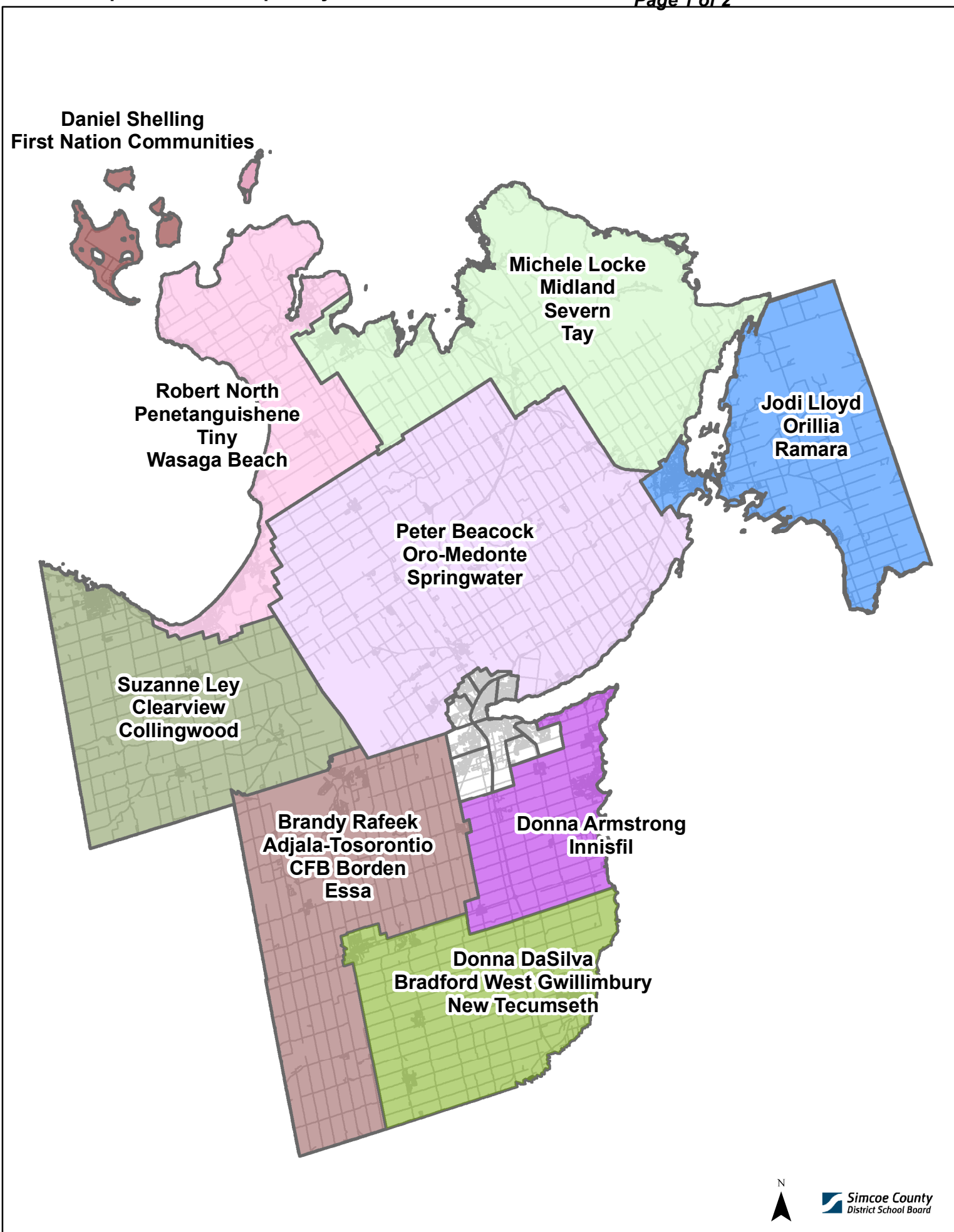
<b>Trustee</b>	<b>Electoral Representation</b>	<b>Schools that Students Attend from the Electoral Areas</b>	<b>Superintendent of Education</b>
Donna Armstrong	Representing the Town of Innisfil	Alcona Glen E.S. Cookstown Central P.S. Goodfellow P.S. Hon. Earl Rowe P.S. Hyde Park P.S. Innisfil Central P.S. Killarney Beach P.S. Lake Simcoe P.S. Sunnybrae P.S. Banting Memorial H.S. Bear Creek S.S. Bradford D.H.S. Innisdale S.S. Nantyr Shores S.S. SASS – Innisfil Campus	Murphy Halliday Murphy Halliday Murphy Murphy Murphy Murphy Murphy Halliday Stephens Halliday Murphy Murphy Nielsen
Michele Locke	Representing the Town of Midland, Tay & Severn Townships	Bayview ES Moonstone/Coldwater P.S. Couchiching Heights P.S. Huron Park P.S. Huron Centennial E.S. James Keating E.S. Marchmont P.S. Mundy's Bay P.S. Orchard Park P.S. Severn Shores P.S. Tay Shores P.S. Wyevalle Central P.S. Georgian Bay District S.S. Midland Learning Centre Orillia S.S. SASS - Midland Campus	Finlayson Paul Paul Finlayson Paul Finlayson Paul Finlayson Paul Paul Finlayson Paul Finlayson Nielsen Paul Nielsen

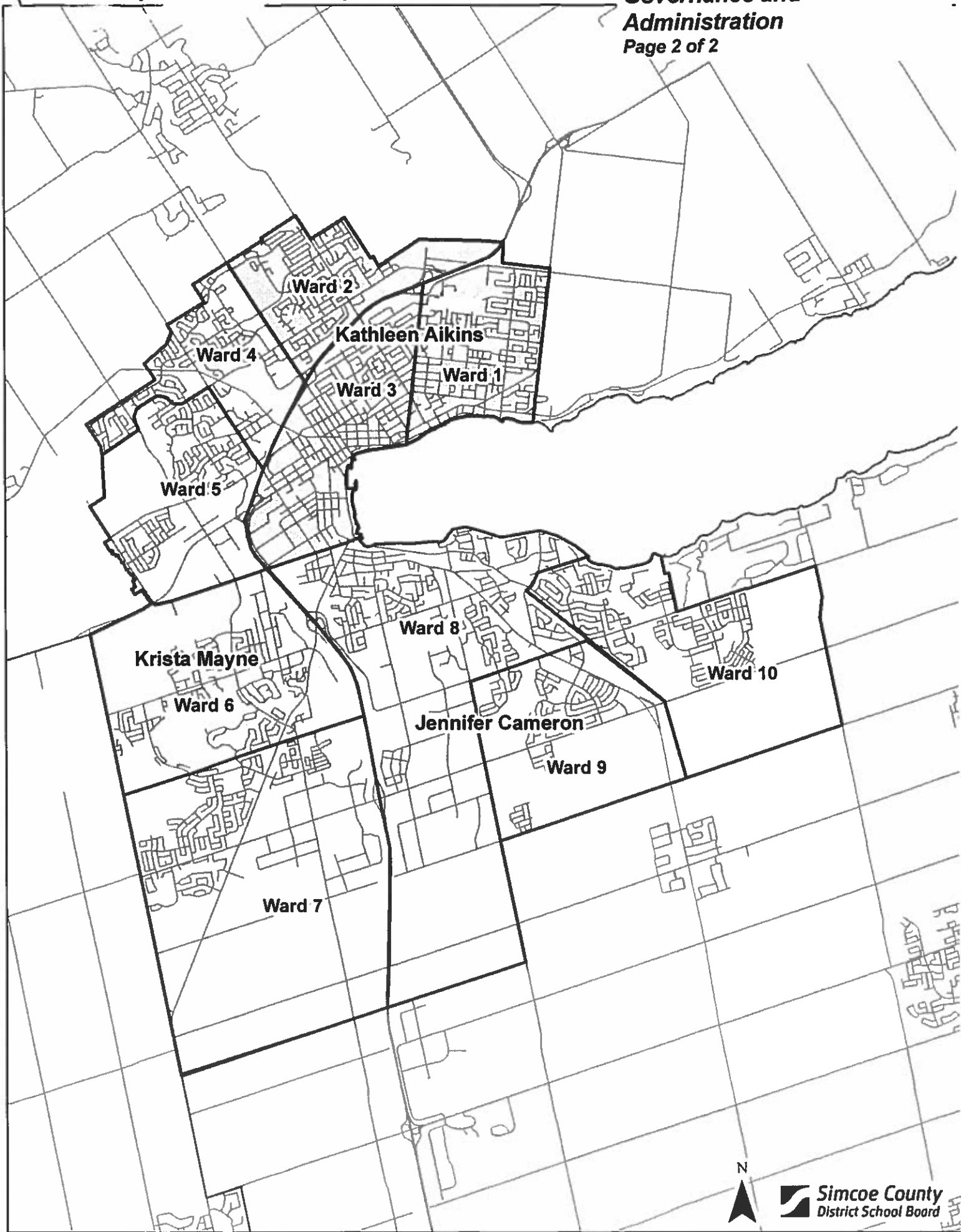
[illegible]

<b>Trustee</b>	<b>Electoral Representation</b>	<b>Schools that Students Attend from the Electoral Areas</b>	<b>Superintendent of Education</b>
Peter Beacock	Representing Oro Medonte & Springwater Townships	Birchview Dunes E.S. Moonstone/Coldwater P.S. East Oro P.S. Guthrie P.S. Harriett Todd P.S. Hillsdale E.S. Huronian Centennial E.S. Marchmont P.S. Minesing Central P.S. New Lowell Central P.S. Portage View P.S. Shanty Bay P.S. Tay Shores P.S. Warminster E.S. W. R. Best P.S. Barrie North C.I. Bear Creek S.S. Eastview S.S. Elmvale District H.S Georgian Bay District S.S. Orillia S.S. Twin Lakes S.S.	Kavanagh Paul Paul Finlayson Paul Paul Paul Paul Stephens Kavanagh Stephens Finlayson Finlayson Paul Finlayson Stephens Stephens Finlayson Paul Finlayson Paul Paul
Robert North	Representing the Town of Wasaga Beach, Penetanguishene & Tiny Townships	Birchview Dunes E.S. Huronian Centennial E.S. James Keating E.S. Mundy's Bay P.S. Worsley E.S. Wyevale Central P.S. Collingwood C.I. Elmvale D.H.S. Georgian Bay District S.S. North Simcoe Learning Centre	Kavanagh Paul Finlayson Finlayson Kavanagh Paul Kavanagh Paul Finlayson Nielsen
Daniel Shilling Representing First Nation Communities			Finlayson

REVISED MAY 2018







---

<b>Section:</b>	Board Organization
<b>Subject:</b>	Role – Board Chairperson
<b>Authority:</b>	Education Act School Board

---

1. The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools. A strong public education system is the foundation of a prosperous, caring and civil society. The purpose of education is to provide students with the opportunity to realize their potential and develop into highly skilled, knowledgeable, caring citizens who contribute to their society. All partners in the education sector, including the Minister, the Ministry and the boards, have a role to play in enhancing student achievement and well-being, closing gaps in student achievement and maintaining confidence in the province's publicly funded education systems.

The role of the Chairperson of the Board is a vital part of this effective governance. The Education Act sets out specific duties for the role of Chairperson. The Chairperson reports to, and is accountable to, the Board of Trustees.

2. The Chairperson will operate with members of the Simcoe County District School Board (SCDSB) to support the goals and directions found in the Multi-Year Strategic Plan.
  - 2.1 preside over meetings of the Board
  - 2.2 be considered as ex-officio member of all committees except the Audit Committee;
  - 2.3 be a member of Standing Committees, Special Committees and By-law Committees of the Board, but will not chair a Standing Committee;
  - 2.4 conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
  - 2.5 establish agendas for Board meetings, in consultation with the Vice-chairperson and Director of Education or the supervisory officer acting as the Board's Director of Education;
  - 2.6 ensure that members of the Board have the information needed for informed discussion of the agenda items;
  - 2.7 act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
  - 2.8 convey the decisions of the Board to the Director of Education or the supervisory officer acting as the Board's Director of Education;
  - 2.9 provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under section 169.1 of the Education Act;

- 2.10 provide leadership to the Board in maintaining the Board's focus on its mission and vision;
  - 2.11 assume such other responsibilities as may be specified by the Board;
  - 2.12 serve as a signing officer for board cheques, agreements and various documents;
  - 2.13 consults with the Vice-chairperson and one other trustee appointed by the Board to provide, annually, a report recommending the appointment of members to Mandatory, Continuing and External/Joint committees for consideration to the December Board meeting;
  - 2.14 provide direction with regard to public deputations to board meetings;
  - 2.15 serve as liaison with the senior elected officials of other levels of government;
  - 2.16 provide leadership and direction in the performance review of the Director of Education;
  - 2.17 monitor, along with the Vice-chairperson trustee expenses and reports semi-annually to the board;
  - 2.18 review monthly Board minutes with the Vice-chairperson and the Director of Education.
3. The Chairperson has additional expectations for leadership which include:
- 3.1 developing an effective working relationship with the Director of Education to promote a co-operative and mutually supportive relationship between the Board and its administration;
  - 3.2 fostering consensus building at Board meetings to resolve issues in an environment that is open, co-operative and productive;
  - 3.3 providing direction for the evaluation and development of the Board's performance;
  - 3.4 providing leadership in trustee development;
  - 3.5 providing leadership in the development of trustee committee leaders;
  - 3.6 develop with the Director of Education strategies for responding to emergencies, controversial issues or matters of high public interest;
  - 3.7 providing leadership in the promotion of the Board as a consultative and collaborative partner with the Board's many communities and constituent groups.

---

<b>Section:</b>	Board Organization
<b>Subject:</b>	Role – Board Vice-chairperson
<b>Authority:</b>	Education Act School Board

---

1. The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools. A strong public education system is the foundation of a prosperous, caring and civil society. The purpose of education is to provide students with the opportunity to realize their potential and develop into highly skilled, knowledgeable, caring citizens who contribute to their society. All partners in the education sector, including the Minister, the Ministry and the boards, have a role to play in enhancing student achievement and well-being, closing gaps in student achievement and maintaining confidence in the province's publicly funded education systems.

The role of the Vice-chairperson of the Board is a vital part of this effective governance. This role will act as primary support to the Chairperson.

2. The Vice-chairperson will operate with members of the Simcoe County District School Board (SCDSB) to support the goals and directions found in the Multi-Year Strategic Plan.
  - 2.1 the *Education Act* requires members of the Board to elect one of themselves to be Vice-chairperson and he/she shall preside in the absence of the Chairperson;
  - 2.2 presides as Chairperson of the Closed Session of the Committee of the Whole;
  - 2.3 is a member of Standing Committees, Special and By-law Committees of the Board but will not chair a Standing Committee;
  - 2.4 acts as the primary support to the Chairperson;
  - 2.5 automatically steps into the role of the Chairperson should the Chairperson vacate their position during a meeting, unless the Vice-chairperson declines;
  - 2.6 shall take actions on matters of the Board only after consultation with the Chairperson, and shall not negate the authority of the Chairperson;
  - 2.7 establishes agendas for Board meetings, in consultation with the Chairperson and Director of Education or the supervisory officer acting as the Board's Director of Education;
  - 2.8 presides as Chairperson for all By-law Committee meetings;

- 2.9 consults with the Chairperson and one other trustee appointed by the Board to provide, annually, a report recommending the appointment of members to Mandatory, Continuing and External/Joint committees for consideration to the December Board meeting;
- 2.10 monitors, along with the Chairperson trustee expenses and reports semi-annually to the Board;
- 2.11 review monthly Board minutes with the Chairperson and the Director of Education.

---

**Section:** Board Organization

**Subject:** Role - Trustee

**Authority:** Education Act  
School Board

---

1. The powers and duties of school boards are set out in the Education Act (Part VII). Other legislated acts and regulations also guide the policies and decisions of the corporate board.

The Education Act allocates authority to boards rather than to individual members of boards. Trustees, when sitting as part of a corporate board meeting have very considerable powers and obligations collectively. When the Board is not in session, individual trustees have no special rights or powers other than the right to visit a school operated by the Board.

2. As a member of the Board, a trustee is entitled:

- 2.1 to attend every meeting of the Board;

- 2.2 to attend a meeting of any committee of the Board within procedures established for attendance;

\*(It is important to note that the composition of joint committees and/or some ad hoc committees held in closed session may limit attendance.)

- 2.3 to vote on any matter before the Board for which he/she is qualified to vote;

- 2.4 to receive at a meeting of the Board or a committee of the Board, the information required to make an informed decision on a matter before the Board or committee;

- 2.5 to inquire at a meeting of the Board or a committee of the Board, on any matter that is within the jurisdiction of the Board;

- 2.6 to advance at a meeting of the Board or a committee of the Board, a motion on any matter which is within the jurisdiction of the Board and for which the member is qualified to vote;

- 2.7 to receive any allowance or benefit provided by the Board to its members.

3. As a member of the Board a trustee is expected:

- 3.1 to conduct themselves in a manner consistent with the Trustee Code of Conduct Policy;

- 3.2 to attend and fully participate in meetings of the Board;

- 3.3 to contact the Director's Office if they're unable to attend Committee and Board meetings;
  - 3.4 to facilitate the work of the Board through active participation on board committees;
  - 3.5 to come to the deliberation of issues well-prepared and open-minded;
  - 3.6 to respect the diversity of people and opinions represented on the Board;
  - 3.7 to focus debate on issues and to avoid comments related to personalities;
  - 3.8 to recognize, respect and support the consensus of the Board once a decision has been reached;
  - 3.9 to promote positive working relationships with the board's administration and staff;
  - 4.0 to promote positive relationships with the board's many communities.
4. Within the local community, a trustee of the Board is expected:
- 4.1 to represent the broad interests of the community when deliberating on board policies;
  - 4.2 to be an effective communicator on behalf of the school board and the school system;
  - 4.3 to develop and promote a collaborate and consultative approach on school board matters;
  - 4.4 to assist individuals or groups deal with the school system by directing concerns to the appropriate professional staff, to a committee or to the Board and by explaining board procedures and decisions.

**REVISED SEPTEMBER 2017**



---

**Section:** Board Organization

**Subject:** Closed Session

**Authority:** School Board

---

**1. Composition**

All members of the Board.

**2. Chairperson/Vice-Chairperson**

- 2.1 The Chairperson of the Board will preside at all regular and special meetings of the Board and standing committees unless otherwise determined in the By-laws.
- 2.2 In the absence of the Chairperson, the Vice-Chairperson of the Board will preside.
- 2.3 The Vice-Chairperson of the Board will preside when the Board meets in closed session.

**3. Mandate**

The Board will consider information and recommendations in closed session with respect to the following areas:

- 3.1 the acquisition, sale and lease of property (**closed session**);
- 3.2 the approval of collective agreements (**closed session**);
- 3.3 personnel issues (**closed session**);
- 3.4 matters related to the organization and responsibilities of senior administration (**closed session**);
- 3.5 legal issues (**closed session**).

Closing of Meetings Re: Certain Investigations

- 3.6 A meeting of a Board or of a Committee of a Board, including a Committee of the Whole Board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the board.

**4. Meetings**

- 4.1 The Board will meet in Public Session at 6 p.m., followed immediately by the Committee of the Whole in Closed Session, Public Session will resume at 7:00 p.m.
- 4.2 The Board may meet in Closed Session at other times as required by the Chair or as determined by the Board.
- 4.3 A quorum for the meeting is a majority of the members of the Board.

---

*Section:* Board Organization

*Subject:* Business and Facilities Standing Committee (Facilities)

*Authority:* School Board

---

**1. Mandate**

The Committee will consider information and make recommendations to the Board with respect to:

- 1.1 building maintenance and custodial operations;
- 1.2 construction and renewal;
- 1.3 capital planning process;
- 1.4 attendance areas;
- 1.5 school closure and consolidation;
- 1.6 site acquisitions, declaration and disposal of surplus property;
- 1.7 leasing and letting;
- 1.8 education development charges;
- 1.9 community use of facilities;
- 1.10 system enrolment reporting;
- 1.11 occupational health and safety;
- 1.12 policy review and development;
- 1.13 other matters referred to the Committee by the Chairperson of the Board or by the Board.

Items of a time sensitive matter, following within the mandate of this Committee, will necessitate reports to be dealt with at the Regular Meeting of the Board each month.

**2. Meetings**

The Committee will meet on the first Wednesday of the month at 6:00 p.m. The Committee may at times have a Closed Session to deal with confidential matters. Additional meetings may be called by the Committee Chair.

**3. Reporting**

The recommendations of the Committee will be presented to a regular meeting of the Board at the first practical opportunity for consideration and ratification.

*Section:* Board Organization

*Subject:* Business and Facilities Standing Committee (Business)

*Authority:* School Board

---

**1. Mandate**

The Committee will consider information and make recommendations to the Board with respect to:

- 1.1 budget;
- 1.2 duties of an audit committee, at a separate meeting called for that purpose;
- 1.3 financial systems and reporting;
- 1.4 information and communication systems;
- 1.5 policy review and development;
- 1.6 risk management;
- 1.7 scholarship and trust funds;
- 1.8 transportation;
- 1.9 other matters referred to the Committee by the Board.

Items of a time sensitive matter, which fall within the mandate of this Committee, will necessitate reports to be dealt with at the Regular Meeting of the Board each month.

**2. Meetings**

The Committee will meet on the first Wednesday of the month at 6:00 p.m. The Committee may at times have a Closed Session to deal with confidential matters. Additional meetings may be called by the Committee Chair.

**3. Reporting**

The recommendations of the Committee will be presented to a regular meeting of the Board at the first practical opportunity for consideration and ratification.

*Section:* Board Organization

*Subject:* Program Standing Committee

*Authority:* School Board

---

**1. Mandate**

The Committee will consider information and make recommendations to the Board in the following areas:

- 1.1 adult and continuing education;
- 1.2 curriculum, instruction and assessment;
- 1.3 policy review and development;
- 1.4 school budgets;
- 1.5 school-community - business partnerships;
- 1.6 school councils; Parent Involvement Committee;
- 1.7 other matters referred to the Committee by the Chairperson or the Board.

Items of a time sensitive matter, which fall within the mandate of this Committee, will necessitate reports to be dealt with at the Regular Meeting of the Board each month. Additional meetings may be called by the Committee Chair.

**2. Meetings**

The Committee will meet on the second Wednesday of the month at 6:00 p.m. Additional meetings may be called by the Committee Chair.

**3. Reporting**

The recommendations of the Committee will be presented to a regular meeting of the Board at the first practical opportunity for consideration and ratification.

**Section:** Board Organization

**Subject:** Human Resource Standing Committee

**Authority:** School Board

---

**1. Mandate**

The Committee will normally meet in closed session with respect to:

- 1.1 staffing issues;
- 1.2 collective bargaining with unionized personnel;
- 1.3 conditions of employment for non-unionized personnel except the Senior Administration and the Director of Education;
- 1.4 employee benefit plans; Insurance trustees;
- 1.5 grievances and arbitrations;
- 1.6 government employee or labour programs;
- 1.7 relations with co-terminous district school boards;
- 1.8 other matters referred to the Committee by the Chairperson of the Board or by the Board.

**3. Meetings**

The Committee will meet on the second Wednesday of the month following the Program Standing Committee meeting. Additional meetings may be called by the Committee Chair.

**4. Reporting**

The recommendations of the Committee will be presented to a regular meeting of the Board at the first practical opportunity for consideration and ratification (normally in Closed Session).

**Section:** Board Organization

**Subject:** Joint Committee  
Simcoe County District School Board (SCDSB) /  
Simcoe Muskoka Catholic District School Board (SMCDSB)

**Authority:** Education Act  
School Board

---

1. Composition

Each Board is requested to appoint at least three members.

2. Terms of Reference

The Joint Committee is responsible for:

- 3.1 exploring opportunities to share services, facilities, resources and staff;
- 3.2 exploring opportunities to transfer or lease facilities;
- 3.3 making recommendations to both boards in respect of the implementation of the above.

3. The members appointed by the Selection Committee to represent the Board constitute a board committee.

4. Arrangements for the location and chairing of meetings of the joint committee will be determined by the Chairpersons of the Boards in consultation with the respective Directors of Education.

### A. STANDING COMMITTEES

<b>HUMAN RESOURCES</b> All Trustees	<b>PROGRAM COMMITTEE</b> All Trustees	<b>BUSINESS/FACILITIES COMMITTEE</b> All Trustees
--	--	--

### B. MANDATORY COMMITTEES

<b>S.E.A.C</b> (3 Trustees)	<b>S.A.L</b>  All Trustees	<b>FIRST NATIONS ED ADVISORY COM</b> (2 Trustees plus First Nations Trustee) 1 Year Term of Office with the Opportunity for Re-appointment	<b>GRIEVANCE HEARINGS SUSPENSION/EXPULSION APPEALS &amp; HEARINGS</b>  All Trustees	<b>AUDIT COMMITTEE</b> (3 Trustees)	<b>PARENT INVOLVEMENT COMMITTEE</b> (2 Trustees)
--------------------------------	----------------------------------	--	---	--	---

### C. CONTINUING COMMITTEES

<b>ACCESSIBILITY COMMITTEE</b> (1 Trustee)	<b>BY-LAW COMMITTEE</b> (5 Trustees - including Vice-chair of the Board)	<b>CODE OF CONDUCT COMMITTEE</b> (3 Trustees – including Chair/Vice-chair of the Board plus 1 Alternate)
---	---	---

<b>TEACHER/TRUSTEE RELATIONS ELEMENTARY &amp; SECONDARY</b> (4 Trustees – 2 on each committee)  Elementary Secondary	<b>ONTARIO PRINCIPAL LIAISON COMMITTEE ELEMENTARY/SECONDARY</b> (2 Trustees)	<b>STUDENT TRUSTEES</b> (3 Student Trustees)  Student Trustee Mentor (1 Trustee)
--	---	--

### D. EXTERNAL/JOINT COMMITTEES

<b>TRANSPORTATION CONSORTIUM</b> (1 Trustee)	<b>JOINT COMMITTEE SCDSB/SMCDSB</b> (2 Trustees plus Chair)	<b>OPSBA DIRECTOR</b> (appointed in April)  Alternate (appointed in April)
---	--	--

---

**FIRST NATIONS EDUCATION ADVISORY COMMITTEE****Terms of Reference**

The Board agrees to establish and maintain the First Nations Education Advisory Committee the terms of reference for which will be as follows:

1. First Nations Education Advisory Committee is to be established by resolution of The Simcoe County District School Board (SCDSB) to represent the interests of the *pupils of the Chippewas of Rama First Nation and Beausoleil First Nation, herein after referred to as First Nations, as per 462/97 of the Education Act.*
2. The Committee shall be comprised of:
  - (i) Voting members:
    - a) The First Nation Trustee of the Board as per the Education Act;
    - b) A First Nation Education Director/Manager/or designate for each First Nation;
    - c) Two Trustees of the SCDSB;
    - d) One community representative or designate be appointed by each of the participating First Nations;
    - e) One elder to be appointed by each of the participating First Nations.
  - (ii) Non-voting members:
    - a) Principals or their designates from the board's schools which provide educational services to First Nation pupils under educational services agreement;
    - b) The principal or designate from Christian Island Elementary School and Mnjikaning Kendaaswin Elementary School;
    - c) One secondary student representative or their alternate to be appointed by each of the participating First Nations;
    - d) Superintendent of Education, or designate;
    - e) Ex-officio
      - Chief of Each First Nation Band or designate
      - Director of the SCDSB or designate
    - f) First Nation Student Advisors from both First Nations;
    - g) Other invited guests of the First Nation Community and the SCDSB.



3. The Committee members shall hold office for one calendar year with the opportunity for reappointment, at the discretion of the First Nations.
4. Every vacancy on the Committee occasioned by the death or resignation of a member, or by any other cause, shall be filled at the discretion of the First Nations and/or the Board of Trustees. That person shall hold office for the unexpired term of such member.
5. The Chairperson and Vice-chairperson of the Committee shall be elected by the Committee at its first meeting of the calendar year.
6. The Committee will meet four times annually or as required.
7. The Committee will make a report to the Board relating to the number of students attending SCDSB schools through Education Services Agreements.
8. The Committee through its members provide a forum for improved communications where concerns, changes or new initiatives from principals, the Board, the First Nation and the parents can be reviewed, with local consultation if required, and recommendations or reports submitted to the Board.
9. The Committee will provide a direct line of communication with local First Nation Community Education Authorities/Education Advisory Circles to ensure their input and interest is utilized in the self-development of First Nation people in educational matters.
10. All Committee reports and recommendations require approval of a quorum of the voting members of the Committee for submission to the Board. A quorum of the Committee consists of four voting members.

April 14, 2004  
Revised February 25, 2009  
Revised October 22, 2010  
Revised January 25, 2012  
Revised June 17, 2015  
Revised February 28, 2018

---

**Section:** Board Organization

**Subject:** Ontario Principal Council Liaison Committee – Elementary and Secondary

**Authority:** School Board

---

**1. Composition of Trustee – Ontario Principal Council (OPC) Liaison Committees**

Elementary/Secondary Committee

2 principals

2 vice-principals

2 trustees

Superintendent of Human Resource Services and Organizational Development

**2. Mandate**

The purpose of the committee is to provide a forum for the discussion of topics of interest to either party, which are not in dispute, in order to promote the best possible relations between the Board and its staff.

Examples of topics in dispute would include but are not necessarily limited to:

- current and on-going collective bargaining negotiations with employer groups:
- terms and conditions of principals and vice-principals.

**3. Frequency**

Each committee will meet twice per school year or more frequently as mutually determined.

---

**Section:** Board Organization

**Subject:** By-law Committee

**Authority:** School Board

---

**Mandate**

All actions of the Board of Trustees of Simcoe County District School Board (hereinafter called the "Board") shall be in accordance with the requirements of the Education Act of Ontario, and all other related federal, provincial and municipal legislation.

The committee will meet as required to review and update Board By-laws on an on-going basis. Members will be comprised of five trustees including the Vice-chair of the Board to be appointed by the Board in December. The Committee will be chaired by the Vice-chair of the Board and/or designate.

**REVIEWED SEPTEMBER 2017**

---

*Section:* Board Organization

*Subject:* Audit Committee

*Authority:* School Board

---

### **1. Mandate**

The Audit Committee is appointed by the Board as a mandatory committee to assist the board in fulfilling its oversight responsibilities. The Audit Committee's primary duties and responsibilities are to:

- 1.1 oversee the financial management of the board and its financial reporting processes;
- 1.2 identify and monitor the management of the principal risks that could impact the financial reporting of the board;
- 1.3 monitor the integrity of the board's system of internal controls regarding financial reporting and accounting compliance;
- 1.4 monitor the independence and performance of the board's internal and external auditors;
- 1.5 oversee the periodic tendering of audit services and recommend the appointment of external auditors to the board;
- 1.6 review and make recommendations to the board regarding the annual audited financial statements, the audit process and the external auditor's management letters;
- 1.7 provide an avenue of communication between the external auditors and the board;
- 1.8 abide by the requirements of the Education Act and all other related legislation.

### **2. Composition**

The Audit Committee shall be comprised of three Board members and two non-Board members.

A non-Board member cannot be an employee or officer of the school board and cannot have a parent, dependant child or spouse employed by the board.

### **3. Selection Committee**

The Selection Committee for non-Board members shall be composed of the Director of Education, the Superintendent of Business and the Board Chairperson or a Board member designated by the Chairperson.

**4. Term of Office**

The term of office for Board committee members is four years. The term of office for non-Board committee members is three years. A Board member may be reappointed. A non-Board member may not be appointed more than twice unless the selection process does not identify any other potential candidates.

**5. Vacancy**

Audit Committee members shall vacate the committee following two consecutive absences from Regular Committee meetings, unless authorized by the committee members at the next Regular Committee meeting that follows the second absence.

Audit Committee members shall vacate the committee if convicted of an indictable offence. A non-Board member shall vacate the committee for failure to disclose a conflict of interest at the time of appointment.

**6. Meetings**

Committee meetings will be at least three times per fiscal year and more often as determined by the Chairperson. The first meeting of the year will be no later than September 30.

At the first meeting of each fiscal year the Audit Committee will elect the Chairperson who will be a Board committee member. The Vice-chairperson of the Audit Committee will also be elected and will be a non-Board committee member.

**7. Quorum**

A quorum of the Audit Committee is a majority of committee members with one committee member being a non-Board member. In a tie vote the Chairperson is entitled to a second vote.

If a non-Board member declares a conflict of interest in a matter requiring a vote, the remaining Board members constitute a quorum for the vote.

**8. Code of Conduct**

Non-Board members are governed by the same code of conduct as Board members.

---

**Section:** Board Organization  
**Subject:** Parent Involvement Committee  
**Authority:** School Board

---

**1. Mandate**

The Ontario Parent Involvement Policy outlines the requirements for the establishment of a board-level Parent Involvement Committee to work collaboratively with the school board and ensure linkages between parents, the Director of Education and trustees. This investment supports the school board in establishing and working collaboratively with a Parent Involvement Committee, develop strategies for enhancing parental engagement and outreach, particularly with district meetings and inter-school communications.

- 1.1 act as the steering committee for School Council Members' meetings;
- 1.2 act as a resource to School Councils;
- 1.3 enhance School Council and school communication with parents;
- 1.4 strengthen parent voice at the board level;
- 1.5 reach out to parents who find involvement more challenging;
- 1.6 work collaboratively with the school board and ensuring linkage between parents, the Director of Education and trustees.

**2. Composition**

The Parent Involvement Committee shall be comprised of two trustees, Director of Education or designate, Communications Officer, twelve parent representatives, four from each of the three Regions and three school-based administrators representing each Region.

**3. Frequency**

The Parent Involvement Committee will meet during the year as determined by the Chair, in consultation with the Director.

---

**Section:** Board Organization  
**Subject:** Trustee Code of Conduct Committee  
**Authority:** School Board

---

**1. Mandate**

A code of conduct contributes to confidence in public education and promotes respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours. It is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour. All trustees and student trustees of the board shall review annually this Code of Conduct and Enforcement and sign a copy of it confirming that they have received a copy, read it and agree to abide by it.

**2. Composition**

The Trustee Code of Conduct Committee shall comprise of the Chair of the Board, Vice-chair of the Board, one trustee and one alternate trustee.

---

<b>Section:</b>	Board Organization
<b>Subject:</b>	Accessibility Advisory Committee
<b>Authority:</b>	School Board

---

### **1. Mandate**

To assist in fulfilling requirements originally outlined in the Ontarians with Disabilities Act, 2001, and continuing under the Accessibility for Ontarians with Disabilities Act (AODA), 2005, the Simcoe County District School Board (SCDSB) Accessibility Advisory Committee was formed in 2003 to:

- 1.1 advise on the preparation, implementation and effectiveness of the board's annual accessibility plan;
- 1.2 review and advise on accessibility issues relating to board facilities and services;
- 1.3 advise on other accessibility related issues within Simcoe County District School Board buildings.

### **2. Committee Membership**

- 2.1 The SCDSB Accessibility Committee will include appointed staff and community members and staff resource personnel as required.
- 2.2 People with disabilities will be encouraged to apply to be community members. This encouragement will be facilitated through annual notices to be posted on the SCDSB website and distributed to local media outlets as required. Applicants must be a resident of the County of Simcoe and over 18 years of age.
- 2.3 In keeping with the intention of the AODA, the SCDSB Accessibility Committee will strive to maintain that the majority of the members of the committee shall include persons with disabilities. However, when insufficient numbers of persons with disabilities apply, the committee will consider suitably qualified applicants who have family members with disabilities or community members who have a special interest in improving accessibility for people with disabilities.
- 2.4 Staff will be appointed by the Director of Education or designate to represent a broad range of departments and groups in the Board.

### **3. Committee Structure**

- 3.1 The Committee will include up to 12 members.
- 3.2 At least 7 positions will be allocated to people with disabilities as defined under the Accessibility for Ontarians with Disabilities Act, 2005.



3.2.1 If insufficient applications are received from individuals meeting this criteria, then members within this category may include individuals who have family members with disabilities or community members who have a special interest in improving accessibility for people with disabilities.

3.3 One (1) Board Trustee.

3.4 One (1) Superintendent.

3.5 One (1) staff member each from Facility Services and Human Resource Services.

3.6 One (1) staff member from Special Education.

3.7 The Director of Education shall be an ex-officio member.

3.8 See "Committee Support" below regarding other staff members participating with this committee.

#### **4 Committee Support**

4.1 The Superintendent shall also determine additional staff participation requirements and assign staff members to act as resources during committee meetings and to assist in facilitating the work of the committee.

4.2 Staff representatives may be required from a range of departments, including, but not limited to: Director's Office, Information Services, the Simcoe County Student Transportation Consortium, Business Services, Facility Services, Human Resource Services, Student Services, and School Services.

4.3 The Superintendent shall assign one (1) staff support member to act as secretary to the committee. Under the direction of the Superintendent the Committee Secretary shall:

4.3.1 Record meeting minutes and distribute.

4.3.2 Type, format and distribute meeting agendas.

4.3.3 Type and format required committee reports.

4.3.4 Maintain and distribute committee membership list.

4.3.5 Book meeting space and materials for required meetings.

4.3.6 Coordinate related public notices as required.

4.3.7 Arrange for appropriate and feasible supports required to convene and facilitate and accessible meeting (i.e. interpreters, physical setting).

4.3.8 Process and apply appropriate budget codes to required expenditures related to committee work (i.e. interpreter, mileage, transportation).

#### **5. Committee Procedure**

5.1 All meetings will be conducted in accordance with Board by-laws and practices. As well, the following procedures will be followed:

- 5.1.1 Length of Term: Upon review of applications and appointment to the committee, it is recommended that the length of term for all committee members, with the exception of the trustee representative, be for four years. Community members may be appointed for a maximum of two (2) consecutive terms. Should vacancies exist, and should an existing committee member(s) wish to remain on the committee, the length of term may be re-evaluated. As per Board practice, the term for a Board trustee representative on a committee shall be for one year (trustee representation is confirmed through Board motion annually in January). In the absence of a suitably qualified volunteer to assume membership to the committee the Board has the right to reappoint.
- 5.1.1.1 Filling a Vacancy: In the event that a vacancy occurs in the midst of a term, the Accessibility Committee will appoint a new member to fulfill the balance of the former member's term. In the absence of a suitably qualified volunteer meeting the requirements of committee membership (Section 2), the board has the right to reappoint.
- 5.1.2 Chairperson and Vice-Chairperson: A chairperson and vice-chairperson will be elected from non-staff committee members on an annual basis at the first meeting of the new calendar year to preside over meetings and committee business.
- 5.1.3 Absences: If a committee member is absent for three consecutive meetings they have forfeited their membership unless their absence is justifiable.
- 5.1.4 Quorum: At least two appointed community members and two staff members (including at least one member of the SCDSB Administrative team or designate) must be present to ensure a quorum.
- 5.1.5 Sub-committees: The committee may appoint sub-committees and working groups as may be necessary to address specific issues.
- 5.1.6 Meeting Frequency: Committee meetings will be scheduled on the last Monday of September, November, January, March, and May - or as determined by the Superintendent. Sub-committees may determine some additional meeting dates for their smaller working groups to facilitate specific task completion.
- 5.1.7 Visitors: Requests to attend a meeting may be made by individuals who are not committee members or who have not been formally invited by the committee. These requests must be communicated through the secretary of the committee at least seven (7) days in advance of the meeting. The Chairperson and Vice-Chairperson of the committee shall consider the request and then convey their decision to the requestor through the committee secretary.
- 5.1.8 Minutes: Committee minutes shall be distributed to all committee members. The approved minutes shall be made available to members of the public on the board website. The minutes will be made available in alternate format, upon request.
- 5.1.9 Code of Ethics: Committee members shall maintain a Code of Ethics (see APPENDIX B).

## **6. Confidentiality**

6.1 Due to the nature of this committee's mandate, discussions may touch upon special needs requirements for staff, students or community members. Staff and committee members are required to maintain confidentiality as mandated through information privacy legislation.

## **7. Reimbursement for Expenses**

7.1 Reimbursement will be provided at the board-approved kilometrage rate for members who must travel to the Education Centre to attend committee meetings. The board will pay for special transportation services as required for committee members with disabilities to attend the meetings.

7.2 Expenses incurred through the provision of specialized services in order for committee members to participate in meetings will be reimbursed.

## **8. Conflict of Interest**

8.1 Conflicts of interest must be declared by committee members. Conflicts of interest may arise for committee members when their personal or business interests clash with the duties and decisions of the committee. Conflict of interest as defined by legislation is applied to Accessibility Advisory Committee members. (See Appendix A – Municipal Conflict of Interest Act.)

## **9. Amendments to the Terms of Reference**

9.1 Proposals to amend the Terms of Reference shall require approval by a majority of the Committee members present.

## **10. Accessibility Advisory Committee Code of Ethics**

Members of the Accessibility Advisory Committee commit to respecting the character attributes upheld by the Simcoe County District School Board:

All members of the Accessibility Advisory Committee will:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or ability;
- Respect the rights of others;
- Show proper care and regard for school board property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school board staff, if necessary;
- Respect all members of the school board;
- Respect the need of others to work in an environment that is conducive to learning and teaching.

***Municipal Conflict of Interest Act***

R.S.O. 1990, CHAPTER M.50

**Consolidation Period: From March 8, 2018 to the e-Laws currency date.**

**Last amendment: 2018, c. 3, Sched. 5, s. 37.**

Legislative History: 1994, c. 23, s. 2; 1996, c. 32, s. 76; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156; 1999, c. 6, s. 41; 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45; 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. C, s. 33; 2006, c. 32, Sched. D, s. 10; 2007, c. 7, Sched. 27; 2007, c. 8, s. 219; 2009, c. 33, Sched. 21, s. 7; 2016, c. 23, s. 58; 2017, c. 10, Sched. 3; 2018, c. 3, Sched. 5, s. 37.

**CONTENTS**

<u>1.</u>	Definitions
<u>1.1</u>	Principles
<u>2.</u>	Indirect pecuniary interest
<u>3.</u>	Interest of certain persons deemed that of member
	<u>Exceptions</u>
<u>4.</u>	Where s. 5 does not apply
	<u>Duty of Member</u>
<u>5.</u>	When present at meeting at which matter considered
<u>5.1</u>	Written statement re disclosure
<u>5.2</u>	Influence
	<u>Record of Disclosure</u>
<u>6.</u>	Disclosure to be recorded in minutes
	<u>Registry</u>
<u>6.1</u>	Requirement to establish registry
	<u>Remedy for Lack of Quorum</u>
<u>7.</u>	Quorum deemed constituted
	<u>Action where Contravention Alleged</u>
<u>8.</u>	Who may try alleged contravention of s. 5 (1-3)
<u>8.</u>	Application
<u>9.</u>	Who may apply to judge
<u>9.</u>	Power of judge
<u>10.</u>	Power of judge to declare seat vacant, disqualify member and require restitution
<u>11.</u>	Appeal to Divisional Court
<u>12.</u>	Proceedings not invalidated but voidable
<u>12.</u>	Proceedings not invalidated but voidable
<u>13.</u>	Other procedures prohibited
<u>13.</u>	Other proceedings prohibited
	<u>General</u>
<u>14.</u>	Insurance
<u>15.</u>	Conflict with other Acts

**Definitions**

1 In this Act,

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; (“enfant”)

“controlling interest” means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; (“intérêts majoritaires”)

“council” means the council of a municipality; (“conseil”)

“elector” means,

(a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board; (“électeur”)

“interest in common with electors generally” means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; (“intérêt commun à tous les électeurs”)

“judge” means a judge of the Superior Court of Justice; (“juge”)

“local board” means a school board, board of directors of a children’s aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police services board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board; (“conseil local”)

**Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in section 1 of the Act is amended by striking out “police services board” and substituting “police service board”. (See: 2018, c. 3, Sched. 5, s. 37)**

“meeting” includes any regular, special, committee or other meeting of a council or local board, as the case may be; (“réunion”)

“member” means a member of a council or of a local board; (“membre”)

“municipality” includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; (“municipalité”)

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family; (“père ou mère”)

“school board” means a board as defined in subsection 1 (1) of the *Education Act*, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the *Education Act*; (“conseil scolaire”)

“senior officer” means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; (“dirigeant”)

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. (“conjoint”) R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10; 2007, c. 8, s. 219; 2016, c. 23, s. 58.

#### **Section Amendments with date in force (d/m/y)**

1997, c. 31, s. 156 (1) - 01/01/1998; 1999, c. 6, s. 41 (1) - 01/03/2000

2002, c. 17, Sched. F, Table - 01/01/2003

2005, c. 5, s. 45 (1, 2) - 13/06/2005

2006, c. 19, Sched. C, s. 1 (1) - 22/06/2006; 2006, c. 32, Sched. D, s. 10 - 01/01/2007

2007, c. 8, s. 219 - 01/07/2010

2016, c. 23, s. 58 - 01/01/2017

2018, c. 3, Sched. 5, s. 37 - not in force

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 1)

#### **Principles**

**1.1** The Province of Ontario endorses the following principles in relation to the duties of members of councils and of local boards under this Act:

1. The importance of integrity, independence and accountability in local government decision-making.
2. The importance of certainty in reconciling the public duties and pecuniary interests of members.
3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.
4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise. 2017, c. 10, Sched. 3, s. 1.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 1 - 01/03/2019

#### **Indirect pecuniary interest**

**2** For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
  - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
  - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
  - (iii) is a member of a body,that has a pecuniary interest in the matter; or
- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

#### **Interest of certain persons deemed that of member**

**3** For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

**Section Amendments with date in force (d/m/y)**

1999, c. 6, s. 41 (2) - 01/03/2000

2005, c. 5, s. 45 (3) - 13/06/2005

**EXCEPTIONS**

**Where s. 5 does not apply**

**4** Section 5 does not apply to a pecuniary interest in any matter that a member may have,

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 4 of the Act is amended by striking out “Section 5 does not” at the beginning of the portion before clause (a) and substituting “Sections 5 and 5.2 do not”. (See: 2017, c. 10, Sched. 3, s. 2)**

- (a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of the member purchasing or owning a debenture of the municipality or local board;
- (d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or by a work under a regulation made under Part XII of the *Municipal Act, 2001* or Part IX of the *City of Toronto Act 2006*, as the case may be, relating to local improvements;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;
- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1).

**Section Amendments with date in force (d/m/y)**

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (1) - 01/01/2007

2017, c. 10, Sched. 3, s. 2 - 01/03/2019

## DUTY OF MEMBER

### When present at meeting at which matter considered

**5** (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

### Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 5 of the Act is amended by adding the following subsection: (See: 2017, c. 10, Sched. 3, s. 3)

Exception, consideration of penalty

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. 2017, c. 10, Sched. 3, s. 3.

### When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

### Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 3 - 01/03/2019

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following sections before the heading "Record of Disclosure": (See: 2017, c. 10, Sched. 3, s. 4)

Written statement re disclosure

**5.1** At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.



#### **Influence**

**5.2** (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

#### **Exception**

(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 4 - 01/03/2019

### **RECORD OF DISCLOSURE**

#### **Disclosure to be recorded in minutes**

**6** (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

#### **Idem**

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 5)**

### **REGISTRY**

#### **Requirement to establish registry**

**6.1** (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,

- (a) a copy of each statement filed under section 5.1; and
- (b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.

#### **Access to registry**

(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 5 - 01/03/2019

### **REMEDY FOR LACK OF QUORUM**

#### **Quorum deemed constituted**

**7** (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

### **Application to judge**

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

### **Power of judge to declare s. 5 not to apply**

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 7 (3) of the Act is amended by striking out “section 5” and substituting “section 5, 5.1 or 5.2”. (See: 2017, c. 10, Sched. 3, s. 6)**

### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 6 - 01/03/2019

### **ACTION WHERE CONTRAVENTION ALLEGED**

### **Who may try alleged contravention of s. 5 (1-3)**

**8** The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. R.S.O. 1990, c. M.50, s. 8.

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 8 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 7)**

### **Application**

**8** (1) An elector, an Integrity Commissioner of a municipality or a person demonstrably acting in the public interest may apply to a judge for a determination of the question of whether,

- (a) a member has contravened section 5, 5.1 or 5.2; or
- (b) a former member contravened section 5, 5.1 or 5.2 while he or she was a member. 2017, c. 10, Sched. 3, s. 7.

### **Six-week period**

(2) An application may only be made within six weeks after the applicant became aware of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

### **Exception**

(3) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if all of the following conditions are satisfied:

1. The applicant applied to an Integrity Commissioner for an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* in accordance with those sections.
2. The Integrity Commissioner conducted an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* and the Commissioner,

- i. has advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
  - ii. has not completed the inquiry within the time limit set out in subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006*, or
  - iii. has terminated the inquiry under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*.
3. The application under this section includes a copy of the applicant's statutory declaration made under subsection 223.4.1 (6) of the *Municipal Act, 2001* or under subsection 160.1 (6) of the *City of Toronto Act, 2006*.
4. The application under this section is made within six weeks after the earlier of the following,
  - i. the day the Commissioner advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
  - ii. the last day on which the Commissioner is required under subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006* to complete the inquiry referred to in paragraph 2 of this subsection, and
  - iii. the day the inquiry was terminated under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

Same, application by Integrity Commissioner

(4) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if the applicant is an Integrity Commissioner and if the application relates to an inquiry conducted by the Commissioner under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

No application by Integrity Commissioner during regular election

(5) No application shall be made by an Integrity Commissioner of a municipality during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act. 2017, c. 10, Sched. 3, s. 7.

Limitation

(6) Despite subsections (2), (3) and (4), no application shall be made after the sixth anniversary of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

#### **Contents of notice of application**

(7) The notice of application shall state the grounds for finding that the member or former member contravened section 5, 5.1 or 5.2. 2017, c. 10, Sched. 3, s. 7.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

#### **Who may apply to judge**

**9** (1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his or her knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to the judge for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (1).

#### **Contents of notice of application**

(2) The elector in his or her notice of application shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (2).

### **Time for bringing application limited**

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. R.S.O. 1990, c. M.50, s. 9 (3).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 9 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 7)**

### **Power of judge**

**9** (1) If the judge determines that the member or former member contravened section 5, 5.1 or 5.2, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.
5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7.

### **Same**

(2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

- (a) took reasonable measures to prevent the contravention;
- (b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner; or
- (c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith. 2017, c. 10, Sched. 3, s. 7.

### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

### **Power of judge to declare seat vacant, disqualify member and require restitution**

**10** (1) Subject to subsection (2), where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), the judge,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he or she is a member or former member. R.S.O. 1990, c. M.50, s. 10 (1).

### **Saving by reason of inadvertence or error**

(2) Where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of an error in judgment, the member is not subject to having his or her seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1). R.S.O. 1990, c. M.50, s. 10 (2).

### **Member not to be suspended**

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. R.S.O. 1990, c. M.50, s. 10 (3).

### **Transition: disqualification**

(4) A disqualification of a member of a school board under this section that would have continued after December 31, 1997 but for the dissolution of the school board continues for its duration with respect to membership on any board whose members are elected by members of the electoral group who elected the member. 1997, c. 31, s. 156 (2).

### **Definition**

(5) In subsection (4),

“electoral group” has the same meaning as in Part VIII of the *Education Act* as the Part read on January 1, 1997. 1997, c. 31, s. 156 (2).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 10 of the Act is repealed. (See: 2017, c. 10, Sched. 3, s. 7)**

### **Section Amendments with date in force (d/m/y)**

1997, c. 31, s. 156 (2) - 01/01/1998

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

### **Appeal to Divisional Court**

**11** (1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 11 (1) of the Act is amended by striking out “section 10” and substituting “section 9”. (See: 2017, c. 10, Sched. 3, s. 8)**

### **Judgment or new trial**

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

### **Appeal from order or new trial**

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 8 - 01/03/2019

### **Proceedings not invalidated but voidable**

**12** The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 12.

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 12 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 9)**

Proceedings not invalidated but voidable

**12** (1) A member's failure to comply with section 5, 5.1 or 5.2 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9.

Declaring proceedings void

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1 or 5.2 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9.

Exception

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1 or 5.2 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

#### **Other procedures prohibited**

**13** Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under this Act. R.S.O. 1990, c. M.50, s. 13.

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 13 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 9)**

Other proceedings prohibited

**13** (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

Same

(2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

#### **Section Amendments with date in force (d/m/y)**

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

### **GENERAL**

#### **Insurance**

**14** (1) Despite section 279 of the *Municipal Act, 2001* or section 218 of the *City of Toronto Act, 2006*, as the case may be, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

(b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and

- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*, to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 14 (1) of the Act is amended by striking out “section 5” and substituting “section 5, 5.1 or 5.2” in the portion after clause (c). (See: 2017, c. 10, Sched. 3, s. 10 (1))**

#### **Insurance Act does not apply**

- (2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

#### **Surplus funds**

- (3) Despite section 387 of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in accordance with subsection 279 (2) of the *Municipal Act, 2001* or subsection 218 (3) of the *City of Toronto Act, 2006*, as the case may be. 2017, c. 10, Sched. 3, s. 10 (2).

#### **Reserve funds**

- (4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. R.S.O. 1990, c. M.50, s. 14 (4); 2009, c. 33, Sched. 21, s. 7.

#### **Local boards**

- (5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

#### **Former members**

- (6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

#### **Section Amendments with date in force (d/m/y)**

1996, c. 32, s. 76 (1) - 06/03/1997

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (2, 3) - 01/01/2007

2007, c. 7, Sched. 27, s. 1 - 05/05/2008

2009, c. 33, Sched. 21, s. 7 - 15/12/2009

2017, c. 10, Sched. 3, s. 10 (1) - 01/03/2019; 2017, c. 10, Sched. 3, s. 10 (2) - 01/03/2018

#### **Conflict with other Acts**

**15** In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.

<b>Section:</b>	Board Organization
<b>Subject:</b>	Special Education Advisory Committee
<b>Authority:</b>	School Board

---

1. Mandate

Under Ontario's Education Act, every exceptional pupil is entitled to special education programs and services, which meet his or her needs. In the Simcoe County District School Board (SCDSB), the Special Education Advisory Committee (SEAC) plays a vital role in ensuring that exceptional pupils receive appropriate educational services and programs by carrying out its mandate to:

- i) make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board;
- ii) participate in the Board's annual review of its special education plan; and,
- iii) participate in the Board's annual budget process under section 231 of the Education Act, as that process relates to special education.

2. Authority

In accordance with the Education Act Section 57.1, "Every district school board shall establish a special education advisory committee."

Regulation 464/97 delineates specific requirements for SEAC. This regulation must be consulted for specific details on membership requirements, meetings and the scope of the SEAC's advisory capacity.

3. Composition

The Simcoe County District School Board's SEAC shall consist of:

- a) One representative from up to a maximum of 12 local associations from within the SCDSB's jurisdiction, who shall be nominated by the local association and appointed by the Board;
- b) One alternate member for each representative as nominated by the association and appointed by the Board to serve in the absence of the representative;
- c) Up to three members of the Board;



- d) When the Board has one member appointed by a First Nation, SEAC may include one member to represent the interest of Indigenous students as nominated by the First Nation(s) and appointed by the Board;
- e) When the Board has one member appointed by a First Nation, SEAC may include one alternate member to represent the interests of Indigenous students as nominated by the First Nation(s) and appointed by the Board to serve in the absence of the representative;
- f) Up to three community members appointed by the Board who are not representatives of a local association or members of the Board or another committee of the Board.

4. Process of Selection

- a) Local associations and First Nations will be contacted by the SCDSB to nominate a qualified representative and alternate representative. A nomination form will be provided and received by the superintendent of education responsible for Special Education.
- b) Should more than 12 nominations be received from local associations, the Director of Education will recommend to the Board the 12 local associations that provide a wide representation of exceptionalities of students.
- c) Representatives recommended by local associations must be eligible for appointment. They must be eligible to vote for SCDSB trustees, must reside in SCDSB's jurisdiction and may not be employees of the SCDSB.
- d) Community members will be invited by the SCDSB to apply for one of the three positions on SEAC. The Director of Education will recommend to the Board the three community members who either represent exceptional pupils in the board, represent a community agency which provides services to exceptional students or otherwise would be expected to bring an informed and balanced perspective on issues considered by SEAC. Community members must be eligible to vote for SCDSB trustees, must reside in SCDSB's jurisdiction and may not be employees of the SCDSB.

5. Term of Office

Each of the representatives and alternates appointed by the Board shall be members of SEAC during the term of members of the Board and until the new Board is established.

Members of the Board on SEAC are determined annually by the Selection Committee and approved by the Board at the regular Board meeting in December.

6. Absences and Vacancies

In the absence of a representative, the representative's alternate may take the place of the representative.

If a position on the SEAC becomes vacant as a result of the resignation or as defined in Regulation 464/97, the Board shall appoint a qualified person as nominated by the association for the remainder of the term. In the interim, pending this appointment, the alternate may take the place of the representative.

**7. Meetings**

Rules of Order will be followed as per the SCDSB By-laws.

A minimum of ten meetings will be held during the school year. The dates will be determined at the September meeting.

A Business and Facilities Standing Committee/SEAC budget meeting will be scheduled annually in the spring.

Meetings are held from 7:00 to 9:00 p.m. at the SCDSB Education Centre. A motion to extend the meeting beyond 9:00 p.m. will require majority approval.

The agenda will be prepared collaboratively by the Chair, Vice-chair and the superintendent responsible for Special Education and distributed two business days prior to the meeting to SEAC members. The agenda will be posted on the board's website.

Minutes of each meeting will be kept as per SCDSB By-laws. Minutes will be approved by SEAC and reported to a regular meeting of the Board.

Recommendations from SEAC to the Board will be contained in the minutes reported to the Board.

Time sensitive recommendations from SEAC to the Board shall be added to the agenda of a meeting of the board with 24 hours' notice prior to the meeting.

SEAC has the right to make presentations/delegations to the Board in support of any topic discussed at a SEAC meeting or recommendations made to the board in accordance with Board By-laws.

In the event that the date of a committee or meeting of the Board at which a SEAC recommendation is being voted upon is such that a SEAC presentation/delegation could not be added to the agenda according to Board By-laws, the presentation/delegation shall be added as a time sensitive item provided 24 hours' notice is given prior to the meeting.

SEAC will be provided with a written response to its recommendation(s) to the Board by the superintendent responsible for Special Education.

SEAC meetings will be video-taped. Copies of the tapes are available to members, the public and staff.

8. Election of the Chairperson and Vice-chairperson

A Chairperson and Vice-chairperson will be elected at the first meeting of SEAC following the election of the Board Chairperson and Vice-chairperson. The term of office shall be the same as that of the Board Chairperson and Vice-chairperson.

The process for electing the Chairperson and the Vice-chairperson shall be as per Board By-laws.

All members of SEAC are eligible to be nominated for the position of Chairperson and Vice-chairperson at the SEAC meeting in January.

If a vacancy occurs in the office of SEAC Chairperson or Vice-chairperson, SEAC shall elect a new Chairperson or Vice-chairperson at the meeting following the vacancy as per Board By-laws.

9. Quorum

Quorum shall be the majority of the appointed members.

10. Expectations for SEAC Members

The Special Education Advisory Committee must conduct its business having regard to the interests of all students with exceptionalities in the board. It is essential that every SEAC member consider the needs of all exceptional students in a positive, honest and respectful manner.

Each member is expected to:

- respect the right to privacy of individual exceptional students;
- acquire and maintain a working knowledge of the special education programs and services provided by the board for all exceptionalities;
- represent and inform SEAC about the association he/she represents (where the member is appointed as a representative of a local association);
- act at all times with civility and respect for all other SEAC members and SCDSB staff;
- recognize and respect the contributions, concerns, questions and opinions of SEAC members, invitees and SCDSB staff;
- act in accordance with the Provincial Code of Conduct which is applicable to all members of the school community as well as the Board's Code of Conduct.

References

Education Act Section 57.1

Regulation 464/97

SCDSB By-Laws

SCDSB Policies

SCDSB Administrative Procedures

PAaC (Provincial Parent Associations Advisory Committee) on SEAC

Effective Practices Handbook for SEAC

Ministry of Education

"Special Education A Guide for Educators"

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/seac/>

[www.edu.gov.on.ca/eng/parents/speced.html](http://www.edu.gov.on.ca/eng/parents/speced.html)

[www.edu.gov.on.ca/eng/teachers/speced.html](http://www.edu.gov.on.ca/eng/teachers/speced.html)

[www.edu.gov.on.ca/eng/safeschools/code.html](http://www.edu.gov.on.ca/eng/safeschools/code.html)

**REVIEWED SEPTEMBER 2017**

<b>Section:</b>	Board Organization
<b>Subject:</b>	Education Development Charges
<b>Authority:</b>	School Board

---

An Education Development Charge (EDC) is the manner in which school boards collect funds from growth-related development to purchase land for new schools and to pay for site work required to prepare to build the school. School boards do not receive funding from the Ministry of Education to acquire new sites, but are able to collect funds through EDCs if certain requirements are met. EDCs are an essential element of the education finance system.

EDCs are used exclusively for school site acquisition and preparation whereas municipal Development Charges are imposed to fund growth related infrastructure and services such as roads, sewers, policing, libraries, fire, transit, and other public services.

School boards are responsible for setting the EDC rates. The existing Simcoe County District School Board (SCDSB) EDC is \$1,311 per residential dwelling unit and \$0.35 per square foot of gross floor area for the non-residential charge.

The current EDC By-law for the SCDSB expires in November 2018. The SCDSB and the Simcoe Muskoka Catholic District School Board (SMCDSB) have recently concluded the process of developing a new by-law for consideration and passage by each Board.

A full process lasting several months has taken place collaboratively between the SCDSB and the SMCDSB. The selection of the consultant took place through a joint effort by the Boards to develop, issue and review a Request for Proposal (RFP). Following the selection of the consultant to guide the process additional efforts are made to create the successor by-law and the requisite background studies and policy review.

The board initiated the process of developing and eventually approving a successor EDC By-law during the spring of the year before the existing by-law expires. The board further confirmed later in the school year that there have been no alternative accommodation arrangements and that there was no operating budget surplus for the purchase of new sites and site preparation.

The consultant selected is tasked to prepare the EDC Background Study and EDC Policy Review Report with consultation from board staff. The consultant then utilizes the resources of the province, county, municipalities, Statistics Canada and MPAC that will lead to a renewed by-law. The work of the consultant is focused on the development of a full and complete background study, a review of the policy and a land valuation study that will form the foundation of the new by-law.

Public and stakeholders meetings are held regarding the by-laws which outline how EDCs are calculated, implemented and managed. Both boards undertook an extensive communication plan with the public, municipalities, consultants, solicitors and building/construction associations that included two stakeholder meetings, posting on the board website, issued in news releases, advertised in newspapers throughout the County, faxed and emailed to local municipalities, the County and the development community.

The boards then hold a minimum of two EDC public meetings that provide information to the boards. The public are provided with an opportunity to give input on the EDC Background Study, Policy Review Report and Land Valuation Report.

Staff prepare a report setting out the legislation and current provisions of each policy to be considered by the Board, and provide recommendations on each policy for the Board's information. The policies are:

- (a) Jurisdiction-Wide Charge
- (b) Recovery of Net Education Land Costs
- (c) Percentage of Net Education Land Costs to be Borne by Non-Residential Development
- (d) Non-Statutory Residential Exemptions
- (e) Non-Statutory Non-Residential Exemptions
- (f) Demolition and Conversation Credits
- (g) By-law Term
- (h) Alternative Accommodation Arrangements
- (i) Application of Operating Savings
- (j) Consideration of a Credit System

The Minister of Education is required to approve the board's estimates of the projected total of new elementary and secondary pupils, and the number of elementary and secondary school sites to determine the net education land cost. The background study was submitted to the Ministry which was reviewed with the updated schedules and approved.

## SECTION III – BOARD OPERATIONS



## Board By-laws

**Simcoe County District School Board**

**Revised December 21, 2017**

### Contents

ARTICLE I: DEFINITIONS	3, 4
ARTICLE II: MEETINGS OF THE BOARD OF TRUSTEES	4
INAUGURAL MEETING (IN ELECTION YEAR)	4
FIRST MEETING (IN NON-ELECTION YEAR)	5
REGULAR BOARD MEETINGS	6
ORDER OF BUSINESS FOR REGULAR BOARD MEETINGS	7
SPECIAL BOARD MEETINGS	8
ARC SPECIAL BOARD MEETINGS	8
COMMITTEE MEETINGS IN CLOSED SESSION	8
ARTICLE III: BOARD CHAIRPERSON AND BOARD VICE-CHAIRPERSON	10
ARTICLE IV: BOARD OF TRUSTEES	10
ARTICLE V: COMMITTEES OF THE BOARD	10
ARTICLE VI: SPECIAL COMMITTEES	12
ARTICLE VII: BY-LAW COMMITTEE	12
STANDING COMMITTEE,	
SPECIAL AND BY-LAW COMMITTEE,	
RULES AND PROCEDURES	12, 13



ARTICLE VIII: DELEGATIONS AND WRITTEN SUBMISSIONS TO THE BOARD AND COMMITTEES _____	13
1. Board & Committee Delegations _____	13
2. ARC Delegations _____	14
3. Written Submissions _____	15
4. Correspondence to the Board _____	15
5. Petitions _____	15
ARTICLE IV: AMENDMENT TO THE BYLAWS _____	15
ARTICLE X: RULES OF ORDER AND PARLIAMENTARY AUTHORITY _____	15
APPENDIX A _____	16
Election of Board Chairperson and Board Vice-Chairperson _____	16, 17
APPENDIX B _____	18
Rules of Procedure at the Board _____	18
Recognition to Speak _____	18
Debate _____	18
Decorum in Debate _____	18
Voting _____	18
Motions _____	19
Order of Precedence of Motions _____	19
Specific Rules related to Motions _____	20
Main Motion _____	20
Subsidiary Motions _____	20
Privileged Motions _____	21
Incidental Motions _____	21
Motions that Bring Back Business _____	22
Committee of the Whole _____	23
Committee Minutes and Reports _____	23
Electronic Meetings _____	23

**Revised Board By-laws – December 21, 2017**

---

**Section:** Board Operations

**Subject:** Board By-laws

**Authority:** School Board – Simcoe County District School Board

---

**BY-LAWS**

All actions of the Board of Trustees of Simcoe County District School Board (hereinafter called the “Board”) shall be in accordance with the requirements of the Education Act of Ontario, and all other related federal, provincial and municipal legislation.

**ARTICLE I: DEFINITIONS**

In these bylaws the following words and phrases shall have the meanings set out below:

- (a) “Call of a Meeting”, a written notice of the time and place, which is mailed or distributed to all members of the Board pursuant to the by-laws.
- (b) “Closed Session”, a meeting of a Committee of the Board, including a Committee of the Whole Board, which may be closed to the Public pursuant to the Education Act, the Young Offenders’ Act, the Municipal Freedom of Information and Protection of Privacy Act, or other relevant legislation.
- (c) “Director” means the Director of Education and Secretary of the Board.
- (d) “Education Act” means the Education Act of Ontario.
- (e) “Meeting” is a single official gathering of its members in one room or area to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a recess.

- (f) "Member" means a person elected or acclaimed or appointed to the office of Trustee or member of the Board pursuant to the provisions of the Municipal Elections Act and the Education Act.
- (g) "Minutes" are a record of information and actions by the Board and Committees. Committee minutes are primarily intended for giving information, and should summarize important work done by the committee. Such minutes may contain recommendations. Minutes provide a brief record of how each motion is disposed of by the Board rather than verbatim recounting of the discussion.
- (h) "Officers of the Board" are the Chairperson, the Vice-chairperson and the Director of Education and Secretary of the Board.
- (i) "Open Session", a meeting of the Board or a Committee of the Board that is open to the Public.
- (j) "Prevailing side" means the affirmative if the motion passed and the negative if the motion failed. A person is said to have voted on the prevailing side if that member voted yes on a motion that passed or no on a motion that failed.
- (k) "Reports" provide information in either a written, verbal and/or visual format. Reports whether from a standing, statutory or an ad-hoc committee, are generally kept as brief as possible and may contain recommendation(s).
- (l) "Session", a single or series of connected meetings devoted to a single order of business, program, agenda, or announced purpose; one session may contain more than one meeting.
- (m) "Special Committee", a committee appointed, as the need arises, to carry out a specified task, at the completion of which, on presentation of its final report to the Board, it automatically ceases to exist; includes committees formerly referenced as ad-hoc and sub- committees.
- (n) "Student Trustees", although not members of the Board, are elected by students of the Board or by a student representative body in accordance with Section 55 of the Education Act Ontario Regulation 7/07 Student Trustees and SCDSB Policy 2140. Their one-year term of office runs from August 1 of the year they are elected to July 31 of the following year.
- (o) "Time Sensitive Item", an item where a decision is required that cannot wait to be dealt with at the appropriate regularly scheduled Standing Committee meeting.
- (p) "Treasurer" means Treasurer of the Board, the Board may assign to the person so appointed any of the duties of the treasurer and the supervisor of maintenance of school buildings.

## **ARTICLE II: MEETINGS OF BOARD OF TRUSTEES**

### **INAUGURAL MEETING (IN ELECTION YEAR)**

1. The Inaugural meeting of a newly elected Board will be held on the first Monday in December at 7:00 p.m.

2. The procedure for the Inaugural meeting will be as follows:
  - 2.1 The Director will take the chair until the election of a Chairperson. If the Director is absent the members present will designate who will preside.
  - 2.2 The Director will call the meeting to order and:
    - 2.2.1 read the returns of the clerks of the municipalities certifying to the election of members;
    - 2.2.2 provide for the signing of the declaration of office and oath of allegiance and provide the opportunity to sign the SCDSB trustee Code of Conduct.
    - 2.2.3 declare the Board to be legally constituted when all the members present have taken the Declaration and Oath and constitute a majority of all of the members of the Board.
    - 2.2.4 in the event a member is absent from this meeting a member shall take the declaration of office in writing and the oath of allegiance on or before the day of the first meeting that person attends; this shall be noted at the next public meeting.
    - 2.2.5 the Board may make a decision as to whether the placement of a first nation trustee on the Board is permissive or mandatory as per the Education Act, Reg 462/97. It is the duty of the Director under the Education Act to advise the Board as to the status of first nation enrolment by October 31st.
    - 2.2.6 Student trustees will be placed on the Board according to Ontario Regulation 7/07 Student Trustees of the Education Act and SCDSB Policy 2130 Pupil Representation on the Board.
  - 2.3 The Director will conduct the election of a Chairperson of the Board according to the procedures in Appendix A.
  - 2.4 Upon election, the Chairperson will assume the chair and will conduct the elections for a Vice-chairperson and one board member to sit on the Selection Committee, according to the procedures in Appendix A.
  - 2.5 The Selection Committee, composed of three members - the incoming Chairperson, Vice-chairperson and one other member elected at the Inaugural meeting of the Board shall seek from board members their preferences regarding committee membership, and shall make its recommendations to the Board for approval at the regular Board meeting in December.
3. The order of business at the Inaugural Meeting will be as follows:
  - 3.1 Call to order
  - 3.2 Returns of the Clerks
  - 3.3 Declaration Oath and Trustee Code of Conduct
  - 3.4 Election of Chairperson
  - 3.5 Election of Vice-chairperson
  - 3.6 Election of the Selection Committee member
  - 3.7 Adjournment

### **FIRST MEETING (IN NON-ELECTION YEAR)**

1. On the first Monday an organizational board meeting will be held in December of each non-election year, the Board will meet at 7:00 p.m. to elect a member to the offices of Board Chairperson, Board Vice-chairperson and the third member on the Selection Committee.
2. Trustees will be provided the SCDSB Trustee Code of Conduct for their review and signature, as per Policy 2125, Trustee Code of Conduct.
3. The Director will conduct the election of a Chairperson of the Board according to the procedures in Appendix A.
4. Upon election, the Chairperson will assume the chair and will conduct the election for a Vice-chairperson and Selection Committee member according to the procedures in Appendix A.

5. The Selection Committee, comprised of three members - the incoming Chairperson, Vice-chairperson and one other member elected by the Board shall seek from board members their preferences regarding committee membership, and shall make its recommendations to the Board for approval at the regular Board meeting in December.

## **REGULAR BOARD MEETINGS**

1. Regular meetings of the Board will be held on the fourth Wednesday of each month unless otherwise determined by resolution of the Board except:
  - 1.1 to accommodate winter break, the meeting will be held on the third Wednesday in December;
  - 1.2 the January Board meeting will be scheduled on a Wednesday that does not coincide with the OPSBA Public Education Symposium;
  - 1.3 to accommodate commencement ceremonies in June, the meeting will be held on the third Wednesday in June.

Regular Board meetings will not be scheduled in July.

2. Public meetings will begin at 6.00 p.m. The Board will first move into committee of the whole in closed session, and then reconvene in public session at 7:00 p.m. Public meetings will adjourn at 10:00 p.m. unless extended by resolution of the Board to 10.30 pm, or thereafter at half hour intervals, by a majority vote of the members present.
3. A quorum of the Board will consist of a majority of all members of the Board. Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present, absent and regrets will be recorded, and the meeting will not convene.
4. Notice of all regular meetings will be conveyed to each member at least 72 hours prior to the time of the meeting.
5. An agenda setting out reports and supporting materials to be considered at a Board meeting will be available to trustees electronically or by courier, as required at least 48 hours prior to the meeting. The agenda will contain notice of such matters as may come regularly before the Board and will set out in full all notices of motion.
  - 5.1 Additional items deemed time sensitive by statutory committees shall be added to the order of business for the regular board meeting.
  - 5.2 Additional items may be added to the agenda at a meeting only with the unanimous approval of members present.
  - 5.3 Items that are time sensitive, as determined by the Board Chairperson, Vice-Chairperson and the Director, that normally would be dealt with by a standing committee may be dealt with at a Regular Board meeting.
  - 5.4 Tenders may go directly to the Board meeting.
6. All matters will be referred to the appropriate standing committee, without discussion by the Board, unless referenced to in item 5.3.
7. Should any meeting of the Board be cancelled due to inclement weather or other circumstances, the meeting will be rescheduled as soon as possible, with 48 hours notice by the Chairperson.
8. Within twelve months of its approval by the Board, a substantive main motion may:
  - 8.1 be brought back once, by means of a motion to *reconsider, amend something previously adopted, or rescind.*
  - 8.2 only be brought back a second time if, when first brought back, it was amended or rescinded.After twelve months of its approval by the Board, a substantive main motion may be brought back at any time by means of a motion to *amend something previously adopted, or rescind.*

## **NOTICE OF MOTIONS**

1. A member must announce their intention to make a motion at the meeting immediately preceding the meeting at which the motion is going to be made.
2. A notice of motion presented at the current Board meeting does require a mover and a seconder.

## **ORDER OF BUSINESS FOR REGULAR BOARD MEETINGS**

1. The Chairperson, Vice-chairperson and the Director shall meet monthly to determine all matters to be placed on the regular Board meeting agenda.
2. The order of business for each regular Board meeting will be as follows:

- A.
  - (1) Land Acknowledgement of Traditional Territory
  - (2) Roll Call
  - (3) Approval of Agenda
  - (4) Approval of Minutes
  - (5) Declaration of Conflicts of Interest

- B. Closed Session in Committee of the Whole

1. Property Matters
2. Personnel Matters
3. Legal Matters

The above subject matters will be included on the public agenda if considered in closed session of the monthly Standing Committee meetings.

- C.
  - (1) Report from Student Trustees
  - (2) Presentations/Delegations

- D. Recommendations for Action

- (1) Report from the Closed Session of the Board in Committee of the Whole
- (2) Matters Arising from Previous Meeting:
  - a) Unfinished business
  - b) Motion(s) for which notice was given at previous regular Board meeting
- (3) Notice of Time Sensitive Motions from Statutory Committees
- (4) Committee Minutes/Reports – Items for Decision
- (5) Staff Reports – Items for Decision
- (6) Committee Minutes/Reports – Items for Information
- (7) Staff Reports – Items for Information

- E. Other Matters

- (1) Reports from Liaison Members
- (2) Questions and Proposals from Trustees
- (3) Notices of Motion for next meeting
- (4) Professional Development seminars attendance
- (5) Reports/Updates from Staff
- (6) Correspondence

- F. Future meetings of the Board, Standing Committees and Advisory Committees

- G. Adjournment

3. Any variation in the regular order of business must be approved by a majority of members present and voting.

### **SPECIAL BOARD MEETINGS**

1. Special Board meetings of the Board will be held:
  - 1.1 at the call of the Chairperson, in which case notice will be conveyed to all members at least 24 hours prior to the time set for the meeting.
  - 1.2 on the written request of five members to the Chairperson, who will call the meeting to be held within five days of the receipt of the written request. Notice will be conveyed to all members at least 24 hours prior to the time set for the meeting.
2. Special meetings will be open to the public, unless it is necessary for the Board to move into committee of the whole Board in closed session.
3. The notice of a special meeting will state all business to be considered. No other business will be considered unless all members of the Board are present and agree unanimously.
4. Order of Business for Special Meetings of the Board
  - A.
    - (1) Land Acknowledgement of Traditional Territory
    - (2) Roll Call
    - (3) Approval of Agenda
    - (4) Declaration of Conflicts of Interest
  - B. Closed Session in Committee of the Whole
    1. Property Matters
    2. Personnel Matters
    3. Legal Matters
  - C. (4) Items for discussion
  - D. (5) Adjournment

### **ACCOMMODATION REVIEW COMMITTEE - SPECIAL BOARD MEETINGS**

1. Within five school days from the date the director of education receives the Accommodation Review Report from the ARC, the Board Chairperson shall call the following ARC Special Board Meetings:
  - a) The first ARC Special Board Meeting will receive the final Accommodation Review Report and the staff report. The agenda will include the Accommodation Review Report and staff report. There will be no decisions or delegations. This meeting shall be held within 21 days from when the director receives the Accommodation Review Report.
  - b) The next ARC Special Board Meeting(s) will receive delegations from community members to make their views known to the Board before any decision(s) are made by the Board. This meeting shall be held within 30 days from the ARC Special Board Meeting. No decisions will be made. There will be no less than 21 days notice to the public of the ARC Special Board Meeting held to receive delegations.
  - c) The final ARC Special Board Meeting will be the meeting at which trustees will make a decision(s) and vote. The meeting date shall be held within 90 days from the ARC Special Board Meeting. No delegations will be heard. There will be no less than 60 days notice to the public of the final ARC Special Board Meeting.
2. In order to delegate at the ARC Special Board Meeting(s), individuals must forward their written outline to the Director's Office at least 7 days prior to the meeting date. Delegations will be heard as per the Board's by-laws: Accommodation Review Committee Delegations as per Article VIII Section 2.

### **COMMITTEE MEETINGS IN CLOSED SESSION**

1. All meetings of committees of the Board will be open to the public unless closed under conditions required by the Education Act or other relevant legislation.

2. Pursuant to Section 207 (2) of the Education Act and the Municipal Freedom of Information and Protection of Privacy Act, a meeting of any committee of the Board, including a committee of the whole Board, may be closed to the public when the subject matter under consideration involves:
  - 2.1 the security of the property of the Board;
  - 2.2 the disclosure of intimate, personal or financial information in respect of any individual including a member of the Board or committee, an employee or prospective employee of the Board, a student or a person responsible for the care and custody of the student or a member of the public;
  - 2.3 the acquisition or disposal of a school site;
  - 2.4 decisions in respect of negotiations with employees of the Board;
  - 2.5 litigation affecting the Board;
  - 2.6 sensitive commercial, financial or labour relations information belonging to a private corporation with which the Board conducts business if the disclosure or information might result in undue loss or gain to any party.
3. Closing of Meetings Re: Certain Investigations
  - 3.1 A meeting of a Board or of a Committee of a Board, including a Committee of the Whole Board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the board.
4. Subject matter which includes personal information protected under the Municipal Freedom of Information and Protection of Privacy legislation shall be considered only in a closed meeting.
5. Pursuant to Section 55 (5) the Education Act, a student trustee may participate at a meeting that is closed to the public when the subject matter under consideration involves:
  - 5.1 the security of the property of the Board;
  - 5.2 the acquisition or disposal of a school site;
  - 5.3 decisions in respect of negotiations with employees of the Board;
  - 5.4 litigation affecting the Board.
6. Order of business in Closed Session:
  - A.
    - (1) Approval of Agenda
    - (2) Approval of Minutes
    - (3) Declaration of Conflicts of Interest
    - (4) Presentations/Delegations
  - B.
    - (1) Committee Minutes/Reports – Items for Decision
    - (2) Staff Reports – Items for Decision
    - (3) Committee Minutes/Reports – Items for Information
    - (4) Staff Reports – Items for Information
    - (5) Director/Staff Update (VERBAL)
  - C. Other Matters:
    - (1) Reports from Liaison Members
    - (2) Correspondence
    - (3) Notices of Motion for next meeting
    - (4) Questions and Proposals from Trustees
  - D. Future Business
  - E. Rise and Report
7. A committee of the Board may meet in closed session only with the approval of a majority of members of the committee present and voting.
  - 7.1 That the closed session standing committees rise and report to the next closed committee of the whole/Board meeting.



8. Decisions reached in a closed session of the committee of the whole Board will be reported to the Board in open session as follows:
  - 8.1 at a time set in the agenda of the Board on the same day as the closed meeting; or
  - 8.2 at a later date determined by a resolution of a majority of members present and voting specifying that a decision be kept private for a specific period, or until a certain action is completed.
9. No trustee shall discuss publicly the substance of debate carried out in closed session other than the decision that has been made and reported in open session unless a specific motion permitting such discussion is made and is supported by a majority of members present and voting.

### **ARTICLE III: BOARD CHAIRPERSON AND BOARD VICE-CHAIRPERSON**

1. All members of the board are eligible to be nominated for the position of Chairperson and Vice-chairperson at the Organizational Board meeting in December.
2. If a vacancy occurs in the office of the Chairperson or Vice-chairperson, the Board shall elect a new Chairperson or Vice-chairperson at the first Board meeting following the vacancy in accordance with Appendix A.
3. The Chairperson shall preside at all regular and special meetings of the Board and ARC special Board meetings in accordance with the rules and procedures described in Appendix B. In the event the Chairperson is absent, or declines to assume the chair, the Vice-Chairperson shall preside. In the event both of these officers are absent or decline to assume the chair, the members shall elect another member to preside pro tem, and may elect a further member to assist.
4. The official spokesperson for the Board on all matters within the jurisdiction of the Board is the Chairperson of the Board or designate.
5. The Vice-chairperson will preside at the meetings of the Board when resolved into a committee of the whole Board in accordance with the rules and procedures described in Appendix B.
6. The Vice-chairperson will Chair the By-law Committees.
7. The Chairperson shall be considered as ex-officio member of all committees except the Audit Committee.

### **ARTICLE IV: BOARD OF TRUSTEES**

1. Members of the Board are encouraged to attend other committee meetings as detailed in the Board approved Selection Committee report but are non-voting members. A member of the board shall attend meetings of the board, including meetings of board committees of which he or she is a member.
2. Reports of all standing committees and meetings of the Board will be printed with the names of members present, absent and regrets. In accordance with Ontario Regulation 463/97 Electronic Meetings, a member of the Board who participates through electronic means shall be deemed present.
3. Repeated absenteeism and/or vacancy by a member from meetings of the Board, and vacancies caused by the resignation, death, or incapacitation of a member before the end of a term, will be handled in accordance with Section 219 – Section 229, Part VII – Board Members – Qualifications, Resignations and Vacancies of the Education Act.
4. All trustees and student trustees shall review annually the Trustee Code of Conduct and will be provided the opportunity to sign a copy of it confirming that they have received a copy of the code of Conduct, read it, and agree to abide by it.

### **ARTICLE V: STANDING COMMITTEES OF THE BOARD**

1. The standing committees of the Board are:
  1. Business and Facilities (first Wednesday of the month at 6:00 p.m.)
  2. Program Standing (second Wednesday of the month at 6:00 p.m.)

3. Human Resources (second Wednesday of the month following Program Standing)

Standing Committee meetings will adjourn at 10:00 p.m. unless extended by resolution of the Board to 10.30 p.m. or thereafter at half hour intervals, by a majority vote of the members present.

Standing Committee meetings will not take place in December during an election year.

2. The order of business for public standing committee meeting will be as follows:
  1. Land Acknowledgement of Traditional Territory
  2. Approval of Agenda
  3. Declaration of Conflicts of Interest
  4. Presentations/Delegations

Closed Session;

1. Property Matters
2. Personnel Matters
3. Legal Matters

The above subject matters will be included on the public agenda if considered in closed session of the monthly Standing Committee meetings.

4. Items for Decision
  5. Items for Information
  6. Correspondence
  7. Other Matters
  8. Notices of Motion for next meeting
3. The order of business for closed standing committee meetings will be as follows:
    1. Approval of Agenda
    2. Declaration of conflicts of Interest
    3. Presentations/Delegations
    4. Items for Decision
    5. Items for Information
    6. Correspondence
    7. Other Matters
    8. Notices of Motion for next meeting
    9. Rise and Report to Committee of the Whole Board
  4. All members of the Board will be members of all standing committees of the Board. The quorum of a standing committee shall be six members of the committee.
    - 4.1 Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present and absent will be recorded, and the meeting will not convene.
    - 4.2 Should any committee meeting be cancelled due to inclement weather or other circumstances, the meeting will be re-scheduled at the discretion of the Chairperson of the committee and provide a minimum of 48 hours notice.
    - 4.3 Additional standing committee meetings shall be called by the Committee Chairperson with a minimum of five business days in advance.

5. Additional business shall only be considered at a meeting under “other matters”.
6. Items brought forward under “other matters” will be for discussion only.
7. In the event of a continuance meeting of a Standing Committee, the report of the first session will be presented at the next regular Board meeting.

#### **ARTICLE VI: SPECIAL COMMITTEES**

1. The Board will establish and appoint members to special committees as are required by law or deemed necessary by the Board.
  - 1.1 The Director’s Office will call the first meeting of a special committee within 30 days.
  - 1.2 The special committee will elect the Chairperson and Vice-chairperson at their first meeting.
  - 1.3 Members of the committee will be appointed by the Board at the meeting in which the Special Committee is formed.
2. Special committees of the Board require quorum.

#### **ARTICLE VII: BY-LAW COMMITTEE**

1. The Selection Committee shall make recommendations to the Board for approval at the Regular Board meeting in December regarding the membership on the By-law Committee. Membership on the By-Laws Committee will consist of four trustees and the Vice-chairperson of the Board.
2. The Vice-chairperson of the Board will chair the Committee.
3. The By-law Committee requires quorum.
4. The Chairperson of the By-law Committee shall be allowed to speak to pending matters during meetings without vacating the chair.
5. An agenda setting out reports and supporting materials to be considered at a By-law meeting will be delivered to each committee member at least 48 hours prior to the meeting.
6. The Committee shall meet monthly or as determined by the Chairperson of the Committee.

#### **STANDING, SPECIAL, BY-LAW COMMITTEE RULES AND PROCEDURES**

1. Committees take their instructions exclusively from the Board. Committees are not empowered to direct that any action be taken by the Board or any of its employees, except to request further clarification or give minor administrative direction on any matter of business under consideration, and are limited to making recommendations to the Board.
2. The mandate for each committee will be determined by the Board and a committee will not consider matters outside its mandate.
  - 2.1 The Chairperson and Vice-chairperson of the Board will be members of all committees of the Board, but will not chair a standing committee.
  - 2.2 All members of the Board may attend a meeting of other committees and take part in the discussion; however, only committee members will vote on a matter before a committee. The relevant supporting materials for other committees will be provided to non-committee members on request.
3. The Chairperson and Vice-chairperson shall be elected annually by the members of the committee.
  - 3.1 In the absence of the Chairperson, the Vice-chairperson of the committee shall preside.
  - 3.2 In the absence of the Chairperson and Vice-chairperson of a committee, a member of the committee will be elected to preside.

- 3.3 The process for the election of the Chairperson and Vice-chairperson of a Board committee shall be the same as described in Appendix A for the Board Chairperson and Board Vice-chairperson, the Selection Committee member, OPSBA Director and Alternate Director.
4. All meetings of a committee of the Board will be open to the public unless closed under the conditions established by the Education Act or other relevant legislation.
5. The Board's rules of debate as described in Appendix B will be observed in a committee except that:
  - 5.1 members may speak more than twice to the same question at the discretion of the Chairperson;
  - 5.2 motions will require a second at Standing Committee meetings and shall be in writing, in accordance with the parliamentary authority, unless otherwise stated.
  - 5.3 a recorded vote may be requested.
6. Reports of all committees will be printed before being presented to the Board, and contain the names of the members of the committee and other persons at the meeting.
7. In a non-election year, committees will continue to function until their successor committees are appointed.
8. Members on the mandatory, continuing and external/joint committees will be appointed by the Board following the recommendations of the Selection Committee.
9. Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present and absent will be recorded, and the meeting will not convene.

## **ARTICLE VIII: DELEGATIONS AND WRITTEN SUBMISSIONS TO THE BOARD AND COMMITTEES**

### ***1. Delegations***

- 1.1 Subject to the approval of the Board and the rules which appear in this section, delegations may appear before the Board or a committee thereof, provided the subject matter is within the jurisdiction of the Board or a committee of the Board. A regular meeting of the Board or a committee will hear up to six delegations at one meeting; no more than four of those delegations shall be heard on any one matter. A special meeting of the Board may hear any number of delegations as determined by a majority of members present and voting.
- 1.2 Requests by delegations for public input on matters which are deemed by the Board to be of a confidential nature pursuant to the Education Act or the Municipal Freedom of Information and Protection of Privacy Act will be considered in a closed meeting of the committee of the whole Board.
- 1.3 Requests to make a delegation to the Board or to a committee of the Board shall be arranged through the Director. The Director shall refer the delegation's request to the Board or appropriate committee. Where appropriate, the procedures governing delegations to Board meetings will apply in committees.
- 1.4 Requests to appear as a delegation must be submitted along with a written copy of the presentation and/or an outline by 1 p.m. a week before the meeting.
- 1.5 In the event that a Standing/Advisory Committee meeting takes places during the week prior to the week of the Board meeting; a request from a member of the public is made to make a delegation regarding a decision or information item from that Standing/Advisory Committee meeting; the delegate wishing to delegate, must submit their delegation request along with a written copy of the presentation and/or an outline within 72 hours of when the Standing/Advisory Committee meeting was held.

- 1.6. The Board shall decline to hear a delegation if:
  - 1.6.1 the delegation has addressed the Board or one of its committees on the same matter within the previous twelve months, and shall instead request a written submission that will be distributed to all trustees.
  - 1.6.2 notwithstanding 1.6.1, the Board may by motion authorize a further presentation by the same delegation on the same matter.
  - 1.6.3 the subject matter is not within the jurisdiction of the Board.
- 1.7 Delegations will be granted up to ten minutes for their presentation and trustees will have up to 10 minutes for questions of clarification. Any extension of this time limit will be granted only by the permission of the Chairperson.
- 1.8 A delegation may designate not more than two persons as speakers and no other members of the delegation will address the Board.
- 1.9 Delegations will be made aware of the availability of a written guideline for presentations. Presentations to the Board or a committee of the Board shall be free of statements or material which are contrary to the Ontario Human Rights code and other laws of Ontario and Canada. Delegations will be informed that normal courteous behaviour and decorum are expected in addressing the Board or committee, and that all comments must be addressed to the Chairperson.
- 1.10 No motions will be in order on the matter addressed by the delegation unless the item was included on the previously distributed agenda for consideration at the same meeting.
- 1.11 Trustees may ask questions of clarification, without comment pro or con with respect to the issue in general, within the ten minutes allowed for the delegation, unless any extension of this time limit is granted by permission of the Chairperson.
- 1.12 For submissions made to the Board, the Chairperson may:
  - 1.12.1 Receive the submission as information;
  - 1.12.2 Refer the matter to the Director of Education for review and appropriate action;
  - 1.12.3 Refer the matter to a standing committee for review and a report.

## 2. **Accommodation Review Committee (ARC) Delegations**

- 2.1 Subject to the approval of the Board and the rules which appear in this section, delegations regarding ARCs will be heard only at an ARC Special Board meeting called to receive delegations. These rules supercede Article VIII (1) for Accommodation Review Committee Delegations only.
- 2.2 An ARC Special Board meeting will hear up to twenty (20) delegations at one meeting.
- 2.3 No ARC related delegation will be heard at a Regular Meeting of the Board or a Committee of the Board or a Special Board meeting.
- 2.4 Requests to make a delegation shall be arranged through the Director and are reviewed in the order they are received and will appear on the agenda as a "first come, first served" basis, received by the Director's office, in writing by e-mail or fax.
- 2.5 Requests to appear as a delegation must be submitted together with a written copy of the presentation and/or an outline by 1 p.m. a week (seven days) before the meeting. No extension of this limit will be granted.
- 2.6 Each individual that requests a delegation must contact the Director's office directly.
- 2.7 Delegations will be granted up to ten minutes for their presentation, inclusive of questions for clarification. No extension of this time limit will be granted.
- 2.8 A delegation may designate not more than two persons as speakers and no other members of the delegation will address the Board.
- 2.9 Delegations will be made aware of the availability of a written guideline for ARC presentations. ARC presentations to the Board shall be free of statements or material which are contrary to the Ontario Human Rights code and other laws of Ontario and Canada.

Delegations will be informed that normal courteous behaviour and decorum are expected in addressing the Board, and that all comments must be addressed to the Chairperson.

2.10 No motions will be in order on the matter addressed by the delegation at the current meeting.

2.11 Trustees may ask questions of clarification, without comment pro or con with respect to the issue in general, within the ten minutes allowed for the delegation.

2.12 Delegations made to the Board will be received as information.

### **3. Written Submissions**

3.1 Written submissions shall be received by the Director and copies shall be distributed to all trustees.

3.2 The submitter will be advised by the Director of any decisions made by the Board or its committee.

### **CORRESPONDENCE TO THE BOARD**

1. Correspondence provided directly to the Board Chairperson that is pertinent to Board business will be copied to all trustees. Items related to the agenda for discussion or decision will be included on the Board agenda. Additional items may be added at the discretion of the Chairperson.

2. Correspondence addressed to the Secretary of the Board, including correspondence sent to the Director of Education in his or her capacity as Secretary of the Board, must be shared with the board.

### **PETITIONS**

Petitions on any subject within the purview of the Board will be received by the Board. The petitioner may:

1. Request to delegate at either appropriate standing committee or regular Board meeting as determined by the Director.
2. Request to include the petition as correspondence on the regular board meeting agenda.

### **ARTICLE IV: AMENDMENT TO THE BYLAWS**

These by-laws may be amended provided that notice be given at a previous regular Board meeting for the next regularly scheduled meeting, and such notice shall set out fully all proposed amendments. Within five days of such notice being given at a regular Board meeting, the same notice shall be sent to all members by electronic mail. Adoption of an amendment to the by-laws shall require a majority vote of the members present (i.e. abstentions count on the negative side).

### **ARTICLE X: RULES OF ORDER AND PARLIAMENTARY AUTHORITY**

1. The rules of order to be observed at the meetings of the Board will be in accordance with the provisions of these By-laws, the Education Act and other relevant legislation. In all cases not provided for by these Bylaws and their appendices, the rules and practices of Robert's Rules of Order Newly Revised, will govern insofar as they are applicable. Where these Bylaws and Robert's Rules of Order differ, these Bylaws shall prevail.
2. Appendices A, B are attached to these Bylaws are an integral part of the Bylaws, and the rules contained therein shall apply to all meetings of the Board and its committees.

## **APPENDIX A**

### ***Election of Board Chairperson, Board Vice-chairperson, Committee Chairperson and Committee Vice-chairperson, third member of the Selection Committee and OPSBA Director/Alternate Director.***

The procedure to elect the Board Chairperson, Board Vice-chairperson, Committee Chairperson and Committee Vice-chairperson, third member of the Selection Committee and OPSBA Director and Alternate Director shall be as follows:

1. The Director of Education will designate two members of Administration to act as tellers and to count the ballots.
2. The Director of Education shall call for nominations and the nominee(s) shall indicate whether they elect to stand or decline to stand.
3. The Director of Education will ask the nominator to speak to their nomination.
4. If only one person is nominated and elects to stand, that member shall be declared elected by acclamation.
5. A candidate may have an opportunity to speak, following nominations.
6. The Director of Education will invite each nominee to appoint a scrutineer to observe the counting of ballots.
7. Where more than one nominee stands for election, a vote will be taken by ballot and the member receiving a majority of the votes cast shall be declared elected.
8. If no nominee receives a majority of the votes cast, the name of the member receiving the fewest votes shall be dropped from the ballot, provided at least two nominees shall remain on the ballot.
9. If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees shall draw lots to determine which name shall be dropped from the ballot.
10. In the event of an equality of votes with two nominees remaining, a student trustee or designate of the Director of Education shall draw lots.
11. The tellers shall complete the following form and present it to the Director/Chairperson of the meeting who shall read the report and declare the result.

### **Teller's Report**

Number of Votes Cast <sup>1</sup>	
Necessary for Election <sup>2</sup>	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
	_____
<i>Illegal votes cast (<b>Ineligible</b>)</i>	_____

<sup>1</sup> Note: Blank ballots cast are counted in computing the number of votes cast.

<sup>2</sup> Note: A majority of the Votes Cast is required for election.

13. The Board, by motion, may order the destruction of the ballots cast in the election.



## **APPENDIX B**

### ***Rules of Procedure at the Board***

#### ***Recognition to Speak***

1. Members wishing to speak must seek recognition from the Chairperson before speaking.
2. The member moving the motion has first right to speak to the motion.
3. The Chairperson shall maintain a list of speakers and determine the order of recognition to speak.
4. A member may only interrupt another speaker to raise a point of order or a question of privilege affecting the assembly or affecting the member personally. After being recognized by the Chairperson the member will succinctly state the point of order or the question of privilege.

#### ***Debate***

5. A member may speak twice to a question.
6. The Chairperson will vacate the chair during the appeal/challenge process, and then complies with the decision of the members.
7. When all members wishing to and entitled to speak have had an opportunity to do so, the Chairperson shall close debate and put the pending question to a vote.

#### ***Decorum in Debate***

8. All speakers making points in debate, requests for information or clarification, must direct their remarks through the Chairperson. It is improper to speak directly to another member of the assembly during debate.
9. In debate, speakers shall avoid attacking other members and shall avoid personal remarks. The measure of the motion, not the person making the proposal, is the subject of debate.
10. Courtesy and respect must be given to all speakers. During debate it is improper to show dissent, and likewise support, while a member is speaking. Support or dissent of a speaker's remarks may only be given during further debate.
11. In debate, all speakers must confine their remarks to the merits of the pending question.

#### ***Voting***

12. In all cases, a majority vote in the affirmative means more than half of the members present and voting have cast their votes in the affirmative; in all cases, a two-thirds vote in the affirmative means at least two-thirds of the members present and voting have cast their vote in the affirmative.
13. Voting on motions will initially be taken by a show of hands unless a recorded vote is demanded by one member.
14. A recorded vote will be taken on the request of one member. No motion to this effect is required. The Director/designate will conduct the vote in the following manner:
  - 14.1 those for the motion will be asked to stand until their names are noted;
  - 14.2 those against the motion will be asked to stand until their names are noted;
  - 14.3 those abstaining will be asked to stand until their names are noted;
  - 14.4 the Director will announce the vote count and whether the motion has been carried or lost.

15. If the Chairperson is unsure of the result of the vote, or a member demands a standing vote, the Chairperson shall count the votes, announce the vote count and announce if the motion has been carried or lost.

### ***Motions***

16. No motion shall be accepted or discussed which is deemed to be outside of the Board's mandate or jurisdiction, subject to appeal.
17. Main motions shall be in writing and secondary motions, at the discretion of the Chairperson, shall be in writing.
18. A main motion is the only motion that may be reconsidered.
19. All Board and Standing Committee motions shall be seconded, in accordance with the parliamentary authority, unless otherwise stated.

### ***Order of Precedence of Motions***

The order of precedence of motions (highest to lowest), in accordance with the parliamentary authority is:

#### Privileged Motions

Fix the Time to Adjourn  
Adjourn  
Recess  
Raise a Question of Privilege  
Call for the Orders of the Day (set a continued meeting)

#### Main and Subsidiary motions

Lay on the Table  
Previous Question (Close Debate)  
Limit or Extend Limits of Debate  
Postpone to a Certain Time  
Refer to a Committee  
Amend the Main Motion  
Postpone Indefinitely  
Main Motions

Incidental motions are also in order and may be moved, if applicable, when the ranked motions, above, are pending. The following are the more common incidental motions:

### Incidental Motions

Point of Order  
Appeal/Challenge the Decision of the Chairperson  
Division of the Assembly  
Division of the Question  
Withdraw a Motion  
Suspend the Rules  
Parliamentary Inquiry  
Point of Information

### ***Specific Rules related to Motions***

The detailed rules of procedure are contained in the parliamentary authority. The synopsis below provides the essence of the motions.

### ***Main Motion***

1. Original Main Motion: Introduces a substantive matter to the assembly. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, may not interrupt, and may be reconsidered.
2. Amendments: Amendments must be germane to the main motion and may not be contrary to the main motion.

### ***Subsidiary Motions***

3. Postpone Indefinitely: Used to kill a motion. May only be made when a main motion is pending. Requires a second, is not amendable, is fully debatable, requires a majority vote to adopt, and may not interrupt.
4. Amend: Used to change any motion with a variable in it. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may not interrupt.
5. Refer to a Committee: Used to send an item of business to a specific committee when the item requires extensive consideration. Requires a second, is amendable, is debatable as to sending it to a committee, requires a majority vote to adopt, and may not interrupt. (See *Committee of the Whole*, page 24)
6. Postpone to a Definite Time: Used to delay the consideration of a question. Requires a second, is amendable, debate is restricted as to the merits of postponing, requires a majority vote to adopt, and may not interrupt. One may postpone an item of business to a specific time and make the item a special order that interrupts business when the time arrives. A special order requires a two-thirds vote to adopt.
7. Limit or Extend Debate: Extend debate is used to permit members to speak more times or for a longer time. Limit debate is used to restrict the number of times members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is not debatable, requires a two-thirds vote to adopt, and may not interrupt.
8. Previous Question (Close Debate): Used to close debate on a motion or a series of pending motions. Requires a second, is not amendable, is not debatable, requires a two-thirds vote to adopt, and may not interrupt.

9. Lay on the Table: Used to set an item of business aside temporarily. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may not interrupt, but the motion laid on the table may be “taken from the table” by majority vote, without debate.

### ***Privileged Motions***

10. Call for Orders of the Day: Used to bring to the attention of the Chairperson that the agenda is not being followed. This is made by one member and may interrupt proceedings. The Orders of the Day may not be called unless all members who wish to speak have done so as per Item #5 of Appendix B – Debate.
11. Raise a Question of Privilege: Used to bring to the attention of Chairperson that the privileges of the assembly or the privileges of an individual member are being infringed. The Chairperson has a duty to rule on whether there is a question of privilege, which ruling is subject to appeal. This may be made by one member and may interrupt proceedings.
12. Recess: Used to take a short break, where the members do not leave the vicinity and may be re-assembled quickly. Requires a second, is amendable (restricted), is not debatable, requires a majority vote to adopt, and may not interrupt.
13. Adjourn: Used to conclude the meeting. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.
14. Fix the Time to Which to Adjourn: Used to set the time and place for a continuation of the current meeting. Requires a second, is amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.

### ***Incidental Motions***

15. Point of Order: Used to bring to the attention of the Chairperson that a rule is being broken. May be made by one member and may interrupt the proceedings. Is not amendable, is not debatable, is ruled on by the Chairperson, subject to appeal, and no vote is required.
16. Appeal/Challenge the Decision of the Chairperson: Used by a member when the member believes that the Chairperson has ruled incorrectly and wishes the assembly to decide. Requires a second, is not amendable, is not debatable, requires a majority vote to overturn the Chairperson’s ruling, and may interrupt.
  - 16.1 The Chairperson will ask the Vice-person to take the chair.
  - 16.2 The Vice-chairperson shall ask the challenger to state and cite the basis of the challenge.
  - 16.3 The Vice-chairperson shall ask the Chairperson to respond.
  - 16.4 The Vice-chairperson shall ask for a vote – those who support the challenge – those who support the Chairperson’s ruling.
  - 16.5 The Vice-chairperson will announce the vote results.
17. Suspend the Rules: Used when a rule of order is interfering with the conduct of business. Requires a second, is not amendable, is not debatable, requires a two thirds vote to adopt, and may not interrupt.
18. Division of the Question: Used when a member wishes to consider and vote on individual parts or resolve clauses in a motion. May be demanded by one member without debate or vote when the individual parts are clearly independent. Does not require a second when the individual parts are clearly independent otherwise a second is required, is amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.

19. Division of the Assembly: Used when a member believes that the vote result is too close to call or that the Chairperson has incorrectly announced the result of a vote. Does not requires a second and is a demand to take a standing vote on the call of one member, is not amendable, is not debatable, no vote is required, and may interrupt.
20. Point of Information: Used by a member to ask a question. Does not require a second, is not amendable, is not debatable, does not require a vote, and may interrupt.
21. Parliamentary Inquiry: Used by a member to ask a question regarding the rules of order. Does not require a second, is not amendable, is not debatable, does not require a vote, and may interrupt.
22. Withdraw a Motion: Used by a member to request that a motion the member moved be withdrawn from consideration. This is a request that is often granted by the Chairperson, without objection. If there is an objection any member may move the motion to *Withdraw*. When objected to it requires a second, is not amendable, is not debatable, require a majority vote to adopt, and may interrupt.
23. Read from Paper: Used by a member to request that the member be permitted to read from a paper. This request is usually granted by the Chairperson, without objection. If the request is objected to any member may move to grant the request. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may interrupt.

### ***Motions that Bring Back Business***

24. Take from the Table: Used to remove an item of business from the table that has been set there through the motion to Lay on the Table. May only be made when no other motion is pending. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt.
25. Reconsider a Vote: May be used to change a vote on a motion that has been adopted or defeated at the current meeting. Is only applicable to main motions. May only be moved by a member who voted on the prevailing side. May only be made when no other motion is pending. Requires a second, is not amendable, is fully debatable and may go into the merits of the underlying motion, requires a majority vote to adopt, and may not interrupt.
26. Rescind (Repeal or Annul): Used to completely remove (rescind) a motion previously adopted. May only be made by a member who voted on the prevailing side. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt with notice given at the previous regular meeting of the Board or in the call of the meeting, and may not interrupt.
27. Amend Something Previously Adopted: Used to change (amend) a motion previously adopted. The proposed change(s) is/are included in the wording of the motion. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt with notice given at the previous regular meeting of the Board or in the call of the meeting, and may not interrupt.

### ***Committee of the Whole***

When an assembly wants to take advantage of the less formal rules of a committee, but still wants to do the work itself, it refers the business or motion it is dealing with to a committee made up of all its members and carries out the discussion immediately by turning itself into a Committee of the Whole. Hence, a motion to move into a *Committee of the Whole* is only a special form of "refer to committee". As with any other committee, a Committee of the Whole must report back to the assembly that created it when it has determined its recommendations on the task it was given. In turn, the assembly, when it has received the recommendations from the Committee of the Whole, decides by motion what actions to take.

28. *Committee of the Whole* is chaired by the Vice-chairperson of the Board, members can make resolutions or amendments in the form of recommendations, move to "rise and report", raise points of order and appeal, but other motions are not permitted. Members may speak more than twice to the same question at the discretion of the Chairperson. When the members have finished the task, a motion is made to "rise and report". The proceedings are not recorded; only their outcome as contained in the report to the assembly is recorded in the minutes.

When used for a closed session, the motions are "to go into Committee of the Whole in closed session" and "to rise and report in open session".

29. *Informal Consideration* does not involve the formation of a committee. The motion is to "consider the question informally", and this only relates to there being no limit on the number of speeches on the main question or its amendments. All votes are formal, and all other rules of order apply. Proceedings are recorded. There is no need to rise and report when the main question has been disposed of, because that action automatically causes the informal consideration to cease.

### ***Committee Minutes and Reports***

30. Minutes are a record of information and actions by the Board and committees. Committee minutes are primarily intended for giving information, and should summarize important work done by the committee. Such minutes may contain recommendations. Minutes provide a brief record of how each motion is disposed of by the Board rather than a verbatim recounting of the discussion.
31. Reports provide information in either a written, verbal and/or visual format. Reports, whether from a standing, statutory or special committee, are generally kept as brief as possible and may contain recommendation(s).

### ***Electronic Meetings***

32. All Board and committee meetings will be conducted as required in compliance with Ontario Regulation 463/97 Electronic Meetings under the Education Act and SCDSB Policy 2140 Electronic Meetings.

33. All regular procedural rules such as notice of meeting, quorum and the requirements to maintain a record and minutes of the meeting shall be adhered to. A lack of notice of the meeting to all members and a lack of quorum shall render action taken at the meeting invalid.
34. The electronic meeting shall permit all members to hear and be heard by all other participants in the meeting simultaneously.
35. Members attending a teleconference meeting shall be deemed to be present at the meeting.
36. Since voice recognition cannot always be ascertained during a telephone meeting the Members always state their name before speaking.
  - At the Chairperson's discretion discussion takes place on a rotating basis
  - Votes are taken by roll call or by general consent
  - Members who are to leave the meeting prior to adjournment shall announce their leaving
37. Meetings where a group of members meet in one room and use a speaker-phone and other individual members of the group call in from other locations are permitted.
38. An attendee at a teleconference meeting may not electronically record a meeting without the permission of the meeting granted by majority vote.

**Governance and  
Administration****III 2****MANAGEMENT 2000****TRUSTEE CODE OF CONDUCT 2125****Page 1 of 12**

---

**1. Rationale**

A Code of Conduct contributes to confidence in public education and promotes respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours. It is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

**2. Policy Statement**

It is the policy of the Simcoe County District School Board that all trustees and student trustees of the board (the trustees) abide by this Code of Conduct and Enforcement for trustees, as amended from time to time. All trustees and student trustees of the board shall review annually this Code of Conduct and Enforcement and sign a copy of it confirming that they have received a copy, read it and agree to abide by it.

**3. Integrity and Dignity of Office**

- 3.1 Trustees of the Board shall fulfill their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.2 Trustees shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 3.3 Trustees, as leaders of the board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending board events, or while on board property.
- 3.4 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to board staff or fellow board members.
- 3.5 Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.
- 3.6 Trustees will be motivated by an earnest desire to serve the school board to the best of their ability to meet the educational needs of all students.



**4. Avoidance of Personal Advantage and Conflict of Interest**

- 4.1 No trustee shall accept a gift from any person or entity that has dealings with the board if a reasonable person might conclude that the gift could influence the trustee when performing his or her duties to the board.
- 4.2 A trustee shall not use his or her office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
- 4.3 No trustee shall use his or her office to obtain employment with the board for the trustee or a family member.

**5. Compliance with Legislation**

- 5.1 A trustee shall fulfill his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder and comply with the Municipal Freedom of Information and Protection of Privacy Act, and any other relevant legislation.
- 5.2 Every trustee shall uphold the letter and spirit of this Code of Conduct.
- 5.3 Every trustee shall respect and understand the roles and duties of the individual trustees, Board of Trustees, the Director of Education and the Chair of the Board.

**6. Civil Behaviour**

- 6.1 No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
- 6.2 A trustee shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee.
- 6.3 When expressing individual views, trustees shall respect the differing points of view of other trustees, staff, students and the public.
- 6.4 Every trustee shall at all times act with decorum and shall be respectful of other trustees, staff, students and the public.
- 6.5 All trustees shall endeavour to work with other trustees and staff in a spirit of respect, openness, courtesy, and co-operation.

**7. Respect for Confidentiality**

- 7.1 Every trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.

- 7.2 No trustee shall use confidential information for either personal gain or to the detriment of the board.
- 7.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

## **8. Upholding Decisions**

- 8.1 All trustees shall accept that authority rests with the Board, and that a trustee has no individual authority other than that delegated by the Board.
- 8.2 Each trustee shall uphold the implementation of any board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's By-laws, can be brought by a trustee.
- 8.3 A trustee should be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 8.4 Each trustee shall comply with board policies, board by-laws, and applicable procedures.
- 8.5 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

## **9. Enforcement of Code of Conduct**

### **Identifying a Breach of the Code**

- 9.1 A trustee who has reasonable grounds to believe that a trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Code of Conduct Committee through the Chair of the Board
- 9.2 The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-chair of the Board.
- 9.3 Any allegation of a breach of the Code must be brought to the attention of the Code of Conduct Committee no later than six weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six months from the time the contravention is alleged to have occurred.
- 9.4 Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures as the case may be.

- 9.5 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the board the first purpose of alerting a trustee to a breach of the Code is to assist the trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a trustee should be investigated following the Formal Complaint Procedure.

#### **10. Code of Conduct Committee**

- 10.1 A Code of Conduct Committee is comprised of three individuals, the Chair of the Board, Vice-chair of the Board and a trustee of the Board appointed by the Board. Each year the trustee position and an alternate trustee position for the Code of Conduct Committee shall be appointed by the Board in December, through the recommendation of the Selection Committee. The alternate trustee is used when the circumstance warrants that one trustee is needed to replace the Chair, Vice-Chair or trustee to carry out any of the duties required under this Code of Conduct and Enforcement of the Code of Conduct. In no circumstance shall the trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any formal inquiry into the complaint.
- 10.2 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- 10.3 The Chair or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any policy or by-law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable Board By-laws. Once such a motion is dealt with by the Board, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

#### **11. Informal Complaint Procedure**

- 11.1 The Code of Conduct Committee, or at the request of a trustee, without the necessity of providing a formal written complaint, who alleges a breach of the Code has occurred, may meet informally with a trustee who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

- 11.2 The remedial measures may include, for example, a warning, an apology, and/or the requirement of the trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the committee and the trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure.

## **12. Formal Complaint Procedure**

- 12.1 A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the breach to the attention of the Code of Conduct Committee through a written, signed complaint setting out the following: (i) the name of the trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the trustee's attention; (iv) the grounds for the belief by the trustee that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. If a written complaint is filed with the committee, then a formal inquiry shall be undertaken. The complainant can however subsequently withdraw the complaint or agree that the complaint may be dealt with in accordance with the Informal Complaint Procedure.
- 12.2 If the complainant does not withdraw the complaint or does not agree that the complaint may be dealt with in accordance with the informal complaint procedures, then the Code of Conduct Committee and not the trustee who brought forward the complaint, shall provide to all trustees a confidential copy of the complaint within 10 days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential at least until it is before the Board for a decision as to whether or not the trustee has breached this Code.
- 12.3 In an election year for trustees, a Code of Conduct complaint respecting a trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first board meeting after the new term of office of the Board commences. If the trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

## **13. Refusal to Conduct Formal Inquiry**

- 13.1 If the Code of Conduct Committee is of the unanimous opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a report stating the reasons for not doing so shall be provided to all trustees.
- 13.2 If the committee cannot unanimously agree on the above then a full formal inquiry shall be conducted.

- 13.3 After receiving the above report of the Code of Conduct Committee, the Board shall decide whether or not to accept the opinion of the Code of Conduct Committee not to proceed with a formal inquiry. The process for making this decision shall be done in accordance with the Decision sections of the Enforcement of this Code of Conduct, modified as necessary, to apply to this decision.
- 13.4 If an allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance with a more specific board policy with a separate complaint procedure, the allegation shall be processed under that procedure.

#### **14. Steps of Formal Inquiry**

- 14.1 If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Code of Conduct Committee. The formal inquiry may also be delegated to an external consultant as determined by the Committee.
- 14.2 No trustee shall undertake their own investigation of the matter.
- 14.3 Regardless of who undertakes the formal inquiry the following steps shall be followed.
- 14.4 The Statutory Powers Procedure Act does not apply to anything done regarding the enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
- 14.5 Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.
- 14.6 The formal inquiry may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the Code of Conduct.
- 14.7 The trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.
- 14.8 It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within ten (10) days of receiving the written allegation, or such extended period of the time as the Code of Conduct Committee or delegated individual deem appropriate in the circumstance.
- 14.9 If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.
- 14.10 Once the formal inquiry is complete, the final report is prepared by the Code of Conduct Committee or delegated external consultant, as the case may be, and shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board as a whole.
- 14.11 If the Code of Conduct Committee is conducting the formal inquiry and when conducting the formal inquiry cannot unanimously agree on the final finding of facts, it shall be referred to an external consultant to complete the formal inquiry.

**15. Suspension of Formal Inquiry**

- 15.1 If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board.

**16. Decision**

- 16.1 The final report shall be delivered to the Board, and a decision by the Board as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 16.2 Trustees shall consider only the findings in the final report when voting on the decision and sanction.
- 16.3 If the Board determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
- 16.4 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions and reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two thirds of the Trustees present and voting.
- 16.5 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
- 16.6 The trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The trustee who brought the complaint to the attention of the Board may vote on those resolutions.

- 16.7 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.

## **17. Sanctions**

- 17.1 The trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- 17.2 If the Board determines that the trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- (a) Censure of the trustee;
  - (b) Barring the trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board. If a matter requires the First Nation Trustee to represent the interests of First Nation students, in accordance with Ontario Regulation 462/97, this trustee will not be barred from attending for that specific matter;
  - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board. If the matter requires the First Nation Trustee to represent the interests of First Nation students, this trustee will not be barred from sitting on the committee for that specific matter.
- 17.3 The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development courses at the expense of the Board.
- 17.4 The Board has no power to declare the trustee's seat vacant.
- 17.5 A trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- 17.6 The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

## **18. Reconsideration**

- 18.1 If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,
- (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
  - (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen days after the notice is received by the trustee; and

(c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction with fourteen days after the submissions are received.

18.2 If the Board revokes a determination, any sanction imposed by the Board is revoked.

18.3 If the Board confirms a determination, the Board shall, within the 14 days noted above, confirm, vary or revoke the sanction.

18.4 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.

18.5 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The trustee who brought the complaint may vote.

18.6 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

18.7 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.



Page 10

**Acknowledgement and Undertaking**

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

**DATE: ►**

**SIGNATURE:**

---

**Print Name:**

---

**ADOPTED OCTOBER 24, 2012**

*Policy No. 3031, Workplace Harassment*

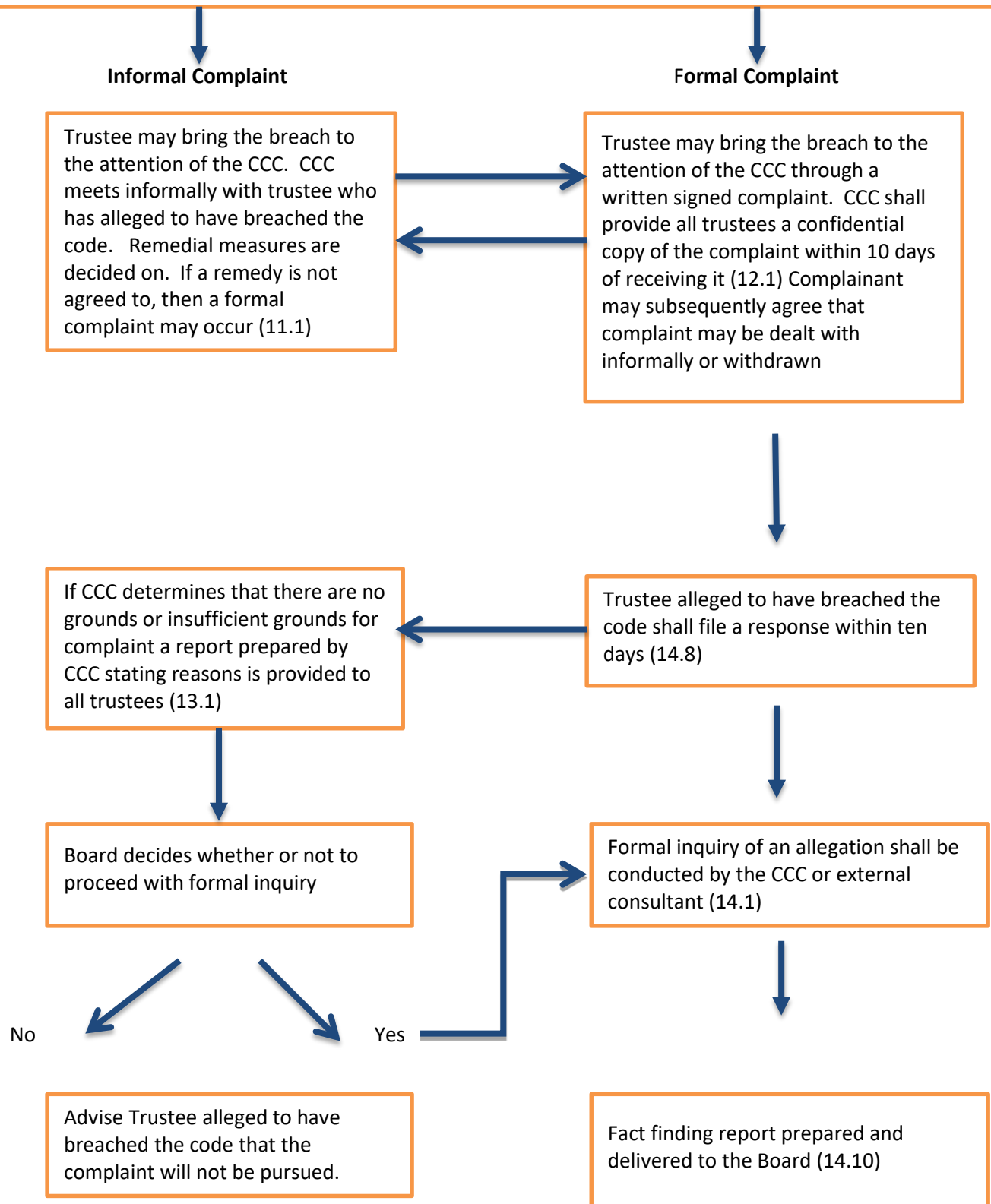
*Policy No. 3035, Workplace Conflict Resolution*

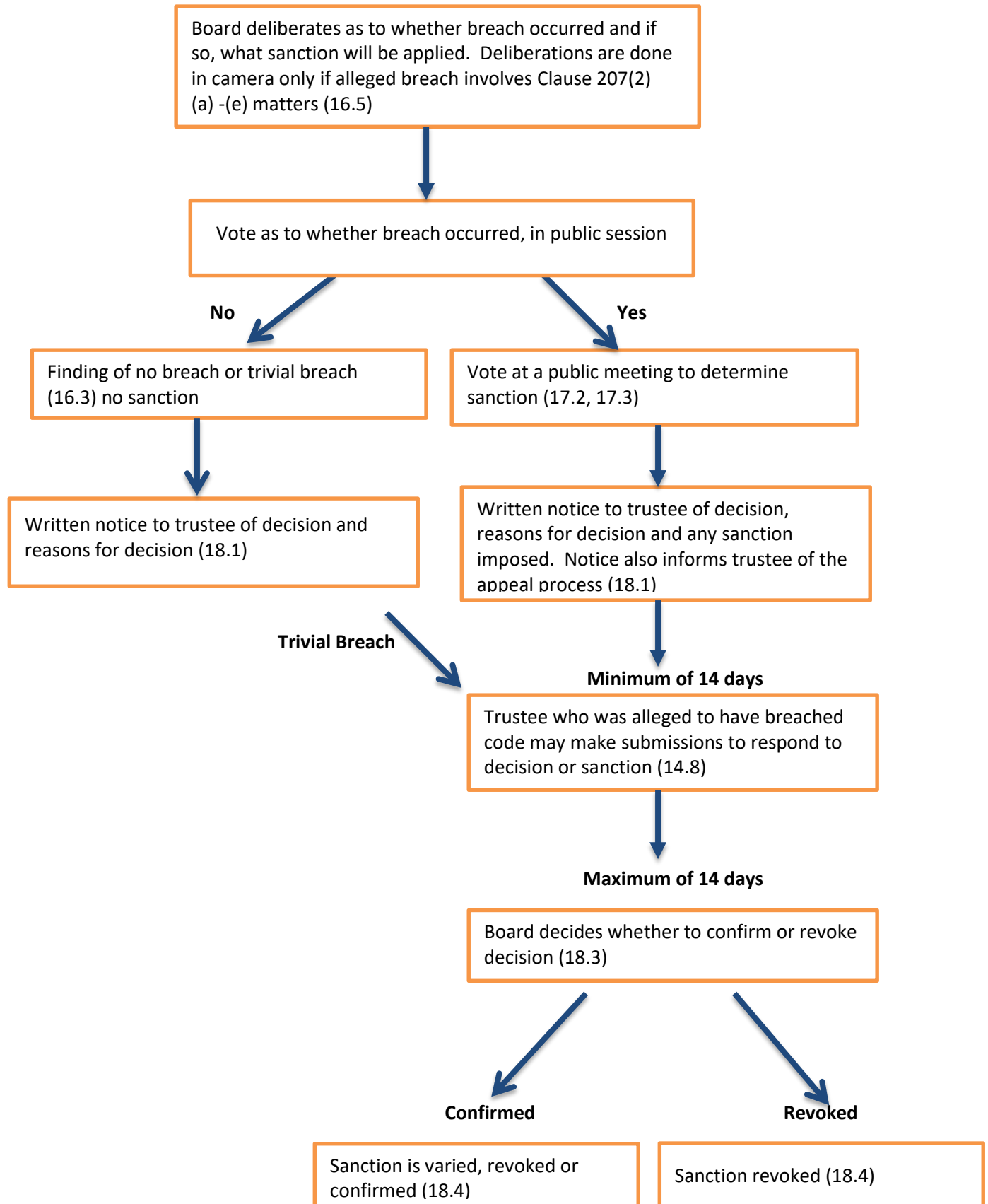
*Policy No. 3140, Health and Safety*

THIS FLOW CHART IS INTENDED ONLY AS A GENERAL OVERVIEW OF THE ENFORCEMENT PROVISIONS OF THE ATTACHED POLICY. IF THERE IS ANY CONFLICT BETWEEN THIS FLOW CHART AND THE POLICY, THE WORDING IN THE POLICY PREVAILS.

### TRUSTEE CODE OF CONDUCT PROCESS

Allegation of a breach of the Code must be brought to the attention of the Code of Conduct Committee (CCC) no later than six weeks after the breach comes to the knowledge of the trustee reporting the breach. No inquiry into a breach of the Code can be undertaken after six months from the time the contravention is alleged to have occurred (9.3)





**POLICY DEVELOPMENT  
AND REVIEW  
PROCESS 1000***Page 1 of 4***1. Rationale**

The Simcoe County District School Board recognizes that policies provide the basis upon which the decisions necessary for the day-to-day operation of the system are made. An established process for the development and review of board policies will ensure that policies which clearly reflect the intent of the Board are developed with consistency and thoroughness and are adapted to changing circumstances.

The Board may decide by majority decision to rescind a policy, or to suspend a policy for a specific or indeterminate period of time.

**2. Policy**

It is the policy of the Simcoe County District School Board that policy will be developed and reviewed according to the guidelines set out in this policy.

**3. Definitions**

"Policy" is a course or general plan of action adopted by the Board.

**4. Guidelines****4.1 Approval of Policy Initiatives**

4.1.1 All policy initiatives must have the prior approval of the Board or if Ministry mandated in order for policy development to be undertaken

4.1.2 The Board will consider granting approval for the development of a specific policy on the recommendation of:

4.1.2.1 the Director of Education;

4.1.2.2 a standing committee of the Board;

4.1.2.3 the Board.

4.1.3 The Board recognizes that policy issues may be identified through several sources within the board's constituent groups. Suggestions for the consideration of a policy initiative will be received by the Director of Education who will be responsible for:

4.1.3.1 acknowledging the submission;

4.1.3.2 informing the Board;

4.1.3.3 advising the Board as to issues which may require board policy.

# **POLICY DEVELOPMENT AND REVIEW PROCESS**

**1000**

Page 2

## **4.2 Policy Development**

- 4.2.1 Once the Board has recommended the need for policy development, or if Ministry mandated, the matter will be referred to the Director of Education for policy development.
- 4.2.2 The Director will be responsible for the assignment of appropriate staff to the task and for monitoring the development process.
- 4.2.3 The first stage in the development of a policy will be the determination of broad and practical alternative courses of action that may be considered.
- 4.2.4 In developing the alternative courses of action, Administration will consider:
  - 4.2.4.1 the intent and scope of the policy area;
  - 4.2.4.2 the groups which will be affected;
  - 4.2.4.3 current practices and available precedents;
  - 4.2.4.4 legal and financial implications;
  - 4.2.4.5 pertinent provincial statutes and regulations.
- 4.2.5 In preparing the draft document, the Director will ensure that consultation takes place with identified groups with regard to the provisions of the policy.
- 4.2.6 Following consultation, the Director will present the draft policy document to the appropriate standing committee for review. In reporting to this standing committee, Administration will make known information considered and the rationale for their recommendation. Recommendations to the Board for the adoption of a policy are made by this Standing Committee.

## **POLICY DEVELOPMENT AND REVIEW PROCESS**

**1000**

Page 3

4.2.7 If directed by the Standing Committee, further public consultation will occur prior to being presented to the Board for approval.

4.2.8 The Board may approve the recommendation of the Standing Committee, select a different alternative or refer the issue back to the Standing Committee for further study.

### **4.3 Policy Implementation**

4.3.1 Once a policy has been approved by the Board, it will be the responsibility of the Director of Education to ensure implementation.

4.3.2 The Director will identify the staff who are responsible for implementation and give direction for the development of appropriate action plans.

4.3.3 An information plan will be developed to notify all constituent groups of the new policy.

### **4.4 Review of Board Policies**

4.4.1 An important component of the board's systematic approach to policy development is a cyclical review of established policies.

4.4.2 It is the responsibility of the Director of Education to identify annually the policies that require review as part of the three year review cycle. It will then be approved by the Board.

4.4.3 Wherever possible, the review of policies will be incorporated into the board's long-term planning process.

4.4.4 Once a policy has been identified for review, the Director of Education will assign appropriate staff to undertake the following tasks:

# POLICY DEVELOPMENT AND REVIEW PROCESS

1000

Page 4

- 4.4.4.1 an examination of the intent of the policy;
- 4.4.4.2 an evaluation of the degree of policy implementation;
- 4.4.4.3 an evaluation of the effectiveness of the policy;
- 4.4.4.4 an examination of changes in circumstances.

4.4.5 The Director will inform the appropriate Standing Committee with regard to the findings of the review and recommend any required revisions to policy statements. Recommendations to the Board regarding policy revisions are made by the appropriate Standing Committee.

4.4.6 The Director is authorized to make minor policy revisions to ensure that current titles and nomenclature are reflected in policy documents.

## 4.5 Policy Format

4.5.1 All policies will be organized and coded to reflect the board's administrative and standing committee structure.

4.5.2 All policies will be set out in a consistent format:

- 4.5.2.1 rationale;
- 4.5.2.2 policy statement;
- 4.5.2.3 definitions;
- 4.5.2.4 guidelines.

4.5.3 All policies will be supported by appropriate administrative procedures and identify the discretionary authority of the Director.

## 5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED DECEMBER 10, 1986  
PAGE 1 REVISED OCTOBER 9, 1996  
REVISED OCTOBER 22, 2003  
REVISED DECEMBER 16, 2009  
REVISED JUNE 23, 2010**

---

**Section:** Board Operations

**Subject:** Trustee Expenses

**Authority:** School Board  
Education Act

---

**1. Expenses**

**1.1 Travel**

The rates for travel on board business are as follows:

0-5,000 kms	CRA Rate
Greater than 5,001	CRA Rate - \$0.06

The rate for reimbursement is adjusted annually in January to reflect the automobile allowance rate published by Canada Revenue Agency for that year.

In the event that a number of trustees are travelling to the same meeting or workshop location, sharing of transportation is encouraged.

**1.2 Meals**

Meal claims must be supported by receipts. Where more than one person's meal is claimed, the names of the other person(s) and nature of the event must be indicated. Reasonable gratuities paid to meal servers may be claimed. Alcoholic beverages shall not be claimed.

**Outside Simcoe County**

Reasonable meal costs incurred on approved professional development activities or Board business may be claimed, providing meals are not included as part of the registration package.

**Within Simcoe County**

Reasonable meal costs incurred may only be claimed where the meal period is devoted to a discussion of Board business matters.

**1.3 Technology and Communication**

The Board provides the following information and communication technology to trustees:

- (a) laptop computer hardware, a printer and software licensed and maintained by the Board and provided for trustee use during the term of the Board;



- (b) a cellular telephone or I-Phone/Blackberry;
- (c) costs for the use and maintenance of provided technology for Board business are charged to trustee common expenses;
- (d) should a trustee elect to use cell telephone equipment for personal use, costs will be assigned pursuant to APM;
- (e) training on software and computer use will be available through the Information Services Department.

**1.4 General**

Travel claims for kilometrage and all trustee-related expenses are entered on-line and all detailed receipts to be provided. Totals and claim back-up are checked by the Executive Assistant – Board and Business Services to ensure compliance with the Board's purchasing policy and procedure. Completed documentation is forwarded to the Chair of the Board, through the Executive Assistant – Board, for review and approval, and then to Business Services – Accounting for review and payment.

**1.5 Monitoring**

Trustees are accountable to the Board and the public for expenses submitted and are subject to the policies and procedures of the Board. The Chairperson and Vice-chairperson monitor the trustee's expenses and report semi-annually to the Board.

**2. Conferences**

Policy 2110, Trustee Attendance at Conferences and Workshops, defines the programs, seminars and workshops that trustees are authorized to attend. Guidelines pertaining to participation, spending, reporting and disclosure are set out in the Policy. Arrangements for trustees' attendance are to be made through the Executive Assistant - Board.

**3. Disclosure**

The Superintendent of Business Services will provide an annual report to the Board detailing trustee expenses.

**BOARD ADMINISTRATION 2100****TRUSTEE ATTENDANCE AT  
CONFERENCES AND WORKSHOPS 2110**

---

**1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes the importance of professional learning for members of the Board by attending conferences and workshops. Attendance at conferences and workshops are encouraged for the enhancement of knowledge and experience relevant to student achievement and trustee roles in the education system.

**2. Policy**

It is the policy of the Simcoe County District School Board that funds be allocated in the annual budget for trustee attendance at conferences and workshops for professional learning.

**3. Definition**

Conferences and workshops are professional learning opportunities for trustees offered by external educational and trustee organizations.

**4. Guidelines****4.1 Participation**

- 4.1.1 Trustees will report to the Board their intention to attend a conference or workshop for their professional learning.
- 4.1.2 The conference or workshop must be pertinent to the trustee role at the SCDSB or for the advancement of student achievement.
- 4.1.3 Expenses for a conference or workshop will be within the annually approved budget.

**4.2 Participation Out of Ontario**

- 4.2.1 Trustees must receive prior Board approval to attend a professional learning conference or workshop held out of province.
- 4.2.2 Trustees shall request approval through the chairperson by submitting details of the conference or workshop including cost estimates.
- 4.2.3 The chairperson shall bring a recommendation forward to the Board.

Page 2

4.3 Sharing Information

- 4.3.1 Attendees are encouraged to share information and material from the conference or workshop at an appropriate Board meeting by way of a written and/or verbal report.

4.4 Dispute Resolution

- 4.4.1 Should there be a dispute about the eligibility of any expense related to a trustee's attendance at a conference or workshop, the matter will be brought forward by the Superintendent of Business Services to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached, then the affected trustee must contest the decision at a public session of the Board.

**5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JUNE 8, 1998  
REVISED MARCH 9, 1994  
REVISED SEPTEMBER 25, 2002  
REVISED JUNE 23, 2010  
REVISED MARCH 27, 2013**

## SECTION IV – ADMINISTRATIVE ORGANIZATION

ADMINISTRATIVE COUNCIL PORTFOLIO DUTIES AND FAMILY OF SCHOOLS ASSIGNMENTS FOR 2017-2018									
<b>Stuart Finlayson</b> 11397 Kim Creighton t 11711	<b>Douglas Paul</b> 11208 Lisa Sander 11370	<b>Paula Murphy</b> 11811 Julie Fisher 11271	<b>Dawn Stephens</b> 11357 Mary Cannell 11228	<b>Daryl Halliday</b> 11318 Debbie Deeth 11712	<b>Jackie Kavanagh</b> 11638 Rita England 11366	<b>Hanne Nielsen</b> 11427 Lorraine Ryder 11310	<b>Chris Samis</b> 11244 Tina Bazuk 11412	<b>Brian Jeffs</b> 11259 Lorraine Ryder 11310	<b>John Dance</b> 11375 Kary Hancock 11418
<b>Area 1</b>	<b>Area 2</b>	<b>Area 3A</b>	<b>Area 3B</b>	<b>Area 4</b>	<b>Area 5</b>				
Superintendent of Education / Family of Schools / Indigenous Education / Parent Involvement	Superintendent of Education / Family of Schools / Transportation	Superintendent of Education / Family of Schools / Well-being	Superintendent of Education / Family of Schools / School Services	Superintendent of Education / Family of Schools / Equity / Safe and Welcoming Schools	Superintendent of Education / Family of Schools / Leadership Development	Superintendent of Education / Partnerships / Lifelong Learning	Superintendent of Program / Special Education	Superintendent of Business and Facilities Services	Associate Director/ Superintendent of Human Resource Services
Eastview SS Georgian Bay District SS	Elmvale District HS Orillia SS Twin Lakes SS	Innisdale SS Nantyr Shores SS	Barrie North CI Bear Creek SS	Banting Memorial HS Bradford District HS	Collingwood CI Nottawasaga Pines SS Stayner CI	Simcoe Alternative SS Learning Centres		<ul style="list-style-type: none"><li>♦ Business Services</li><li>♦ Business &amp; Facilities Committee Meetings</li><li>♦ Budget Development</li><li>♦ Audit</li><li>♦ Corporate Risk</li><li>♦ Health and Safety Committee</li><li>♦ Accessibility Advisory</li><li>♦ Facility Services</li><li>♦ Early Learning (Facilities)</li><li>♦ Accommodation Review Committees (ARCs)</li><li>♦ Planning and Enrolment</li><li>♦ Facility Partnerships (Shared)</li><li>♦ Information and Privacy</li></ul>	<ul style="list-style-type: none"><li>♦ Human Resource Services/Payroll</li><li>♦ Staff Health &amp; Wellness (shared)</li><li>♦ Human Resources Committee Meetings</li><li>♦ Suspension Appeals/Expulsion Meeting Supervision</li><li>♦ Board Leadership Development Strategy / Succession Planning (Shared)</li><li>♦ NTIP Tracking</li><li>♦ TPA Tracking</li><li>♦ Faculty of Education Liaison</li><li>♦ ASM Chair/Agenda</li><li>♦ Leading Services Meetings</li><li>♦ Grievances/Working Conditions</li></ul>
Bayview PS Codrington PS Forest Hill PS Guthrie PS Huron Park PS James Keating ES Johnson Street PS Maple Grove PS Mundy's Bay PS Shanty Bay PS Steele Street PS Tay Shores PS Terry Fox ES W.R. Best Memorial PS	Brechin PS Couchiching Heights PS East Oro PS Harriett Todd PS Hillsdale ES Huronia Centennial ES Lions Oval PS Marchmont PS Moonstone/Coldwater PS Orchard Park PS Rama Central PS Regent Park PS Severn Shores PS Uptergrove PS Warminster ES Wyevale Central PS	Alcona Glen PS Algonquin Ridge ES Allandale Heights PS Assikinack PS Goodfellow PS Hewitt's Creek PS Hyde Park PS Innisfil Central PS Killarney Beach PS Lake Simcoe PS Mapleview Heights ES Sunnybrae PS Warnica PS Willow Landing ES	Andrew Hunter ES Ardagh Bluffs PS Cundles Heights PS Emma King ES Ferndale Woods ES Hillcrest PS Holly Meadows ES Minesing Central PS Oakley Park PS Portage View PS Trillium Woods ES W.C. Little ES West Bayfield ES	Adjala Central PS Alliston Union PS Boyne River PS Chris Hadfield PS Cookstown Central PS Ernest Cumberland ES Fieldcrest ES Fred C. Cook ES Hon. Earl Rowe PS Sir William Osler PS Tecumseth Beeton ES Tecumseth South Central PS Tosorontio Central PS Tottenham PS W.H. Day ES	Admiral Collingwood ES Angus Morrison ES Baxter Central PS Birchview Dunes ES Byng PS Cameron Street PS Clearview Meadows ES Connaught PS Mountain View ES New Lowell PS Nottawa ES Nottawasaga & Creemore PS Pine River ES Worsley ES				
2/14 (Locations)	3/17 (Locations)	2/14 (Locations)	2/13 (Locations)	2/15 (Locations)	3/14 (Locations)	18 (Locations)			
<ul style="list-style-type: none"><li>♦ Indigenous Education</li><li>♦ First Nations Educational Advisory Committee</li><li>♦ Restorative Practices</li><li>♦ PIC/School Councils</li><li>♦ Tutors in the Classroom</li><li>♦ Advertising in Schools</li></ul>	<ul style="list-style-type: none"><li>♦ Transportation</li><li>♦ Elementary &amp; Secondary Athletics</li></ul>	<ul style="list-style-type: none"><li>♦ Student and Staff Well-being</li><li>♦ Social Workers/CYW's</li><li>♦ Attendance Counsellors</li><li>♦ SAL/Home Schooling</li><li>♦ Crisis Response</li><li>♦ Early Learning Community Partnerships</li><li>♦ Before and After Childcare</li><li>♦ Outdoor Education</li></ul>	<ul style="list-style-type: none"><li>♦ United Way</li><li>♦ Staff Association</li><li>♦ School Year Calendar</li><li>♦ System Calendar</li><li>♦ Simcoe Muskoka District Health Unit - Health Liaison</li><li>♦ Simcoe Muskoka Family Connexions (Formerly CAS)</li><li>♦ Weekly Messages</li><li>♦ Executive Assistant Meetings</li><li>♦ Schedules and Agenda Development for School Leaders – Secondary Meetings</li></ul>	<ul style="list-style-type: none"><li>♦ Character Education</li><li>♦ Safe Schools</li><li>♦ Equity/Inclusive Education Strategy</li><li>♦ Expulsions/Suspensions</li></ul>	<ul style="list-style-type: none"><li>♦ TPA / NTIP Program (Mentoring &amp; Inservices)</li><li>♦ Student Trustees/Senate</li><li>♦ Student Leadership</li><li>♦ Staff Leadership</li><li>♦ Schedules &amp; Agenda Development for School Leaders - Principals' and Vice-Principals' Meetings &amp; Director's Meetings</li></ul>	<ul style="list-style-type: none"><li>♦ Adult and Continuing Education</li><li>♦ International Student Exchange / Newcomers</li><li>♦ eLearning Strategy</li><li>♦ Facility and Community Partnerships</li><li>♦ Coalition Partnerships</li></ul>	<ul style="list-style-type: none"><li>♦ Leading Learning Meetings &amp; Central Principals</li><li>♦ Curriculum &amp; Program/Innovation</li><li>♦ Special Education</li><li>♦ Psychologists</li><li>♦ SEAC</li><li>♦ Student Success</li><li>♦ School Effectiveness Framework Initiative</li><li>♦ Board Improvement Plan Coordination</li><li>♦ Program Committee Meetings</li><li>♦ Early Learning (Program)</li><li>♦ Literacy and Numeracy Secretariat Liaison</li><li>♦ Superintendent PLC Meetings</li><li>♦ Agenda Development for PLC Meetings (Principals)</li><li>♦ EQAO</li></ul>	<b>Christine Evitt</b> 11205 Chief Information Officer  <ul style="list-style-type: none"><li>♦ Information Technology</li><li>♦ MISA</li><li>♦ Student Achievement Education Technology Advisory Committee (SAETAC)</li><li>♦ Decision Support Team</li><li>♦ Media Specialist</li></ul> <b>ADDITIONAL TASKS (All Superintendents)</b>  <ol style="list-style-type: none"><li>1. ARCs – (school closures, design teams, etc.), when needed</li><li>2. Strategic Planning</li><li>3. Board Learning Plan</li><li>4. Policy Revision and Development</li><li>5. Regional Principals' Meetings</li><li>6. Teachers Professional Learning Community Meetings</li><li>7. Focused role in supporting/coaching principals surrounding strategies to improve student achievement and promote student well-being</li><li>8. Budget Development</li></ol>	

---

**Section:** Administrative Organization

**Subject:** Schools Administration

**Authority:** Director of Education

---

## **SUPERINTENDENT OF EDUCATION   Stuart Finlayson**

### **NORTH & EAST REGION - AREA 1 SCHOOLS**

#### **EXECUTIVE ASSISTANT**

Kim Creighton

#### **ELEMENTARY**

Bayview Public School  
Codrington Public School  
Forest Hill Public School  
Guthrie Public School  
Huron Park Public School  
James Keating Elementary School  
Johnson Street Public School

Maple Grove Public School  
Mundy's Bay Public School  
Shanty Bay Public School  
Steele Street Public School  
Tay Shores Public School  
Terry Fox Elementary School  
W.R. Best Memorial Public School

#### **SECONDARY**

Eastview Secondary School  
Georgian Bay District Secondary School

- Indigenous Education
- First Nations Educational Advisory Committee
- Restorative Practices
- PIC/School Councils
- Tutors in the Classroom
- Advertising in Schools

**REVISED MAY 2018**

---

**Section:** Administrative Organization

**Subject:** Schools Administration

**Authority:** Director of Education

---

## **SUPERINTENDENT OF EDUCATION Douglas Paul**

### **NORTH & EAST REGION - AREA 2 SCHOOLS**

#### **EXECUTIVE ASSISTANT**

Lisa Sander

#### **ELEMENTARY**

Brechin Public School  
Couchiching Heights Public School  
East Oro Public School  
Harriett Todd Public School  
Hillsdale Elementary School  
Huronian Centennial Elementary School  
Lions Oval Public School  
Marchmont Public School

Moonstone/Coldwater E.S.  
Orchard Park Public School  
Rama Central Public School  
Regent Park Public School  
Severn Shores Public School  
Uptergrove Public School  
Warminster Public School  
Wyevalle Central Public School

#### **SECONDARY**

Elmvale Secondary School  
Orillia Secondary School  
Twin Lakes Secondary School

- Transportation
- Elementary and Secondary Athletics

**REVISED MAY 2018**

---

*Section:* Administrative Organization

*Subject:* Schools Administration

*Authority:* Director of Education

---

**SUPERINTENDENT OF EDUCATION****Paula Murphy****CENTRAL & SOUTH REGION - AREA 3A SCHOOLS****EXECUTIVE ASSISTANT**

Julie Fisher

**ELEMENTARY**

Alcona Glen Elementary School  
Algonquin Ridge Elementary School  
Allandale Heights Public School  
Assikinack Public School  
Goodfellow Public School  
Hewitt's Creek Public School  
Hyde Park Public School  
Innisfil Central Public school  
Killarney Beach Public School  
Lake Simcoe Public School  
Mapleview Heights Elementary School  
Sunnybrae Public School  
Warnica Public School  
Willow Landing Elementary School

**SECONDARY**

Innisdale Secondary School  
Nantyr Shores Secondary School

- Student and Staff Well-being
- Social Workers/CYW's
- Attendance Counsellors
- Home Schooling
- Crisis Response
- Early Learning Community Partnerships
- Before and After Childcare
- Outdoor Education



---

**Section:** Administrative Organization

**Subject:** Schools Administration

**Authority:** Director of Education

---

## **SUPERINTENDENT OF EDUCATION**

**Dawn Stephens**

### **CENTRAL & SOUTH REGION – AREA 3B SCHOOLS**

#### **EXECUTIVE ASSISTANT**

Mary Cannell

#### **ELEMENTARY**

Andrew Hunter Elementary School  
Ardagh Bluffs Public School  
Cundles Heights Public School  
Emma King Elementary School  
Ferndale Woods Elementary School  
Hillcrest Public School

Holly Meadows Elementary School  
Minesing Central Public School  
Oakley Park Public School  
Portage View Public School  
Trillium Woods Elementary School  
W.C. Little Elementary School  
West Bayfield Elementary School

#### **SECONDARY**

Barrie North Collegiate Institute  
Bear Creek Secondary School

- United Way
- Staff Association
- School Year Calendar
- System Calendar
- Simcoe Muskoka District Health Unit – Liaison
- Simcoe Muskoka Family Connections
- Weekly Messages
- Executive Assistant Meetings
- Schedules and Agenda Development for School Leaders – Secondary Meetings
- School Operations

---

**Section:** Administrative Organization

**Subject:** Schools Administration

**Authority:** Director of Education

---

## **SUPERINTENDENT OF EDUCATION**

**Daryl Halliday**

### **CENTRAL & SOUTH REGION – AREA 4 SCHOOLS**

#### **EXECUTIVE ASSISTANT**

Debbie Deeth

#### **ELEMENTARY**

Adjala Central Public School  
Alliston Union Public School  
Boyne River Public School  
Chris Hadfield Public School  
Cookstown Public School  
Ernest Cumberland Elementary School  
Fieldcrest Elementary School  
Fred C. Cook Elementary School  
Hon. Earl Rowe Public School  
Sir William Osler Public School  
Tecumseth Beeton Elementary School  
Tecumseth South Central Public School  
Tosorontio Central Public School  
Tottenham Public School  
W.H. Day Elementary School

#### **SECONDARY**

Banting Memorial High School  
Brandford District High School

- Character Education
- Safe Schools
- Equity/Inclusive Education Strategy
- Expulsions/Suspensions

---

*Section:* Administrative Organization

*Subject:* Schools Administration

*Authority:* Director of Education

---

## **SUPERINTENDENT OF EDUCATION**

**Jackie Kavanagh**

### **SOUTH & WEST REGION – AREA 5 SCHOOLS**

#### **EXECUTIVE ASSISTANT**

Rita England

#### **ELEMENTARY**

Admiral Collingwood Elementary School  
Angus Morrison Public School  
Baxter Central Public School  
Birchview Dunes Public School  
Byng Public School  
Cameron Street Public School  
Clearview Meadows Elementary School  
Connaught Public School

Mountain View Elementary School  
New Lowell Public School  
Nottawa Elementary School  
Nottawasaga Creemore Public School  
Pine River Elementary School  
Worsley Elementary School

#### **SECONDARY**

Collingwood Collegiate Institute  
Nottawasaga Pines Secondary School  
Stayner Collegiate Institute

- TPA/NTIP Program (Mentoring & Inservices)
- Student Trustees/Senate
- Student Leadership
- Staff Leadership
- Schedules and Agenda Development for School Leaders –  
Principals' and Vice-principals' Meetings and Director's Meetings

**REVISED SEPTEMBER 2017**

---

*Section:* Administrative Organization

*Subject:* Schools Administration

*Authority:* Director of Education

---

**SUPERINTENDENT OF EDUCATION,  
PARTNERSHIPS AND LIFELONG  
LEARNING**

**Hanne Nielsen**

**EXECUTIVE ASSISTANT**

Lorraine Ryder

Simcoe Alternative Secondary School  
Learning Centres

- Adult and Continuing Education
- International Students (Visa, Exchanges, Newcomers)
- eLearning Strategy
- Facility and Community Partnerships
- Coalition Partnerships

**REVISED SEPTEMBER 2017**

---

*Section:* Administrative Organization

*Subject:* Department Organization

*Authority:* Director of Education

---

## **SUPERINTENDENT OF PROGRAM AND SPECIAL EDUCATION**

**Chris Samis**

### **EXECUTIVE ASSISTANT**

Tina Bazuk

- Leading Learning Meetings & Central Principals' Meetings
- Curriculum & Program / Innovation
- Psychologists
- Special Education
- SEAC
- Student Success
- SAL
- School Effectiveness Framework Initiative
- Board Improvement Plan Coordination
- Program Committee Meetings
- Early Learning (Program)
- Literacy and Numeracy Secretariat Liaison
- Superintendent PLC Meetings
- Agenda Development for PLC Meetings (Principals)
- EQAO

**REVISED SEPTEMBER 2017**

---

*Section:* Administrative Organization

*Subject:* Department Organization

*Authority:* Director of Education

---

## **SUPERINTENDENT OF BUSINESS AND FACILITY SERVICES**

**Brian Jeffs**

### **EXECUTIVE ASSISTANT**

Lorraine Ryder

- Business Services
- Business and Facilities Committee Meetings
- Budget Development
- Audit
- Corporate Risk
- Health and Safety Committee
- Accessibility Advisory Committee
- Facility Services
- Early Learning (Facilities)
- Accommodation Review Committees (ARCs)
- Planning and Enrolment
- Facility Partnerships (shared)
- Information and Privacy
- Treasurer, SCDSB

**REVISED SEPTEMBER 2017**

---

*Section:* Administrative Organization

*Subject:* Department Organization

*Authority:* Director of Education

---

**ASSOCIATE DIRECTOR AND  
SUPERINTENDENT OF HUMAN  
RESOURCE SERVICES**

**John Dance**

**EXECUTIVE ASSISTANT**

Kary Hancock

- Human Resource Services / Payroll
- Staff Health and Wellness (shared)
- Human Resources Committee Meetings
- Suspension Appeals/ Expulsion Meeting Supervision
- Board Leadership Development Strategy / Succession Planning (shared)
- NTIP Tracking
- TPA Tracking
- Faculty of Education Liaison
- ASM Chair / Agenda
- Leading Services Meetings
- Grievances / Working Conditions

**REVISED SEPTEMBER 2017**

## SECTION V – DIRECTOR’S OFFICE



---

**Section:** Director's Office

**Subject:** Schedule of Standing Committee and Board Agendas/Reports and Distribution

**Authority:** Director of Education

---

### **DISTRIBUTION OF THE BOARD REPORT PACKAGE**

**1. Friday Prior to Standing Committee and Regular Board Meetings**

The Standing Committee and Board Report Packages (agenda, and Board reports) are posted on the board staff website for the following:

- 1.1 Trustees
- 1.2 Director of Education
- 1.3 Superintendents
- 1.4 Executive Assistants

**2. Monday Prior to Standing Committee and Regular Board Meetings**

2.1 The Standing Committee and Board Report Packages are posted to the board website ([www.scdsb.on.ca](http://www.scdsb.on.ca)) for public and media access.

2.2 The Standing Committee and Board Report Packages are provided to the following administrative offices:

- 2.2.2 Human Resource Services
- 2.2.3 Program Standing Committee
- 2.2.4 Business and Facilities

2.3 Specific reports and/or the Board Report Packages may be released if requested on the Monday before the meeting to individuals who do not have access to the Board website.

**3. Standing Committee and Board Meetings**

The Standing Committee and Board Report Packages are provided for members of the press and visitors who are present at the meeting.

**4. Thursday Following the Board Meeting**

The Board Update summarizing the decisions made at the Board meeting will be prepared by the Communications Officer and posted to the Board website. The appropriate website link is emailed to all schools, departments and media locations.

Board updates are only prepared for Board meetings and not Standing Committee meetings.