

## AGENDA

### Regular Board Meeting

**Tuesday, April 29, 2025, 7:00 P.M.**

**Boardroom, Catholic Education Centre**

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

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## **Remembering Our Deceased April 2025**

Let us remember the students, staff, trustees and family members of staff and trustees who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

### **Student/Former Student**

- **Annabelle Mella**, Grade 12 student at St. Thomas Aquinas Catholic Secondary School (CSS).
- **Marco DiBartolomeo**, recent graduate of St. Marcellinus CSS.

### **Staff/Former Staff/Trustees/Former Trustees**

- **Cecil Parks**, former courier driver, Plant and Operations department.
- **Kenneth “Ken” Hills**, retired secondary Dufferin-Peel teacher; father of Dave Hills, retired teacher, Notre Dame CSS.
- **Kathy Read**, retired Special Education teacher, Our Lady of Mercy Catholic Elementary School (CES).
- **Bernie Abogado**, retired teacher, St. Jean Brebeuf CES; and great aunt of Louisa Ancho, teacher, St. Margaret of Scotland CES.
- **Marie Carolan**, retired Dufferin-Peel secretary; and mother of Barry Carolan, teacher, Ascension of Our Lord CSS, and Pauline Carolan, retired teacher, St. Nicholas CES, and Maureen Carolan, retired teacher, Archbishop Romero CSS, and Brenda Carolan, retired teacher, St. Leonard CES; and mother-in-law of Laurie Carolan, teacher, St. Marguerite Bourgeois CES.

### **Family Members of Staff/Family Members of Former Staff/Family Members of Trustees**

- **Clara D’Andrea**, mother of Pasquale D’Andrea, retired department head at Cardinal Ambrozic CSS, and Lucia Leo, teacher, St. Marcellinus CSS.
- **Jean Guiry**, mother of Joseph Guiry, teacher, Canadian Martyrs CES.
- **John Douglas West**, father of Samantha Sparks, teacher, St. Gregory CES.
- **Calogero LaMarca**, father of Grace Cantore, head secretary, St. Catherine of Siena CES.
- **Fernando Barros Pires**, husband of Claudia Roman, attendance/guidance secretary at St. Aloysius Gonzaga CSS.
- **Senija Sivic**, mother-in-law of Nathan Haynes, teacher, St. Roch CSS.
- **Father Eugene Tramble Order of Saint Augustine**, uncle of Joe Tramble, teacher, Notre Dame CSS; uncle-in-law of Carol Jones, retired teacher.
- **Anthony Joseph Fernandes**, stepfather of Chad Low, teacher, St. Oscar Romero CSS.
- **Alda Medeira**, mother of Rosa Madeira-Paldino, attendance secretary at St. Aloysius Gonzaga CSS.
- **Carmela Vecchiolla**, grandmother of Lucia Roberto, teacher, St. Ursula CES.
- **Julietta Pontes**, mother of Karen Pontes, student monitor, St. Anne CES.
- **Eduardo Ledo**, brother-in-law of Joanna Amaral, teacher, St. Cecilia CES.
- **Maria Leonilde Da Costa**, mother of Filomena Da Costa, educational resource worker (ERW), St. Marguerite d’Youville CSS.

- **Sergei Shandarin**, father of Anna Chandarina, psychological associate, St. Marcellinus CSS.
- **Ivan Kulić**, father of Ana Marasovic, teacher, Our Lady of Mount Carmel CSS.
- **Johanna Gysbers**, mother of Anita Carey, retired teacher, St. Elizabeth Seton CES; mother-in-law of Keith-John Carey, retired principal, Sts. Martha and Mary CES; grandmother of Alexandra Carey, teacher, St. Luke CES.
- **Pia Mattiussi Polo**, mother-in-law of Blanca Polo, secretary, Newcomer Reception and Assessment Centre.
- **Saverio Torchia**, father of David Torchia, teacher, Robert F. Hall CSS.
- **Joshua Leo Roy Levy**, grandson of Clara Manduca, ESL instructor, St. Dunstan CES.
- **Manuel Antonio Coelho**, father-in-law of Cathy Coelho, teacher, St. Aloysius Gonzaga CSS.
- **Vincenza Zeppieri**, grandmother of Debbie Rotondi, teacher, St. Marcellinus CSS.
- **William Wall**, father-in-law of Joanna Wall, teacher, Our Lady of Lourdes CSS.
- **Elżbieta Mierzynska**, mother of Marek Mierzynski, teacher, St. Leonard CES; and grandmother of Alexander Mierzynski, emergency supply.
- **Marie Wolfs**, mother of Valens Wolfs, retired teacher, Father Michael Goetz CSS, and Sarina Zivkovic, retired teacher, St. Julia CES.
- **Maria Giorgianni**, grandmother of Jennifer Giorgianni, ERW, St. Bernard of Clairvaux CES, and Ashley Cabral, former long term occasional (LTO) ERW, St. Bernard of Clairvaux CES.

*And, also for those whose passing we have not mentioned,  
we know that God will not forget.*

## **Opening Prayer**

O almighty God,  
Our Father in heaven,  
From whom all goodness and truth on  
Earth have come forth.  
Grant to us,  
The Catholic community gathered at this meeting,  
The vision to recognize,  
And the vigor to espouse,  
Sound principles of educational theory  
And practice in a spirit of balanced  
Judgement,  
And the proper perspective.  
Give us also the courage  
To turn always  
Onto the path of higher goodness  
In our deliberations,  
Administrative decisions,  
And courses of action.

Amen

**Prayer of Petition  
for  
Catholic Education Week – May 4 to May 9, 2025**

**Response: Lord hear our prayer.**

- Lord Jesus, you have called Pope Francis to yourself. Thank you for the gift of his papacy. When he was with us, he tirelessly showed the Church your constant mercy toward sinners. Grant him now your mercy and let him rest eternally with you in your Kingdom. Through Christ our Lord. **R**
- For His Eminence Archbishop Cardinal Frank Leo and Bishop Ivan Camilleri and the Bishops of the Archdiocese of Toronto, and all pastors, and priests, that they continue to offer us guidance and support so that the principles of Catholic education may be expressed daily, we pray to the Lord. **R**
- That we, trustees, staff, parents/guardians and students, as members of a faith community, will continue to support the mission of our Catholic schools, founded on Christ and His Good News, we pray to the Lord. **R**
- Realizing that to be a Christian is to be called to the Lord to witness His truth, let us pray that parents and staff continue to guide students, in their care, to fully develop their potential as compassionate and living members of the Church, we pray to the Lord. **R**
- Let us pray for Christian families, that fathers and mothers will come to realize more clearly their call as first teachers of and witnesses to their children in the faith. Let us assist in supporting them in their role as partners in the Catholic education of children, we pray to the Lord. **R**
- For our students, the centre of our learning community, we pray to the Lord. **R**

**All: Holy Spirit, Source of truth and grace for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills, and fill our hearts with generosity. May our homes, our parishes and our schools be filled with your presence. We make this prayer through Christ, Our Lord. Amen**





**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER A 7**

**APPROVAL OF THE MINUTES OF  
THE REGULAR BOARD MEETING,  
MARCH 25, 2025**

1. **THAT THE MINUTES OF THE REGULAR BOARD MEETING, MARCH 25, 2025, BE APPROVED.**



## MINUTES

### Regular Board Meeting

**Tuesday, March 25, 2025, 7:00 p.m.**  
**Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Herman Vilorio	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Shawn Xaviour	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Max Vecchiarino	Associate Director, Instructional Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Peter Cusumano	Superintendent, Family of Schools
	Brian Diogo	Superintendent, Family of Schools
	Scott Keys	Superintendent, Financial Services
	Ivana MacIsaac	Chief Information Officer
	Richard Moriah	Acting Superintendent, Planning and Operations
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Policy, Strategy, Research, Safe Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Drago Radic	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

**A. Routine Matters**

1. Call to Order and Attendance

Chair Luz del Rosario called the meeting to order at 7:00 p.m.

2. Opening Prayer

Trustees Darryl D'Souza and Anisha Thomas led the Opening Prayer.

3. Land Acknowledgment

The Chair recognized that the Land Acknowledgment was a video recording made by Rhaya Clyne, an Indigenous graduate of Dufferin-Peel Catholic District School Board (DPCDSB).

4. National Anthem

The Chair acknowledged and thanked Martina Ortiz-Luis, Kibwe Thomas and Sole Power Productions for permission to use their recorded version of the national anthem.

5. Motion to Suspend Procedural By-Law Article 7 1. g)

**Motion 1394 (25-03-25)**

**Moved by** Darryl D'Souza

**Seconded by** Thomas Thomas

**MOTION TO SUSPEND THE PROCEDURAL BY-LAW ARTCILE 7.1 g) TO HEAR ALL DELEGATIONS, BE APPROVED.**

**CARRIED**

6. Approval of Agenda

**Motion 1395 (25-03-25)**

**Moved by** Bruno Iannicca

**Seconded by** Mario Pascucci

**MOTION TO SUSPEND THE PROCEDURAL BY-LAW TO ALLOW REORDERING OF THE DELEGATES. D9, D10 AND D13 WERE MOVED TO D1, D2 AND D3, AND THE OTHER DELEGATES MOVED ACCORDINGLY.**

**CARRIED**

**Motion 1396 (25-03-25)**

**Moved by** Brea Corbet

**Seconded by** Anisha Thomas

**MOTION TO ADD F7, H1, L3a, L5a, L4c, AND L4d TO THE AGENDA.**

**CARRIED**

**Motion 1397 (25-03-25)**

**Moved by** Paula Dametto-Giovannozzi

**Seconded by** Darryl D'Souza

**THAT THE AGENDA BE APPROVED, AS AMENDED.**

**CARRIED**

7. Declaration of Interest

The following trustees declared an interest in agenda item L5a:

1. Trustee Bruno Iannicca - family members belong to OECTA and CUPE 2026
2. Trustee Stefano Pascucci - a family member belongs to OECTA
3. Trustee Brea Corbet - a family member is a DPCDSB employee
4. Trustee Mario Pascucci - family members belong to OECTA

**Motion 1398 (25-03-25)**

**Moved by** Anisha Thomas

**Seconded by** Thomas Thomas

**THAT THE DECLARED INTEREST ITEMS BE MOVED TO AGENDA ITEM L8.**

**CARRIED**

8. Approval of the Minutes of the Regular Board Meeting, February 25, 2025

**Motion 1399 (25-03-25)**

**Moved by** Stefano Pascucci

**Seconded by** Paula Dametto-Giovannozzi

**THAT THE MINUTES OF THE REGULAR BOARD MEETING, FEBRUARY 25, 2025, BE APPROVED.**

**CARRIED**

- a. Business Arising from the Minutes - Attached.

**B. Pastor's Remarks:** Video Presentation by Monsignor Shiels - Lent

Chair Luz del Rosario requested that the Director express our gratitude to Monsignor Shiels.

**C. Awards and Presentations**

1. Co-Recipient of the Father Angus MacDougall Award - Julie Webster, Coordinator Religious Education & Faith Formation

Director Mazzorato recognized Julie Webster, who was recently named co-recipient of the Father Angus MacDougall Award for excellence in Family Life Education by the Catholic Association of Religious and Family Life Educators of Ontario (CARFLEO).

Julie, along with Amy Kiefer of the Bruce Grey CDSB were the main authors for the entire primary division of *Blessed & Beloved*, the new Family Life program for elementary schools.

The following is an excerpt from the letter nominating Julie for this award: *Their dedication to the program is unwavering. It has been a sacrificial work to complete three grades in under 15 months of writing. The quality of the work is outstanding. Their collaboration has created a widely recognized program of excellence that will support Catholic Education in Ontario for a generation to come! Their work is now being recognized by western provinces who are seeking to use the program in their schools and so their legacy will have a trans-Canadian impact. They have produced clear, Catholic, fun, compelling lessons and supports to student learning".*

The assembly gave Julie a round of applause and photos were taken of Julie and the Board of Trustees.

**D. Delegations**

1. National March for Life - Maeve Gainey on behalf of Campaign Life Coalition
2. Teacher Chaplaincy & National March for Life - Mason Schmidt
3. Teacher Chaplaincy & National March for Life - Christian Fagundes Botelho

Questions to the Delegate:

1. Trustee Darryl D'Souza: In your presentation you stated that "Chaplains bring the presence of our Lord into our schools, offering confession, leading devotions..." "Confession can only be done by a Priest."

Delegate Christian Fagundes Botelho: Excuse me, that was a miscommunication on my part.

Questions from Trustees to Staff:

1. Trustee Paula Dametto-Giovannozzi: Will the board be supporting the National March for Life this year?

Director Mazzorato: DPCDSB has been committed and will continue committing to student participation in the National March for Life based on student interest.

2. Trustee Paula Dametto-Giovannozzi: Right to Life has offered to sponsor buses and accommodation, and students are raising funds to cover their food. Will there be a survey sent to students to gauge their interest?

Superintendent Murphy: We are speaking to administrators and chaplains to assess student interest. Right to Life has had some changes in personnel. In the past we have had support from the Knights of Columbus and other Catholic organizations. The board has always supported students in their faith through political action.

3. Trustee Herman Vilorio: Commented that historically this was encouraged through chaplains. There was no organized trip last year.

Superintendent Murphy: Correct, chaplains have been the driving force behind student participation in the past. They would also supervise the trip as teachers are not permitted to supervise as per their collective agreement. Chaplains will work collaboratively with parishes to assess interest. Last year some students went with parishes as there was room to accommodate. Principals reported low interest in 2024.

4. Trustee Darryl D'Souza: Can staff provide a list of schools who participated in the National March for Life in 2024 and include the number of students who attended with each school, not with their parish?
5. Student Trustee Raheem White: Based on what we are hearing, students have not heard anything of a possible March for Life trip planned for May 2025. How is student interest being solicited?

Superintendent Murphy: Right to Life did send out information in October and schools have asked us for support. I cannot speculate why students are not aware. We will follow up.

6. Trustee Bruno Iannicca: Commented that both delegate 1 and 2, Mason and Christian, were here last year to speak about their experiences. They advised that schools with buses half full had combined schools/parishes to fill buses. This was done for convenience and cost. I expect that will occur again this year.

Superintendent Murphy: We will facilitate collaboration wherever possible.

4. Teacher Chaplaincy - Harithra Senthilanand

1. Student Trustee Raheem White: You mention that you drop in to the chaplain's office during lunch and after school, why?

Delegate Harithra: The chaplain is so welcoming and there may be twenty other students who come by during my lunch time. During the day there may be one hundred students who stop by the chaplains office. It is a safe place.

5. Teacher Chaplaincy - Jason Iyamabo and Benish Jilani

*Trustee Paula Dametto-Giovannozzi left the meeting from 8:07 to 8:14 p.m.*

1. Trustee Darryl D'Souza: You have said that teacher chaplains are higher educated and experienced than the non-teaching chaplains. Have you received feedback from students at schools that have non-teaching chaplains, as you stated that teacher chaplains are above non-teaching chaplains?

Delegate Jason Iyamabo: No, I have not.

6. Teacher Chaplaincy - Anna Polack, Angel Lockhart and Ottavia Paluch

7. Teacher Chaplaincy - Airen del Pilar

1. Trustee Darryl D'Souza: We will make sure that good chaplains will be in every school.
2. Trustee Mario Pascucci commented that all instructors gain experience in time.
3. Student Trustee Raheem White: You mention that with the proposed changes there will be reduced availability, can you explain?

Delegate Airen del Pilar: If one chaplain serves one secondary school and several elementary schools, they will be onsite less and divide their time. We need onsite experienced chaplains, not less time from each chaplain.

4. Student Trustee Raheem White: You mentioned that the online petition has garnered 3000 signatures. Where can it be accessed?

Delegate Airen del Pilar: You can access social media platforms under *savethechaplains*.

8. Teacher Chaplaincy - Aralya Shetty

9. Teacher Chaplaincy - Kalyna Hucman

10. Teacher Chaplaincy - Mia Cicchetti

11. Teacher Chaplaincy - Rachael D'Souza

12. Teacher Chaplaincy - Apreet Bhullar and Jennifer Tan

1. Student Trustee Raheem White: Thank you for speaking on behalf of the Student Senate. Why is it important for schools to fly flags in general?

Delegate Apreet Bhullar: Flags are not only a form of beauty and connection, but they are also a form of identity. By removing flags from schools - despite our Catholic teaching of respect for one another and seeking the common good - students, especially minority students, are feeling unrepresented and ignored.

2. Student Trustee Raheem White: Both of you are part of Student Senate and stated that your "voice is dismissed." Would you say that is a general sentiment among students?

Delegate Jennifer Tan: Yes, students are concerned about the decisions regarding teacher chaplains and how it directly affects us. We feel that our input, stories and feelings are not valued or heard.

13. Teacher Chaplaincy - Rosa Louro

*Trustee Stefano Pascucci left the meeting from 9:00 to 9:03 p.m.*

Questions to Staff of Clarification:

1. Trustee Bea Corbet: Understanding the changes to our chaplaincy services have been difficult for some, and staffing decisions are personnel related and cannot be shared in public sessions, however, is there any clarification that staff can provide to address the concerns we have heard about tonight and help provide correct information?

Superintendent Strong: These are labour relations issues, and as such are confidential matters that cannot be discussed in a public session. I would be pleased to share more information during the In Camera session. I would like to clarify that centrally deployed refers to staff that service more than one site. The changes have not been made as cost savings, but rather to enhance the role of chaplains.

2. Trustee Herman Vilorio: Can staff discuss the differences in the training received by teacher chaplains and non-teaching chaplains? What are the numbers in each group?

Superintendent Murphy: As said, both are well trained. Chaplaincy positions require approval of the Archdiocese, a recommendation of "Nihil Obstat" which recognizes that they are in compliance with the Catholic faith. Not all go through the St. Augustine seminary. A candidate's experience, courses taken, and relationship with the Church are all taken into consideration as there are equivalencies.

Director Mazzorato: We can confirm that there are nine non-teaching chaplains.

3. Trustee Herman Vilorio: That will mean we will have 16 vacancies. Do we have a Plan B to fill secondary schools as the 16 teacher-chaplains will go back to the classroom?

Superintendent Strong: I am confident we can recruit. We have not put out the posting yet and have already begun receiving applications.

Superintendent Murphy: With the restructuring we are having dialogue with the archdiocese to determine and develop the profile of who can fill the chaplaincy positions.

4. Trustee Herman Vilorio: This conversation has been ongoing for many years, why is there a rush to make the change?

Superintendent Strong: These are complex labour relation issues that we can discuss during the In Camera session.

5. Trustee Herman Vilorio: Our students are voicing they would like teacher chaplains in our schools full time. They will have part-time chaplains who will serve secondary and elementary students.

Superintendent Murphy: We would like this role to be effective in all schools and provide a faith-filled lens, service and support as needed.

6. Student Trustee Raheem White: There is a lot of speculation regarding the motivation behind restructuring.

Superintendent Murphy: All positions of the board are reviewed and changed as needed in an effort to best serve our staff and students efficiently, and to ensure we are offering the best education and school culture for our students. I trust that the change in our chaplaincy offers the best sustainable opportunity to support our faith.

7. Student Trustee Raheem White: We understand there will be some positives to the change. We also recognize that there will be negative affects as the chaplains will not be in secondary schools full time and only available part-time. Presently, when chaplains leave the school for a retreat it does take away a safe space for students not on the retreat. Will the revised chaplaincy plan cost more or less?

Superintendent Strong: These are labour relations issues that cannot be discussed in public sessions.

8. Student Trustee Raheem White: While considering restructuring, is it possible to hire chaplains for elementary schools?

Superintendent Strong: We will take your suggestion back.

9. Student Trustee Raheem White: Have stakeholders collaborated?

Superintendent Murphy: As we determine a viable plan we will ask stakeholders for their input. We are in contact with other Catholic school board to discuss their models.

10. Student Trustee Jia Sharma: Is it possible to include adult faith formation?

Superintendent Strong: Unfortunately, it is not due to current collective agreements.

11. Student Trustee Jia Sharma: Is it possible to grandfather current teacher chaplains and then apply the new model to future chaplains?

Superintendent Strong: These are labour relations issues that cannot be discussed in public sessions.

12. Student Trustee Jia Sharma: Current teacher-chaplains serve many races, orientations, backgrounds and faiths – how will the new chaplains be able to serve the varied student needs?

Superintendent Strong: Students will receive the same service levels. Our current non-teaching chaplains do all the wonderful things that you have mentioned.

*Trustee Darryl D'Souza left the meeting from 9:21 to 9:29 p.m.*

13. Indigenous Student Trustee Bailey Clyne: If the 16 non-teaching chaplains jobs do not get filled by September what would happen?

Superintendent Strong: I am not willing to speculate what might happen when we have not rolled out the plan yet.

#### **E. Reports from Trustees for Receipt**

1. Regular Reports

- a. Ontario Catholic School Trustees' Association Report – Nil
- b. Student Voice Report

Indigenous Student Trustee Bailey Clyne and Student Trustees Jia Sharma (North) and Raheem White (South) introduced themselves. Indigenous Student Trustee Bailey Clyne spoke in Anishinaabemowin.

The Student Senate will hold a joint meeting with the Mental Health & Well-Being Champions this Friday. This collaboration will provide an opportunity to discuss partnerships and joint initiatives. We are also excited to announce that the Spring Elementary Wellness Conferences will occur throughout April and May. Alongside our Student Senators, we look forward to supporting our elementary student leaders at these events!

In the spirit of Lent, all our schools held Ash Wednesday liturgies. Spring sports are underway, and we cannot wait to see our secondary students shining on the field again. Over March Break, students from multiple schools travelled to Europe, visiting France and Italy — we heard it was an unforgettable experience!

Last week, secondary students had the opportunity to attend the Ordinandi Youth Event. During the event, students heard the vocation stories, providing meaningful insights for those who may be discerning a life in the clergy. As for student concerns, issues include the deplorable washroom conditions, the restrictive nature of the revised flag policy and concerns and/or confusion regarding the restructuring of chaplaincy services. These issues remain at the top of our secondary students' minds, reflecting their desire for more inclusive policies, improved facilities, and dialogue.

- c. Good News Report

**Indigenous Student Trustee Bailey Clyne**

Indigenous Student Trustee Bailey Clyne shared that she was pleased that the Institute for Catholic Education (ICE) selected her monograph *Signs of Hope, Hope for Signs – Indigenous Perspectives for Catholic Education*. It was recently published in the ICE Contemporary Issues Series newsletter, *A Catholic Perspective*. Bailey's monograph derived from a webinar held on December 12, the National Day of Prayer in Solidarity with Indigenous Peoples.

A copy was handed out to all trustees and is included with the Minutes.

**F. Updates/Information/Reports from Committees for Receipt**

1. Receipt of the Minutes of the Faith and Program Committee Meeting, January 14, 2025
2. Receipt of the Minutes of the Special Education Advisory Committee Meeting, February 19, 2025
3. Receipt of the Minutes of the Central Committee for Catholic School Councils Meeting, February 3, 2025
4. Receipt of the Minutes of the Mississauga School Traffic Safety Action Committee Meeting, November 27, 2024
5. Receipt of the Minutes of the Brampton School Traffic Safety Council Meeting, December 5, 2024
6. Receipt of the Minutes of the Brampton School Traffic Safety Council Meeting, February 6, 2025
7. Receipt of the Minutes of the Contract and Negotiations Committee Meeting, November 26, 2024

**G. Updates/Information/Reports from Administration for Receipt**

1. Letter of Retirement - I. Judd, Principal

Irene began her career as a teacher in Dufferin-Peel in 1996. In her 29 year career she has served as a teacher, vice-principal, and principal. Irene started her journey at St. Anthony Catholic Elementary School (CES) where as a teacher she took on various roles within the school.

In 2014, Irene embraced a new challenge and became vice-principal at St. Joachim CES. After two years as vice-principal, she was appointed principal at St. Joachim CES. In 2018 Irene was appointed principal at Holy Spirit CES, from where she decided to retire after a wonderful career as a servant leader.

Irene has been a strong advocate for all students. Her deep love for children, commitment to student achievement and well-being, and dedication to students with diverse learning needs have been her focus throughout her career. Irene's gentle manner, care, and support for staff and students have always been evident. Her greatest gift is being present for everyone she can help and support, doing so beautifully in her quiet way without ever seeking any pomp and circumstance.

Irene will be missed by staff, students, and parents alike. We wish her all the best as she embarks on her new journey.

2. Student Trustee Election for 2025-2026

Superintendent Belchior summarized the report.

1. Trustee Stefano Pascucci: Do candidates for the Indigenous Student Trustee prepare a speech, as required by other candidates?

Superintendent Belchior: It is a different process through the Indigenous Education Council (IEC).

**H. Updates/Information/Reports from Administration Requiring Action**

1. Motion Recommended from the Contract and Negotiations Meeting, March 25, 2025

**Motion 1400 (25-03-25)**

**Moved by** Thomas Thomas

**Seconded by** Darryl D'Souza

**THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE CONTRACT AND NEGOTIATIONS COMMITTEE 2025.**

**CARRIED**

**I. Additional Business - Nil**

1. Notices of Motion

**J. Questions Asked by Trustees**

1. Trustee Mario Pascucci: When will we get EQAO scores?

Director Mazzorato: In the fall.

2. Trustee Mario Pascucci: Is it possible to do an audit of washrooms at elementary and secondary schools: toilets, urinals, doors and sinks to determine the state of the washrooms? Students are leaving at lunch to go to the washroom at home or elsewhere.

Associate Director Del Bianco: The Facilities department manages work orders as they come in to be addressed. Superintendent Moriah can review if there are any outstanding work orders. We can also collaborate with administrators to see if there are factors that can be mitigated.

3. Trustee Bruno Iannicca: We have been talking about this situation for a long time. Some students misbehave, vandalize, vape and gather in the washrooms. It is expensive to have administrators monitor washrooms, and it is not an effective use of their time, can we look at having paid monitors take on this role somehow?

4. Indigenous Student Trustee Bailey Clyne: Can we add that there is also an issue of frequently not having soap available in washrooms?

Director Mazzorato: Thank you for your suggestions, we will take this concern back. There will be a cost analysis brought forward to the April 8 Administration and Finance Committee meeting.

5. Trustee Brea Corbet: There is concern from families regarding the cost of graduation caps and/or gowns. Some schools have parents/guardians purchase the caps and gowns and other schools rent them, which can be more affordable. Is there any direction provided for schools or some guidance that can be shared from our board?

Associate Director Vecchiarino: Our board requires gowns for secondary graduations and students or families who identify that support is needed will be assisted through the principal or the Family of Schools superintendent. It would be best from a financial lens for schools to own gowns, however then we have concerns regarding caring, cleaning and storing gowns. Elementary graduations held at the Church are directed to have students wear gowns.

*Indigenous Student Bailey Clyne and Student Trustee Jia Sharma left the meeting at 10:00 p.m.*

6. Trustee Stefano Pascucci: In the past we sent letters to the City of Mississauga and to the City of Brampton regarding changing room access during students Swim to Survive programs, did we receive a reply?

Superintendent Scigliano: We received a reply. We conducted an audit of Brampton facilities to understand how the facilities are set up and discussed having a transition time to minimize time with the public. We can provide details in Issues & Events.

7. Trustee Bruno Iannicca: At a local Catholic School Council (CSC) meeting there was concern regarding the cost of busing students to Church. Is there a budget to assist?

Director Mazzorato: We can take that back for consideration. Historically, Family of Schools superintendents assisted at the end of the year if needed and possible.

8. Trustee Bruno Iannicca: It is important that students are exposed to the Church. A separate issue is regarding schools that are in walking distance to their Church but have to cross a major road, such as Hurontario, which has prevented walking excursion. Is there a policy around this?

Director Mazzorato: We have a General Administrative Procedures (GAP) that articulates walking excursions. We can share the GAP in Issues & Events for trustees. Staff will consider the safety and supervision to Church of schools that are within walking distance.

9. Trustee Bruno Iannicca: Can staff provide an update on the Raffle pilot?

Director Mazzorato: We will provide an update in Issues & Events.

10. Trustee Bruno Iannicca: The issue has been raised at CSC meetings regarding the excessive cost of what is available in spirit wear from school board vendors. The cost of clothing offered by the two vendors on our list is prohibitive and if we have more vendors, we may get better pricing. Can staff consider a project for individuals that would pursuing leadership roles, whereby these individuals source new vendors that want to provide services to DPCDSB at decent prices.

Executive Superintendent Cherepacha: Pre-qualified vendors have met compliance standards and our minimum requirements. There are currently eight (8) vendors for spirit wear listed in the Standard Supply Catalogue. All staff, including school administrators, are able to access this information and connect with qualified vendors. Staff in Supply Chain Management are available to assist with any requests or concerns. Administrators and staff should provide feedback to them. We will provide information in Issues & Events.

*Trustee Paula Dametto-Giovannozzi left the meeting from 10:01 to 10:05 p.m.*

*Trustees Mario Pascucci and Thomas Thomas left the meeting from 10:02 to 10:11 p.m.*

*Student Trustee Raheem left the meeting at 10:21 p.m.*

11. Trustee Stefano Pascucci: Is it possible to provide the number of vendors for certain categories in Issues & Events?

Executive Superintendent Cherepacha: We will consider how we can provide information on categories and will take back your suggestion to remind administrators of how to access DP 24 and the Standard Supply Catalogue.

12. Trustee Stefano Pascucci: Does the board look for partners or is it through the bid process?

Executive Superintendent Cherepacha: When existing contracts are up for renewal through a competitive process, the existing vendors are advised. If it is a new contract – then it is incumbent on the vendor to be aware of our procurement processes and submit bids accordingly. We also use the Ontario Education Collaborative Marketplace (OECM) which has already done some of the pre-qualification processes, therefore it is efficient, and we have an obligation to work with Supply Ontario.

13. Trustee Brea Corbet: There is a need for more vendors. To the previous point, if a school has found a provider that is more affordable, i.e., Vista Print, can Supply Chain Management approve that? Can school administration bring it forward for consideration?

Executive Superintendent Cherepacha: We are a public sector organization and have to follow the Ontario Broader Public Sector (BPS) procurement directives which have informed our policies and GAPS. We are obliged to use our pre-qualified vendors. Vendors have to meet certain requirements, i.e., for spirit wear, a vendor has to meet and sign off on a fair labour agreement. If an administrator knows of a vendor who is interested in getting on our vendor list, they should direct them to contact Supply Chain Management to be considered and to begin the process for a specific commodity.

14. Trustee Darryl D'Souza: Can the Finance Department prepare a report regarding legal expenses?

Director Mazzorato: We will bring the report to the Audit Committee in May.

*Trustee Stefano Pascucci left the meeting from 10:31 to 10:34 p.m.*

15. Trustee Mario Pascucci: Is it possible for staff to provide information on which schools receive marketing/corporate funds, how much and which companies? For example, if you use our pizza store, a percentage of the profits will go to the local school.

Director Mazzorato: We have provided this information in Issues & Events and will provide an update.

**K. Declared Interest Items - Nil**

**L. In Camera Meeting of the Committee of the Whole**

**Motion 1401 (25-03-25)**  
**Moved by** Darryl D’Souza  
**Seconded by** Bruno Iannicca

**THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD OR COMMITTEE, OR AN EMPLOYEE.**

**CARRIED**

**M. Report from the In Camera Meeting of the Committee of the Whole**

The Committee of the Whole Received In Camera Board Minutes from February 25, 2025, Receipt of Administrative Appointments and Transfers Report and Verbal Reports on three operational issues and Questions Asked by Trustees of an In Camera Nature.

**Motion 1402 (25-03-25)**  
**Moved by** Anisha Thomas  
**Seconded by** Thomas Thomas

**THAT THE BOARD OF TRUSTEES APPROVE THE MANDATE AND KEY PRIORITIES FOR LOCAL DISCUSSIONS WITH THE MID-MANAGEMENT ASSOCIATION.**

**CARRIED**

**N. Future Meetings**

April 29, 2025  
May 27, 2025  
June 17, 2025

**O. Adjournment**

**Motion 1403 (25-03-25)**  
**Moved by** Paula Dametto-Giovannozzi  
**Seconded by** Herman Vilorio

**THAT THE MEETING BE ADJOURNED AT 11:30 P.M.**

**CARRIED**



D	Delegations	
	<p>Trustee Darryl D'Souza: Can staff provide a list of schools who participated in the National March for Life in 2024 with the number of students who attended with their schools, not with their parishes?</p>	<p>None of our schools participated.</p>
	<p>Trustee Brea Corbet: Can staff provide clarification to the concerns we heard about tonight and provide the correct information?</p>	<p>Community Bulletin was sent to all employees and trustees via email March 27 and will be sent to all DPCDSB families via SchoolMessenger. See <b>Appendix 1</b></p>
J.	Questions Asked by Trustees	
<p><b>Q2</b></p> <p><b>Q3</b></p> <p><b>Q4</b></p>	<p>Trustee Mario Pascucci: Is it possible to do an audit of washroom facilities at elementary and secondary schools: toilets, urinals, doors and sinks to determine the state of the washrooms. Students are leaving at lunch to go to the washroom at home or elsewhere.</p> <p>Associate Director Del Bianco: The Facilities department manages work orders as they come in to be addressed. Superintendent Moriah can review to see if there are any outstanding work orders. We can also collaborate with administrators to see if there are factors that can be mitigated at schools.</p> <p>Trustee Bruno Iannicca: We have been talking about this situation for a long time. Some students misbehave, vandalize, vape and gather in the washrooms. It is expensive to have administrators monitor washrooms, and it is not a good use of their time, can we look at having paid monitors take on this role somehow?</p> <p>Indigenous Student Trustee Bailey Clyne: Can we add that there is also the issue of frequently not having soap available in washrooms?</p>	<p>At the Administration and Finance Committee Meeting on April 8, 2025 a report was presented: <i>Cost Analysis for Additional Secondary School Students Monitors</i>.</p>
<p><b>Q 6</b></p>	<p>Trustee Stefano Pascucci: In the past we sent letters to the City of Mississauga and to the City of Brampton regarding changing room access during our students Swim to Survive programs, did we receive a reply?</p>	<p>As provided in the Issues &amp; Events on April 4:</p> <p>In the fall of the 2024-2025 school year a letter was written to the City of Bampton, the City of Mississauga and the Town of Caledon. The letters outlined</p>

		<p>questions that have come up regarding the use of changeroom facilities. The letter outlined questions we had regarding the use of changerooms by our students, the general public and questions clarifying how communal family changerooms are used. As a result, we conducted visits to multiple City of Brampton facilities and found that family-use-changerooms do provide sufficient privacy for students and provide good sightlines for adult supervisors to ensure students are always supervised, while ensuring privacy. Appended for your reference are examples of the City of Brampton facility Family Use Changerooms.</p> <p>Further to this, the City of Brampton said that they would also look at their Swim to Survive schedules to ensure more transition time between community use swims and school use swims to support our requests. The City of Mississauga and the Town of Caledon have also reached out and indicated that they too are committed to creating a welcoming and comfortable environment. Understanding that these facilities are public spaces they are happy to explore options to help minimize interactions with other facility users, such as scheduling strategies, designated areas where possible, and/or guidance on best times for use.</p>
<b>Q 8</b>	<p>Trustee Bruno Iannicca: It is important that students are exposed to the Church. A separate issue is regarding schools that are in walking distance to their Church but have to cross a major road, such as Hurontario, which has prevented walking excursion. Is there a policy around this?</p>	<p><i>GAP3013 Educational Excursions</i> was provided in Issues &amp; Events March 28, 2025.</p>
<b>Q 9</b>	<p>Bruno Iannicca: Can staff provide an update on the Raffle pilot?</p>	<p>As provided in the March 28 Issues &amp; Events:</p> <p>The following schools will participate in the pilot project with the support of Counsel Beck:</p> <ol style="list-style-type: none"> <li>1. St. Jude CES</li> <li>2. St. Marcellinus CSS</li> <li>3. Our Lady of Peace CES</li> </ol> <p>There will be a communication over the next week sent to these schools with information on “how to” apply for a lottery license, followed by a meeting with the principals of these schools to complete the applications. Once the applications are submitted, staff will provide an update as to timing and next steps.</p>
<b>Q10</b>	<p>Trustee Bruno Iannicca: The issue has been raised at CSC meetings regarding the high cost of what is available in spirit wear from school board vendors. The cost of clothing offered by the two vendors on our list is prohibitive and if we have more</p>	<p>Information was provided in Issues &amp; Events on March 28. See <b>Appendix 2</b>.</p>

	vendors than we may get better pricing. Can staff consider a project for individuals that would be pursuing leadership roles, whereby these individuals source new vendors that want to provide services to DPCDSB at decent prices	
<b>Q14</b>	Trustee Darryl D'Souza: Can the Finance Department prepare a report regarding legal expenses?	We will bring a report to the Audit Committee in May.
<b>Q15</b>	Trustee Mario Pascucci: Is it possible for staff to provide information on which schools receive marketing/corporate funds, how much and which companies? For example, if you use our pizza store, a percentage of the profits will go to the local school.	As per Board Policy, partnerships and business arrangements must not exploit students and cannot involve capital to fund alterations to a school site. Current support from businesses/corporations involve advertising in yearbooks, breakfast programs and supporting school events.

# COMMUNITY INFORMATION BULLETIN

## Changes to Chaplaincy Service Delivery Model

March 27, 2025

The Dufferin-Peel Catholic District School Board's (DPCDSB) plan to restructure our chaplaincy service delivery model has been a topic of public discourse and discussion in recent weeks. Regrettably, false and harmful narratives have been perpetuated by some causing undue anxiety among staff and students about the future of Chaplains in our secondary schools.

We want to be abundantly clear.

Chaplains are and will continue to be integral to the heart and soul of DPCDSB. Chaplains are **NOT** being eliminated and Teacher/Chaplains are not going to be out of a job.

Harmful commentary by some of the delegations at this week's Board meeting is not supported or shared by Executive Council or the DPCDSB senior management team. The work of Chaplains, and other Student Support Services staff, such as Child and Youth Care Practitioners (CYCP) and Social Workers is highly valued and respected and part and parcel of what makes DPCDSB a leader in Catholic Education in this province.

Our Catholic identity is the cornerstone of our mission and chaplaincy services are unequivocally an important part of our secondary schools' faith experience. Under the new model, Chaplains will now be able to support their feeder schools by organizing occasional retreats for Grades 7 and 8 students and providing a level of pastoral support that is not available under the current model. We feel that this will foster an even more vibrant and united community of faith that is the hallmark of DPCDSB.

Change is often difficult for some to accept; however, we are confident that the upcoming changes to the chaplaincy service delivery model will not only continue to benefit our secondary school students but will provide access to chaplaincy services that are not currently available to secondary staff and students at our elementary schools.

Thank you for your attention to this important information.

### Executive Council

Dr. Marianne Mazzorato, Ed.D. - Director of Education

Daniel Del Bianco - Associate Director, Corporate Services

Max Vecchiarino - Associate Director, Instructional Services

Julie Cherepacha – Executive Superintendent of Finance, Chief Financial Officer and Treasurer

## Spirit Wear – Vendors on Contract

At the Regular Board Meeting on March 25, 2025, a statement was made regarding the number of available spirit wear vendors and pricing. A list of the current available vendors has been provided below. It is important to note that DPCDSB and the Supply Chain Management department follow all approved policies and procedures that align with the *Broader Public Sector (BPS) Procurement Directive*, when contracting vendors for goods and services. The BPS Procurement Directive was intended to provide consistent procurement practices for PBS organizations to improve accountability and transparency for procurement decisions and processes, and to maximize the value that BPS organizations receive from the use of public funds. The procurement process ensures all quality, performance, warranty, safety, liability, delivery requirements and fair labour practices are met. It is for these reasons and requirements that schools/departments are not able to just hand pick a vendor they wish to deal with in isolation. The Supply Chain Department supports all schools and departments and should be contacted directly when a school or department encounters an issue or concerns regarding a vendor or pricing.

The current team wear & spirit wear vendors pre-qualified with DPCDSB include:

1. Marchants
2. T. Litzen
3. Talbot
4. McCarthy's
5. Kahunaverse
6. Pegasus
7. SchoolTee
8. Entripy

External vendors are encouraged to visit the DPCDSB website for information on how to become a vendor – located under the 'About Us' dropdown menu. DPCDSB utilizes Bids & Tenders as the online platform for all public procurement opportunities and to post all bids for an open, competitive process. Accordingly, it is incumbent upon vendors wishing to do business with DPCDSB to review and respond to electronically advertised opportunities such as those that appear on Bids & Tenders. DPCDSB is also engaged in cooperative purchasing, as aligned with government requirements, with other school boards and other units of government or their agencies of public authorities. External vendors should also review and respond to opportunities advertised through Supply Chain Ontario and the Ontario Education Collaborative Marketplace (OECM).

<b>Regular Board Meeting</b>
<b>April 29, 2025</b>
<b>GOOD NEWS REPORT</b>
<b>Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive, Trust</b>

*"Therefore encourage one another and build one another up, just as you are doing."  
1 Thessalonians 5:11*

## BACKGROUND

The following Good News items represent a sample of unique, significant or extraordinary events or accomplishments that have recently taken place involving DPCDSB students, staff, schools or facilities.

### ALL SAINTS STUDENTS EARN GOLD MEDAL IN ELEMENTARY SKILLS TECHNOLOGY CHALLENGE

**School:** All Saints Catholic Elementary School (CES)  
**Principal:** Krista Mountjoy  
**Trustee:** Herman Vilorio

Grades 5 and 6 students from All Saints CES earned a gold medal at the Elementary Skills Competition held on March 27. This exciting event brought together students from various DPCDSB schools to showcase their talents across a range of technological fields, including 3D character animation. Working collaboratively, students designed animated characters and created a compelling story based on a specific theme. Their creativity and teamwork truly shone throughout the competition. All Saints CES will represent DPCDSB at the Provincial Skills Competition on May 5.

### ST. ALOYSIUS GONZAGA CSS REPRESENTING PEEL AT SPECIAL OLYMPICS IN JUNE

**School:** St. Aloysius Gonzaga Catholic Secondary School (CSS)  
**Principal:** Michael Freitas  
**Trustees:** Brea Corbet, Luz del Rosario, Herman Vilorio

St. Aloysius Gonzaga CSS hosted the Special Olympics Floorball Peel qualifier on April 4. This event saw seven amazing teams come together for a day filled with fun, friendship and floorball. The Gonzaga Grade 12 leadership class did an amazing job planning and running the event. From this qualifier, one traditional team and one unified team would qualify for provincials. St. Aloysius Gonzaga CSS was excited to find out that they are the unified team representing Peel in Ottawa this June.

## **HOLY CROSS CES COMMUNITY CREATES CROSS CONTINENTAL COOKBOOK**

**School:** Holy Cross CES  
**Principal:** Robert Gallo  
**Trustee:** Thomas Thomas

The Holy Cross CES community came together to share favourite family recipes that will become the first ever *Cross Continental Cookbook*. This is an extension of a Black History Month activity introduced on BEAM Day (Black Excellence and Me Day) in February. Students learned about Carnival, its importance and the role food plays in bringing people together. At that time, students were asked to research a Caribbean/African recipe. Under the leadership of Teachers Sara Saraceno, Stefanie Schillaci and Jessica Fazio, a cookbook is now being developed to highlight the importance of celebrating all of our cultures and showcasing foods that have been passed down from previous generations. With submissions totaling more than 70 recipes, this legacy will be catalogued and housed in the Holy Cross CES Library. A selected 30 plus entries will be sold as a collection in the cookbook throughout Catholic Education Week. Together we are *Pilgrims of Hope*, living on this Earth together, where we all belong.

## **SCHOOL SPIRIT FOR SUPPORTING SPECIAL NEEDS TEAM**

**School:** All Saints CES  
**Principal:** Krista Mountjoy  
**Trustee:** Herman Vilorio

The All Saints CES Intermediate Boys basketball team demonstrated exceptional school spirit, sportsmanship and empathy as they supported multiple Special Needs teammates who participated in the Mississauga South Family Level Basketball Pod Tournament. Their support made it possible for diverse learners to experience being part of a team and explore their passion for basketball. Go Wildcats!

## **EARTH DAY CLEAN UP AND ENVIRONMENTAL RESTORATION**

**School:** Holy Cross CES  
**Principal:** Robert Gallo  
**Trustee:** Thomas Thomas

On April 23, the Holy Cross CES community participated in its first ever Earth Day Extravaganza led by the Eco Team. The day was dedicated to students and staff learning about how to be better stewards of the earth, respect and appreciate those who came before us and empower students to instill little changes in their daily lives that will positively impact Mother Earth. The day started with a liturgy thanking, appreciating and reflecting on the earth God gave us. Separated by division, students took part in four activities that reflected their learning capabilities on how to make the world a better place. Activities included understanding the significance of our Land Acknowledgment, the effects of plastic pollution, the influence of David Suzuki, creating promises, different ways we can make a difference, learning about pollinators and planting. The Eco Team, composed of junior students and led by Teachers

Mrs. Saraceno, Ms. Santin, Ms. Marra, Mrs. Benjamin and the school custodian, Mr. Pariselli. The team was passionate and excited to share this day with the school community.

#### **ST. GREGORY CES STUDENTS WALK WITH JESUS**

**School:** St. Gregory CES  
**Principal:** Natalie Foster  
**Trustee:** Luz del Rosario

The Youth Faith Ambassadors (YFA) at St. Gregory CES recently led all students in a *Walk with Jesus*. Four reflection points were set up around our school grounds and at each reflection point the YFA recited a scripture reading, a prayer and sang a verse of a song. The primary, junior and intermediate divisions moved through each station in silence and prayed and sang along with the YFA. "*I felt closer to Jesus.*" said one student after the walk was completed.

#### **WOMEN'S EMPOWERMENT IN STEM AT ST. MARCELLINUS CSS**

**School:** St. Marcellinus CSS  
**Principal:** Maria Bueno  
**Trustee:** Luz del Rosario and Thomas Thomas

On March 26, St. Marcellinus CES hosted its Second Annual International Women's Month Assembly, organized by the Women's Empowerment Student Society (WESS). Centered on the theme *Accelerate Action*, this year's event placed a special emphasis on celebrating Women in STEM (Science, Technology, Engineering and Mathematics). In collaboration with the school's Robotics and STEM clubs, WESS delivered an engaging and inspiring assembly that highlighted female leadership, innovation, and equity in science and technology. The event featured a dynamic panel of female guest speakers working in STEM fields, a collaborative student/staff video, and a range of interactive exhibits, all designed to spark meaningful conversations and empower future changemakers. Adding to the excitement, Grade 7 student leaders from the feeder schools were invited to attend the assembly and participate in the exhibits, all of which were facilitated by St. Marcellinus CSS students. Their involvement enriched the experience and helped foster a spirit of mentorship and community engagement. This event was a powerful reflection of the school community's commitment to inclusion, leadership, and excellence in education.

#### **BREAKFAST TELEVISION HOST VISITS ST. MARIA GORETTI CES FOR A DAY IN THE LIFE SEGMENT**

**School:** St. Maria Goretti CES  
**Principal:** Neal Kenny  
**Trustee:** Darryl D'Souza

Reporter Stella Aquista, from Breakfast Television (BT) recently visited St. Maria Goretti CES for a segment called *A Day in the Life*. They showcased one of the school's fabulous Kindergarten Teachers – Jeff Biffis. To watch the segment, visit:

<https://www.breakfasttelevision.ca/videos/stella-just-attempted-to-be-a-kindergarten-teacher-heres-how-it-went/>

## **DPCDSB TRUSTEE INSTRUMENTAL IN EXPANSION OF ROSARY APOSTOLATE IN CALEDON/DUFFERIN**

**School:** All Catholic schools in Caledon/Dufferin

**Trustee:** Paula Dametto-Giovannozzi

As Regional Director of the Rosary Apostolate, Caledon/Dufferin Trustee Paula Dametto-Giovannozzi has been instrumental in reintroducing this ministry of evangelization and prayer to DPCDSB schools in the Caledon/Dufferin region. This year, for the very first time, every student and staff member in all Catholic schools throughout Caledon and Dufferin will be presented with a blessed Miraculous Medal and a blessed Rosary, courtesy of the Rosary Apostolate. That is over 10,000 medals and rosaries! The Rosary Apostolate has a long-standing presence across Brampton, Mississauga, and the Greater Toronto Area, having been founded in 1997 by Sister Marilina Cinelli alongside a dedicated group of retired teachers.

Prepared by: Bruce Campbell, General Manager, Communications & Community Relations

Submitted by: Marianne Mazzorato, Ed.D., Director of Education



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 1**

**RECEIPT OF THE MINUTES OF THE  
ADMINISTRATION AND FINANCE COMMITTEE MEETING,  
FEBRUARY 4, 2025**

## **MINUTES**

### **Administration and Finance Committee Meeting**

**Tuesday, February 4, 2025, 7:00 p.m.**

**Blessed Trinity Catholic Learning Centre**

Trustees:	Darryl D'Souza	Chair
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Thomas Thomas	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
	Brea Corbet	Trustee
Regrets:	Herman Vilorio	Vice-Chair
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Max Vecchiarino	Associate Director, Instructional Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Peter Cusumano	Superintendent, Family of Schools
	Scott Keys	Superintendent, Financial Services
	Ivana MacIsaac	Chief Information Officer
	Richard Moriah	Acting Superintendent, Planning and Operations
	Laura Odo	Superintendent, Policy, Strategy, Research, Safe Schools
	Drago Radic	Superintendent, Family of Schools
	Viviana Varano	Superintendent, Family of Schools
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
Recorder:	Cindy Child	Board and Committee Information Officer

#### **A. Routine Matters**

##### **1. Call to Order and Attendance**

Chair Darryl D'Souza called the meeting to order at 7:00 p.m.

2. Opening Prayer

Trustee Stefano Pascucci led the Opening Prayer.

3. Land Acknowledgment - Chair Darryl D'Souza

4. Approval of Agenda

Correction: Location noted on the Agenda should be the *Catholic Education Centre Boardroom*.

Delegation is withdrawn.

**Moved by** Stefano Pascucci

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

a. Calendar Items

a. Construction Status Report

5. Declaration of Interest – Nil

6. Approval of the Minutes of the Administration and Finance Committee Meeting, November 12, 2024

**Moved by** Shawn Xaviour

**THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING BE APPROVED.**

**CARRIED**

a. Business Arising from the Minutes - Attached.

**B. Proposed Terms of Reference 2025**

Associate Director Del Bianco summarized the report.

1. Trustee Mario Pascucci: Is it possible to review the terms of reference before they come to committee next year? We could survey trustees to see if any language needs updating and if any items need amending.

Associate Director Del Bianco: We can ensure that occurs.

**Moved by** Mario Pascucci

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE ADMINISTRATION AND FINANCE COMMITTEE PROPOSED TERMS OF REFERENCE 2025 BE APPROVED AND ADOPTED.**

**CARRIED**

**C. Awards and Presentation - Nil**

**D. Delegations - Nil**

**E. Reports from Trustees for Receipt**

1. Regular Reports
  - a. Ontario Catholic School Trustees' Association Report
  - b. Good News

**Student Trustee Jia Sharma**

February 6 is National Sweater day. All staff and students are encouraged to wear sweaters to support climate action. The school board will be lowering the temperature by one degree Celsius. This is an opportunity to raise awareness about climate change and energy conservation.

**F. Reports from Committees/Administration for Receipt**

1. Receipt of the STOPR Governance Committee Meeting, June 21, 2024
2. Receipt of the STOPR Governance Committee Meeting, September 25, 2024
3. Receipt of the STOPR Governance Committee Meeting, November 21, 2024
4. Lakeview Village Podium School: Site Identification

Acting Superintendent Moriah introduced Senior Planner Joanne Rogers to present.

1. Trustee Stefano Pascucci: Would a podium school have all the amenities?

Senior Planner Rogers: Yes, they would have classrooms, gym, library and resource centre, school office and other amenities as required.

2. Trustee Mario Pascucci: Can staff provide status?

Senior Planner Rogers: Planning has begun but it will be a long time before students will be in a school as construction has not begun.

3. Trustee Mario Pascucci: How will this be communicated to the community?

Manager Stephanie Cox: As the development progresses, we will have more information to share. At this point, the podium school is only an option and will be exercised if required.

4. Trustee Shawn Xaviour: Does Peel District School Board (DSB) have any podium schools?

Manager Cox: Only Toronto DSB has a podium school at Canoe Landing, and it is a joint use school with both the Toronto Public and Toronto Catholic school boards.

5. Trustee Bruno Iannicca: Would the podium school be both for elementary and secondary students?

Manager Cox: This would be an elementary school.

Discussion ensued regarding the effects of relocated students to accommodate growing populations and undercapacity schools, reallocated the responsibility of remote students to balance enrolment figures, placement of preference programs i.e., IBB, and submitting Capital Planning projects, reviewing capacity of existing schools. It was noted that the

residential units are going to be small and may house small families (one child or no children). It is too early to have an accurate plan. The Planning team will be monitoring development and will provide updates as available.

6. Trustee Mario Pascucci: Can staff keep the local parish priests informed?

Manager Cox: We will.

5. Mount Pleasant #2 Catholic Elementary School Permanent and Host Boundaries

Manager of Planning Stephanie Cox summarized the report.

6. Interim Financial Report - As At December 31, 2024

Superintendent Keys summarized the report.

1. Trustee Luz del Rosario: As of end of December our deficit was \$38.8 M, and what is our cumulative deficit?

Executive Superintendent Cherepacha: We finished the yearend with a deficit of \$38.8M. We will have an accumulated deficit of close to \$100 M.

2. Trustee Luz del Rosario: Can you give us an update on long-term disability (LTD) claims?

Executive Superintendent Cherepacha: I do not have claim details. The transition of moving groups to the new provider, effective beginning of this year, is going well.

3. Trustee Luz del Rosario: Following the transition is it possible to provide a report regarding how much is paid out, how many claims have been reassessed, and how many employees have returned to work?

Executive Superintendent Cherepacha: To clarify, only new claims are being transitioned to the new provider. Existing claims remain with the older provider. We can review and bring reports forward regarding the old provider and the new provider.

4. Trustee Shawn Xaviour: When exactly did we start being in a deficit position?

Executive Superintendent Cherepacha: The deficit began in 2016. Prior to that we did have a few years of accumulated surplus. The major deficit and use of accumulated surplus was at the end of 2019-2020 when we moved into the multi-year financial recovery plan. Prior to that we experienced only small deficits

5. Trustee Shawn Xaviour: The Ministry of Education (Ministry) has known about the deficit since 2020, what have they done since then to assist?

Executive Superintendent Cherepacha: Before 2019 we began advising the Ministry of the deficit position. We are in a unique position due to collective bargaining and not being able to deal with LTD at the central table. The Ministry has assisted us with a one-time loan of \$19M. We have worked through the Financial Recovery Plan and continue to address the financial stress with the Ministry.

DPCDSB has been hit by declining enrolment, the moratorium on school closures is a source of financial pressure. We can tell you that many school boards across the

province are experiencing accumulated deficit positions, half of all schools boards are in a deficit position. The Ministry is aware.

6. Trustee Shawn Xaviour: Does the money from the sale of properties come to us?

Executive Superintendent Cherepacha: The proceeds of disposition have come to us to reduce the in-year debt position.

7. Student Trustee Raheem White commented that there is an advocacy campaign #peelmatters, not sure if DPCDSB would do something similar to advocate regarding our position.

#### **G. Reports from Committees/Administration requiring Action**

1. 2025-2026 Budget Development Process

Executive Superintendent Cherepacha summarized the report.

1. Trustee Mario Pascucci: Can we meet with the other two Catholic boards that are in the same position as DPCDSB?

Director Mazzorato: DPCDSB is in a unique situation. We have provided the Ministry notice that it is time to meet again. We are gathering all the information to meet. With the election just called, we are not sure if that may delay our meeting. As mentioned, other boards are under financial pressure and with a deficit position, including public boards.

**Moved by** Luz del Rosario

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2025-2026 BUDGET DEVELOPMENT PROCESS.**

**CARRIED**

2. 2025-2026 School Year Calendar

Superintendent Radic summarized the report.

Trustee Bruno Iannicca: I have had parents/guardians ask why we choose Mondays or Fridays for Professional Activity (PA) days. Can we communicate why?

Director Mazzorato: Parents/Guardians sit on the committee and recommend Mondays or Fridays. When we distribute the calendar, we can include that rationale.

**Moved by** Bruno Iannicca

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE 2025-2026 SCHOOL YEAR CALENDAR BE APPROVED FOR SUBMISSION TO THE MINISTRY OF EDUCATION.**

**CARRIED**

#### **H. Additional Business - Nil**

1. Notices of Motion

## **I. Questions Asked by Trustees**

1. Trustee Mario Pascucci: I would like to take a moment to address my approach to Student Trustee Raheem White during last week's Regular Board meeting. Let me first say that I regret interrupting Student Trustee White while he had the floor and for the disrespectful tone I used. I should have allowed him to finish speaking and requested to speak through the proper process. My concern was with the use of collective terms like "we" and "ourselves" in Student Trustee White's remarks.

He is fully entitled to his opinion and I respect that. I simply wanted to clarify that he does not speak for me, and I objected to the implication that my vote in favour of the flag policy amendment suggested that I support hate or bullying behaviour. Fact of the matter is that nothing could be further from the truth. I offer my sincere apology to Student Trustee White and all members of the Board of Trustees for how I handled the situation and to clarify my position on the matter.

2. Trustee Stefano Pascucci: I would like to take a moment to address my approach to Indigenous Student Trustee Bailey Clyne during last week's Regular Board meeting. I offer my sincere apology to Indigenous Student Trustee Clyne and all members of the Board of Trustees for how I addressed Indigenous Student Trustee Bailey Clyne when seeking clarification as to the dates she wanted *Every Child Matters* and Indigenous Flags on display and flown.

3. Trustee Luz del Rosario: Can staff provide an update on the Ascension of Our Lord Catholic Secondary School (CSS) field?

Acting Superintendent Moriah: The City of Mississauga has tendered the contract and a contractor is in place. They expect it to begin as soon as weather permits, hopefully at the end of March when the ground is not frozen. It is scheduled to be completed by October 2025.

4. Trustee Luz del Rosario: Can staff provide an update on the sale of the St. Gertrude site?

Associate Director Del Bianco: We can provide an update in camera.

5. Trustee Bruno Iannicca: Regarding the upcoming election, are school parking lots considered when polling stations are determined?

Acting Superintendent Moriah: The election officers discuss sites and dates, but ultimately Elections Ontario chooses the sites. We raise concerns, i.e., scheduled PA days. We can ask the election officials to contact school administrators prior to the date to ensure they know when school begins and ends, to allow staff normal parking access and to direct where election workers can park. Administrators may choose to put up pylons to ensure staff have accessible parking.

Director Mazzorato welcomed Peter Cusumano to his first Committee Meeting as Superintendent, of the Mississauga West Family of Schools. The assembly gave Superintendent Cusumano a round of applause.

## **J. Declared Interest Items – Nil**

## **K. In Camera Session**

**Moved by** Shawn Xaviour

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING.**

**CARRIED**

**L. Report from In Camera**

Acting Vice-Chair Mario Pascucci reported: Approved Minutes from the In Camera Session of the Administration and Finance Committee Meeting November 12, 2024 and Questions of an In Camera Nature.

**Moved by** Stefano Pascucci

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.**

**CARRIED**

**M. Future Meetings**

April 8, 2025  
June 10, 2025

**N. Adjournment**

**Moved by** Anisha Thomas

**THAT THE MEETING BE ADJOURNED AT 8:42 P.M.**

**CARRIED**



F 6 Interim Financial Report - As At December 31, 2024		
Q 2 & 3	<p>Trustee Luz del Rosario: Can you give us an update on long-term disability (LTD) claims?</p> <p>Trustee Luz del Rosario: Following the transition is it possible to provide a report regarding how much is paid out, how many claims have been reassessed, and how many employees have returned to work?</p>	<p>On-going. Data will be presented once it is available.</p>
G 2 2025-2026 School Year Calendar		
Q 1	<p>Trustee Bruno Iannicca: I have had parents/guardians ask why we choose Mondays or Fridays for Professional Activity (PA) days. Can we communicate why?</p>	<p>The Communication department will add a statement to the bottom of the School Year Calendar webpage on <a href="http://www.dpcdsb.org">www.dpcdsb.org</a></p> <p><i>Parents/Guardians sit on the School Year Calendar Committee and they have recommended that PA days be on a Monday or Friday.</i></p>



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 2**

**RECEIPT OF THE MINUTES OF THE  
BOARD BY-LAW/POLICIES REVIEW COMMITTEE MEETING,  
JANUARY 21, 2025**

## MINUTES

### Board By-Law/Policies Review Committee Meeting

Tuesday, January 21, 2025, 7:00 pm

Boardroom, Catholic Education Centre

Trustees:	Stefano Pascucci	Chair
	Anisha Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Thomas Thomas	Trustee
	Herman Vioria	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education
	Daniel Del Bianco	Associate Director of Corporate Services
	Julie Cherepacha	Executive Superintendent of Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research, Safe Schools
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Richard Moriah	Acting Superintendent, Planning and Operations
	Carmel Murphy	Superintendent of Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Drago Radic	Superintendent, Family of Schools
	Stephanie Strong	Superintendent of Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Bruce Campbell	General Manager Communications and Community Relations
Recorder:	Theresa David	General Manager, Human Resources
	Cindy Child	Board and Committee Information Officer

**A. Routine Matters**

1. Call to Order and Attendance

Chair Stefano Pascucci called the meeting to order at 7:00 p.m.

2. Opening Prayer

Trustee Paula Dametto-Giovannozzi led the Opening Prayer.

3. Land Acknowledgment - Trustee Darryl D'Souza

4. Motion to Suspend Procedural By-Law Article 7 1. g)

**Moved by** Brea Corbet

**MOTION TO SUSPEND THE PROCEDURAL BY-LAW ARTICLE 7.1 g) TO HEAR ALL DELEGATIONS, BE APPROVED.**

**CARRIED UNANIMOUSLY**

5. Approval of Agenda

Noted that three delegates have withdrawn: Kathleen Wynne (unavailable), Yvonne Runstedler, and Councilor Tedjo. Speaking notes for all delegates were distributed.

**Moved by** Thomas Thomas

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

6. Declaration of Interest - Nil

7. Approval of Board By-Law/Policies Review Committee Minutes, October 15, 2024

**Moved by** Darryl D'Souza

**THAT THE MINUTES OF THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE MEETING, OCTOBER 15, 2024, BE APPROVED.**

**CARRIED**

- a. Business Arising from the Minutes - Nil

**B. Proposed Terms of Reference 2025**

Director Mazzorato highlighted the annual Terms of Reference.

**Moved by** Paula Dametto-Giovannozzi

**PROPOSED TERMS OF REF APPROVED AS ADOPTED.**

**CARRIED**

**C. Awards and Presentations - Nil**

**D. Delegations regarding Flag Protocol**

1. Evelyn Butler on behalf of Rainbow Sauga Alliance

1. Trustee Brea Corbet: Why was it important for Rainbow Sauga Alliance to delegate on this policy?

Delegate Evelyn Butler: We are newly formed and there is a need to stand up for the 2SLGBTQI community. We need to move forward and accept change. In our faith we still must show that we are inclusive.

2. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Evelyn Butler: No

Trustees to Staff:

1. Student Trustee Raheem White: The delegate references the Ontario Human Rights and that the school board has an obligation to respect and protect the rights of all those entrusted in your care. Will the board be susceptible to complaints under the Ontario Human Rights?

Director Mazzorato: We safeguard each person in our care. Our practices and policies are in compliance with the Ontario Human Rights.

2. Dominique Darmanin-Sturgeon

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Dominique Darmanin-Sturgeon: No

2. Trustee Brea Corbet: Can you explain why visibility of the Pride flag outside the Catholic Education Centre (CEC) and inside schools is important?

Delegate Dominique Darmanin-Sturgeon: There is a profound impact when simple symbols of inclusion are displayed, they affirm identity, reduce stigma, stress and send a message of inclusion. Simple symbols viewed daily send a message of inclusion.

Trustees Questions to Staff:

1. Student Trustee Raheem White: What tangible steps have we taken regarding inclusion?

Director Mazzorato: The symbol of the cross represents our Catholic faith and is a sign of acceptance and inclusion and celebrates all people created and loved by God. Executive Superintendent Vecchiarino will highlight the tangible work that is done all year long to demonstrate that love and the dignity of all.

Executive Superintendent Vecchiarino: We provide a variety of supports for many communities in DPCDSB, including students who identify as 2SLGBTQI. We provide in-person Professional Development (PD) sessions for teachers. Each school has a staff led group that is supported by the Equity team and Well-Being department. There are drop in sessions through our Learning Table series, whereby staff develop capacity to support all students. There are resources available on SharePoint that include connections to our faith and age appropriate curriculum. We have created affinity spaces - many by students for students, in conjunction with staff leaders at schools. All supports are

responsive and open to change. New this year we have a dedicated Superintendent on the senior team to support Equity and Inclusivity.

2. Student Trustee Raheem White: Do you think students feel this?

Executive Superintendent Vecchiarino: When students that identify as 2SLGBTQI engage and participate in these groups or use the affinity spaces we believe they feel acceptance and inclusion.

3. Student Trustee Raheem White: What PD is provided for staff who do not participate in what is offered?

Director Mazzorato: Support is available for those interested. There are portions of PD that are mandatory i.e., at all Family of Schools Superintendent meetings there is time devoted to social teachings.

### 3. Belinda Russo

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Belinda Russo: I consulted with the catechism of the Catholic Church.

2. Trustee Paula Dametto-Giovannozzi: Should Catholic school boards be upholding the teaching of the Catholic Church?

Delegate Belinda Russo: Absolutely, and they should be upholding the Human Rights of all people.

3. Student Trustee Raheem White: You stated that the trustees are in breach of legislation and board policy. On what grounds?

Delegate Belinda Russo: There are two: 1) Catholic Code of Conduct, and 2) Procedural By-Law. In the first, the board is to enable all students to have a voice and respect all differences, treat others fairly and not engage in hate propaganda. In the second, it states that the Board of Trustees are to promote the prevention of bullying – the change to the policy clearly and intentionally is made to prevent the flying of the Pride flag.

4. Trustee Brea Corbet: You identify as Catholic. The Pride flag is not in opposition to our Catholic faith. Can you provide clarification?

Delegate Belinda Russo: Students that identify as 2SLGBTQI, say they feel safer when the Pride flag is flown. Do we not as a Catholic board have an obligation to these students to respond in a supportive way? Pope Francis says, "...let us listen to one another." Flying the flag is living out of our faith in action.

### Trustee Questions to Staff:

1. Student Trustee Raheem White: After hearing the delegate, are we still feeling immune from a Human Rights complaint?

Director Mazzorato: I will reiterate that we are in compliance with Ontario Human Rights. The Board of Trustees is obliged to adhere to legislation and policies in place.

4. Lori Austin, President of OECTA Elementary and Jessica Jakab, President of OECTA Secondary

1. Trustee Paula Dametto-Giovannozzi: Have you consulted with the local Cardinal or Archbishop before delegating tonight?

Delegate Jessica Jakab: No.

2. Trustee Paula Dametto-Giovannozzi: Do you believe the bible is the authoritative word of God?

Delegate Jessica Jakab: I believe the board should be inclusive of all.

Trustee Questions to Staff:

1. Student Trustee Raheem White: According to the government website the colours of the Pride flag represent red for celebrating life, orange for healing, yellow for sunlight, green for nature, indigo for serenity and blue for the human spirit. Is that your understanding?

Director Mazzorato: Yes.

5. Jennifer Cazabon

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Jennifer Cazabon: No, however I have had many conversations with my husband's uncle who is a retired Bishop and three other uncles who are priests.

2. Trustee Bruno Iannicca: Are you comfortable sharing the Bishop's opinion?

Delegate Jennifer Cazabon: The Bishop's stance was that it is not our place to judge and we should show love, kindness and acceptance. In his words "God knows what is in people's hearts and this is most important."

6. Michelle Coutinho

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Michelle Coutinho: No. It makes me wonder what the other Catholic school boards have done in terms of consultation.

2. Trustee Paula Dametto-Giovannozzi: Do you believe the bible is the authoritative word of God?

Delegate Michelle Coutinho: My personal belief is not important, what is important is that the decision being made is in the best interest of all students.

3. Trustee Brea Corbet: Any policy that affects one group disproportionately is not neutral. If the DPCDSB flag that says "We All Belong" were flown, would that be enough for the 2SLGBTQI community?

Delegate Michelle Coutinho: As a school board there are lots of policies to support "We All Belong." The reality is that many students who identify as 2SLGBTQI do not feel included or that they belong. The Pride flag is inclusive.

Trustees Questions to Staff:

1. Indigenous Student Trustee Bailey Clyne: The graphic "We All Belong" was created for the 2023-2027 Multi-Year Strategic Plan (MYSP). Would flying the Pride flag not support this message?

Director Mazzorato: We define our actions through our faith, we model ourselves on Jesus, we accept all people, we practice, recognize and observe many people and events throughout the year. We are distinctly Catholic and our social teachings recognize the dignity of every person.

2. Student Trustee Raheem White: Is June recognized as Pride Month?

Director Mazzorato: In June we recognize the observance and the Rainbow Pride flag is displayed in all our schools.

3. Student Trustee Raheem White: On Instagram in the month of June, DPCDSB posted for Pride month. The post had rainbow colours as the background to a bible verse. June is also Portuguese, Filipino and Italian Month and those posts had a symbol of their flag with no bible quote. Was it avoidance of using the Pride flag?

Director Mazzorato: We do display the Rainbow Pride flag in schools. We can review the social media posts.

7. Karen Dancy

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Karen Dancy: They were too busy to take my call.

8. Andrea Isaac

1. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Andrea Isaac: I did not, it was not mentioned as necessary.

2. Student Trustee Raheem White: You mentioned that some students and staff were directed to remove Pride flags, can you provide background?

Delegate Andrea Isaac: As per the Procedural By-Law, I am not able to name schools or teachers, this is anecdotal information that I was made aware of.

Trustees Questions to Staff:

1. Student Trustee Raheem White: Which flag is permitted to be displayed in schools for Pride Month?
2. Director Mazzorato: We have been consistent in flying the Rainbow flag, there are many iterations of the Pride flag, but we choose to be consistent and fly the Rainbow Flag.

9. Michael Smolders

1. Student Trustee Raheem White: You stated, "we fear what is happening behind closed doors to our most impressionable children." Can you explain?

Delegate Michael Smolders: I teach Baptism classes and visit schools for the Rosary Apostles, I see classrooms and the different paraphernalia that is present. I speak with parents/guardians that have told me things that students have learned in their elementary school, and then have explained if the information or misinformation aligns with the Church teachings.

2. Student Trustee Raheem White: What paraphernalia are your referring to"

Delegate Michael Smolders: Propaganda, flags, crafts, billboards, and stickers.

Trustees Questions to Staff:

1. Student Trustee Raheem White: Is there any paraphernalia as described by the delegate in classrooms?

Executive Superintendent Vecchiarino: In our classrooms we do have stickers, banners and other forms of expression. These are based on curriculum, some regarding specific observances, and some provided system-wide.

10. Matthew Wojciechowski - Campaign Life Coalition

1. Student Trustee Raheem White: You suggested if we revisit this policy, we should only do so to prohibit the flying of the Pride flag. Why?

Delegate Matthew Wojciechowski: To be compatible with Catholic teachings. Cardinal Frank Leo and Cardinal Thomas Collins have written and expressed the importance of the sacred heart of Jesus and the crucifix - the only important symbol. That should be our focus.

2. Student Trustee Raheem White: Does the Cardinal say that we should remove the Pride flags from schools?

Delegate Matthew Wojciechowski: I suggest you consult your pastor, read the catechism, read the statements by both Cardinals and I am sure you will have the answer.

3. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Matthew Wojciechowski: Yes, in my capacity as Vice-President for Campaign Life Coalition I have consulted many times with our spiritual advisors and the Archdiocese.

4. Student Trustee Raheem White: At the start of your delegation you mentioned that you are the Vice-President of Campaign Life Coalition, what do they stand for?

Delegate Matthew Wojciechowski: Campaign Life Coalition is a national pro-life and pro-family organization.

11. Student William Kaminski - Video Submission

12. Mario Greco

1. Student Trustee Raheem White: You stated that the "Pride flag itself also carries a fornicative and debaucherous payload." Is this the kind of rhetoric you use in the classroom as an occasional teacher?

Delegate Mario Greco: I focus on teaching the curriculum from teacher's lesson plans. My comments are not about individuals, they are about what the flag represents.

13. Gregory Tomchyshyn - CitizenGO

1. Student Trustee Raheem White: You said, "flying the Pride flag will only continue to undermine parents' and citizens' confidence in the Board's ability to provide an authentic Catholic education." Are you saying that the religion education provided by DPCDSB is not authentic?

Delegate Gregory Tomchyshyn: Some believe that the board is not teaching and delivering Catholic education that reflects the teachings of the Church.

Trustee Questions to Staff:

1. Student Trustee Raheem White: The delegate implored the trustees "to stop a sex symbol from flying outside their children's schools." Is it staff perspective that the Rainbow flag is a sex symbol?

Executive Superintendent Vecchiarino: Our perspective of the Rainbow flag is the values that you stated earlier in the six colours of the flag.

14. Mason Schmidt

1. Student Trustee Raheem White: You stated that what the Pride flag represents is inconsistent with the teachings of the Catholic Church?

Delegate Mason Schmidt: Yes, marriage as an example, these relationships are contrary to the natural law.

2. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Mason Schmidt: I have discussed with my youth minister and my parish priest to make sure my delegation was in line with the Church.

Trustee Questions to Staff:

1. Trustee Bruno Iannicca: As per the question that Trustee Paula Dametto-Giovannozzi is asking delegates, does the Cardinal take ad hoc requests for meetings? How long would it take to get a meeting with the Cardinal?

Director Mazzorato: I cannot answer the question of how long it may take, you would go through his office to schedule an appointment.

Trustee Paula Dametto-Giovannozzi: I can respond to that. I emailed him last night and he responded today.

15. Genevieve Carson - No follow-up questions.
16. Christian Botelho - No follow-up questions.
17. Caleb MacMullen - No follow-up questions.
18. Diane Borrelli

Trustee Questions to Staff:

1. Indigenous Student Trustee Bailey Clyne: Some Indigenous people do not feel that the Canadian flag represents them, what can we do about that?

Executive Superintendent Vecchiarino: The Canadian flag represents all Canadians. We understand that some Indigenous people do not feel kinship to the symbol. Flying the Canadian flag is legislated and in the *Education Act*.

Indigenous Student Trustee Bailey Clyne: It would be appropriate to consider flying the Mississaugas of the Credit and Every Child Matters flags to be inclusive.

2. Student Trustee Jia Sharma: How does the action of not flying the flag affect student feelings of belonging and their decision to enrol at DPCDSB?

Director Mazzorato: DPCDSB has been known to foster a sense of belonging and to celebrate diverse people and voices at all times. Our words, actions and interactions in our schools define our commitments to students daily.

3. Student Trustee Raheem White: When we look at results of recent surveys it shows that the lowest outcomes are for Black and Indigenous students, is there a correlation of inclusion and achievement?

Executive Superintendent Vecchiarino: It has long been suggested that representation and inclusion are related to education achievement. We are cognizant that Black and Indigenous students are the lowest performing students academically and that some do not feel included. We spoke of strategies earlier. Broadly we know there is more to be done in classrooms with individuals and with groups.

19. Shanya Samuel

Trustee Questions to Staff:

1. Trustee Brea Corbet: Can staff clarify the amendments?

Director Mazzorato: The policy identifies that where there are three existing flagpoles: 1) Canadian flag, 2) Provincial flag, and 3) a liturgical flag may fly at schools and board facilities. Inside schools flags may be displayed during observance periods only.

2. Trustee Brea Corbet: We have created some systematic barriers by preventing the Rainbow flag from flying, for example we can no longer fly the Pan-African flag for Black History Month.

Director Mazzorato: Correct.

**E. Updates/Information/Reports from Trustees for Receipt**

1. Regular Reports - Nil

a. Ontario Catholic School Trustees' Association

Trustee Luz del Rosario advised that the OCSTA Policy Advocacy group meets this Thursday.

2. Good News - Nil

**Moved by** Darryl D'Souza

**MOTION TO RECESS FOR FIVE MINUTES.**

**CARRIED**

**F. Updates/Information/Reports from Committees for Receipt – Nil**

**G. Updates/Information/Reports from Administration for Receipt – Nil**

**H. Trustee/Committee/Administration Reports Requiring Action**

1. Revised Policy 8.06: Flag Protocol

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Brea Corbet: I would like to make an amendment to this policy. The changes that were made to the policy in June 2024 have caused significant harm to 2SLGBTQI staff, students and families. When we remove rainbow flags and heritage flags, we are not protecting our Catholic identity; we are revealing institutional fragility. The Pride flag does not threaten Catholic education, policies of exclusion do. Exclusion is a strong form of bullying. I would like to amend the policy to allow flags to be flown on the third flagpole.
2. Trustee Paula Dametto-Giovannozzi: I consulted with the Archdiocese and spoke to Cardinal Frank Leo when he was Archbishop; the Board of Trustees were voting on the flag policy and I asked for his blessing that we make the right decision. He urged us to read the *Reflection on Inclusivity & Acceptance* from Cardinal Collins dated May 4 2021. "Parents make a clear choice when they decide that their children will attend a Catholic school. They rightly expect that trustees, principals, teachers – all partners in education – will ensure that Catholic teaching is presented, lived and infused in all that we do." Some believe that if we do not display secular symbols, we are excluding some, this is not true, the cross symbolizes acceptance and love for all.
3. Student Trustee Raheem White: As a public institute we should make rational decisions based on data and evidence. Evidence shows that students who feel excluded or marginalized have less academic success. We should be flying the Pan-African flag during Black History Month, the Pride flag in June and Every Child Matters on September 30. By doing so, the board would clearly message that all are included and that we all belong. Flying flags of observance is the bare minimum that DPCDSB should do to promote inclusion and foster well-being. I would like to request a non-binding vote.

4. Indigenous Student Trustee Bailey Clyne: This morning all trustees received an email in support of the amendment to the flag policy, "... show liberal support for 2SLGBTQI families and staff. Catholic social teaching ... regardless of sexual orientation or gender identify the message of Jesus which focuses on love, compassion and acceptance of all people. As a Catholic school supporter, I support inclusion for all of God's children. You are entrusted with the responsibility of ensuring that board policies upholding the Ontario Human Rights code – our schools must be safe, welcoming and inclusive learning and working environments. Please vote to fly the pride flag through Pride month and display the Pride flag in DPCDSB schools."

**Moved by** Brea Corbet

**MOTION TO AMEND POLICY 8.06: FLAG PROTOCOL. ARTICLE 2.1 REMAINS THE SAME. ARTICLE 2.2 AT BOARD FACILITIES WHERE THREE FLAGPOLES EXIST, THE THIRD FLAGPOLE MAY FLY THE SHARELIFE FLAG, DPCDSB FLAG AND THE FLAG 'WE ALL BELONG' AND ADDITIONAL FLAGS IN SUPPORT OF PARTICULAR OBSERVANCES AND THEY SHALL BE REMOVED AFTER THE OBSERVANCE PERIOD. ARTICLE 2.4 REMAINS THE SAME. ARTICLE 2.5 ALLOWS ADDITIONAL FLAGS TO BE DISPLAYED INSIDE DPCDSB BUILDINGS IN SUPPORT OF PARTICULAR OBSERVANCES. ARTICLE 2.6 REQUEST TO FLY OR DISPLAY ADDITIONAL FLAGS IS TO BE APPROVED BY THE DIRECTOR OF EDUCATION OR DESIGNATE. ARTICLE 2.7 REMAINS THE SAME.**

**DEFEATED**

Non-binding vote

In Favour: Trustee Brea Corbet, Student Trustee Jia Sharma, Raheem White and Indigenous Student Trustee Bailey Clyne

Opposed: Trustees Luz del Rosario, Herman Vilorio, Bruno Iannicca, Shawn Xaviour, Mario Pascucci, Stefano Pascucci, Anisha Thomas, Darryl D'Souza, Thomas Thomas and Paula Dametto-Giovannozzi.

Elected Vote:

In Favour: 1

Opposed: 10

5. Trustee Darryl D'Souza put forth a motion.

6. Trustee Bruno Iannicca: Does the DP flag include the words "We All Belong?"

Director Mazzorato: No. The words "We All Belong" are on banners that were made for all schools to display inside schools.

Trustee Bruno Iannicca: Can we ensure that the banners are prominently displayed inside schools?

Director Mazzorato: We can follow up.

7. Trustee Shawn Xaviour: Is there the potential to create a flag “We All Belong?”

Director Mazzorato: Yes, we could.

8. Trustee Shawn Xaviour: Tonight, it was discussed that country flags would be taken down in secondary schools that represent the school population. Historically and presently, administrators fly flags to represent the student population. What do we have to do to have this practice remain? This creates a great sense of belonging for all students.

Director Mazzorato: The amendments to the policy put forward by Trustee Brea Corbet would ensure the practice remains. This has become a difficult practice for administrators, not all flags are easy to access, there is an expense, there are health and safety regulations, the flags have to be taken down and cleaned annually and replaced as needed. Flags need to be in decent shape, we cannot fly worn flags.

**Moved by** Darryl D'Souza

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 8.06: FLAG PROTOCOL ARTICLE 2.2 BE AMENDED TO “AT BOARD FACILITIES WHERE TWO FLAG POLES EXIST THE PROVINCIAL FLAG OF ONTARIO SHALL BE FLOWN. AT BOARD FACILITIES WHERE A THIRD FLAG POLE EXISTS, THE DPCDSB FLAG WITH LOGO SHALL BE FLOWN” AND THAT ARTICLE 2.3 BE REMOVED.**

**CARRIED**

9. Indigenous Student Trustee Bailey Clyne: Can we include Every Child Matters and the flag of the Mississaugas of the Credit be flown on the third flagpole?

Director Mazzorato: The motion regarding the third flagpole has passed, it would have to be rescinded.

2. Policy 4.04: Educational Excursions

Executive Superintendent Vecchiarino summarized the report.

**Moved by** Luz del Rosario

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT REVISED POLICY 4.04: EDUCATIONAL EXCURSIONS BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

3. Revised Policy 1.85: Child Care – Operations

Superintendent Murphy summarized the report. Acting Superintendent Moriah was present to answer questions of clarification.

1. Trustee Mario Pascucci: Do we have projections of how many students need before and after school care?

Director Mazzorato: We can update data collected in the fall and provide updated data in Issues & Events.

*Trustee Stefano Pascucci passed the chair to Trustee Anisha Thomas.*

2. Trustee Stefano Pascucci: Is there any way to use shuttered classrooms for daycare?

Director Mazzorato: Typically, schools with shuttered classrooms have low enrolment. Our before and after schools providers may be having a demanding time hiring staff to open additional spots.

3. Trustee Stefano Pascucci: Can we talk to providers in schools with shuttered classrooms to see if they need the extra space or can they provide spots to the broader community?

Director Mazzorato: We can follow up.

*Trustee Stefano Pascucci resumed the chair.*

**Moved by** Darryl D'Souza

**MOTION TO EXTEND THE MEETING TO COMPLETE THE AGENDA.**

**CARRIED**

**Moved by** Shawn Xaviour

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT REVISED POLICY 1.85: CHILD CARE IN DPCDSB BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

**Moved by** Brea Corbet

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 1.90: CHILD CARE – SELECTION AND APPOINTMENT OF THIRD PARTY PROVIDERS BE RESCINDED.**

**CARRIED**

4. Revised Policy 7.14: Opening Exercises in Schools and at Formal Meetings

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Darryl D'Souza: I would suggest we leave existing protocol for Board and Committee meetings.
2. Trustee Shawn Xaviour: I suggest we go with the first option of: Prayer, Land Acknowledgment and then the national anthem.
3. Indigenous Student Trustee Bailey Clyne: I would like to ask the Board of Trustees to change the order to Land Acknowledgment, Prayer and national anthem.
4. Trustee Brea Corbet: On behalf of Indigenous Student Trustee Bailey Clyne, I will put the motion on the floor.
5. Trustee Paula Dametto-Giovannozzi commented it is always most important to put our God first.
6. Student Trustee Raheem White: God gave us the land, and I believe it would align with the MYSP to prioritize as suggested by Indigenous Student Trustee Bailey Clyne.

7. Indigenous Student Trustee Bailey Clyne pointed out that this is an important amendment as this was the original priority and, in the past, the order was changed without consultation with IEC.
8. Trustee Luz del Rosario: The report states that the IEC was consulted, can staff clarify?  
  
Executive Superintendent Vecchiarino: That is correct, we have had input from IEC, they have recommended Land Acknowledgment, Prayer and national anthem.  
  
Indigenous Student Trustee Bailey Clyne: As a member of the IEC, I can confirm we voted to have the Land Acknowledgment first, then Prayer and then O Canada.  
  
Director Mazzorato: Correct, the IEC only agreed to the second option of the report: Land Acknowledgment, prayer, O Canada.
9. Trustee Luz del Rosario: As a Catholic school board, prayer needs to come first. Would the IEC consider Prayer, Land Acknowledgment and then O Canada?  
  
Indigenous Student Trustee Bailey Clyne: To that point God did create the land and that is why Land Acknowledgment should be first.
10. Trustee Darryl D'Souza: Land Acknowledgment, prayer, O Canada. As a Catholic school board, we put prayer first. I am not in favour of this motion.
11. Trustee Shawn Xaviour: Have the options been discussed with IEC?  
  
Indigenous Student Trustee Bailey Clyne: We did discuss the options and stand by Land Acknowledgment, prayer, O Canada. Even before we were created the land was here.
12. Trustee Mario Pascucci: Does this include Catholic School Council (CSC) meetings?  
  
Director Mazzorato: The decision applies to all meetings across the board.
13. Indigenous Student Trustee Bailey Clyne commented that as a Catholic School Board we have committed to Truth and Reconciliation. Other Catholic school boards have the Land Acknowledgment first. I would like to request a non-binding recorded vote.

**Moved by** Brea Corbet

**MOTION THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 7.14 OPENING EXERCISES IN SCHOOLS AND AT FORMAL MEETINGS BE AMENDED TO THE ORDER OF LAND ACKNOWLEDGMENT, PRAYER AND THE NATIONAL ANTHEM.**

**DEFEATED**

In favour:	Trustee Brea Corbet, Student Trustee Raheem White and Indigenous Student Trustee Bailey Clyne
Opposed:	Trustees Bruno Iannicca, Shawn Xaviour, Mario Pascucci, Stefano Pascucci, Anisha Thomas, Thomas Thomas, Darryl D'Souza and Paula Dametto-Giovanazzi and Luz del Rosario
Absent:	Trustee Herman Vilorio and Student Trustee Jia Sharma

14. Trustee Luz del Rosario put forth a motion

15. Student Trustee Raheem White requested a non-binding recorded vote.

**Moved by** Luz del Rosario

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT REVISED POLICY 7.14: OPENING EXERCISES IN SCHOOLS AND AT FORMAL MEETINGS BE AMENDED AND ADOPTED TO THE ORDER OF PRAYER, LAND ACKNOWLEDGMENT AND NATIONAL ANTHEM.**

**CARRIED**

In favor: Trustees Luz del Rosario, Shawn Xaviour, Mario Pascucci, Stefano Pascucci, Anisha Thomas, Thomas Thomas, Darryl D'Souza

Opposed: Trustees Brea Corbet, Bruno Iannicca, Paula Dametto-Giovannozzi, Student Trustee Raheem White and Indigenous Student Trustee Bailey Clyne.

Absent: Trustee Herman Vilorio and Student Trustee Jia Sharma

Elected Vote:

In Favour: 7

Opposed: 3

Absent: 1

5. New Policy 19.02: Work Schedules for Principals and Vice-Principals

*Student Trustee Raheem White and Indigenous Student Trustee Bailey Clyne left the meeting at 11:16 p.m.*

*Trustee Mario Pascucci left the meeting at 11:17 p.m.*

*Trustee Darryl D'Souza left the meeting at 11:20 p.m.*

Superintendent Strong summarized the report.

1. Trustee Bruno Iannicca: Can staff clarify that this settlement was between the Principals and Vice-Principals Association and the collective bargaining unit?

Superintendent Strong: Correct, this was done for the Catholic, Public and the French school boards and is a fully ratified provincial agreement.

2. Trustee Bruno Iannicca: My understanding is that they do not like the terms and conditions, specifically around lieu days. Our administrators get four lieu days, can staff advise how this compares to other boards?

Superintendent Strong: We are only learning about norms across the province. The average number of lieu days is four. Other local agreements may be different, and they may have administrators work more than 15 days throughout the summer.

*Trustee Darryl D'Souza returned to the meeting at 11:25 p.m.*

*Trustee Stefano Pascucci passed the chair to Anisha Thomas to leave the meeting at 11:31 p.m.*

**Moved by** Bruno Iannicca

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE NEW POLICY 19.02: WORK YEAR FOR PRINCIPALS AND VICE-PRINCIPALS BE APPROVED AND ADOPTED.**

**CARRIED**

6. Revised Policy 1.75: Chapels in Schools

Superintendent Murphy summarized the report.

*Trustee Stefano Pascucci returned to the meeting at 11:35 p.m.*

**Moved by** Mario Pascucci

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT, REVISED POLICY 1.75: CHAPELS IN SECONDARY SCHOOLS, BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

7. Rescind Policy 6.80: Co-Curricular and Extra-Curriculum Programs

*Trustee Paula Dametto-Giovannozzi left the meeting at 11:36 p.m.*

Superintendent Murphy summarized the report.

**Moved by** Thomas Thomas

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 6.80: CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS, BE RESCINDED.**

**CARRIED**

8. Revised Policy 7.19: Dress Code and School Uniforms

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Mario Pascucci commented on the timeline and asked if it was sufficient to complete the work.

Executive Superintendent Vecchiarino: Keeping in mind that we have never had an elementary choose a formal dress code, the survey is very standard. Administration of the survey and tabulation can be done efficiently with the help of our Research team to complete the task in the spring and implement it in the fall if that is the outcome.

2. Trustee Mario Pascucci: Who completes the survey, i.e., one per family or one per student?

Executive Superintendent Vecchiarino: Working with the principal we will determine who will receive the survey. Grade 8 students would not be included in the survey which pertains to the fall. Each family receives one vote.

3. Trustee Brea Corbet: I have received parent/guardian complaints regarding exposed shoulders, can we incorporate clear language regarding dress code including while performing in talent shows or participating in other school events.

Director Mazzorato: We can take back the policy to improve the language.

4. Trustee Bruno Iannicca: My worry is that this can be another challenge that administrators have with parents/guardians who may not agree with the dress code.

Executive Superintendent Vecchiarino: We can provide supportive language for administrators to respond to parents/guardians and students.

9. Safe School Policies and GAPS - Superintendent Odo

**Moved by** Mario Pascucci

**THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE SEVEN REVISED SAFE SCHOOLS POLICIES BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

**I. Additional Business - Nil**

1. Notices of Motion

**J. Questions Asked by Trustees - Nil**

**K. Declared Interest Items – Nil**

**L. In Camera Session – Nil**

**M. Report from In Camera**

**N. Future Meetings**

April 22, 2025

June 3, 2025

**O. Adjournment**

*Trustee Paula Dametto-Giovannozzi returned to the meeting at 11:54 p.m.*

**Moved by** Luz del Rosario

**THAT THE MEETING BE ADJOURNED AT 11:55 P.M.**

**CARRIED**



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 3**

#### **TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) 2025 SURVEY OF TEACHERS**



## **2025 Survey of Teachers related to Access to Nature-Based or Outdoor Education Field Trips.**

Enclosed please find a link to Toronto and Region Conservation Authority's (TRCA) 2025 Survey of Teachers related to Access to Nature-Based or Outdoor Education Field Trips. Please share within your school, school board and education network. **The survey will be active until April 25<sup>th</sup>** and anonymous aggregated results will be shared with TRCA's Natural Science and Education Committee and school board partners to help inform planning, advocacy and decision-making specific to out-of-classroom learning related to natural science, conservation, and the environment.

<https://www.surveymonkey.com/r/WCSM8C7>

Should you have any questions or concerns, or require additional information, please do not hesitate to contact:

Darryl Gray, Director of Education and Training

Toronto and Region Conservation Authority

Email: [darryl.gray@trca.ca](mailto:darryl.gray@trca.ca)



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 3**

#### **TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) AND NATIONAL SCIENCE AND EDUCATION COMMITTEE (NSEC) MEETING SUMMARY OF MARCH 17, 2025**

## **National Science and Education Committee**

### **NSEC Meeting Summary:**

**March 17, 2025 (via Teams)**

National Science and Education Committee (NSEC) is an advisory board of the Toronto and Region Conservation Authority (TRCA)

#### **Presentation by Haley Higdon, Program Director, Natural Curiosity: *“The Importance of Indigenous Perspectives in Children’s Environmental Inquiry”***

Haley Higdon from Natural Curiosity presented on integrating indigenous perspectives into environmental education. The program, which has been developed in collaboration with the Dr. Eric Jackman Institute of Child Study, emphasizes inquiry-based learning and experiential education. The second edition of the Natural Curiosity resource, launched in 2014, is supported by an advisory board and includes indigenous perspectives by author Doug Anderson and. Natural Curiosity has reached 8,350 educators through workshops and 18,000 copies have been sold. The program also offers a free, self-guided learning series and French resources. The presentation highlighted the importance of reconciliation and reciprocity in environmental education. Darryl and team will work on circulating this presentation to the members to distribute accordingly within their school boards.

#### **Survey of Teachers Regarding Out of Classroom Learning (Darryl Gray):**

The 2025 Survey of Teachers will be circulated to appropriate School Board staff for distribution. The purpose of the survey is to identify and address barriers to the delivery of outdoor education programs. The data collected through the survey will inform the future work of NSEC.

#### **Annual Presentation to Board of Trustees (Darryl Gray):**

Darryl Gray discussed the establishment of joint presentations between NSEC and TRCA to update boards of trustees annually. Darryl and team will present their work, and other important topics including TRCAs flood warning program. This committee will provide summaries of NSEC meetings to school boards. Darryl will work with each board and senior staff to schedule these short annual presentations (10-15min).

#### **Establishment of an Ad-Hoc Advocacy and Awareness Working Group (Darryl Gray):**

An ad-hoc advocacy and awareness working group was formed to support the advocacy agenda, with three (3) members volunteering, Trustee Garry Tanuan (TCDSB), Angela Grella (YCDSB), and Connie Tang (TRCA Board of Directors – Citizen Appointee). The group aims to raise awareness about the need for \$79-80 million for outdoor learning. The time commitment for this working group will be roughly one hour per month.

## **New Business:**

Chair Tanuan mentioned that the [2025 Sugarbush Maple Syrup Festival](#) officially launched on March 8, 2025, and will run until April 7, 2025. The festival which celebrates the rich heritage and enduring appeal of Ontario's maple syrup season, will be held at [Bruce's Mill Conservation Park](#) in Stouffville and the [Kortright Centre for Conservation](#) in Vaughan. Darryl Gray highlighted the cultural and historical significance of maple syrup production, acknowledging its Indigenous origins, and emphasizing the importance of supporting local producers and sustainable practices.

In addition to the festival, NSEC members are invited to the Celebrating All Abilities event which will be held on March 30, 2025, to celebrate inclusion. This year, Bruce's Mill Conservation Park will host a special event during the festival through the Ontario government's EnAbling Change Program. TRCA is hosting this inclusive festival day that makes nature-based events more welcoming for everyone. Designed to support neurodivergent individuals and those with disabilities, this event features a neurodivergent and disability-friendly vendor market, sensory-friendly spaces, and accessible seating – ensuring a welcoming and comfortable experience for all.

## **Action Items:**

- Darryl Gray to reach out to each school board to initiate the conversation and determine the best mechanism for the NSEC and TRCA to present to the boards of trustees.
- Convene an ad-hoc advocacy and awareness working group of up to four NSEC members to support the advocacy work around funding for outdoor learning.
- Interested NSEC members should contact Darryl Gray to receive passes for admission to the Sugarbush Maple Syrup Festival, including the special all-abilities day on March 30<sup>th</sup>.



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 5**

**RECEIPT OF THE MINUTES OF THE  
SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,  
MARCH 19, 2025**

## MINUTES

### Special Education Advisory Committee Meeting

**Wednesday, March 19, 2025, 7:00 p.m.  
Boardroom, Catholic Education Centre**

Attendees:	Bruno Iannicca	Trustee - Chair
	Paula Dametto-Giovannozzi	Alternate Trustee
	Luz del Rosario	Alternate Chair
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Eva Akinsara	Down Syndrome Association of Peel - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Sheena Tennessee	Member at Large, Central Committee for Catholic School Councils
Regrets:	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Christine Koczmar	Community Living Mississauga - Representative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Pam Boniferno	Dufferin-Peel Educational Resource Workers' Association - Alternative
	Shanna Walsh	Down Syndrome Association of Peel: Caring Network - Alternative
Staff:	Alexandra Lawrence	Coordinator, Special Education and Learning Services
	Brian Diogo	Superintendent Representative
	Christiane Kyte	General Manager, Clinical Services and Spec Education
	Cristine Pergotski	Association of Professional Student Services Personnel
	Eliane Moniz-Baptista	Coordinator, Special Education and Learning Services
	Gemma Rea	Consultant, Special Education
	Gina Renda	Secondary Principal/VP Representative
	Katherine Cordi	Consultant, Special Education
	Jamie Philip	OECTA Elementary Alternative
	Laura Pincente	Coordinator, Secondary Transitions and Diverse Learners
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Pina Grosso	Chief of Social Work
	Sandra Roiati	OECTA Secondary - Representative
	Sharon Chambers	Principal, Vice Principal Association, Elementary
	Max Vecchiarino	Associate Director, Instructional
Recorder:	Katherine Magee	Executive Assistant, Special Education and Learning Services -

#### A. Routine Matters

##### 1. Call to Order and Attendance

Chair of SEAC, Bruno Iannicca, called the meeting to order at 7:00 p.m. He welcomed the newly appointed Associate Director, Max Vecchiarino.

2. Opening Prayer - S. Tennessee
3. Land Acknowledgment - C. Huxtable
4. Approval of Agenda

**Moved by** Janice Hatton

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, February 19, 2025

**Moved by** Eva Akinsara

**THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, FEBRUARY 19, 2025, BE APPROVED.**

**CARRIED**

6. Previous Business

Trustee Bruno Iannicca mentioned that information will be made more accessible once the board website is updated. M. Vecchiarino, Associate Director, Instructional, discussed the timeline for the revamped website and accessibility issues.

#### **B. Presentations and Staff Reports**

1. Social Work Month: P. Grosso

P. Grosso presented on Social Work Week (March 3-9). The 2025 theme is Wherever You Are, So Are We. Every year Social Workers and Mental Health Support Workers support approximately 5,000 students and families in Dufferin-Peel Catholic school communities. A key focus of School Social Workers is to work with school communities to promote positive attendance. This is essential because attendance is an important early indicator of student achievement and later academic success. P. Grosso shared a new resource for schools to present to parents during Welcome to Kindergarten events to highlight some pertinent information about the importance of school attendance at a young age and strategies to support positive attendance. Another key focus of School Social Workers is supporting parents, caregivers and families. When families thrive so do their children. Self-care strategies and resources for parents and caregivers were discussed.

2. Itinerant Teachers Presentation: K. Cordi, G. Rea

K. Cordi, Consultant, Special Education, discussed the role of Itinerant Teachers in supporting students. They work alongside Child Youth Care Practitioners to ensure the students' needs are met. The itinerant teacher works directly with students. K. Cordi explained the specific itinerant groups. They are ASD teachers, CYCP, Physical and Medical, Technology, Vision, Deaf and Hard of Hearing and Transition. G. Rea, consultant, Special Education, discussed the roles of each of the itinerant teacher groups.

Committee members asked about the process for students to receive this support. Once the need has been identified, the principal would connect with the Family of Schools Special

Education Consultants to initiate this support and other resources. Also, staff confirmed that post-secondary support was provided through Transitions Navigators.

3. Skills Competition: L. Pincente, Coordinator, Special Education.

Presented the results of the Dufferin-Peel's Skills Competition in February 2025. The participation was very good, and out of the 275 competitors, 106 students had an IEP. Alternative curriculum events were Job Demonstration, Interview Skills, Coding and Data Input.

4. Upcoming ProGrant Event: L. Pincente, Coordinator, Special Education

Discussed the upcoming Parent Reaching Out Event Community Supports and Services. This event will be held virtually on March 26, 2025.

**C. Budget - Nil**

**D. Reports from Trustees for Receipt**

Trustee Luz del Rosario mentioned that the virtue of the month for March is Kindness. This year, Dufferin-Peel celebrated its first International Women's Day on March 6, 2025. The student conference featured a liturgy and keynote speaker to empower students and was spearheaded by Superintendent Carmel Murphy. Trustee Luz del Rosario mentioned the new Audience Code of Conduct at board meetings. She also encouraged everyone to participate in Down Syndrome's Rock Your Socks Day on March 21, 2025. Nominations are open for election of a Dufferin-Peel Alumni on April 4, 2025.

Trustee Bruno Iannicca discussed the new fully online Educational Support Intensive Diploma program at Sheridan College.

**E. Information/Reports from Community Associations**

J. Hatton, Autism Ontario mentioned April is Autism Awareness Month, celebrating those on the Autism spectrum and their families.

C. Huxtable, Epilepsy Association, mentioned that March 26 is purple day to raise awareness for epilepsy.

E. Akinsara, Down Syndrome Association of Peel, mentioned that March 21, 2025 is World Down Syndrome Day, with a photo contest for participants.

**F. Information and Correspondence – Nil**

**G. Communication - Nil**

**H. Questions Asked by Committee Members - Nil**

**I. Future Meetings**

April 23, 2025

May 21, 2025

June 11, 2025

**J. Adjournment**

**Moved by** Caroline Huxtable

**THAT THE MEETING BE ADJOURNED AT 7:57 P.M.**

**CARRIED**



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 6**

**RECEIPT OF THE MINUTES OF THE  
CENTAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS MEETING,  
MARCH 6, 2025**



## MINUTES

### Central Committee for Catholic School Councils Meeting

Thursday, March 6, 2025, 7:00 p.m.  
Boardroom, Catholic Education Centre

Members	Natasha Kovar-Euler	Chair and Mississauga South Elementary
	Drago Radic	Superintendent
	Peter Cusumano	Board Representative
	Tannice Ashman	Mississauga West Elementary Alternate
	Karen Barnett	Mississauga South Secondary
	Paul Basran	Principal/Vice-Principal Association Elementary
	Tanya Bell	Brampton West Secondary Alternate
	Michael Brunetto	Brampton North/Caledon/Dufferin Secondary Alternate
	Jennifer Cazabon	Vice Chair and Mississauga West Secondary
	Juanita Celenza	Brampton West Secondary
	Karen Dancy	Brampton South Malton Secondary Alternate
	Sunny Kanabe	Brampton North/Caledon/Dufferin Secondary
	Amanda LeBlanc	Mississauga West Elementary
	Dianne Lopes	Brampton South Malton Secondary
	Sophia Maloney	Principal/Vice-Principal Association Secondary
	Thomas Murphy	OECTA Elementary Rep
	Gabriel Ogundele	Diocesan Representative
	RoseMarie Pazzelli	Principal/Vice-Principal Association Elementary
	Shandelle Randall	Mississauga South Secondary Alternate
	Diana Speranza	Principal/Vice-Principal Association Secondary
	Ramez Takawy	Ontario Associations for Parents in Catholic Education (OAPCE)
	Sheena Tennessee	Brampton South Malton Elementary
	Rita Zambri	Brampton North/Caledon/Dufferin Elementary
Recorder:	Dianne Cassar	Executive Assistant

#### A. Routine Matters

1. Chair N. Kovar-Euler called the meeting to order at 7:00 p.m.
2. Chair N. Kovar-Euler led the Opening Prayer
3. Land Acknowledgment – Superintendent Radic
4. Welcome and Introduction
  - i. Declaration of Conflict of Interest – Nil
  - ii. Declaration of Alternates by Family of Schools – Michael Brunetto, Tanya Bell, and Karen Dancy
  - iii. Identification of Observers and Guests – Diana Carlesimo

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Approved Minutes – Central Committee for Catholic School Councils, March 6, 2025

5. Approval of Minutes, February 3, 2025

**Moved by** – D. Lopes

**Seconded by** – J. Celenza

**THAT THE MINUTES BE APPROVED.**

**CARRIED**

6. Approval of Agenda, March 6, 2025

Superintendent Radic noted a change to the agenda. There will be no presentations from the City of Mississauga and the City of Brampton Transportation Coordinators. This presentation will take place at our April CCCSC meeting.

**Moved by** – S. Kanabe

**Seconded by** – D. Lopes

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

**B. Information / Committee Updates**

Wayne Brunton, Superintendent of Equity and Indigenous Education

Introduction of Equity Team; Nancy Cargioli, Coordinator of Equity and Inclusive Education and Jaclynn Deveaux-Matthews, Consultant of Equity and Inclusive Education and Graduation Coaches for Black Students; Sharise Sealy-McCallum and Demari Grant.

The work of equity is rooted in our faith as Catholic Educators, as part of our system goals we work to deepen the understanding of how social justice actions are guided by Catholic Social Teachings and faith development for all learners.

Our department works to ensure that the work of equity and social justice are interwoven in all that we do.

Addressing injustices requires that we centre the humanity of students by honouring the human dignity of all and working alongside and in solidarity with those experiencing barriers to ensure the well-being and success of all students.

The forefront of our work is grounded in our faith, and we align it with our system goals. We think of the tenet of Believe, we deepen the understanding of how social justice actions are guided by Catholic Social Teachings and faith development for learners.

Affinity groups are designated "safe spaces," where everyone in that group shares a particular identity. For people who are often underrepresented, underserved, and often excluded by the systems in which they operate, an affinity space can offer community and reduce feelings of isolation through the benefit of shared experiences. Removing barriers for all students and addressing injustices is offering an approach within educational spaces through a lens of equity. Ensuring that all students excel requires that we identify and eliminate disproportionalities and disparities.

Through the work of the Equity team, we support professional development to educators at varying levels.

Addressing Discriminatory Language in Learning Environments: This expectation was developed and driven through an approach grounded in broad-level data, research, and student, family, and community voice. The Dufferin-Peel Catholic District School Board (DPCDSB) expectation on Discriminatory language, specifically the n-word, was revisited to include the complexity, nuances and historical impact of the n-word grounded in racial literacy. To accompany this expectation, as this messaging was shared system wide, our Coordinator and Consultant developed a series of lesson plans that span over thirty-two lessons that are aimed at supporting messaging within the staff professional development videos. All lesson plans were designed with mentor texts that are part of the identity affirming books available in schools. These lessons invite students into age-appropriate conversations surrounding building and sustaining racial and equity literacy that are in alignment with curriculum expectations, our faith and through a lens of anti-oppression and social justice.

Our team continues to provide ongoing professional development to newly hired teachers through the New Teacher Induction Program, as well as the program department, social work, and early childhood educators that centre best practices in anti-oppression, racial literacy, culturally responsive and relevant pedagogy, and humanizing pedagogies.

The Department of Equity provides ongoing professional development through offering a variety of resources available to all staff in our board. Educators access the Equity SharePoint for support in classroom best practices, lesson plans and resources to ensure learning engagements for students are centered in acceptance and belonging.

Our team also continues to support the system with consultations surrounding instances of racism, homophobia, transphobia, discrimination, and other forms of oppression that negatively impact students.

As we continue to respond to our system goals, part of our work as a department of Equitable and Inclusive Education is to continue to build and sustain capacity with educators in selecting resources that are alignment with curriculum expectations, our faith and age appropriate for our learners.

Our team receives an extremely high volume of requests to review resources for staff across the board. Often these requests are asking for an approved list of books, movies, music, lessons, and presentations that can be provided or to review a series of resources for educators.

Every school has a designated Catholic Equity Lead in their school that is offered continued and sustained professional development every year. This year the Catholic Equity Leads Interactive Presenter Series for the 2024-2025 school year is rooted in the Ontario Catholic School Graduate Expectations and embodies the 2025 Catholic Education Week theme of Hope.

Also, our team works to ensure students are able to thrive in our system through identifying and eliminating systemic barriers and instructional practices that negatively impact the success and well-being of students and staff that lead to inequitable outcomes.

According to the Ministry of Education, evidence shows that Black students face systemic racism and barriers towards achievement in education. Promoting equity and human rights is about creating change across the education system. To support systemic changes and help remove barriers within classrooms and school communities, as a result the Graduation Coach Program for Black Students has been implemented province wide. The graduation coach model has shown to have a positive impact on student success and overall well-being and is designed to help effect system changes so that Black students feel welcome, have a sense of belonging and a have a better school experience.

Within the DPCDSB, we have two Graduation Coaches for Black Students, Sharise Sealy-McCallum, and Demari Grant. We both work out of St. Marcellinus Catholic Secondary School and Cardinal Leger Catholic Secondary School. As the schools that we support change from year to year, when selecting schools, our department makes these decisions based off of a variety of factors using council advisory along with census data findings.

In our role we support with culturally relevant and responsive planning within our schools, working to improve the well-being and academic achievement of Black students and help effect system changes. Responding to goals outlined in the Ministry of Education, we work to:

- use data to identify Black students who are disengaged and underachieving to participate in the program
- use data to identify existing barriers to engagement, learning and well-being of Black students
- regularly meet to monitor attendance, engagement, assignments, course completion, grades, credit accumulation and tracking for graduation to triage, intervene and facilitate participating students' journey towards their chosen pathways
- assemble a "Circle of Caring Adults" that will provide customized and personalized support to participating students
- establish the protective factors necessary for participating students to thrive, including integrating and linking new programs and supports to existing ones

- create a welcoming environment in the school for all Black students, including allocating a welcoming and culturally responsive dedicated room/space.

The coaches work also extends system wide through planning culturally relevant and responsive learning experiences across all Secondary Schools, leading the Black Community Advisory Council student representative collective, planning post-secondary educational experiences, and connecting with elementary students in intermediate grades offering learning engagement opportunities.

The Strategic Plan to Dismantle Anti-Black Racism (SPDABR) was developed and driven through an approach grounded in broad-level data, research, and student, family, and community voice. The new iteration of this plan is in alignment with the DPCDSB Multi-Year Strategic Plan (MYSP) and responds to 2021-2022 Census Data findings which continue to identify disparities and disproportionalities experienced by Black students as result of systemic injustices. The development process included extensive consultation with members of the Black Community as a way of centering their voices, experiences and ideas involving varying members of the DPCDSB Black Community Advisory Council (BCAC) and wider community inclusive of Parents/Guardians/Caregivers, students, educators, members within the department of Equity and Indigenous Education, and input from Critical Advisor, Dr. Carl James.

As Catholic Educators we are called to respond to acts of injustice. This plan allows us to identify and work to eliminate the sin of racism within our system. Grounded in social justice and human dignity, the action steps embedded within the SPDABR provide concrete ways to foster spaces that are truly inclusive; we All Belong. Through the pillar of trust our department works to cultivate and sustain relationships with staff, students, families, and community members experiencing systemic barriers.

To that end, in 2021 the DPCDSB formed a system council for members from the Black community. The Black Community Advisory Council meets regularly throughout the year with members from our Equity department to foster ongoing dialogue centered around Black student success. The council mandate is: "The Dufferin-Peel Catholic District School Board (DPCDSB) Black Community Advisory Council (BCAC) plays an active role in reviewing, advising, and making recommendations to the Board of Trustees on strategies to identify and dismantle anti-Black racism within all educational spaces. The council works towards creating equitable outcomes with a commitment to the implementation of policy, practice, and pedagogy that is aimed at supporting student achievement and eliminating the barriers faced by Black students. As part of this commitment, the focus is to confront and dismantle anti-Black racism in productive, cooperative, and effective ways that offer real solutions and are supported through accountability measures. The council will work in collaboration with DPCDSB to fulfill our shared vision to ensure that Black students thrive academically, socially, emotionally, and spiritually."

Over the years the council has been involved in offering advisory on system goals including expectations that work to dismantle anti-Black racism including dress code guidelines and expectations surrounding addressing usage of words rooted in racism. In collaboration with the council our board has planned system wide community engagement nights that centre opportunities for Black representation in S.T.E.A.M and Community Engagement nights with local authors.

The work of social justice is ongoing work as we continue to centre the dignity of all students, ensuring that all students can feel a sense of acceptance and belonging.

1. K. Barnett: Do you support mandatory anti-Black racism training for staff especially those teaching our children?

Superintendent Brunton: It is complicated when you say mandatory because when you are working with a group of educators who are represented by an association, no courses other than the courses they are taking in teachers college to be certified as a teacher is mandatory other than the qualifications required to be a teacher. However, that being said we can work around in terms of things such as anti-Black racism and equity training in general for our new teaching induction program. For example, all teachers who are

newly hired to the Board our team meets with them in their first year to talk about things we presented today but more of a hands equitable language when they step into the classroom. The second way of getting to them is through staff meetings. All schools have a staff meeting once a month. Equity and inclusive education is an agenda item on that staff meeting. The way to get mandatory sessions and training and professional development through any area of equity is through staff meetings. Our equity team is also at every Family of Schools meetings working with their superintendents, principals, and vice-principals. Giving them the tools to take back and work with their staff at their staff meetings.

Superintendent Radic: Professional development throughout the year also happens at our Family of Schools monthly meetings with principals and vice-principals.

N. Cargioli: Professional development for teachers through the Catholic equity lead, which is one teacher in every school that has training. The focus last year was a four-part session on dismantling anti-Black racism along with this year there was two specific sessions on dismantling anti-Black racism.

2. D. Lopes: Of all this work you are putting together are you tracking on the back end who is actually doing it and who is not? I would like to know the click rate, the success rate, and the return on investment of all this work you have put together is actually being used.

Superintendent Brunton: In terms of attendance, yes, we track that. In terms of the impact it will have at the school level that is really where we have the consultation at our Family of Schools meeting with the principals. Part of the responsibility is to go back to the schools to say what they have learned. The hope is that when you come to one of our sessions you will go back to the school and share that information.

3. M. Brunetto: How can you expand your mandate to ensure that we are covering those with special needs across all our schools?

Superintendent Brunton: I think because of the way our Board is structured our equity team does a lot of work in a lot of different lenses. But when you look at students with exceptionalities and programs historically and often, we have always relied on our Special Education Advisory Council. (SEAC) They take on the mandate of what their parent engagements events are going to look like, what they are going to do with their program funding and what sort of events and resources they are going to have.

4. K. Barnett: How can parents be engaged in conversations with the Board?

Superintendent Brunton: For parents to get your voice heard is through your local Catholic School Council. Particularly if we are talking about Black identifying families. We also have a number of parents sitting on our Black Community Advisory Council (BCAC) understanding that because there are a certain number of members within that council it does not mean that they do not want to hear from our parent communities. We have multiple parents sitting on BCAC that are happy to talk about some of the concerns parents have but I would argue that it would be more powerful if you brought it to your local Catholic School Council, this is where it will have more of an impact.

5. J. Cazabon: You have shared that there are resources for the educators and students. Are there any that can go back and share with the council? We have had lots of questions from our elementary schools about resources that they can start sharing so that when the grade 8's come into grade 9 they are already there. Parents want to have these conversations, and parents are at the beginning stages of the journey.

N. Cargioli: That is something we really want to start working on supporting because we have lots of resources for educators but there is nothing to say that we cannot put that in a parent/caregiver friendly sort of manner so that can support administrators and teachers in that consistent messaging.

### C. Standing Items

1. Trustee Report – Nil
2. Chairs Report – N. Kovar-Euler
  - i. Upon request, Superintendent Radic and I did look into having a presentation in the Dufferin County for parents, presented by Caledon/Dufferin Victim Services hosted by CCCSC on the topic of Human Trafficking Awareness Prevention for Parents. Given we already have two very similar presentations this year booked this will be looked into for booking perhaps early next academic year. I will share more details later on in my report when speaking to upcoming parent engagement.
  - ii. I have followed up a few times now with Gabriel around his two requests. To have the Bishop attend our year end meeting in June and also to bring all of the Parish Representatives together. Superintendent Radic and I have confirmed absolutely His Excellency Bishop Ivan Camilleri would be most welcomed and blessed to have his presence and perhaps have him lead our liturgy. We are waiting for confirmation from Gabriel if His excellency is available.

Superintendent Radic and I have also confirmed our full support in bringing the Parish Representatives together here at the Board Office upstairs in room 301 (meeting room we use for the year end volunteer of the year gathering as well). We have confirmed to support also with refreshments, and I have suggested it would also be beneficial to include the OAPCE representatives in this gathering. We are waiting on Gabriel to provide us with his availability of dates for end of March and April 2025 so we can co-ordinate and book.
  - iii. At our December meeting, it was discussed as part of the Superintendents report that our website is being overhauled. I have received one email with suggestions for website changes, however before forwarding if anyone else has any other suggestions, kindly forward by the last business day of March (Monday, March 31, 2025) so that I can make one consolidated list, absent of duplication on behalf of CCCSC to bring forward collectively as suggestions.
  - iv. We have the following upcoming parent engagement events.
    - a. **Thursday, March 27, 2025**, BRAVE Education on the topic of Understanding Bullying. Doors open at 6:15pm and the presentation will be 6:30-7:45pm. Light Refreshments will be served thanks to the students in our hospitality program. \* Location is Cardinal Leger CSS
    - b. **Tuesday, April 15, 2025** – Karl Subban on the topic of How Parents Bring Out the Best in Children \* Location TBD, Time, and more details to follow shortly.
    - c. **Wednesday, April 30, 2025** – Peel Region Police Safe Schools \* Location is St. Aloysius Gonzaga C.S.S \* More details to follow
    - d. **Thursday, May 15, 2025** – Chris Bray – Doors Open @ 6:15pm and workshop to start @ 6:30pm to 7:45pm. Location is St. Paul's C.S.S and this will be a FAMILY event (students and siblings are welcomed and encouraged to attend).
    - e. **Thursday, May 29, 2025** – Peel Region Police Safe Schools \* Location is St. Marguerite D'Youville C.S.S \* More details to follow
    - f. **June 2025** - We are in the planning stages of an event for our special education students and their families to attend, connect, network, and have fun. More details to follow.
  - v. Associate Director Vecchiarino will be attending either our April or May 2025 meeting.
  - vi. The feedback surrounding Director Mazzorato attending our February meeting was positive. Unfortunately, she sends her regrets as she will not be able to attend our May meeting.
  - vii. Dufferin-Peel Catholic District School Board Community Events.
    - a. Over March Break – DPCDSB Sugarbush event at Silver Creek FREE for all DPCDSB families on March

13<sup>th</sup> & March 14<sup>th</sup> – 11:00am to 2:30pm (the flyer was emailed out to all families of our board with further details).

- b. **Wednesday, March 26, 2025** – 7:00-8:00pm Special Education Advisory Committee (SEAC) Community Supports & Services Parent online virtual information session. (Sheena will share more in her SEAC report)
- c. **April 1, 2025** – An additional EQAO Information Webinar (the flyer was emailed out to all families of our board with further details to register). This is not a DPCDSB initiative.
- d. **May 24, 2025** – The annual OAPCE Conference. This year the event will take place in Niagara Falls. Registration link and further details have yet to be shared.
- e. **July 2025** – Elementary Literacy Numeracy Summer program for grades 6, 7 and 8 hosted by DPCDSB educators. More information about registration will be sent out next month, April 2025. This program is free of charge to families hosted by our Board to help support students further their education.

Superintendent Radic put forth the following motion.

Motion to extend our CCCSC meeting by 20 minutes.

**Moved by** – J. Cazabon

**Seconded by** – G. Ogundele

**THAT THE MEETING EXTENSION BE APPROVED.**

**CARRIED**

3. Superintendent Report – Superintendent Radic

- i. Any suggestions brought forward for updating our Board website will be presented to ICT.
- ii. Currently there is no further information about vaping monitors. I will ask the question at our next instructional meeting.
- iii. Reminder that when bringing forward parent concerns please start with your principal.
- iv. Our Catholic identity is really the corner stone on what we do in schools. There was an announcement made by the Board effective September 2025, significant enhancement changes to our religious education and adult faith formation department through the restructuring of chaplaincy services across all schools. The key changes are that they will no longer be represented by the secondary teachers' union which limits the service to only secondary students. Currently our chaplaincy complement is roughly half teaching staff and other part are chaplains who come from youth ministry. As a result, chaplains will continue to be physically based in secondary schools. They have a connection with elementary grade 7 and 8 students for retreats and will be managed through the Board but assigned through secondary schools. There will be no chaplaincy job loss. If there are chaplaincy positions available, the Board will post and make sure these positions are filled and every one of our twenty-six secondary schools has a chaplain.

- 1. J. Celenza: Are they removing our current chaplain from our school and replacing him with someone else?

Superintendent Radic: If someone is a teaching chaplain and they wish to remain a chaplain they can. If they choose to go back to the classroom they can. If they choose to go back to the classroom they will be replaced with another chaplain.

- 2. J. Cazabon: Can the Board look at snow removal contracts? There were five schools that did not have snow removal of handicapped access. Parents had to go and shovel.

Superintendent Radic: That question did come up at the Board meeting.

4. OAPCE Report – R. Takawy, OAPCE Director
  - i. A virtual meeting was held for all the reps on February 13<sup>th</sup>, and we had guest speaker Dr. Josephine Lombardi. She spoke about the Jubilee year of hope and its significance in Catholic faith. She explained the traditions and the symbolism of the Jubilee year.
  - ii. OAPCE conference confirmed for Saturday May 24 at St. Michaels High School in Niagara Falls. Check the OAPCE website for details.
  - iii. Survey was sent out to parents across the province to help advocate for parents in Catholic education and provide feedback to the Ministry of Education.
  
5. SEAC Report – S. Tennessee
  - i. SEAC meeting took place on February 19<sup>th</sup>, with a Psychology month presentation by T. Galway.
  - ii. ADHD resources have been added to the Dufferin-Peel website. It can be found under the program and resources tab, special education, support services, psychology, resources, and ADHD resources. We have asked for an updated direct link.
  - iii. Project SEARCH is a unique, business-led, one-year, transition-to-work program for young people with developmental or intellectual disabilities. The main objective is to prepare students for employment with job skills training through a combination of classroom instruction and hands-on career training. This program takes place entirely at the workplace. The singular goal of Project SEARCH is competitive employment for every program graduate. DPCDSB will be adding one host site with a maximum of 10 students. Eligibility, they must be in their final year of secondary with an intellectual or developmental disability. Information and application will be available in the spring.
  - iv. Virtual Parent Reaching Out Event on March 26<sup>th</sup> from 7:00-8:00 pm. Topics will include community supports and services, service coordination, funding options, and respite care. Register by March 24<sup>th</sup>, information to follow as soon as it is received.
  - v. We are trying to get our schools more information on special Olympics so that everyone has equal access to the program. A sports festival for elementary students will take place on May 8<sup>th</sup> at St. Aloysius Gonzaga Secondary School. They will be having a floor ball tournament and teaching students and families how to handle the stick. More information to follow.
  
6. Diocesan/Parish Representative Report – G. Ogundele
  - i. Waiting for confirmation from the bishop's office with respect to June 19<sup>th</sup>. We would like him to come and say mass and be present for the award.
  - ii. Hoping to gather the Parish and OAPCE representatives to meet for a couple of hours.

#### **D. Action Items**

Good News Items – Chair, N. Kovar-Euler

- i. Please share and email me ahead of time about any events initiated by your school council and any good news reports. We can all learn, share, and grow with one another.
- ii. St. Dominic's School Council hosted their annual Shrove Tuesday event. The event was free of charge for students; however, they were asked to bring a non-perishable food item. As a result, we collected 350 pounds for our local food bank.
- iii. St. Dominic also launched their own SWAG wear, and it was a huge success.
- iv. St. Dominic for the first time tried Big Box of Cards fundraiser and to our surprise ended up selling 301 boxes.

#### **E. Closing Prayer**

Closing Prayer was led by Superintendent Radic.

**F. Future Meetings**

Thursday, April 10, 2025

Thursday, May 22, 2025

Thursday, June 19, 2025 - Volunteer of the Year Award Presentation and final meeting of the school year.

**G. Adjournment**

**Moved by** – S. Kanabe

**Seconded by** – R. Takawy

**THAT THE MEETING BE ADJOURNED AT 9:31 P.M.**

**CARRIED**



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 7**

**RECEIPT OF THE MINUTES OF THE  
PEEL SAFE AND ACTIVE ROUTES TO SCHOOL (PSARTS) COMMITTEE MEETING,  
JANUARY 21, 2025**

**Peel Safe and Active Routes to School (PSARTS)  
Committee is:**



## Peel Safe and Active Routes to School (PSARTS)

### Committee Meeting

January 21 2025, 10:00am-12:00pm

In person/hybrid at Peel District School Board Central Board Office

## MINUTES

**Chair:** Jaclyn Newman, Peel Region

**Minutes:** Laura Zeglen, City of Mississauga

**In Attendance:**

Region of Peel	Peel Public Health: Jaclyn Newman, Taran Narwal, Lee-Ann Kosziwca, Annique Marko Public Works: Sage Handler, Jennifer Andrade, Erica Duque
Municipalities:	City of Brampton: Tyron Nimalakumar (Transportation Planning), Nkechi Nwokoye (Transportation Planning) City of Mississauga: Matthew Sweet (Active Transportation), Laura Zeglen (Active Transportation), Sheelagh Duffin (Crossing Guards Supervisor and Traffic Safety Council)
School Boards:	PDSB: Tracy Appleton (Sustainability Specialist), Susan Benjamin (Trustee) DPCDSB: Krystina Koops (Planning), Thomas Thomas (Trustee) STOPR: Rebecca Rozario
Peel Police:	Peel Children's Safety Village: Christiana Hallett, Andrew Wernert
Organizations:	TRCA: Amy Thurston EcoSource: Merisa Nudelman
Guests:	PDSB: Jim Brooks (Principal), LaShawn Murray (Governance and Policy), Delia Chan (Instructional Resource Teacher in HPE)

Item No.	Notes	Action Items
1	<b>1.1 Introductions and Land Acknowledgment</b> <b>1.2 Review and Approval of Previous Minutes</b> <b>1.3 Actions Arising from Previous Meeting</b>	1.1 – No Actions 1.2 – No Actions 1.3 – Re Municipalities (i.e., Peel, Mississauga, Brampton, Caledon) to provide contacts for infrastructure questions to STOPR: Laura to follow up to identify contacts for all municipalities, as needed.
2	<b>2.1 Presentation: PDSB Active and Sustainable Transportation (ASST) Charter Overview</b> <ul style="list-style-type: none"> <li>Presenters delivered a presentation providing background and overview of the PDSB ASST Charter that was adopted in June 2024, and provided a preview of the webpage to be launched in the near future</li> <li>The ASST webpage features: <ul style="list-style-type: none"> <li>Landing page with guiding principles as well as commitment of the board</li> <li>Curriculum connections</li> <li>Designing school properties to support ASST (e.g., considerations of bike parking)</li> <li>Success stories, including schools promoting active school travel on their own and through existing programming</li> <li>Additional resources page for parents and school staff</li> </ul> </li> <li>Energy and Sustainability: PDSB is advancing environmental stewardship via making EcoSchools certification mandatory, in line with the approach in DPCDSB</li> <li>Presentation slide deck distributed with meeting minutes</li> <li>Follow-up question: Is the board looking for content to populate the resource page? PSARTS members may be able to support. <ul style="list-style-type: none"> <li>Answer: Yes. Contact LaShawn Murray.</li> </ul> </li> </ul>	2.1 – PSARTS members to share potential ASST resources with PDSB via LaShawn Murray: <a href="mailto:lashawn.murray@peelsb.com">lashawn.murray@peelsb.com</a>
3	<b>3.1 Communications Working Group Update</b> <ul style="list-style-type: none"> <li>Winter Walk Month: Members of this committee created a new colourable bookmark available on Peel’s website</li> </ul>	3.1 – Members of this working group to continue to work on the Walk and Roll Skills and Drills Guide, and alert members of PSARTS

	<ul style="list-style-type: none"> <li>Walk and Roll Skills and Drills Guide: This is an update to the previous Bike Rodeo guide, to incorporate learning stations for various active travel modes as a series of action cards; this will be hosted on the Peel Children's Safety Village website. It is in the phase of drafting the individual action cards.</li> </ul>	when it is ready to be advertised externally.
4	<b>4.1 Policy and Environment Working Group Update</b> <ul style="list-style-type: none"> <li>Previous focus: Updating STOPR webpage to include active school travel language and reflect other modes of transport besides school bus transportation</li> <li>Current focus: Advocating to PDSB and DPCDSB to adopt ASST Charters; achieved at PDSB, still working through discussions at DPCDSB</li> <li>What's next for this working group?</li> </ul>	4.1 – PSARTS members to reflect on active school travel policy advocacy issues that this working group might pursue.
5	<b>5.1 Roundtable Updates</b>  <b>5.2 DPCDSB Updates</b> <ul style="list-style-type: none"> <li>The board is looking to update existing transportation policies to include something that includes active and sustainable transportation (also includes bussing and public transit)</li> <li>Challenge for the board: Defining what would be the benefit of the Charter</li> </ul> <b>5.3 City of Brampton Updates</b> <ul style="list-style-type: none"> <li>Working towards Winter Walk Month campaign; want to highlight PDSB's ASST Charter as part of Brampton Mobility Plan</li> </ul> <b>5.4 Peel Public Health Updates</b> <ul style="list-style-type: none"> <li>E-blasts gone out to school nurses to forward to school principals; winter flyer and bookmark has been provided to schools this way; working with school boards on EcoSchools implementation</li> </ul> <b>5.5 City of Mississauga Updates</b> <ul style="list-style-type: none"> <li>Mississauga's School Walking Routes program has completed the Safety Audit Walks at 7 schools this fall; a number of action items are now underway to improve the safety of school walking routes in Mississauga</li> <li>The City of Mississauga, along with various partners from within PSARTS, have formed a Project</li> </ul>	5.1- 5.7 – No follow-up actions.

	<p>Advisory Group to begin planning for our next School Streets Project to launch in September 2025. This School Street will run for a full school year.</p> <ul style="list-style-type: none"> <li>• Winter Walk Month: Deliver social media campaign; Complete Winter Wonderland Walks at 5 schools this February</li> </ul> <p>5.6 TRCA Updates</p> <ul style="list-style-type: none"> <li>• Chara's role will be backfilled and her replacement will be introduced in the coming weeks.</li> <li>• TRCA had 5 workshops in the fall for teachers working in Peel with a focus on EcoSchools implementation. New action card launched called "Flood smart in Peel".</li> </ul> <p>5.7 Peel Region Updates</p> <ul style="list-style-type: none"> <li>• Public Works has started planning for Bike Month and Bike to School Week; registration will open March 3. Guaranteed gift packages for first 100 schools to register. Prize packs to include helmets, bike locks, bells, lights, stickers.</li> </ul>	
6	<p><b>6.1 Open Discussion</b></p> <ul style="list-style-type: none"> <li>• Re: promoting ASST in schools: What do we do about parents who don't agree? Many parents are not interested in walking <ul style="list-style-type: none"> <li>○ A large majority of parents were supportive of PDSB having an ASST Charter</li> <li>○ It's important to educate our school communities; one way could be to attend PICs to speak to parents</li> </ul> </li> <li>• Re: Working with French language schools: Peel Public Health has bilingual nurses (fluent in English/French)</li> <li>• Re: School Streets: What are the criteria for selecting School Streets? <ul style="list-style-type: none"> <li>○ Equity factors; street design; % of students living within walking distance; interest of the school in promoting ASST</li> </ul> </li> <li>• Re: Understanding needs of families: Peel Public Health does Family Travel Surveys as part of their School Travel Planning Program</li> <li>• Re: Sidewalk implementation: Municipalities are limited by political factors in where they can implement sidewalks in older neighbourhoods; we collectively need a new way of articulating this</li> </ul>	6.1 – No follow-up actions.

	<p>problem so that individual homeowners don't unfairly influence where sidewalks get built</p> <ul style="list-style-type: none"> <li>○ Equity and inclusion: the benefit of installing sidewalks is for everyone, it's not just about walking to school</li> <li>● Re: School site development: In Brampton, staff work with developers; developers often don't believe that anyone will walk or bike to school, there is pushback on planning that supports ASST <ul style="list-style-type: none"> <li>○ Idea: real people describing real scenarios of how they get to school; bring this to Council</li> </ul> </li> <li>● A potential policy issue for P&amp;E working group: What is the school boards' policy on how many bike racks? <ul style="list-style-type: none"> <li>○ School boards plan using municipal requirements; rates are different by land use type.</li> <li>○ Region could support providing racks if space is planned.</li> <li>○ Should we try to get the minimums to be more?</li> </ul> </li> </ul>	
7	<p><b>7.1 Adjournment and Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Next meeting: April 15 2025, 10am-12pm; location TBD</li> <li>● Meeting Room Requirements: Hybrid capabilities and around 20 people occupancy</li> <li>● Adjournment</li> </ul>	7.1 – Please let Laura/Jaclyn know if your organization can host the next meeting.



## **RECOMMENDATION TO THE BOARD**

**REPORT NUMBER G 1**

**LETTER OF RETIREMENT  
ADRIANO BOMBEN, PRINCIPAL**



# stJoan of Arc

Catholic Secondary School

3801 Thomas Street, Mississauga, Ontario L5M 7G2 • Phone: 905-285-0050 • Fax: 905-285-0737 •  
[www.dpcdsb.org/J0ANA](http://www.dpcdsb.org/J0ANA)

March 31, 2025

Adriano Bomben [REDACTED]

To whom it may concern,

Re: Retirement Letter – June 30, 2025

Please accept this letter as my official notice of retirement as of June 30, 2025. I have enjoyed over fifty years with Dufferin-Peel CDSB as a student, parent, teacher, and administrator. I have had the privilege to work with and be inspired by some of the finest educators in the province. It is with a sense of satisfaction and enthusiasm that I make this decision. I will fondly remember my time at seven different school communities in Dufferin-Peel and those with whom I've worked. Dufferin-Peel has been a very important part of my life and the life of my family. I am a better person for having had the experience.

Sincerely,

Adriano Bomben

*I Fear Nothing.....For God Is With Me!*



The Dufferin-Peel Catholic District School Board



## **RECOMMENDATION TO THE BOARD**

**REPORT NUMBER G 2**

**LETTER OF RETIREMENT  
CARL CINI, PRINCIPAL**

Carl Cini

April 1, 2025

Marianne Mazzorato  
Dufferin Peel Catholic District School Board

Dear Marianne;

Please accept this letter as notice of my intention to retire from the position of Principal at the end of this school year. My last day at work will be June 30, 2025. I have enjoyed working with, and learning from, my colleagues for the past 30 years, and I am ready to move on to the next phase in my life. Prior to my formal retirement, I am willing to help you in any way to make the transition as smooth as possible.

The schools and communities that I have had the opportunity to serve have all been wonderful and I have so many great memories of the students, staff, families, communities and parishes that I will bring with me in retirement. I started out as a teacher, assuming that was my vocation then the calling to participate in so many other areas helped to shape me as a leader and led me to the role of Principal. The opportunity to contribute to a number of Dufferin Peel communities as a Teacher, Department Head, Vice Principal and Principal was an honour and I am grateful for them.

I would appreciate confirmation, in writing, of your acceptance of my intentions. Please inform me of my options with regards to benefits and my allowable retirement gratuity.

Again, it has been a pleasure working as a part of the Dufferin Peel Catholic District School Board.

God bless,

A handwritten signature in blue ink, appearing to be 'C. Cini', with a stylized flourish extending from the bottom left.

Carl Cini

c.c. Stephanie Strong, Superintendent, Human Resources  
Drago Radic, Superintendent, Mississauga South Family of Schools



## **RECOMMENDATION TO THE BOARD**

**REPORT NUMBER G 3**

**LETTER OF RETIREMENT  
GWEN SCANLON, PRINCIPAL**

April 8, 2025

Marianne Mazzorato  
Dufferin Peel Catholic District School Board  
40 Matheson Blvd. West  
Mississauga, ON L5R 1C5

Dear Marianne,

Please accept this letter as notice of my retirement from Dufferin Peel Catholic District School Board effective June 30, 2025. I submit this letter with mixed emotion. While I look forward to enjoying retirement, I have valued my time in Dufferin Peel.

For the past 38.5 years Dufferin Peel has been home. I have learned a great deal. My heart and soul feel full. My work has been what has defined me in many ways and now that I am older, I plan on spending a little more time exploring who else I am. I'm grateful for the support and encouragement during my time in Dufferin Peel. Teaching and the privilege to lead in such a wonderful organization gave me legs to stand on and confidence to handle life. I am also thankful for the many relationships I've built over the years. Blessed is a word I think of and use often with I think of my work.

I understand there's a process to follow regarding retirement. I want to offer my support to prepare for my replacement. I'm also interested in supporting the organization on a contract basis if there's an opportunity or need.

Please let me know if you would like to meet to discuss my plans.

Sincerely,



*Gwen Scanlon*

cc Dulcie Belchior, Superintendent Mississauga East, Stephanie Strong Superintendent of Human Resource and Employee Relations



## **RECOMMENDATION TO THE BOARD**

**REPORT NUMBER G 4**

**LETTER OF RETIREMENT  
MARK MCCALLEN, PRINCIPAL**

April 8, 2025.

Dufferin Peel Separate School Board  
40 Matheson Blvd,  
Mississauga, Ontario

Mark McCallen  
[REDACTED]  
[REDACTED]  
[REDACTED]

Attention: Stephanie Strong

Dear Ms. Strong,

After 31 years of education, including more than 20 years with the Dufferin Peel Catholic District School Board, I am writing this letter to give notice of my intent to retire at the end of this school year.

It has been a true blessing and privilege to serve within the Catholic Education system. I am deeply grateful for the opportunity to contribute to the faith formation and academic development of our students and to work alongside such dedicated and compassionate educators and staff. Completing my career as a Principal has been the highlight of my career and solidified for me the necessity of Catholic Leaders in our schools.

At the conclusion of this school year 2025, I, Mark McCallen, employee [REDACTED], will retire from the Dufferin Peel Catholic District School Board. Therefore, June 27, 2025, will serve as my last day of service after which I will retire from the Board.

I would like to thank DPCDSB for giving me the opportunity to be part of a community that instilled the values of my faith and let me live that every day as a teacher and administrator.

Sincerely,

Mark McCallen  
Principal  
St. Monica

CC: Brian Diogo



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER G 5**

#### **LETTER OF RETIREMENT, PRINCIPAL NORMA RESENDES**

April 11, 2025

Marianne Mazzorato  
Director of Education  
DPCDSB

Dear Marianne,

After much thought and reflection, please accept this letter of my intent to retire from my role as Principal, effective July 31, 2025.

After 30 years in education, including serving as a Teacher, Special Assignment teacher, and an Administrator for 14 years including: Vice-Principal at St. Catherine of Siena and the privilege of serving as a Principal at two schools- St. Patrick and St. Mark, I feel it is time for me to step into the next phase of my life.

Looking back on my career, I am filled with gratitude for the countless students, teachers, and colleagues who have been a part of this journey. From my beginnings as a classroom teacher to my time leading schools, I have been deeply fortunate to witness the profound impact Catholic Education has on individuals, families, and communities. Every school I've had the privilege to serve, has shaped me as an educator, and it's been an honor to work alongside passionate and dedicated professionals.

I am particularly proud of the progress we've made at each school I've had the honor to lead, and I remain inspired by the commitment of our staff and the resilience of our students. While my role has evolved over the years, my commitment to providing quality Catholic education has remained unwavering.

I want to thank the Superintendents I've had the pleasure to work with for their guidance and partnership throughout my career: Nick Milanetti, Cathy Saytar, Max Vecchiarino (now Associate Director), Deb Finegan-Downey, Denise Oude-Reimerink, Lucy Papaloni, Silvana Gos, and Drago Radic. Their leadership has been instrumental in my own growth, and I am grateful for their support. I also extend my gratitude to the many teachers, administrators, trustees and support staff who have made this journey so memorable, including Retired Principal Steve Palmateer who hired me to my first permanent teaching position and encouraged me to pursue leadership.

While I look forward to new adventures in retirement, I will always cherish the relationships I've built and the work we've done together.

With sincere thanks and gratitude,



Norma Resendes  
Principal  
St. Mark School

**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 1**

**MOTIONS RECOMMENDED BY THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE,  
APRIL 22, 2025**

1. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT THE *PROCEDURAL BY-LAW* AS AMENDED.
2. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-0013 RESEARCH STUDIES IN DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD (DPCDSB)* AS AMENDED.
3. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-2000 ADMISSIONS* AS AMENDED.
4. THAT THE BOARD OF TRUSTEES APPROVE THE RESCISSION OF *P-4008 SCHOOL CLOSURE/EARLY DISMISSAL*.
5. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-4006 STUDENT SAFE ARRIVAL AND EARLY DISMISSAL* AS AMENDED.
6. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-5004 ACCEPTABLE NETWORK USE AND SECURITY* AS AMENDED.
7. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-6003 COMMUNITY PLANNING AND PARTNERSHIPS* AS AMENDED.
8. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-7001 FINANCIAL ACTIVITIES* AS AMENDED.



## PROCEDURAL BY-LAW

*Give me now wisdom and knowledge to go out and come in before this  
people, for who can rule this great people of yours?  
2 Chronicles 1:10*

Revised: ~~January~~ [April](#) 2025  
Next Review Date: August 2025

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## PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the *Education Act* which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications.

Capitalized terms in this By-law are defined in Article 9: Index.

### ARTICLE 1 RULES OF ORDER

- 1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of *Robert's Rules of Order*. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of *Robert's Rules of Order* applies to that matter.
- 1.2 **DPCDSB Local School Board Governance Manual:** This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, individual Trustees, the Director/Secretary and senior staff with respect to local school board governance/day-to-day management, on the other hand, are set out in the *DPCDSB Local School Board Governance Manual*, as the Board of Trustees may amend or replace, located in the [DPCDSB Governance Guideline](#).
- 1.3 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:
  - a) *Education Act* and other applicable legislation, including any order of the Government of Ontario and/or Federal Government of Canada, including an emergency order
  - b) By-law
  - c) Code of Conduct
  - d) Board of Trustees' Resolutions and Policies, other than the Code of Conduct
  - e) The current edition of *Robert's Rules of Order*

## ARTICLE 2 DUTIES

- 2.1 **Board of Trustees:** In addition to any other duties under Applicable Laws, the Board of Trustees shall:
- a) promote student achievement and well-being; (s.169.1(a))<sup>1</sup>
  - b) carry out its role in accordance with the teachings of the Catholic faith;
  - c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground; (s.169.1(a.1))
  - d) promote the prevention of bullying; (s.169.1(a.2))
  - e) ensure effective stewardship of the DPCDSB's resources; (s.169.1(b))
  - f) deliver effective and appropriate education programs to its pupils, through the approval of policy; (s.169.1(c))
  - g) develop and maintain policies and organizational structures that:
    - 1. promote the goals referred to in clauses (a) to (f);
    - 2. encourage pupils to pursue their educational goals; (s.169.1(d)) and
    - 3. promote the DPCDSB's vision and mission;
  - h) monitor and evaluate the effectiveness of policies under clauses (f) and (g) in achieving the goals and the efficiency of the implementation of those policies; (s.169.1(e))
  - i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the "**Multi-Year Strategic Plan**"); (s.169.1(f))
  - j) annually review the Multi-Year Strategic Plan with the Director/Secretary; (s.169.1(g)) and

<sup>1</sup> Unless otherwise specified herein, all section references in brackets throughout this By-law are to the *Education Act*.

- k) monitor and evaluate the performance of the Director/Secretary, in meeting the following:
  - 1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and
  - 2. any other duties assigned by the Board of Trustees. (s.169.1(h))

**2.2 Trustees:** In addition to complying with Applicable Laws and all resolutions of the Board of Trustees, each Trustee shall:

- a) carry out their responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under Applicable Laws; (s.218.1(a))
- b) attend and participate in meetings of the Board of Trustees, including meetings of Committees of which they are a member; (s.218.1(b))
- c) consult with parents, students and supporters of the DPCDSB on the Multi-Year Strategic Plan; (s.218.1(c))
- d) bring concerns of parents, students and supporters of the DPCDSB to the attention of the Board of Trustees; (s.218.1(d))
- e) uphold the implementation of any resolution after it is passed by the Board of Trustees; (s.218.1(e))
- f) entrust the day-to-day management of the DPCDSB to its staff through the Director/Secretary; (s.218.1(f))
- g) maintain focus on student achievement and well-being; (s.218.1(g))
- h) comply with the Trustee Code of Conduct; (s.218.1(h)) and
- i) communicate with Church, local governmental and/or community partner officials (“Officials”) as necessary on matters that have implications or impact on the Trustee’s ward(s).

Notwithstanding the foregoing, any matter that has or may have implications or impact on any other Trustee’s ward, the Board of Trustees and/or the DPCDSB shall be referred by a Trustee to the Board of Trustees for action. Action may, for example, consist of the Chair acting in their role as spokesperson of the Board of Trustees pursuant to Section 2.4 (f). For matters referred to the Board of Trustees in connection with this Section 2.2 (i), no Trustee shall communicate with Officials without prior approval by the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.

- 2.3 **Director/Secretary:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:
- a) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan; (s.283.1(1)(a) and (d))
  - b) ensure that the Multi-Year Strategic Plan establishes the DPCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the *Education Act*; (s.283.1(1)(b))
  - c) implement and monitor the implementation of the Multi-Year Strategic Plan and report periodically to the Board of Trustees on the status of its implementation; (s.283.1(1)(c))
  - d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
  - e) immediately upon discovery, bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the *Education Act*; (s.283.1(f))
  - f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission; (s.283.1(1)(g))
  - g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member; (s.198(1)(a))
  - h) transmit to the Ministry of Education copies of reports requested by it; (s.198(1)(b))
  - i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing (including by electronic means); (s.198(1)(c))
  - j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees; (s.198(1)(d))
  - k) attend all meetings of the Board of Trustees and Committees in person or by designate; (O.Reg 463/97, s.5.(1)(3); s. 283.1(1)(e) and s.198.(1)(e))
  - l) prepare or arrange to have prepared by a delegated representative, minutes of all meetings of the Board of Trustees and of Committees; (s.170.(1)(4); s.198(1)(a))

- m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees; (s.170.(1)(4) and (18); s. 171(1)(38); s.198.(1)(e))
- n) conduct the official correspondence on behalf of the Board of Trustees;
- o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;(s.198(1)(e))
- p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings including special meetings of the Board of Trustees and of all Committees or delegate the responsibility; (s.218(4))
- q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB's website; (s.198(1)(e))
- r) have charge of all correspondence, reports and other documents; (s.198(1)(e))
- s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; (s.198(1)(e))
- t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware; (s.198(1)(e)) and
- u) manage the day-to-day operations of the DPCDSB, including executing the implementation of DPCDSB policies and decisions of the Board of Trustees. (s.218.1(f)). For certainty, requests by Trustee(s) for staff to provide information or to perform an action on any matter that will require significant resources to fulfill, at the request of the Director/Secretary, the Board of Trustees shall pass a motion to request staff, through the Director/Secretary, to fulfill such request. A resource is considered "significant" if it requires any of the following as determined by the Director/Secretary:
  - 1. expenditure of funds not previously allocated to fulfill the specific request;
  - 2. engagement of external human resources, including, but not limited to additional staff, consultants and/or external legal counsel;
  - 3. the assignment of one or more existing staff to fulfill the request causing them to vacate any portion of their regular day-to-day assigned duties that cannot be postponed;

- 2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall: preside over meetings of the Board of Trustees; (s.218.4(a))
- a) conduct the meetings in accordance with this By-law; (s.218.4(b))
  - b) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
  - c) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
  - d) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
  - e) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees (s.218.4(e)). In carrying out the role as spokesperson, the Chair shall ensure the following:
    - 1. invitations the Chair receives to attend events as spokesperson of the Board of Trustees are also extended to the Vice-Chair.
    - 2. except for offering messages such as congratulations and/or condolences to the DPCDSB's partners in education ("Messages") (for example, Church officials, governmental officials, DPCDSB families, and/or community partner officials), matters for which it is proposed the Chair carry out their role as spokesperson of the Board of Trustees, receives prior approval through the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.
    - 3. in circumstances where the Chair carries out this role through the offering of Messages, they shall notify the other Trustees as soon as reasonably possible following the delivery of the Messages.
  - f) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
  - g) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.; (s.218.4(g)) and
  - h) provide leadership to the Board of Trustees in maintaining a focus on the DPCDSB's mission and vision. (s.218.4(h))
- 2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity. (s.208(7))

### ARTICLE 3 COMMITTEES OF THE BOARD AND EXTERNAL ASSEMBLIES

3.1 **Committees:** The Board of Trustees will establish Committees and determine the duties of such Committees. (s.171(1)1)) The Committees shall be categorized as follows:

- a) Committees, the mandates and terms of reference of which are established by the *Education Act* ("**Statutory Committees**");
- b) Committees whose duties are normally continuous, whether required by statute or otherwise ("**Standing Committees**"); and
- c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("**Ad Hoc Committees**").

**Statutory Committees:** The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Audit (s.253.1) (three Trustees) (O.Reg 361/10)
- b) Special Education Advisory (s.57.1) (two Trustees and two alternates) (O.Reg 464/97)
- c) Supervised Alternative Learning (one Trustee and one alternate) (O.Reg 374/10)
- d) Discipline (while all Trustees are expected to participate on Discipline Committees, at least three Trustees as available (S. must convene for each student hearing (S. 309(12) and S. 311.3(9)))
- e) Central Committee for Catholic School Advisory Councils (one Trustee and one alternate) (O.Reg 612/00)
- f) Director of Education Performance Appraisal Committee (at least three but no more than 7 Trustees) (O. Reg 83/24)

**Standing Committees:** The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Administration and Finance
- b) Faith and Program
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review
- e) Multi-Year Strategic Planning Committee

3.2 **External Assemblies Membership:** The Board of Trustees may appoint Trustees to assemblies established by external agencies ("**External Assemblies**"), including the following. For certainty, External Assemblies are not Committees:

- a) Brampton Board of Trade (three Trustees)
- b) Mississauga Board of Trade (seven Trustees)
- c) Peel Safe and Active Routes to School (two Trustees)
- d) Brampton School Traffic Safety Council (one Trustee and one alternate)
- e) Mississauga Traffic Safety Council (one Trustee and one alternate)
- f) Ontario Catholic School Trustees Association (two Trustees)

3.3 **Functions, Duties, Responsibilities and Powers of Committees:** The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.4 **Committee Membership:**

- a) Individuals appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees and DPCDSB resources are dedicated to support its work.
  - **Statutory Committee Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Statutory Committees in accordance with the *Education Act*. Notwithstanding anything to the contrary, the term of Trustees appointed to the Audit Committee is two (2) years; and the term of Trustees appointed to the Director of Education Performance Appraisal Committee is from July 1 of one year to June 30 of the following year.
  - **Standing Committee Membership:** At its Inaugural or Organizational meeting, as the case may be, the Board of Trustees shall appoint the chair, vice-chair and other members of each Standing Committee.
- b) **Ad Hoc Committee and External Assembly Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Ad Hoc Committees and External Assemblies.
- c) **Notwithstanding** anything to the contrary, Committee and External Assembly

Membership is subject to the following:

- no later than May 15 in each year, each board shall establish a committee responsible for conducting a performance appraisal of the director of education for the board, composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair (O. Reg. 83/24). The committee is responsible for conducting any performance appraisal required under this Regulation in respect of any of the director of education's evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year; ;
- only Trustees without a declared interest may be members of the Contract and Negotiations Committee;
- a Trustee's membership on a Committee or External Assembly is subject to any sanctions imposed on the Trustee pursuant to section 218.3 of the *Education Act* arising out of a finding of a breach of the Code of Conduct or otherwise required by law.

d) **Committee Procedures:** Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications, subject to the following:

- All Committees, except the Audit Committee and the Director of Education Performance Appraisal Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.
- The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)
- Election of the chair and vice-chair of the Audit Committee shall occur at the Audit Committee's first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The first meeting of the Director of Education Performance Appraisal Committee shall take place no later than July 30 in each fiscal year.
- Election of the chair and vice-chair of the Director of Education Performance Appraisal Committee shall occur at its first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The process to meet In-Camera set forth in Article 6 applies to Committee meetings with necessary modifications.

**ARTICLE 4**  
**THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,**  
**ELECTION OF OFFICERS AND APPOINTMENTS**

- 4.1 **Date and Time:** Subject to any statutory requirements, the Inaugural Meeting shall be held not later than seven (7) days after the day on which the term of office of the Board of Trustees commences, at the Catholic Education Centre at 7:00 p.m., (s.208(2)) following a 6:00 p.m. mass, or at such other time and location determined by the Chair. Each subsequent Annual Organizational Meeting of the Board of Trustees shall be held at such time and place as the Board of Trustees considers expedient. (s.208(6))
- 4.2 **Meeting Procedure:** The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:
- a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
    - 1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
    - 2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
    - 3. administer to each Trustee a declaration of office and oath of allegiance; and
    - 4. declare the Board of Trustees to be legally constituted.
  - b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
    - 1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
    - 2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate);
    - 3. The Director/Secretary shall ask all nominees to confirm whether they wish to allow their name to stand in nomination;
    - 4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees;
    - 5. Trustees may ask questions of each candidate;

6. The election shall then proceed by secret ballot;
  7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote;
  8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting;
  9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the *Education Act*;
  10. A majority of the Board of Trustees present and entitled to vote at the meeting will bring a motion to destroy the ballots or file the ballots with the Director/Secretary and then destroyed at a date defined in the motion.
- c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.
  - d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of the following Standing Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees: Faith and Program; By-law/Policies Review; Administration and Finance; Multi-Year Strategic Plan and Contract and Negotiations.
  - e) At least every five years, once the Audit Committee has recommended the appointment of an auditor to the Board of Trustees, the Board of Trustees shall appoint its auditors for the ensuing one to five years.
- 4.3 **Term of Office:** The term of office for all positions and appointments of Trustees described in Articles 3 and 4 shall be for a period of one year, except for the Audit Committee where the term of office shall be two years.

## ARTICLE 5

### PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

- 5.1 **Quorum:** A majority of Trustees constitutes a quorum. (s.208(11))
- a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene, and the Director/Secretary shall record the names of the members present.
  - b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene, and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.
  - c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present, and the Director/Secretary shall then record the time of adjournment and the names of the members present.
  - d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.
- 5.2 **Regular Meetings:** The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. on the fourth Tuesday of every month, other than June, July and December, and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. (s.170(1)4)) The Board of Trustees may pass a motion by simple majority to extend a meeting past 11:00 pm. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.
- 5.3 **Meeting Materials:** To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB's website for public access.

5.4 **Agendas for Meeting:** The Agenda and order of business for meetings of the Board of Trustees and its Committees will normally be as set out in Appendix D. (s.218(4))

5.5 **Adding to Agenda**

- a) **Prior to the Meeting:** At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.
- b) **At the Meeting:** A Trustee or the Director/Secretary may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting. Other than in urgent circumstances, items dealing with substantive issues should not be added to the agenda at the meeting to ensure fairness to Trustees who are absent.
- c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting but may be changed by a majority vote of the Trustees present at such meeting.
- d) Amendments to the Agenda during the meeting shall be permitted if all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(k), special meetings of the Board of Trustees may be called at the discretion of the Chair or at the request of at least two (2) Trustees, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists. (s.208(13))

- 5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, (s.228(1)(b)) a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive full regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.
- 5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees arrive late or leave prior to adjournment. A Trustee absent from a meeting(s), will be recorded as such, along with any Board of Trustee motion passed pursuant to Section 228(1)(b) of the *Education Act* approving the absence
- 5.9 **Electronic and Physical Attendance at Meetings:** The Board of Trustees shall physically attend regular meetings of the Board, and regular meetings of the Committee of the Whole Board, except where attendance by electronic means is approved and allowable under the *Education Act*, Regulation 463/97, and DPCDSB Policy No. 1.06, as may be amended from time to time.

Type of Meeting	Physical Attendance Requirement
Regular Meetings of the Board of Trustees and regular meetings of the Committee of the Whole Board	1. The Chair or their designate; 2. All Trustees (unless approved by the Chair to attend virtually, for one of the exceptions set out below); and 3. The Director/ Secretary or their designate.
Committees, other than Committees of the Whole	1. The Committee Chair or their designate, except that the Committee Chair or their designate may participate in a meeting by electronic means if at least one additional Committee member who is a Trustee is physically present; and 2. The Director/Secretary or designate;
Exceptions: 1. The Chair of the Board, or the Vice Chair if the request is from the Chair, may approve a request from a Trustee to virtually attend a regular meeting of the Board, or a regular meeting of the Committee of the Whole Board if one of the following exceptions apply: <ul style="list-style-type: none"> <li>a) <i>The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.</i></li> <li>b) <i>Weather conditions do not allow the member to travel to the meeting location safely.</i></li> <li>c) <i>The member cannot be physically present at a meeting due to health-related issues.</i></li> </ul>	

- d) *The member has a disability that makes it challenging to be physically present at a meeting.*
- e) *The member cannot be physically present due to family responsibilities in respect of the member's spouse,*
  - i. *a parent, step-parent or foster parent of the member or the member's spouse,*
  - ii. *a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,*
  - iii. *a relative of the member who is dependent on the member for care or assistance,*  
*or*
  - iv. *a person who is dependent on the member for care or assistance and who considers the member to be like a family member.*

Notwithstanding the foregoing, the Chair shall not approve a request to attend a meeting virtually if to approve a request would result in fewer than one Trustee in addition to the Chair being physically present in the meeting room.

In addition to the foregoing requirements, the Chair or designate must be physically present in the meeting room for at least half of the Board of Trustees meetings for any twelve (12)-month period beginning November 15 of any year. (O. Reg. 463/97 s. 5.1(2))

Furthermore, every Trustee, must be physically present in the meeting room for at least three (3) regular meetings of the Board of Trustees during each twelve (12) month period, and for at least one regular board meeting for each period of four full calendar months that occurs, beginning November 15 of each year. (O. Reg. 463/97, S. 6.1).

The foregoing physical attendance requirements apply except in rare circumstances where all schools are closed pursuant to an order as described by O. Reg. 463/97 s. 6.1(2), (3) or (4).

The DPCDSB may refuse to provide a Trustee with the means to participate electronically in a meeting of the board, Committee of the Whole Board, or any other committee of the Board of Trustees, unless the Trustee has received approval from the Chair to attend electronically, where such refusal is necessary to ensure compliance with Regulation 463/97.

A Trustee attending a meeting electronically must fulfill the following obligations:

- (a) The mute function is used when the Trustee is not speaking;
- (b) Participate in a quiet room with a closed door to prevent unnecessary distractions;
- (c) Ensure their camera is on when voting. During the rest of the meeting, if a Trustee needs to turn their camera off, they will advise the recording secretary if they have left the meeting for any length of time;
- (d) For In-Camera meetings, comply with the requirements of Section 6.7 in addition to the foregoing.

- 5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity. (s.208(9)) Notwithstanding the foregoing, in circumstances where there is a past Chair, they shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.
- 5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained. (s.198(1)(a))
- 5.12 **Content of Minutes:** Each set of meeting minutes shall contain the following:
1. the type of meeting (“regular”, “special”, etc.);
  2. the date and place of the meeting;
  3. the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees absent for the entire meeting;
  4. the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
  5. disclosure of declared interests;
  6. all motions and points of order and appeals, and the disposition thereof;
  7. the time of adjournment; and
  8. the time, date, and place of the next meeting.

## ARTICLE 6 IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

- 6.1 **Principle of Open Meetings:** All meetings, including electronic meetings, of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public. A person shall only be excluded from a meeting that is open to the public, for improper conduct (s.207(1)(3)) as determined by the chair of the meeting in their absolute discretion. For this purpose of this Section 6.1, “improper conduct” includes, but is not limited to, any contravention of the Code of Conduct for Public Meetings set out in Appendix “E”.
- 6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
- a) the security of the property of the DPCDSB;
  - b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;
  - c) the acquisition or disposal of a school site;
  - d) decisions in respect of negotiation with employees of the DPCDSB; and
  - e) litigation affecting the DPCDSB. (s.207(2))
- 6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the DPCDSB. (s.207(2.1))
- 6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.
- 6.5 **In-Camera Meetings - Private Sessions:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees Only”. For certainty, an In-Camera Meeting - Private Session-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary. The Committee of the Whole may, in its discretion, invite such.

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

**6.6 Process to Meet In-Camera as Committee of the Whole:** When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of [*describe reason for matter to be discussed in-camera, with reference to the criteria set out in Section 6.2 and/or 6.3*]”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene in public, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [*describe reason for matter to be discussed in-camera with reference to criteria set out above*] and recommend adoption of the recommendations set out therein”.

**6.7 Confidential Nature of In-Camera Meetings:**

a) **Materials and Other Information:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

- b) **Security:** A Trustee attending electronically in an In-Camera meeting must fulfill the following obligations in addition to those set out in Section 5.10:
- That they access the meeting using headphones;
  - That they access the meeting alone in a private and quiet room with a closed door through which the meeting deliberations cannot be heard by anyone else;
  - That they provide the location from where they are physically to the recording secretary and the Chair of the Board of Trustees or the Committee, as the case may be. This location shall not be disclosed publicly; however, the Trustee will be noted in the minutes to have participated in the meeting electronically;
  - That, when possible, their camera stays on.
- 6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.
- 6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. (s.55(5)).

## **ARTICLE 7**

### **DELEGATIONS AND SUBMISSIONS**

**7.1 Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
  - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
  - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
  - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
    - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
    - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
      - age
      - Ancestry, colour, race
      - Citizenship
      - Ethnic origin
      - Place of origin
      - Creed
      - Disability
      - Family status
      - Marital status (including single status)
      - Gender identity, gender expression
      - Receipt of public assistance (in housing only)
      - Record of offences (in employment only)
      - Sex (including pregnancy and breastfeeding)
      - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

## ARTICLE 8 BY-LAW AMENDMENTS

- 8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees' policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.
- 8.2 **Annual Review of By-law:** The By-law/Policies Review Committee shall annually review this By-law.
- 8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired, or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.
- 8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to Applicable Laws. The provision to suspend the rules for an emergency debate requires two-thirds (2/3) of those Trustees present at a duly called and regularly constituted meeting.

## ARTICLE 9 INDEX

### 9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

- a) **“Agenda”** means a list of items that are to be discussed at a meeting of the Board of Trustees.
- b) **“Annual Organizational Meeting”** means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of each of the Faith and Program, Board By-law/Policies Review, Administration and Finance and Contract and Negotiations Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
- c) **“Applicable Laws”** means the *Education Act*, this By-law, the *Municipal Conflict of Interest Act* and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
- d) **“Board and Committee Information Officer”** means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).
- e) **“Board of Trustees”** means the Board of Trustees of the DPCDSB.
- f) **“Business Day”** means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays.
- g) **“By-law”** means this procedural by-law of the DPCDSB.
- h) **“Chair”** means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
- i) **“Trustee Code of Conduct”** means DPCDSB Policy No. 1.02 entitled *“Code of Conduct – Trustees”* (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the *Education Act*.
- j) **“Committee”** means any committee of the Board of Trustees established in accordance with this By-law.
- k) **“Committee of the Whole”** means a meeting of the Trustees that is not a meeting of the Board of Trustees.
- l) **“Director/Secretary”** means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary’s designate where the context requires or allows.

- m) **“DPCDSB”** means the Dufferin-Peel Catholic District School Board.
- n) **“Education Act”** means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.
- o) **“In-Camera Meeting”** means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the *Education Act*.
- p) **“Inaugural Meeting”** means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.
- q) **“Minister”** means the Minister of Education and Minister Responsible for Early Years and Child Care.
- r) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.
- s) **“Municipal Elections Act”** means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, and includes the regulations enacted thereunder.
- t) **“Staff”** means the staff of the DPCDSB.
- u) **“Student Trustee”** means a senior secondary student elected pursuant to the *Education Act* to represent all students of the DPCDSB. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.
- v) **“Trustee”** means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*.
- w) **“Vice Chair”** means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.

## APPENDIX A – THE CHAIR’S ROLE

- 1.1 **Rules of Order.** The Chair or, in their absence, the Vice-Chair shall preside over all meetings.
- 1.2 **Attendance.** The Chair shall cause the Board and Committee Information Officer to do the following:
  - a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and
  - b) maintain the record of attendance referenced in Section 5.8 of this By-law.
- 1.3 **Chair Participation.** Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.
- 1.4 **Appeal of Chair’s Ruling.** A Trustee may appeal the Chair's ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

## APPENDIX B – OBTAINING THE FLOOR

- 1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before the Chair has recognized them shall be considered out-of-order.
- a) **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who may speak.
  - b) **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.
  - c) **Guideline for Limitation on and use of Floor Time.** Upon obtaining the floor, a Trustee shall make every effort to speak succinctly on the relevant issue and use only a reasonable amount of time to do so. As a Guideline, it is recommended that a Trustee have the floor for no more than five (5) consecutive minutes for the same issue. If the Chair determines that time in excess of five (5) consecutive minutes is unreasonable in the circumstances, the Chair may limit the amount of additional time that a Trustee may continue to have the floor. Notwithstanding the foregoing, such limitations enforced by the Chair must be fair and justifiable and the time limit must allow for at least another five (5) consecutive minutes by the subject Trustee on the issue. The foregoing does not apply in circumstances falling under Section 1.1 (h) of this Schedule B, in which case, the Chair has the discretion to limit or end the Trustee's floor time at any time.
  - d) **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix "C". The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.
  - e) **Guideline for Time Limit on Debate.** Each matter should be debated within thirty (30) minutes of it being stated by the Chair. At or after the expiration of the thirty (30) minutes, the Chair shall put the question, "Is it the will of the Board of Trustees/Committee to extend the debate for fifteen (15) minutes?". The vote shall be taken immediately without debate. Up to two extensions of debate may be permitted.
  - f) **Procedure when Time Limit Expires.** If a matter has not been disposed of at a meeting within the time limits set out above, then, notwithstanding anything to the contrary, the Chair shall call for a motion to call the question. If such motion is not passed, the matter shall be referred to the appropriate Board of Trustees or Committee meeting.

- g) **Questions asked by.** To maximize efficiencies at each Board of Trustees and Committee meeting, Trustees should, to the extent practicable, only raise matters at a particular meeting that are relevant to the subject matter under the purview of that assembly unless the matter must be dealt with urgently. Each Trustee may ask up to five (5) questions per matter at a Meeting. A Trustee may ask an additional five (5) questions on the same matter at the discretion of the Chair.
- h) **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees' office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.

## APPENDIX C – MOTIONS AND VOTING

### A. GENERAL PROCEDURES FOR MOTIONS

- 1.1 **Notices of Motions.** The Notice of Motion has the effect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next meeting. Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next meeting of the Board of Trustees. A Notice of Motion:
- (a) must be in writing and delivered to the Director/Secretary within three (3) days before the meeting at which it is going to be brought.
  - (b) requires no seconder and is not debatable at the time it is introduced.
  - (c) shall not be the subject of any debate or comment at the meeting at which it is introduced. In the case of urgent and pressing matters, with two-thirds' consent of Trustees present and eligible to vote, the motion may be dealt with immediately. A matter is considered urgent and/or pressing if it must be dealt with before the next scheduled meeting to avoid any of the following:
    - (i) irreparable harm to any individual or Board property;
    - (ii) immediate danger or harm to any individual;
    - (iii) the security of DPCDSB property;
    - (iv) anticipated or actual legal proceeding that requires the motion to be dealt with immediately to comply with legislated timelines;
- 1.2 **Motions in Writing.** In order to be debated and put to a vote, motions must be in writing, **except** the following motions:
- (a) to receive reports;
  - (b) to refer;
  - (c) to postpone;
  - (d) to lay on the table;
  - (e) to put the question to a vote;
  - (f) to file;
  - (g) to go into Committee of the Whole;
  - (h) to rise and report;
  - (i) to adjourn; and
  - (j) such short oral motions as the Chair may accept.
- 1.3 **Speaking on Proposed Motion.** A Trustee may propose a motion and speak to it before it is seconded.

- 1.4 **Motions to be Seconded.** Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 **Request to Read Motion.** Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time during the debate, provided that no such request shall be made so as to interrupt another Trustee.
- 1.6 **Motions on the Agenda.** Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.
- 1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.
- 1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:
  - (a) to adjourn;
  - (b) to lay on the table;
  - (c) to put the question to a vote;
  - (d) to postpone;
  - (e) to refer; and
  - (f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

- 1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair using the process set out in Appendix A Section 1.4.
- 1.10 **Motions at Committee Meetings:**
- (a) For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.
  - (b) Notwithstanding anything to the contrary, the following rules apply to Committee meetings:
    - (i) Motions to close or limit debate are not permitted;
    - (ii) There is no limit to the number of times a Trustee may speak on a matter;
    - (iii) It is not necessary to address the Chair before speaking;
    - (iv) A roll-call vote or vote by ballot cannot be ordered in a meeting of the Committee of the Whole, nor can a counted rising vote be ordered except by the Chair.
- 1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.

## B. SPECIFIC MOTIONS

Type of Motion	Specifics
To amend	<p>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided.</p> <p>Only one amendment to the motion shall be on the floor at any one time.</p> <p>An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order and should be ruled out of order.</p> <p>Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</p>
To reconsider	<p>A motion to reconsider is a motion to review a previous decision and vote on it again, at the same meeting at which the motion was first considered. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion.</p> <p>After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered.</p>
To adjourn	<p>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</p>

Type of Motion	Specifics
To lay on the table	A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action later in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.
To put the question to a vote	The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the main question in debate be now put?" or "Call the vote?" If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.
To postpone indefinitely	A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion defeats the main motion for the duration of the session.
To postpone to definite time	A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.
To rescind	A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.
To amend something previously adopted	A motion may amend something previously adopted, provided that the original motion has not been implemented. The motion is debatable, requires proper notice, a seconder, and the approval of at least two-thirds (2/3) of members present.

## C. VOTING

- 1.1 **Trustee Participation:** Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the *Municipal Conflict of Interest Act* and/or the *Trustee Code of Conduct*, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the *Municipal Conflict of Interest Act*. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.2 **Majority Vote:** Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.
- 1.3 **Method:** Every matter considered by the Board of Trustees shall be disposed of by a counted vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):
  - (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
  - (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
  - (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
  - (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
  - (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.
- 1.4 **Recorded Votes:** Votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee or a Student Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.
- 1.5 **Request for Division:** A Trustee that doubts the accuracy of the vote may for a call for a division and the Chair shall conduct either a voice or rising vote. Either the Chair on their own initiative, or a majority of Trustees may order the vote to be counted.

- 1.6 **Student Trustees:** While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to:
- (a) submit a report for receipt by the Board of Trustees;
  - (b) request that a voting member of the Board of Trustees bring a specific motion;
  - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
    - (i) A recorded non-binding vote that includes the Student Trustee's vote; and
    - (ii) A recorded binding vote that does not include the Student Trustee's vote.
- 1.7 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.

**APPENDIX D – AGENDAS FOR MEETINGS**  
**APPENDIX D-1 – AGENDAS FOR MEETINGS**  
**REGULAR MEETINGS OF THE BOARD OF TRUSTEES**

The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Prayer
3. Land Acknowledgment
4. National Anthem
5. Approval of Agenda
6. Declaration of Interest
7. Approval of Board of Trustee Minutes
  - i) Business Arising from the Minutes

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
  - i) Ontario Catholic School Trustees' Association Report
  - ii) Student Voice Report
  - iii) Good News Reports

f) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

g) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

h) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

i) ADDITIONAL BUSINESS

1. Notices of Motion

j) QUESTIONS ASKED BY TRUSTEES

k) DECLARED INTEREST ITEMS

l) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

n) FUTURE MEETINGS

o) ADJOURNMENT

**APPENDIX D-2 – AGENDAS FOR MEETINGS**  
**SPECIAL MEETINGS OF THE BOARD OF TRUSTEES**

The Agenda and order of business for special meetings of the Board of Trustees will normally be as follows:

- a) ROUTINE MATTERS
  - 1. Call to Order and Attendance
  - 2. Opening Prayer
  - 3. Land Acknowledgment
  - 4. Approval of Agenda
  - 5. Declaration of Interest
- b) AWARDS AND PRESENTATIONS
- c) DELEGATIONS
- d) REPORTS FROM TRUSTEES FOR RECEIPT
  - 1. Regular Reports
    - i) Ontario Catholic School Trustees' Association Report
    - ii) Good News Reports
- e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT
- f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT
- g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
- h) ADDITIONAL BUSINESS
  - 1. Notices of Motion
- i) QUESTIONS ASKED BY TRUSTEES
- j) DECLARED INTEREST ITEMS
- k) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE
- l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE
- m) FUTURE MEETINGS
- n) ADJOURNMENT

### **APPENDIX D-3 – AGENDAS FOR MEETINGS REGULAR MEETINGS OF COMMITTEES**

The Agenda and order of business for regular meetings of Committees will normally be as follows:

**a) ROUTINE MATTERS**

1. Call to Order and Attendance
2. Opening Prayer
3. Land Acknowledgment
4. Approval of Agenda
5. Declaration of Interest
6. Approval of Committee Minutes
  - i) Business Arising from the Minutes

**b) AWARDS AND PRESENTATIONS**

**c) DELEGATIONS**

**d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT**

1. Regular Reports
  - i) Ontario Catholic School Trustees' Association Report
  - ii) Good News Reports

**e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT**

**f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT**

**g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION**

**h) ADDITIONAL BUSINESS**

1. Notices of Motion

**i) QUESTIONS ASKED BY TRUSTEES**

**j) DECLARED INTEREST ITEMS**

**k) IN-CAMERA MEETING**

**l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE**

**m) FUTURE MEETINGS**

**n) ADJOURNMENT**

## **APPENDIX D-4 – AGENDAS FOR MEETINGS IN-CAMERA MEETINGS**

The Agenda and order of business for In-camera meetings will normally be as follows:

- a) ROUTINE MATTERS
    - 1. Approval In-Camera Minutes
    - 2. Business Arising from the In-Camera Minutes
  - b) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT
  - c) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM COMMITTEE FOR RECEIPT
  - d) IN-CAMERA TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
  - e) IN-CAMERA ADDITIONAL BUSINESS
    - 1. Notices of Motion
  - f) QUESTIONS OF AN IN-CAMERA NATURE ASKED BY TRUSTEES
  - g) DECLARED INTEREST ITEMS
  - h) RISE FROM IN-CAMERA
-

## **APPENDIX E –CODE OF CONDUCT FOR PUBLIC MEETINGS**

### **APPENDIX E-1 - AUDIENCE CODE OF CONDUCT FOR PUBLIC MEETINGS**

The Dufferin-Peel Catholic District School Board strives to ensure a safe and respectful environment for students, parents/guardians, trustees, staff, media and community members in attendance at public board and committee meetings.

As such, the following *Audience Code of Conduct* has been developed to promote and honour public attendance for observance purposes while allowing the Board of Trustees to conduct its business in a safe and respectful environment. The Audience Code of Conduct for Public Meetings will be enforced by security officers, police (if required), and board personnel.

Adhering to the *Audience Code of Conduct* ensures that school board meetings remain focused, respectful, and conducive to productive discussions about matters important to our educational community.

- i. Security staff is authorized to exercise discretion and require the inspection of the contents of any bag, briefcase, backpack, purse, or any other item brought onto DPCDSB property to ensure a safe environment.
- ii. Placards, banners, or posters or any form of signage are not permissible. Anyone with such articles will be asked to remove them from the premises.
- iii. Meetings are livestreamed through the DPCDSB's YouTube channel and are recorded by the DPCDSB for purposes of the livestream and for security purposes. Those in attendance at meetings are prohibited from using their own recording devices.
- iv. Audience members must remain in the designated audience area. Do not encroach upon or enter the boardroom meeting space.
- v. The audience's role is to observe the proceedings. Refrain from engaging in conversations that may distract from the meeting.
- vi. Maintain a demeanour of respect towards all individuals present, including board/committee members, staff, and fellow audience members. Refrain from disruptive behavior, including applause or comments during discussions as well as heckling, booing, or any behavior that may create a hostile or disruptive environment.
- vii. Disruptions of the meeting will not be tolerated and may result in being directed to leave the meeting, a recess of meeting proceedings and/or a transition to online observance only.
- viii. Threats, intimidating language and/or behaviour will not be tolerated.

Violations of this *Audience Code of Conduct* will not be tolerated and may result in a person being directed to leave; restricting/prohibiting attendance at future meetings; the issuance of a warning notice; the issuance of a notice of trespass, enforceable by Police, prohibiting attendance at or on any or all DPCDSB properties and events; a 911 call to Police.

## **APPENDIX E-2 - MEDIA ATTENDANCE AT BOARD AND COMMITTEE MEETINGS**

Subject to attendance capacities, media representatives may attend Board and Committee Meetings when the gallery is open to the public.

DPCDSB encourages media representatives to notify the General Manager of Communications and Community Relations Manager of their intention to attend a meeting at least 2 (two) business days in advance. This notification will assist DPCDSB in making necessary arrangements and providing any relevant materials.

### **Board Meeting Livestream Participation**

Media representatives are invited to participate virtually through the livestream of Board and Committee Meetings. The livestream provides an opportunity for media representatives to access and report on the proceedings remotely.

### **Recording Protocol**

Live recording of any kind is not permitted on the premises of the DPCDSB's Catholic Education Centre during Board or Committee Meetings without the express written permission of the Director/Secretary or General Manager of Communications and Community Relations.

### **Conduct**

Media representatives are expected to always conduct themselves in a professional and respectful manner while on DPCDSB properties and in any interactions with DPCDSB staff or stakeholders.

Media representatives must refrain from any behaviour that disrupts the proceedings or interferes with the rights of other attendees.

h)



**PROCEDURAL BY-LAW**

*Give me now wisdom and knowledge to go out and come in before this  
people, for who can rule this great people of yours?  
2 Chronicles 1:10*

Revised: April 2025  
Next Review Date: August 2025

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## PROCEDURAL BY-LAW

A by-law relating generally to the procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170.(1)4 of the *Education Act* which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications.

Capitalized terms in this By-law are defined in Article 9: Index.

### ARTICLE 1 RULES OF ORDER

- 1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of *Robert's Rules of Order*. Where this By-law is silent on a matter pertaining to the governance of a meeting, the current edition of *Robert's Rules of Order* applies to that matter.
- 1.2 **DPCDSB Local School Board Governance Manual:** This By-law governs meeting procedures. The primary elements of the roles and responsibilities of the Board of Trustees, individual Trustees, the Director/Secretary and senior staff with respect to local school board governance/day-to-day management, on the other hand, are set out in the *DPCDSB Local School Board Governance Manual*, as the Board of Trustees may amend or replace, located in the [DPCDSB Governance Guideline](#).
- 1.3 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:
  - a) *Education Act* and other applicable legislation, including any order of the Government of Ontario and/or Federal Government of Canada, including an emergency order
  - b) By-law
  - c) Code of Conduct
  - d) Board of Trustees' Resolutions and Policies, other than the Code of Conduct
  - e) The current edition of *Robert's Rules of Order*

## ARTICLE 2 DUTIES

2.1 **Board of Trustees:** In addition to any other duties under Applicable Laws, the Board of Trustees shall:

- a) promote student achievement and well-being; (s.169.1(a))<sup>1</sup>
- b) carry out its role in accordance with the teachings of the Catholic faith;
- c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground; (s.169.1(a.1))
- d) promote the prevention of bullying; (s.169.1(a.2))
- e) ensure effective stewardship of the DPCDSB's resources; (s.169.1(b))
- f) deliver effective and appropriate education programs to its pupils, through the approval of policy; (s.169.1(c))
- g) develop and maintain policies and organizational structures that:
  - 1. promote the goals referred to in clauses (a) to (f);
  - 2. encourage pupils to pursue their educational goals; (s.169.1(d)) and
  - 3. promote the DPCDSB's vision and mission;
- h) monitor and evaluate the effectiveness of policies under clauses (f) and (g) in achieving the goals and the efficiency of the implementation of those policies; (s.169.1(e))
- i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the "**Multi-Year Strategic Plan**"); (s.169.1(f))
- j) annually review the Multi-Year Strategic Plan with the Director/Secretary; (s.169.1(g)) and

<sup>1</sup> Unless otherwise specified herein, all section references in brackets throughout this By-law are to the *Education Act*.

- k) monitor and evaluate the performance of the Director/Secretary, in meeting the following:
  - 1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and
  - 2. any other duties assigned by the Board of Trustees. (s.169.1(h))

**2.2 Trustees:** In addition to complying with Applicable Laws and all resolutions of the Board of Trustees, each Trustee shall:

- a) carry out their responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under Applicable Laws; (s.218.1(a))
- b) attend and participate in meetings of the Board of Trustees, including meetings of Committees of which they are a member; (s.218.1(b))
- c) consult with parents, students and supporters of the DPCDSB on the Multi-Year Strategic Plan; (s.218.1(c))
- d) bring concerns of parents, students and supporters of the DPCDSB to the attention of the Board of Trustees; (s.218.1(d))
- e) uphold the implementation of any resolution after it is passed by the Board of Trustees; (s.218.1(e))
- f) entrust the day-to-day management of the DPCDSB to its staff through the Director/Secretary; (s.218.1(f))
- g) maintain focus on student achievement and well-being; (s.218.1(g))
- h) comply with the Trustee Code of Conduct; (s.218.1(h)) and
- i) communicate with Church, local governmental and/or community partner officials (“Officials”) as necessary on matters that have implications or impact on the Trustee’s ward(s).

Notwithstanding the foregoing, any matter that has or may have implications or impact on any other Trustee’s ward, the Board of Trustees and/or the DPCDSB shall be referred by a Trustee to the Board of Trustees for action. Action may, for example, consist of the Chair acting in their role as spokesperson of the Board of Trustees pursuant to Section 2.4 (f). For matters referred to the Board of Trustees in connection with this Section 2.2 (i), no Trustee shall communicate with Officials without prior approval by the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.

2.3 **Director/Secretary:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

- a) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan; (s.283.1(1)(a) and (d))
- b) ensure that the Multi-Year Strategic Plan establishes the DPCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the *Education Act*; (s.283.1(1)(b))
- c) implement and monitor the implementation of the Multi-Year Strategic Plan and report periodically to the Board of Trustees on the status of its implementation; (s.283.1(1)(c))
- d) act as secretary to the Board of Trustees; (s.283.1(1)(e))
- e) immediately upon discovery, bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the *Education Act*; (s.283.1(f))
- f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission; (s.283.1(1)(g))
- g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member; (s.198(1)(a))
- h) transmit to the Ministry of Education copies of reports requested by it; (s.198(1)(b))
- i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing (including by electronic means); (s.198(1)(c))
- j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees; (s.198(1)(d))
- k) attend all meetings of the Board of Trustees and Committees in person or by designate; (O.Reg 463/97, s.5.(1)(3); s. 283.1(1)(e) and s.198.(1)(e))
- l) prepare or arrange to have prepared by a delegated representative, minutes of all meetings of the Board of Trustees and of Committees; (s.170.(1)(4); s.198(1)(a))

- m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees; (s.170.(1)(4) and (18); s. 171(1)(38); s.198.(1)(e))
- n) conduct the official correspondence on behalf of the Board of Trustees;
- o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;(s.198(1)(e))
- p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings including special meetings of the Board of Trustees and of all Committees or delegate the responsibility; (s.218(4))
- q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB's website; (s.198(1)(e))
- r) have charge of all correspondence, reports and other documents; (s.198(1)(e))
- s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; (s.198(1)(e))
- t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware; (s.198(1)(e)) and
- u) manage the day-to-day operations of the DPCDSB, including executing the implementation of DPCDSB policies and decisions of the Board of Trustees. (s.218.1(f)). For certainty, requests by Trustee(s) for staff to provide information or to perform an action on any matter that will require significant resources to fulfill, at the request of the Director/Secretary, the Board of Trustees shall pass a motion to request staff, through the Director/Secretary, to fulfill such request. A resource is considered "significant" if it requires any of the following as determined by the Director/Secretary:
  - 1. expenditure of funds not previously allocated to fulfill the specific request;
  - 2. engagement of external human resources, including, but not limited to additional staff, consultants and/or external legal counsel;
  - 3. the assignment of one or more existing staff to fulfill the request causing them to vacate any portion of their regular day-to-day assigned duties that cannot be postponed;

- 2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall: preside over meetings of the Board of Trustees; (s.218.4(a))
- a) conduct the meetings in accordance with this By-law; (s.218.4(b))
  - b) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
  - c) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
  - d) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
  - e) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees (s.218.4(e)). In carrying out the role as spokesperson, the Chair shall ensure the following:
    - 1. invitations the Chair receives to attend events as spokesperson of the Board of Trustees are also extended to the Vice-Chair.
    - 2. except for offering messages such as congratulations and/or condolences to the DPCDSB's partners in education ("Messages") (for example, Church officials, governmental officials, DPCDSB families, and/or community partner officials), matters for which it is proposed the Chair carry out their role as spokesperson of the Board of Trustees, receives prior approval through the passing of a motion by a majority of Trustees present and entitled to vote at the meeting at which the motion is brought.
    - 3. in circumstances where the Chair carries out this role through the offering of Messages, they shall notify the other Trustees as soon as reasonably possible following the delivery of the Messages.
  - f) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
  - g) provide leadership to the Board of Trustees in maintaining its focus on its responsibilities set out in Section 2.1.; (s.218.4(g)) and
  - h) provide leadership to the Board of Trustees in maintaining a focus on the DPCDSB's mission and vision. (s.218.4(h))
- 2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity. (s.208(7))

### ARTICLE 3 COMMITTEES OF THE BOARD AND EXTERNAL ASSEMBLIES

3.1 **Committees:** The Board of Trustees will establish Committees and determine the duties of such Committees. (s.171(1)1)) The Committees shall be categorized as follows:

- a) Committees, the mandates and terms of reference of which are established by the *Education Act* ("**Statutory Committees**");
- b) Committees whose duties are normally continuous, whether required by statute or otherwise ("**Standing Committees**"); and
- c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("**Ad Hoc Committees**").

**Statutory Committees:** The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Audit (s.253.1) (three Trustees) (O.Reg 361/10)
- b) Special Education Advisory (s.57.1) (two Trustees and two alternates) (O.Reg 464/97)
- c) Supervised Alternative Learning (one Trustee and one alternate) (O.Reg 374/10)
- d) Discipline (while all Trustees are expected to participate on Discipline Committees, at least three Trustees must convene for each student hearing (S. 309(12) and S. 311.3(9))
- e) Central Committee for Catholic School Advisory Councils (one Trustee and one alternate) (O.Reg 612/00)
- f) Director of Education Performance Appraisal Committee (at least three but no more than 7 Trustees) (O. Reg 83/24)

**Standing Committees:** The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

- a) Administration and Finance
- b) Faith and Program
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review
- e) Multi-Year Strategic Planning Committee

3.2 **External Assemblies Membership:** The Board of Trustees may appoint Trustees to assemblies established by external agencies ("**External Assemblies**"), including the following. For certainty, External Assemblies are not Committees:

- a) Brampton Board of Trade (three Trustees)
- b) Mississauga Board of Trade (seven Trustees)
- c) Peel Safe and Active Routes to School (two Trustees)
- d) Brampton School Traffic Safety Council (one Trustee and one alternate)
- e) Mississauga Traffic Safety Council (one Trustee and one alternate)
- f) Ontario Catholic School Trustees Association (two Trustees)

3.3 **Functions, Duties, Responsibilities and Powers of Committees:** The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.

3.4 **Committee Membership:**

- a) Individuals appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee and indicate what Board of Trustees and DPCDSB resources are dedicated to support its work.
  - **Statutory Committee Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Statutory Committees in accordance with the *Education Act*. Notwithstanding anything to the contrary, the term of Trustees appointed to the Audit Committee is two (2) years; and the term of Trustees appointed to the Director of Education Performance Appraisal Committee is from July 1 of one year to June 30 of the following year.
  - **Standing Committee Membership:** At its Inaugural or Organizational meeting, as the case may be, the Board of Trustees shall appoint the chair, vice-chair and other members of each Standing Committee.
- b) **Ad Hoc Committee and External Assembly Membership:** At its first meeting *following* the Inaugural or Annual Organizational Meeting, as the case may be, the Board of Trustees shall appoint Trustees to its Ad Hoc Committees and External Assemblies.
- c) **Notwithstanding** anything to the contrary, Committee and External Assembly

Membership is subject to the following:

- no later than May 15 in each year, each board shall establish a committee responsible for conducting a performance appraisal of the director of education for the board, composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair (O. Reg. 83/24). The committee is responsible for conducting any performance appraisal required under this Regulation in respect of any of the director of education's evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year; ;
- only Trustees without a declared interest may be members of the Contract and Negotiations Committee;
- a Trustee's membership on a Committee or External Assembly is subject to any sanctions imposed on the Trustee pursuant to section 218.3 of the *Education Act* arising out of a finding of a breach of the Code of Conduct or otherwise required by law.

d) **Committee Procedures:** Unless provided otherwise herein, and/or unless the Board of Trustees passes a resolution to the contrary with respect to Committees generally or any particular Committee, the procedures set out in this By-law shall apply to all Committees, with necessary modifications, subject to the following:

- All Committees, except the Audit Committee and the Director of Education Performance Appraisal Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees' resolution appointing the members to the applicable Committee.
- The first meeting of the Audit Committee shall take place no later than September 30 in each fiscal year. (O.Reg 361/10)
- Election of the chair and vice-chair of the Audit Committee shall occur at the Audit Committee's first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The first meeting of the Director of Education Performance Appraisal Committee shall take place no later than July 30 in each fiscal year.
- Election of the chair and vice-chair of the Director of Education Performance Appraisal Committee shall occur at its first meeting following the Board of Trustees' Inaugural or Organizational meeting, as the case may be.
- The process to meet In-Camera set forth in Article 6 applies to Committee meetings with necessary modifications.

**ARTICLE 4**  
**THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,**  
**ELECTION OF OFFICERS AND APPOINTMENTS**

- 4.1 **Date and Time:** Subject to any statutory requirements, the Inaugural Meeting shall be held not later than seven (7) days after the day on which the term of office of the Board of Trustees commences, at the Catholic Education Centre at 7:00 p.m., (s.208(2)) following a 6:00 p.m. mass, or at such other time and location determined by the Chair. Each subsequent Annual Organizational Meeting of the Board of Trustees shall be held at such time and place as the Board of Trustees considers expedient. (s.208(6))
- 4.2 **Meeting Procedure:** The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:
- a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
    - 1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
    - 2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
    - 3. administer to each Trustee a declaration of office and oath of allegiance; and
    - 4. declare the Board of Trustees to be legally constituted.
  - b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
    - 1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
    - 2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate);
    - 3. The Director/Secretary shall ask all nominees to confirm whether they wish to allow their name to stand in nomination;
    - 4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees;
    - 5. Trustees may ask questions of each candidate;

6. The election shall then proceed by secret ballot;
  7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote;
  8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting;
  9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the *Education Act*;
  10. A majority of the Board of Trustees present and entitled to vote at the meeting will bring a motion to destroy the ballots or file the ballots with the Director/Secretary and then destroyed at a date defined in the motion.
- c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.
  - d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of the following Standing Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees: Faith and Program; By-law/Policies Review; Administration and Finance; Multi-Year Strategic Plan and Contract and Negotiations.
  - e) At least every five years, once the Audit Committee has recommended the appointment of an auditor to the Board of Trustees, the Board of Trustees shall appoint its auditors for the ensuing one to five years.
- 4.3 **Term of Office:** The term of office for all positions and appointments of Trustees described in Articles 3 and 4 shall be for a period of one year, except for the Audit Committee where the term of office shall be two years.

## ARTICLE 5 PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

**5.1 Quorum:** A majority of Trustees constitutes a quorum. (s.208(11))

- a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene, and the Director/Secretary shall record the names of the members present.
- b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene, and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.
- c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present, and the Director/Secretary shall then record the time of adjournment and the names of the members present.
- d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

**5.2 Regular Meetings:** The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. on the fourth Tuesday of every month, other than June, July and December, and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. (s.170(1)4) The Board of Trustees may pass a motion by simple majority to extend a meeting past 11:00 pm. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

**5.3 Meeting Materials:** To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB's website for public access.

5.4 **Agendas for Meeting:** The Agenda and order of business for meetings of the Board of Trustees and its Committees will normally be as set out in Appendix D. (s.218(4))

5.5 **Adding to Agenda**

- a) **Prior to the Meeting:** At the discretion of the Chair in consultation with the Vice-Chair and the Director/Secretary, the Chair shall consider a request from a Trustee to add an item to the Agenda for a meeting if a written request for this purpose has been submitted to the Chair at least ten (10) Business Days in advance of the meeting. If requested, the Chair shall permit the Trustee to make an oral representation to the Chair as to why an item should be added. If the Chair denies the addition, they shall provide reasons for such denial to all Trustees. The Chair's decision will be based on administrative considerations, such as whether the subject matter would be more appropriately addressed at another meeting or forum.
- b) **At the Meeting:** A Trustee or the Director/Secretary may include additional items on the Agenda for a meeting if approved by a majority vote of the Trustees present at such meeting. Other than in urgent circumstances, items dealing with substantive issues should not be added to the agenda at the meeting to ensure fairness to Trustees who are absent.
- c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting but may be changed by a majority vote of the Trustees present at such meeting.
- d) Amendments to the Agenda during the meeting shall be permitted if all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(k), special meetings of the Board of Trustees may be called at the discretion of the Chair or at the request of at least two (2) Trustees, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists. (s.208(13))

- 5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, (s.228(1)(b)) a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive full regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.
- 5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees arrive late or leave prior to adjournment. A Trustee absent from a meeting(s), will be recorded as such, along with any Board of Trustee motion passed pursuant to Section 228(1)(b) of the *Education Act* approving the absence
- 5.9 **Electronic and Physical Attendance at Meetings:** The Board of Trustees shall physically attend regular meetings of the Board, and regular meetings of the Committee of the Whole Board, except where attendance by electronic means is approved and allowable under the *Education Act*, Regulation 463/97, and DPCDSB Policy No. 1.06, as may be amended from time to time.

Type of Meeting	Physical Attendance Requirement
Regular Meetings of the Board of Trustees and regular meetings of the Committee of the Whole Board	1. The Chair or their designate; 2. All Trustees (unless approved by the Chair to attend virtually, for one of the exceptions set out below); and 3. The Director/ Secretary or their designate.
Committees, other than Committees of the Whole	1. The Committee Chair or their designate, except that the Committee Chair or their designate may participate in a meeting by electronic means if at least one additional Committee member who is a Trustee is physically present; and 2. The Director/Secretary or designate;
Exceptions: 1. The Chair of the Board, or the Vice Chair if the request is from the Chair, may approve a request from a Trustee to virtually attend a regular meeting of the Board, or a regular meeting of the Committee of the Whole Board if one of the following exceptions apply: <ul style="list-style-type: none"> <li>a) <i>The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.</i></li> <li>b) <i>Weather conditions do not allow the member to travel to the meeting location safely.</i></li> <li>c) <i>The member cannot be physically present at a meeting due to health-related issues.</i></li> </ul>	

- d) *The member has a disability that makes it challenging to be physically present at a meeting.*
- e) *The member cannot be physically present due to family responsibilities in respect of the member's spouse,*
  - i. *a parent, step-parent or foster parent of the member or the member's spouse,*
  - ii. *a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,*
  - iv. *a relative of the member who is dependent on the member for care or assistance,*  
*or*
  - v. *a person who is dependent on the member for care or assistance and who considers the member to be like a family member.*

Notwithstanding the foregoing, the Chair shall not approve a request to attend a meeting virtually if to approve a request would result in fewer than one Trustee in addition to the Chair being physically present in the meeting room.

In addition to the foregoing requirements, the Chair or designate must be physically present in the meeting room for at least half of the Board of Trustees meetings for any twelve (12)-month period beginning November 15 of any year. (O. Reg. 463/97 s. 5.1(2))

Furthermore, every Trustee, must be physically present in the meeting room for at least three (3) regular meetings of the Board of Trustees during each twelve (12) month period, and for at least one regular board meeting for each period of four full calendar months that occurs, beginning November 15 of each year. (O. Reg. 463/97, S. 6.1).

The foregoing physical attendance requirements apply except in rare circumstances where all schools are closed pursuant to an order as described by O. Reg. 463/97 s. 6.1(2), (3) or (4).

The DPCDSB may refuse to provide a Trustee with the means to participate electronically in a meeting of the board, Committee of the Whole Board, or any other committee of the Board of Trustees, unless the Trustee has received approval from the Chair to attend electronically, where such refusal is necessary to ensure compliance with Regulation 463/97.

A Trustee attending a meeting electronically must fulfill the following obligations:

- (a) The mute function is used when the Trustee is not speaking;
- (b) Participate in a quiet room with a closed door to prevent unnecessary distractions;
- (c) Ensure their camera is on when voting. During the rest of the meeting, if a Trustee needs to turn their camera off, they will advise the recording secretary if they have left the meeting for any length of time;
- (d) For In-Camera meetings, comply with the requirements of Section 6.7 in addition to the foregoing.

- 5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity. (s.208(9)) Notwithstanding the foregoing, in circumstances where there is a past Chair, they shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.
- 5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained. (s.198(1)(a))
- 5.12 **Content of Minutes:** Each set of meeting minutes shall contain the following:
1. the type of meeting (“regular”, “special”, etc.);
  2. the date and place of the meeting;
  3. the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees absent for the entire meeting;
  4. the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
  5. disclosure of declared interests;
  6. all motions and points of order and appeals, and the disposition thereof;
  7. the time of adjournment; and
  8. the time, date, and place of the next meeting.

## ARTICLE 6

### IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

- 6.1 **Principle of Open Meetings:** All meetings, including electronic meetings, of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public. A person shall only be excluded from a meeting that is open to the public, for improper conduct (s.207(1)(3)) as determined by the chair of the meeting in their absolute discretion. For this purpose of this Section 6.1, “improper conduct” includes, but is not limited to, any contravention of the *Code of Conduct for Public Meetings* set out in Appendix “E”.
- 6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
- a) the security of the property of the DPCDSB;
  - b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;
  - c) the acquisition or disposal of a school site;
  - d) decisions in respect of negotiation with employees of the DPCDSB; and
  - e) litigation affecting the DPCDSB. (s.207(2))
- 6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the DPCDSB. (s.207(2.1))
- 6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.
- 6.5 **In-Camera Meetings - Private Sessions:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as an “In-Camera Meeting - Private Session-Trustees Only”. For certainty, an In-Camera Meeting - Private Session-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary. The Committee of the Whole may, in its discretion, invite such.

advisors as it deems necessary to such In-Camera Meeting -Private Session-Trustees Only. Immediately following the portion of the Private Meeting during which the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

**6.6 Process to Meet In-Camera as Committee of the Whole:** When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned, and the Trustees immediately convene an In-Camera Meeting (or In-Camera Meeting – Private Session) of the Committee of the Whole in respect of [*describe reason for matter to be discussed in-camera, with reference to the criteria set out in Section 6.2 and/or 6.3*]”.

b) Unless otherwise provided herein with respect to a Committee (for example, Section 3.4(d)), the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene in public, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [*describe reason for matter to be discussed in-camera with reference to criteria set out above*] and recommend adoption of the recommendations set out therein”.

**6.7 Confidential Nature of In-Camera Meetings:**

a) **Materials and Other Information:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees. (s.207.(2))

b) **Security:** A Trustee attending electronically in an In-Camera meeting must fulfill the following obligations in addition to those set out in Section 5.10:

- That they access the meeting using headphones;
- That they access the meeting alone in a private and quiet room with a closed door through which the meeting deliberations cannot be heard by anyone else;
- That they provide the location from where they are physically to the recording secretary and the Chair of the Board of Trustees or the Committee, as the case may be. This location shall not be disclosed publicly; however, the Trustee will be noted in the minutes to have participated in the meeting electronically;
- That, when possible, their camera stays on.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. (s.55(5)).

## ARTICLE 7 DELEGATIONS AND SUBMISSIONS

7.1 **Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
  - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
  - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
  - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
    - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
    - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
      - age
      - Ancestry, colour, race
      - Citizenship
      - Ethnic origin
      - Place of origin
      - Creed
      - Disability
      - Family status
      - Marital status (including single status)
      - Gender identity, gender expression
      - Receipt of public assistance (in housing only)
      - Record of offences (in employment only)
      - Sex (including pregnancy and breastfeeding)
      - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

## ARTICLE 8 BY-LAW AMENDMENTS

- 8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees' policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.
- 8.2 **Annual Review of By-law:** The By-law/Policies Review Committee shall annually review this By-law.
- 8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired, or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.
- 8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to Applicable Laws. The provision to suspend the rules for an emergency debate requires two-thirds (2/3) of those Trustees present at a duly called and regularly constituted meeting.

## ARTICLE 9 INDEX

### 9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

- a) **“Agenda”** means a list of items that are to be discussed at a meeting of the Board of Trustees.
- b) **“Annual Organizational Meeting”** means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of each of the Faith and Program, Board By-law/Policies Review, Administration and Finance and Contract and Negotiations Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.
- c) **“Applicable Laws”** means the *Education Act*, this By-law, the *Municipal Conflict of Interest Act* and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.
- d) **“Board and Committee Information Officer”** means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).
- e) **“Board of Trustees”** means the Board of Trustees of the DPCDSB.
- f) **“Business Day”** means Monday to Friday from 8:00 a.m. to 5:00 p.m. EST, excluding statutory holidays.
- g) **“By-law”** means this procedural by-law of the DPCDSB.
- h) **“Chair”** means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.
- i) **“Trustee Code of Conduct”** means DPCDSB Policy No. 1.02 entitled *“Code of Conduct – Trustees”* (as may be amended or replaced) adopted by the Board of Trustees in accordance with Section 218.2(1) of the *Education Act*.
- j) **“Committee”** means any committee of the Board of Trustees established in accordance with this By-law.
- k) **“Committee of the Whole”** means a meeting of the Trustees that is not a meeting of the Board of Trustees.
- l) **“Director/Secretary”** means, the Director of Education of the DPCDSB and Secretary to the Board of Trustees, or the Director/Secretary’s designate where the context requires or allows.

- m) **“DPCDSB”** means the Dufferin-Peel Catholic District School Board.
- n) **“Education Act”** means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.
- o) **“In-Camera Meeting”** means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the *Education Act*.
- p) **“Inaugural Meeting”** means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.
- q) **“Minister”** means the Minister of Education and Minister Responsible for Early Years and Child Care.
- r) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.
- s) **“Municipal Elections Act”** means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, and includes the regulations enacted thereunder.
- t) **“Staff”** means the staff of the DPCDSB.
- u) **“Student Trustee”** means a senior secondary student elected pursuant to the *Education Act* to represent all students of the DPCDSB. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.
- v) **“Trustee”** means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*.
- w) **“Vice Chair”** means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.

## APPENDIX A – THE CHAIR’S ROLE

- 1.1 **Rules of Order.** The Chair or, in their absence, the Vice-Chair shall preside over all meetings.
- 1.2 **Attendance.** The Chair shall cause the Board and Committee Information Officer to do the following:
- a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and
  - b) maintain the record of attendance referenced in Section 5.8 of this By-law.
- 1.3 **Chair Participation.** Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.
- 1.4 **Appeal of Chair’s Ruling.** A Trustee may appeal the Chair's ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

## APPENDIX B – OBTAINING THE FLOOR

- 1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before the Chair has recognized them shall be considered out-of-order.
- a) **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who may speak.
  - b) **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.
  - c) **Guideline for Limitation on and use of Floor Time.** Upon obtaining the floor, a Trustee shall make every effort to speak succinctly on the relevant issue and use only a reasonable amount of time to do so. As a Guideline, it is recommended that a Trustee have the floor for no more than five (5) consecutive minutes for the same issue. If the Chair determines that time in excess of five (5) consecutive minutes is unreasonable in the circumstances, the Chair may limit the amount of additional time that a Trustee may continue to have the floor. Notwithstanding the foregoing, such limitations enforced by the Chair must be fair and justifiable and the time limit must allow for at least another five (5) consecutive minutes by the subject Trustee on the issue. The foregoing does not apply in circumstances falling under Section 1.1 (h) of this Schedule B, in which case, the Chair has the discretion to limit or end the Trustee's floor time at any time.
  - d) **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix "C". The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.
  - e) **Guideline for Time Limit on Debate.** Each matter should be debated within thirty (30) minutes of it being stated by the Chair. At or after the expiration of the thirty (30) minutes, the Chair shall put the question, "Is it the will of the Board of Trustees/Committee to extend the debate for fifteen (15) minutes?". The vote shall be taken immediately without debate. Up to two extensions of debate may be permitted.
  - f) **Procedure when Time Limit Expires.** If a matter has not been disposed of at a meeting within the time limits set out above, then, notwithstanding anything to the contrary, the Chair shall call for a motion to call the question. If such motion is not passed, the matter shall be referred to the appropriate Board of Trustees or Committee meeting.

- g) **Questions asked by.** To maximize efficiencies at each Board of Trustees and Committee meeting, Trustees should, to the extent practicable, only raise matters at a particular meeting that are relevant to the subject matter under the purview of that assembly unless the matter must be dealt with urgently. Each Trustee may ask up to five (5) questions per matter at a Meeting. A Trustee may ask an additional five (5) questions on the same matter at the discretion of the Chair.
- h) **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees' office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.

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## APPENDIX C – MOTIONS AND VOTING

### A. GENERAL PROCEDURES FOR MOTIONS

- 1.1 **Notices of Motions.** The Notice of Motion has the effect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next meeting. Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next meeting of the Board of Trustees. A Notice of Motion:
- (a) must be in writing and delivered to the Director/Secretary within three (3) days before the meeting at which it is going to be brought.
  - (b) requires no seconder and is not debatable at the time it is introduced.
  - (c) shall not be the subject of any debate or comment at the meeting at which it is introduced. In the case of urgent and pressing matters, with two-thirds' consent of Trustees present and eligible to vote, the motion may be dealt with immediately. A matter is considered urgent and/or pressing if it must be dealt with before the next scheduled meeting to avoid any of the following:
    - (i) irreparable harm to any individual or Board property;
    - (ii) immediate danger or harm to any individual;
    - (iii) the security of DPCDSB property;
    - (iv) anticipated or actual legal proceeding that requires the motion to be dealt with immediately to comply with legislated timelines;
- 1.2 **Motions in Writing.** In order to be debated and put to a vote, motions must be in writing, **except** the following motions:
- (a) to receive reports;
  - (b) to refer;
  - (c) to postpone;
  - (d) to lay on the table;
  - (e) to put the question to a vote;
  - (f) to file;
  - (g) to go into Committee of the Whole;
  - (h) to rise and report;
  - (i) to adjourn; and
  - (j) such short oral motions as the Chair may accept.
- 1.3 **Speaking on Proposed Motion.** A Trustee may propose a motion and speak to it before it is seconded.

- 1.4 **Motions to be Seconded.** Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.
- 1.5 **Request to Read Motion.** Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time during the debate, provided that no such request shall be made so as to interrupt another Trustee.
- 1.6 **Motions on the Agenda.** Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.
- 1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.
- 1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:
- (a) to adjourn;
  - (b) to lay on the table;
  - (c) to put the question to a vote;
  - (d) to postpone;
  - (e) to refer; and
  - (f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair using the process set out in Appendix A Section 1.4.

1.10 **Motions at Committee Meetings:**

- (a) For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.
- (b) Notwithstanding anything to the contrary, the following rules apply to Committee meetings:
  - (i) Motions to close or limit debate are not permitted;
  - (ii) There is no limit to the number of times a Trustee may speak on a matter;
  - (iii) It is not necessary to address the Chair before speaking;
  - (iv) A roll-call vote or vote by ballot cannot be ordered in a meeting of the Committee of the Whole, nor can a counted rising vote be ordered except by the Chair.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.

## B. SPECIFIC MOTIONS

Type of Motion	Specifics
To amend	<p>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided.</p> <p>Only one amendment to the motion shall be on the floor at any one time.</p> <p>An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order and should be ruled out of order.</p> <p>Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</p>
To reconsider	<p>A motion to reconsider is a motion to review a previous decision and vote on it again, at the same meeting at which the motion was first considered. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion.</p> <p>After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered.</p>
To adjourn	<p>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</p>

Type of Motion	Specifics
To lay on the table	A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action later in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.
To put the question to a vote	The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: "Shall the main question in debate be now put?" or "Call the vote?" If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.
To postpone indefinitely	A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion defeats the main motion for the duration of the session.
To postpone to definite time	A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.
To rescind	A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.
To amend something previously adopted	A motion may amend something previously adopted, provided that the original motion has not been implemented. The motion is debatable, requires proper notice, a seconder, and the approval of at least two-thirds (2/3) of members present.

## C. VOTING

- 1.1 **Trustee Participation:** Each Trustee present at the meeting, either in person or through electronic means in accordance with Section 5, who has not declared an interest under the *Municipal Conflict of Interest Act* and/or the *Trustee Code of Conduct*, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing and shall fulfill any additional requirements of the *Municipal Conflict of Interest Act*. For clarity, Student Trustees must also declare conflicts of interest as set out herein.
- 1.2 **Majority Vote:** Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.
- 1.3 **Method:** Every matter considered by the Board of Trustees shall be disposed of by a counted vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):
  - (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
  - (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
  - (c) by rising, in which case each Trustee, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
  - (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
  - (e) by an electronic voting method, in which each Trustee shall indicate the Trustee's choice from among the available alternatives.
- 1.4 **Recorded Votes:** Votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee or a Student Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.
- 1.5 **Request for Division:** A Trustee that doubts the accuracy of the vote may for a call for a division and the Chair shall conduct either a voice or rising vote. Either the Chair on their own initiative, or a majority of Trustees may order the vote to be counted.

- 1.6 **Student Trustees:** While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, (s.55(2)-(6)) a Student Trustee, is entitled to:
- (a) submit a report for receipt by the Board of Trustees;
  - (b) request that a voting member of the Board of Trustees bring a specific motion;
  - (c) require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:
    - (i) A recorded non-binding vote that includes the Student Trustee's vote; and
    - (ii) A recorded binding vote that does not include the Student Trustee's vote.
- 1.7 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.

**APPENDIX D – AGENDAS FOR MEETINGS**  
**APPENDIX D-1 – AGENDAS FOR MEETINGS**  
REGULAR MEETINGS OF THE BOARD OF TRUSTEES

The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Prayer
3. Land Acknowledgment
4. National Anthem
5. Approval of Agenda
6. Declaration of Interest
7. Approval of Board of Trustee Minutes
  - i) Business Arising from the Minutes

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
  - i) Ontario Catholic School Trustees' Association Report
  - ii) Student Voice Report
  - iii) Good News Reports

f) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

g) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

h) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

i) ADDITIONAL BUSINESS

1. Notices of Motion

j) QUESTIONS ASKED BY TRUSTEES

k) DECLARED INTEREST ITEMS

l) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

n) FUTURE MEETINGS

o) ADJOURNMENT

**APPENDIX D-2 – AGENDAS FOR MEETINGS**  
**SPECIAL MEETINGS OF THE BOARD OF TRUSTEES**

The Agenda and order of business for special meetings of the Board of Trustees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Land Acknowledgment
4. Approval of Agenda
5. Declaration of Interest

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
  - i) Ontario Catholic School Trustees' Association Report
  - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

**APPENDIX D-3 – AGENDAS FOR MEETINGS**  
**REGULAR MEETINGS OF COMMITTEES**

The Agenda and order of business for regular meetings of Committees will normally be as follows:

a) ROUTINE MATTERS

1. Call to Order and Attendance
2. Opening Prayer
3. Land Acknowledgment
4. Approval of Agenda
5. Declaration of Interest
6. Approval of Committee Minutes
  - i) Business Arising from the Minutes

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports
  - i) Ontario Catholic School Trustees' Association Report
  - ii) Good News Reports

e) UPDATES/INFORMATION/REPORTS FROM COMMITTEES FOR RECEIPT

f) UPDATES/INFORMATION/REPORTS FROM ADMINISTRATION FOR RECEIPT

g) TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION

h) ADDITIONAL BUSINESS

1. Notices of Motion

i) QUESTIONS ASKED BY TRUSTEES

j) DECLARED INTEREST ITEMS

k) IN-CAMERA MEETING

l) REPORT FROM IN-CAMERA MEETING OF THE COMMITTEE OF THE WHOLE

m) FUTURE MEETINGS

n) ADJOURNMENT

**APPENDIX D-4 – AGENDAS FOR MEETINGS**  
**IN-CAMERA MEETINGS**

The Agenda and order of business for In-camera meetings will normally be as follows:

- a) ROUTINE MATTERS
  - 1. Approval In-Camera Minutes
  - 2. Business Arising from the In-Camera Minutes
- b) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT
- c) IN-CAMERA UPDATES/INFORMATION/REPORTS FROM COMMITTEE FOR RECEIPT
- d) IN-CAMERA TRUSTEE/COMMITTEE/ADMINISTRATION REPORTS REQUIRING ACTION
- e) IN-CAMERA ADDITIONAL BUSINESS
  - 1. Notices of Motion
- f) QUESTIONS OF AN IN-CAMERA NATURE ASKED BY TRUSTEES
- g) DECLARED INTEREST ITEMS
- h) RISE FROM IN-CAMERA

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## **APPENDIX E –CODE OF CONDUCT FOR PUBLIC MEETINGS**

### **APPENDIX E-1 - AUDIENCE CODE OF CONDUCT FOR PUBLIC MEETINGS**

The Dufferin-Peel Catholic District School Board strives to ensure a safe and respectful environment for students, parents/guardians, trustees, staff, media and community members in attendance at public board and committee meetings.

As such, the following *Audience Code of Conduct* has been developed to promote and honour public attendance for observance purposes while allowing the Board of Trustees to conduct its business in a safe and respectful environment. The Audience Code of Conduct for Public Meetings will be enforced by security officers, police (if required), and board personnel.

Adhering to the *Audience Code of Conduct* ensures that school board meetings remain focused, respectful, and conducive to productive discussions about matters important to our educational community.

- i. Security staff is authorized to exercise discretion and require the inspection of the contents of any bag, briefcase, backpack, purse, or any other item brought onto DPCDSB property to ensure a safe environment.
- ii. Placards, banners, or posters or any form of signage are not permissible. Anyone with such articles will be asked to remove them from the premises.
- iii. Meetings are livestreamed through the DPCDSB's YouTube channel and are recorded by the DPCDSB for purposes of the livestream and for security purposes. Those in attendance at meetings are prohibited from using their own recording devices.
- iv. Audience members must remain in the designated audience area. Do not encroach upon or enter the boardroom meeting space.
- v. The audience's role is to observe the proceedings. Refrain from engaging in conversations that may distract from the meeting.
- vi. Maintain a demeanour of respect towards all individuals present, including board/committee members, staff, and fellow audience members. Refrain from disruptive behavior, including applause or comments during discussions as well as heckling, booing, or any behavior that may create a hostile or disruptive environment.
- vii. Disruptions of the meeting will not be tolerated and may result in being directed to leave the meeting, a recess of meeting proceedings and/or a transition to online observance only.
- viii. Threats, intimidating language and/or behaviour will not be tolerated.

Violations of this *Audience Code of Conduct* will not be tolerated and may result in a person being directed to leave; restricting/prohibiting attendance at future meetings; the issuance of a warning notice; the issuance of a notice of trespass, enforceable by Police, prohibiting attendance at or on any or all DPCDSB properties and events; a 911 call to Police.

## **APPENDIX E-2 - MEDIA ATTENDANCE AT BOARD AND COMMITTEE MEETINGS**

Subject to attendance capacities, media representatives may attend Board and Committee Meetings when the gallery is open to the public.

DPCDSB encourages media representatives to notify the General Manager of Communications and Community Relations Manager of their intention to attend a meeting at least 2 (two) business days in advance. This notification will assist DPCDSB in making necessary arrangements and providing any relevant materials.

### **Board Meeting Livestream Participation**

Media representatives are invited to participate virtually through the livestream of Board and Committee Meetings. The livestream provides an opportunity for media representatives to access and report on the proceedings remotely.

### **Recording Protocol**

Live recording of any kind is not permitted on the premises of the DPCDSB's Catholic Education Centre during Board or Committee Meetings without the express written permission of the Director/Secretary or General Manager of Communications and Community Relations.

### **Conduct**

Media representatives are expected to always conduct themselves in a professional and respectful manner while on DPCDSB properties and in any interactions with DPCDSB staff or stakeholders.

Media representatives must refrain from any behaviour that disrupts the proceedings or interferes with the rights of other attendees.



<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-0013</b>
<b>SUBJECT:</b>	Research Studies Conducted In DPCDSB
<b>REFERENCE</b>	<a href="#">GAP0005</a> Research Studies Conducted in DPCDSB
<b>EFFECTIVE DATE:</b>	<del>(093)</del> February 19, 2019
<b>AMENDED DATE:</b>	<del>April TBD, 2025</del>

*"It is the Lord who gives wisdom; from him come knowledge and understanding."*

*Proverbs 2:6*

1. Research within the Dufferin-Peel Catholic District School Board (DPCDSB) plays an important role in providing an evidence-based approach to the development of DPCDSB policies and procedure, operational goals, and plans for improvement at the school and system level. To promote a culture of reflective inquiry that is aligned with the DPCDSB's vision, mission, and strategic commitments, the system supports internal and external research involving staff, students, and the broader community.
2. Research conducted in publicly funded school systems in Ontario is governed by the *Education Act*, as well as other pertinent legislation. Accordingly, research conducted in DPCDSB is governed by policies and practices to ensure the protection of research participants, researchers, the system, and the public. All research involving DPCDSB staff and students should be carried out in a manner consistent with the following fundamental principles:
  - a) Consistent with Catholic Social Teaching, respect for human dignity and persons, who, having been sufficiently informed, should have the right to choose voluntarily what shall happen to them;
  - b) Individuals should be selected and treated in a fair and appropriate manner;
  - c) The risks should be reasonable in the light of the expected benefits and every reasonable effort be made to minimize the potential risks of research;
  - d) The maintaining of confidentiality with respect to information supplied by research subjects when requested and appropriate use of that information in a manner that is consistent with the supplier of the information;
  - e) The investigators should be competent to conduct the research and to protect the welfare of research subjects, students, and staff of DPCDSB.
3. Research in DPCDSB may be of internal or external in nature. Prior to implementation, the Research Committee must approve all external research projects.

#### **Internal Research**

4. **Internal Research:** This type of research consists of research projects affiliated with DPCDSB's educational programming and operational goals. These goals include, but are not limited to: the *Multi-Year Strategic Plan*, reports to Trustees, Ministry mandates and impact studies. Internal research does

not require approval from the Research Committee.

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### External Research and the Research Committee

5. **External Research:** This type of research consists of research that is unaffiliated with DPCDSB. External research projects ~~include, but~~include but are not limited to: DPCDSB staff pursuing personal goals and credentials (e.g., a graduate degree/project), external agencies (e.g., Region of Peel, Centre for Addiction and Mental Health, publishers, research firms and/or consultants), and university or college students completing research projects.
6. The **DPCDSB Research Committee** must review and ~~approve of~~approve all external research projects involving staff, students, and the broader community of DPCDSB, prior to implementation. This policy applies to all external research projects undertaken in or under the auspices of the system.

### The Research Review Process

7. The research review process for external research projects must be fair in standards and procedures, as well as impartial towards particular proposals and independent of institutional agendas or pressures. This review includes: (1) review to ensure that research adheres to the moral teachings of the Catholic Church; and (2) review of the ethical and operational implications of the methods and design of the research.
8. The Superintendent ~~of Policy, Strategy, and Global Learning~~responsible for research provides overall leadership for the Research Committee, oversees decisions of the Research Committee for consistency and fairness, and ensures that the decisions are recorded accurately and communicated clearly to researchers in writing. The decisions made by the Research Committee are final and not subject to appeal.

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-0013</b>
<b>SUBJECT:</b>	Research Studies Conducted In Dufferin-Peel Catholic District School Board (DPCDSB)
<b>REFERENCE</b>	<a href="#"><u>GAP0005</u></a> Research Studies Conducted in DPCDSB
<b>EFFECTIVE DATE:</b>	February 19, 2019
<b>AMENDED DATE:</b>	April TBD, 2025

*"It is the Lord who gives wisdom; from him come knowledge and understanding."*

*Proverbs 2:6*

1. Research within the Dufferin-Peel Catholic District School Board (DPCDSB) plays an important role in providing an evidence-based approach to the development of DPCDSB policies and procedure, operational goals, and plans for improvement at the school and system level. To promote a culture of reflective inquiry that is aligned with the DPCDSB's vision, mission, and strategic commitments, the system supports internal and external research involving staff, students, and the broader community.
2. Research conducted in publicly funded school systems in Ontario is governed by the *Education Act*, as well as other pertinent legislation. Accordingly, research conducted in DPCDSB is governed by policies and practices to ensure the protection of research participants, researchers, the system, and the public. All research involving DPCDSB staff and students should be carried out in a manner consistent with the following fundamental principles:
  - a) Consistent with Catholic Social Teaching, respect for human dignity and persons, who, having been sufficiently informed, should have the right to choose voluntarily what shall happen to them;
  - b) Individuals should be selected and treated in a fair and appropriate manner;
  - c) The risks should be reasonable in the light of the expected benefits and every reasonable effort be made to minimize the potential risks of research;
  - d) The maintaining of confidentiality with respect to information supplied by research subjects when requested and appropriate use of that information in a manner that is consistent with the supplier of the information;
  - e) The investigators should be competent to conduct the research and to protect the welfare of research subjects, students, and staff of DPCDSB.
3. Research in DPCDSB may be of internal or external in nature. Prior to implementation, the Research Committee must approve all external research projects.
4. **Internal Research:** This type of research consists of research projects affiliated with DPCDSB's educational programming and operational goals. These goals include but are not limited to: the *Multi-Year Strategic Plan*, reports to Trustees, Ministry mandates and impact studies. Internal research does

not require approval from the Research Committee.

5. **External Research:** This type of research consists of research that is unaffiliated with DPCDSB. External research projects include but are not limited to: DPCDSB staff pursuing personal goals and credentials (e.g., a graduate degree/project), external agencies (e.g., Region of Peel, Centre for Addiction and Mental Health, publishers, research firms and/or consultants), and university or college students completing research projects.
6. The **DPCDSB Research Committee** must review and approve all external research projects involving staff, students, and the broader community of DPCDSB, prior to implementation. This policy applies to all external research projects undertaken in or under the auspices of the system.
7. The research review process for external research projects must be fair in standards and procedures, as well as impartial towards particular proposals and independent of institutional agendas or pressures. This review includes: (1) review to ensure that research adheres to the moral teachings of the Catholic Church; and (2) review of the ethical and operational implications of the methods and design of the research.
8. The Superintendent responsible for research provides overall leadership for the Research Committee, oversees decisions of the Research Committee for consistency and fairness, and ensures that the decisions are recorded accurately and communicated clearly to researchers in writing. The decisions made by the Research Committee are final and not subject to appeal.



## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>BOARD GOVERNANCE</b>
<b>GAP NUMBER:</b>	<b>GAP0005</b>
<b>SUBJECT:</b>	<b>Research Studies Conducted in <a href="#">Dufferin-Peel Catholic District School Board (DPCDSB)</a></b>
<b>REFERENCE:</b>	Administrative Council, December 12, 1994
<b>EFFECTIVE:</b>	January 09, 1991
<b>AMENDED DATE:</b>	February 1, 1995; February 26, 2019; <u>April TBD 2025</u>

*"It is the Lord who gives wisdom; from him come knowledge and understanding."  
Proverbs 2:6*

### 1 BACKGROUND

- 1.1 Research within the Dufferin-Peel Catholic District School Board (DPCDSB) plays an important role in providing an evidence-based approach to the development of DPCDSB policies and procedure, operational goals, and plans for improvement at the school and system level. To promote a culture of reflective inquiry that is aligned with the DPCDSB's vision, mission, and strategic commitments, the system supports internal and external research involving staff, students, and the broader community.
- 1.2 Persons or organizations wishing to carry out research in ~~this system~~DPCDSB must adhere to the ~~following~~ procedures outlined in this General Administrative Procedure (GAP):.

### 2 THE RESEARCH COMMITTEE

~~1.32.1~~ The Research Committee reviews all proposed external research (i.e., ~~research projects~~research projects) not affiliated with educational programming and/or operations of DPCDSB).

~~1.4~~ The Research Review Committee shall consist of the following:

~~1.52.2~~

- ~~a. The Superintendent of Policy, Strategy, and Global Learning or designate (Chair) An elementary administrator co-chair  
A secondary administrator co-chair~~

- ~~a)~~ a) The Superintendent responsible for research or designate
- ~~b) An elementary administrator representative(s)~~
- ~~c) A secondary administrator representative(s)~~
- ~~b)d) Psychologist(s)~~
- ~~e)e) Researcher(s)~~
- ~~f) General Manager of Clinical Services and Special Education~~
- ~~g) Principal of A representative from Equity and/or Indigenous Education and Inclusive Education~~
- ~~h) A representative from Religious Education and Faith Formation Coordinator~~

2.3 Specialists may be invited to sit as members of the Research Committee when a particular proposal requires specialized analysis on behalf of the committee.

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## 23 APPLICATION PROCESS

~~3.1~~ The researcher must apply through the Office of Superintendent ~~responsible for research. of Policy, Strategy, and Global Learning.~~ The researcher must apply online, via ~~the online survey link~~ Qualtrics link.

~~2.13.2~~ In addition to the online application, the researcher must submit one signed original hard copy of the research application. These copies must be provided to the Office of the Superintendent responsible for research of Policy, Strategy, and Global Learning by the application deadline. Refer to the Research Applications webpage for the application deadline.

~~2.23.3~~ ~~The Superintendent of Policy, Strategy, and Global Learning will schedule meetings twice a term and inform the system of the same at the beginning of the year. Research Committee meetings shall be scheduled four times per year.~~

~~2.33.4~~ The researcher shall provide a copy of the completed research, free of charge, to DPCDSB through the Office of the Superintendent responsible for research of Policy, Strategy, and Global Learning.

~~2.43.5~~ Either the school Principal and/or the Superintendent ~~of Policy, Strategy, and Global Learning,~~ who is responsible for research in the system, has the right to request modification of any proposal and would retain independent jurisdiction with ~~regard to~~ regard to acceptance or rejection of requests.

~~2.53.6~~ Any request for research must be accompanied by criteria and conditions ~~which include~~ which include:

- a) A general description of the study;
- b) A completed and signed application form;
- c) An ethics approval from the institution or sponsoring agency;
- d) Arrangements for feedback to the school system;
- e) Protection of the rights and well-being of subjects;
- f) Protection of the confidentiality of any information which reflects on ~~the identifiable~~ the identifiable Board, school, staff member or student;

~~2.6~~ Adherence to the requirement that research projects will not interfere with ~~the normal~~ the normal operations of schools and that school principals retain the right to deny access to subjects.

~~3.7~~

## 4 POST APPROVAL PROCESS

~~2.7~~ Should the project gain approval:

~~2.8~~

~~4.1~~ ~~The~~ the researcher will be notified with a letter of approval on behalf of the ~~from the Chair on behalf of the~~ Research Committee.

~~4.2~~ The researcher will inform the school(s) involved of the research approval. The researcher may approach the school principal(s) to carry out the approved research study. The researcher must present the letter of approval to the school principal(s).

~~2.9~~ The

2.104.3 school principal(s) retains the independent right to accept or reject the research request.

2.114.4 The Research Committee must review and approve of any changes to ~~previously approved~~ previously approved research projects, prior to implementation. The researcher must submit an amendment with the proposed changes.

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**GAP**  
**GENERAL ADMINISTRATIVE PROCEDURES**

<b>SECTION:</b>	<b>BOARD GOVERNANCE</b>
<b>GAP NUMBER:</b>	<b>GAP0005</b>
<b>SUBJECT:</b>	<b>Research Studies Conducted in Dufferin-Peel Catholic District School Board (DPCDSB)</b>
<b>REFERENCE:</b>	Administrative Council, December 12, 1994
<b>EFFECTIVE:</b>	January 09, 1991
<b>AMENDED DATE:</b>	February 1, 1995; February 26, 2019; April TBD 2025

*"It is the Lord who gives wisdom; from him come knowledge and understanding."  
Proverbs 2:6*

## **1 BACKGROUND**

- 1.1 Research within the Dufferin-Peel Catholic District School Board (DPCDSB) plays an important role in providing an evidence-based approach to the development of DPCDSB policies and procedure, operational goals, and plans for improvement at the school and system level. To promote a culture of reflective inquiry that is aligned with the DPCDSB's vision, mission, and strategic commitments, the system supports internal and external research involving staff, students, and the broader community.
- 1.2 Persons or organizations wishing to carry out research in DPCDSB must adhere to the procedures outlined in this General Administrative Procedure (GAP).

## **2 THE RESEARCH COMMITTEE**

- 2.1 The Research Committee reviews all proposed external research (i.e., research projects not affiliated with educational programming and/or operations of DPCDSB).
- 2.2 The Research Review Committee shall consist of the following:
  - a) The Superintendent responsible for research or designate
  - b) Elementary administrator representative(s)
  - c) Secondary administrator representative(s)
  - d) Psychologist(s)
  - e) Researcher(s)
  - f) General Manager of Clinical Services and Special Education
  - g) A representative from Equity and/or Indigenous Education
  - h) A representative from Religious Education and Faith Formation
- 2.3 Specialists may be invited to sit as members of the Research Committee when a particular proposal requires specialized analysis on behalf of the committee.

### **3 APPLICATION PROCESS**

- 3.1 The researcher must apply through the Office of Superintendent responsible for research. The researcher must apply online, via the online survey link.
- 3.2 In addition to the online application, the researcher must submit one signed original hard copy of the research application. These copies must be provided to the Office of the Superintendent responsible for research by the application deadline. Refer to the Research Applications webpage for the application deadline.
- 3.3 Research Committee meetings shall be scheduled four times per year.
- 3.4 The researcher shall provide a copy of the completed research, free of charge, to DPCDSB through the Office of the Superintendent responsible for research.
- 3.5 Either the school Principal and/or the Superintendent who is responsible for research in the system has the right to request modification of any proposal and would retain independent jurisdiction with regard to acceptance or rejection of requests.
- 3.6 Any request for research must be accompanied by criteria and conditions which include:
  - a) A general description of the study;
  - b) A completed and signed application form;
  - c) An ethics approval from the institution or sponsoring agency;
  - d) Arrangements for feedback to the school system;
  - e) Protection of the rights and well-being of subjects;
  - f) Protection of the confidentiality of any information which reflects on the identifiable Board, school, staff member or student;
- 3.7 Adherence to the requirement that research projects will not interfere with the normal operations of schools and that school principals retain the right to deny access to subjects.

### **4 POST APPROVAL PROCESS**

- 4.1 Should the project gain approval the researcher will be notified with a letter of approval on behalf of the Research Committee.
- 4.2 The researcher will inform the school(s) involved of the research approval. The researcher may approach the school principal(s) to carry out the approved research study. The researcher must present the letter of approval to the school principal(s).
- 4.3 The school principal(s) retains the independent right to accept or reject the research request.
- 4.4 The Research Committee must review and approve of any changes to previously approved research projects, prior to implementation. The researcher must submit an amendment with the proposed changes.



<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD POLICY</b>	
<b>POLICY NUMBER:</b>	<b>P-2000</b>
<b>SUBJECT:</b>	<b>Admissions</b>
<b>REFERENCE:</b>	<a href="#">GAP2000</a> Registration: General Procedures <a href="#">GAP2001</a> <del>Admissions: Flexible Boundary, Elementary Schools</del> <a href="#">GAP2002</a> <del>Admissions: Flexible Boundary, Secondary Schools</del> including Overflow Schools <a href="#">GAP2003</a> Newcomer Reception and Assessment Centre (NRAC) <a href="#">GAP5005</a> <del>Ontario Student Transcripts</del>
<b>EFFECTIVE DATE:</b>	<del>(399)</del> September 28, 1999
<b>AMENDED DATE:</b>	<del>(159)</del> May 26, 2009; <del>(143)</del> April 26, 2011; January 2012; <del>(212)</del> June 20, 2017; March 31, 2020; February 2023; <u>April TBD, 2025</u>

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."*

Mark 10: 12-17

~~1. Dufferin-Peel Catholic District School Board (Board) accepts that, under special circumstances, students may attend schools other than their neighbourhood school.~~

~~2.~~

### **3.1 GENERAL ADMISSIONS FOR ALL STUDENTS**

- a) Subject to the specific requirements for elementary schools as set out in this Policy, a pupil shall be admitted to a Dufferin-Peel Catholic District School Board (DPCDSB) school if:
  - i) the pupil and the parent(s) ~~/~~ or guardian(s) with custodial rights or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control, reside within the district or zone of ~~the Board~~ DPCDSB; and
  - ii) the pupil and the parent(s) ~~/~~ or guardian(s) with custodial rights ~~(Parent(s)/Guardian(s))~~ or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control is a Canadian citizen or a permanent resident.
- b) All non-Canadians shall contact the Admissions Department for admission requirements.

### **4.2 ELEMENTARY SCHOOLS**

- a) Students shall be admitted to Kindergarten in September of any school year ~~provided that if~~ they reach the age of four or five years on, or before, December 31, in that same calendar year.
- b) Students shall be admitted to Grade 1 in September of any school year, ~~provided that if~~ they reach the age of six years on, or before, December 31, in that same calendar year.

c) If the child is baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, the child is accepted into their neighbourhood DPCDSB school regardless of the Parent's/parent's/ or Guardian's-guardian's baptism. The child's original baptismal certificate is required.

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- d) When a child is not baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, an original baptismal certificate from one of the child's ~~Parents~~parents/ or ~~G~~uardians is required to enroll the child.

### 5.3. ORTHODOX

- a) Members of an Orthodox Congregation will not be considered separate school supporters, subject to the following: ~~An~~an Orthodox person who is formally received into the Eastern Church in full communion with the Holy See of Rome, as evidenced by a Profession of Faith (with a seal) may enroll in a Catholic school and direct their taxes to the Catholic school system.

### 6.4. SECONDARY SCHOOLS

- a) The policy of "open access" means that pupils do not have to be Catholic to attend Catholic secondary schools.

### 7.5. INTERNATIONAL STUDENTS

- a) ~~The Board~~DPCDSB welcomes international students to its schools at both ~~the elementary~~elementary and secondary levels ~~to its schools~~ to help students and educators build ~~the~~ global competencies, knowledge, and experiences needed to succeed in the worldwide economy. An international student may be admitted to a school, subject to the availability of program and space and the payment of fees.
- b) Where an elementary student is baptized Roman Catholic or ~~Catholic in an Eastern Church~~ in full communion with the Holy See of Rome, the student may attend a DPCDSB elementary school of the Board. At the secondary level, all students may be admitted regardless of baptismal status.
- c) An international student who holds a study permit from Immigration Canada to undertake a particular program within ~~the Board~~DPCDSB's jurisdiction will be admitted to a school, subject to the availability of program and space and the payment of fees.
- d) Continued enrolment in the school will require a valid study permit.

### 8.6. WORK/STUDY PERMITS

- a) ~~The Board~~DPCDSB welcomes students who have a parent with a valid work/study permit. Where an elementary student or at least one of their parent(s) are baptized Roman Catholic or in an Eastern ~~Catholic Church~~ in full communion with the Holy See of Rome, the student may attend a DPCDSB elementary school~~a school of the Board~~. At the secondary level, all students may be admitted regardless of baptismal status.
- b) The student's parent(s) must hold a valid work/study permit from Immigration Canada. If the family holds both, the DPCDSB Admissions Department requires both permits.
- c) Continued enrolment in the school will require a valid and current work/study permit.

d) Parent(s)Parents on a work/study permit are not required to pay fees.

## **7. ATTENDANCE AND SCHOOL BOUNDARIES**

- a) Students shall attend the DPCDSB school in the neighbourhood in which they reside (i.e., their neighbourhood school), as identified by school boundaries established by DPCDSB's Planning Department.
- b) DPCDSB accepts that, under special circumstances, students may attend schools other than their neighbourhood school. Such circumstances may include access to regional programs of choice or flexible boundary requests.

## **8. ONTARIO STUDENT TRANSCRIPTS AND CONFIRMATION OF GRADUATION**

- a) DPCDSB issues Ontario student transcripts and diploma letters confirming graduation only on the written request of the former DPCDSB student or parent or guardian, where the student is under 18 years of age.
- a)b) Former DPCDSB secondary students shall contact the DPCDSB Admissions Department or the last DPCDSB secondary school they attended, as per the directions available on the Transcript Requests page of the DPCDSB public website.



<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-2000</b>
<b>SUBJECT:</b>	<b>Admissions</b>
<b>REFERENCE:</b>	<a href="#">GAP2000</a> Registration: General Procedures <a href="#">GAP2001</a> Flexible Boundary including Overflow Schools <a href="#">GAP2003</a> Newcomer Reception and Assessment Centre (NRAC) <a href="#">GAP5005</a> Ontario Student Transcripts
<b>EFFECTIVE DATE:</b>	September 28, 1999
<b>AMENDED DATE:</b>	May 26, 2009; April 26, 2011; January 2012; June 20, 2017; March 31, 2020; February 2023; April TBD, 2025

*“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”*

Mark 10: 12-17

## **1. GENERAL ADMISSIONS FOR ALL STUDENTS**

- a) Subject to the specific requirements for elementary schools as set out in this Policy, a pupil shall be admitted to a Dufferin-Peel Catholic District School Board (DPCDSB) school if:
  - i) the pupil and the parent(s) or guardian(s) with custodial rights or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control, reside within the district or zone of DPCDSB; and
  - ii) the pupil and the parent(s) or guardian(s) with custodial rights or the adult pupil or pupil who is at least 16 years of age and has withdrawn from parental control is a Canadian citizen or a permanent resident.
- b) All non-Canadians shall contact the Admissions Department for admission requirements.

## **2. ELEMENTARY SCHOOLS**

- a) Students shall be admitted to Kindergarten in September of any school year if they reach the age of four or five years on, or before, December 31, in that same calendar year.
- b) Students shall be admitted to Grade 1 in September of any school year, if they reach the age of six years on, or before, December 31, in that same calendar year.
- c) If the child is baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, the child is accepted into their neighbourhood DPCDSB school regardless of the parent's or guardian's baptism. The child's original baptismal certificate is required.

- d) When a child is not baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, an original baptismal certificate from one of the child's parents or guardians is required to enroll the child.

### **3. ORTHODOX**

- a) Members of an Orthodox Congregation will not be considered separate school supporters, subject to the following: an Orthodox person who is formally received into the Eastern Church in full communion with the Holy See of Rome, as evidenced by a Profession of Faith (with a seal) may enroll in a Catholic school and direct their taxes to the Catholic school system.

### **4. SECONDARY SCHOOLS**

- a) The policy of "open access" means that pupils do not have to be Catholic to attend Catholic secondary schools.

### **5. INTERNATIONAL STUDENTS**

- a) DPCDSB welcomes international students to its schools at both elementary and secondary levels to help students and educators build global competencies, knowledge, and experiences needed to succeed in the worldwide economy. An international student may be admitted to a school, subject to the availability of program and space and the payment of fees.
- b) Where an elementary student is baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, the student may attend a DPCDSB elementary school. At the secondary level, all students may be admitted regardless of baptismal status.
- c) An international student who holds a study permit from Immigration Canada to undertake a particular program within DPCDSB's jurisdiction will be admitted to a school, subject to the availability of program and space and the payment of fees.
- d) Continued enrolment in the school will require a valid study permit.

### **6. WORK/STUDY PERMITS**

- a) DPCDSB welcomes students who have a parent with a valid work/study permit. Where an elementary student or at least one of their parent(s) are baptized Roman Catholic or in an Eastern Church in full communion with the Holy See of Rome, the student may attend a DPCDSB elementary school. At the secondary level, all students may be admitted regardless of baptismal status.
- b) The student's parent(s) must hold a valid work/study permit from Immigration Canada. If the family holds both, the DPCDSB Admissions Department requires both permits.
- c) Continued enrolment in the school will require a valid and current work/study permit.
- d) Parents on a work/study permit are not required to pay fees.

## **7. ATTENDANCE AND SCHOOL BOUNDARIES**

- a) Students shall attend the DPCDSB school in the neighbourhood in which they reside (i.e., their neighbourhood school), as identified by school boundaries established by DPCDSB's Planning Department.
- b) DPCDSB accepts that, under special circumstances, students may attend schools other than their neighbourhood school. Such circumstances may include access to regional programs of choice or flexible boundary requests.

## **8. ONTARIO STUDENT TRANSCRIPTS AND CONFIRMATION OF GRADUATION**

- a) DPCDSB issues Ontario student transcripts and diploma letters confirming graduation only on the written request of the former DPCDSB student or parent or guardian, where the student is under 18 years of age.
- b) Former DPCDSB secondary students shall contact the DPCDSB Admissions Department or the last DPCDSB secondary school they attended, as per the directions available on the [Transcript Requests](#) page of the DPCDSB public website.



**Dufferin-Peel Catholic District School Board**

## **GENERAL ADMINISTRATIVE PROCEDURES**

### **GAP**

### **GENERAL ADMINISTRATIVE PROCEDURE**

<b><u>SECTION:</u></b>	<b><u>5000 COMMUNICATIONS, TECHNOLOGY AND PRIVACY</u></b>
<b><u>GAP NUMBER:</u></b>	<b><u>GAP5005</u></b>
<b><u>SUBJECT:</u></b>	<b><u>Ontario Student Transcripts (OST)</u></b>
<b><u>REFERENCE:</u></b>	<u>P-2000 Admissions</u> <u>GF048A Transcript Request Form</u> <u>GF048B Diploma Letter Request Form</u>
<b><u>EFFECTIVE DATE:</u></b>	<u>July 1, 2010</u>
<b><u>AMENDED DATE:</u></b>	<u>April TBD, 2025</u>

Section: PUPILS

GAP Number: ~~—~~ GAP5005

Subject: Ontario Student Transcripts (OST)

Effective: ~~—~~ July 1, 2010

Replaces: ~~—~~ NEW

Reference: ~~—~~ Strategic Planning, June 14, 2010

*"Ask, and it will be given you; search, and you will find; knock, and the door will be opened for you. For everyone who asks receives, and everyone who searches finds, and for everyone who knocks, the door will be opened..."*

*Matthew 7:7-8*

## **1 PURPOSE**

**1.1** The Ontario Student Transcript (OST) is the ~~official record~~ official record of a student's academic achievement in the ~~Province~~ province of Ontario.

**1.2** ~~Student records are confidential and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).~~

**1.3** The Dufferin-Peel Catholic District School Board (DPCDSB) issues OSTs and diploma letters confirming graduation only on the written request of the former DPCDSB student or parent/guardian, where the student is under 18 years of age. ~~Student records are confidential and Transcripts are issued only on the written request of the student. They are subject to the Municipal Freedom of Information and Protection of Privacy Act. As such, Consent would be required to speak with anyone (parent/ guardian) other than to the adult requestor.~~

**1.1.4** This General Administrative Procedure (GAP) provides instruction for issuing OSTs and diploma letters to former graduates seeking their achievement and/or graduation records.

## **2 PROCESSING REQUESTING TRANSCRIPTS FOR APPLICATION TO AN ONTARIO COLLEGE OR**

**UNIVERSITY—**

2.1 Former students of the DPCDSB who are applying to an Ontario college through the Ontario Application Service (OCAS), or an Ontario university through the Ontario Universities' Application Centre (OUAC), shall request their OST using the online electronic transcript request service available through OCAS.

2.2 To use the OCAS services, students must be former DPCDSB students, apply to at least one college or university, and pay all OCAS and OUAC application and transcript fees, as applicable.

2.3 Current DPCDSB students applying to Ontario colleges or universities via OCAS and OUAC, respectively, do not need to request their OST as these are forwarded by DPCDSB.

~~Student Transcripts may be ordered by mail, by phone, by fax, or in person. The attached *Transcript Request Form* is required for each request. There will be a link to access the form from the main page of the Board's website.~~

~~During the school year, requests for Transcripts are to be processed by the Guidance Department of the student's current or last school attended.~~

~~During the summer months, when schools are closed, requests for Transcripts are processed by the ICT Department at the Catholic Education Centre.~~

~~If anyone other than the requestor is picking up the transcript, or if the transcript is being mailed/ shipped, the envelope must be sealed and the Board/School official seal must be affixed on the sealed flap of the envelope.~~

~~Transcripts are prepared in the order in which requests are received. Normal processing time is approximately two (2) weeks from the time completed documents are received.~~

### **3 REQUESTING TRANSCRIPTS FOR ALL OTHER PURPOSES**

3.1 Requests for student OSTs from 2022-2023 to the present school year shall be processed by the Guidance Department of the student's current or last DPCDSB secondary school attended.

- a) Students seeking their OSTs from these years shall complete and email *GF048A Transcript Request Form*, with a legible copy of their identification, directly to the current or last DPCDSB secondary school attended.
- b) The requested OST may be picked up at the school, sent to the post-secondary institution(s) to which the student indicates they are applying, or mailed directly to the student.

3.2 Requests for student OSTs from prior to 2022-2023 shall be processed by the DPCDSB Admissions Department.

- a) Students seeking their OSTs from prior to 2022-2023 shall complete and email *GF048A Transcript Request Form* with a legible copy of their identification to [transcripts@dpcdsb.org](mailto:transcripts@dpcdsb.org).
- b) The requested OST(s) shall be forwarded directly to the post-secondary institution(s) to which the student indicates they are applying.
- c) Students shall be notified once the OST has been sent and shall be forwarded any replies received.
- d) Students may request that their OST be mailed to their home address, if they have included this information on the *GF048A Transcript Request Form*.

### **4 CONFIRMATION OF GRADUATION: DIPLOMA LETTER REQUESTS**

4.1 Requests for diploma letters for students who graduated prior to the current school year are processed by DPCDSB's Admissions Department.

- a) Students seeking a diploma letter confirming their graduation from a DPCDSB secondary school shall complete and email, with a legible copy of their identification, the *GF048B Diploma Letter Request Form* with a legible copy of their identification to [transcripts@dpcdsb.org](mailto:transcripts@dpcdsb.org).
- b) Students shall include their full mailing address on the *GF048B Diploma Letter Request Form* as diploma letters shall be mailed directly to the student.

4.2 DPCDSB charges diploma letter request fees for confirmation letters of diplomas awarded prior to the current school year. Payment shall be made by students through DPCDSB's online payment system when requesting diploma letters.

### **35 FEES**

5.1 ~~Each graduating student will receive one copy of his/her official student transcript at no cost. DPCDSB charges OST request fees for transcripts prior to the current school year. Payment shall be made by students through DPCDSB's online payment system when requesting transcripts.~~

5.2 DPCDSB charges diploma letter request fees for confirmation letters of diplomas awarded prior to the current school year. Payment shall be made by students through DPCDSB's online payment system when requesting diploma letters.

5.3 DPCDSB shall maintain accurate fee information and a link to DPCDSB's online payment system on the Transcript Requests page of the DPCDSB website.

~~3.1 As well, there will not be a fee charged, for the first copy, for any student who has graduated/retired from school within the past twelve~~

~~3.2 (12) months.~~

~~However, for each additional copy the fee is \$5.00.~~

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~~For former students who have graduated more than twelve (12) months previously, and whose Ontario Student Record (OSR) still resides at the school, the fee is \$ 10.00 for the first copy, and \$5.00 for each additional copy ordered at the same time.~~

~~a) — For former students, who have graduated/ withdrawn from secondary school within the past five (5) years, the fee is \$10.00 for the first copy and \$5.00 for each additional copy. For former students, who have graduated/withdrawn from secondary school more than five (5) years (where records are transferred to Archives), the fee is \$20.00 for the first copy and \$5.00 for each additional copy.~~

~~The above fees are inclusive of regular postage. Any costs incurred for premium shipping (courier, express post, etc.,) will be the responsibility of the applicant.~~

~~Payment for Transcript fees can either be by cash, money order or certified cheque. If processed by the Guidance Department, payment by VISA/MasterCard/ Debit may be an option.~~

~~Applicable fees and required identification must be received before a Transcript is issued.~~

#### ~~FINANCIAL PROCEDURES—~~

##### ~~A: Objective—~~

~~To identify the minimum information to be recorded while:  
safeguarding the money  
protecting those responsible for handling the money  
maintaining a thorough set of records regarding the receipt and  
disbursement of money~~

##### ~~B: Procedure—~~

##### ~~For Schools:~~

~~As the funds collected above are Board funds, the Board determines acceptable and unacceptable use of these funds. They should comply with Board policy, regulations and procedures.~~

~~Funds generated during the school year will be considered Board funds and will be recorded as per GAP-704.00 in the School Cash Net petty cash system under the newly created category, "Transcripts". It is a requirement that these funds be tracked separately. While claiming reimbursement from the Board office, the collection in this account will be included in the reimbursement claim as a credit. The reimbursement amount will be reduced to the extent of the transcript money received.~~

~~In iREN, the money received on account of transcripts will be recorded as a credit in the Board budget of a particular school in DP-1-10-320-4-XXX-000-000, XXX represents the location number of an individual school.~~

~~All revenue and expenditures must be recorded promptly.~~

~~A separate log book (pre-numbered, hard cover bound) must be maintained for money received on account of transcript requests at all locations, with the following headers:~~

~~Sequence Number \_\_\_\_\_ \* Amount Paid~~

~~Date of Request\* Date of Deposit~~

~~Student Name \_\_\_\_\_ \* Bank Deposit Number~~

~~Graduated Month/ Year\* Total Deposit Amount~~

~~Transcript Copies Required \_\_\_\_\_ \* Transcript Mailed (Yes or No)~~

~~All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected. A cheque is written to pay for expenditures, if any.~~

~~All original transcript requests, deposit documents and log book shall be retained for a period of seven (7) years. It is recommended that the records of each year be boxed, labeled and stored at the school.~~

~~Please note that funds generated on account of transcripts are basically cost recovery of the efforts involved in issuing transcripts.~~

~~For Board Office:~~

~~As the funds collected above are Board funds, the Board determines acceptable and unacceptable use of these funds. They should comply with Board policy, regulations and procedures.~~

~~The money received on account of transcripts will be recorded in iREN as a credit in the Board budget of the ICT department in:~~

~~DP-1-35410-6-644-000-000.~~

~~All revenue and expenditures must be recorded promptly.~~

~~A separate log book (pre-numbered, hard cover bound) must be maintained for money received on account of transcript requests at all locations, with the following headers:~~

~~Sequence Number \_\_\_\_\_ \* Amount Paid~~

~~Date of Request\* Date of Deposit~~

~~Student Name \_\_\_\_\_ \* Bank Deposit Number~~

~~School Name \_\_\_\_\_ \* Total Deposit Amount~~

~~Graduated Month/ Year\* Transcript Mailed (Yes or No)~~

~~Transcript Copies Required~~

~~All money collected is to be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected. A board cheque is written to pay for expenditures, if any.~~

~~On a daily basis, the ICT department will bring the copies of the transcripts issued and the money collected to the Finance departments with a log book copy.~~

~~All original transcript requests, deposit documents and log book shall be retained for a period of seven (7) years. It is recommended that the records of each year be boxed, labeled and stored.~~

~~Please note that funds generated on account of transcripts are basically cost recovery of the efforts involved in issuing transcripts.~~

#### ~~C: Responsibilities—~~

~~Ensure that the procedures for issuing transcripts and cash handling are implemented in compliance with Board policy, regulations and procedures. Ensure that the processes are in place to adequately control the funds, including security over cash and records.~~

~~Record transactions accurately and timely.~~

~~Keep a log of all transcript requests received and proper audit trail for deposits.~~

~~Deposit funds regularly.~~

~~Assist during internal audit, as required.~~

~~The records are to be reviewed periodically by the Principal.~~

*NOTE : The records are only as good as the information entered. It is important that the records be kept up-to-date and errors corrected promptly.*

*The goal is to have controls that ensures money is handled appropriately, that staff are protected and, that records are accurate, up -to-date and useful – and which can be relied upon for review/audit purposes. It is important that school administrators support and follow the established procedures.*



Dufferin-Peel  
Catholic District  
School Board

## GAP GENERAL ADMINISTRATIVE PROCEDURE

<b>SECTION:</b>	<b>5000 COMMUNICATIONS, TECHNOLOGY AND PRIVACY</b>
<b>GAP NUMBER:</b>	<b>GAP5005</b>
<b>SUBJECT:</b>	<b>Ontario Student Transcripts (OST)</b>
<b>REFERENCE:</b>	<a href="#">P-2000</a> Admissions GF048A Transcript Request Form GF048B Diploma Letter Request Form
<b>EFFECTIVE DATE:</b>	July 1, 2010
<b>AMENDED DATE:</b>	April TBD, 2025

*"Ask, and it will be given you; search, and you will find; knock, and the door will be opened for you. For everyone who asks receives, and everyone who searches finds, and for everyone who knocks, the door will be opened..."*  
Matthew 7:7-8

### 1 PURPOSE

- 1.1 The Ontario Student Transcript (OST) is the official record of a student's academic achievement in the province of Ontario.
- 1.2 Student records are confidential and are subject to the Municipal Freedom of Information *and Protection of Privacy Act* (MFIPPA).
- 1.3 The Dufferin-Peel Catholic District School Board (DPCDSB) issues OSTs and diploma letters confirming graduation only on the written request of the former DPCDSB student or parent/guardian, where the student is under 18 years of age.
- 1.4 This General Administrative Procedure (GAP) provides instruction for issuing OSTs and diploma letters to former graduates seeking their achievement and/or graduation records.

### 2 REQUESTING TRANSCRIPTS FOR APPLICATION TO AN ONTARIO COLLEGE OR UNIVERSITY

- 2.1 Former students of the DPCDSB who are applying to an Ontario college through the Ontario Application Service (OCAS), or an Ontario university through the Ontario Universities' Application Centre (OUAC), shall request their OST using the online electronic transcript request service available through OCAS.
- 2.2 To use the OCAS services, students must be former DPCDSB students, apply to at least one college or university, and pay all OCAS and OUAC application and transcript fees, as applicable.
- 2.3 Current DPCDSB students applying to Ontario colleges or universities via OCAS and OUAC, respectively, do not need to request their OST as these are forwarded by DPCDSB.

### 3 REQUESTING TRANSCRIPTS FOR ALL OTHER PURPOSES

- 3.1 Requests for student OSTs from 2022-2023 to the present school year shall be processed by the Guidance Department of the student's current or last DPCDSB secondary school attended.
- a) Students seeking their OSTs from these years shall complete and email *GF048A Transcript Request Form*, with a legible copy of their identification, directly to the current or last DPCDSB secondary school attended.
  - b) The requested OST may be picked up at the school, sent to the post-secondary institution(s) to which the student indicates they are applying, or mailed directly to the student.
- 3.2 Requests for student OSTs from prior to 2022-2023 shall be processed by the DPCDSB Admissions Department.
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### 4 CONFIRMATION OF GRADUATION: DIPLOMA LETTER REQUESTS

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### 5 FEES

- 5.1 DPCDSB charges OST request fees for transcripts prior to the current school year. Payment shall be made by students through DPCDSB's online payment system when requesting transcripts.

- 5.2 DPCDSB charges diploma letter request fees for confirmation letters of diplomas awarded prior to the current school year. Payment shall be made by students through DPCDSB's online payment system when requesting diploma letters.
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<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-4006</b>
<b>SUBJECT:</b>	<b><u>Student <del>Student Attendance Verification Program (Safe Arrival)</del> and Early Dismissal</u></b>
<b>REFERENCE:</b>	PPM No. 123: Safe Arrivals 1999 GAP4007 Student Safe Arrival and Dismissal
<b>EFFECTIVE DATE:</b>	June 15, 1999
<b>AMENDED DATE:</b>	January 28, 2014; February 28, 2023; October 22, 2024; <u>April TBD, 2025</u>

*“And he took them up in his arms, put his hands upon them, and blessed them.”*

*Mark 10:16*

1. In compliance with Policy/Program Memorandum (PPM) 123: Safe Arrivals (February 2, 1999), each elementary school in the Dufferin-Peel Catholic District School Board (DPCDSB) shall have an Attendance Verification Program that contains procedures to address the status of any student's unexplained failure to arrive at school.
2. Each DPCDSB secondary school shall also have such a program to address the status of any student's unexplained failure to arrive at school.
3. The Attendance Verification Program procedures, including detailed roles and responsibilities, are outlined in *General Administrative Procedure (GAP) GAP4007 Student Safe Arrival and Dismissal*.
4. The Director of Education (or Director's designate), following consultation as appropriate in the circumstances, shall have authority under the *Education Act* to close a school or class for a temporary period where such closing appears unavoidable because of:
  - a) the failure of transportation arrangements;
  - b) inclement weather; fire; flood; the breakdown of the school heating plant; the failure of an essential utility or a similar emergency;
  - a)c) concerns for student safety, security of DPCDSB school buildings, and/or substantial interference to daily school operations during a strike or lockout of a teachers' bargaining group.
- 4.5. In situations in which a school is closed temporarily during the school day due to unavoidable circumstances, the safe dismissal procedures of *GAP4007 Student Safe Arrival and Dismissal* shall be followed by the Principal.
6. The school Principal shall communicate the school's Attendance Verification Program and procedures for arrivals and dismissals with the school community on an annual basis.

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<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-4006</b>
<b>SUBJECT:</b>	<b>Student Safe Arrival and Early Dismissal</b>
<b>REFERENCE:</b>	PPM No. 123: Safe Arrivals 1999 <a href="#">GAP4007</a> Student Safe Arrival and Dismissal
<b>EFFECTIVE DATE:</b>	June 15, 1999
<b>AMENDED DATE:</b>	January 28, 2014; February 28, 2023; October 22, 2024; April TBD, 2025

*"And he took them up in his arms, put his hands upon them, and blessed them."*

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2. Each DPCDSB secondary school shall also have such a program to address the status of any student's unexplained failure to arrive at school.
3. The Attendance Verification Program procedures, including detailed roles and responsibilities, are outlined in *General Administrative Procedure (GAP)* [GAP4007](#) *Student Safe Arrival and Dismissal*.
4. The Director of Education (or Director's designate), following consultation as appropriate in the circumstances, shall have authority under the *Education Act* to close a school or class for a temporary period where such closing appears unavoidable because of:
  - a) the failure of transportation arrangements;
  - b) inclement weather; fire; flood; the breakdown of the school heating plant; the failure of an essential utility or a similar emergency;
  - c) concerns for student safety, security of DPCDSB school buildings, and/or substantial interference to daily school operations during a strike or lockout of a teachers' bargaining group.
5. In situations in which a school is closed temporarily during the school day due to unavoidable circumstances, the safe dismissal procedures of [GAP4007](#) *Student Safe Arrival and Dismissal* shall be followed by the Principal.
6. The school Principal shall communicate the school's Attendance Verification Program and procedures for arrivals and dismissals with the school community on an annual basis.

## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>4000 HEALTH AND SAFETY</b>
<b>GAP NUMBER:</b>	<b>GAP4007</b>
<b>SUBJECT:</b>	<b>Student Safe Arrival and Dismissal</b>
<b>REFERENCE:</b>	P-4006 Student Attendance Verification Program (Safe Arrival)
<b>EFFECTIVE:</b>	September 1999
<b>REVISED/AMENDED</b>	February 2013; February 28, 2023; October 22, 2024; <u>April TBD, 2025</u>

### 1 INTRODUCTION

- 1.1 Policy/Program Memorandum (PPM) 123: Safe Arrivals (February 2, 1999) seeks to encourage safe-arrival programs in all elementary schools in Ontario. PPM 123 identifies that parents and guardians are responsible for their children's safety and that safe-arrival programs are a mechanism that parents and schools can use to account for any student's unexplained failure to arrive at school.
- 1.2 In compliance with PPM 123, the safe arrival program for elementary schools in the Dufferin-Peel Catholic District School Board (DPCDSB), is known as the "Attendance Verification Program".
- 1.3 All secondary schools in DPCDSB shall also implement the Attendance Verification Program to support recording and monitoring of student attendance and safe arrival.
- 1.4 The roles and responsibilities of the parent/guardian, school Principal, teachers, and secretaries in relation to student safe arrival and attendance verification are listed in the corresponding sections of this General Administrative Procedure (GAP).
- 1.41.5 This GAP also provides direction regarding safe and emergency dismissal procedures, as well as early dismissal due to unavoidable temporary school closures and/or labour action.

### 2 ROLES AND RESPONSIBILITIES OF PARENT/GUARDIAN

- 2.1 Parents and guardians are responsible for their children's safety when travelling to and from their school or the school bus, where a student is provided such transportation by DPCDSB.
- 2.2 Parents and guardians are responsible for communicating planned student absences, lateness to the school, and/or early departure on a timely basis via the online attendance reporting system, email, or phone.
- 2.3 Parents and guardians are responsible for providing the school with complete and current emergency information, including for designated caregivers, to enable the school to make any necessary follow-up contacts.

2.4 Parents and guardians shall sign-out their minor children when they need to depart school early. Where a student who is aged 18 years or older has requested (and consented in writing to) parent/guardian involvement, parents and guardians shall sign out these students. Adult students and those aged 16 or 17 years who have withdrawn from parent/guardian control shall sign themselves out of school to depart early.

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### **43 ROLES AND RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

**4.43.1** The school Principal shall communicate the details of the Attendance Verification Program to school staff (teachers and secretaries) annually.

**4.43.2** On an annual basis, the school Principal shall communicate the school's Attendance Verification Program and procedures for arrivals and dismissals with the school community, including information regarding parent and guardian responsibilities toward the attendance status of their children, through the school newsletter, school website, and/or other appropriate means.

**4.43.3** Elementary school Principals shall, as appropriate to school practice, set up necessary hardcopy forms to document key information relevant to the Attendance Verification Program (e.g., sign-in/out logs) as a backup to records in the online attendance reporting system, as appropriate, and/or to document absence reporting via other methods for later upload to the online system.

**4.43.4** In secondary schools, tracking student attendance is necessary to support students, keep parents and guardians informed, meet Ministry of Education requirements, and ensure safe arrival. Attendance shall be taken by teachers during each period and be recorded both within the student management system, and on the student profile card (or other preferred tool used by teachers to keep track of student attendance).

**4.53.5** In the event of electronic attendance verification failure, Principals shall consult with their Family of Schools Superintendent regarding next steps for verification of student attendance.

**4.63.6** The Principal may consider the following types of documentation, as appropriate, to facilitate the school's Attendance Verification Procedures:

- a) ~~ensure maintenance of~~ a log ~~of recording~~ calls from parent or others who report absences or lateness-  
~~is maintained~~;
- b) names and current telephone number, **in order of priority**, of parent(s)/guardian(s), caregivers to be notified in case of an unexplained student absence;
- c) parental consent form for school staff to make these contacts, in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*;
- d) ~~maintenance of a~~ log ~~of recording~~ actions taken by school staff.

### **54 ROLES AND RESPONSIBILITIES OF TEACHERS**

**5.14.1** Elementary classroom teachers shall take accurate attendance promptly in the morning and after lunch using the online attendance reporting system.

5.24.2 Secondary classroom teachers shall take accurate attendance at the beginning of period and report their attendance before the end of each period using the online attendance reporting system.

4.3 In situations in which the online attendance reporting system is unavailable, teachers shall provide their class attendance in hardcopy to the office as directed by the Principal.

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~~5.44.4~~ Secondary classroom teachers shall ensure parent/guardian follow-up contacts are made for unexplained absences.

## **65 ROLES AND RESPONSIBILITIES OF SECRETARIES**

~~6.15.1~~ The school secretary/attendance secretary or designate shall record parent/guardian calls and/or emails regarding student absences.

~~6.25.2~~ The school secretary/attendance secretary or designate shall reconcile the online attendance reporting system with parental calls and/or emails promptly.

~~6.35.3~~ The elementary school secretary shall identify any unexplained absences that require follow-up contacts promptly and make reasonable efforts to contact parent/guardian for this follow-up.

~~6.45.4~~ The secondary school secretary/attendance secretary shall support the identification of unexplained absences that require follow-up parent/guardian contact by classroom teachers.

~~6.55.5~~ Where an early departure has not been reported in the online attendance reporting system, the school secretary/attendance secretary or designate shall ensure the parent/guardian signs out their minor child (or child aged 18 and older who has consented in writing to parent/guardian involvement) and reconcile early departures in the online attendance reporting tool with all other absence reporting methods promptly.

## **76 SAFE DISMISSAL**

~~7.16.1~~ Safe dismissal processes and expectations are established and documented at the local school level through the Principal. All schools will communicate to the school community the safe dismissal process and expectations for the site.

~~7.26.2~~ In non-emergency situations, when students are to be dismissed from schools before the regular dismissal hours, parents and guardians shall be advised of the hour of early dismissal at least one school day in advance. In elementary schools, administrators and designated staff will remain on site until all students are safely dismissed.

## **87 EMERGENCY DISMISSAL**

~~8.17.1~~ In the event of a school emergency requiring early dismissal of students, schools shall advise parents and guardians that students will be dismissed early.

~~8.27.2~~ Elementary schools will remain open, and administrators and designated staff will remain on site until all students are safely dismissed.

~~8-37.3~~ Secondary students shall be dismissed in the event of an emergency early dismissal. Where parents and guardians of secondary students have not signed the early dismissal section of *GF068 Student Annual Consent and Notification Form*, secondary schools shall contact parents and guardians to advise them that their students are being dismissed early. Transportation of secondary students via school bus during emergency early dismissals will be provided on a case-by-case basis, through consultation with the local Family of Schools Superintendent.

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## **98 DISMISSAL DUE TO UNAVOIDABLE TEMPORARY SCHOOL CLOSURES OR LABOUR ACTION**

**9-18.1** As per the *Education Act* – Part II – School Attendance – Sec. 19.1 and Sec. 20, “a board may close or authorize the closing of a school or class for a temporary period where such closing appears unavoidable because of:

- a) failure of transportation arrangements; or,
- b) inclement weather, fire, flood, the breakdown of the school heating plant, the failure of an essential utility or a similar emergency”; ~~or~~ and,
- c) “where the head of the council of a municipality in which a school is situated proclaims a school day as a civic holiday for the municipality, the board may, by resolution, close any of the schools under its jurisdiction on such day.”

**9-28.2** As per the *Education Act* – Part II – School Attendance – Sec. 19.2, “in case of strike by members of a teachers’ bargaining unit or a lockout of those members, the board may close one or more schools if it is of the opinion that,

- a) the safety of pupils [students] may be endangered during the strike or lockout;
- b) the school building or the equipment or supplies in the building may not be adequately protected during the strike or lockout; or
- c) the strike or lockout will substantially interfere with the operation of the school.”

**9-38.3** Only the Director of Education or designate shall authorize the temporary closing of a school. Prior to providing any authorization for a temporary closure, the Director of Education or designate shall ensure consultation with professionals, including, as appropriate to the circumstance, the local and/or provincial Medical Officer of Health, local police or fire services, utility providers, DPCDSB Planning and Operations staff, and/or Principal(s).

**9-48.4** When schools ~~and~~ and or classes are suspended and/or closed temporarily by the Director of Education, or designate, prior to the school start time in the morning, DPCDSB shall post this information on its public website and other communications through DPCDSB-approved media (e.g., social media posts, email messages to parents and guardians).

**9-58.5** Principals or their designates shall ensure that information regarding the temporary closure of schools is communicated as follows and as appropriate:

- a) messaging on the school phone system;
- b) notification on the school’s online messaging system;
- c) email messages to parents and guardians.

**9-68.6** The Principal may use any other appropriate method necessary to ensure that the community is aware of the closure (e.g., signage, posts to online-learning platforms).

9.78.7 When the closure of a school or the suspension of classes occurs during the school day, the school will remain open, with administrators and designated staff on site, until all students are safely dismissed.

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## GAP

### GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>4000 HEALTH AND SAFETY</b>
<b>GAP NUMBER:</b>	<b>GAP4007</b>
<b>SUBJECT:</b>	<b>Student Safe Arrival and Dismissal</b>
<b>REFERENCE:</b>	P-4006 Student Attendance Verification Program (Safe Arrival)
<b>EFFECTIVE:</b>	September 1999
<b>REVISED/AMENDED</b>	February 2013; February 28, 2023; October 22, 2024; April TBD, 2025

#### 1 INTRODUCTION

- 1.1 Policy/Program Memorandum (PPM) 123: Safe Arrivals (February 2, 1999) seeks to encourage safe-arrival programs in all elementary schools in Ontario. PPM 123 identifies that parents and guardians are responsible for their children's safety and that safe-arrival programs are a mechanism that parents and schools can use to account for any student's unexplained failure to arrive at school.
- 1.2 In compliance with PPM 123, the safe arrival program for elementary schools in the Dufferin-Peel Catholic District School Board (DPCDSB), is known as the "Attendance Verification Program".
- 1.3 All secondary schools in DPCDSB shall also implement the Attendance Verification Program to support recording and monitoring of student attendance and safe arrival.
- 1.4 The roles and responsibilities of the parent/guardian, school Principal, teachers, and secretaries in relation to student safe arrival and attendance verification are listed in the corresponding sections of this General Administrative Procedure (GAP).
- 1.5 This GAP also provides direction regarding safe and emergency dismissal procedures, as well as early dismissal due to unavoidable temporary school closures and/or labour action.

#### 2 ROLES AND RESPONSIBILITIES OF PARENT/GUARDIAN

- 2.1 Parents and guardians are responsible for their children's safety when travelling to and from their school or the school bus, where a student is provided such transportation by DPCDSB.
- 2.2 Parents and guardians are responsible for communicating planned student absences, lateness to the school, and/or early departure on a timely basis via the online attendance reporting system, email, or phone.
- 2.3 Parents and guardians are responsible for providing the school with complete and current emergency information, including for designated caregivers, to enable the school to make any necessary follow-up contacts.

- 2.4 Parents and guardians shall sign-out their minor children when they need to depart school early. Where a student who is aged 18 years or older has requested (and consented in writing to) parent/guardian involvement, parents and guardians shall sign out these students. Adult students and those aged 16 or 17 years who have withdrawn from parent/guardian control shall sign themselves out of school to depart early.

### **3 ROLES AND RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

- 3.1 The school Principal shall communicate the details of the Attendance Verification Program to school staff (teachers and secretaries) annually.
- 3.2 On an annual basis, the school Principal shall communicate the school's Attendance Verification Program and procedures for arrivals and dismissals with the school community, including information regarding parent and guardian responsibilities toward the attendance status of their children, through the school newsletter, school website, and/or other appropriate means.
- 3.3 Elementary school Principals shall, as appropriate to school practice, set up necessary hardcopy forms to document key information relevant to the Attendance Verification Program (e.g., sign-in/out logs) as a backup to records in the online attendance reporting system, as appropriate, and/or to document absence reporting via other methods for later upload to the online system.
- 3.4 In secondary schools, tracking student attendance is necessary to support students, keep parents and guardians informed, meet Ministry of Education requirements, and ensure safe arrival. Attendance shall be taken by teachers during each period and be recorded both within the student management system, and on the student profile card (or other preferred tool used by teachers to keep track of student attendance).
- 3.5 In the event of electronic attendance verification failure, Principals shall consult with their Family of Schools Superintendent regarding next steps for verification of student attendance.
- 3.6 The Principal may consider the following types of documentation, as appropriate, to facilitate the school's Attendance Verification Procedures:
- a) maintenance of a log recording calls from parents or others who report absences or lateness;
  - b) names and current telephone number, **in order of priority**, of parent(s)/guardian(s), caregivers to be notified in case of an unexplained student absence;
  - c) parental consent form for school staff to make these contacts, in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*;
  - d) maintenance of a log recording actions taken by school staff.

### **4 ROLES AND RESPONSIBILITIES OF TEACHERS**

- 4.1 Elementary classroom teachers shall take accurate attendance promptly in the morning and after lunch using the online attendance reporting system.

- 4.2 Secondary classroom teachers shall take accurate attendance at the beginning of period and report their attendance before the end of each period using the online attendance reporting system.
- 4.3 In situations in which the online attendance reporting system is unavailable, teachers shall provide their class attendance in hardcopy to the office as directed by the Principal.
- 4.4 Secondary classroom teachers shall ensure parent/guardian follow-up contacts are made for unexplained absences.

## **5 ROLES AND RESPONSIBILITIES OF SECRETARIES**

- 5.1 The school secretary/attendance secretary or designate shall record parent/guardian calls and/or emails regarding student absences.
- 5.2 The school secretary/attendance secretary or designate shall reconcile the online attendance reporting system with parental calls and/or emails promptly.
- 5.3 The elementary school secretary shall identify any unexplained absences that require follow-up contacts promptly and make reasonable efforts to contact parent/guardian for this follow-up.
- 5.4 The secondary school secretary/attendance secretary shall support the identification of unexplained absences that require follow-up parent/guardian contact by classroom teachers.
- 5.5 Where an early departure has not been reported in the online attendance reporting system, the school secretary/attendance secretary or designate shall ensure the parent/guardian signs out their minor child (or child aged 18 and older who has consented in writing to parent/guardian involvement) and reconcile early departures in the online attendance reporting tool with all other absence reporting methods promptly.

## **6 SAFE DISMISSAL**

- 6.1 Safe dismissal processes and expectations are established and documented at the local school level through the Principal. All schools will communicate to the school community the safe dismissal process and expectations for the site.
- 6.2 In non-emergency situations, when students are to be dismissed from schools before the regular dismissal hours, parents and guardians shall be advised of the hour of early dismissal at least one school day in advance. In elementary schools, administrators and designated staff will remain on site until all students are safely dismissed.

## **7 EMERGENCY DISMISSAL**

- 7.1 In the event of a school emergency requiring early dismissal of students, schools shall advise parents and guardians that students will be dismissed early.
- 7.2 Elementary schools will remain open, and administrators and designated staff will remain on site until all students are safely dismissed.

- 7.3 Secondary students shall be dismissed in the event of an emergency early dismissal. Where parents and guardians of secondary students have not signed the early dismissal section of *GF068 Student Annual Consent and Notification Form*, secondary schools shall contact parents and guardians to advise them that their students are being dismissed early. Transportation of secondary students via school bus during emergency early dismissals will be provided on a case-by-case basis, through consultation with the local Family of Schools Superintendent.

## **8 DISMISSAL DUE TO UNAVOIDABLE TEMPORARY SCHOOL CLOSURES OR LABOUR ACTION**

- 8.1 As per the *Education Act* – Part II – School Attendance – Sec. 19.1 and Sec. 20, “a board may close or authorize the closing of a school or class for a temporary period where such closing appears unavoidable because of:
- a) failure of transportation arrangements; or,
  - b) inclement weather, fire, flood, the breakdown of the school heating plant, the failure of an essential utility or a similar emergency”; and,
  - c) “where the head of the council of a municipality in which a school is situated proclaims a school day as a civic holiday for the municipality, the board may, by resolution, close any of the schools under its jurisdiction on such day.”
- 8.2 As per the *Education Act* – Part II – School Attendance – Sec. 19.2, “in case of strike by members of a teachers’ bargaining unit or a lockout of those members, the board may close one or more schools if it is of the opinion that,
- a) the safety of pupils [students] may be endangered during the strike or lockout;
  - b) the school building or the equipment or supplies in the building may not be adequately protected during the strike or lockout; or
  - c) the strike or lockout will substantially interfere with the operation of the school.”
- 8.3 Only the Director of Education or designate shall authorize the temporary closing of a school. Prior to providing any authorization for a temporary closure, the Director of Education or designate shall ensure consultation with professionals, including, as appropriate to the circumstance, the local and/or provincial Medical Officer of Health, local police or fire services, utility providers, DPCDSB Planning and Operations staff, and/or Principal(s).
- 8.4 When schools and/or classes are suspended and/or closed temporarily by the Director of Education, or designate, prior to the school start time in the morning, DPCDSB shall post this information on its public website and other communications through DPCDSB-approved media (e.g., social media posts, email messages to parents and guardians).
- 8.5 Principals or their designates shall ensure that information regarding the temporary closure of schools is communicated as follows and as appropriate:
- a) messaging on the school phone system;

- b) notification on the school's online messaging system;
- c) email messages to parents and guardians.

- 8.6 The Principal may use any other appropriate method necessary to ensure that the community is aware of the closure (e.g., signage, posts to online-learning platforms).
- 8.7 When the closure of a school or the suspension of classes occurs during the school day, the school will remain open, with administrators and designated staff on site, until all students are safely dismissed.

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<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</b> <b>BOARD POLICY/REGULATIONS</b>	
<b>BOARD POLICY NUMBER:</b>	P-4008
<b>SUBJECT:</b>	<b>School Closure/Early Dismissal</b>
<b>REFERENCE:</b>	Education Act, RSO 1990, c.E. 2, s.19r <a href="#">GAP4007</a> <i>Safe Arrival/Safe Dismissal; Attendance Verification Program</i>
<b>EFFECTIVE/REVISED DATE:</b>	October 25, 2022

*“And he took them up in his arms, put his hands upon them, and blessed them.”*

*Mark 10:16*

1. The Director of Education (or Director’s designate), following consultation as appropriate in the circumstances, shall have authority pursuant to s.19(1) of the *Education Act*, RSO 1990, c.E.2, Part II, to close a school or class for a temporary period where such closing appears unavoidable because of,
  - a) the failure of transportation arrangements; and/or
  - b) inclement weather; fire; flood; the breakdown of the school heating plant; the failure of an essential utility or a similar emergency.
2. In the event of a strike or lockout of a teachers’ bargaining group, the Director of Education (or Director’s designate) shall have authority pursuant to s.19(2) of the *Education Act*, RSO 1990, c.E.2, Part II, to close a school where the Director of Education is of the opinion that,
  - a) the safety of pupils may be endangered during the strike or lockout;
  - b) the school building or the equipment or supplies in the building may not be adequately protected during the strike or lockout; or
  - c) the strike or lockout will substantially interfere with the operation of the school.
3. Only the Director of Education or his/her designate shall authorize the closing of a school(s).
4. The Director of Education or their designate shall ensure consultation with professionals, as appropriate, which may include the local and/or provincial Medical Officer of Health, local police or fire services, utility providers, Dufferin-Peel Catholic District School Board (DPCDSB) Planning and Operations staff and/or Principal(s).
5. When schools and or classes are suspended/closed by the Director of Education or designate prior to start time in the morning, Principals and the DPCDSB Communications Department shall ensure that this information is posted on the DPCDSB and school websites and that a message is placed on the school phone system and communicated through DPCDSB approved media. The Principal may use any other method necessary to ensure the community is aware of the closure.
6. When the closure of a school or the suspension of classes occurs during the school day, the school will remain open until all pupils are safely dismissed as per General Administrative Procedure 4007 *Safe Arrival/Safe Dismissal; Attendance Verification Program*.

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD POLICY</u></b>	
<b>POLICY NUMBER:</b>	P-5004
<b>SUBJECT:</b>	Acceptable Network Use and Security
<b>REFERENCE:</b>	<a href="#">P-1009</a> Harassment and Discrimination <a href="#">P-0002 Catholic Code of Conduct</a> <a href="#">GAP2012 Catholic Code of Conduct</a> <a href="#">GAP5013</a> Employee Workplace Conduct (Including Workplace Harassment)
<b>EFFECTIVE DATE:</b>	<del>(530)</del> July 16, 1996
<b>REVISED DATE:</b>	<del>(066)</del> January 25, 2011; April 20, 2021; February 23, 2022; October 25, 2022; <a href="#">April TBD, 2025</a>

*"But you, O Lord, are a shield around me, my glory, and the one who lifts up my head."  
Psalm 3:3*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) has developed a robust, secure, safe, and reliable system-wide network that is pervasive in virtually all areas of DPCDSB. The network provides authorized stakeholders with access to a variety of systems and services. Some examples include employee e-mail, the student information system, the transportation system, the finance system, the human resources and payroll system, the Safe Schools application, the business intelligence system, published and virtualized applications for instructional and administrative use, user and shared data, the telephone system, and the Internet.
2. The DPCDSB network infrastructure facilitates access to resources that assist teachers in transforming pedagogy to engage and motivate their students to be active learners in an environment that is highly conducive to learning. Through the effective use of networked technology, students are well prepared for the global workplace of the 21<sup>st</sup> century. DPCDSB's networked resources also facilitate workplace efficiencies for its employees.
3. At all times, use of network resources by staff and students of DPCDSB will be in accordance with applicable policies, including ~~the P-0002 Catholic Code of Conduct, General Administrative Procedure (GAP) GAP2012 Catholic Code of Conduct, P-1009: Harassment and Discrimination, and General Administrative Procedure (GAP) GAP5013~~ [Employee Workplace Conduct \(Including Workplace Harassment\)](#), each as may be amended or replaced.
4. DPCDSB's Wide Area Network ([WAN](#)) connects all its sites together. However, DPCDSB does not have control over the information that is accessible on other networks, nor can DPCDSB erect barriers that completely limit access to the full range of information available. Information available on the Internet may be objectionable in that it may contain content that is illegal, defamatory, pornographic, inaccurate, or opposed to DPCDSB's mission and vision. Parents and guardians, supported by DPCDSB and its staff, are responsible for setting and conveying the standards that their children should follow.

5. DPCDSB's network allows access to and promotes the use of a vast amount of information and other resources that are available both within DPCDSB and on the Internet, from anywhere in DPCDSB. Remote access for DPCDSB employees is also available through DPCDSB's Virtual Private Network (VPN).
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6. DPCDSB will make every reasonable effort to protect its network from malware and other security breaches, and to ensure that access to the negative aspects of global communications is limited. To that end, the following regulations have been developed.
7. The following activities are prohibited on DPCDSB's network regardless of the method being used to gain access to the network. Users are prohibited from:
  - Engaging in illegal, unethical, or malicious acts.
  - Intentionally sending files or messages containing programs designed to disrupt other systems and/or data (computer malware).
  - Accessing, or attempting to access, any DPCDSB resource without explicit authorization inside or outside of DPCDSB's network (commonly known as hacking).
  - Possessing, using, or transmitting unauthorized material (i.e., copyright protected).
  - Creating, possessing, or distributing unlawful information on any computer system accessed through the DPCDSB network, including material that is pornographic, obscene, or otherwise unacceptable/objectionable.
  - Sending messages that include: hate speech, political opinions, profanity, sexual, racist, religious, or ethnic slurs, or other abusive, threatening, or otherwise offensive language.
  - Sending messages that are not professional and courteous.
  - Disclosing of personal information contrary to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and other applicable privacy laws.
  - Using the network for commercial objectives.
  - Using the network for Union/Association-related business and/or without the expressed written consent of the Superintendent of Employee Relations/designate.
  - Connecting wired devices to DPCDSB's network that are not explicitly approved in writing by the Information and Communication Technology (ICT) Department (e.g., non-DPCDSB owned or leased devices, printers, wireless access points, network switches, etc.).
  - Relocating any of DPCDSB's networked resources (e.g., computers, printers) without following the processes that are put in place by the ICT Department.
  - Tampering with or moving DPCDSB's internetworking and/or telecom equipment such as patch panels, network switches, and wireless equipment.
  - Disconnecting any of DPCDSB's resources from DPCDSB's network without express authorization from the ICT Department.
  - Disseminating or storing of destructive or malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, or other self-replicating code).

8. Individuals who breach this ~~policy~~policy may be subject to discipline.

8.9. Access to DPCDSB's network is at the user's own risk. DPCDSB makes no warranties, whether expressed or implied, with respect to network services, and it specifically assumes no ~~responsibilities~~responsibility for:

- The accuracy or quality of any advice or information obtained by a user from any source accessed via the network.
  - Any costs, liability, or damages caused by using the network.
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- Any consequences of service interruptions or changes in services, including loss of data, resulting from delays, non-deliveries or mis-deliveries, even if these disruptions arise from circumstances under the control of DPCDSB.

9.10. All e-mail travelling through DPCDSB's e-mail system is DPCDSB property and may be subject to further scrutiny.

10.11. Electronic communications via the DPCDSB's network are not guaranteed to be private. Certain ICT staff have the ability to monitor network traffic, examine electronic communications, and monitor the flow of such electronic communications. Employees should be aware that there is no reasonable expectation of privacy when using the network.

11.12. Users are prohibited from:

- Deliberate, unauthorized access to information, facilities, or services accessible through the DPCDSB's infrastructure.
- Willfully bypassing or subverting DPCDSB's physical, logical, or procedural safeguards such as firewalls, web-filtering software, or other access controls.
- Revealing account passwords to others or allowing someone else to access or use the user's account. This prohibition includes, but is not limited to, family and other household members when work is done at home.
- Using another user's ~~password~~password, secure token, digital certificates, or any other identifier to engage in any activity in violation of applicable laws.

12.13. It is critical to the security of the DPCDSB's network that all users do their part to safeguard the security precautions in place. If a security problem is identified on the network, the user must immediately notify the ICT Department.

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD POLICY</u></b>	
<b>POLICY NUMBER:</b>	P-5004
<b>SUBJECT:</b>	Acceptable Network Use and Security
<b>REFERENCE:</b>	<a href="#">P-1009</a> Harassment and Discrimination <a href="#">P-0002</a> Catholic Code of Conduct <a href="#">GAP2012</a> Catholic Code of Conduct <a href="#">GAP5013</a> Employee Workplace Conduct (Including Workplace Harassment)
<b>EFFECTIVE DATE:</b>	July 16, 1996
<b>REVISED DATE:</b>	January 25, 2011; April 20, 2021; February 23, 2022; October 25, 2022; April TBD, 2025

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Psalm 3:3*

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3. At all times, use of network resources by staff and students of DPCDSB will be in accordance with applicable policies, including [P-0002](#) *Catholic Code of Conduct, General Administrative Procedure (GAP)* [GAP2012](#) *Catholic Code of Conduct*, [P-1009](#) *Harassment and Discrimination*, and [GAP5013](#) *Employee Workplace Conduct (Including Workplace Harassment)*, each as may be amended or replaced.
4. DPCDSB's Wide Area Network (WAN) connects all its sites together. However, DPCDSB does not have control over the information that is accessible on other networks, nor can DPCDSB erect barriers that completely limit access to the full range of information available. Information available on the Internet may be objectionable in that it may contain content that is illegal, defamatory, pornographic, inaccurate, or opposed to DPCDSB's mission and vision. Parents and guardians, supported by DPCDSB and its staff, are responsible for setting and conveying the standards that their children should follow.
5. DPCDSB's network allows access to and promotes the use of a vast amount of information and other resources that are available both within DPCDSB and on the Internet, from anywhere in DPCDSB. Remote access for DPCDSB employees is also available through DPCDSB's Virtual Private Network (VPN).

6. DPCDSB will make every reasonable effort to protect its network from malware and other security breaches, and to ensure that access to the negative aspects of global communications is limited. To that end, the following regulations have been developed.
7. The following activities are prohibited on DPCDSB's network regardless of the method being used to gain access to the network. Users are prohibited from:
  - Engaging in illegal, unethical, or malicious acts.
  - Intentionally sending files or messages containing programs designed to disrupt other systems and/or data (computer malware).
  - Accessing, or attempting to access, any DPCDSB resource without explicit authorization inside or outside of DPCDSB's network (commonly known as hacking).
  - Possessing, using, or transmitting unauthorized material (i.e., copyright protected).
  - Creating, possessing, or distributing unlawful information on any computer system accessed through the DPCDSB network, including material that is pornographic, obscene, or otherwise unacceptable/objectionable.
  - Sending messages that include: hate speech, political opinions, profanity, sexual, racist, religious, or ethnic slurs, or other abusive, threatening, or otherwise offensive language.
  - Sending messages that are not professional and courteous.
  - Disclosing of personal information contrary to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and other applicable privacy laws.
  - Using the network for commercial objectives.
  - Using the network for Union/Association-related business and/or without the expressed written consent of the Superintendent of Employee Relations/designate.
  - Connecting wired devices to DPCDSB's network that are not explicitly approved in writing by the Information and Communication Technology (ICT) Department (e.g., non-DPCDSB owned or leased devices, printers, wireless access points, network switches, etc.).
  - Relocating any of DPCDSB's networked resources (e.g., computers, printers) without following the processes that are put in place by the ICT Department.
  - Tampering with or moving DPCDSB's internetworking and/or telecom equipment such as patch panels, network switches, and wireless equipment.
  - Disconnecting any of DPCDSB's resources from DPCDSB's network without express authorization from the ICT Department.
  - Disseminating or storing of destructive or malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, or other self-replicating code).
8. Individuals who breach this policy may be subject to discipline.
9. Access to DPCDSB's network is at the user's own risk. DPCDSB makes no warranties, whether expressed or implied, with respect to network services, and it specifically assumes no responsibility for:
  - The accuracy or quality of any advice or information obtained by a user from any source accessed via the network.
  - Any costs, liability, or damages caused by using the network.

- Any consequences of service interruptions or changes in services, including loss of data, resulting from delays, non-deliveries or mis-deliveries, even if these disruptions arise from circumstances under the control of DPCDSB.
10. All e-mail travelling through DPCDSB's e-mail system is DPCDSB property and may be subject to further scrutiny.
  11. Electronic communications via the DPCDSB's network are not guaranteed to be private. Certain ICT staff have the ability to monitor network traffic, examine electronic communications, and monitor the flow of such electronic communications. Employees should be aware that there is no reasonable expectation of privacy when using the network.
  12. Users are prohibited from:
    - Deliberate, unauthorized access to information, facilities, or services accessible through the DPCDSB's infrastructure.
    - Willfully bypassing or subverting DPCDSB's physical, logical, or procedural safeguards such as firewalls, web-filtering software, or other access controls.
    - Revealing account passwords to others or allowing someone else to access or use the user's account. This prohibition includes, but is not limited to, family and other household members when work is done at home.
    - Using another user's password, secure token, digital certificates, or any other identifier to engage in any activity in violation of applicable laws.
  13. It is critical to the security of the DPCDSB's network that all users do their part to safeguard the security precautions in place. If a security problem is identified on the network, the user must immediately notify the ICT Department.

## GAP GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	<del>700—BUILDINGS, EQUIPMENT, 7000 FINANCES</del>
GAP NUMBER:	<del>712.00</del> GAP7015
SUBJECT:	<del>Cellular Telephones (Cell Phones) and BlackBerry—Protocol</del> Purchase and Use of Mobile Communication Devices
REFERENCE:	<del>P-5004 Acceptable Network Use and Security</del> Policy 8.11: Travel, Meal, Hospitality and Other Business Expenses <del>P-7004 Travel, Meal, Hospitality, and Other Business Expenses</del>
	<del>04.75: Acceptable Network Use and Security</del>
EFFECTIVE DATE:	November 21, 2005
AMENDED DATE:	January 24, 2011; <del>January XX</del> April TBD, 2025

*“Everyone then who hears these words of mine and acts on them will be like a wise man who built his house on rock.”*  
*Matthew 7:24*

### 1 PURPOSE

~~1.1~~ 1.1 This document provides procedures as to the appropriate use for The Dufferin-Peel Catholic District School Board (DPCDSB) provides employees, as appropriate to their role, with DPCDSB-owned electronic communications resources used by employees. Electronic communication These resources include equipment and service support for mobile communication devices such as cellular phones.

~~1.2~~ This document General Administrative Procedure (GAP) establishes the procedures for documenting the use of DPCDSB-provided cellular phones and reimbursement to DPCDSB of any non-incidental personal use of such devices.

The Dufferin-Peel Catholic District School Board (DPCDSB) provides basic cellular telephones (cell phone) and/or BlackBerrys to selected employees whose job function may require him/her them to be accessible to the Board DPCDSB at all times. The cell phone and/or BlackBerry are issued as part of a Corporate Plan only (not available for personal plans). Expenses incurred for cell phones/BlackBerrys shall be administered as follows:

~~1.1—~~

### ~~2~~ **DIRECTION**

~~At the discretion of the Superintendent or Designate, cell phones and/or BlackBerrys will be provided for selected employees, as per item 4, whose job function requires him/her to be accessible to the Board.~~

~~2.1—~~

~~2.2— Authority to purchase must include a completed form with authorized signature of immediate supervisor and Superintendent or Designate. Complete RATIONALE as well as estimated operating and equipment costs shall form part of the request. Forms are available in the Standard Supply Catalogue.~~

~~2.3—~~

~~2.4— Any PERSONAL use of airtime above the approved minutes, long distance services and subscriber monthly unit service charges shall be reimbursed to the Board by the individual (refer to boardwide form GF#263).~~

~~2.5— Cell phone— Vendor invoices (billings) will be sent monthly by the vendor directly to all~~

~~schools/departments for payment verification and processing of personal use.~~

~~2.6—~~

~~2.7— BlackBerry— Vendor invoices (billings) will be sent to the individual responsible for the BlackBerry for payment verification and processing of personal use.~~

~~2.8—~~

~~2.9— The selected employees eligible to receive cell phones and/or BlackBerrys will be determined by the appropriate Executive Council members.~~

~~2.10—~~

~~2.11— Cell phones/BlackBerrys are the property of the Board and are assigned to a school/department/employee. Cell phones are to be left at the school/department when an employee changes locations. BlackBerrys can accompany the originator within the Board.~~

~~2.12—~~

~~2.13— Without exception, cell phones/BlackBerrys will be purchased in accordance with the Board's Supply Chain Management Policy governing these items.~~

~~2.14—~~

~~2.15— Custody and care of the cell phone/BlackBerry will be the responsibility of the individual, school, or department.~~

~~2.16—~~

~~2.17— Superintendents are to maintain accurate cell phone/BlackBerry numbers for each individual in their schools/departments. The Supply Chain Management Department will forward cell phone/BlackBerry listings to Superintendents yearly for verification.~~

~~2.18—~~

~~2.19— Cell phones/BlackBerrys MUST BE hands free units when used in cars. Land phones are to be used when available.~~

~~2.20—~~

~~2.21— Discretion is to be used when relaying confidential information.~~

~~2.22—~~

~~2.23— Abuse of Board cell phones/BlackBerrys will result in the unit being recalled. Cell phone and BlackBerry usage must adhere to the Board's tender in place respectively.~~

~~2.24—~~

~~2.25— A Corporate Cell Phone Employee Agreement must be signed PRIOR to issuance of a cell phone. A copy of this agreement will be maintained in the Supply Chain Management Department. **(attached)**~~

~~2.26—~~

~~2.27— A Corporate BlackBerry Employee Agreement must be signed PRIOR to issuance of a BlackBerry. A copy of this agreement will be maintained in the Supply Chain Management Department. **(attached)**~~

## **2 POLICY STATEMENT AND POLICY STATEMENT RATIONALE**

2.1 There are many work-related situations that require an employee's offsite use of electronic resources, such as issues that require immediate attention, prolonged discussions, or working from home during non-business hours. Some DPCDSB departments may require an employee to be accessible at all times by electronic means, including via cellular phones, computers, and other electronic communication devices.

2.2 DPCDSB is committed to providing essential, business-related tools for staff in a manner that promotes the proper stewardship of assets and establishes a framework for consistent decision-making. While recognizing that properly used mobile communication devices (i.e., cell phones) facilitate DPCDSB business, DPCDSB must manage the costs, risks, and administrative burden associated with such use. Also, this GAP ensures that staff are aware that they need to use the device in accordance with all

policies at DPCDSB.

2.3 DPCDSB ~~will~~shall only accommodate those full- and part-time employees with valid business needs for mobile communication devices by issuing ~~board~~DPCDSB-owned mobile communication devices.

~~There are many work-related situations that require an employee's offsite use of electronic resources, such as issues that require immediate attention, prolonged discussions, or working from home during non-business hours. Some DPCDSB departments may require an employee to be accessible at all times by electronic means, including cellular phones, computers, and other electronic communication devices.~~

~~Electronic resources provided by DPCDSB, including mobile communication devices,~~ shall be used for business-related purposes. ~~A and any~~ personal use of such resources must satisfy the conditions set forth in section ~~5.D8.~~ of this documentGAP and the cost of such use shall be fully reimbursed by the employee to DPCDSB.

2.4

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REASON FOR POLICY

DPCDSB is committed to providing essential, business-related tools for staff in a manner that promotes the proper stewardship of assets and establishes a framework for consistent decision-making. While recognizing that properly used mobile communication devices facilitate board business, DPCDSB must manage the costs, risks, and administrative burden associated with such use. As well, the policy ensures that staff are aware that they need to use the device in accordance with all policies at DPCDSB.

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### 3 DEFINITIONS

3.1 These definitions apply to terms as they are used in this ~~policy~~GAP.

- a) **Mobile Communication Device:** An electronic communication device that is portable, designed to be carried by a person to conduct business communication activities, and equipped with a cellular plan (i.e., a cell phone).
- b) **Business Call:** A telephone call related to the ongoing mission of DPCDSB.
- c) **Personal Call:** A telephone call that does not qualify as a business call.

### PROCEDURES

#### 4 ELIGIBILITY

- 4.1 DPCDSB may provide employees with electronic communications resources for use in conducting official ~~board~~DPCDSB business outside the workplace when there is a significant business-related reason for doing so.
- 4.2 DPCDSB will provide those employees who have a valid business-related need with a cell phone that may be used for DPCDSB business, from a pre-determined device list provided by the Information Communication and Technology department (ICT).
- 4.3 ~~This u~~Usage of any DPCDSB-issued cell phone must not exceed the allotted minutes/text/data on the monthly plan associated with the device.

#### 5 ~~DPCDSB-ISSUED MOBILE COMMUNICATIONS~~ DEVICE/SS

- 5.1 Mobile ~~C~~ommunications ~~D~~evices supplied by DPCDSB remain the property of DPCDSB and must be returned to ICT upon termination of employment, change in job responsibilities, or when requested.
- 5.2 If an employee fails to ~~de~~-return the device in accordance with 5.1, ~~he/she~~they will be charged for replacement equipment and all monthly charges incurred after ~~they leave~~the date upon which the device was to be returned to DPCDSB.
- 5.3 Private purchase of ~~school board~~DPCDSB-owned equipment is prohibited.

#### 6 DOCUMENTATION

- 6.1 An employee who is provided with a mobile communication device or services must, prior to the receipt of such resources, sign *General Forms (GF) 338 Portable Electronic Communications Device Agreement*, which acknowledges that the primary use of the resources will be for official DPCDSB business and that any personal use of the resources will be incidental in nature.
- 6.2 The *GF 338 Portable Electronic Communications Device Agreement* includes employee, supervisor, and ICT signatures with copies submitted to the employee and the ICT Department.

#### 7 SUPERVISOR PROCEDURES AND RESPONSIBILITIES

7.1 Supervisors are responsible for ensuring that mobile communications device use conforms with established policy.

~~Supervisors and~~ are required to re-evaluate periodically (at least annually) the continuing need for mobile communications devices assigned to their subordinates.

7.2

~~Supervisors shall ensure that eligible employees will complete a GF 338 Mobile Portable Electronic Communications Device Agreement Form (the "Agreement") in Appendix A. This form will include employee, supervisor, and ICT signatures with copies submitted to the employee and the original to the ICT department. In the event an employee is terminated or otherwise becomes ineligible for the device, the employee must return the equipment to ICT.~~

## 8 INCIDENTAL PERSONAL USE

8.1 Personal use of DPCDSB's electronic communications resources must not adversely affect the performance of an employee's official duties or the functions of an employee's department.

8.2 Incidental personal use of a ~~school board~~ DPCDSB-owned electronic communications service is allowable provided that such personal use does not violate the following circumstances:

a) directly or indirectly interfere with DPCDSB's operation of electronic communications resources;

b) interfere with the user's employment or other obligations to DPCDSB; or

~~burden DPCDSB with noticeable costs over and above those covered by the service plan incremental costs.~~

8.3 Noticeable incremental costs of personal use of the devices incurred over and above the terms of the service plan will be fully reimbursed by the employee to DPCDSB per section F.9 of this GAP.

## DOCUMENTATION

~~An employee who is to be provided with electronic communications equipment or services must, prior to the receipt of such resources sign a usage agreement acknowledging that primary use of the resources will be for official board business and that any personal use of the resources will be incidental in nature. The Mobile Communications Device Agreement Form (the "Agreement") in Appendix A is to be used for this purpose.~~

## 9 REIMBURSEMENT OF PERSONAL USE

9.1 Any noticeable incremental costs for personal use of a ~~board provided~~ DPCDSB-issued electronic communications resource incurred over and above the terms of the DPCDSB service plan must be reimbursed by the employee furnished with to whom that the resource was issued.

9.2 With respect to cellular ~~device~~ phones, it is the responsibility of the employee to reimburse DPCDSB for non-incidental, personal calls reported on statements billed to DPCDSB. When the employee exceeds the package minutes under a cellular phone contract, they shall reimburse DPCDSB will be reimbursed for any personal calls associated with the excess minutes at the excess-minute rate.

9.3 DPCDSB guidelines and procedures must shall utilize similar mechanisms to recover costs associated with the non-incidental personal use of other electronic communications resources where there are

statements billed to DPCDSB that provide sufficient detail to identify such personal use.

## **10 ROAMING/ AND/OR TRAVEL CONSIDERATIONS**

10.1 Careful consideration needs to be taken in regards to regarding travel with a DPCDSB cell phone.-  
Roaming charges can be found here (Insert link) Contact the ICT Service Desk for the latest roaming  
charges.

—An employee may be asked by their respective manager/ or supervisor to bring their ~~board-~~  
~~owned~~ DPCDSB-issued device while travelling. If the employee takes a DPCDSB-~~owned-own~~ed device  
while travelling, but it is not requested to do so by their manager, the cost of the roaming charges and  
any excesses charges incurred during the trip will need to be reimbursed by the employee to DPCDSB no  
later than {45 days} after the end of the month in which the charges are incurred.

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## **11 EMPLOYEE RESPONSIBILITIES**

**11.1** When utilizing mobile communication devices for ~~board~~-DPCDSB business, employees have the following responsibilities:

### **11.1.1 General Use**

- a) Employees are responsible for the safekeeping, care, and use of the cell phone and attachments assigned to them.
- b) Replacement of lost or damaged equipment due to negligence may be at the employee's expense.
- c) Employees to whom cellular phones have been provided are responsible for the security and maintenance of the phones. Promptly report any damage, theft, or vandalism to ICT.
- d) Employees utilizing cell phones or similar devices that store electronic files, data, email messages, or other potentially sensitive ~~school board~~DPCDSB data are required to notify ICT within 24 hours of the loss or theft of their device. If theft is suspected on DPCDSB property, the employee must file a police report and complete a GF290 Unusual Occurrence Report.

~~Employees to whom cellular phones have been provided are responsible for the security and maintenance of the phones. Promptly report any damage, theft, or vandalism to ICT.~~

- e) Cellular telephones and other DPCDSB-issued electronic communications devices and/or services may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their ~~board-DPCDSB-issued~~provided cell phones, electronic communications devices, and/or services in any illegal, illicit, or offensive manner.

### **11.1.2 SAFETY**

- a) Where the use of a mobile communication device might create or appear to create a hazard, users must avoid using the device.
- b) Using a cell phone while driving is not permitted. If an employee must use the phone, they - ~~he/she should~~ pull over to a safe location or use a hands-free device.

## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>7000 FINANCE</b>
<b>GAP NUMBER:</b>	<b>GAP7015</b>
<b>SUBJECT:</b>	<b>Purchase and Use of Mobile Communication Devices</b>
<b>REFERENCE:</b>	<a href="#">P-5004</a> Acceptable Network Use and Security <a href="#">P-7004</a> Travel, Meal, Hospitality, and Other Business Expenses
<b>EFFECTIVE DATE:</b>	November 21, 2005
<b>AMENDED DATE:</b>	January 24, 2011; April TBD, 2025

*“Everyone then who hears these words of mine and acts on them will be like a wise man who built his house on rock.”  
Matthew 7:24*

### 1 PURPOSE

- 1.1 The Dufferin-Peel Catholic District School Board (DPCDSB) provides employees, as appropriate to their role, with DPCDSB-owned electronic communication resources. These resources include equipment and service support for mobile communication devices such as cellular phones.
- 1.2 This General Administrative Procedure (GAP) establishes the procedures for documenting the use of DPCDSB-provided cellular phones and reimbursement to DPCDSB of any non-incidental personal use of such devices.

### 2 POLICY STATEMENT AND RATIONALE

- 2.1 There are many work-related situations that require an employee’s offsite use of electronic resources, such as issues that require immediate attention, prolonged discussions, or working from home during non-business hours. Some DPCDSB departments may require an employee to be accessible at all times by electronic means, including via cellular phones, computers, and other electronic communication devices.
- 2.2 DPCDSB is committed to providing essential, business-related tools for staff in a manner that promotes the proper stewardship of assets and establishes a framework for consistent decision-making. While recognizing that properly used mobile communication devices (i.e., cell phones) facilitate DPCDSB business, DPCDSB must manage the costs, risks, and administrative burden associated with such use. Also, this GAP ensures that staff are aware that they need to use the device in accordance with all policies at DPCDSB.
- 2.3 DPCDSB shall only accommodate those full- and part-time employees with valid business needs for mobile communication devices by issuing DPCDSB-owned mobile communication devices.
- 2.4 Electronic resources provided by DPCDSB, including mobile communication devices, shall be used for business-related purposes. Any personal use of such resources must satisfy the conditions set forth in section 8 of this GAP and the cost of such use shall be fully reimbursed by the employee to DPCDSB.

### 3 DEFINITIONS

3.1 These definitions apply to terms as they are used in this GAP.

- a) **Mobile Communication Device:** An electronic communication device that is portable, designed to be carried by a person to conduct business communication activities, and equipped with a cellular plan (i.e., a cell phone).
- b) **Business Call:** A telephone call related to the ongoing mission of DPCDSB.
- c) **Personal Call:** A telephone call that does not qualify as a business call.

### 4 ELIGIBILITY

- 4.1 DPCDSB may provide employees with electronic communication resources for use in conducting official DPCDSB business outside the workplace when there is a significant business-related reason for doing so.
- 4.2 DPCDSB will provide those employees who have a valid business-related need with a cell phone that may be used for DPCDSB business, from a pre-determined device list provided by the Information Communication and Technology department (ICT).
- 4.3 Usage of any DPCDSB-issued cell phone must not exceed the allotted minutes/text/data on the monthly plan associated with the device.

### 5 DPCDSB-ISSUED MOBILE COMMUNICATION DEVICES

- 5.1 Mobile communication devices supplied by DPCDSB remain the property of DPCDSB and must be returned to ICT upon termination of employment, change in job responsibilities, or when requested.
- 5.2 If an employee fails to return the device in accordance with 5.1, they will be charged for replacement equipment and all monthly charges incurred after the date upon which the device was to be returned to DPCDSB.
- 5.3 Private purchase of DPCDSB-owned equipment is prohibited.

### 6 DOCUMENTATION

- 6.1 An employee who is provided with a mobile communication device or services must, prior to the receipt of such resources, sign *General Forms (GF) 338 Portable Electronic Communications Device Agreement*, which acknowledges that the primary use of the resources will be for official DPCDSB business and that any personal use of the resources will be incidental in nature.
- 6.2 The *GF 338 Portable Electronic Communications Device Agreement* includes employee, supervisor, and ICT signatures with copies submitted to the employee and the ICT Department.

### 7 SUPERVISOR PROCEDURES AND RESPONSIBILITIES

- 7.1 Supervisors are responsible for ensuring that mobile communication device use conforms with established policy.

- 7.2 Supervisors are required to re-evaluate periodically (at least annually) the continuing need for mobile communications devices assigned to their subordinates.
- 7.3 Supervisors shall ensure that eligible employees complete *GF 338 Portable Electronic Communications Device Agreement*.

## **8 INCIDENTAL PERSONAL USE**

- 8.1 Personal use of DPCDSB's electronic communications resources must not adversely affect the performance of an employee's official duties or the functions of an employee's department.
- 8.2 Incidental personal use of a DPCDSB-owned electronic communications service is allowable provided that such personal use **does not**:
  - a) directly or indirectly interfere with DPCDSB's operation of electronic communications resources;
  - b) interfere with the user's employment or other obligations to DPCDSB; or
  - c) burden DPCDSB with costs over and above those covered by the service plans.
- 8.3 Costs of personal use of the devices incurred over and above the terms of the service plan will be fully reimbursed by the employee to DPCDSB per section 9 of this GAP.

## **9 REIMBURSEMENT OF PERSONAL USE**

- 9.1 Any costs for personal use of a DPCDSB-issued electronic communication resource incurred over and above the terms of the DPCDSB service plan must be reimbursed by the employee to whom that resource was issued.
- 9.2 With respect to cellular phones, it is the responsibility of the employee to reimburse DPCDSB for non-incidental, personal calls reported on statements billed to DPCDSB. When the employee exceeds the package minutes under a cellular phone contract, they shall reimburse DPCDSB for any personal calls associated with the excess minutes at the excess-minute rate.
- 9.3 DPCDSB guidelines and procedures shall utilize similar mechanisms to recover costs associated with the non-incidental personal use of other electronic communications resources where there are statements billed to DPCDSB that provide sufficient detail to identify such personal use.

## **10 ROAMING AND/OR TRAVEL CONSIDERATIONS**

- 10.1 Careful consideration needs to be taken regarding travel with a DPCDSB cell phone. Contact the ICT Service Desk for the latest roaming charges.
- 10.2 An employee may be asked by their respective manager or supervisor to bring their DPCDSB-issued device while travelling. If the employee takes a DPCDSB-owned device while travelling but is not requested to do so by their manager, the cost of the roaming charges and any excesses charges incurred during the trip will need to be reimbursed by the employee to DPCDSB no later than 45 days after the end of the month in which the charges are incurred.

## 11 EMPLOYEE RESPONSIBILITIES

11.1 When utilizing mobile communication devices for DPCDSB business, employees have the following responsibilities:

### 11.1.1 General Use

- a) Employees are responsible for the safekeeping, care, and use of the cell phone and attachments assigned to them.
- b) Replacement of lost or damaged equipment due to negligence may be at the employee's expense.
- c) Employees to whom cellular phones have been provided are responsible for the security and maintenance of the phones. Promptly report any damage, theft, or vandalism to ICT.
- d) Employees utilizing cell phones or similar devices that store electronic files, data, email messages, or other potentially sensitive DPCDSB data are required to notify ICT within 24 hours of the loss or theft of their device. If theft is suspected on DPCDSB property, the employee must file a police report and complete a [GF290 Unusual Occurrence Report](#).
- e) Cellular telephones and other DPCDSB-issued electronic communications devices and/or services may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their DPCDSB-issued cell phones, electronic communications devices, and/or services in any illegal, illicit, or offensive manner.

### 11.1.2 SAFETY

- a) Where the use of a mobile communication device might create or appear to create a hazard, users must avoid using the device.
- b) Using a cell phone while driving is not permitted. If an employee must use the phone, they must pull over to a safe location or use a hands-free device.



<b>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</b> <b><u>BOARD POLICY</u></b>	
<b>BOARD POLICY NUMBER:</b>	<b><u>6-49P-6003</u></b>
<b>SUBJECT:</b>	<b>Community Planning and Partnerships</b>
<b>REFERENCE:</b>	<del>Policy 6.50: P-8006 Schools – Use of Buildings, Grounds and Facilities</del> <u>Access to DPCDSB Properties</u>  General Administrative Procedure <del>(GAP) 717-00, GAP6006</del> Community Planning and Partnerships
<b>EFFECTIVE DATE:</b>	<del>(156) April 27, 2010; (181) June 16, 2015</del>
<b>AMENDED DATE:</b>	<u>June 16, 2015; April TBD, 2025</u>

*“I have no greater joy than this, to hear that my children are walking in the truth”*

*3 John 1:4*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to providing quality education to students in schools that ~~are operating~~operate in a safe, secure, and efficient manner. ~~In order to~~To maximize the efficiency of operations, DPCDSB will work with interested and approved partners to share facilities during school hours, from 7am to 6pm, Monday to Friday, in new and existing facilities.
2. Facility partnerships ~~will~~shall not prevent DPCDSB from building, renovating, or closing schools or from disposing of surplus assets when required.

3. Community Planning and Partnerships (CPP) in open and operating schools, other board facilities, as well as co-build opportunities for schools to be built, will consist of the following framework:

1.

- Opportunities for Partnerships
- Community Consultation and Notification Process
- Partnership Proposals
- Partner Selection
- Agreements and Cost Recovery

3.4. Where available space or co-build partnerships have been identified, the following principles ~~will be~~shall form the primary consideration when reviewing suitable facility partnership opportunities. Partnerships shall:

- ~~Respect~~respect the values of DPCDSB and the Catholic Faith, expressions and icons throughout the building;
- ~~Protect~~protect health and safety of the children;
- ~~Improve~~improve services and supports available to students;
- ~~Reduce~~reduce facility operating costs for school boards and government;

- ~~Maximize~~ maximize the use of public infrastructure through increased flexibility and utilization;
  - ~~Strengthen~~ strengthen relationships between DPCDSB and facility partners and the public;
  - ensure potential partners meet criminal record check requirements of DPCDSB;
- 

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- acknowledge that ~~Operation~~ and maintenance of the space will be carried out by DPCDSB on a cost recovery basis, at minimum, to the partner~~;~~.

~~• The ability of potential partners to meet criminal record check requirements of DPCDSB.~~

4.5. Community consultation on ~~Community Partnerships~~CPP ~~will~~ shall be held on an annual basis or before the announcement of a Pupil Accommodation Review.

~~5.~~ For use of schools outside of school hours, refer to DPCDSB ~~Policy 6.50: Use of Schools~~

6. ~~Buildings, Grounds and Facilities~~ P-8006 Access to DPCDSB Properties.

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<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-6003</b>
<b>SUBJECT:</b>	<b>Community Planning and Partnerships</b>
<b>REFERENCE:</b>	P-8006 Access to DPCDSB Properties General Administrative Procedure (GAP) GAP6006 Community Planning and Partnerships
<b>EFFECTIVE DATE:</b>	April 27, 2010
<b>AMENDED DATE:</b>	June 16, 2015; April TBD, 2025

*"I have no greater joy than this, to hear that my children are walking in the truth"*

*3 John 1:4*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to providing quality education to students in schools that operate in a safe, secure, and efficient manner. To maximize the efficiency of operations, DPCDSB will work with interested and approved partners to share facilities during school hours, from 7am to 6pm, Monday to Friday, in new and existing facilities.
2. Facility partnerships shall not prevent DPCDSB from building, renovating, or closing schools or from disposing of surplus assets when required.
3. Community Planning and Partnerships (CPP) in open and operating schools, other board facilities, as well as co-build opportunities for schools to be built, will consist of the following framework:
  - Opportunities for Partnerships
  - Community Consultation and Notification Process
  - Partnership Proposals
  - Partner Selection
  - Agreements and Cost Recovery
4. Where available space or co-build partnerships have been identified, the following principles shall form the primary consideration when reviewing suitable facility partnership opportunities. Partnerships shall:
  - respect the values of DPCDSB and the Catholic Faith, expressions and icons throughout the building;
  - protect health and safety of the children;
  - improve services and supports available to students;
  - reduce facility operating costs for school boards and government;
  - maximize the use of public infrastructure through increased flexibility and utilization;
  - strengthen relationships between DPCDSB and facility partners and the public;
  - ensure potential partners meet criminal record check requirements of DPCDSB;

- acknowledge that operation and maintenance of the space will be carried out by DPCDSB on a cost recovery basis, at minimum, to the partner.
5. Community consultation on CPP shall be held on an annual basis or before the announcement of a Pupil Accommodation Review.
  6. For use of schools outside of school hours, refer to DPCDSB *P-8006 Access to DPCDSB Properties*.

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## GAP GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	<del>GAP8000: SCHOOLS, MAINTENANCE, AND FACILITIES</del> <del>700.00 FACILITIES, EQUIPMENT, FINANCE</del>
GAP NUMBER:	<del>717.00</del> GAP6006
SUBJECT:	Community Planning <del>And</del> Partnerships
REFERENCE:	<del>Board Policy 9.05P-6003</del> Community Planning and Partnerships
EFFECTIVE DATE:	June 16, 2015
REVIEWED/AMENDED DATE:	April TBD, 2025-
REPLACES:	NEW
PAGE	1 of 6

*"I have no greater joy than this, to hear that my children are walking in the truth"*

~~3-3~~ John 1:4

### 1 PURPOSE

- 1.1 The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to providing quality education to students in schools that are operating in a safe, secure, and efficient manner. ~~In order to~~ To maximize the efficiency of operations, ~~the Board~~ DPCDSB will work with interested and approved partners to share facilities during school hours, from 7am to 6pm, Monday to Friday, in new and existing facilities.
- 1.2 The procedure relating to Community Planning and Partnerships (CPP) with respect to partnership opportunities in open and operating schools, ~~other board~~ DPCDSB facilities, as well as co-build opportunities for schools to be built, ~~will~~ consists of the following sections:
  - Opportunities for Partnerships
  - Community Consultation and Notification Process
  - Partnership Proposals
  - Partner Selection
  - Agreements and Cost Recovery
- 1.3 ~~The Board~~ DPCDSB ~~will~~ shall undertake the ~~Community Planning and Partnerships (CPP) P~~ process in accordance with the ~~process requirements~~ and timelines outlined in this ~~procedure~~ General Administrative Procedure (GAP). The Superintendent of Planning and Operations ~~will~~ shall coordinate ~~the CPP~~ the facilitation of the procedure ~~as~~ outlined below in this GAP.
- 1.4 ~~The Board~~ DPCDSB's primary responsibility is to support the achievement and safety of students. Within that context, the intent of the ~~Community Planning and Partnership~~ CPP is to:
  - ~~Reduce~~ reduce facility operating costs for school boards and government;
  - ~~Improve~~ improve services and supports available to students;
  - ~~Strengthen~~ strengthen relationships between the school board and community partners and the public;

- ~~Maximize~~maximize the use of public infrastructure through increased flexibility and utilization; and
  - ~~Provide~~provide a foundation for improved service delivery for communities.
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## 2 ~~1~~ OPPORTUNITIES FOR PARTNERSHIPS

- 2.1 Opportunities for partnerships for co-building and use of space within existing ~~schools~~ schools and other DPCDSB facilities ~~will~~ shall be identified and provided to the Board of Trustees on an annual basis and/or prior to a pupil accommodation review.

### 2.2 Co-Building ~~With~~ with Community Partners

2.2.1 New schools, additions, and significant renovations may be considered as opportunities for partnerships. Site size, topography, and other restrictions may limit partnership opportunities.

~~2.2.12.2~~ 2.2 ~~The Board~~ DPCDSB will evaluate each capital construction opportunity on a case-by-case basis to determine whether a partnership may be appropriate and advantageous to ~~the school board~~ DPCDSB.

~~2.2.22.3~~ 2.3 ~~The Board encourages community partners to provide notification to the Board when facility partners have proposals or plans to build their own new facilities.~~ Eligible partners can express interest in co-building partnerships to ~~the Board~~ DPCDSB, by way of a letter to the Director of Education and Superintendent of Planning and Operations. Co-build opportunities with eligible partners will be evaluated on a case-by-case basis.

### 2.3 Under-Utilized Space ~~Vs.~~ versus Surplus Space

2.3.1 In order for space to be considered surplus, it must be declared as surplus to the needs of ~~the board~~ DPCDSB by the Board of Trustees. This declaration indicates that the space is no longer required for ~~Board~~ DPCDSB purposes and may be leased, sold, or otherwise disposed of, subject to the Ontario Regulation 444/98374/23 of the *Education Act*.

~~2.3.1~~ 2.3.1 ~~If none of the agencies listed under Ontario Regulation 444/98 express interest in the space then the space may be offered through the notification process outlined below or sold publically.~~

2.3.2 Where ~~the Board~~ DPCDSB has suitable space for partnerships in an existing facility that is not declared surplus, then the ~~following~~ notification as process outlined in this ~~procedure will~~ GAP shall apply.

### 2.4 Under-Utilized Space

2.4.1 The ~~Superintendent of Planning and Operations~~ Planning Department shall undertake an analysis of all schools to determine whether there are factors that indicate that a school is suitable for a partnership opportunity. The analysis should include, but is not limited to, an assessment of ~~short and long term~~ short- and long-term enrolment projections, school capacities, school facility conditions, and existing uses in the facilities.

2.4.2 The factors to be considered in the analyses of suitable facilities ~~are as follows~~ include, but are not limited to the following:

- a) ~~Facilities~~ facilities utilized at 65 percent or less for 2 consecutive years and/or have 200 or more projected unused pupil places for at least 5 years from the start of the partnership;
- b) ~~Ability~~ ability to identify and create a distinct and contiguous space within the facility, separate from the students;

- c) ~~Facility~~ facility is not located within an area where a Pupil Accommodation Review has been announced, subject to ~~Board Policy 6.51P-8002 Pupil Accommodation Review~~;
- d) ~~Space~~ space not required for ~~Board-DPCDSB~~ programming or other uses;
- e) ~~Appropriate~~ appropriate access to the space;
- f) ~~Parking~~ parking Availability availability;
- g) ~~Site~~ site use restrictions;
- h) ~~Zoning~~ zoning Restrictions restrictions;
- i) ~~Other~~ other criteria as appropriate.

2.4.3 On an annual basis, the Planning Department shall undertake a review of all schools on the basis of the ~~above mentioned~~ factors in 2.4.2 and prepare analyses for the Superintendent of Planning and Operations. The Superintendent of Planning and Operations will consult and determine whether there are other internal board uses for the under-utilized space. The Board DPCDSB's Long Term Accommodation Plan will be considered in the analyses. The Planning Department's analyses will identify which schools may be suitable for partnership opportunities with ~~the Board DPCDSB's~~ eligible community partners.

2.4.4 ~~The Superintendent of Planning and Operations~~ The Planning Department ~~will~~ shall prepare a report ~~to for~~ Executive Council identifying a list of schools that have suitable spaces for partnership opportunities, subject to the criteria described in this ~~procedure~~ GAP.

2.4.5 The ~~Superintendent of Planning and Operations~~ Planning Department ~~will~~ shall prepare a report ~~for to~~ the Administration and Finance Committee that identifies a list of schools that have suitable spaces for partnership opportunities. Information to be provided about the available space will include, but not be limited to size, location, facility amenities and required renovations, if needed.

### ~~3~~ II COMMUNITY CONSULTATION AND NOTIFICATION PROCESS

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#### 4.13.1 Community Consultation

3.1.1 ~~The Board DPCDSB will~~ shall hold at least one public meeting per year to discuss potential ~~planning and partnership~~ CPP opportunities with the public and community organizations. The CPP meeting may be a stand-alone meeting or may be held as part of a scheduled Board Meeting.

3.1.2 ~~The Board DPCDSB~~ will notify the entities on the Notification List (see 3.2.4) about this public meeting, by email, as well as post information regarding this meeting on the ~~Board DPCDSB~~ website.

~~4.1.1~~ ~~The CPP meeting may be a stand-alone meeting or may be held as part of a scheduled board meeting. The Board will be apprised of the needs or plans community partners may have. The invitation list, the entities in attendance at the annual CPP meeting and any information exchanged will be formally documented by the school board.~~

3.1.3 During the annual and/or a scheduled ~~board~~ CPP meeting, ~~the school board~~ DPCDSB will outline:

- all or a portion of ~~the board~~ DPCDSB's Long Term Accommodation Plan;

- details of any schools deemed eligible for facility partnerships;
- relevant information available on ~~the Board~~DPCDSB's website and any supplementary Community Planning and Partnership CPP information.

4.1.23.1.4 Those that are interested in being on the Notification List or interested in partnering with ~~the Board~~DPCDSB to use existing space within a school or co-building a new site are encouraged to ~~contact the Board's Community Outreach Coordinator~~ complete the CPP application form on DPCDSB's website ~~directly at any time rather than waiting for the annual public meeting to present their ideas.~~ Contact The CPP information ~~will~~ shall be posted on ~~the Board~~DPCDSB's website and provided through any advertisements.

## 4.23.2 Notification Process

3.2.1 This notification process applies to under-utilized space identified through this procedure.

3.2.2 ~~The Board~~ DPCDSB ~~will~~ shall post information on the website regarding:

- the intention to build new schools;
- ~~the intention to and to~~ undertake significant renovations in existing facilities;
- ~~and~~ information regarding unused space in open and operating schools and other DPCDSB facilities administrative buildings that ~~is~~ are available for community partnerships.

4.2.13.2.3 The ~~Superintendent of Planning and Operations~~ Planning Department ~~will post the~~ is responsible for posting information list of regarding suitable facilities on ~~the Board~~DPCDSB's website and circulate email ~~this information~~ to those entities identified on the Notification List ~~via email~~.

4.2.23.2.4 The notification list ~~will consist~~ consists of the following entities:

- Co-terminus school boards;
- Local ~~Municipalities~~ municipalities within ~~the Board~~DPCDSB's jurisdiction;
- Region of Peel, Dufferin County;
- Local colleges and universities;
- District social services administration board(s) or consolidated municipal service manager(s);
- Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres;
- ~~Provincial Government~~
- ~~Federal Government~~
- Archdiocese of Toronto ~~and/or Local local Parish~~ parishes;
- ~~Share Life~~
- ~~United Way~~
- ~~Existing child care operators~~
- Other entities as requested.

4.1 ~~Interested-DPCDSB invites interested~~ partners that meet the criteria outlined in ~~the Section IV. A) Section 5 of this GAP are invited~~ to submit proposals for the use of under-utilized space in existing facilities, as per the list of suitable facilities provided by ~~the BoardDPCDSB~~ or for co-building projects.

5.14.2 Interested partners can access an application form from the ~~Board-DPCDSB~~ website, ~~or by contacting the Board's Community Outreach Coordinator.~~

## 65 PARTNER SELECTION CRITERIA

6.15.1 ~~Partnerships-DPCDSB shall evaluate partnerships will be evaluated~~ based on how well the proposal meets the Partner Selection Criteria listed below. ~~The BoardDPCDSB~~ will have full discretion when evaluating partners and their compatibility and suitability for each facility.

6.25.2 ~~The BoardDPCDSB~~ will use the following criteria to evaluate the suitability of partners and their proposals as they relate to specific sites.

6.35.3 The community partnership is expected ~~to~~:

- ~~to Respect-respect~~ the values of ~~the BoardDPCDSB~~ and the Catholic faith, expressions, and icons throughout the building;
- ~~to Protect-protect~~ the health and safety of students and staff;
- ~~Not-not to~~ compromise the student achievement strategy of ~~the BoardDPCDSB~~;
- ~~to Be-be~~ appropriate for the school/~~board and/or DPCDSB~~ setting;
- ~~Not-not to~~ interfere with school/~~board and/or DPCDSB~~ operations and activities;
- ~~Not-not to~~ be a competing educational interest to ~~the BoardDPCDSB~~;
- ~~to Exist-exist~~ on a cost-recovery basis to ~~the BoardDPCDSB~~, at minimum.-

5.4 The community partner must:

- ~~Provide~~provide financial statements showing ~~financial~~the financial viability of their organization;
- ~~Agree~~agree to operate in accordance with ~~Board~~DPCDSB policies;
- ~~Be~~be willing to enter into a lease, license, or joint-use/partnership agreement;
- ~~Agree~~agree that all staff working within the school complete a Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS)~~criminal background check~~; and
- ~~In the case of a municipality~~provide, in the case of a municipality, population projections, growth plans, community needs, land-use, and green space/park requirements.

5.5 Preference ~~will~~shall be given to partners requesting less than 5,000 square feet of space.

~~6.45.6~~ Preference ~~will~~shall also be given to partnerships that support student achievement and well-being.

~~6.55.7~~ The ~~Superintendent of Planning and Operations~~Planning Department ~~will~~shall prepare a report ~~to for~~ Executive Council summarizing partnership applications, evaluation, and recommendation for partnerships, if any. ~~Input from~~The Planning Department will consult with the applicable affected school administrators and family sFamily of Schools Superintendents ~~will be considered int as part of~~ the evaluation process.

## 76 **AGREEMENTS AND ~~COST RECOVERY~~COST RECOVERY**

### 7.16.1 **Cost Recovery**

~~7.1.16.1.1~~ No additional costs ~~will~~shall be incurred by ~~the Board~~DPCDSB through facility partners.

~~7.1.26.1.2~~ In co-building, facility partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space.

~~7.1.36.1.3~~ Fees ~~will~~shall be charged to partners to cover operating costs, capital costs, administrative costs, and property taxes (if applicable), for the space occupied by the partner. ~~This~~These fees shall be charged~~will be done~~, at minimum, on a cost-recovery basis. ~~The Board~~DPCDSB may, at its discretion, set fees greater than those set out for cost recovery as noted above.

~~7.1.46.1.4~~ Additional costs to obtain municipal approvals, perform renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners, ~~will~~shall be borne by the partners.

### 7.26.2 **Agreements**

~~7.2.16.2.1~~ ~~The Board will~~DPCDSB shall provide clear instructions to potential facility partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or lack thereof, of ~~board~~DPCDSB user policies, including accessibility and inclusiveness policies.

7.2.26.2.2 The successful partner is expected to enter into agreements for the use of space within DPCDSB facilities. ~~The Board~~DPCDSB ~~will~~shall ensure that all legal agreements respect the *Education Act* and protect DPCDSB's ~~the rights of the school board~~. Agreements may contain clauses regarding, but not limited to, the following:

- term of the lease or license agreement;
- cost sharing;
- use of the leased premises;
- hours of operation;
- maintenance;
- compliance with legislation;
- improvements or alterations to the building;
- insurance and /liability;
- environmental matters;
- mediation in the event of conflict;
- circumstances in which the lease may be terminated by either party;
- ~~and/or~~ other clauses as deemed applicable.

7.2.36.2.3 Facility partnerships and agreements ~~will~~shall be reviewed on an annual basis, subject to the needs of the school, needs of ~~the Board~~DPCDSB, and announcement of Pupil Accommodation Reviews.

## GAP GENERAL ADMINISTRATIVE PROCEDURE

<b>SECTION:</b>	<b>GAP8000: SCHOOLS, MAINTENANCE, AND FACILITIES</b>
<b>GAP NUMBER:</b>	<b>GAP6006</b>
<b>SUBJECT:</b>	<b>Community Planning and Partnerships</b>
<b>REFERENCE:</b>	P-6003 Community Planning and Partnerships
<b>EFFECTIVE DATE:</b>	June 16, 2015
<b>AMENDED DATE:</b>	April TBD, 2025

*"I have no greater joy than this, to hear that my children are walking in the truth"*

*3 John 1:4*

### 1 PURPOSE

- 1.1 The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to providing quality education to students in schools that are operating in a safe, secure, and efficient manner. To maximize the efficiency of operations, DPCDSB will work with interested and approved partners to share facilities during school hours, from 7am to 6pm, Monday to Friday, in new and existing facilities.
- 1.2 The procedure relating to Community Planning and Partnerships (CPP) with respect to partnership opportunities in open and operating schools, other DPCDSB facilities, as well as co-build opportunities for schools to be built, consists of the following sections:
  - Opportunities for Partnerships
  - Community Consultation and Notification Process
  - Partnership Proposals
  - Partner Selection
  - Agreements and Cost Recovery
- 1.3 DPCDSB shall undertake the CPP process in accordance with the requirements and timelines outlined in this General Administrative Procedure (GAP). The Superintendent of Planning and Operations shall coordinate the CPP procedure as outlined in this GAP.
- 1.4 DPCDSB's primary responsibility is to support the achievement and safety of students. Within that context, the intent of the CPP is to:
  - reduce facility operating costs for school boards and government;
  - improve services and supports available to students;
  - strengthen relationships between the school board and community partners and the public;
  - maximize the use of public infrastructure through increased flexibility and utilization; and
  - provide a foundation for improved service delivery for communities.

## **2 OPPORTUNITIES FOR PARTNERSHIPS**

- 2.1 Opportunities for partnerships for co-building and use of space within existing schools and other DPCDSB facilities shall be identified and provided to the Board of Trustees on an annual basis and/or prior to a pupil accommodation review.

### **2.2 Co-Building with Community Partners**

- 2.2.1 New schools, additions, and significant renovations may be considered as opportunities for partnerships. Site size, topography, and other restrictions may limit partnership opportunities.
- 2.2.2 DPCDSB will evaluate each capital construction opportunity on a case-by-case basis to determine whether a partnership may be appropriate and advantageous to DPCDSB.
- 2.2.3 Eligible partners can express interest in co-building partnerships to DPCDSB, by way of a letter to the Director of Education and Superintendent of Planning and Operations. Co-build opportunities with eligible partners will be evaluated on a case-by-case basis.

### **2.3 Under-Utilized Space versus Surplus Space**

- 2.3.1 In order for space to be considered surplus, it must be declared as surplus to the needs of DPCDSB by the Board of Trustees. This declaration indicates that the space is no longer required for DPCDSB purposes and may be leased, sold, or otherwise disposed of, subject to the Ontario Regulation 374/23 of the *Education Act*.
- 2.3.2 Where DPCDSB has suitable space for partnerships in an existing facility that is not declared surplus, then the notification process outlined in this GAP shall apply.

### **2.4 Under-Utilized Space**

- 2.4.1 The Planning Department shall undertake an analysis of all schools to determine whether there are factors that indicate that a school is suitable for a partnership opportunity. The analysis should include, but is not limited to, an assessment of short- and long-term enrolment projections, school capacities, school facility conditions, and existing uses in the facilities.
- 2.4.2 The factors to be considered in the analysis of suitable facilities include, but are not limited to the following:
- a) facilities utilized at 65 percent or less for 2 consecutive years and/or have 200 or more projected unused pupil places for at least 5 years from the start of the partnership;
  - b) ability to identify and create a distinct and contiguous space within the facility, separate from the students;
  - c) facility is not located within an area where a Pupil Accommodation Review has been announced, subject to *P-8002 Pupil Accommodation Review*;
  - d) space not required for DPCDSB programming or other uses;
  - e) appropriate access to the space;
  - f) parking availability;
  - g) site use restrictions;
  - h) zoning restrictions;
  - i) other criteria as appropriate.

- 2.4.3 On an annual basis, the Planning Department shall undertake a review of all schools on the basis of the factors in 2.4.2 DPCDSB's Long Term Accommodation Plan will be considered in the analyses. The Planning Department's analysis will identify which schools may be suitable for partnership opportunities with DPCDSB's eligible community partners.
- 2.4.4 The Planning Department shall prepare a report for Executive Council identifying a list of schools that have suitable spaces for partnership opportunities, subject to the criteria described in this GAP.
- 2.4.5 The Planning Department shall prepare a report for the Administration and Finance Committee that identifies a list of schools that have suitable spaces for partnership opportunities. Information to be provided about the available space will include, but not be limited to size, location, facility amenities and required renovations, if needed.

### **3 COMMUNITY CONSULTATION AND NOTIFICATION PROCESS**

#### **3.1 Community Consultation**

- 3.1.1 DPCDSB shall hold at least one public meeting per year to discuss potential CPP opportunities with the public and community organizations. The CPP meeting may be a stand-alone meeting or may be held as part of a scheduled Board Meeting.
- 3.1.2 DPCDSB will notify the entities on the Notification List (see 3.2.4) about this public meeting by email, as well as post information regarding this meeting on the DPCDSB website.
- 3.1.3 During the annual and/or a scheduled CPP meeting, DPCDSB will outline:
- all or a portion of DPCDSB's Long Term Accommodation Plan;
  - details of any schools deemed eligible for facility partnerships;
  - relevant information available on DPCDSB's website and any supplementary CPP information.
- 3.1.4 Those that are interested in being on the Notification List or interested in partnering with DPCDSB to use existing space within a school or co-building a new site are encouraged to complete the CPP application form on DPCDSB's website at any time. The CPP information shall be posted on DPCDSB's website and provided through any advertisements.

#### **3.2 Notification Process**

- 3.2.1 This notification process applies to under-utilized space identified through this procedure.
- 3.2.2 DPCDSB shall post information on the website regarding:
- the intention to build new schools;
  - the intention to undertake significant renovations in existing facilities;
  - information regarding unused space in open and operating schools and other DPCDSB facilities that are available for community partnerships.

3.2.3 The Planning Department is responsible for posting information regarding suitable facilities on DPCDSB's website and emailing this information to those entities identified on the Notification List.

3.2.4 The notification list consists of the following entities:

- Co-terminus school boards;
- Local municipalities within DPCDSB's jurisdiction;
- Region of Peel, Dufferin County;
- Local colleges and universities;
- District social services administration board(s) or consolidated municipal service manager(s);
- Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres;
- Archdiocese of Toronto and/or local parishes;
- Other entities as requested.

#### **4 PARTNERSHIP PROPOSALS**

4.1 DPCDSB invites interested partners that meet the criteria outlined in Section 5 of this GAP to submit proposals for the use of under-utilized space in existing facilities, as per the list of suitable facilities provided by DPCDSB or for co-building projects.

4.2 Interested partners can access an application form from the DPCDSB website.

#### **5 PARTNER SELECTION CRITERIA**

5.1 DPCDSB shall evaluate partnerships based on how well the proposal meets the Partner Selection Criteria listed below. DPCDSB will have full discretion when evaluating partners and their compatibility and suitability for each facility.

5.2 DPCDSB will use the following criteria to evaluate the suitability of partners and their proposals as they relate to specific sites.

5.3 The community partnership is expected:

- to respect the values of DPCDSB and the Catholic faith, expressions, and icons throughout the building;
- to protect the health and safety of students and staff;
- not to compromise the student achievement strategy of DPCDSB;
- to be appropriate for the school and/or DPCDSB setting;
- not to interfere with school and/or DPCDSB operations and activities;
- not to be a competing educational interest to DPCDSB;
- to exist on a cost-recovery basis to DPCDSB, at minimum.

5.4 The community partner must:

- provide financial statements showing the financial viability of their organization;
- agree to operate in accordance with DPCDSB policies;
- be willing to enter into a lease, license, or joint-use/partnership agreement;
- agree that all staff working within the school complete a Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS);
- provide, in the case of a municipality, population projections, growth plans, community needs, land-use, and green space/park requirements.

5.5 Preference shall be given to partners requesting less than 5,000 square feet of space.

5.6 Preference shall be given to partnerships that support student achievement and well-being.

5.7 The Planning Department shall prepare a report for Executive Council summarizing partnership applications, evaluation, and recommendation for partnerships, if any. The Planning Department will consult with the applicable Family of Schools Superintendent as part of the evaluation process.

## **6 AGREEMENTS AND COST RECOVERY**

### **6.1 Cost Recovery**

6.1.1 No additional costs shall be incurred by DPCDSB through facility partners.

6.1.2 In co-building, facility partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space.

6.1.3 Fees shall be charged to partners to cover operating costs, capital costs, administrative costs, and property taxes (if applicable), for the space occupied by the partner. These fees shall be charged, at minimum, on a cost-recovery basis. DPCDSB may, at its discretion, set fees greater than those set out for cost recovery as noted above.

6.1.4 Additional costs to obtain municipal approvals, perform renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners, shall be borne by the partners.

### **6.2 Agreements**

6.2.1 DPCDSB shall provide clear instructions to potential facility partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or lack thereof, of DPCDSB user policies, including accessibility and inclusiveness policies.

6.2.2 The successful partner is expected to enter into agreements for the use of space within DPCDSB facilities. DPCDSB shall ensure that all legal agreements respect the *Education Act* and protect DPCDSB's rights. Agreements may contain clauses regarding, but not limited to, the following:

- term of the lease or license agreement;
- cost sharing;

- use of the leased premises;
- hours of operation;
- maintenance;
- compliance with legislation;
- improvements or alterations to the building;
- insurance and liability;
- environmental matters;
- mediation in the event of conflict;
- circumstances in which the lease may be terminated by either party;
- other clauses as deemed applicable.

6.2.3 Facility partnerships and agreements shall be reviewed on an annual basis, subject to the needs of the school, needs of DPCDSB, and announcement of Pupil Accommodation Reviews.



DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD BOARD POLICY	
<b>POLICY NUMBER:</b>	<b>P-7001</b>
<b>SUBJECT:</b>	<del>Signing Authority</del> <u>Financial Activities</u>
<b>REFERENCE:</b>	<a href="#">P-7009</a> Investment of Board Funds <a href="#">GAP7001</a> <del>Signing Authority</del> <a href="#">GAP7002</a> <del>Approval and Execution of Agreements and Other Forms of Contracts Including Leases</del> <u>Signing Authority</u> Education Act, Section 241 (1) Ontario Regulation 41/10
<b>EFFECTIVE DATE:</b>	July 27, 2004
<b>AMENDED DATE:</b>	January 29, 2008; November 23, 2010; February 17, 2014; February 16, 2021; <u>April 22, 2025</u>

*"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received."*

*1 Peter 4:10*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) will ensure financial accountability in alignment with the *Education Act* and regulation through effective internal controls and best business practices. Management will maintain comprehensive operational procedures to guide staff and safeguard assets in daily operations.
2. The provision of banking services for the DPCDSB will be reviewed annually by the Chief Financial Officer (CFO) and Treasurer and, where required, any change in provider will follow central procurement requirements for a competitive procurement process and brought forward to the Audit Committee of the DPCDSB for receipt of information.
3. All investment and borrowing strategies will conform to, *Ontario Regulation 41/10 – Board Borrowing, Investing and Other Financial Matters* and *Education Act, Section 241 (1) – Borrowing and Investments by Boards* to minimize risk and ensure a competitive rate of return.
4. The Director of Education and CFO/Treasurer of the DPCDSB will ensure signing officers have been established with appropriate documentation.
5. All deeds, debentures or contracts that require Board of Trustee approval shall be authorized by the Director or Education, or delegate in the absence of the Director of Education, together with the Chief Financial Officer (CFO) and Treasurer and the Chair of the Board, or Vice Chair.
6. All payments/transactions from operating, capital, payroll, and US Bank accounts require appropriate authorization from the approved signing officers (Director of Education, Associate Directors, Executive Superintendent, Superintendent of Financial Services, Superintendent of Planning and Operations, General Manager of Financial Services).

7. The Executive Superintendent of Finance, CFO and Treasurer, Superintendent of Financial Services, and General Manager of Financial Services have the authority to carry out day to day banking and financial transactions as necessary to meet the ongoing operations of the DPCDSB. These transactions are limited to the following:
- Transferring balances between Board bank accounts
  - Opening and closing Board bank accounts
  - Purchasing or disposing of investments as per *P-7012 Investment of Board Funds*
  - Processing payments for Board of Trustee approved debentures
  - Processing letters of credit
  - Utilization of authorized credit facilities for temporary borrowing
8. Authorization for all other agreements and contracts as per General Administrative Procedures (GAP).

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DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD BOARD POLICY	
<b>POLICY NUMBER:</b>	<b>P-7001</b>
<b>SUBJECT:</b>	<b>Financial Activities</b>
<b>REFERENCE:</b>	<a href="#">P-7009</a> Investment of Board Funds <a href="#">GAP7002</a> Signing Authority Education Act, Section 241 (1) Ontario Regulation 41/10
<b>EFFECTIVE DATE:</b>	July 27, 2004
<b>AMENDED DATE:</b>	January 29, 2008; November 23, 2010; February 17, 2014; February 16, 2021; April 22, 2025

*"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received."*

*1 Peter 4:10*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) will ensure financial accountability in alignment with the *Education Act* and regulation through effective internal controls and best business practices. Management will maintain comprehensive operational procedures to guide staff and safeguard assets in daily operations.
2. The provision of banking services for the DPCDSB will be reviewed annually by the Chief Financial Officer (CFO) and Treasurer and, where required, any change in provider will follow central procurement requirements for a competitive procurement process and brought forward to the Audit Committee of the DPCDSB for receipt of information.
3. All investment and borrowing strategies will conform to, *Ontario Regulation 41/10 – Board Borrowing, Investing and Other Financial Matters* and *Education Act, Section 241 (1) – Borrowing and Investments by Boards* to minimize risk and ensure a competitive rate of return.
4. The Director of Education and CFO/Treasurer of the DPCDSB will ensure signing officers have been established with appropriate documentation.
5. All deeds, debentures or contracts that require Board of Trustee approval shall be authorized by the Director of Education, or delegate in the absence of the Director of Education, together with the Chief Financial Officer (CFO) and Treasurer and the Chair of the Board, or Vice Chair.
6. All payments/transactions from operating, capital, payroll, and US Bank accounts require appropriate authorization from the approved signing officers (Director of Education, Associate Directors, Executive Superintendent, Superintendent of Financial Services, Superintendent of Planning and Operations, General Manager of Financial Services).

7. The Executive Superintendent of Finance, CFO and Treasurer, Superintendent of Financial Services, and General Manager of Financial Services have the authority to carry out day to day banking and financial transactions as necessary to meet the ongoing operations of the DPCDSB. These transactions are limited to the following:
- Transferring balances between Board bank accounts
  - Opening and closing Board bank accounts
  - Purchasing or disposing of investments as per *P-7012 Investment of Board Funds*
  - Processing payments for Board of Trustee approved debentures
  - Processing letters of credit
  - Utilization of authorized credit facilities for temporary borrowing
8. Authorization for all other agreements and contracts as per General Administrative Procedures (GAP).

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## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>7000 FINANCE</b>
<b>GAP NUMBER:</b>	<b>GAP7001</b>
<b>SUBJECT:</b>	<b>SIGNING AUTHORITY</b>
<b>REFERENCE:</b>	<u>P-7001 <del>Signing Authority</del> Financial Activities</u>
<b>EFFECTIVE DATE:</b>	February 17, 2014
<b>AMENDED DATE:</b>	January 20, 2014; <u>April 22, 2025</u>

*"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received."*

1 Peter 4:10

The Dufferin-Peel Catholic District School Board (DPCDSB) requires formal approval and sign-off procedures covering financial activities and the preparation and execution of agreements and other forms of contracts.

This General Administrative Procedure outlines and provides direction to stakeholders on signing authorities within the (DPCDSB).

All deeds, conveyances, mortgages, bonds, debentures, contracts that require Board of Trustee approval, shall be signed by:

- The Director of Education, or designate in the absence of the Director of Education; and
- Chief Financial Officer and Treasurer of the Board, or the Chair or Vice-Chair of the Board of Trustees.

For those items not requiring Board of Trustee approval, the chart below identifies the signing authority assigned to designated individuals. These designated individuals shall review the Contract Review Checklist to familiarize themselves with the areas of risk to consider when reviewing contracts.

In the absence of a delegated signing authority, the signing authority will automatically escalate to the next highest signing authority. For example, if the Superintendent, Financial Services is unavailable, the signing authority will escalate to the Chief Financial Officer and Treasurer.

Under no circumstances will the DPCDSB be bound to a contract with a third party unless the contract complies with relevant DPCDSB by-laws, policies, and procedures. In this regard, vendors or individuals should know as part of the negotiation stage that not all staff members have the authority to bind the DPCDSB with their signature unless it fully complies with this General Administrative Procedure.

Fully executed contracts, agreements, or letters of understanding must be stored in accordance with proper document retention procedures.

<u>Contract Amount (excl. taxes)</u>	<u>Delegated Signing Authority</u>
<u>(schools only)</u> <u>\$0 to \$4,999.99</u> <u>\$5,000 to \$24,999.99</u>	<u>School Principal</u> <u>School Principal and Family of School Superintendent</u>
<u>(non-school based departments)</u> <u>\$0 to \$24,999.99</u>	<u>Manager, General Manager, Chief Information Officer or Superintendent</u>
<u>(labour relations only)</u> <u>\$0 to \$249,999.99</u>	<u>Superintendent, Human Resources or the General Manager, Human Resources together with the Associate Director, Corporate Services</u>
<u>\$25,000 to \$249,999.99</u>	<u>Manager, Supply Chain Management or designate, with Superintendent, Financial Services or designate</u>
<u>(construction, plant operations, transportation and planning)</u> <u>\$0 to \$999,999.99</u>  <u>\$1,000,000.00 or more</u>	<u>Superintendent, Planning and Operations and Superintendent, Financial Services</u>  <u>Superintendent, Planning and Operations and Superintendent, Financial Services with Associate Director, Corporate Services or Chief Financial Officer and Treasurer</u>
<u>\$250,000 or more</u>	<u>Associate Director with Chief Financial Officer and Treasurer</u>

All contracts or letters of understanding, except for matters related to labour relations and settlements, which bind the DPCDSB to financial and other liabilities equal to or greater than \$25,000 must be forwarded to the Manager, Supply Chain Management and legal counsel, to review the draft contract/letter of understanding. The Manager, Supply Chain Management, will forward to the appropriate signing authority with the appropriate recommendations.

### **Banking and Investments**

The Chief Financial Officer and Treasurer, Superintendent of Financial Services, and General Manager of Financial Services have the authority to carry out day-to-day banking and financial transactions as necessary to meet the ongoing operations of the DPCDSB. These transactions are limited to the following:

- Transferring balances between Board bank accounts
- Opening and closing Board bank accounts
- Purchasing or disposing of investments as per *P-7012 Investment of Board Funds*
- Processing payments for Board of Trustee approved debentures
- Processing letters of credit
- Utilization of authorized credit facilities for temporary borrowing

Signature images for cheque production process are secured by electronic features embedded with the finance system.

All cheque and electronic funds disbursements are approved by the Chief Financial Officer and Treasurer, Superintendent, Financial Services or General Manager, Financial Services.

### Payment Requisitions

Payment requisitions represent a cash disbursement of funds from DPCDSB. Cannot be used for tendered goods and services.

The following positions have authorization to approve payment requisitions:

- Director of Education
- Associate Director of Education
- Superintendent or Chief Information Officer
- Principal or Vice-Principal
- General Manager
- Manager

Payment requisition approvers are responsible for ensuring the funds are available in the budget account under their respective areas of responsibility. As well, approvers must ensure appropriate supporting documentation is included, such as original detailed itemized invoices and receipts.

All payment requisitions greater than \$10,000 must have the approval of the respective Superintendent. In the absence the Superintendent, the respective Associate Director or the Director of Education will provide authorization.

~~The following control procedures relate to operational requirements for all centralized Board financial transactions:~~

- ~~a) — Cheques and electronic funds' transfers drawn on all Operating, Capital, U. S. dollar and Payroll bank accounts may be signed by the use of other signature methods necessary to produce cheques from a computer database.~~
- ~~b) — All signature images necessary for the cheque production process are secured by electronic features embedded in the finance and payroll systems.~~
- ~~c) — The Superintendent OR the General Manager of the Financial Services Department will initial the electronically produced list of disbursements.~~
- ~~d) — A log or other suitable permanent record must be maintained in the Financial Services Department to record the following information:~~
  - ~~i) — The serial numbers of all cheques issued and cancelled, and the dates of those transactions;~~
  - ~~ii) — The serial numbers of all cheques held in the unissued cheque inventory, the date of receipt from the cheque supplier and the date that these cheques were placed in use;~~

~~iii) The names and signatures of all persons authorized to issue, sign and cancel cheques;~~

~~iv) The initials of those who have signed a manual cheque or who have cancelled a manual cheque.~~

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## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>7000 FINANCE</b>
<b>GAP NUMBER:</b>	<b>GAP7001</b>
<b>SUBJECT:</b>	<b>SIGNING AUTHORITY</b>
<b>REFERENCE:</b>	<u>P-7001</u> Financial Activities
<b>EFFECTIVE DATE:</b>	February 17, 2014
<b>AMENDED DATE:</b>	January 20, 2014; April 22, 2025

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proper document retention procedures.

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(labour relations only) \$0 to \$249,999.99	Superintendent, Human Resources or the General Manager, Human Resources <u>together with</u> the Associate Director, Corporate Services
\$25,000 to \$249,999.99	Manager, Supply Chain Management or designate, <u>with</u> Superintendent, Financial Services or designate
(construction, plant operations, transportation and planning) \$0 to \$999,999.99  \$1,000,000.00 or more	Superintendent, Planning and Operations and Superintendent, Financial Services  Superintendent, Planning and Operations and Superintendent, Financial Services <u>with</u> Associate Director, Corporate Services or Chief Financial Officer and Treasurer
\$250,000 or more	Associate Director <u>with</u> Chief Financial Officer and Treasurer

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- f) Manager

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All payment requisitions greater than \$10,000 must have the approval of the respective Superintendent. In the absence the Superintendent, the respective Associate Director or the Director of Education will provide authorization.



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 2**

**NAMING OF MOUNT PLEASANT #2 CATHOLIC ELEMENTARY SCHOOL  
To be distributed prior to the meeting.**



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 3**

**REVISED P-8006 ACCESS TO DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD (DPCDSB) PROPERTIES  
To be distributed prior to the meeting.**