

AGENDA

Regular Board Meeting

Tuesday, November 26, 2024, 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 November 2024

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

- **Ronald Edward**, former student of St. Francis Xavier Catholic Secondary School (CSS).

Staff/Former Staff/Trustees/Former Trustees

- **Cyril Rowe**, occasional teacher, and husband of occasional teacher, Pamela Rowe.
- **Albert Buenaventura Casuga**, former trustee.

Family Members of Staff/Family Members of Former Staff/Family Members of Trustees

- **Charlotte Kwofie**, mother of Joceline Adusei, principal, St. Jean-Marie Vianney Catholic Elementary School (CES).
- **Jozo Saric**, father of Silvia Kojundzic, teacher, St. Raymond CES, father of Danijela Ivankovic, teacher, St. Louis CES, and father of Anna Saric, teacher, St. Giovanni Scalabrini CES.
- **Frank Paul Scicluna**, father of Robert Scicluna, principal, St. Bernard of Clairvaux CES.
- **Anthony Gorombey**, father of Mary Gorombey, library technician, St. Edmund Campion CSS.
- **Giulio Mattacchione**, father of Loreta Miceli, teacher, Cardinal Leger CSS, father of Joe Mattacchione guidance, Father Michael Goetz CSS; and father-in-law of Sonia Mattacchione, teacher, St. Edmund Campion CSS.
- **Jerome Anthony Rodrigues**, brother of Hazel Verdes, teacher, St. Charles Garnier CES and St. Gerard CES.
- **Anna Han**, sister of Lecbez Han, teacher, Cardinal Leger CSS; and sister-in-law of Lorenzo Lee, teacher, Cardinal Leger CSS.
- **Grace Fantin**, mother-in-law of Shana Farquhar, teacher, Father Francis McSpiritt CES.
- **Michael Collinge**, son-in-law of Franca Bernard, retired principal.
- **Esperina DeClerico**, mother of Tina DeClerico, retired principal, St. Therese of the Child Jesus CES.
- **Perrotta 'Pat' Pasquale**, father of Anthony Perrotta, principal, St. Andrew CES.
- **Teresa Lombardo**, grandmother of Jennifer Gaglia, teacher, St. John Fisher CES, grandmother of Julia Gaglia, teacher at St. Thomas More CES, and grandmother of Andre Spoletini, teacher, St. Marcellinus CSS.
- **Giovanni Amaddeo**, grandfather of Maryann Molella, teacher, Holy Spirit CES.
- **Maria Araujo**, grandmother of Michelle Medeiros-Paun, teacher, Father Francis McSpiritt CES; aunt of Marcy Aguiar-Ferraro, teacher, St. Angela Merici CES.
- **Miheal (Michael) Miklausic**, Father of Michelle Pasqualoni, retired teacher, Holy Cross CES.
- **Carletto Segota**, father of Morena Gianforaro, teacher, Father CW Sullivan CES.
- **Ines Ranalli**, mother of Rita Ranalli, teacher, St. Basil CES.
- **Elizabeth Mika**, mother-in-law of Luca Marra, teacher, St. Michael CSS; cousin of Barbara Glowacki, head secretary, St. Joseph CSS; aunt of occasional teacher (OT), Stefanie Ulman.
- **Teresa Francis**, mother-in-law of Pasquale Vasile, retired department head, St. Joseph CSS.

- **Krystyna Ackney**, mother of Suzanne Gomes, teacher, St. Marcellinus CSS.
- **John Cirillo**, husband of Josie Cirillo, educational resources worker (ERW), St. Monica CES; and brother-in-law of Luisa Boyd, secretary, Pauline Vanier CES.
- **Christos Tipou**, father-in-law of Christine Tipou, teacher, St. Andre Bessette CES.
- **Michelina Zammit**, mother of Joe Zammit, vice-principal, St. Martin CSS.
- **Stanislaw Kajetowski**, father-in-law of Monika Kajetowska, ERW, St. Valentine CES.
- **John Bannerman Craig**, father of Nancy Craig, retired teacher, St. Anthony School CES.
- **Joao Tavares**, grandfather of Nicholas Tavares, emergency supply Instructor, St. Edith Stein CES.
- **Carole Pitcher**, mother of Mark Pitcher, teacher, St. Cornelius CES; and mother-in-law of Diane Pitcher, teacher, St. John the Baptist CES.
- **Pietro Fragnelli**, father of Amanda Cusato, supply dedicated early childhood educator, Holy Cross CES.

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

Regular Board Meeting November 26, 2024

November: Prayer of Remembrance

Jesus, our Saviour, during the month of November we prayerfully remember all our loved ones who have died.

Please give them comfort and hope and may they be at peace, knowing that they will rest in God's arms eternally.

Thank you for our memories of them and for the good times we shared.

We ask you, please, through their intercession, to deepen our faith, strengthen our hope and increase our love that we, too, may someday stand before you, ready to enter your Holy Kingdom.

Amen.

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

RECOMMENDATION TO THE BOARD

REPORT NUMBER A 7

**APPROVAL OF THE MINUTES OF
THE REGULAR BOARD MEETING,
OCTOBER 22, 2024**

1. **THAT THE MINUTES OF THE REGULAR BOARD MEETING, OCTOBER 22, 2024, BE APPROVED.**

MINUTES

Regular Board Meeting

**Tuesday, October 22, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Herman Vioria	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Absent:	Paula Dametto-Giovannozzi	Trustee
	Anisha Thomas	Trustee
	Shawn Xaviour	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	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, Family of 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. 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.

3. Opening Prayer

Trustees Stefano Pascucci and Brea Corbet led the Opening Prayers.

4. Land Acknowledgment - Vice-Chair Thomas Thomas

5. Approval of Agenda

Motion 1297 (22-10-24)

Moved by Bruno Iannicca

Seconded by Brea Corbet

THAT THE BOARD OF TRUSTEES APPROVE THE ADDITION OF PRESENTATION C 1.

CARRIED

Motion 1298 (22-10-24)

Moved by Stefano Pascucci

Seconded by Mario Pascucci

THAT THE AGENDA BE APPROVED, AS AMENDED.

CARRIED

6. Declaration of Interest - Nil

7. Approval of the Minutes of the Regular Board Meeting, September 24, 2024

Motion 1299 (22-10-24)

Moved by Darryl D'Souza

Seconded by Thomas Thomas

THAT THE MINUTES OF THE REGULAR BOARD MEETING, SEPTEMBER 24, 2024, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

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

Chair Luz del Rosario asked the Director to extend our gratitude to Monsignor Shiels.

C. Awards and Presentations

1. Local Government Week – General Manager Campbell

Local Government Week is celebrated annually across Ontario during the third week of October. During this time, various organizations, including the DPCDSB, take the opportunity to create awareness with the public about the functions and importance of local governance.

This year, DPCDSB promoted Local Government Week by issuing a Community Information Bulletin that highlighted the pivotal role of Catholic school trustees in representing the interests of Catholic school communities. More specifically, that Catholic school trustees act as advocates for Catholic education, ensure fiscal responsibility, and support student achievement and well-being.

DPCDSB shared this information with all staff, families, and the broader community through various platforms, including social media, promoting awareness of the role of the trustee and their importance in shaping the educational landscape within their jurisdiction. The Community Information Bulletin is posted on the School Information and Updates section of the DPCDSB website.

D. Delegations – Nil

E. Reports from Trustees for Receipt

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

Vice-Chair Thomas Thomas advised that all trustees will have received information from OCSTA regarding a brief to the Ministry of Education. We welcome your input as the next meeting will be on November 6.

Trustee Mario Pascucci advised that the Large/Urban School Board meeting will be held on October 29, and he will provide details following this meeting.

b. Student Voice Report

We are happy to share that our first Student Senate meeting occurred on October 3. It was amazing to have the chance to meet all our Senators in person and start important discussions. It was an enjoyable day; we had the best time at Silver Creek Outdoor Educational Centre with the guidance of Mr. Costa. We began with a Liturgy, a perfect way to start our journey together. We then continued with some team-building activities, which surprisingly required a lot of balance and core strength. We ended the day with reflection in the woods and provided our senators with letters from former student senate members. This allowed them to get a heads-up on what this role would entail, plus they would have someone specific to reach out to for mentorship. We are looking forward to all we can achieve together.

We would like to share some *Good News* items from our high schools. All our schools participated in the annual Terry Fox Walk to raise funds for cancer research. St. Aloysius Gonzaga CSS raised over \$4000 in less than a week, and St. Joseph CSS raised over \$3000 for cancer. Another initiative that most high schools participated in this month was a Thanksgiving food drive. Our Lady of Mount Carmel CSS donated eight carloads of food donations to the food bank, and our other secondary schools have collected thousands of pounds of non-perishable goods.

November 7 to 10, we will attend the Ontario Student Trustees Association (OSTA-AECO) 2024 Fall General Meeting in Toronto. At this conference, student trustees will connect with peers, engage in lively discussion, and learn about the latest developments in education. We will participate in meaningful professional development sessions and hear keynote speeches from the Minister of Education - Jill Dunlop, and Annie Kidder, Executive Director and Founder of People for Education. To conclude the weekend, the student trustees from Catholic boards across the province will attend mass at St. Michael's Cathedral Basilica. We are looking forward to this fantastic opportunity.

c. Good News Report

Trustee Brea Corbet

Mississauga Wards 9 & 10

St. Aloysius Catholic Secondary School (CSS)

A former student of the DPCDSB was recently recognized by the Ontario government for extensive work as a leader of inclusivity in her community and beyond. Rukshika Krishnamoorthy was awarded the Lincoln M. Alexander Award, an honour bestowed on youth leaders in the province who demonstrate exemplary leadership in working to fight racism and discrimination and who promote equity and inclusion in their communities. For further details please refer to the Agenda report E 1 c.

Trustee Bruno Iannicca

Mississauga Ward 7

St. Paul CSS

St. Paul CSS students Daniella and Bianca Almeida, both Grade 12 International Baccalaureate (IB) students were nominated and received the Youth Leadership Award from Canadian Parents for French (CPF) Ontario. Bianca is actively involved in chaplaincy by leading initiatives at school and participating in her parish as an altar server, lector, and youth group leader to build a stronger faith community. Daniella has a passion for public speaking, which allows her to share ideas confidently, inspire others, and participate in international contests. For further details please refer to the Agenda report E 1 c.

Also, congratulations to the staff and students for collecting boxes of cereal for their Thanksgiving Food Drive. Their goal was to collect 1,000 boxes. They collected more than 1,300 and made a domino game that swept throughout the school halls.

Student Trustee Raheem White

St. Marcellinus CSS

Congratulations to William "Will" Kaminski, a Grade 11 student at St. Marcellinus CSS, who auditioned for the Mississauga Symphony Youth Orchestra and was successful, earning a chair as a bassoonist. As St. Marcellinus' Student Senate representative and leader of the AV Club, Will learned to play bassoon as a Grade 9 student in a beginner music class at St. Marcellinus CSS, and through his own interest and drive continues to progress to a level where he will now be playing semi-professionally. Will plans to audition for post-secondary studies in Music. Congratulations Will.

2. Chair's Year End Address - Chair of the Board Luz del Rosario

It is a long standing tradition at the Dufferin-Peel Catholic District School Board (DPCDSB) that the Chair addresses the Board of Trustees prior to its annual Organizational meeting.

My fellow Trustees, Director Mazzorato, members of Executive Council, the Senior Management Team, Faculty and Staff, Unions and Associations, Parish Priests, as we reflect on this past year, I want to begin by thanking each and every one of you for your unwavering dedication and commitment to Catholic education, and to the children and families we serve. Your work, individually and collectively, whether at this Board table, or in our schools, offices and parishes, strengthens the very foundation of our community.

At this table, we are blessed to have a diverse range of voices and perspectives, reflective of our own lived experiences as well as the communities we serve. Together, these voices contribute to making the DPCDSB a strong, vibrant, and resilient Catholic institution both locally and provincially. We are a living example of how distinct perspectives can unite for a common purpose: to ensure the best possible future for our students and families through a Catholic lens.

It is no secret that we face significant challenges. The burden of a large deficit exacerbated by a Long-Term Disability (LTD) plan benefit entitlement which can only be negotiated at the central table, declining enrolment, and gaps in funding have created complexities that require not only Ministry intervention, but strategic decision-making on our part. I remain confident that through our collective wisdom and commitment, we will navigate these challenges while staying true to our mission of providing quality Catholic education.

Our world today presents numerous global issues that deeply impact our students and their families. As a Catholic community, we must be steadfast in supporting all students, particularly in safeguarding their well-being and safety. Our response must always be grounded in compassion, understanding, and love for one another as taught by our faith.

I would like to acknowledge the important work we continue to undertake in our efforts to address and dismantle anti-Black racism and, indeed, all forms of racism. While we have made notable strides, we recognize that our journey is far from over. There is still much to do as we continue our commitment to justice, equity, and inclusivity for all within our community. We owe it to our students to ensure that they can thrive in a safe, welcoming, and supportive environment.

We are now in the second year of our multi-year strategic plan, a roadmap that continues to drive all that we do as a school board. This plan remains at the core of our efforts, guiding our decision-making and ensuring we remain focused on delivering the best Catholic educational experience for all students. Through this vision, we are building on the foundation laid last year and are committed to fostering growth, innovation, and success across our Catholic school system.

To my fellow trustees, I want to extend my deepest gratitude. Your ongoing support, wisdom, encouragement, and discernment have been invaluable. While we may not always

agree with each other, each of you brings a unique perspective, and it is through this collective wisdom that we are collectively able to make thoughtful and faithful decisions.

I want to thank Director Mazzorato, Executive Council, the senior management team, system administrators, our faculty and staff, and our union and association partners. You are the driving force that brings our mission to life, working tirelessly for the benefit of our students and families. To our parish priests, your spiritual guidance and support anchor us in faith and remind us of our higher calling in this work.

To our parents and guardians, thank you for choosing a Dufferin-Peel Catholic education for your children. Your trust in us is a responsibility we do not take lightly. We are honoured to walk with you in shaping the future of your children, grounded in faith and guided by Gospel values.

As we look ahead to the future, I leave you with these hopeful words from our Holy Father, Pope Francis: *“The future does have a name, and its name is hope. Feeling hopeful does not mean to be optimistically naïve and ignore the tragedy humanity is facing. Hope is the virtue of a heart that does not lock itself into darkness, that doesn’t dwell on the past, does not simply get by in the present, but is able to see a tomorrow.”*

May we, as a board and as a community, continue to work together in hope for a brighter future for our students and families. Thank you, and may God bless each of you for all that you do.

Motion 1300 (22-10-24)

Moved by Mario Pascucci

Seconded by Bruno Iannicca

THAT THE CHAIR'S YEAR END ADDRESS BE READ INTO THE MINUTES.

CARRIED UNANIMOUSLY

F. Updates/Information/Reports from Committees for Receipt

1. Receipt of the Minutes of the Faith and Program Committee Meeting, May 14, 2024
2. Receipt of the Minutes of the Special Education Advisory Committee Meeting, September 25, 2024
3. Receipt of the Minutes of the Board By-Law/Policies Review Committee Meeting, June 4, 2024
4. Receipt of the Minutes of the Mississauga School Traffic Safety Action Committee Meeting, June 26, 2024

G. Updates/Information/Reports from Administration for Receipt

1. Response to OCSTA 2025-2026 Education Funding Feedback
Executive Superintendent Cherepacha summarized the report.

1. Trustee Brea Corbet: Under Special Education Funding can we combine the bullet points?

Executive Superintendent Cherepacha: We will make that change.

2. Trustee Darryl D’Souza: The wording on page 62 regarding LTD is very gentle, can we strengthen the wording to indicate the pressure that this continues to cause the board and continues to affect our 77,000 students?

Executive Superintendent Cherepacha: I understand. This survey will go to OCSTA, and they will combine all submissions from the 29 school boards and submit one report on behalf of all schools boards. We could strengthen the wording; we could additionally send this information out to the Ministry separately.

3. Trustee Mario Pascucci: I would like to have the *Are You Ticked* campaign added to the report. We have been working for 17 years on the problem of having property taxes default to public school support.

Executive Superintendent Cherepacha: We will include that information.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas.

4. Trustee Luz del Rosario commented that the paragraph on *Moratorium on School Closures* was duplicated in the report.

Executive Superintendent Cherepacha: Noted and will be corrected.

Trustee Luz del Rosario resumed the chair.

H. Updates/Information/Reports from Administration Requiring Action

1. Revised Policy 24.00: Access to Elementary Regional Programs of Choice

Superintendent Murphy summarized the report.

Motion 1301 (22-10-24)

Moved by Bruno Iannicca

Seconded by Thomas Thomas

THAT THE BOARD OF TRUSTEES APPROVE AND ENACT REVISED POLICY 24.00: ACCESS TO ELEMENTARY PROGRAMS OF CHOICE AS AMENDED.

CARRIED

2. Revised Policy 6.90: Tax Support

Executive Superintendent Cherepacha summarized the report.

1. Trustee Mario Pascucci: I would like the new policy name to have “Catholic” in the title, for example *Policy 6.90: Catholic School Support Designation*.

General Manager Campbell: The language we have used is taken from Municipal Property Assessment Corporation (MPAC) i.e., English Separate School Supporter, French Separate Supporter, English Public Supporter or French Public Supporter.

Trustee Mario Pascucci: As this is an internal document can we not use our own wording?

Executive Superintendent Cherepacha: We can make the title name change.

2. Student Trustee Raheem White: If a secondary parent is not catholic, can they direct their property taxes to support separate schools?

Director Mazzorato: Technically they cannot, and MPAC should catch this error. Technically they are not qualified to be separate school supporters, nor are they able to vote for Catholic School Board Trustees. Their taxes should be directed to the public schools.

3. Trustee Darryl D'Souza: Does MPAC have a criterion to check off your religion?

Director Mazzorato: There is a check box for religion; to declare if you are a separate school or a public school supporter. We will review the MPAC language and put information in Issues and Events.

4. Trustee Darryl D'Souza: Do we send the *Are You Ticked* campaign communication to all elementary and secondary families?

Director Mazzorato: We do.

Motion 1302 (22-10-24)

Moved by Mario Pascucci

Seconded by Bruno Iannicca

THAT THE BOARD OF TRUSTEES APPROVE THE CHANGES TO POLICY 6.90, INCLUDING A NAME CHANGE TO POLICY 6.90: SCHOOL SUPPORT DESIGNATION, AS AMENDED.

CARRIED

3. Revised Policy 9.03: Progressive Discipline

Superintendent Odo summarized the report.

1. Trustee Mario Pascucci: Is this sufficient protection for our teachers from parents/guardians or students?

Superintendent Strong: Bill 168 of the Occupational Health and Safety Act (OHSA) ensures employers have plans in place to protect workers from workplace violence which covers threats or violence from parents/guardians or students. For incidents among employees, we have policies and procedures i.e., progressive discipline.

Motion 1303 (22-10-24)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

THAT THE BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT REVISED POLICY 9.03: PROGRESSIVE DISCIPLINE – STUDENTS, BE APPROVED AND ADOPTED, AS AMENDED.

CARRIED

4. Motions Recommended by the Board By-Law/Policies Review Committee, October 15, 2024

Motion 1304 (22-10-24)

Moved by Darryl D'Souza

Seconded by Bruno Iannicca

THAT THE BOARD OF TRUSTEES APPROVE RESCISSION OF *POLICY 7.00: TEACHERS.*

CARRIED

Motion 1305 (22-10-24)

Moved by Bruno Iannicca

Seconded by Brea Corbet

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 19.00: STAFFING AS AMENDED.*

CARRIED

Motion 1306 (22-10-24)

Moved by Thomas Thomas

Seconded by Herman Vilorio

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 11.01: INTEGRATED ACCESSIBILITY STANDARDS AS AMENDED.*

CARRIED

1. Trustee Brea Corbet provided detailed edits and suggestions for Policy 4.01: Catholic School Councils.

Director Mazzorato thanked Trustee Brea Corbet for her detailed edits which are noted and will be sent to Researcher Brad Kipfer to amend the policy accordingly.

Motion 1307 (22-10-24)

Moved by Bruno Iannicca

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 4.01: CATHOLIC SCHOOL COUNCILS AS AMENDED.*

CARRIED

Motion 1308 (22-10-24)

Moved by Bruno Iannicca

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 5.30: SUPPLY CHAIN MANAGEMENT AS AMENDED.*

CARRIED

Motion 1309 (22-10-24)

Moved by Brea Corbet

Seconded by Stefano Pascucci

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 7.15: TRUSTEE HONORARIA AND EXPENSES AS AMENDED.*

CARRIED

Motion 1310 (22-10-24)

Moved by Herman Vilorio

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES APPROVE RESCISSION OF *POLICY 3.00: DISMISSAL OF PUPILS – EARLY.*

CARRIED

Motion 1311 (22-10-24)

Moved by Thomas Thomas

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY 6.56: SAFETY OF PUPILS: ATTENDANCE VERIFICATION PROGRAM (SAFE ARRIVAL) AS AMENDED.*

CARRIED

I. Additional Business - Nil

1. Notices of Motion

J. Questions Asked by Trustees

1. Trustee Brea Corbet: Although schools have a new optional lower annual Activity Fee of \$45, and the optional student Yearbook Fee is \$40. Families are now paying \$85 per child compared to previously paying \$65 for the Activity Fee which included a yearbook. In trying to standardize the Activity Fee, it has resulted in higher costs for families overall. If families are not in a position to pay both Yearbook and Activity Fees, it may result in them not paying the Activity Fees, which has an overall impact on our school programming. Some of our secondary schools are ordering fewer yearbooks, so the per unit price has increased compared to previous years when the bulk orders kept the price down.

Director Mazzorato: From school to school the yearbook will differ in terms of costs. Under the *Education Act* the Activity Fee is optional. Yearbooks are local school decisions informed by the interest shown in their community.

Trustee Brea Corbet: Is there a maximum fee allowed?

Director Mazzorato: We can have the discussion with the secondary principals. Just as we have discussions around fundraisers, to be mindful of what is reasonable for communities.

2. Trustee Stefano Pascucci: Are there multiple yearbook vendors?

Executive Superintendent Cherepacha: This is a non-tendered vendor item.

Trustee Stefano Pascucci: Our tendered school photographers are given access to student information; it is surprising that non-tendered vendors could have access to student information.

Executive Superintendent Cherepacha: I can take that back to Supply Chain Management for consideration.

3. Student Trustee Jia Sharma: Is it possible to change the cost based on demand i.e., if the demand went up from anticipated, could the cost be reduced?

Director Mazzorato: This should be factored into the cost.

4. Student Trustee Raheem White: It is good that the optional Activity Fee has been lowered to \$45 from \$60 or \$65, however the year book was included previously and is now an additional \$45.

Director Mazzorato: We understand, but unfortunately costs have gone up.

5. Trustee Brea Corbet: Peel Public Health has cancelled visits to our schools for the dental health screening program. While some families have access to regular appointments with a dentist, this is an important preventative service offered in partnership with Peel Public Health. Are these in-school visits expected to return?

Director Mazzorato: The dental screening has been postponed, not cancelled. The Board of Trustees raised the issue that the service was being provided if Peel Public Health did not receive an opt-out form from parents/guardians. We are going to provide an opt-in form to ensure parents/guardians are aware of the service provided. The added process has delayed the screening.

6. Trustee Stefano Pascucci: I am concerned about the opt-out as you have to go online and click on a general link. My concern is that they may not get the opt-out form.

Director Mazzorato: We can provide that feedback.

7. Trustee Brea Corbet: As a member of the City of Mississauga's School Traffic Safety Action Committee (MSTSAC) we are promoting student safety to and from school. *The Wilde Wood School Zone Safety Award* recognizes two Mississauga DPCDSB elementary schools for outstanding leadership in active transportation. They will be awarded \$500 to benefit the students in their school community and their active transportation initiatives. The schools selected as finalists will have an on-site evaluation review and *the Wilde Wood School Zone Safety Award* will be presented before members of Mississauga City Council in January 2025. The deadline for schools to submit their application is November 1, 2024. Can this information be shared with our Mississauga elementary schools?

Director Mazzorato: This information was shared last week, and a reminder was also sent out.

8. Trustee Bruno Iannicca: When will we be getting the survey results from the staff survey?

Director Mazzorato: The results will be presented at the January Faith and Program Committee meeting.

9. Trustee Bruno Iannicca: I understand some schools had to pay back funds to the board, why is that?

Director Mazzorato: Some schools had to reimburse overages once they ensured all costs were appropriately aligned. For instance, if the Catholic School Council (CSC) invested in additional gym equipment, the expense would have been incurred through the school budget to ensure the best price through a tendered company, however, the cost should have been expensed from the CSC funds or School Generated Funds (SGF).

10. Trustee Bruno Iannicca: Can staff clarify, are any of the reimbursements due to staffing costs?

Director Mazzorato: The realignment of expenses has nothing to do with staffing costs.

11. Trustee Bruno Iannicca: I understand the need to use the call out system in terms of emergency supply and educational resource workers (ERW), however, should a principal need coverage for students, and has to wait for a qualified ERW through the call out system, what can he/she do?

Director Mazzorato: The principal has the responsibility of the safety of all students, and if an employee becomes ill at work, the principal will have to make immediate decisions to support their students. The principal may have to cover the teacher or ERW until the absence is covered. Human Resources would first try to get a qualified ERW, or teacher as needed, and if that is not possible, then the emergency supply for that school would be called to fill the position.

12. Trustee Bruno Iannicca: I understand principal/vice-principal (P/VP) conference funding has decreased, why?

Director Mazzorato: Prior to P/VP having a seat at the central table, we set aside professional development (PD) funds annually. The funds could be used annually or accumulated over three or four years. In the past the System Investment Funding (SIF) provided by the Ministry was divided up and shared with the P/VP. We have informed the P/VP that they would no longer be getting topped up through the board funding. The PD funding is now invested elsewhere in the board budget.

13. Trustee Mario Pascucci: Can staff provide the status of the International Language Program (ILP)?

Director Mazzorato: We will provide information at the November 12 Administration and Finance Committee Meeting.

14. Trustee Mario Pascucci: Have we discussed what will occur next year for our before and after school care providers?

Director Mazzorato: We will provide information in Issues and Events.

15. Trustee Mario Pascucci: Can staff provide an update on the mold caused by flooding in some schools?

Associate Director Del Bianco: The schools are in great shape. We brought in crews and did remediation as needed and met all safety standards, i.e., air quality.

16. Student Trustee Jia Sharma: Is there no requirement for elementary teachers to take their Math additional qualification (AQ) courses to teach elementary math?

Director Mazzorato: The *Education Act* considers teachers from JK through elementary to be Generalists. However, many elementary teachers continue to take AQ courses to develop math pedagogy.

17. Student Trustee Raheem White: Is a Catholic ratepayer someone who directs their taxes to the separate school board?

Director Mazzorato: To be a Catholic ratepayer you do need to be Catholic.

18. Student Trustee Raheem White: We encourage elementary families to check to ensure that they are Catholic, do we do that for secondary families too?

Director Mazzorato: We send out the *Are You Ticked* communication to all families to verify that they are directing their taxes to Catholic school support, where applicable.

19. Trustee Darryl D'Souza: I have had a parent/guardian call regarding air conditioning at St. Agnes Catholic Elementary School (CES). I raised this issue at the October Board By-Law/Policies Meeting as well. Specifically, why are the office and the library air conditioned but not all the classrooms?

Associate Director Del Bianco: In 2019 we committed through provincial and board funding to ensure that all schools had some air conditioning and a cooling station. Many libraries are the school's cooling station. There is still work to do. We have a backlog of \$300-400M in general renewal work and receive about \$35M in funding annually. Our first priority is the renewal work to ensure safety. All schools do have water refill stations and plans in place for extreme weather. At the November 12 Administration and Finance Committee meeting we will provide a status update of what has been done and what is planned for the coming year.

20. Trustee Stefano Pascucci: The Minister has provided air conditioning for vulnerable seniors in long-term care facilities. They should provide air conditioning to vulnerable students.

Associate Director Del Bianco: There is no commitment from the provincial government at this time to cover the extreme cost of retrofitting older schools. All newly built schools have air conditioning.

21. Trustee Darryl D'Souza: There is a leak in the gallery.

Associate Director Del Bianco: We will bring that to the attention of Superintendent Moriah.

K. Declared Interest Items - Nil

L. In Camera Meeting of the Committee of the Whole

Motion 1312 (22-10-24)

Moved by Bruno Iannicca

Seconded by Stefano Pascucci

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 September 24, 2024, and there were Questions Asked by Trustees of an In Camera Nature received and dealt with a personnel matter.

N. Future Meetings

November 19, 2024 Organizational Meeting
November 26, 2024
December 10, 2024
January 28, 2025

February 25, 2025
March 25, 2025
April 29, 2025
May 27, 2025
June 17, 2025

O. Adjournment

Motion 1313 (22-10-24)

Moved by Mario Pascucci

Seconded by Herman Vilorio

THAT THE MEETING BE ADJOURNED AT 9:19 P.M.

CARRIED



G	Response to OCSTA 2025-2026 Education Funding Feedback	
Q 1	Trustee Brea Corbet: Under Special Education Funding can we combine the bullet points?	Edits made and final response sent to OCSTA on October 24, 2024.
Q 2	Trustee Darryl D’Souza: The wording on page 62 regarding LTD is very gentle, can we strengthen the wording to indicate the pressure that this continues to cause the board and continues to affect our 77,000 students?	
Q 3	Trustee Mario Pascucci: I would like to have the <i>Are You Ticked</i> campaign added to the report. We have been working for 17 years on the problem of having property taxes default to public school support.	
Q 4	Trustee Luz del Rosario commented that the paragraph on <i>Moratorium on School Closures</i> was duplicated in the report.	
H 2	Revised Policy 6.90: Tax Support	
Q 1	Trustee Mario Pascucci: I would like the new policy name to have “Catholic” in the title, for example <i>Policy 6.90: Catholic School Support Designation</i> . As this is an internal document can we not use our own wording?	Policy was approved as amended, with the new title.
Q 3	Trustee Darryl D’Souza: Does MPAC have a criterion to check off your religion?	As provided in Issues & Events on November 22. The MPAC form is a replica of the form used by DPCDSB and other school boards. This form originated with the Ministry of Education. The form contains boxes asking if the ratepayer is Roman Catholic as well as a Supporter/Elector for one of the four publicly funded school systems in Ontario. Please see Appendix 2. The DPCDSB Tax Form is appended for reference.
J.	Questions Asked by Trustees	
Q 2	Trustee Stefano Pascucci: Are there multiple yearbook vendors?	Yearbook vendors are not pre-qualified or competitively procured

	<p>Executive Superintendent Cherepacha: This is a non-tendered vendor item.</p> <p>Trustee Stefano Pascucci: Our tendered school photographers are given access to student information; it is surprising that non-tendered vendors could have access to student information.</p>	<p>given the multitude of differences that each school looks for in their yearbook. Each yearbook is a unique process.</p> <p>We continue to follow up on privacy and access to student information concerns.</p>
Q 8	<p>Trustee Bruno Iannicca: When will we be getting the survey results from the staff survey?</p>	A report will be presented at the January Faith and Program Committee meeting.
Q 13	<p>Trustee Mario Pascucci: Can staff provide the status of the International Language Program (ILP)?</p>	A report was presented at the November 12 Administration and Finance Committee Meeting.
Q 14	<p>Trustee Mario Pascucci: Have we discussed what will occur next year for our before and after school care providers?</p>	Appendix 2 was included in the November 8 Issues & Events.
Q 19	<p>Trustee Darryl D'Souza: I have had a parent/guardian call regarding air conditioning at St. Agnes Catholic Elementary School (CES). I raised this issue at the October Board By-Law/Policies Meeting as well. Specifically, why are the office and the library air conditioned but not all the classrooms?</p>	A report was presented at the November 12 Administration and Finance Committee Meeting.
Q 21	<p>Trustee Darryl D'Souza: There is a leak in the gallery.</p>	Maintenance staff are addressing this matter. A contractor has been assigned to check the roof.

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

An application must be made to the Assessment Commissioner to Include or revise school support on the assessment roll.
Pour ajouter ou modifier l'affectation des taxes scolaires sur le rôle d'évaluation, il faut soumettre une demande au commlssalre à l'évaluation.

Application for Direction of School Support under section 16 of the Assessment act
Demande d'affectation des taxes scolaires en vertu de l'article 16 de la Loi sur l'évaluation foncière

HOW TO COMPLETE THE APPLICATION (see reverse side)
COMMENT REMPLIR LA DEMANDE (voir au verso)

Property Identifier/Identification de propriété

NBHD	County	Mun	Map/Div	Plan/Sec	Parcel	Prim/Sub
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Please enter or revise my school support designation on the assessment roll in accordance with following information. Veuillez inscrire ou modifier l'affectation de mes taxes scolaires sur le rôle d'évaluation selon les renseignements ci-après.

Municipality / Municipalité	Address of Property / Adresse de la propriété Unit/Apt/Logement/App.	Postal Code/Code Postal	Residence Tel. No./N° de tél. (domicile)
Mailing Address, if different from above/Adresse postale—si autre que ci-dessus		Unit/Apt/Logement/App.	Postal Code/Code Postal
Family's previous address/Dernier adresse de la famille			Complete for rural areas only
Business Address - if self-employed or in business partnership/Adresse commerciale - commerçant indépendant ou société de personnes			Lot No. Plan/ Conc. No.
List other properties that you own or rent in the Municipality or Region / Indiquez les autres propriétés que vous possédez ou louez dans la municipalité ou la région.			State Previous Owner's Name/ Indiquer le nom du propriétaire précédent
If renting, state owner's name / Si vous êtes locataire, indiquez le nom du propriétaire		CHILDREN PRESENTLY ATTENDING PUBLIC ELEMENTARY SCHOOL / ENFANTS ACTUELLEMENT INSCRITS DANS UNE ÉCOLE PUBLIQUE ÉLÉMENTAIRE	
		YES/OUI	NO/NON

Please answer all questions below / Veuillez répondre à toutes les questions ci dessous CHILDREN'S AID JURISDICTION

School Use Only / Réservé au consoll scolaire					B Occupancy Status Statut de l'occupant(e)					C School Support (see instructions) Soutien scolaire (voir les instructions)				
School Name					Resident (Please Print) Résident(e) (lettre moulées SVP)					Supporter/Elector for: Contribuable/électeur des écoles:				
New Enrollment					List all occupants, including ALL children. Inscribe le nom de tous les occupants, y compris tous les enfants.					1. English-Public Publiques de langue anglaise				
A					1. Owner Propriétaire					This person lives: 1. at the above address a l'adresse indiquée ci-dessus				
					2. Tenant Locataire					2. Elsewhere on this property ailleurs sur cette propriété				
					3. Spouse Conjoint					3. Elsewhere in this municipality ailleurs dans cette municipalité				
					4. Child, Boarder, etc. Enfant, Pensionnaire, etc.					4. In another municipality dans une autre municipalité				
Family Name / Nom de famille					Given Name(s) / Prénom(s)					Roman Catholic? Catholique?				
Male Homme					1.					Yes Oui				
Female Femme					2.					No Non				
Birth Date Date de Naissance					3.					French-language Education Rights? Droit à l'enseignement en langue française?				
Year année					4.					Yes Oui				
Month mois										No Non				
Canadian Citizen Citoyen Canadien										1.				
Yes Oui										2.				
No Non										3.				
										4.				
Family Name / Nom de famille					Given Name(s) / Prénom(s)					Yes Oui				
Male Homme					1.					No Non				
Female Femme					2.					French-language Education Rights? Droit à l'enseignement en langue française?				
Birth Date Date de Naissance					3.					Yes Oui				
Year année					4.					No Non				
Month mois										1.				
Canadian Citizen Citoyen Canadien										2.				
Yes Oui										3.				
No Non										4.				
Family Name / Nom de famille					Given Name(s) / Prénom(s)					Yes Oui				
Male Homme					1.					No Non				
Female Femme					2.					French-language Education Rights? Droit à l'enseignement en langue française?				
Birth Date Date de Naissance					3.					Yes Oui				
Year année					4.					No Non				
Month mois										1.				
Canadian Citizen Citoyen Canadien										2.				
Yes Oui										3.				
No Non										4.				
Family Name / Nom de famille					Given Name(s) / Prénom(s)					Yes Oui				
Male Homme					1.					No Non				
Female Femme					2.					French-language Education Rights? Droit à l'enseignement en langue française?				
Birth Date Date de Naissance					3.					Yes Oui				
Year année					4.					No Non				
Month mois										1.				
Canadian Citizen Citoyen Canadien										2.				
Yes Oui										3.				
No Non										4.				
Family Name / Nom de famille					Given Name(s) / Prénom(s)					Yes Oui				
Male Homme					1.					No Non				
Female Femme					2.					French-language Education Rights? Droit à l'enseignement en langue française?				
Birth Date Date de Naissance					3.					Yes Oui				
Year année					4.					No Non				
Month mois										1.				
Canadian Citizen Citoyen Canadien										2.				
Yes Oui										3.				
No Non										4.				
School Lease in effect? Procuration scolaire signée?					Indicate area occupied Cocher les parties occupées					Owner or tenant of this property since Propriétaire ou locataire de le propriété depuis				
Indicate Cocher					Whole House					Day Jour				
					Basement Apt.					Day Jour				
					1st Floor					Month Mois				
					2nd Floor					Month Mois				
					3rd Floor					Year Année				
										Year Année				
Name of School board/Agent / Nom du conseil scolaire/agent					Is hereby authorized to act as agent in matters of school support designation in respect to the above mentioned property(ies) on behalf of the undersigned. Est autorisé par la présente à agir en tant qu'agent pour les questions relatives à l'affectation des taxes scolaires en ce qu'il concerne la (les) propriété(s) mentionnée(s) ci-dessus au nom du (de la) soussigné(e)					Signature of Owner or Tenant Signature du propriétaire ou du locataire				
DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD										Day Jour				
40 Matheson Blvd. W, Mississauga, Ontario L5R 1C5										Day Jour				
Signature of Owner or Tenant Signature du propriétaire ou du locataire					Day Jour					Month Mois				
					Day Jour					Month Mois				
					Year Année					Year Année				
This Application is: Cette demande est:					Approved Approuvée					Signature of Assessment Commissioner Signature du commissaire à l'évaluation				
Reason for Refusal: Motif du refus					Refused Rejetée					Day Jour				
										Day Jour				
										Month Mois				
										Month Mois				
										Year Année				
										Year Année				

Information About This Application

The Application for Direction of School Support form enable s any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the Assessment Act, and any personal information is confidential and protected under the Freedom of Information and Protections of Privacy Act.

The information will be sused to direct your school taxes: to prepare voters’ lists for municipal and school board elections, to help with municipal and school board planning. Note: tenants/occupants have the right to direct school taxes even though they many not pay taxes directly.

Included below are instructions to help you complete each section of the form. **If you have any questions about this form or bout school support, please contact your local Public or Separate School Board.**

How to Complete This Application

A - Resident

Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouse, all children and other occupants. If this form is not for your permanent home (for example if it is your cot-tage or your business), only owners, tenants and spouses should be listed—children and other occupants should not be listed.

B - Occupancy Status

Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect ownership.

C - School Support

Roman Catholic—includes Greek and Ukrainian Catholics

French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer “yes” to any one of the following questions:

- 1. Is French the language you first learned and still understand?
- 2. Did you receive your elementary school instruction in Canada in French? (This does not include French Immersion or French as a Second Language)
- 3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French Immersion or French as a Second Language)

School Board

Persons who are not Roman Catholic and do **not** have French-language education rights, must be English-Public school supporters/ electors.

Persons who are not Roman Catholic, but **do** have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do not have French-language education rights must be either English-Public or English-Separate school board supporters/electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

Renseignements sur la demande

Le formulaire de demande de direction du soutien scolaire permet à toute personne de demander que son soutien scolaire soit inclus ou révisé sur le rôle d'évaluation en envoyant le formulaire rempli au commissaire régional à l'évaluation. La collecte des renseignements figurant sur le formulaire est autorisée en vertu de la Loi sur l'évaluation et tous les renseignements personnels sont confidentiels et protégés en vertu de la Loi sur l'accès à l'infor-mation et la protection de la vie privée.

L'information sera utilisée pour diriger vos taxes scolaires: pour préparer les listes électorales pour les élections municipales et scolaires, pour aider à la planification municipale et scolaire. Remarque: les locataires / occupants ont le droit de percevoir directement les taxes scolaires même s'ils ne paient pas souvent les impôts directement.

Vous trouverez ci-dessous des instructions pour vous aider à remplir chaque section du formulaire. Si vous avez des questions sur ce formulaire ou sur l'assistance scolaire, veuillez contacter votre conseil scolaire public ou séparé local.

Comment remplir la demande

A - Résident(e)

Chaque personne de votre ménage doit être répertoriée. Mettez le nom de famille en premier, suivi du (des) prénom (s). Les proprié-taires ou locataires sont répertoriés en premier, suivis du conjoint, de tous les enfants et des autres occupants. Si ce formulaire ne concerne pas votre résidence permanente (par exemple, s'il s'agit de votre chalet ou de votre entreprise), seuls les propriétaires, lo-cataires et conjoints doivent être répertoriés - les enfants et les autres occupants ne doivent pas y figurer.

B - Statut de l'occupation(e)

Cette personne est-elle propriétaire, locataire, conjoint, enfant, pensionnaire ou autre résident? Remarque: Un catholique romain qui a signé un bail pour une école distincte sera indiqué comme locataire. Cela n'affecte pas la propriété.

C - Aide à l'école

Catholique romaine - comprend les catholiques grecs et ukrainiens

Droits à l'enseignement en langue française

français Vous avez des droits à l'éducation en français si vous êtes citoyen canadien et pouvez répondre «oui» à l'une des questions suivantes:

- 1. Le français est-il la première langue que vous avez apprise et que vous comprenez toujours?
- 2. Avez-vous reçu votre enseignement primaire au Canada en français? (Cela n'inclut pas l'immersion française ou le français langue seconde)
- 3. Certains de vos enfants ont-ils reçu ou reçoivent-ils actuellement un enseignement primaire ou secondaire au Canada en français? (Cela n'inclut pas l'immersion française ou le français langue seconde)

Conseil scolaire Les

personnes qui ne sont pas catholiques romaines et qui n'ont **pas le** droit à l'enseignement en français doivent être des électeurs / soutiens des écoles publiques anglophones.

Les personnes qui ne sont pas catholiques romaines, mais **qui** ont des droits à l'éducation en français, doivent être des électeurs / soutiens / électeurs d'une école anglophone ou francophone.

Les catholiques romains qui n'ont pas de droits à l'enseignement en français doivent être des partisans / électeurs des conseils sco-laires anglophones publics ou anglophones séparés.

Les catholiques romains qui ont des droits à l'éducation en français peuvent être un partisan / électeur de l'un des conseils scolaires suivants: anglais-public, anglais-séparé, français-public ou français-séparé.

PLASP Before and After School Program Wait List

	FDK		Totals - FDK	School Age		Totals - SA	School Total
School	Before	After		Before	After		
All Saints C.S. Mississauga	3	3	6	3	2	5	11
Bishop Francis Allen C.S.				4	2	6	6
Blessed Michael J. McGivney C.S.	2	1	3	4	4	8	11
Canadian Martyrs C.S.		4	4		11	11	15
Christ the King C.S.	4	11	15	8	13	21	36
Divine Mercy C.S.	7	8	15	8	18	26	41
Father C.W. Sullivan C.S.	1	3	4	5	5	10	14
Father Clair Tipping C.S.					7	7	7
Father Daniel Zanon C.S.	2	1	3	1		1	4
Georges Vanier C.S.	1	2	3		5	5	8
Good Shepherd C.S.	2		2	1	2	3	5
Guardian Angels C.S.				4	5	9	9
Holy Cross C.S.		2	2		7	7	9
Lester B. Pearson C.S.	6	8	14	1	1	2	16
Metropolitan Andrei C.S.	2	1	3	2	4	6	9
Our Lady of Fatima C.S.					9	9	9
Our Lady of Mercy C.S.	3	3	6	6	2	8	14
Pauline Vanier C.S.	4	5	9		2	2	11
San Lorenzo Ruiz C.S.	4	5	9	4	3	7	16
St. Agnes C.S. Brampton	1	3	4	3	1	4	8
St. Albert of Jerusalem C.S.		6	6		3	3	9
St. Alfred C.S.				1	11	12	12
St. Alphonsa C.S.	4	6	10	3	9	12	22
St. Andre Bessette C.S.		4	4	1	1	2	6
St. Anne C.S.	2	1	3	1	1	2	5
St. Anthony C.S.	6	10	16		5	5	21
St. Barbara C.S.		5	5		6	6	11
St. Basil C.S.				2		2	2
St. Bonaventure C.S.				2	6	8	8
St. Brigid C.S.					4	4	4
St. Cecilia C.S. Brampton	1	5	6	1	3	4	10
St. Charles Garnier C.S.			0	2	5	7	7

St. Clare C.S.		21	21	1	10	11	32
St. Daniel Comboni C.S.	8	17	25	7	14	21	46
St. David of Wales C.S.	3	5	8	2	3	5	13
St. Dominic C.S.	4	3	7	10	11	21	28
St. Edith Stein C.S.	2	2	4	10	8	18	22
St. Edmund C.S.	5	9	14	8	15	23	37
St. Elizabeth Seton C.S.	8	7	15	2	11	13	28
St. Evan C.S.		8	8		12	12	20
St. Faustina C.S.			0	1	2	3	3
St. Francis of Assisi C.S.		8	8	6	12	18	26
St. Francis Xavier C.S.	1	7	8	10	3	13	21
St. Gerard C.S.				1	6	7	7
St. Giovanni Scalabrini C.S.	9	4	13		4	4	17
St. Gregory C.S.	1	1	2	21	12	33	35
St. Helen C.S.	5	6	11	4		4	15
St. Isaac Jogues C.S.					1	1	1
St. Jacinta Marto C.S.		6	6	10	8	18	24
St. Jean Brebeuf C.S.			0	2		2	2
St. Jean-Marie Vianney C.S.	3	4	7			0	7
St. Jerome C.S.		3	3		3	3	6
St. Joachim C.S.	1	2	3	3	7	10	13
St. John Bosco C.S.	3	3	6	2	6	8	14
St. John Fisher C.S.					1	1	1
St. John Henry Newman C.S.				6	6	12	12
St. John of the Cross C.S.		4	4	2	1	3	7
St. John Paul II C.S.	3	13	16	5	9	14	30
St. John XXIII C.S.			0	4	6	10	10
St. Joseph C.S.	4	4	8	4	1	5	13
St. Josephine Bakhita C.S.				1	5	6	6
St. Jude C.S.	5	7	12			0	12
St. Julia C.S.		1	1	6	4	10	11
St. Kevin C.S. Brampton					1	1	1
St. Lucy C.S.				1	9	10	10
St. Luke C.S.	1	4	5		20	20	25
St. Margaret of Scotland C.S.		11	11	4	2	6	17
St. Marguerite Bourgeoys C.S.		7	7		3	3	10
St. Mark C.S.		2	2	5	5	10	12

St. Matthew C.S.	1		1		8	8	9
St. Monica C.S.				11	7	18	18
St. Patrick C.S.					4	4	4
St. Philip C.S.		6	6		4	4	10
St. Pio of Pietrelcina C.S.	1	8	9	12	20	32	41
St. Raphael C.S.				1	3	4	4
St. Richard C.S.				4	3	7	7
St. Rita C.S.	11		11	11	20	31	42
St. Sebastian C.S.	3	9	12		3	3	15
St. Stephen C.S.				4		4	4
St. Teresa of Avila C.S.					7	7	7
St. Teresa of Calcutta C.S.				11	15	26	26
St. Therese of the Child Jesus C.S.				5	3	8	8
St. Thomas More C.S.				10	17	27	27
St. Timothy C.S.	5	2	7	6	13	19	26
St. Ursula C.S.	4	5	9	1	5	6	15
St. Veronica C.S.	3	8	11	2	3	5	16
St. Vincent de Paul C.S.					2	2	2
Sts. Martha and Mary C.S.	1	10	11	1	13	14	25
Sts. Peter and Paul C.S.				4	7	11	11
Total All	150	314	464	288	535	823	1287



RECOMMENDATION TO THE BOARD

REPORT NUMBER A 8

**APPROVAL OF THE MINUTES OF
THE ORGANIZATIONAL BOARD MEETING,
NOVEMBER 19, 2024**

- 1. THAT THE MINUTES OF THE ORGANIZATIONAL BOARD MEETING, NOVEMBER 19, 2024, BE APPROVED.**

MINUTES

Organizational Meeting of the Board

**Tuesday, November 19, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

A. Call to Order by the Secretary of the Board - Director Mazzorato

At 7:25 p.m. the Director of Education and Secretary of the Board, Marianne Mazzorato, called the meeting to order. Director Mazzorato welcomed all in attendance to the Organizational Meeting of the Board and noted that Trustee Shawn Xaviour is attending virtually.

B. National Anthem

We are grateful to Martina Ortiz-Luis, Kibwe Thomas and Sole Power Productions for permission to use their recorded version of the national anthem.

C. Opening Prayer - led by Deacon Ray Frendo

D. Land Acknowledgment - Director Mazzorato

E. Declaration of Conflict of Interest – Nil

F. Approval of the Agenda

Motion 1314 (24-11-19)

Moved By Thomas Thomas

Seconded By Bruno Iannicca

THAT THE AGENDA BE APPROVED.

CARRIED

G. Director's Address to the Board

It is an honour to stand before you today and express my heartfelt gratitude for your unwavering dedication to Catholic education and the well-being of our students here at the Dufferin-Peel Catholic District School Board (DPCDSB).

I wish to thank each of you for your ongoing commitment to the students and families we serve. It is through your collective efforts that we continue to nurture both the academic and spiritual growth of the next generation of leaders here at Dufferin-Peel (DP).

I would like to personally thank the Board of Trustees, in its entirety, as well as each individual trustee, for the tremendous job you have done in advocating for and supporting Catholic education in Dufferin-Peel.

While each of you has your own perspective, and occasionally that provides for vigorous debate, when the time comes, you rise and speak as a single entity, with one unified voice. A powerful

voice. This has been the hallmark and tradition of successive boards of trustees in Dufferin-Peel since we were created in 1969. It is fundamental to our notion as a Catholic faith community.

As we gather here tonight, while we are mindful of the challenges that face our board, our schools remain vibrant centers of learning, compassion, and faith. Each day, incredible things happen within our classrooms all across the system. Our students continue to thrive academically and spiritually, demonstrating the strength of our Catholic education system.

We see this reflected in our graduates, many of whom have gone on to excel in their chosen fields, as evidenced by this year's Distinguished Alumni selections. These graduates serve as living testimonies of the excellence that begins in our schools.

And one only has to look at our engaged Student Trustees to witness the passionate young people we have here at Dufferin-Peel.

We remain steadfast in our commitment to addressing injustices and living out our call as Catholics to follow in the footsteps of Jesus. This is an ongoing journey, and I am grateful for the work we have done - and will continue to do - to ensure that every student feels included, safe and respected within our schools. But our work is far from done.

In Dufferin-Peel, we celebrate diversity daily, and we are blessed to be located in one of the most culturally rich and diverse regions in the country. This diversity is not only our strength but a key component of what makes our community so special.

This year, we mark a significant moment in our faith journey as we enter the Jubilee Year, which begins on December 24 when Pope Francis opens the Holy Doors of St. Peter's Basilica in Rome.

We are privileged to have replicas of St. Peter's Basilica's Holy Doors right here at the Catholic Education Centre, created by DP staff and student artists. These doors are an integral symbol of the Jubilee Year and serve as an important reminder of our Catholic tradition. The jubilee year invites us to enter into a spirit of renewal and reflection as 'Pilgrims of Hope'.

Our commitment to Catholic education remains unwavering. The Catholic nature of our schools is integral to everything we do. From the celebration of the sacraments to prayer and social justice initiatives, we are shaping students who are academically competent, spiritually nourished and empowered to be leaders of today and beyond.

I am also pleased to share that DPCDSB was once again the leading fundraising school board in the Archdiocese of Toronto for ShareLife, a testament to the generosity and compassion of our entire community.

On the academic front, our board continues to outperform the provincial average in many areas of EQAO assessments. However, we recognize there is still much work to be done to ensure that every student achieves their full potential.

Personally, I feel truly blessed to work with such a dedicated and committed Board of Trustees and Senior Management team. I extend particular thanks to my colleagues on Executive Council, whose leadership and guidance are invaluable in navigating the complexities we face.

As well, I thank our senior management team, school and board administrators, faculty, and support staff....each and every member of the DP team who work so hard each day to make sure our students receive the best Catholic education we can provide.

I acknowledge and thank our Unions and Association for the work they do, our parish priests, our Bishop, and Archbishop for their spiritual and moral guidance.

And last but not least, I thank our parents and guardians for entrusting your children to us each day.

As St. Paul tells us in his First Letter to the Corinthians, *"For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ."* Each of us, in our unique roles, plays a vital part in the success of our mission. Together, we form a strong bond as one faith community.

As we look forward, I will close with the words of our Holy Father, Pope Francis: *"Do not let yourselves be robbed of hope! The Lord is always there, with open arms and an open heart."* In the spirit of resilience and hope, we will continue to rise to meet the challenges we face, trusting that our faith and collective strength will see us through.

In conclusion, it is my honour and privilege to work with you. I feel blessed and comforted knowing that whatever challenges that we will confront in the future, we will respond for the common good, anchored in our faith, to meet those challenges.

Thank you, and may God continue to bless the Dufferin-Peel Catholic District School Board, our students, and our community.

Motion 1315 (24-11-19)

Moved By Mario Pascucci

Seconded By Stefano Pascucci

THAT THE DIRECTOR'S ADDRESS BE READ INTO THE MINUTES.

CARRIED

H. Election of the Chair of the Board in Accordance with the By-Law - Director Mazzorato

Elections were conducted in accordance with the Dufferin-Peel Catholic District School Board (DPCDSB) Procedural By-Law. Associate Director of Corporate Services, Daniel Del Bianco and Executive Superintendent of Finance, Chief Financial Officer and Treasurer, Julie Cherepacha, and Executive Superintendent Max Vecchiarino were appointed scrutineers.

Secretary of the Board Director Mazzorato called for nominations for the Chair of the Board of Trustees.

Trustee Luz del Rosario was nominated by Trustee Bruno Iannicca. Trustee Luz del Rosario accepted the nomination.

Trustee Paula Dametto-Giovannozzi was nominated by Trustee Herman Vilorio. Trustee Paula Dametto-Giovannozzi accepted the nomination.

In accordance with Board practice, Secretary of the Board, Director Mazzorato, requested further nominations three times. There being none, nominations were declared closed.

Motion 1316 (24-11-19)

Moved By Mario Pascucci

Seconded By Darryl D'Souza

THAT THE NOMINATIONS BE CLOSED.

CARRIED

The nominees briefly addressed the assembly.

The Board of Trustees voted by secret ballot.

The three scrutineers left the meeting to analyze the voting and then returned to the meeting.

Director Mazzorato announced that Trustee Luz del Rosario has been re-elected Chair of the Board.

Trustee Luz del Rosario assumed the Chair to conduct the remainder of the proceedings.

Motion 1317 (24-11-19)

Moved By Mario Pascucci

Seconded By Bruno Iannicca

MOTION TO DESTROY THE POLLING.

CARRIED

I. Election of the Vice-Chair of the Board

Elections were conducted in accordance with the Board's Procedural By-Law. Chair Luz del Rosario called for nominations for Vice-Chair of the Board of Trustees.

Trustee Thomas Thomas was nominated by Trustee Darryl D'Souza. Trustee Thomas Thomas accepted the nomination.

Trustee Brea Corbet was nominated by Trustee Mario Pascucci. Trustee Brea Corbet accepted the nomination.

Trustee Paula Dametto-Giovannozzi was nominated by Trustee Herman Vilorio. Trustee Paula Dametto-Giovannozzi accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1318 (24-11-19)

Moved By Stefano Pascucci

Seconded By Herman Vilorio

THAT THE NOMINATIONS BE CLOSED.

CARRIED

The nominees briefly addressed the assembly.

The Board of Trustees voted by secret ballot.

The three scrutineers left the meeting to analyze the voting and then returned to the meeting and handed the results to the Chair.

The Chair advised that majority rule was not achieved. The nominee with the lowest number of votes was removed from the ballot and the Board of Trustees did a second secret vote with Trustees Thomas Thomas and Brea Corbet on the ballot.

The three scrutineers left the meeting to analyze the voting and then returned to the meeting.

Chair Luz del Rosario announced that Trustee Thomas Thomas was re-elected Vice-Chair of the Board.

Motion 1319 (24-11-19)

Moved By Stefano Pascucci

Seconded By Darryl D'Souza

MOTION TO DESTROY THE POLLING.

CARRIED

J. Remarks from the Vice-Chair of the Board

Thank you to my fellow trustees for your support and confidence. We will continue to work together as a team with the Chair of the Board. I look forward to all that we can achieve in Catholic education. We continue to build a strong Catholic foundation in DPCDSB.

K. Remarks from the Chair of the Board

I am deeply honored and humbled to be re-elected as Chair of the Board of Trustees. I want to begin by expressing my heartfelt gratitude to each of you for the trust and confidence you have placed in me. It is a privilege to serve this organization in such an important capacity, and I am excited about the work we will continue to do together in the coming years.

Trustees, I am excited to work alongside each of you. Our collective experience, passion, and commitment to the mission of this Board will guide our efforts and help us navigate the challenges and opportunities that lie ahead. Together, we will continue to strengthen the work we do and ensure that we remain aligned with our core values.

I know that we face a rapidly changing world, and our continuing deficit, we must be adaptable and forward-thinking. I am confident that with the strength of this board and the dedication of our leadership team, we can not only meet the challenges ahead but seize the opportunities for growth and positive impact.

Finally, I want to acknowledge the incredible work that is already happening within this Board. To our Director of Education, Dr. Marianne Mazzorato, our Associate Director Daniel Del Bianco, Executive Superintendent of Finance, Julie Cherepacha, Executive Superintendent Policy Strategy Research and Safe Schools and all our Supervisory Officers, each of you, in your respective roles, contributes to something much greater than any one of us could do alone. It is because of your dedication and commitment that we have made such significant strides in fulfilling our mission—and it will be because of your continued efforts that we will go even further.

I am excited for the work that lies ahead, and I look forward to the opportunity to serve alongside all of you as we build a brighter future for DPCDSB, our students and the communities we support.

Thank you once again for your confidence in me. Let's get to work.

L. Election of the Chair of the Administration and Finance Committee

Chair Luz del Rosario called for nominations for Chair of the Administration and Finance Committee.

Trustee Darryl D'Souza was nominated by Trustee Mario Pascucci. Trustee Darryl D'Souza accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1320 (24-11-19)

Moved By Mario Pascucci

Seconded By Thomas Thomas

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Darryl D'Souza was acclaimed Chair of the Administration and Finance Committee.

M. Election of the Vice-Chair of the Administration and Finance Committee

Chair Luz del Rosario called for nominations for Vice-Chair of the Administration and Finance Committee.

Trustee Shawn Xaviour was nominated by Trustee Mario Pascucci. Trustee Shawn Xaviour declined the nomination.

Trustee Herman Vioria was nominated by Trustee Thomas Thomas. Trustee Herman Vioria accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1321 (24-11-19)

Moved By Anisha Thomas

Seconded By Darryl D'Souza

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Shawn Xaviour was acclaimed Vice-Chair of the Administration and Finance Committee.

N. Election of the Chair of the Faith and Program Committee

Chair Luz del Rosario called for nominations for Chair of the Faith and Program Committee.

Trustee Shawn Xaviour was nominated by Trustee Stefano Pascucci. Trustee Shawn Xaviour accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1322 (24-11-19)

Moved By Mario Pascucci

Seconded By Darryl D'Souza

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Shawn Xaviour was acclaimed Chair of the Faith and Program Committee

O. Election of the Vice-Chair of the Faith and Program Committee

Chair Luz del Rosario called for nominations for Vice-Chair of the Faith and Program Committee.

Trustee Anisha Thomas was nominated by Trustee Bruno Iannicca. Trustee Anisha Thomas declined the nomination.

Trustee Brea Corbet was nominated by Trustee Darryl D'Souza. Trustee Brea Corbet accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1323 (24-11-19)

Moved By Stefano Pascucci

Seconded By Herman Vilorio

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Brea Corbet was acclaimed Vice-Chair of the Faith and Program Committee.

P. Election of the Chair of the Board By-Law/Policies Committee

Chair Luz del Rosario called for nominations for Chair of the Board By-Law/Policies Committee.

Trustee Stefano Pascucci was nominated by Trustee Thomas Thomas. Trustee Stefano Pascucci accepted the nomination.

Trustee Herman Vilorio was nominated by Trustee Paula Dametto-Giovannozzi. Trustee Herman Vilorio accepted the nomination.

In accordance with Board practice, Secretary of the Board, Director Mazzorato, requested further nominations three times. There being none, nominations were declared closed.

Motion 1324 (24-11-19)

Moved By Darryl D'Souza

Seconded By Mario Pascucci

THAT THE NOMINATIONS BE CLOSED.

CARRIED

The nominees briefly addressed the assembly.

The Board of Trustees voted by secret ballot.

The three scrutineers left the meeting to analyze the voting and then returned to the meeting.

Chair Luz del Rosario announced that Trustee Stefano Pascucci has been elected Chair of the Board By-Law/Policies Committee.

Motion 1325 (24-11-19)

Moved By Mario Pascucci

Seconded By Stefano Pascucci

MOTION TO DESTROY THE BALLOTS.

CARRIED

Q. Election of the Vice-Chair of the Board By-Law/Policies Committee

Trustee Anisha Thomas was nominated by Trustee Stefano Pascucci. Trustee Anisha Thomas accepted the nomination.

Trustee Herman Vilorio was nominated by Trustee Mario Pascucci. Trustee Herman Vilorio declined the nomination.

Trustee Paula Dametto-Giovannozzi was nominated by Trustee Herman Vilorio. Trustee Paula Dametto-Giovannozzi accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1326 (24-11-19)

Moved By Darryl D'Souza

Seconded By Bruno Iannicca

THAT THE NOMINATIONS BE CLOSED.

CARRIED

The nominees briefly addressed the assembly.

The Board of Trustees voted by secret ballot.

The three scrutineers left the meeting to analyze the voting and then returned to the meeting and handed the results to the Chair.

Chair Luz del Rosario announced that Trustee Anisha Thomas was elected Vice-Chair of the Board By-Law/Policies Review Committee.

Motion 1327 (24-11-19)

Moved By Mario Pascucci

Seconded By Darryl D'Souza

MOTION TO DESTROY THE BALLOTS.

CARRIED

R. Election of the Chair of the Multi-Year Strategic Planning Committee

Chair Luz del Rosario called for nominations for Chair of the Multi-Year Strategic Planning Committee.

Trustee Bruno Iannicca was nominated by Trustee Stefano Pascucci. Trustee Bruno Iannicca accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1328 (24-11-19)

Moved By Mario Pascucci

Seconded By Thomas Thomas

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Bruno Iannicca was acclaimed Chair of the Multi-Year Strategic Planning Committee.

S. Election of the Vice-Chair of the Multi-Year Strategic Planning Committee

Chair Luz del Rosario called for nominations for Vice-Chair of the Multi-Year Strategic Planning Committee.

Trustee Mario Pascucci was nominated by Trustee Stefano Pascucci. Trustee Mario Pascucci accepted the nomination.

In accordance with Board practice, Chair Luz del Rosario requested further nominations three times. There being none, nominations were declared closed.

Motion 1329 (24-11-19)

Moved By Darryl D'Souza

Seconded By Stefano Pascucci

THAT THE NOMINATIONS BE CLOSED.

CARRIED

Chair Luz del Rosario announced that Trustee Mario Pascucci was acclaimed Vice-Chair of the Multi-Year Strategic Planning Committee.

T. Adjournment

Motion 1330 (24-11-19)

Moved By Darryl D'Souza

Seconded By Bruno Iannicca

THAT THE MEETING BE ADJOURNED AT 8:33 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

PRESENTATION C 1

**LIFETIME ACHIEVEMENT – CANADIAN SECURITY HONOURS 2024:
MINAZ JIVRAJ, CHIEF SECURITY OFFICER**

Canadian Security Honours 2024

Welcome to the seventh annual Canadian Security Honours, where we highlight the successes and accomplishments of professionals from across the security spectrum and at different stages of their careers — some reflecting on decades of service, and one just getting started.

This year, we acknowledge the contributions of four more remarkable people: Minaz Jivraj (Lifetime Achievement); Jason

Caissie (Community Leader); Jessica Tanan (Emerging Leader); and Kirsty Bradley-McMurtrie (Security Director of the Year).

We are privileged to spotlight the successes of these security leaders and hope that you find wisdom and inspiration in their stories. Check out the highlights from the October Canadian Security Honours award gala, held in Toronto, on our website, www.canadiansecuritymag.com.

— Winner profiles by Neil Sutton

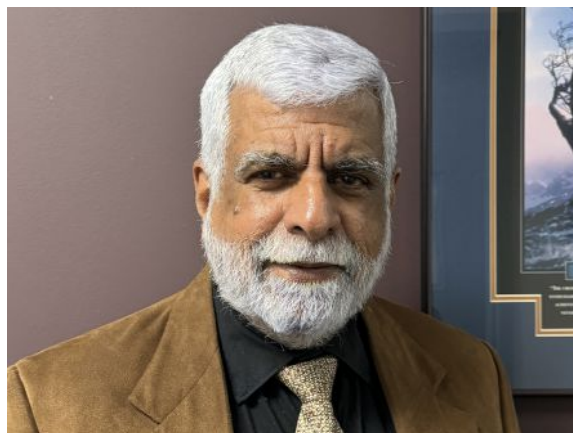
Lifetime Achievement: Minaz Jivraj

Minaz Jivraj says his years in K-12 security have consistently affirmed his faith that the overwhelming majority of people are kind-hearted and good-natured.

“I’ve learned through the education system, particularly the Catholic education system, that the vast majority of people have good intentions. I’ve come to accept that people honestly have a good heart and will help if approached,” he says.

Graduating from Seneca College with a diploma in law enforcement, Jivraj got his start in the security industry in the late 1970s working as an armed guard in Toronto. Within a few years, he accepted a role as a loss prevention investigator for the Eaton’s department store in the downtown Toronto Eaton Centre mall.

He spent almost 20 years with the Eaton’s organization, working his way up to district loss prevention manager through a series of promotions, ultimately looking after 15 store locations across Ontario. During his time with Eaton’s, he also worked with close protection details for the Eaton family, coordinating with local law enforcement, and participated in security



“People honestly have a good heart and will help if approached.”

planning for official VIP visits, including members of the British royal family.

Jivraj left loss prevention and the retail world in 1996, and started working with the Dufferin-Peel Catholic District School Board as a security consultant. The position was initially a temporary one, helping the school district to set up a security program, but by 2002 he was hired on full-time.

Jivraj has spent the last 22 years working with Dufferin-Peel as its chief security officer. The school board, one of the largest in Ontario, serves a number of municipalities west of Toronto including Mississauga, Brampton, Bolton, Caledon, Orangeville and Dufferin

County. More than 72,000 students attend 151 schools, and an estimated 10,000 people are employed by the school district.

Two decades is a long time in the security world, and Jivraj has overseen numerous technology upgrades in order to keep surveillance, access control and intrusion systems up-to-date.

Going back to the late '90s, surveillance systems comprised VCRs and analogue cameras running over cable connections. Eventually digital technology made its way into security with DVRs, which, through encoders, made it possible to turn analogue signals into digital recordings.

As IP systems became more commonplace in the 2000s, Jivraj says he saw the possibilities that were opening up, but “as the digital world started coming into play, I was not ready to jump in with both feet.”

Cameras began to evolve extremely quickly, but that only diminished their useful lifespan and increased their obsolescence. Jivraj says he turned his attention from the latest technology releases to more effective integration of the equipment the school board already had.

He adopted video intercom systems,

and connected cameras to card access systems to optimize their usefulness. He also extended access control to make it easier for maintenance contractors to use. In more recent years, Jivraj oversaw major technology installs including complete updates of camera and card access systems, and an emergency notification system. He has also put in strobe lights to augment audio alarms.

Optimal security systems means better protection for school property and “we have the ability to support community safety,” he says.

During his years working in the education system, Jivraj says he found a network of like-minded security professionals through the National Association of School Safety and Law Enforcement Officials (NASSLEO).

Jivraj first encountered the U.S.-based security organization when it hosted a conference in Toronto in 1999. Jivraj volunteered

for the planning committee and became NASSLEO’s elected Canadian representative in 2000, joining the organization’s board of directors. He has twice received the NASSLEO president’s award for “dedicated commitment to the cause of school safety.”

Through his participation in NASSLEO, he was “exposed to some of the challenges that our American counterparts were having,” he says.

He took note particularly of the close relationship between school safety and law enforcement in the U.S. and their analytical approach, such as gathering crime statistics and open source intelligence to help develop risk profiles for individual schools.

Jivraj has since fostered relationships with both the Peel Regional Police and the Ontario Provincial Police as a means to promote school and community safety. He is active with Peel Police’s School Police

Emergency Action Response (SPEAR) program and was recently commended by them for his high level of security expertise and professionalism.

In recent years, Jivraj has looked outside the school system, and outside Canada, for further volunteer opportunities. He has volunteered for several NGOs, serving in an advisory capacity to the University of Central Asia, with facilities in Tajikistan, Kyrgyzstan and Kazakhstan, as they established an emergency operations centre and incident command system. “What I have learned, I am voluntarily sharing,” he says.

Jivraj says his security career has not been without challenges, but he maintains his positive outlook on human nature, advising that compassion and a sensitivity to mental health issues are essential tools for all security professionals, regardless of the market, sector or organization they serve. **CS**



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RECOMMENDATION TO THE BOARD

DELEGATION 1

MELANIE CORMIER ON BEHALF OF THE INDIGENOUS EDUCATION COUNCIL - RESTORE THE LAND ACKNOWLEDGMENT



REGISTRATION FORM FOR PRESENTATIONS

Presenters must register five (5) working days before the date of the meeting. Up to two presenters may speak with a total time allotted of five (5) minutes. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law Article 7.

Meeting name & date: Board of Trustees Nov 26, 2024

Subject: Land Acknowledgment

- ☐ I wish to speak ONLY on my own behalf.
☒ I wish to delegate as a spokesperson for:
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Presenters are reminded that no decision on the issues presented will be made at the meeting.

Please provide a brief summary of the subject.

see attachment

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law Article 7 (*see reverse*) prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your presentation.

Please note that presentations will be only heard during the allotted period for presentations. If it is necessary to cancel the presentation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433 Email cindy.child@dpcdsb.org

Presentation Contact Information: *

Name Melanie Cormier

Address

Telephone

Email

Date: 11-18-2024

Signature: Melanie Cormier

Municipal Freedom of Information and Protection of Privacy Act: Personal information is collected under the legal authority of the *Education Act, RSO 1990, c. E.2* and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management and Access/Privacy (905) 890-0708, Ext. 24443.

“Restore the Land Acknowledgement!” Delegation to Trustees

We are all living on Anishinaabe lands. The Anishinaabek, through treaty, set out the terms and conditions to allow for settlement on our lands. You would not even be here today if not for these legal agreements. This is now acknowledged in the oath of citizenship that people pledge when they become citizens of Canada.

“I will faithfully observe the laws of Canada including the constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples and fulfill my duties as a Canadian citizen”end quote

In these treaty agreements, both our nations agreed that in sharing the land we would all have responsibilities. Did you know that all of you here today have treaty rights and responsibilities? Some of those rights include access to clean water, education, housing and the ability to earn a living in order to have a good life.

In return, you promised that we also would have clean water, education, housing and the ability to earn a living. Most First Nation communities including the one that is 45 minutes away from here do not have access to clean drinking water. Our communities are still governed under the worst race based legislation in the world called the Indian Act, where we don't have the same access to health care, education and housing in the same way that you do.

The intent of our communities when we signed the treaties was to see both the newcomers and Indigenous peoples mutually benefit, however, we (Indigenous peoples) continue to experience injustices and inequities because governments refuse to follow their own rules when it comes to treaty agreements.

The Catholic social teachings call on us to promote social responsibility, human solidarity, and to stand for justice and the sacredness of life. We are also called to make decisions with an informed moral conscience for the development of a just compassionate society.

Having the Land Acknowledgement recited first, before anything else, is the bare minimum we can do in response to our Catholic social teachings and recognizing that we are on Anishinaabek land. As Catholic Trustees, you are called to model justice and solidarity. Pope Francis, during his recent visit to Canada, emphasized the need for truth-telling and healing. Reading the Land Acknowledgement before the Lord's Prayer and Oh Canada aligns with this mission.

For over 200 years of violent colonization we have been devalued and dehumanized. Our children were stolen from us and placed in residential schools where they were told that their language, culture and way of life was the work of the devil. When we consider our path forward in reconciliation, our collective actions must be to humanize Indigenous peoples and demonstrate our value to society. The decision to put the Land Acknowledgement last continues to devalue us. If we are to lead by example as adults again, the bare minimum is to have the Land Acknowledgement first. Reading the Land Acknowledgement before the prayer and Oh Canada ensures that you honour the principles of truth, reconciliation, and justice that guide both Indigenous teachings and Catholic values.

The Indigenous Education Council is requesting this, along with this petition, signed by students, that the order of opening exercises begins with a Land Acknowledgement

followed by prayer and O Canada. Together, we can ensure that every student feels seen, every story told, and every step forward is made with respect and understanding. As Indigenous peoples, we have our own beautiful ways of acknowledging the land and creation. We always do this before anything else. Our languages and lifeways are part of the fabric of the land. To better understand, we invite you to sit with us in our traditional Lodge so that we can teach you and share with you this beautiful practice that we have.

Chi-miigwetch Thank you



RECOMMENDATION TO THE BOARD

REPORT NUMBER E 1 c.

GOOD NEWS REPORT

Regular Board Meeting
November 26, 2024
<i>GOOD NEWS REPORT</i>
Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive, Trust

*“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.

DPCDSB VOLUNTEER OF THE YEAR AWARD RECIPIENT

School: Divine Mercy Catholic Elementary School (CES)

Principal: Sandra Viola

Trustees: Brea Corbet, Herman Vilorio, Luz del Rosario

Adekoye Sowemimo was recently honoured as Volunteer of the Year for the Dufferin-Peel Catholic District School Board (DPCDSB) for his outstanding contributions to the Divine Mercy CES school community. The school’s goal is for students to strengthen their minds, bodies and spirits with Catholic values daily in order to be the best version of themselves and feel happy every day coming to school. Mr. Koye (as students know him) has worked for the last three years with students of all ages to teach them fundamental skills in various sports, helping develop these skills, helping with coaching and also starting clubs at school to allow for more active opportunities for students. So far this year, he has organized a soccer tournament, helped coach cross country and two school volleyball teams. He teaches students about new games and is helpful in maximizing the use of all gym equipment and helps to keep it organized throughout the year. He has earned the respect of all staff and students and is a tremendous asset to the school community. In addition, he is an emergency supply instructor. He assists in the school almost daily in some capacity. Congratulations to Adekoye (Mr. Koye) Sowemimo!

ST. LEONARD CES STUDENT WINS GOLD MEDAL AT 2024 JU-JITSU WORLD CHAMPIONSHIP

School: St. Leonard CES

Principal: Virginia Elizondo

Trustee: Darryl D’Souza

Grade 7 student, Robyn, won a gold medal in the U-14 category at the 2024 Ju-jitsu World Championship held in Crete, an island in Greece last month. The St. Leonard CES community was excited to congratulate Robyn when she returned to school. Amazing!

ST. VINCENT DE PAUL CES STUDENTS PERFORM NATIONAL ANTHEM AT ROYAL WINTER FAIR**School: St. Vincent de Paul CES****Principal: Paul Basran****Trustee: Mario Pascucci**

On November 1, the St. Vincent de Paul CES school choir performed our National Anthem as part of the opening ceremony of the Royal Winter Fair. Students from Kindergarten to Grade 8 attended the Fair. Under the direction of teacher Ernie Antoniwi, the choir sang a bilingual rendition of the anthem. Prime Minister Justin Trudeau and Toronto Mayor Olivia Chow attended the event. Congratulations.

ST. JEAN BREBEUF CES CELEBRATES 50 YEARS OF EXCELLENCE IN CATHOLIC EDUCATION**School: St. Jean Brebeuf CES****Principal: Claudio Moschella****Trustee: Shawn Xaviour**

St. Jean Brebeuf CES will celebrate 50 years of excellence in Catholic education on November 28, 2024 at 5:30 p.m. with a liturgy, walk down memory lane cumulating with an outdoor Nativity and tree lighting ceremony. This is a significant event in the life of an outstanding DPCDSB Catholic school. Congratulations on this milestone event.

ST. MARCELLINUS CSS DRUM LINES PERFORMS IN MULTIPLE SANTA CLAUS PARADES**School: St. Marcellinus Catholic Secondary School CSS****Principal: Maria Bueno****Trustee: Luz del Rosario, Thomas Thomas**

The St. Marcellinus CSS Drum Line was selected to perform at two Christmas Parades in November. This past weekend on November 16, the Drum Line marched in the Georgetown Night Parade. The Drum Line was also awarded a spot to perform at the nationally televised Toronto Santa Claus Parade on Sunday, November 24. The Georgetown parade was broadcast live on YouTube. Outstanding.

ST. ROCH CSS CARIBBEAN STUDENTS UNION HOLD "TASTE OF THE ISLANDS" FESTIVAL**School: St. Roch CSS****Principal: Natalie Currah****Trustee: Darryl D'Souza**

On November 7 the St. Roch CSS Caribbean Students Union held a "Taste of the Islands" Festival. The very successful and well attended event included food, music, a photo booth and a showcase of Caribbean Culture with Island display booths. Well done.

DPCDSB STUDENT TRUSTEE RECEIVES CITY OF MISSISSAUGA'S CIVIC AWARD OF RECOGNITION**School: St. Marcellinus CSS****Principal: Maria Bueno****Trustee: Luz del Rosario, Thomas Thomas**

Congratulations to DPCDSB Student Trustee, Raheem White who is receiving the City of Mississauga's Civic Award of Recognition on November 26. Raheem is being honoured for his dedication and efforts

with various civic activities and events throughout the City of Mississauga. Some of his volunteer work includes working at Filipino Fest, Egyptian Coptic Festival, the Taste of South East Asia, and Portugalo Fest. He is also active on several municipal campaigns and often provides volunteer opportunities for his peers at St. Marcellinus CSS to elevate students' civic engagement and leadership. Congratulations Raheem.

ST. MARCELLINUS CSS PARENT CREATES AND DONATES NATIVITY SCENE

School: St. Marcellinus CSS

Principal: Maria Bueno

Trustee: Luz del Rosario, Thomas Thomas

Christi Chiera, a parent St. Marcellinus CSS donated a hand-built Nativity Scene to the school in preparation for the Advent season. As she assembled the Nativity Scene over several days, she shared the experience with students, giving them an opportunity to help. Thanks, and blessings to Christi Chiera for her generosity and community-minded spirit.

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,
SEPTEMBER 10, 2024**

MINUTES

Administration and Finance Committee Meeting

**Tuesday, September 10, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Mario Pascucci	Vice-Chair
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Stefano Pascucci	Trustee
	Thomas Thomas	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Brea Corbet	Trustee
	Luz del Rosario	Trustee
	Anisha Thomas	Trustee
	Herman Vilorio	Trustee
	Shawn Xaviour	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research and Global Learning
	Scott Keys	Superintendent, Financial Services
	Ivana MacIsaac	Chief Information Officer
	Richard Moriah	Acting Manager, Planning and Operations
	Laura Odo	Superintendent, Family of Schools
	Drago Radic	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
	Anna Gentile	General Manager, Transportation
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Chair Bruno Iannicca 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 Thomas Thomas

4. Approval of Agenda

Distributed F2 Revised Policy 41.00 and corrected presenter for E4 to Superintendent Radic.

Moved by Mario Pascucci

THAT THE AGENDA BE APPROVED.

CARRIED

a. Approval of Calendar Items

1. Construction Progress Report

5. Declaration of Interest – Nil

6. Approval of the Minutes of the Administration and Finance Committee Meeting,
June 11, 2024

Moved by Darryl D'Souza

**THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, JUNE
11, 2024, BE APPROVED.**

CARRIED

a. Business Arising from the Minutes - Attached.

B. Awards and Presentations - Nil

C. Delegations - Nil

D. Reports from Trustees for Receipt – Nil

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

b. Good News

E. Reports from Committees/Administration for Receipt

1. Student Transportation Update and Service Delivery

General Manager Gentile summarized the report.

1. Trustee Stefano Pascucci: Is it possible to provide bus costs from last year and this year
for school field trips?

Associate Director Del Bianco: We will provide information in Issues and Events.

2. Trustee Mario Pascucci: Can staff comment on a policy regarding the buses that take on
school field trips? We want to ensure that bus students get their rides to and from
school and we want to ensure students get the full value of their field trips.

General Manager Gentile: Our priority is home-to-school and school-to-home routes. Buses are available after morning pick up at 9:15 a.m. and need to be available for drop offs beginning at 2:15 p.m. There is a pool of drivers that cover field trips. Unfortunately, if a field trip is delayed for an unforeseen reason i.e., traffic congestion, it can affect our runs and make school-to-home drop offs delayed.

3. Trustee Stefano Pascucci: How are distances measured to determine student eligibility?

General Manager Gentile: The consistent protocol of measurement is using the closest point from property line to property line.

2. Trustee Honorarium

Executive Superintendent Cherepacha summarized the report.

3. Treasury Report

Executive Superintendent Cherepacha summarized the report.

4. Extended Excursions

Superintendent Radic summarized the report.

F. Reports from Committees/Administration requiring Action

1. Bram West #1 Site Release

Acting Superintendent Moriah introduced Manager Stephanie Cox to summarize the report.

Moved by Darryl D'Souza

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THAT DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RELEASE THE AGREEMENT OF PURCHASE AND SALE FOR THE BRAM WEST #1 SITE WITH THE VENDOR.

CARRIED

2. Revised Policy 5.11: Media Relations and Communications and New Policy 41.00: Trustee Media Relations and Communications

Executive Superintendent Vecchiarino summarized the report.

Moved by Mario Pascucci

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT *POLICY 5.11: STAFF MEDIA RELATIONS AND COMMUNICATIONS* BE APPROVED AND ENACTED AS AMENDED.

CARRIED

Moved by Thomas Thomas

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT *POLICY 41.00: TRUSTEE MEDIA RELATIONS AND COMMUNICATIONS* BE APPROVED AND ADOPTED.

CARRIED

G. Additional Business - Nil

1. Notices of Motion

H. Questions Asked by Trustees

1. Trustee Mario Pascucci: Do we get information from our before and after school care providers regarding numbers of students that attend and waitlist numbers? My concern is their ability to service the demand at some locations.

Director Mazzorato: We have a relationship with our care providers and are responsible to ensure that child care is provided. We can request data that our care providers may provide regarding attendance numbers and wait lists. We are not involved with their operational issues but can determine if demand is being met.

2. Trustee Mario Pascucci: Can staff provide trustees with details of work that was completed to remediate the damage that recent floods caused, specifically at St. Edmund Catholic Elementary School (CES)?

Acting Superintendent Moriah: We can provide information in Issues and Events regarding the steps taken at schools to ensure that the facilities were safe for staff and students to return to.

3. Trustee Mario Pascucci: Does STOPR use any device to check under buses?

Associate Director Del Bianco: School staff on duty watch buses as they enter and leave school sites, and bus drivers do perimeter checks. We can investigate if there are any plans to introduce such devices/radars in Ontario and provide information in Issues and Events.

4. Student Trustee Raheem White: The Salesian Leadership Retreat costs \$362 per student and is no longer funded by the board, can staff explain why?

Director Mazzorato: We can put something in Issues and Events.

5. Student Trustee Raheem White: Can staff explain why some students have received an error message that says there is a limit to the amount of emails we can accept and send out?

Chief Information Officer MacIsaac: We have limited the number of students emails due to risk to the board. Some student accounts were receiving large amounts of phishing messages daily. We continue to review the risks and limitations to protect students and the network.

6. Trustee Darryl D'Souza: To this point, why are students allowed to send email outside the network? They should be sending emails to their teachers, fellow students and administration. It should be suggested that other email should be done on their personal email accounts. Do other school boards permit students to email outside the network?

Chief Information Officer MacIsaac: At my previous board it was permitted, however, as artificial intelligence (AI) has evolved, and "bad actors", this poses the risk to student accounts. Students use third party applications for curriculum purposes. We will work with the Program Department on this aspect. We will continue to investigate and monitor and will provide an update in Issues and Events.

7. Student Trustee Jia Sharma: Is it possible to implement and use tap machines in secondary schools for small purchases, i.e., bake sale items?

Executive Superintendent Cherepacha: We are investigating what add-on we can use with School Cash Net. Secondary school administrators should contact our Finance team to discuss options.

8. Trustee Stefano Pascucci: I have raised the point before, bus drivers are not supposed to use the Kiss 'N' Ride lanes as a turnaround lane, and yet it continues to happen. What can we do about this?

Associate Director Del Bianco: We can have STOPR reiterate the protocol. The most effective way to stop a driver from continuing this practice is to note the bus number or route and contact STOPR.

9. Trustee Stefano Pascucci: Can staff send out communication to all parents/guardians to be mindful of their school community and to not park in a fire zone and remind them not to block residents' driveways.

Trustee Mario Pascucci: Regarding traffic flow and the heavy traffic around schools, we have many parents/guardians parking in no parking lanes. What is the best approach to stop these problems that cause congestion?

Associate Director Del Bianco: We work with STOPR and traffic safety councils to assess reported heavy traffic school sites. Municipal By-Law officers will help educate and ensure that parents/guardians feel comfortable having their children walk to school or take buses for which they are eligible.

Trustee Stefano Pascucci: The City of Mississauga presented a program to us last year about encouraging walking and riding bicycles to school, is that still possible?

Associate Director Del Bianco: We have heard nothing further. At the time they did advise that the program was heavily dependent on volunteers and that they were reviewing other ways to offer a simplified program.

Student Trustee Raheem White: To this point, in communicating around being respectful of others, could we encourage parents/guardians to have their children walk or cycle to school to reduce and control traffic congestion?

Associate Director Del Bianco: We will collaborate with General Manager Campbell on communication to families.

10. Trustee Mario Pascucci: Many communities have transient families, due to housing costs, immigration and/or multi-family living arrangementd. How do we reach these potential students?

Associate Director Del Bianco: We advertise our Catholic education and make registration as simple as possible.

11. Trustee Mario Pascucci: Is there information we can provide to families regarding split classes?

Director Mazzorato: We send out information on the rationale of combined grades to families and will share this in Issues and Events. Combined grades are a reality and staff think very intentionally of what combinations work best together. Teachers create learning environments for students based on their wide range of abilities, which can occur in a straight grade class.

Trustee Bruno Iannicca passed the chair to Vice-Chair Mario Pascucci.

12. Trustee Bruno Iannicca: How long will it take for STOPR to adjust a route to a school if the bus is late every day 10 to 20 minutes?

Associate Director Del Bianco: The routes are just normalizing, with parents/guardians taking extra time to leave their children and drivers becoming familiar with their pickups and drop-offs. If there is a consistent delay after this time, STOPR can review the run to see if there is a construction issue or increased student pickups and drop-offs which can increase the time needed to complete the run. Route alterations can occur in a couple of days.

Trustee Bruno Iannicca resumed the chair.

I. Declared Interest Items - Nil

J. In Camera Session

Moved by Darryl D'Souza

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

CARRIED

K. Report from In Camera

Report: received a verbal report of the properties declared surplus to DPCDSB.

Moved by Thomas Thomas

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

CARRIED

L. Future Meetings

November 12, 2024

February 4, 2025

April 8, 2025

June 10, 2025

M. Adjournment

Moved by Darryl D'Souza

THAT THE MEETING BE ADJOURNED AT 8:27 P.M.

CARRIED



E 1 Student Transportation Update and Service Delivery

<p>Trustee Stefano Pascucci: Is it possible to provide bus costs from last year and this year for school field trips?</p>	<p>The independent bus operators determine the cost of busing and it may fluctuate from year to year in response to an increase in the cost of fuel.</p>
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H Questions Asked by Trustees

Q 1	<p>Trustee Mario Pascucci: Do we get information from our before and after school care providers regarding numbers of students that attend and waitlist numbers? My concern is their ability to service the demand at some locations.</p>	<p>Below please find a summary of the <i>Before and After School Program (BASP)</i> waitlists from the three providers within DPCDSB, as of October 2, 2024.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Provider</th> <th>Total number of schools offering BASP</th> <th>FDK Waitlist Total</th> <th>School Age Waitlist Total</th> <th>Total number on waitlist by Provider</th> </tr> </thead> <tbody> <tr> <td>Family Day Care</td> <td>8</td> <td>57</td> <td>63</td> <td>120</td> </tr> <tr> <td>PLASP</td> <td>89</td> <td>464</td> <td>823</td> <td>1287</td> </tr> <tr> <td>YMCA</td> <td>19</td> <td>64</td> <td>41</td> <td>105</td> </tr> </tbody> </table> <p>There are two primary reasons for a waitlist, with the first being the economic viability. For most programs, there needs to be a minimum of 10 children on the list.</p> <p>The second reason for the waitlist is the inability of the provider to find and retain qualified staff.</p>	Provider	Total number of schools offering BASP	FDK Waitlist Total	School Age Waitlist Total	Total number on waitlist by Provider	Family Day Care	8	57	63	120	PLASP	89	464	823	1287	YMCA	19	64	41	105
Provider	Total number of schools offering BASP	FDK Waitlist Total	School Age Waitlist Total	Total number on waitlist by Provider																		
Family Day Care	8	57	63	120																		
PLASP	89	464	823	1287																		
YMCA	19	64	41	105																		
Q 3	<p>Trustee Mario Pascucci: Does STOPR use any device to check under buses?</p>	<p>Drivers do look under the bus when performing their pre-trip inspection. The STOPR Safety Officer will be exploring the market for various devices and report back on the findings.</p>																				
Q 4	<p>Student Trustee Raheem White: The Salesian Leadership Retreat costs \$362 per student and is no longer funded by the board, can staff explain why?</p>	<p>The Salesian retreat is an optional retreat experience for students. We do not have the funding to cover the costs of an optional experience for a small group of students when we have funding challenges supporting the annual retreat experience for all students.</p>																				
Q 6	<p>Trustee Darryl D'Souza:</p>	<p>Students are now successfully sending/receiving emails based on the conditions put in place.</p>																				

	<p>To this point, why are students allowed to send email outside the network. They should be sending information to their teachers, fellow students and administration. It should be suggested that other email should be done on their personal email accounts on their devices. Do other school boards permit students to use email outside the network?</p>	
Q 9	<p>Trustee Stefano Pascucci: Can staff send out communication to all parents/guardians to be mindful of their school community and to not park in a fire zone or reminding them not to block residents' driveways.</p> <p>Trustee Mario Pascucci: Regarding traffic flow around schools, we have many parents/guardians parking in no parking lanes and heavy traffic. What is the best approach to stop these problems?</p> <p>Trustee Stefano Pascucci: The City of Mississauga presented a program to us last year about encouraging walking and riding bicycles to school, is that still possible?</p> <p>Student Trustee Raheem White: To this point in the communication around being respectful of others, could we encourage parents/guardians to have their children walk or cycle to school to reduce and control traffic congestion?</p>	<p>Appendix 1 was shared with all school administrators on September 20, 2024, to be used as required.</p>
Q 11	<p>Trustee Mario Pascucci: Is there information we can provide to families regarding split classes?</p>	<p>As provided in the Issues and Events on September 13, please see Appendix 2.</p>

September 2024

IMPORTANT INFORMATION: SCHOOL PARKING AND SAFETY CONCERNS

Dear Parents and Guardians:

The safety of our students and staff is of paramount importance. Regrettably, we are seeing an increase in incidents related to traffic circulation at the front of the school, parking lots, and in the Kiss and Ride area, particularly during morning arrival and afternoon dismissal, that are putting students, staff, and other parents/guardians at risk.

Vehicles entering the site in the wrong direction, parking and pulling out of no parking zones, parking in bus lanes, and driving at a high rate of speed, to name some of the incident types, are putting the safety of our children, staff, and other parents/guardians in jeopardy. We cannot wait for a serious injury, or worse to occur, before we correct this situation.

Concurrent with the traffic safety concerns, we have seen increased aggression directed towards school staff when they attempt to direct vehicles to move from these restricted parking areas. This is not acceptable.

It is imperative that all parents and guardians driving their children to school adhere to the traffic circulation plan and comply with the onsite traffic and parking signage. A copy of the traffic circulation plan for the school is attached to this letter; *no parking zones* and *bus lanes* are identified on the site plan for reference. It is equally imperative that **all drivers** follow the direction of staff managing the traffic circulation on the school site.

Staff are on site supervising 15 minutes prior to the school bell. If you must drive your children to school, please drive courteously, complying with the traffic circulation pattern, signage and direction given on the school site.

Consider using the Kiss and Ride, adhering to directional arrows marking one way only traffic.

- Be patient with other vehicles as they drop off students.
- Always drive slowly on school property.
- Pull up as close to the other vehicle in front to accommodate other parents/guardians.
- Do not park or get out of your vehicle in this area, even if only for a few seconds.
- Students are to exit the vehicle on the passenger side (right side).
- Once your child has left the vehicle, please exit right away.
- Please do not walk your children through the Kiss and Ride Lane; this can be unsafe.
- When pulling out to pass other stopped cars, proceed with caution.

Additionally, we urge parents/guardians to be respectful of neighbouring residents by not parking in, or across their driveways, even briefly, or on the street. As you may appreciate, this additional traffic

congestion has resulted in increased frustration from residents and unnecessary confrontations in some cases, so please be respectful in this regard.

We understand and appreciate that many parents/guardians wish to drop their child(ren) off, but as a means of decreasing some of the congestion at school sites, please consider having your child(ren) walk or cycle to school, if appropriate, or walk them to school if possible.

Thank you for your co-operation on this important matter. As always, if you have any questions, please do not hesitate to contact me.

Sincerely,

Principal

Copy to <Name>, Catholic School Trustee, <Municipality and Ward(s)>

September XX, 2024

Dear Parent/Guardian of XXXX,

Re: School Reorganization

As you know, the provincial government has implemented a cap on the maximum number of students that may be enrolled in primary classes (K to grade 3). The cap requires all primary classes to have a maximum of 20 students and all 3/4 combined grade classes to have a maximum of 23.

After meetings held by present and past teachers, and with the input of other members of the school team, your child XXXX has been placed in a grade X/X classroom with XXXX. XXXX's learning strengths and needs, as well as considerations regarding appropriate peer groupings, were both taken into account during these meetings, and it is felt that it is in the best interest of XXXX to be placed in this class.

Effective Monday September 16th, XXXX should report to XXXX's classroom, in room XXX, where they will meet the new teacher and continue their Catholic educational journey in Grade XX. XXXX will also be available for you to meet at our Open House on [Insert Date Here].

As always, your co-operation and support in this process is much appreciated.

Sincerely,

Principal

A Note on Combined Grades in Elementary Schools

Combined grades have been a reality in elementary schools for many years. Depending on the size of schools and the distribution of the student body, it is at times necessary to bring together students from two grades into one classroom. Additionally, all classes, even those designated as 'straight' grades, serve students at a variety of ability and experience levels, so that, to a certain extent, every class has elements of being a combined grade. Effective educators plan for this reality to ensure that their lessons are open-ended enough to include all and allow them to be responsive to emergent student needs.

September XX, 2024

Dear Parent/Guardian of XXXX,

Re: School Reorganization

As you may be aware, schools review their enrolment numbers during the second week of September so that class sizes comply with Ministry of Education and local requirements.

After meetings held by present and past teachers, and with the input of other members of the school team, your child XXXX has been placed in a grade X/X classroom with XXXX. XXXX's learning strengths and needs, as well as considerations regarding appropriate peer groupings, were both taken into account during these meetings, and it is felt that it is in the best interest of XXXX to be placed in this class.

Effective Monday September 16th, XXXX should report to XXXX's classroom, in room XXX, where they will meet the new teacher and continue their Catholic educational journey in Grade XX. XXXX will also be available for you to meet at our Open House on [Insert Date Here].

As always, your co-operation and support in this process is much appreciated.

Sincerely,

Principal

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Combined grades have been a reality in elementary schools for many years. Depending on the size of schools and the distribution of the student body, it is at times necessary to bring together students from two grades into one classroom. Additionally, all classes, even those designated as 'straight' grades, serve students at a variety of ability and experience levels, so that, to a certain extent, every class has elements of being a combined grade. Effective educators plan for this reality to ensure that their lessons are open-ended enough to include all and allow them to be responsive to emergent student needs.



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 2

**RECEIPT OF THE MINUTES OF THE
AUDIT COMMITTEE MEETING,
SEPTEMBER 10, 2024**

MINUTES

Audit Committee Meeting

**Tuesday, September 10, 2024, 4:30 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Thomas Thomas	Vice-Chair
	John Boots	External Audit Committee Member
	Laura Prestia	External Audit Committee Member
Regrets:	Anisha Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Scott Keys	Superintendent, Financial Services
	Carrie Salemi	General Manager, Finance
	Kevin Sun	Internal Auditor
	Reynard Balatbat	Senior Auditor
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Chair Bruno Iannicca called the meeting to order at 4:30 p.m.

2. Opening Prayer

External Member Laura Prestia led the Opening Prayer.

3. Land Acknowledgment - Chair of the Committee Bruno Iannicca

4. Approval of Agenda

Distributed: Revised cover sheets for I2a. and I2b.

Moved by Thomas Thomas

THAT THE AGENDA BE APPROVED.

CARRIED

5. Declaration of Interest

- a. Ontario Regulation 361/10 14. (1) requires every member of an audit committee to submit a written declaration to the chair of the committee, when first appointed, and at the start of each fiscal year, to declare whether they have a conflict of interest.

Executive Superintendent Cherepacha informed that all forms have been received.

6. Approval of the Minutes of the Audit Committee Meeting, May 14, 2024

Moved by Laura Prestia

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, MAY 14, 2024, BE APPROVED.

CARRIED

- a. Business Arising from the Committee Minutes - Nil

B. Awards and Presentations - Nil

C. Delegations - Nil

D. Reports from Committee/Administration for Receipt

1. School Board Compliance Report

Executive Superintendent Cherepacha presented the report.

E. Reports from Committee/Administration Requiring Action

1. Audit Service Plan for the Year Ended August 31, 2024

Executive Superintendent Cherepacha introduced BDO Canada LLP (BDO) Engagement Manager, Mohammad Soleman, to summarize the report.

1. External Member John Boots: In private companies the long term disability (LTD) premiums are paid by employees, which makes it non-taxable.

Executive Superintendent Cherepacha: The LTD plan at DPCDSB is fully paid by the employer. This benefit has been embedded in collective agreements since 1979. Last year we changed our insurance plan from a refund insurance plan to an insured model. We have begun implementing co-pay of premiums with a few employee groups.

2. External Member John Boots: Is the asset retirement obligation reporting a major issue?

Executive Superintendent Cherepacha: It was a tremendous amount of work to implement last year, however going forward, we will only need to update the data annually.

3. External Member John Boots: Are school board funds separate from the School Generated Funds (SGF)?

Executive Superintendent Cherepacha: SGF funds are school funds, which are separate from board funds, but they are consolidated into the board financial statements.

4. External Member Laura Prestia: Regarding the preliminary materiality, if the final numbers come in and there is a difference, do you have more work to do from the interim submission?

Engagement Manager Mohammad Soleman: Interim work is mostly testing and assessing the controls. If the materiality changes it does not impact the final control work, it only affects the field work. Year end results are only affected if materiality is

lower, and we would have to adjust the limits, however, we do not expect materiality to be lower than reported.

5. External Member John Boots: Does the committee receive the letter?

Executive Superintendent Cherepacha: When the audited consolidated financial statements are presented, a copy of the management letter can be included.

Moved by Thomas Thomas

THAT THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE AUDIT SERVICE PLAN FOR THE YEAR ENDED AUGUST 31, 2024, BE APPROVED.

CARRIED

F. Additional Business - Nil

1. Notices of Motion

G. Questions Asked by Committee Members - Nil

H. Declared Interest Items - Nil

I. In Camera Session

Moved by John Boots

THAT THE AUDIT COMMITTEE MEETING RESOLVE INTO THE IN CAMERA SESSION.

CARRIED

J. Report from In Camera

Report: Approval of the In Camera Audit Committee Minutes of May 14, 2024; receipt of two (2) School Audit reports, the Audit Findings 2023-2024 report and the Audit/Review Status Report; recommended two motions for consideration including the Detailed Annual Report to the Board of Trustees for the 2023-2024 Year and the Proposed Internal Audit Plan-September 2024 to August 2025.

Moved by John Boots

THAT THE AUDIT COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.

CARRIED

K. Future Meetings

November 12, 2024
February 4, 2025
May 13, 2025

L. Adjournment

Moved by John Boots

THAT THE MEETING BE ADJOURNED AT 5:28 PM.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 3

**RECEIPT OF THE MINUTES OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,
OCTOBER 16, 2024**

MINUTES

Special Education Advisory Committee Meeting

**Wednesday, October 16, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Attendees:	Bruno Iannicca	Trustee - Chair
	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Liza Dowson	Ontario Association for Families of Children with Communication Disorders - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Christine Koczmar	Community Living Mississauga - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Laurie-Anne Clark	Member at Large, Central Committee for Catholic School Councils
	Paula Dametto-Giovannozzi	Alternate Trustee
Regrets:	Katherine Cordi	Consultant, Special Education
	Luz del Rosario	Alternate Chair
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Shanna Walsh	Down Syndrome Assoc. of Peel: Caring Network - Alternative
Staff:	Pam Boniferno	Dufferin-Peel Educational Resource Workers' Association - Alternative
	Eva Akinsara	Down Syndrome Association of Peel
	Jamie Philip	OECTA Elementary Alternative
	Sharon Chambers	Elementary
	Christiane Kyte	General Manager, Clinical Services and Spec Education
	Laura Pincen	Coordinator, Secondary Transitions and Diverse Learners
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Kristie Boily	Consultant, Special Education and Learning Services
	Alexandra Lawrence	Coordinator, Special Education and Learning Services
	Brian Diogo	Superintendent Representative
Recorder:	Ruba Jeorgy	DPERWA Representative
	Gina Renda	Principal, Vice Principal Association, Secondary
	Viviana Varano	Superintendent, Brampton West
	Katherine Magee	Executive Assistant, Special Education and Learning Services

A. Routine Matters

1. Call to Order and Attendance

Chair of the Special Education Advisory Council (SEAC), Bruno Iannicca, called the meeting to order at 7:00 p.m.

2. Opening Prayer - M. Del Rosario
3. Land Acknowledgment - C. Koczmara
4. Approval of Agenda

Moved by Myra Del Rosario

THAT THE AGENDA BE APPROVED.

CARRIED

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, September 25, 2024

Moved by Christine Koczmara

THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, SEPTEMBER 25, 2024, BE APPROVED.

CARRIED

6. Previous Business - Ni

B. Presentations and Staff Reports

1. Special Education Program Names: A. Lawrence, E. Moniz-Baptista, K. Boily

Superintendent Papaloni introduced Coordinators, A. Lawrence and E. Moniz-Baptista and Consultant K. Boily to present the Special Education Program names to the committee. A. Lawrence explained that programs are transitioning to new names that better respect the student and better reflect the program goals. E. Moniz-Baptista detailed the STEP, IDEA, RAISE and ASPIRE programs. K. Boily explained the SOAR and ADVANTAGE programs.

C. Koczmara asked who came up with the great names. Superintendent Papaloni answered that the team came up with the names, they vetted them and worked on them. It is a lengthy process which ran over the course of a year and a half. C. Koczmara asked if the other four programs needed a referral process or is it just the SOAR and ADVANTAGE programs which need referrals. A. Lawrence answered that they are not through referrals but through conversations with the school team to determine best placements for students. C. Koczmara asked for a copy of the new names. A. Lawrence replied that it will be emailed to the committee.

2. Cooperative Education Opportunities for Students with Differing Abilities: L. Pincente

Superintendent Papaloni introduced L. Pincente, Coordinator, to present the Cooperative Education Opportunities for students with differing abilities. L. Pincente discussed the

courses available, including technology and STEM related course groups. She discussed dual-credit opportunities and resources available. 25% of all students enrolled in Coop have IEPs. L. Pincente detailed the role of OCEA, the Ontario Cooperative Education Association. These opportunities will be offered again next year.

M. Del Rosario asked how it is decided which student gets which opportunity, or do they have to find their own placements. L. Pincente answered that if a student has their own placement, they can utilize those. But if they do not have any connections, they will be assigned a placement. M. Del Rosario asked how it is determined which student gets which placement. L. Pincente answered that it is based on their readiness/maturity and is progressive throughout each year.

C. Huxtable asked if this is open to all students, even those who are not working on credits? L. Pincente answered that it would depend on ability.

C. Koczmar asked if the 25% of students with IEPs is including the RAISE program. L. Pincente answered that RAISE is a separate program.

Lisa Papaloni asked what the funding pays for. Superintendent Papaloni answered that the funding pays for staffing to support the students in the program.

C. Koczmar asked what types of IEPs the students have who are in the program. L. Pincente answered that it varies greatly.

3. PROGrants Update, Sacrament Preparation and Navigating the IEP: E. Moniz-Baptista, K. Cordi

Superintendent Papaloni introduced E. Moniz-Baptista, Coordinator, and K. Cordi, Consultant, to discuss the Sacraments PROGrant and IEP PROGrant. E. Moniz-Baptista updated the committee on the Sacraments Event that took place on October 3rd. It had a great turnout and helped inform parents and students. Families received adaptive kits and a gift of a plush Jesus doll.

L. Dowson mentioned that maybe some parishes don't use the kits. Superintendent Papaloni answered that we do not have control over what the parishes do. Through the schools, we can ensure it is taught correctly. But parishes are volunteers and may not be teachers. Each parish is different. We can deliver the message to the Religion department.

K. Cordi updated the committee on the Navigating the IEP PROGrant, which took place on October 9th. There was great participation and it helped parents understand their children's IEP.

M. Del Rosario asked if the video can be shared? K. Cordi answered that it can be sent to the committee.

Lisa Papaloni asked if this event could be provided more frequently. Superintendent Papaloni answered that there are only so many events that can be run each year. Something would have to be removed if this event were to be run again this year. There is only so much time.

M. Del Rosario asked if these event dates could be sent earlier. Trustee Bruno Iannicca asked if she did not get a copy of when this was happening? They were sent out ahead of time.

Trustee Bruno Iannicca mentioned that this event was a request by a SEAC committee member and is now a very successful event.

C. Budget - Nil

D. Reports from Trustees for Receipt

Trustee Bruno Iannicca mentioned that there are still some glitches with the Chipmunk application that are being worked through. Also, there were non-compliance issues on the AODA that are being corrected. He mentioned the Horizons for All flyer that is on the Dufferin-Peel website. It offers information to parents of children with differing abilities. Trustee Bruno Iannicca mentioned the IEP information session, and it was very informative and helpful to parents.

E. Information/Reports from Community Associations

Superintendent Papaloni reminded committee organizations that they should submit dates of significance every year to the special education department to update SEAC.

F. Information and Correspondence - Nil

G. Communication - Nil

H. Questions Asked by Committee Members

Lisa Papaloni asked if there was information about Puratos. Superintendent Papaloni answered that this will be presented at a future SEAC meeting.

I. Future Meetings

November 20, 2024
December 11, 2024
January 22, 2025
February 19, 2025
March 19, 2025
April 23, 2025
May 21, 2025
June 11, 2025

J. Adjournment

Moved by Caroline Huxtable

THAT THE MEETING BE ADJOURNED AT 7:47 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 1

**LETTER OF RETIREMENT
AVRIL METIVIER, PRINCIPAL**



St. Jacinta Marto Catholic School

40 Fallowfield Road, Brampton, Ontario, L6X 0W1 Tel (905) 459-1931 Fax (905) 459-8985

October 25, 2024

Marianne Mazzorato
Director of Education
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 December 31, 2024. It has been a pleasure working for Dufferin-Peel. I am grateful for the opportunity of working with exemplary administrators, superintendents, and trustees.

I submit this letter with mixed emotions. I had many opportunities to serve the Dufferin-Peel community and as such will miss the students, colleagues, and friendships. I will never forget opening St. Jacinta Marto Catholic Elementary School. It was an honor and privilege. I am also thankful for the many relationships I have built over the years with a dedicated teaching staff who work tirelessly on behalf of Catholic Education.

I have been blessed to have had a rewarding career with Dufferin-Peel. It is now the right time to enjoy my life with my family and I look forward to my retirement.

I wish the Dufferin-Peel community continued success.

Sincerely,

Avril Metivier

cc: Stephanie Strong, Superintendent of Human Resources and Employee Relation

Viviana Verano, Superintendent Brampton West



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 2

**LETTER OF RETIREMENT
LILLY SCARDICCHIO, PRINCIPAL**

Retirement Letter

Lilly Scardicchio, Principal
Dufferin-Peel Catholic District School Board
40 Matheson Boulevard West Mississauga, ON L5R 1C5
905-890-1221

November 1, 2024

Dear Marianne Mazzorato,

I am writing to formally announce my retirement from my position as Principal at DPCDSB, date of resignation January 31, 2025. After 35 years of dedicated service, I have decided that it is time for me to step down and embrace the next chapter of my life. It has been a profound honour and privilege to have served many school communities, and while I am excited for the new chapter ahead, leaving is bittersweet.

My time as a teacher, Vice Principal and Principal at many different schools and communities has been deeply fulfilling. Witnessing the growth and achievements of our DPCDSB students, collaborating with an extraordinary team of educators, and engaging with supportive families have been the highlights of my career. The dedication and passion within our school communities have been a constant source of inspiration.

I am grateful for the opportunities I have had to collaborate with many talented colleagues (Trustees, Directors, Associate Directors, Superintendents, Principals, Vice Principals, Teachers, and Administrative Staff) whom have helped me grow both personally and professionally. I will cherish the many positive experiences and relationships I have built over the years.

Thank you to everyone, students, staff, parents, and the wider DPCDSB community, for your unwavering support and for making my tenure as Principal such a rewarding experience. Working at DPCDSB has been a deeply fulfilling experience. Wishing you all continued success and growth.

Sincerely,

Lilly Scardicchio

Lilly Scardicchio

Cc: Stephanie Strong, Superintendent, Human Resources & Employee Relations



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 3

**LETTER OF RETIREMENT
CATHERINE SFORZA, PRINCIPAL**



Mary Fix Catholic School

486 Paisley Blvd. West

Mississauga, Ontario L5B 2M4

Phone: (905)270-3140, Fax: (905)270-3475

November 13, 2024

Dear Director Mazzorato:

Please accept this letter as my resignation from the Dufferin-Peel Catholic District School Board effective June 30, 2025, as my retirement date. I was hired by the Dufferin-Peel Catholic District School Board in September 1989 as a Team teacher at St. Timothy CES and Bishop Scalabrini CES. In September 1990 I was granted a full-time position at St. Timothy CES. I taught in various grades at St. Timothy CES from Sept. 1990 to June 2001. I then accepted the role as SERT at St. Dunstan CES. I worked at St. Dunstan CES from September 2001-February 2007. February 2007 I was granted an extraordinary opportunity to become an Itinerant Teacher for Physical Medical for Mississauga Brampton Central and Mississauga North Families of Schools. I served in this role from February 2007 to June 2011. I answered the call of leadership and was promoted to Vice-Principal at Queen of Heaven CES and St. Alfred CES from September 2011-June 2015. I was transferred in the role of Vice-Principal in September 2015- June 2017 at St. Therese of the Child Jesus. In September 2017 to December 2019, I served as the Vice-Principal at St. Albert of Jerusalem. January 6, 2020, to June 30, 2021, I was Vice-Principal at St. Valentine CES. I was appointed Acting Principal at Mary Fix CES Sept. 2021 until May 2023 when I was officially declared Principal.

I have been granted an opportunity to work with many exceptional mentors, teachers, and students throughout my 35 years with Dufferin-Peel Catholic District School Year. I would like to say a special thanks to Trustee Bruno Iannicca for his support during my 4 years at Mary Fix CES and Superintendent Drago for his support and guidance this school year.

Sincerely,

Catherine Ellen Sforza





RECOMMENDATION TO THE BOARD

REPORT NUMBER G 4

**LETTER OF RETIREMENT
ANDREA BROWN, PRINCIPAL**



Christ the King Catholic School

3240 Garthwood Road, Mississauga, Ontario L5L 5A3 Telephone (905)569-0220 Fax (905) 569-2797

Andrea Brown

Monday, November 18, 2024

Dear Marianne Mazzorato Ed.D.
Director of Education

Please accept this letter as notification of my retirement from the position as Principal of Christ the King CES with the Dufferin Peel Catholic District School Board, effective December 31st 2024.

My retirement is based upon the understanding and agreement that the board will provide me with all salary and benefits due to me according to the current terms and conditions. Please forward to me all of the necessary documentation I may need for the retirement process.

I would be pleased to work in a supply capacity during my retirement, and would invite you to add my name to the list of supply administrators.

I give you permission to release information that is required by the Ontario Teachers' Pension Plan to process my pension.

I would appreciate written confirmation of your acceptance of my intention and of the terms as outlined in my letter.

I would like to thank the Dufferin Peel Catholic District School Board for a long and successful career.

Sincerely,

Andrea Brown
Principal



DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD



RECOMMENDATION TO THE BOARD

REPORT NUMBER G 5

**LETTER OF RETIREMENT
DAVID CLIFFORD, PRINCIPAL**



100 Barondale Drive, Mississauga, Ontario L4Z 3R1 • Telephone: (905)-501-0400 • Fax: (905)-501-9275

November 19, 2024

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

Dear Marianne,

Please accept this letter as notice of my intention to retire from the position of Principal with the Dufferin-Peel Catholic District School Board effective December 31, 2024.

It has been an honour to serve the students, staff and families of several school communities in a variety of roles since first joining the Dufferin-Peel family in 1992.

For the past 32 years, I have been blessed to live out my vocation as a Catholic educator and leader in a spirit of service within Dufferin-Peel. It has been a privilege to work alongside outstanding educators, dedicated support staff and inspiring leaders, each giving witness to our faith and contributing together to the transformative power of Catholic education.

It is a daily joy to see our students succeed not only academically, but also to grow in their relationship with God, their commitment to service, and compassion for others, as they are formed in our Catholic faith and Gospel values.

Working and leading in this faith-filled community is a blessing, and the relationships with staff, students and families are a gift which have led me to continue a few years past my retirement. I am now looking forward to spending more time with my family and exploring new opportunities to be of service.

Sincerely,

David Clifford
Principal

c.c. Stephanie Strong, Superintendent, Human Resources
Dulcie Belchior, Superintendent, Mississauga East Family of Schools

"Let the children come to me, and do not stop them, for it is to such as these that the kingdom of God belongs."
Luke 18:16



RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

2025 NOMINEES FOR MEMBERSHIP ON COMMITTEES

Board Committee Composition 2025 NOMINEES FOR MEMBERSHIP

STANDING COMMITTEES			
ADMINISTRATION & FINANCE (11 Trustees)		AUDIT (3)	
(Meetings start at 7:00 p.m. – monthly)		(Meetings start at 4:30 p.m. – four times yearly) As per Procedural By-Law, Trustees serve a two (2) year term. November 2024 to November 2026.	
	All Trustees + Student Trustees	1.	Paula Dametto-Giovannozzi
	Chair: Darryl D’Souza	2.	Darryl D’Souza
	Vice Chair: Herman Vioria	3.	Bruno Iannicca
		4.	Mario Pascucci
		5.	Anisha Thomas
		6.	Thomas Thomas
		7.	Herman Vioria
FAITH & PROGRAM (11 Trustees)		CONTRACT AND NEGOTIATIONS (6)	
(Meetings start at 7:00 p.m. – monthly)		<i>All Trustees without conflict</i> The Chair and the Vice-Chair of the CNC Committee will be elected at the Inaugural CNC Committee Meeting	
	All Trustees + Student Trustees	1.	Paula Dametto-Giovannozzi
	Chair: Shawn Xaviour	2.	Luz del Rosario
	Vice Chair: Brea Corbet	3.	Darryl D’Souza
BOARD BY-LAW/POLICIES REVIEW (11 Trustees)		4.	Anisha Thomas
(Meetings start at 7:00 p.m. – five times yearly)		5.	Thomas Thomas
	All Trustees + Student Trustees	6.	Shawn Xaviour
	Chair: Stefano Pascucci		
	Vice Chair: Anisha Thomas		
MULTI-YEAR STRATEGIC PLANNING COMMITTEE (11 Trustees)			
	All Trustees + Student Trustees		
	Chair: Bruno Iannicca		
	Vice Chair: Mario Pascucci		

Board Committee Composition 2025 NOMINEES FOR MEMBERSHIP

STATUTORY COMMITTEES			
DISCIPLINE Expulsions & Suspension Appeals (11 Trustees) <i>Section 3-9 (12) & Section 311.3 (9)</i>		SAL - Supervised Alternative Learning (1 + 1 Alternate)	
1.	Brea Corbet	1.	Thomas Thomas
2.	Paula Dametto-Giovannozzi	2.	Herman Vioria
3.	Luz del Rosario	3.	Shawn Xaviour
4.	Darryl D'Souza		
5.	Bruno Iannicca		
6.	Mario Pascucci		
7.	Stefano Pascucci		
8.	Anisha Thomas		
9.	Thomas Thomas		
10.	Herman Vioria		
11.	Shawn Xaviour		
SEAC - SPECIAL EDUCATION ADVISORY COMMITTEE (2 + 2 Alternate)		CCCSC - CENTRAL COMMITTEE FOR CATHOLIC SCHOOL ADVISORY COUNCILS (1 + 1 alternate)	
	(Meetings start at 7:00 p.m. – monthly)		(Meetings start at 7:00 p.m. – monthly)
1.	Paula Dametto-Giovannozzi	1.	Thomas Thomas
2.	Luz del Rosario	2.	Herman Vioria
3.	Bruno Iannicca		
4.	Thomas Thomas		
OTHER COMMITTEES			
PERFORMANCE PLANNING & REVIEW FOR DIRECTOR OF EDUCATION			
The Committee will include the Chair and Vice Chair and at least 3 additional trustees. (Policy 30.00/GAP 334.00)			
	Chair of the Board: Luz del Rosario	1.	Paula Dametto-Giovannozzi
	Vice Chair of the Board: Thomas Thomas	2.	Darryl D'Souza
		3.	Bruno Iannicca
		4.	Mario Pascucci
		5.	Stefano Pascucci
		6.	Anisha Thomas

Board Committee Composition 2025 NOMINEES FOR MEMBERSHIP

AD HOC COMMITTEES			
DP FRIENDS & ADVOCATES FOR CATHOLIC EDUCATION		SECONDARY SCHOOL SCHOLARSHIPS & AWARDS (1+1 Alternate)	
(Meetings alternate 8:00 a.m. and 6:00 p.m. – 4 times a year)		(Meetings start at 3:00 p.m. at the call of the Chair – two times a year)	
1.	Paula Dametto-Giovannozzi	1.	Luz del Rosario
2.	Darryl D’Souza	2.	Darryl D’Souza
3.	Mario Pascucci	3.	Anisha Thomas
4.	Anisha Thomas	4.	Thomas Thomas
5.	Thomas Thomas	5.	Herman Vioria
6.	Shawn Xaviour		
CHALLENGED MATERIAL (2)		STOPR GOVERNANCE (1)	
(Meetings start at 1:00 p.m. – at the call of the Chair)		(Meetings start at 10:00 a.m. – 5 x per year)	
1.	Paula Dametto-Giovannozzi	1.	Darryl D’Souza
2.	Darryl D’Souza	2.	Thomas Thomas
3.	Shawn Xaviour		
SCHOOL YEAR CALENDAR (1+1 Alternate) Meetings start at 4:00 p.m.		JOINT AD HOC TRANSPORTATION (2) (Co-Chair of STOPR Governance Committee + 2 Trustees) Meeting starts at 4:30 p.m. at the call of the co-chairs)	
1.	Darryl D’Souza	1.	Darryl D’Souza
2.	Bruno Iannicca	2.	Thomas Thomas
3.	Herman Vioria		
4.	Shawn Xaviour		

Board Committee Composition 2025 NOMINEES FOR MEMBERSHIP

NOMINEES FOR COMMITTEE INVOLVEMENT OUTSIDE AGENCIES			
Brampton Board of Trade (3)		Mississauga Board of Trade (7)	
1.	Anisha Thomas	1.	Brea Corbet
2.	Darryl D'Souza	2.	Luz del Rosario
3.	Shawn Xaviour	3.	Bruno Iannicca
		4.	Stefano Pascucci
Caledon Chamber of Commerce (1)		5.	Mario Pascucci
1.	Paula Dametto- Giovannozzi	6.	Thomas Thomas
		7.	Herman Vilorio
Brampton School Traffic Safety Council (1 + 1 Alternate) December 2022 to 2024		Mississauga Traffic Safety Council (1 + 1 Alternate)	
1.	Darryl D'Souza		
Peel Safe and Active Routes to School (2)		Natural Science and Education Committee, The Toronto Regional Conservation Authority. * This term November 2022 to 2026	
1.	Luz del Rosario		Thomas Thomas
2.	Thomas Thomas		
OCSTA Directors (2) * Spring 2024 to Spring 2026		OCSTA Large/Urban Advisory Council * Term ends when the seat is vacated.	
	Luz del Rosario		Mario Pascucci – currently in position
	Shawn Xaviour		



RECOMMENDATION TO THE BOARD

REPORT NUMBER H 2

**MOTION RECOMMENDED BY THE AUDIT COMMITTEE,
NOVEMBER 12, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE CONSOLIDATED FINANCIAL STATEMENTS AND RELATED INFORMATION OF THE DPCDSB FOR THE YEAR ENDED AUGUST 31, 2024.**

Consolidated financial statements of Dufferin-Peel Catholic District School Board

August 31, 2024

Extraordinary lives start with a great Catholic education

Management Report	1
Independent Auditor's Report	2–3
Consolidated statement of financial position	4
Consolidated statement of operations	5
Consolidated statement of change in net debt	6
Consolidated statement of cash flows	7
Notes to the consolidated financial statements	8–30

Management Report

August 31, 2024

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Dufferin-Peel Catholic District School Board (the Board) are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act as described in Note 1(a) to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

M. Mazzorato, Ed. D.
Director of Education

S. Keys, CPA, CA
Superintendent, Financial Services

J. Cherepacha, CPA, CGA
Executive Superintendent, Finance,
Chief Financial Officer and Treasurer

November 26, 2024

Independent Auditor's Report

To the Board of Trustees of the Dufferin-Peel Catholic District School Board

Opinion

We have audited the consolidated financial statements of Dufferin-Peel Catholic District School Board ("the Board"), which comprise the consolidated statement of financial position as at August 31, 2024, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements of the Board as at and for the year ended August 31, 2024 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1(a) to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

Without modifying our opinion, we draw attention to Note 1(a) to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
REPORT DATE

Dufferin-Peel Catholic District School Board
Consolidated statement of financial position
As at August 31, 2024
(In thousands of dollars)

	Notes	2024 \$	2023 \$
Financial assets			
Cash		9,262	8,793
Accounts receivable – other		28,021	35,527
Accounts receivable – Province of Ontario	2	49,028	48,737
Accounts receivable – Province of Ontario – approved capital	2	180,467	215,622
Assets Held for Sale	3	5,947	—
		<u>272,725</u>	<u>308,679</u>
Financial liabilities			
Temporary borrowing	9	57,018	80,885
Accounts payable and accrued liabilities		106,739	52,241
Accounts payable – Province of Ontario		33,546	21,652
Deferred revenue	4	24,729	57,069
Obligation under capital leases	16	2,693	3,030
Net long-term debt	8	153,862	183,099
Retirement and other employee future benefits payable	7	13,029	10,256
Deferred capital contributions	5	907,694	901,425
Asset retirement obligation	6	13,303	13,500
		<u>1,312,613</u>	<u>1,323,157</u>
Net debt		<u>(1,039,888)</u>	<u>(1,014,478)</u>
Non-financial assets			
Prepaid expenses		5,747	6,341
Inventories of supplies		210	7,100
Tangible capital assets	13	1,257,286	1,218,578
Total non-financial assets		<u>1,263,243</u>	<u>1,232,019</u>
Accumulated surplus	14	<u>223,355</u>	<u>217,541</u>

The accompanying notes are an integral part of the consolidated financial statements.

_____, Director of Education

_____, Chair of the Board

Dufferin-Peel Catholic District School Board
Consolidated statement of operations
Year ended August 31, 2024
(In thousands of dollars)

	Notes	2024 Budget (Unaudited) \$	2024 Actual \$	2023 Actual \$
Revenue				
Grant For Student Needs				
Provincial Legislative Grants	11	629,697	688,445	659,990
Education Property Tax	11	245,799	236,857	227,931
Amortization of Deferred capital contributions related to Provincial Legislative Grants	5	32,403	41,449	41,558
related to Third Parties	5	14,812	5,571	5,770
Other	11	13,421	111,086	15,584
School generated funds		16,000	20,944	18,903
Federal grants and fees		327	436	247
Investment income		-	1,109	241
Other fees and revenues		10,915	55,755	32,135
		<u>963,374</u>	<u>1,161,652</u>	<u>1,002,359</u>
Expenses				
Instruction	12	775,689	854,509	772,006
Administration		30,315	33,185	28,419
Transportation		28,280	25,514	24,536
School operations/pupil accommodation		153,932	166,830	161,937
School generated funds		16,000	20,498	18,831
Labour Provision		-	41,100	6,692
Other		15,908	14,202	9,736
		<u>1,020,124</u>	<u>1,155,838</u>	<u>1,022,157</u>
Annual surplus/(deficit)		(56,750)	5,814	(19,798)
Accumulated surplus, beginning of year		193,823	217,541	237,339
Accumulated surplus, end of year		<u>137,073</u>	<u>223,355</u>	<u>217,541</u>

The accompanying notes are an integral part of the consolidated financial statements.

Dufferin-Peel Catholic District School Board
Consolidated statement of change in net debt
Year ended August 31, 2024
(In thousands of dollars)

	Notes	2024 Budget (Unaudited) \$	2024 Actual \$	2023 Actual \$
Annual surplus/(deficit)		(56,750)	5,814	(19,798)
Tangible capital asset activities				
Acquisition of tangible capital assets	13	(71,168)	(92,716)	(50,737)
Amortization and write downs of tangible capital assets	13	48,675	48,061	48,369
Net book value of tangible capital assets transferred to assets held for sale		-	5,947	-
Total tangible capital asset activities		(22,493)	(38,708)	(2,368)
Other non-financial asset activities				
Acquisition of inventories of supplies		-	(5,747)	(7,100)
Acquisition of prepaid expenses		-	(210)	(6,341)
Consumption of supplies inventories		-	7,100	10,098
Use of prepaid expenses		-	6,341	5,486
Total other non-financial asset activities		-	7,484	2,143
Increase in net debt		(79,243)	(25,410)	(20,023)
Net debt, beginning of year		(1,014,478)	(1,014,478)	(994,455)
Net debt, end of year		(1,093,721)	(1,039,888)	(1,014,478)

The accompanying notes are an integral part of the consolidated financial statements.

Dufferin-Peel Catholic District School Board
Consolidated statement of cash flows
Year ended August 31, 2024
(In thousands of dollars)

	Notes	2024 \$	2023 \$
Operating transactions			
Annual surplus/(deficit)		5,814	(19,798)
Items not involving cash			
Deferred capital contributions recognized as revenue	5	(47,020)	(47,328)
Amortization and write downs of tangible capital assets & transfer to assets held for sale	13	54,008	48,369
Accounts receivable – other		7,506	(297)
Accounts receivable – Province of Ontario		(291)	(4,426)
Increase in assets held for sale		(5,947)	-
Accounts payable and accrued liabilities		54,498	3,358
Accounts payable – Province of Ontario		11,894	19,466
Deferred revenue		(6,523)	(6,878)
Retirement and other employee future benefits payable		2,773	226
Prepaid expenses		594	(855)
Inventories of supplies		6,890	2,998
Settlement of asset retirement liability through abatement		(197)	(192)
Net change in cash from operating activities		83,999	(5,357)
Capital transactions			
Acquisition of tangible capital assets		(92,716)	(50,737)
Net change in cash from capital activities		(92,716)	(50,737)
Financing transactions			
(Decrease)/Increase in temporary borrowing	9	(23,867)	24,403
Debt principal repaid	10	(29,237)	(27,646)
(Decrease)/Increase in obligations under capital lease		(337)	1,159
Decrease in deferred revenue – capital		(25,817)	(9,894)
Deferred capital contributions received and change in accounts receivable – Province of Ontario		88,444	68,075
Net change in cash from financing activities		9,186	56,097
Change in cash		469	3
Cash, beginning of year		8,793	8,790
Cash, end of year		9,262	8,793

The accompanying notes are an integral part of the consolidated financial statements.

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1. Significant accounting policies

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the consolidated statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- Government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- Property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the consolidated statement of operations and certain related deferred revenues and deferred capital contributions may be recorded differently under Canadian Public Sector Accounting Standards ("PSAS").

(b) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level, and which are controlled by the Board are reflected in the consolidated financial statements.

1. Significant accounting policies (continued)

(b) *Reporting entity (continued)*

The reporting entity is comprised of:

- The Dufferin-Peel Catholic District School Board
- School Generated Funds

All material interdepartmental and inter-organizational transactions and balances between these organizations are eliminated on consolidation.

(c) *Trust funds*

Trust funds and their related operations administered by the Board amounting to \$2,149 (\$1,680 in 2023) are not included in the consolidated financial statements. Specifically, the Trust Funds include both student scholarships and awards and deferred salary leaves.

(d) *Financial Instruments*

Financial instruments are classified into three categories: fair value, amortized cost or cost. The following chart shows the measurement method for each type of financial instrument.

Financial Instrument	Measurement Method
Derivatives	Fair Value
Accounts Receivable	Amortized Cost
Short-term borrowing	Amortized Cost
Accounts payable & accrued liabilities	Amortized Cost
Accrued vacation pay	Amortized Cost
Debenture debt	Amortized Cost
Cash	Cost

Amortized cost is measured using the effective interest rate method. The effective interest method is a method of calculating the amortized cost of a financial asset or a financial liability (or a group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period, based on the effective interest rate. It is applied to financial assets or financial liabilities that are not in the fair value category and is now the method that must be used to calculate amortized cost.

Cost category: Amounts are measured at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt.

Fair value category: The Board manages and reports performance for groups of financial assets on a fair-value basis.

Establishing fair value:

The fair value of letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability.

Fair value hierarchy

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

1. Significant accounting policies (continued)

Level 1 – fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 – fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 – fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

(e) *Cash*

Cash is comprised of cash on hand.

(f) *Investments*

Portfolio investments are investments in organizations that do not form part of the government reporting entity. These are normally in equity instruments or debt instruments issued by the investee. Portfolio investments in equity instruments that are quoted in an active market must be recorded at fair value. Unrealized gains and losses are recorded in the Statement of Remeasurement Gains and Losses.

Since school boards are generally not allowed to hold stocks, mutual funds or other equity instruments per Ontario Regulation 41/10: Board Borrowing, Investing and Other Financial Matters, the Board does not have equity instruments that are quoted in an active market that must be recorded at fair value.

Portfolio investments in bonds and treasury bills are recorded at amortized cost using the effective interest rate method.

Other investments in guaranteed investment certificates are recorded at amortized cost using the effective interest rate method.

(g) *Derivatives*

Derivatives are securities with a price that is dependent upon or derived from one or more underlying assets. The derivative itself is a contract between two or more parties based upon the asset or assets. The contract is settled at a future date, requires no initial net investment and the value of the contract changes over the life of the contract based on a term in the contract.

(h) *Deferred revenue*

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services, performance obligations and transactions. These amounts are recognized as revenue in the fiscal year the related qualifying expenses are incurred, or services are performed.

1. Significant accounting policies (continued)

(i) *Deferred capital contributions*

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contributions as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purposes
- Other restricted contributions received or receivable for capital purposes
- Amounts previously recognized as property taxation revenues which were historically used to fund tangible capital assets

(j) *Public Private Partnerships*

Public Private Partnerships (P3) are an alternate financing and procurement model available to the Board to use private sector partners to design, build, acquire or better new or existing infrastructure projects with higher risk, multi-year construction period and significant investments. Assets procured via P3s are recognized as tangible capital assets, and the related obligations are recognized as other long-term financing liabilities for financial liability models and/or deferred revenue for P3 performance obligations arising from user pay obligations in the financial statements as the assets are constructed. At initial recognition, the total liability reflects the cost of the tangible capital asset. The total liability for combined consideration arrangements is allocated between a financial liability and performance obligation based on the portion of the asset cost financed through the respective models. Financial liabilities are measured at amortized cost using the implicit contract rate.

As at August 31, 2024 the Board is not engaged in any public private partnerships with third parties.

(k) *Retirement and other employee future benefits*

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care, dental benefits, retirement gratuity, worker's compensation, accumulated sick leave and long-term disability benefits.

Employee Life and Health Trusts

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: Ontario English Catholic Teachers' Association (OECTA). The following ELHTs were established in 2017-18: Canadian Union of Public Employees (CUPE), Education Workers' Benefits Trust (EWBT), Educational Workers' Alliance of Ontario (EWAEO), Ontario Council of Educational Workers (OCEW) and Ontario Non-union Education Trust (ONE-T) for non-unionized employees including principals and vice-principals. The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff) and other school board staff. Currently, ONE-T ELHT also provide benefits to individuals who retired prior to the Board's participation date in the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees' associations and the Government of Ontario. Boards no longer administer health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency (FTE). Funding for the ELHTs

1. Significant accounting policies (continued)

is based on the existing benefits funding embedded within the Grants for Student Needs (GSN), including additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

Depending on prior arrangements and employee groups, the Board continues to provide health, dental and life insurance benefits for retired individuals that were previously represented by the following associations: Principals and Vice-Principals and Non-Union employees.

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care costs trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities that vested or accumulated over the periods of service provided by the employee is actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement and discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.
- (ii) For self-insured retirement and other employee future benefits that vest and accumulate over the periods of service provided by employees, such life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation and long-term disability, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (iii) The Board's contribution to multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are recorded in the period in which they become payable.
- (iv) The costs of insured benefits for active employees reflected in these consolidated financial statements are the Board's portion of insurance premiums owed for coverage of employees during the period.

1. Significant accounting policies (continued)

(l) *Tangible Capital Assets*

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction and legally or contractually required retirement activities. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	3
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the Consolidated Statement of Financial Position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(m) *Asset Retirement Obligation*

A liability for an asset retirement obligation is recognised when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing and amount required to settle

1. Significant accounting policies (continued)

the obligation or the discount rate. Upon the initial measurement of an assets retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use.

(n) *Government transfers*

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, and recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

(o) *Investment income*

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

(p) *Long-term Debt*

Long-term debt is recorded net of related sinking fund asset balances.

(q) *Budget figures*

Budget figures have been provided for comparison purposes and have been derived from the budget approved by Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures have been adjusted reflect the same accounting policies that were used to prepare the consolidated financial statements. The budget figures are unaudited.

(r) *Use of estimates*

The preparation of financial statements in conformity with the basis of accounting described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the year. Actual results could differ from these estimates. Estimates are reviewed periodically by management, and as adjustments become necessary, they are reported in the period in which they become known. Accounts subject to significant estimates include allowance for doubtful accounts receivable, asset retirement obligation, retirement and other employee future benefits payable, long-term disability benefits payable, liability for contaminated sites and the useful life of tangible capital assets.

There is measurement uncertainty surrounding the estimation of liabilities for asset retirement obligations of \$13.3 million (2023 – \$13.5 million). These estimates are subject to uncertainty because of several factors including but not limited to incomplete information on the extent of

1. Significant accounting policies (continued)

controlled materials used (e.g., asbestos included in inaccessible construction material), indeterminate settlement dates, the allocation of costs between required and discretionary activities.

(s) Education Property tax revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, education property tax revenue received from the municipalities is recorded as part of Grants for Student Needs, under Education Property Tax.

(t) Contaminated sites

The Board is required to record a liability in the consolidated financial statements if the Board has a contaminated site that meets the requirements as set out in the Canadian public sector accounting standard PS 3260 Liability for Contaminated Sites (the "standard"). Based on the Board's review of its sites, no liability has been identified in respect of this standard.

2. Accounts receivable - Province of Ontario

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the Ministry delays part of the grant payment to the board where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments from the Government of Ontario included in the Accounts receivable – Province of Ontario balance at August 31, 2024 is \$65 (2023 - \$23,066).

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognized capital debt as of August 31, 2010 that is supported by the capital programs existing at the time. The Board will receive this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has reported receivable from the Province of Ontario, as Accounts receivable – Province of Ontario – Approved Capital, of \$180,467 as at August 31, 2024 (2023 - \$215,622) with respect to capital grants.

3. Assets held for sale

As at August 31, 2024 the Board has transferred from tangible capital assets to assets held for sale an amount of \$5,947 (2023-Nil) related to land and buildings (\$2,761 and \$3,186 respectively).

4. Deferred revenue

- (i) Deferred revenue externally restricted for specific purposes by legislation, regulation or agreement as at August 31 is comprised of the following:

	2024 \$	2023 \$
Proceeds from disposition	2,065	2,647
Deferred revenue – other		
Restricted Provincial capital grants received	14,050	14,429
Restricted Provincial operating grants received	1,103	7,737
Other – tuition fees, permits	7,511	32,256
	<u>24,729</u>	<u>57,069</u>

- (ii) The continuity of deferred revenue of the board is summarized below:

	2024 \$	2023 \$
Balance, beginning of year	57,069	73,841
Increase in deferred revenue	183,745	172,733
Interest earned	322	1
Transferred to deferred capital contributions	(16,342)	(9,201)
Deferred revenue recognized in the year	(200,065)	(180,305)
Balance, end of year	<u>24,729</u>	<u>57,069</u>

5. Deferred capital contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

Amortization of deferred capital contributions reporting on the Statement of Operations has been modified to remove the reporting from the Provincial Legislative Grants line and identify the split between Amortization of DCC Related to Provincial Legislative Grants and Amortization of DCC related to Third Parties (for example, Federal Government capital funding).

	2024 \$	2023 \$
Balance, beginning of year	901,425	897,796
Deferred capital contributions received	56,492	50,957
Deferred capital contributions recognised from legislative grants	(41,449)	(41,558)
Deferred capital contributions recognised from third parties	(5,571)	(5,770)
Disposals & transfer to financial assets	(3,203)	-
Balance, end of year	<u>913,265</u>	<u>901,425</u>

6. Asset retirement obligations

As at August 31, 2024, all liabilities for asset retirement obligations are reported at current costs in nominal dollars without discounting.

A reconciliation of the beginning and ending aggregate carrying amount of the ARO liability is below:

	2024	2023
	\$	\$
Liabilities for Asset Retirement Obligations at Beginning of Year	13,500	13,692
Liabilities Settled During the Year	(197)	(192)
Liabilities for Asset Retirement Obligations at End of Year	13,303	13,500

The Board did not make an inflation adjustment as of August 31, 2024, based on the review of the inflation adjustments built into the 2022-23 year-end calculations being reasonable.

7. Retirement and other employee future benefits

	Retirement gratuity	Other employee future benefits	2024 Total	2023 Total
	\$	\$	\$	\$
Accrued employee future benefit obligations at August 31	75	12,951	13,026	10,253
Unamortized actuarial gains at August 31	3	-	3	3
Employee future benefits liability at August 31	78	12,951	13,029	10,256

Retirement and other employee future benefit expense

	Retirement gratuity	Other employee future benefits	2024 Total	2023 Total
	\$	\$	\$	\$
Current year benefit	-	6,474	6,474	3,215
Amortization of actuarial (gains)	(3)	(353)	(356)	(513)
Interest on accrued benefit obligation	3	342	345	309
Employee future benefits expense *	—	6,463	6,463	3,011

7. Retirement and other employee future benefits (continued)

* Excluding pension contributions to the Ontario Municipal Employees Retirement System, a multi-employer pension plan, described below

Actuarial assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2024 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2024. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the board's best estimates of expected rates of:

	2024 %	2023 %
Wage and salary escalation	2.0	2.0
Insurance and health care cost escalation	5.0	5.0
Dental care cost escalation	5.0	5.0
Discount on accrued benefit obligation	3.8	4.4

Retirement benefits

(i) Retirement Gratuities

The Board provides retirement gratuities to certain groups of employees. The academic staff is the largest group. Employee eligibility is determined based on the date the individual commenced employment with the Board. Employees commencing employment after December 31, 1979, are not eligible for the retirement gratuity. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

The benefit costs in these consolidated financial statements are \$Nil (\$1 expensed in 2023). Based on the actuarial estimate, the liability for retirement gratuities of \$78 (\$78 in 2023) is included in retirement and other employee future benefits in the consolidated statement of financial position.

(ii) Retirement Life Insurance and Health Care Benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until age 65. The premiums are based on the Board experience and retirees' premiums are subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, do not qualify for Board subsidized premiums or contributions, unless specified by contractual obligations.

The coverage is provided for various terms up to a maximum age of 65. The benefit costs expensed in the consolidated financial statements are \$7 (\$4 expensed in 2023).

Based on the actuarial valuation for accounting purposes as at August 31, 2023, the total liability of all post-retirement benefits accrued to-date is \$108 (\$156 in 2023) and is included in retirement and other employee future benefits in the consolidated statement of financial position.

Other Employee Future Benefits

(i) Workplace Safety and Insurance Board Obligations ("WSIB")

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The

7. Retirement and other employee future benefits (continued)

liability for payments under WSIB are recognized at the time the event obligating the Board to pay occurs. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreement negotiated prior to 2012 included such a provision. At August 31, 2024 the board has a liability of \$12,230 (\$9,223 in 2023) in respect of WSIB obligations. The benefit costs expensed during the year in the consolidated financial statements are \$6,197 (\$2,716 in 2023).

As at August 31, 2024, the Board has a Workplace Safety and Insurance Board reserve of \$Nil (\$Nil in 2023).

(ii) *Sick Leave Top-Up Benefits*

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illness paid through the short-term leave and disability plan in that year. The benefit costs expensed in the statement of operations are \$259 (\$290 in 2023) and included as a liability in retirement and other employee future benefits in the consolidated statement of financial position are \$613 (\$798 in 2023).

The accrued benefit obligation for the sick leave top-up is based on an actuarial valuation for accounting purposes as of August 31, 2024. This actuarial valuation is based on assumptions about future events determined as at August 31, 2024 and is based on the average daily salary and banked sick days of employees as at August 31, 2024.

Additional Retirement Benefits

(i) *Ontario Teacher's Pension Plan*

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

(ii) *Ontario Municipal Employees Retirement System*

All non-teaching employees of the board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2024, the Board contributed \$14,502 (\$13,085 in 2023) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

Each year, an independent actuary determines the funding status of OMERS Primary Pension by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted as at December 31, 2023. The results of this valuation disclosed total actuarial liability as at that date of \$136,185 (\$130,306 in December 31, 2022) in respect of benefits accrued for service with actuarial assets as at that date of \$131,983 indicating an actuarial deficit of \$4,202. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employers. As a result, the Board does not recognize any share of the OMERS pension deficit.

8. Net long-term debt

- (a) Net long-term debt reported on the consolidated statement of financial position is comprised of the following:

Debenture	Interest rate %	Maturity	2024 \$	2023 \$
OSBFC By-Law #99	7.20	June 9, 2025	4,994	9,647
OSBFC By-Law #103	6.55	October 19, 2026	15,999	21,710
OSBFC By-Law #111	5.48	November 26, 2029	45,066	51,915
OSBFC By-Law #113	4.79	August 8, 2030	9,359	10,677
OFA By-Law #124	3.94	September 19, 2025	5,382	9,195
OFA By-Law #116	4.56	November 15, 2031	5,623	6,239
OSBFC By-Law #118	5.38	June 25, 2032	55,608	61,043
OFA By-Law #120	4.90	March 3, 2033	2,478	2,698
OFA By-Law #123	5.23	April 13, 2035	9,353	9,975
Balance as at August 31			153,862	183,099

- (b) Payments relating to net long-term debt of \$153,862 outstanding as at August 31, 2024 are due as follows:

	Principal \$	Interest \$	Total \$
2024/2025	30,923	7,955	38,878
2025/2026	24,644	6,268	30,912
2026/2027	21,042	4,914	25,956
Thereafter	77,253	10,525	87,778
Net long-term debt	153,862	29,662	183,524

9. Temporary borrowing

In accordance with Section 243(1) of the Education Act, the Board has two resolutions to authorize the borrowing, by way of promissory note, bankers' acceptance or operating overdraft, up to a maximum of \$150,000 (2023 - \$150,000) for operating purposes and \$65,000 (2023 - \$65,000) for capital purposes. The outstanding amount at any given time would substantially represent the unreceived or uncollected balance of the estimated revenues.

The Board has two available credit facilities which include a \$80,000 (2023 - \$60,000) general operating facility and a \$60,000 (2023 - \$60,000) capital facility to provide interim funding for capital projects pending receipt of the Ministry of Education capital grants. Due to cash flow requirements, the general operating facility was temporarily increased to \$80,000 until December 31, 2024 after which the limit is to revert to \$60,000. At year-end, the general operating facility had \$44,213 outstanding (2023 - \$60,292) and the capital facility had \$12,805 outstanding (2023 - \$20,593). The interest on temporary borrowings, when drawn, would be at the bank's prime lending rate minus 0.25%, or a Term CORRA loan at a Term CORRA rate plus 1.50% per annum. Any temporary borrowings would be unsecured and due on demand.

The Board also has \$580 (2023 - \$121) in renewable, irrevocable standby letters of credit with a Canadian chartered bank. The letters of credit provide security for capital construction being done on behalf of the Board. There is an annual service fee of 1.0% until they are either utilized or cancelled upon completion of the project.

10. Debt charges

Debt charges for the year include principal and interest payments as follows:

	2024 \$	2023 \$
Principal payments on long-term debt	29,237	27,646
Interest payments on long-term debt	9,648	11,239
Total	38,885	38,885

11. Grants for Student Needs

School boards in Ontario receive the majority of their funding from the provincial government. This funding comes in two forms: provincial legislative grants and local taxation in the form of education property tax. The provincial government sets the education property tax rate. Municipalities in which the Board operates collect and remit education property taxes on behalf of the Province of Ontario. The Province of Ontario provides additional funding up to the level set by the education funding formulas. 89.2 percent (2023 – 90.1 percent) of the consolidated revenues of the Board are directly controlled by the provincial government through the grants for student needs. The payment amounts of this funding are as follows:

	2024 \$	2023 \$
Provincial Legislative Grants	688,445	659,990
Education Property Tax	236,857	227,931
Other	111,086	15,584
Grants for Student Needs	1,036,388	903,505

12. Expenses by object

The following is a summary of the expenses reported on the consolidated statement of financial operations by object:

	Budget \$	2024 Actual \$	2023 Actual \$
Operating expenses			
Salary and wages	666,929	801,087	674,649
Employee benefits	157,990	154,960	143,875
Staff development	3,165	1,441	1,436
Supplies and services	53,983	52,781	54,448
Interest charges on capital	9,227	9,287	10,850
Rental expenses	3,119	1,331	1,405
Fees and contractual services	45,448	52,355	52,318
School generated funds	16,000	20,498	18,831
Other	15,588	14,037	15,976
Amortization and write downs and net Loss on disposal - TCA and TCA-ARO	48,675	48,061	48,369
Total operating expenses	1,020,124	1,155,838	1,022,157

13. Tangible Capital Assets

Cost				Accumulated amortization							
Opening		Disposals/	Transfer to	Closing	Opening		Disposals/	Transfer to	Closing	Net Book	Net Book
September 1, 2023	Additions	Deemed Disposals	Financial Assets	August 31, 2024	September 1, 2023	Amortization	Deemed Disposals	Financial Assets	August 31, 2024	Value 2024	Value 2023
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
303,847	36,223	-	(2,744)	337,326			-		—	337,326	303,847
52,318	5,668	-	(142)	57,844	27,609	3,783	-	(125)	31,267	26,577	24,709
				—							—
1,600,284	36,203	(316)	(10,365)	1,625,806	730,996	36,903	(316)	(7,179)	760,404	865,402	869,288
7,450	951	-		8,401	3,972	262	—	-	4,234	4,167	3,478
2,579		(898)	-	1,681	1,808	213	(898)	-	1,123	558	771
641	9	(42)	-	608	314	62	(42)	-	334	274	327
1,145	159	(120)	-	1,184	450	233	(120)	-	563	621	695
9,567	268	(111)	-	9,724	4,162	965	(111)	-	5,016	4,708	5,405
546	—	—	-	546	96	36	—	-	132	414	450
18,972	1,917	(15,271)	-	5,618	13,833	4,099	(15,271)	-	2,661	2,957	5,139
98	-	(98)	-	—	87	11	(98)	-	—	—	11
87	14	-	-	101	68	11	-	-	79	22	19
141	-	-	-	141	105	14	-	-	119	22	36
28	-	-	-	28	-	-	-	-	—	28	28
1,395	10,181	-	-	11,576	-	-	-	-	—	11,576	1,395
				—							
5,057	1,123	(35)	-	6,145	2,077	1,469	(35)	-	3,511	2,634	2,980
2,004,155	92,716	(16,891)	(13,251)	2,066,729	785,577	48,061	(16,891)	(7,304)	809,443	1,257,286	1,218,578

13. Tangible capital assets (continued)

a) Assets under construction

Assets under construction having a value of \$11,576 (2023 - \$1,395) have not been amortized. Amortization of these assets will commence when the asset is put into service.

b) Write-down of tangible capital assets

The write-down of tangible capital assets during the year was \$Nil (2023 - \$Nil).

c) Asset inventories for resale (assets permanently removed from service)

The Board has identified no land or building properties that qualify as "assets permanently removed from service". \$Nil related to land and \$Nil related to building have been included in the net book value ending balance as of August 31, 2024.

14. Accumulated surplus

Accumulated surplus consists of the following:

	2024	2023
	\$	\$
Invested in non-depreciable tangible capital assets	331,870	303,877
School generated funds	8,693	8,246
Employee future benefits	(18,279)	(18,279)
Interest accrual	(2,557)	(3,013)
Asset retirement obligation	(13,303)	(13,500)
Accumulated deficit – unappropriated	(97,791)	(75,536)
Accumulated surplus – internally appropriated	8,442	8,770
Sinking fund interest	6,280	6,976
Accumulated surplus	223,355	217,541

15. Repayment of “55 School Board Trust” funding

On June 1, 2003, the board received \$45,226 from the “55 School Board Trust” for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The “55 School Board Trust” was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms to the agreement, the “55 School Board Trust” repaid the Board’s debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board’s financial position. The flow-through of \$3,369 (2023 - \$3,369) in grants in respect of the above agreement for the year ended August 31, 2024, is recorded in these consolidated financial statements.

16. Obligation under capital leases

The Board has obligations under various capital leases with expiries ranging from 2024 to 2026 and interest rates ranging from 1.55% to 2.66%. Principal and interest payments relating to capital lease obligations of \$2,693 (\$3,030 in 2023) outstanding as at August 31 are due as follows:

	Principal payment \$	Interest \$	Total \$
2024/2025	1,566	83	1,649
2025/2026	546	45	591
2026/2027	231	26	257
2027/2028	244	13	257
2028/2029	106	1	107
	<u>2,693</u>	<u>168</u>	<u>2,861</u>

17. Ontario School Board Insurance Exchange (OSBIE)

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000 per occurrence.

The premiums over a five-year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five-year term expires December 31, 2026.

Premiums paid to OSBIE for the policy year ending December 31, 2024 amounted to \$ 3,566 (2023 - \$4,089), of which \$2,377 (2023 - \$2,726) was expensed.

OSBIE exercises stewardship over the assets of the reciprocal, including the guarantee fund. While no individual school board enjoys any entitlement to access the assets of the reciprocal, the agreement provides for two circumstances when a school board, that is a member of a particular underwriting group, may receive a portion of the accumulated funds of the reciprocal.

In the event that the board of directors determines, in its absolute discretion, that the exchange has accumulated funds in excess of those required to meet the obligations of the Exchange, in respect of claims arising in prior years in respect of the underwriting group, the board of directors may reduce the actuarially determined rate for policies of insurance or may grant premium credits or policyholder dividends for that underwriting group in any subsequent underwriting year.

Upon termination of the exchange of reciprocal contracts of insurance within an Underwriting Group, the assets related to the Underwriting Group, after payment of all obligations, and after setting aside an adequate reserve for further liabilities, shall be returned to each Subscriber in the Underwriting Group according to its subscriber participation ratio and after termination the reserve for future liabilities will be reassessed from time to time and when all liabilities have been discharged, any remaining assets returned as the same basis upon termination.

In the event that a board or other board organization ceases to participate in the exchange of contracts of insurance within an Underwriting Group or within the Exchange, it shall continue to be liable for any Assessment(s) arising during or after such ceased participation in respect of claims arising prior to the effective date of its termination of membership in the Underwriting Group or in the exchange, unless satisfactory arrangements are made with in the board of directors to buy out such liability.

18. Contractual obligations and contingent liabilities

- (a) The Board enters into contracts for the capital construction and renovation of various new and existing schools. The following summarizes the board's commitment under these contracts as at August 31, 2024:

	Contract value \$	Incurred to date \$	Amount remaining \$
Construction of schools	62,885	26,595	36,290

- (b) The Board is committed to various operating leases for premises and equipment expiring in fiscal 2028/2029. The aggregate minimum lease payments are as follows:

	Minimum lease payments \$
2024/2025	1,386
2025/2026	1,108
2026/2027	1,109
2027/2028	582
Thereafter	470
Total	4,655

- (c) The Board is committed to a contract to purchase natural gas into the future. The contract ends on Aug 31, 2025, and has a minimum daily purchase volume of 13 gigajoules (GJ) of gas at the Twin Eagle Resource Management of Canada LLC. Arithmetic Average price per GJ, plus \$1.880 per GJ respectively for transportation.

19. Contractual rights and contingent assets

The Board leases space to childcare operators to operate childcare centres and before-and-after school programming.

20. Partnership in Student Transportation of Peel Region (STOPR) Transportation Consortium

On December 14, 2007, the Board entered into an agreement with the Peel District School Board in order to provide common administration of student transportation in the region. This agreement was executed in an effort to increase delivery, efficiency and cost effectiveness of student transportation for each of the boards. Under the agreement, decisions related to the financial and operating activities of the STOPR Transportation Consortium are shared. Neither board is in a position to exercise unilateral control.

The Board's consolidated financial statement reflects its share of the Ministry transportation grants and related expenses.

The following provides condensed financial information:

	Total	2024 Board portion	Total	2023 Board portion
	\$	\$	\$	\$
Revenue	79,222	22,740	77,398	23,611
Expenses	90,121	25,508	84,788	24,529
Annual deficit	(10,899)	(2,768)	(7,390)	(918)

The Board is also a member of Wellington-Dufferin Student Transportation Services Consortia. The Board is not actively involved in the management of this consortia. For the 2024 fiscal year, transportation costs of \$2,200 (2023 - \$2,077) have been expensed in the consolidated financial statements.

21. Related Party Disclosures

The Board has a financing relationship with the Ontario Financing Authority (OFA) and the Ontario School Boards Financing Corporation (OSBFC) for long-term debt. These debt instruments are disclosed in Note 8.

22. In-kind transfers from the Ministry of Public and Business Service Delivery

The Board has recorded entries, both revenues and expenses, associated with centrally procured in-kind transfers of personal protective equipment (PPE) and critical supplies and equipment (CSE) received from the Ministry of Public and Business Service Delivery (MPBSD). The amounts recorded were calculated based on the weighted average cost of the supplies as determined by MPBSD and quantity information based on the Board's records. The in-kind revenue recorded for these transfers is \$7,421 (2023 - \$3,308) with expenses based on use of \$7,421 (2023 - \$3,308) for a net impact of \$Nil (2023 - \$Nil).

23. Future Accounting Standard adoption

The Board is in the process of assessing the impact of the upcoming new standards and the extent of the impact of their adoption on its financial statements.

Applicable for fiscal years beginning on or after April 1, 2026 (in effect for the board as of September 1, 2026 for the year ending August 31, 2027): Standards must be implemented at the same time:

New Public Sector Accounting Standards (PSAS) Conceptual Framework:

This new model is a comprehensive set of concepts that underlie and support financial reporting. It is the foundation that assists:

- preparers to account for items, transactions and other events not covered by standards;
- auditors to form opinions regarding compliance with accounting standards;
- users in interpreting information in financial statements; and
- Public Sector Accounting Board (PSAB) to develop standards grounded in the public sector environment.

The main changes are:

- Additional guidance to improve understanding and clarity
- Non-substantive changes to terminology/definitions
- Financial statement objectives foreshadow changes in the Reporting Model
- Relocation of recognition exclusions to the Reporting Model
- Consequential amendments throughout the Public Sector Accounting Handbook

The framework is expected to be implemented prospectively.

Reporting Model- PS 1202- Financial Statement Presentation:

This reporting model provides guidance on how information should be presented in the financial statements and will replace PS 1201- Financial Statement Presentation. The model is expected to be implemented retroactively with restatement of prior year amounts.

The main changes are:

- Restructured Statement of Financial Position
- Introduction of financial and non-financial liabilities
- Amended non-financial asset definition
- New components of net assets- accumulated other and issued share capital
- Relocated net debt to its own statement
- Renamed the net debt indicator
- Revised the net debt calculation
- Removed the Statement of Change in Net Debt
- New Statement of Net Financial Assets/Liabilities
- New Statement of Changes in Net Assets Liabilities
- Isolated financing transaction in the Cash Flow Statement

24. Monetary resolution to Bill 124, the protecting a sustainable public sector for future generations act

A monetary resolution to Bill 124 was reached between the Crown and the following education sector unions: Elementary Teachers' Federation of Ontario (ETFO), Ontario Secondary School Teachers' Federation (OSSTF), Ontario English Catholic Teachers' Association (OECTA), and Association des Enseignantes et Enseignants Franco-Ontariens (AEFO) <Canadian Union of Public Employees (CUPE), Elementary Teachers' Federation of Ontario- Education Workers (ETFO-EW), Ontario Secondary School Teachers' Federation- Education Workers (OSSTF-EW), Education Workers' Alliance of Ontario (EWAO), Ontario Council of Education Workers (OCEW). This agreement provides a 0.75% increase for salaries and wages on September 1, 2019, a 0.75% increase for salaries and wages on September 1, 2020, and a 2.75% increase in salaries and wages on September 1, 2021, in addition to the original 1% increase applied on September 1 in each year during the 2019-22 collective agreements. The same increases also apply to non-unionized employee groups [excluding Principals and Vice-Principals and school board executives].

The Crown has funded the monetary resolution for these employee groups to the applicable school boards through the appropriate changes to the Grants for Student Needs benchmarks and additional Priorities and Partnerships Funding (PPF).

During the year a monetary resolution to Bill 124 was reached between the Crown and the associations representing principals and vice-principals (Ontario Principals' Council, Catholic Principals' Council of Ontario and Association des directions et directions adjointes des écoles franco-ontariennes). This agreement provides a 0.75% increase for salaries and wages on September 1, 2020, a 2.75% increase for salaries and wages on September 1, 2021, and a 2.00% increase in salaries and wages on September 1, 2022, in addition to the original 1% increase applied on September 1 in each year during the 2020-23 collective agreements. The memorandum of settlement was reached on August 10, 2024 and was ratified on September 30, 2024.

The Crown will fund the monetary resolution for principals and vice-principals to the applicable school boards through the appropriate changes to the GSN benchmarks. Due to this resolution, there is an impact on salary and wages expenses of \$143,597, in the 2023-24 fiscal year. The portion related to 2019-20 to 2022-23 is \$117,697, with the remainder of \$25,900 related to 2023-24.

25. Risks arising from financial instruments and risk management

The Board is exposed to a variety of financial risks including credit risk, liquidity risk and market risk. The Board's overall risk management program focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the Board's financial performance.

Credit risk

The Board's principal financial assets are cash and accounts receivable which are subject to credit risk. The carrying amounts of financial assets on the Statement of Financial Position represent the Board's maximum credit exposure as at the Statement of Financial Position date.

Liquidity risk

Liquidity risk is the risk that the Board will encounter difficulty in meeting obligations associated with financial liabilities. The Board is exposed to liquidity risk through its accounts payable and accrued liabilities and long-term debt. The Board manages its liquidity by monitoring expected outflows through budgeting.

Market risk

The Board is exposed to interest rate risk with regard to short-term borrowing through credit facilities which is regularly monitored. The risk is due to the variable rate on the credit facility agreement.

25. Risks arising from financial instruments and risk management (continued)

The Board's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is the Board's opinion that the Board is not exposed to significant interest rate or currency risks arising from these financial instruments except as otherwise disclosed.

26. Comparative Figures

Certain comparative figures have been reclassified to conform with the method of presentation adopted for the current year.

DRAFT

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 3

**MOTIONS RECOMMENDED BY THE ADMINISTRATION AND FINANCE COMMITTEE,
NOVEMBER 12, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE REQUEST FROM ROBERT F. HALL CATHOLIC SECONDARY SCHOOL TO FUNDRAISE FOR OUTDOOR EQUIPMENT WITH A POTENTIAL COST OVER \$50,000.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE AND ENACT POLICY 5.30: SUPPLY CHAIN MANAGEMENT, AS AMENDED.**
- 3. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT THE *REVISED PROCEDURAL BY-LAW*, AS AMENDED.**



DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
<u>BOARD POLICY</u>	
Board Policy Number:	5.30
Subject:	Supply Chain Management
Reference:	Policy 1.01 Code of Ethics – All Staff GAP 706.00 Supply Chain Management Administrative Procedures (Purchasing and Acquisition) Broader Public Sector (BPS) Procurement Directive
Effective/Revised Date:	January 26, 2010; April 17, 2018
<u>AMENDED:</u>	<u>April 17, 2018; October 15, 2024</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) supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of DPCDSB, and fair business principles.
2. The DPCDSB recognizes that fair and open competition is a basic tenet of public acquisition and adheres to the Ministry of Finance’s Broader Public Sector (BPS) Procurement Directive and the DPCDSB Code of Ethics.
3. The procurement of all goods and services shall ~~be in compliance~~ comply with applicable DPCDSB policies and procedures, and all applicable federal, ~~provincial~~ provincial, and municipal acts and regulations pertaining to procurement.
4. DPCDSB will ensure that all transactions are based on the five (5) key principles outlined in the BPS Procurement Implementation Guidebook to achieve value-for-money while following procurement provisions that are fair and transparent to all stakeholders:
 - Accountability - the Board must be accountable for the results of its procurement decisions and the appropriateness of its procurement processes.
 - Transparency - The Board must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
 - Value-for-Money - The Board must maximize the value it receives from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.
 - Quality Service Delivery - Front-line services provided by the Board, such as teaching, must receive the right product, at the right time and in the right place.

- Process Standardization - Standardized processes remove inefficiencies and create a level playing field.
5. DPCDSB incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks. If it is not possible and practical to do so, DPCDSB will provide an explanation upon request.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>POLICY</u>	
POLICY NUMBER:	5.30
SUBJECT:	Supply Chain Management
REFERENCE:	Policy 1.01 Code of Ethics – All Staff GAP 706.00 – Supply Chain Management Broader Public Sector (BPS) Procurement Directive
EFFECTIVE DATE:	January 26, 2010;
AMENDED DATE:	April 17, 2018; October 1, 2024

“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) supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of DPCDSB, and fair business principles.
2. The DPCDSB recognizes that fair and open competition is a basic tenet of public acquisition and adheres to the Ministry of Finance’s Broader Public Sector (BPS) Procurement Directive and the DPCDSB Code of Ethics.
3. The procurement of all goods and services shall comply with applicable DPCDSB policies and procedures, and all applicable federal, provincial and municipal acts and regulations pertaining to procurement.
4. DPCDSB will ensure that all transactions are based on the five (5) key principles outlined in the BPS Procurement Implementation Guidebook to achieve value-for-money while following procurement provisions that are fair and transparent to all stakeholders:
 - *Accountability* - the Board must be accountable for the results of its procurement decisions and the appropriateness of its procurement processes.
 - *Transparency* - The Board must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
 - *Value-for-Money* - The Board must maximize the value it receives from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.
 - *Quality Service Delivery* - Front-line services provided by the Board, such as teaching, must receive the right product, at the right time and in the right place.
 - *Process Standardization* - Standardized processes remove inefficiencies and create a level playing field.

5. DPCDSB incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks. If it is not possible and practical to do so, DPCDSB will provide an explanation upon request.

DRAFT

GAP GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700.00 FACILITIES, EQUIPMENT, FINANCE
GAP NUMBER:	706.00
SUBJECT:	Supply Chain Management (Purchasing and Acquisition)
REFERENCE:	Policy 1.01: Code of Ethics – All Staff Policy 5.30: Supply Chain Management Broader Public Sector (BPS) Procurement Directive Building Ontario Business Initiative
EFFECTIVE:	February 19, 1992
REVISED/AMENDED:	Administrative Council , November 12, 2012, February 21, 2023, November 12, 2024

[“He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness.”](#)
[2 Corinthians 9:10](#)

BACKGROUND

~~The Supply Chain Management Policy 5.30 and these General Administrative Procedures have been developed to balance the requirements of efficient and effective purchasing and fairness to the marketplace with the requirements of the Dufferin-Peel Catholic District School Board (DPCDSB) to monitor and centralize the purchasing process. In the selection of vendors, DPCDSB ensures that it employs responsive people, committed to product quality, on time delivery, financial stability and innovative thinking. Our open and transparent procedures ensure that DPCDSB is receiving the best possible value for the goods, services and programs purchased.~~

~~All purchases and disposal of goods and services must be made through DPCDSB’s centralized Supply Chain Management (SCM) Department and through established authority limits.~~

~~Supply Chain Management (*Purchasing and Acquisition*) details are available on DPCDSB website: <https://www3.dpcdsb.org/about-us/vendors-and-presenters>~~

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1. SUPPLY CHAIN MANAGEMENT PRINCIPLES

The Broader Public Sector (BPS) Procurement Directive outlines procurement responsibilities for all BPS entities, and ensures all goods and services are acquired through an open, fair, and transparent process.

The Ministry of Public and Business Service Delivery and [Procurement and Supply Chain Ontario](#) encourage shared procurement initiatives and can provide access to Vendor of Record arrangements, which are available to all Public Sector Organizations.

The [Dufferin-Peel Catholic District School Board \(DPCDSB\)](#) ~~will actively participate~~ ~~shall encourage~~ [in](#) cooperative purchasing [ventures](#) with other [School Boards](#) and other units of Government or their agencies of public authorities, or utilize an existing vendor of record arrangement through Ministry of Public and Business Service Delivery [and Procurement](#) contracts, whenever the best interest of DPCDSB will be served.

Alternately, the DPCDSB will utilize [Bids & Tenders as the an](#) online platform for all public procurement opportunities and post all bids for an open, competitive process, [unless a trade agreement exemption, exception or non-application applies in specific circumstances](#).

~~The~~ Supply Chain Management principles: ~~of DPCDSB shall be as follows:~~

1. To procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost-effective manner.
2. To encourage open competitive bidding on all acquisition and disposal of Goods and Services where practicable.
3. To consider ~~all costs, including acquisition, operating and disposal costs~~ [the total cost of ownership](#), in evaluating Bid submissions from [R](#)esponsive and [R](#)esponsible Vendors, rather than basing a decision solely on the lowest compliant Bid price (~~i.e. "Total Acquisition Cost" method of procurement~~) and following BPS Procurement Directives.
4. To operate a centralized purchasing program for the purchase of all Goods and Services through the Supply Chain Management Department of Financial Services.
5. [This General](#) Administrative ~~p~~rocedures ~~applies~~ to any employee or elected official who is involved in the acquisition of [g](#)oods and/or [s](#)ervices on behalf of DPCDSB.
6. All Superintendents, Principals and Managers are responsible for ensuring their immediate staff are properly informed of and comply with the Supply Chain Management policy and associated [General Administrative](#) ~~p~~rocedures.
7. All Supply Chain Management activities will be carried out in accordance with all applicable DPCDSB policies and procedures and any other statutory acts or regulations.
8. Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all DPCDSB business operations.
9. In accordance with the *Education Act*, no teacher, Supervisory Officer or other employee of DPCDSB may promote or sell [g](#)oods or [s](#)ervices for compensation to any board, provincial school or teachers' college,

or pupil enrolled therein except as permitted by the said Act.

~~10. Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all DPCDSB business operations.~~

SUPPLY CHAIN MANAGEMENT (PURCHASING AND ACQUISITION)

A.2. SEGREGATION OF DUTIES

~~Budget(s)—authorized and approved by DPCDSB on an annual basis. The Budget communicates approved budget allocations to originators (Schools Administrators/Department Managers).~~

~~Requisition(s)/Commitments—authorized by the budget holder (Schools/Departments) and forwarded to the Supply Chain Management Department for acquisition purposes.~~

~~Receipt(s)—authorized by the budget holder (Schools/Departments) and forwarded to the Supply Chain Management Department for receiving purposes.~~

~~Payment(s)—authorized by the budget holder (Schools/Departments) and forwarded to the Supply Chain Management Department for verification of prices, matched with the receipt, then processed for payment by the Accounting Department.~~

Effective control in an organization includes segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for the key stages of the procurement process. Employees cannot independently procure gGoods and sServices without approval. DPCDSB shall separate at least three of the five functional roles (Requisitioning/Ordering, Approval, Purchase Order, Receiving and Payment) as follows:

<u>Schedule 1: Segregation of Duties</u>		
<u>Function</u>	<u>Responsibility</u>	<u>Accountable Party</u>
<u>Requisitioning/Ordering</u>	<u>Authorize the procurement department to place an order</u>	<u>Individual requesting the product or service</u>
<u>Requisition Approval</u>	<u>Authorize that funding is available to cover the cost of the order</u>	<u>Budget holder or designate</u>
<u>Purchase Order</u>	<u>Authorize release of the order to the vendor under agreed terms</u>	<u>Supply Chain Management</u>
<u>Receiving</u>	<u>Authorize that the order was physically received, correct and complete</u>	<u>Individual receiving the <u>g</u>Goods</u>
<u>Payment</u>	<u>Authorize release of payment to the vendor</u>	<u>Accounts Payable within Financial Services</u>

B.3. APPROVAL AUTHORITY LIMITS

Total Purchase Amount	Delegated Purchasing Authority Level	Procedure
<\$200 >\$200 up to \$3000 >\$3,001 up to \$10,000 providing the item is non-cumulative, Goods & Services	Petty Cash Procurement Card Authorized Originator	Originator Originator (authorized by SO and Manager/Principal) Purchase order issued by the SCM Department.
>\$10,001 up to \$25,000- Goods & Services	Superintendent, Principal, Manager or designate	Invitational competitive procurement (minimum (3) Verbal quotes)
>\$25,001 up to \$100,000- Goods & Services	Superintendent, Principal, Manager or Designate	Invitational competitive procurement (minimum (3) written quotes)
>\$100,001 Goods & Services <\$100,000 *Consultants >100,000 *Consultants	Director of Education, or Designate Director of Education, or Designate Director of Education, or Designate	Open Competitive Process Invitational/Competitive procurement (minimum of (3) suppliers are invited to submit a bid) Open Competitive Process

Any competitive procurement of goods or services (including consulting services) must be approved by the appropriate approval authority prior to commencement, based on the total estimated value of procurement (excluding taxes) as follows:

- ~~\$0 - \$119,999.999~~ ~~\$99,999.99~~ ~~\$121,999.99~~: Superintendent or designate, CIO, Principal, Manager ~~or designate~~
- ~~\$120,000.00~~ ~~\$100,000.00~~ ~~\$121,200.00~~ or more: Director of Education or designate

These amounts are subject to change whenever they are increased under the Broader Public Sector (BPS) Procurement Directive in order to be consistent therewith, without the necessity of having to amend this General Administrative Procedure.

4. GENERAL AUTHORITY

The purchase of ~~g~~Goods and/or ~~s~~Services shall not be authorized unless:

- The required goods and/or services have been requisitioned following this General Administrative Procedure;

- The form and content of all documents forming any part of the purchase contract including quotation, tender or proposal documents, a form of agreement, special provisions, terms and conditions, insurance, and surety bonds, have been reviewed by Supply Chain Management; and
- The purchase has been approved by the appropriate levels of authority.

Where bids are received in response to a competitive bid process but exceed project estimates, the budget holder and Supply Chain Manager, jointly, may enter into negotiations with the lowest responsible and responsive proponent to achieve an acceptable bid within the project estimate. When the negotiation results in a contract price acceptable to both parties, no rebidding of the project is necessary, and the contract is awarded at the negotiated price.

If a tender/proposal has been awarded to the successful proponent and the successful proponent fails to enter into a contract, the Supply Chain Manager shall have the authority to proceed to the next highest-ranking proponent for the award of this contract providing there are no irregularities; requirements remain unchanged and project estimates are within budget.

5. PROCUREMENT THRESHOLDS AND PROCESS

The following acquisition process indicates the methodology to be applied by all staff the Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar guidelines for total spend:

~~Zero (0), and less than \$10,000—at the discretion of the originator (*with the exception of Consultants)~~
~~More than \$10,001, and less than \$25,000—verbal quote—SCM Department~~
~~More than \$25,001, and less than \$100,000—three written quotes—SCM Department~~
~~More than \$100,000—Competitive Bid Process—SCM Department~~

~~No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.~~

Schedule 3A: Goods and Non-Consulting Services – Non-School Based Departments ONLY Only		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$19,999.99 \$9,999.99	Verbal or catalogue price or written quote(s) at the discretion of the originator	Petty Cash (less than \$200), or P-Card (up to transaction limits), or Purchase Order or Payment Requisition
\$20,000.00 \$10,000.00 up to \$59,999.99	<u>Invitational competitive procurement (minimum of three vendors invited to submit a bid) by an individual with budget authority or by Supply Chain Management. Must have prior discussion with Supply Chain Management.</u>	Purchase Order
\$60,000.00 up to	Invitational competitive	Purchase Order

\$119,999.99 \$121,999.99	procurement (minimum of three vendors invited to submit a bid) by Supply Chain Management	
\$120,000 \$100,000 \$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

[The following acquisition process indicates the methodology to be applied by all schools:](#)

Schedule 3BA: Goods and Non-Consulting Services Schools ONLY		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$9,999.99	Verbal or catalogue price or written quote(s) at the discretion of the originator	Petty Cash (less than \$200), or, P-Card (up to transaction limits), or, Purchase Order or Payment Requisition
\$10,000.00 up to \$24,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by an individual with budget authority or Supply Chain Management. Must have prior discussion with Supply Chain Management.	Purchase Order
\$25,000 to \$119,999.99 \$121,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by Supply Chain Management	Purchase Order
\$120,000 \$100,000 \$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

[The following acquisition process applies to all consulting services for all schools and non-school based departments:](#)

Schedule 3C: Consulting Services		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$121,999.99 \$119,999.99 \$99,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by	Purchase Order and Contract

	Supply Chain Management	
\$120,000 - \$100,000 \$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

~~*Consultants <100,000 bids are invitational/competitive, >100,000 bids are open and competitive and issued by the SCM Department.~~

~~*Consultant means a person or entity that under an agreement other than an employment agreement provides expert or strategic advice and related services for consideration and decision making. Consulting Services means a provision of expertise or strategic advice that is presented for consideration and decision making.~~

The Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, shall consider the following criteria in determining the procurement method acquisition process to be followed in the procurement of all applicable **g**Goods and **s**Services:

1. Where the required goods or service can be specified, the Request for Tender or Quote process shall apply. Award is given to the bidder who submits the lowest compliant bid.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Request for Proposal process shall apply. The Request for Proposal process may include the process of pre-qualification. Award is given to the bidder whose bid is compliant and who scores the highest points based on the weighted scoring criteria communicated.
3. Where professional or consulting services are being requested, the appropriate procurement method as indicated above, Proposal process shall apply.

5.1. INFORMAL PROCESS (\$0 - ~~\$19,999.99~~ **\$9,999.99)**

For any requirement having an estimated value under \$19,999.99 (excluding taxes) , competition need not be solicited and can be handled by the originating school, department, or supply chain. Prices may be obtained verbally from a vendor, which has proven, in a competitive situation, to offer the most favourable price consistent with reliability, delivery and service requirement. The originating department shall make the purchase using ~~petty cash (less than \$200)~~, P-Card (up to transaction limits) or purchase order or payment requisition with the required signatures of approval. **Schools may also use petty cash for transactions less than \$200.00.**

Sound judgment shall be exercised by the individual when determining if quotations should be obtained, regardless of this value range. Where the unit cost of an item is less than \$10,000, but the quantity required exceeds a total value of \$10,000, three (3) quotes are required as per the above thresholds.

i.e.: one utility table = \$3,000 = no quotation
 ten utility tables = \$30,000 = three quotes required

A division of requirements into multiple procurements to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

Schools only: the informal process threshold is \$0 up to \$9,999.99.

5.2. REQUEST FOR QUOTATION (RFQ) PROCESS (\$20,000.00 - \$59,999.99)

The procurement of **g**Goods and/or non-**c**Consulting **s**Services with an estimated value greater than or equal to

\$20,000.00 (excluding taxes) and up to \$59,999.99 (excluding taxes) shall be obtained using a competitive procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process may be initiated and completed by an individual with budget authority or Supply Chain Management. At least three (3) vendors known to provide the required goods and/or non-consulting services shall be invited to submit a bid. Individuals with budget authority must complete and submit a Request for Quotation form to Supply Chain Management for review and approval, prior to executing a purchase.

Individuals with budget authority ~~are strongly encouraged~~ must to reach out Supply Chain Management prior to inviting vendors to submit bids to discuss the plan for quotations. Failure to engage Supply Chain Management early in the process may delay the acquisition process.

All quotations received and rationale for selected procurement files must be provided to Supply Chain Management, prior to executing a purchase and kept on file in accordance with the DPCDSB's Records Retention Schedule.

Schools only: the formal process threshold is \$10,000.00 up to \$24,999.99.

5.3. REQUEST FOR QUOTATION (RFQ) PROCESS (\$60,000.00 - ~~\$119,999.99~~ \$121,199.99)

The procurement of ~~g~~Goods and/or non-~~e~~Consulting ~~s~~Services with an estimated value greater than or equal to \$60,000 (excluding taxes) and up to \$121,199.99 (excluding taxes) shall be obtained using a competitive procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process must be initiated and completed utilizing Supply Chain Management. At least three (3) vendors known to provide the required ~~g~~Goods and/or non-~~e~~Consulting ~~s~~Services shall be invited to submit a bid. Supply Chain Management shall prepare a summary for the initiating department, accompanied by the quotations received indicating the selected vendor for purchase order issuance or other appropriate action.

The same competitive procurement described immediately above applies to ~~e~~Consulting ~~s~~Services with an estimated value from \$0 up to \$121,199.99 (excluding taxes).

All quotations received and rationale for selected procurement files must be provided to Supply Chain Management, prior to executing a purchase and kept on file in accordance with the DPCDSB's Records Retention Schedule.

Schools only: the formal process threshold is \$25,000.00 up to ~~\$121,999.99~~ \$119,999.99.

5.2.5.4. OPEN COMPETITIVE PROCESS: REQUEST FOR TENDER (~~\$120,000~~ ~~\$100,000~~ \$121,200.00 AND UP)

Tenders for DPCDSB shall be issued and received by the Supply Chain Manager and opened in public or online, if requested, at the time appointed in the Tender document, with the following persons constituting the Tender Committee:

1. _____

- a) _____ Supply Chain Manager or designate
- b) _____ Buyer
- c) _____ Initiating Superintendent; Principal (attendance is not mandatory) or
- d) _____ Department Manager

Tenders shall be opened, Bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on

~~the Summary of Bidders sheet, it shall be initialed by at least two Supply Chain Department members. Evaluation team members will be advised of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a Conflict of Interest. DPCDSB will have team members sign a Conflict of Interest Declaration and Non-Disclosure Agreement. All Tenders received for the purchase of Goods and Services, * with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Supply Chain Manager or Consultant, in consultation with the initiating Superintendent, Principal or Manager and Consultants.~~

Request for Tenders (RFT) involves the solicitation of ~~g~~Goods, ~~s~~Services, and/or construction with specific delivery requirements and performance specifications and may require/include vendor pre-qualification. All bids will be received on or before the specified closing date and time. All bids will be evaluated and approved in consultation with Supply Chain Management and the requisitioning budget holder or designate.

In the case of Goods and Services where it is estimated by the Supply Chain Manager that such goods or services will cost more than ~~\$121,200.00 \$120,000 \$100,001~~ over the duration of the contract annually, the Supply Chain Department will utilize an online procurement platform. electronic Website.

Where market conditions are such that price protection cannot be obtained for Goods and Services ~~having an annual total value in excess of \$100,000~~, the Supply Chain Manager shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.

5.3.5.5. OPEN COMPETITIVE PROCESS: REQUEST FOR PROPOSAL (~~\$121,200.00 \$120,000 \$100,000.00~~ AND UP)

Request for Proposals (RFP) are ~~Calls To be~~ used when:

- ~~when~~ only the need can be specified rather than the specific ~~product Good~~ or ~~s~~Service to fill the need;
- ~~when~~ it is not practical to prepare precise specifications which permit bids of readily comparable ~~products Goods~~ or ~~s~~Services.

The acquisition regulations governing the use of ~~RFPs Proposal calls~~ are similar to the ~~t~~Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a RFP Proposal process than there is for a Tender.

Where it has been determined by the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, that the RFP Proposal acquisition method is adopted, and where it is estimated that Goods and Services will cost more than ~~\$121,200.00 \$120,000 \$100,001~~, the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, may determine whether to;

- issue an RFP "Request for Proposal" and establish an Evaluation Team Selection Committee for the purpose of Proposal review; or
- Advertise a "Request for Information" in publications of general circulation/online platforms Website and establish an Evaluation Team Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Evaluation Team Selection Committee would reconvene to review the Bids and determine the award. DPCDSB is under no obligation to award a contract based on informational gathering activities, such as an Request for Information (RFI). For further information refer to section 5.9.

Any of the above threshold amounts which are prescribed under the Broader Public Sector (BPS) Procurement Directive are subject to change whenever they are increased under the said Directive in order to be consistent therewith, without the necessity of having to amend this General Administrative Procedure.

5.6. EMERGENCY PURCHASING

Emergency Purchasing shall apply when a Superintendent verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service, the following procedure shall apply:

1. The Superintendent will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation explaining the nature of the situation and the actions taken will be forwarded to the Supply Chain Management Department and a copy sent by the originator to the appropriate Director or designate.

5.7. SOLE AND SINGLE SOURCE PROCUREMENT/LIMITED TENDERING

DPCDSB engages in competitive procurement where practical, advantageous and required under legislative requirements. However, in certain unique circumstances and as governed by the applicable trade obligations, approval for limited tendering exceptions may be sought. Limited tendering is a non-competitive procurement process, where only one vendor exists or is engaged by the procuring department (i.e. single sourcing or sole sourcing). This process cannot be used for the purpose of avoiding competition and/or discrimination against other parties. ~~DPCDSB will not have the ability to go through a competitive process activity. The Supply Chain Management Department would then go directly to one supplier to meet the requirements of DPCDSB.~~ The following enumerated items under Single Sourcing and Sole Sourcing are not intended to be all inclusive. DPCDSB may rely on any exemption, exception or non-application under any applicable trade agreement to justify a non-competitive procurement.

~~There are two main types of direct (non-competitive) awards:~~

~~Single Sourcing—is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.~~

~~Sole Sourcing—means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.~~

Single Sourcing

Allowable exceptions for competitive procurements include:

- a. Where an unforeseen situation of urgency exists and the Goods, Services or **C**onstruction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, DPCDSB may conduct the procurement prior to obtaining the appropriate approvals provided that the urgency has been justified in writing (see Emergency Purchasing).
- b. Where Goods or **C**onsulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public

interest.

- c. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
- d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
- e. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life or health.
- f. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this [documentGeneral Administrative Procedure](#).
- g. Where only one supplier can meet the requirements of procurement in the circumstances (Sole Sourcing).

Sole Sourcing

In accordance with the Canadian Free Trade Agreement (CFTA), in the situation where only one supplier is able to meet the requirements of a procurement [and is defined by the criteria listed below](#), DPCDSB may use the [following](#) Sole Source method:

- a. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- b. Where there is an absence of competition for technical reasons and the [gGoods](#) or [sServices](#) can only be supplied by a particular supplier and no alternative or substitute exists.
- c. For the procurement of [gGoods](#) or [sServices](#), the supply of which is controlled by a supplier that is a statutory monopoly.
- d. For the purchase of Goods on a commodity market.
- e. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
- f. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- g. For a contract to be awarded to the winner of a design contest.
- h. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- i. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- j. For the procurement of original works of art.
- k. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- l. For the procurement of real property.

[GF 255XXX – Limited Tendering Formal documentation](#) must be completed [before committing to a vendor](#) to support and justify the decisions above. This documentation must be completed and approved by the appropriate [authorities Director or designate](#) within DPCDSB and may be used as supporting documentation in the case of a [formal inquiry competitive dispute](#).

5.8. DIRECT NEGOTIATED PROCESS PURCHASE BY NEGOTIATION

Purchase by negotiation shall apply when exemption, exception, or non-application clauses exist with applicable trade agreements. In the judgment of the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, purchase by negotiation may take place if any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, Tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a "Change Order" and documentation sent to [Supply Chain Management. Purchasing.](#)
7. A single source or sole source is being recommended in the absence of competition or substantial duplication of costs for DPCDSB.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

~~GF 255XXX~~ – [Limited Tendering must be completed before committing to a vendor to support and justify the decisions above. This documentation must be completed and approved by the appropriate authorities within DPCDSB and may be used as supporting documentation in the case of a formal inquiry.](#)

~~NOTE: Formal documentation must be completed and authorized by the Director or Designate in order to support and justify the decision for non-competitive Procurement. In the case of non-competitive procurement (exemption based only) for Consultants the Director of Education or designate must authorize the non-competitive procurement process.~~

5.9. REQUEST FOR INFORMATION (RFI) OR REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

The purpose of an [RFI or](#) RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism should be used by DPCDSB when wishing to gain a better understanding of the capacity of the supplier community to provide the [Services](#) or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition.

NOTE: A response to an RFI or a RFEI MUST not pre-qualify a potential supplier and MUST not influence a supplier's chance of being the successful Proponent on any subsequent opportunity.

5.10. REQUEST FOR SUPPLIERS QUALIFICATIONS (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of DPCDSB).

An RFSQ can be used to understand which potential proponents have the capabilities that DPCDSB requires, as the first stage in a two staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for DPCDSB evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if, and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list.

An RFSQ document should specifically define the type of ~~materials-Goods~~ or ~~S~~Services included as part of the process and set upper limits to the value of future awards. Further, the document should also clearly indicate the time duration the list is to be valid, the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will ~~come up~~arise. The document should also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. The RFSQ must contain specific language to disclaim any obligation on the part of DPCDSB to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

5.11. ADVERTISING OF BIDS

Advertising of Bids shall be conducted through the Supply Chain Management Department utilizing an ~~electronic website~~ online procurement platform. Bids must be advertised for a minimum period of fifteen (15) calendar days for procurements valued at ~~\$121,200.00~~ ~~\$120,000~~ ~~\$100,000~~ or more. ~~Complex procurements of high complexity, impact on multiple departments or stakeholders, high risk and/or large dollar value, should must be advertised for a longer period of time. The Superintendent of Financial Services has the final approval as required. Thirty (30) days must be provided for a bid response of a procurement of high complexity, risk, and/or dollar value.~~ Any addenda must be issued at least seven (7) calendar days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. DPCDSB must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered.

5.12. EVALUATION OF BIDS

All information regarding timelines of bids, bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, mandatory criteria (should be kept to a minimum), conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed. Competitive procurement documents that do not meet mandatory criteria will be disqualified. DPCDSB shall not discriminate or exercise preferential treatment in awarding a contract.

Unless permitted by a specific exception within this General Administrative Procedure, whenever a competitive process is used to acquire ~~G~~Goods and ~~S~~Services, DPCDSB must then select only the highest ranked submission ~~s~~ or low qualified bid that meet all mandatory requirements set out in the related procurement documents. ~~Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.~~ Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- DPCDSB is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed DPCDSB's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other [procurement](#) method, DPCDSB may choose to negotiate directly with a chosen supplier.
- Should tie Bids be received on any item with other things being equal, DPCDSB will take into consideration the nature of the service given by any or all of the bidders concerned in any previous dealings that they may have had with DPCDSB. DPCDSB will not permit subdivision of orders [specifically](#) for tie Bids.

Evaluation records of procurement process must be fair, factual, and fully defensible.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. DPCDSB intends to evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. DPCDSB reserves the right to evaluate pricing offered based on the combined total cost of the items tendered or separately.

Evaluation of Bids include:

- Bid is appropriately [received and received on time](#) (~~*submissions that are delivered after the closing time will not be considered~~)
- Bid meets all mandatory requirements (compliant vs. non compliant)
- ~~Bid meets~~ optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

~~* Bid Receipt—DPCDSB must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered. Each Bid must be stamped, physically on paper or by online procurement platform, as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. DPCDSB has to ensure that there is at least one witness to view the Bid openings.~~

SELECTION PROCESS

- a. DPCDSB will select Bids based on criteria contained within the Bid but shall not discriminate:
 - Between the Goods or Services of a particular province or region, including those goods and services included in contraction contracts, and those of any other province or region; or
 - Between the suppliers of such Goods or Services of a particular province or region and those of other provinces or regions.
- b. Except as otherwise provided, measures that are inconsistent with the above include the following:
 - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in

- Canada where the Goods are produced or the Services are provided, or other like criteria.
 - The biasing of technical specifications in favor of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favor of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of DPCDSB.
 - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
 - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
 - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
 - The use of price discounts or preferential margins to favor particular suppliers.
- c. DPCDSB shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favor.
- The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
 - The suppliers of a particular province or region of such ~~g~~Goods or ~~s~~Services.
- d. Except as otherwise required to comply with international obligations, DPCDSB may accord a preference for Canadian value-added, subject to the following conditions:
- The preference for Canadian value-added must be no greater than ~~ten percent (10%) per cent.~~
 - The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
 - All qualified suppliers must be informed through the call for completion of the existence of the preference and the rules applicable to determine the Canadian value- added.
- e. Except as otherwise required to comply with international obligations, DPCDSB may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
- DPCDSB must be satisfied that there is sufficient competition among Canadian suppliers.
 - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
 - The requirement for Canadian content must be no greater than necessary to qualify the procured Goods or Services as a Canadian Good or Service.
- f. ~~Notwithstanding anything elsewhere herein set out, in accordance with the Building Ontario Businesses Initiative Act (BOBIA), 2022, DPCDSB may give preference to Ontario businesses, in accordance with the regulations thereto, when conducting a procurement process for prescribed Goods and Services the value of which are under the prescribed threshold amount, if it is in the best interests of DPCDSB to do so.~~

EVALUATION CRITERIA

Evaluation criteria should be developed, reviewed and approved by an appropriate authority BEFORE the competitive process begins and contained within the Bid documents. Competitive procurement documents must clearly outline rated or other criteria used to evaluate submissions, including weight of each criterion. Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria. Mandatory and any technical standards that need to be met have to be identified.

The evaluation criteria cannot be changed or altered once the competitive process begins, except when with- the exception of an addendum is sent to all suppliers prior, to bid closing.

EVALUATION TEAM

Every competitive process requires an evaluation team that will be responsible for ~~evaluating reviewing~~ all the compliant bids. Evaluation team members should be selected and participation confirmed before the competitive documents have been posted. The following ~~individuals persons~~ constitute the minimum composition of the Evaluation Team ~~Tender Committee for procurement over \$121,200.00 \$120,000;~~

- a) Supply Chain Manager or designate
- b) Buyer
- c) Initiating Superintendent; Principal ~~(attendance is not mandatory)~~ or Department Manager

DPCDSB evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each evaluation team member must complete an evaluation matrix rating. Each submission and records of evaluation scores must be retained on file. Evaluation team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a Conflict of Interest. DPCDSB will require all team members to sign a Conflict of Interest Declaration and Non-Disclosure Agreement. DPCDSB will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. DPCDSB must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

~~Note:-~~ Consultants ~~that are~~ hired by DPCDSB must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. DPCDSB must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees and Advisors that are used by DPCDSB , must also declare a Conflict of Interest and a Conflict of Interest Declaration Form must be signed. The employee or advisor is ultimately responsible and accountable for using good judgment in the exercise of DPCDSB's duties. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

Situations that might result in a Conflict of Interest may include but are not limited to are:

- engage in outside employment
- not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- providing assistance or advice to a particular supplier participating in a competitive process
- having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- having access to confidential information
- accepting favors or gratuities from those doing business with the organization.

~~D-5.13.~~ CONTRACT AWARDS

Upon request of DPCDSB, a bidder ~~whose~~ ~~who's~~ Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a

comprehensive assessment of the Tender.

The award of any bid or any part thereof will be made in [the same manner as the procurement documents were posted writing](#) and may be subject to the successful bidder entering into a contract that is satisfactory to DPCDSB. ~~Provided however, and~~ it is expressly understood and agreed, that upon the acceptance of the Bid by DPCDSB, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. DPCDSB must obtain the supplier's signatures before obtaining the designated DPCDSB's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to DPCDSB that the Tender will be adversely affected because timely signing of a contract acceptable to DPCDSB will not take place, DPCDSB reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA. Awards will be posted in the same manner as the procurement documents were posted with all relevant information applicable to the bid.

Contract Types: ~~Contracts and Contract Management~~

- a) Fixed price: A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for DPCDSB. Using a fixed price contract with a scope that is not well defined contains risk for DPCDSB because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, DPCDSB must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.
- b) Time and material: A time and materials contract identified work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If DPCDSB does not have a well-defined scope of work, a time and materials contract may be the only option. DPCDSB must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.
- c) Cost reimbursable: A cost reimbursable contract is a contract where DPCDSB agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, DPCDSB will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

[A combination of the contract types above can also be used, depending on the requirements being contemplated.](#)

For services DPCDSB has to establish clear terms of reference for the bid term. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress

reporting, approval requirements, and knowledge transfer requirements. Expense claims and reimbursements have to comply with the BPS Expense Directive and DPCDSB has to ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

~~A combination of the contract types above can also be used, depending on the requirements being contemplated.~~

Payment must be made in accordance with provisions of all contracts. All invoices must contain detailed information sufficient to warrant payment. Overpayments must be recovered in a timely fashion. Assignments must be properly documented. Expenses that are claimed and reimbursed are to be explicit and contained within the contract.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurements and DPCDSB must seek appropriate approval authority prior to proceeding.

~~E. — CONTRACTS/LEASES/AGREEMENTS~~

~~DPCDSB has developed GAP 709.00: Approval and Execution of Agreements and Other Forms of Contracts Including Leases to address the development of agreements and other forms of contracts including leases. The GAP outlines types of documents, persons participating in the development of agreements and other forms of contracts, including leases as well as persons authorized by DPCDSB to approve and execute agreements and other forms of contracts and leases.~~

~~5.4.5.14. PROPONENT DEBRIEFING~~

~~For procurements valued at \$~~121,200.00~~ ~~\$120,000.00~~ or more, the Board will allow unsuccessful suppliers sixty (60) calendar days following the date of the contract award notification to request a debriefing, by contacting the Supply Chain Management department. The debriefing will provide the unsuccessful proponent with a critical review of its' bid highlighting the ~~its~~ strengths and weaknesses.~~

Total Contract Amount	Management Review (Second Reviewer)	Roles and Responsibilities
Up to \$1,000,000	Manager or designate	Initiator should provide fact-based evidence as part of the vendor performance submission. A second signature/verifier is to provide a balanced, fair and unbiased assessment of the vendor;

Up to \$2,000,000	General Manager or designate	Initiator should provide fact-based evidence as part of the vendor performance submission. A second signature/verifier is to provide a balanced, fair and unbiased assessment of the vendor;
> than \$2,000,000	Superintendent, or designate	Initiator should provide fact-based evidence as part of the vendor performance submission. A second signature/verifier is to provide a balanced, fair and unbiased assessment of the vendor;

5.5.5.15. BID PROTEST/DISPUTE RESOLUTION

Although procurement documents must outline any bid dispute resolution processes and comply with applicable trade agreements, should an unsuccessful proponent choose to dispute the outcome of a competitive procurement, the following general process will apply:

- i) The unsuccessful proponent must first avail themselves of a debriefing.
- ii) If after attending a debriefing, the proponent still has concerns about the outcome of a competitive procurement, the proponent must submit their concerns in writing to the Supply Chain Manager. This request should provide a detailed statement of the legal and factual grounds for the protest, including copies of the relevant documents and the form of relief requested.
- iii) The Manager Supply Chain Management shall investigate the nature of the complaint by reviewing the information with the appropriate Board staff and the proponent to determine the grounds and alternatives for a resolution.
- iv) If resolution cannot be met, the proponent may direct the complaint to the Superintendent of Financial Services. The Superintendent of Financial Services shall review the facts of the dispute and shall make the final decision as to the action required which may include taking the matter to the Director of Education or designate and/or Legal Counsel.

~~By contacting DPCDSB Supply Chain Management Department, unsuccessful bidders will have an opportunity for a debriefing session for procurements valued at \$100,000 or more. The debriefing will provide a bidder with a critical review of the unsuccessful Bid, and of what, in the opinion of DPCDSB, were its particular strengths and weaknesses. Unsuccessful bidders will be allowed 60 calendar days following the date of the contract award notification to request a debriefing.~~

~~If the bidder has further concerns after meeting with the Supply Chain Management staff, the bidder may contact the Superintendent, Financial Services or designate. The Superintendent, Financial Services will review the bidders concerns and give the bidder an opportunity, if so desired, to meet at an appropriate time, and date.~~

~~In scheduling vendor debriefings, DPCDSB must:~~

- ~~— confirm the date and time of the debriefings with each vendor~~
- ~~— conduct separate debriefings with each vendor~~
- ~~— ensure that the same participants from DPCDSB participate in every debriefing conducted~~
- ~~— retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation~~
- ~~— DPCDSB must provide a general overview of the evaluation process set out in the procurement documents~~
- ~~— discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, DPCDSB may provide the supplier's evaluation scores and their evaluation ranking.~~
- ~~— DPCDSB may provide suggestions on how the supplier may improve future submissions~~
- ~~— be open to feedback from the supplier on current procurement processes and practices~~
- ~~— address specific questions and issues raised by the supplier in relation to their submission.~~

DPCDSB must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA. If a supplier makes such a request, DPCDSB must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

1.6. VENDOR PERFORMANCE EVALUATION

Vendor Supplier performance must be managed and documented, and any performance issues must be addressed in a timely manner. A vendor performance evaluation form ([GF 304 – Vendor Performance Evaluation](#)) shall be completed by the appropriate user group to document performance concerns.

The information collected in an evaluation will:

- Provide feedback to vendors for performance improvements and/or acknowledge satisfactory or unsatisfactory performance,
- Determine a vendor's eligibility or ineligibility to bid on future contracts with DPCDSB, and
- Provide justification for the award or non-award of contracts.

When Supply Chain Management is notified of performance concerns, an investigation may commence. An investigation will require meetings with appropriate department(s) involved and potential meetings with the vendor to discuss the concerns. Steps to remediate deficiencies or concerns will be documented. If a vendor fails to improve or act on concerns that were raised and documented in the meeting minutes, Supply Chain Management may issue a letter of warning to communicate to the vendor that their performance is not meeting DPCDSB standards.

Following the issuance of a letter, and upon continued review and monitoring, if performance has not been remedied to expected standards, the contract may be terminated according to language in the terms and conditions of the contract. Failure to fulfil contractual terms and conditions may also lead to ineligibility to participate in future DPCDSB bids.

7. VENDOR SUSPENSION AND/OR REMOVAL FROM PRE-QUALIFIED OR VENDOR OR RECORD

DPCDSB's vendor suspension process has two (2) goals:

- to protect the Board from risks associated with awarding contracts to vendors that have demonstrated an inability or unwillingness to fulfill or execute contractual requirements; and
- to protect the interests of the Board and the integrity of the procurement process.

A suspension operates to prohibit vendors who have displayed improper conduct from participating in a competitive bid process or contract. DPCDSB may, as the circumstances warrant, suspend a vendor from participating in any competitive bid process, if any of the following occurs:

- ~~— failure on the part of the vendor to sign or execute a contract or honour the terms within its bid submission may result in the suspension of bidding privileges for up to two (2) years~~
- ~~— unsatisfactory performance on the part of the vendor or failure to comply with a rectification notice or provide a satisfactory rectification plan may result in the suspension of bidding privileges for up to two (2) years~~
- ~~— a vendor receiving two provisional performance evaluations regardless of the project may result in the suspension of bidding privileges to the Board for up to two (2) years~~

Any suspension must be approved by the Manager of the department responsible and by the Superintendent of Financial Services and must be supported by a written business case. A suspension decision should be communicated in writing to the vendor in question and should include full details as to the reason for the suspension and the length of the suspension.

1.8. Claims or Possible Claims

DPCDSB will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put DPCDSB on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving DPCDSB. This includes a bid protest/dispute resolution, as described in section 5.1.5-5.16.

F.9. COOPERATIVE PURCHASING

Under the direction of the Director of Education, or ~~his/her~~ designate, DPCDSB shall actively engage in encourage cooperative purchasing ventures with other school boards and other units of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may include, or utilizing an onboarding a "piggy back" clause to existing Ministry or government services contracts and/or other cooperatives group contracts, to the extent permitted by law. DPCDSB reserves the right to exercise any of the above, whenever the best interest of DPCDSB will be served.

2.10. ~~Environment~~ ENVIRONMENTAL/SUSTAINABLE PROCUREMENT

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to school board business in accordance with Board Policy 21 – Stewardship and Sustainable Practices. (DPCDSB Policy 21).

DPCDSB needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase

of environmental preferable Goods and Services;

- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

G.11. DISPOSAL PROCEDURES

The following shall apply for disposal of surplus goods and equipment:

1. Any property belonging to DPCDSB and declared surplus to its particular use by the respective Superintendent, Principal or Manager shall be disposed of under the direction of Supply Chain Management by means of public auction, tender or quotation or released to a charitable organization by the Supply Chain Management Department and documented accordingly.
2. The Supply Chain Manager shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interests of DPCDSB to do so. All financial proceeds from the sale of goods become proceeds of DPCDSB and not the individual school or department.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Supply Chain Manager shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Supply Chain Manager and/or the respective Superintendent, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Supply Chain Manager to have little or no value, the Supply Chain Manager, in consultation with the respective Superintendent, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the SCM-Supply Chain Management Department and documented accordingly. Items declared surplus cannot be donated/given to employees as personal property.

H.12. PROHIBITIONS REGARDING PURCHASES

- No contract or purchase shall be divided with the intention of avoiding to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.
- Petty cash and/or procurement cards must not be used to purchase any Goods and Services under contract. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
- No employee or elected official shall purchase or offer to purchase, on behalf of DPCDSB, any Goods or Services, except in accordance with these procedures. Any purchases made outside of these procedures may be deemed a personal commitment.
- No personal purchases shall be made by DPCDSB for elected members, or any appointed member of DPCDSB, or for any DPCDSB employees, who are not deemed to be at Arms Length.
- No member of the Board of Trustees and no officer or employee of DPCDSB, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived therefrom-there from.
- No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
 - No employee of DPCDSB who is assigned to work at an auction may bid on any DPCDSB assets

- being offered for sale at the auction.
- No employee of DPCDSB having the responsibility for identifying items as surplus may bid on such items at the auction sale.

6.13. Exceptions

The following items are not subject to the ~~Board's~~ Supply Chain Management Policy and General Administrative Procedure:

1. Licenses (vehicles, elevators, radios, etc.)
2. Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects
3. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses
4. Certain professional services, refer to the CFTA and CETA as applicable
5. Freight charges
6. Legal Fees and other professional services related to litigation or legal matters
7. Charges to or from government legislated controlled agencies (i.e. – Technical Standards & Safety Association, Electrical Safety Authority, Liquor Control Board)
8. Entertainers (i.e. – for Theatre, Special Events)
9. Conferences, Courses, Seminars, Conventions, Memberships, Periodicals, Magazines Subscriptions
10. Reimbursable Employee Expenses, Meal Allowances, Travel Expenses
11. Miscellaneous – non-travel, Hotel Accommodation, Mileage
12. Postage, Water, and Sewage Charges
13. Insurance
14. Natural Gas and Hydro; and
15. Spiritual Services

4.14. MISCELLANEOUS

Discounts

In arriving at a price, ~~cash~~ discounts based on the payment terms will be considered part of the vendor's Bid.

Procurement Documentation and Records Retention

All ~~acquisition processes shall be~~ documented by the SCM Department and kept on file in the ~~shall be retained within the Supply Chain Management SCM d~~Department. All procurement documentation, as well as any other pertinent information ~~for reporting and auditing purposes,~~ must align with GAP 540.00:

Classification and Records Retention Schedule. ~~A record of the procurement process documentation includes the following:~~

- ~~— a copy of the procurement justification or the business case.~~
- ~~— information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.~~
- ~~— evidence that all required approvals were obtained.~~
- ~~— copies of all procurement documents used to qualify and select the supplier.~~
- ~~— where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.~~

- ~~—where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.~~
- ~~—copies of all advertisements of procurement documents.~~
- ~~—copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.~~
- ~~—information regarding any issues that arose during the procurement process.~~
- ~~—information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.~~
- ~~—information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.~~
- ~~—copies of all award letters, notices and posted announcements.~~
- ~~—copies of additional agreements.~~
- ~~—information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.~~
- ~~—information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to DPCDSB staff.~~
- ~~—risk assessment information and recommendations, where applicable.~~
- ~~—contractor security screening decisions, where applicable.~~
- ~~—information regarding all protests, disputes or supplier complaints regarding the procurement process.~~
- ~~—evidence of receipt of deliverables.~~
- ~~—any other documentation as identified by DPCDSB.~~

~~All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.~~

Special Funding/Bulk Purchase

When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective Superintendent, Principal or Manager is ready to initiate the procurement process, the Supply Chain Manager shall be consulted prior to any request for purchases, pricing or demonstrations.

Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

- The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
- When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, he/she the originator shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;
 - For Change Orders of \$15,000 (within budget) or less, approval must be obtained from the Superintendent or designate.
 - For Change Orders in excess of \$15,000, (or excess of Budget) approval must be obtained from the appropriate Associate Director or designate.
- Copies of all Change Orders shall be distributed to the Accounting Department and to the Supply Chain

Management Department.

Auctions

When deemed cost effective to DPCDSB, the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, shall consider auctions as a viable alternative to purchase.

Health and Safety

All **products-Goods** and **ssServices** purchased~~s~~ through the Tendering/Quotation/Proposal process must adhere to DPCDSB's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

Arbitration

~~DPCDSB should utilize an Arbitration clause within bid documents as follows:~~

~~Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that DPCDSB reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to DPCDSB, if DPCDSB does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If DPCDSB generates the notice, or if the notice is generated by the vendor and consented to by DPCDSB, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.~~

Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain of the **products-Goods** in specific Instructional or Administrative environments, it must be in collaboration with Supply Chain Management as follows: the following must be followed:

a) Administrative:

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Executive Superintendent, Finance, Chief Financial Officer and Treasurer and the Associate Director, Corporate Services, or Designate. All administrative pilots should incorporate (if feasible) a minimum of three **(3)** vendors for comparison purposes.

b) Instructional:

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the Superintendent of Program and Learning Services and the Associate Director, Instructional Services. All Instructional pilots must adhere to operational procedures of the Program

Department as well as incorporate (if feasible) a minimum of three (3) vendors for comparison purposes.

Procurement Card

In support of sound business practices, a procurement card will be issued to authorized DPCDSB employees for the acquisition of low volume, non-tendered Goods/Services.

Code of Ethics

The [Supply Chain SC](#) Management staff are members of the following organizations: Supply Chain Canada, Ontario Public Buyers Association (OPBA), and the Ontario Association of School Business Officials (OASBO - Purchasing Committee). DPCDSB abides by the Code of Ethics within each membership. Further, DPCDSB has an established Code of Ethics.

Bid Irregularities

[Bid irregularities are defined below, however the process depends on the nature of the irregularity.](#)

Major Irregularity: A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Supply Chain Manager must reject any Bid which contains a major irregularity.

Major Irregularity – Automatic Rejection:

Failure to meet any of the following requirements constitutes a major irregularity:

1. The Bid must be received, in the manner prescribed by the applicable Bid document, and time stamped **by before** the official bid closing time.
2. Price related information must be non-erasable, i.e. completed in ink, marker, etc.
3. Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
4. Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
5. Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for DPCDSB.
6. Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
7. Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
8. Prices must be complete and specified in accordance with the Bid request.
9. Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
10. Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

Note: The above list of irregularities should not be considered all inclusive. The Supply Chain Manager, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Supply Chain Manager or designate prior to any Bid award.

Minor Irregularity:

A deviation from the Bid request which affects form, rather than substance providing the effect on the price,

quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Supply Chain Manager may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

Minor Irregularity – Bidder may rectify:

Failure to meet any of the following requirements constitutes a minor irregularity. The Supply Chain Manager will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Supply Chain Manager may reject the Bid.

1. Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
2. The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
3. All changes to information contained in the Bid document must be initialed by an authorized representative of the bidder.
4. Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

NOTE: The above list of irregularities should not be considered all inclusive. Minor irregularities not listed will be reviewed by the Supply Chain Manager in consultation with the originator. The Supply Chain Manager may then accept the Bid or request that the bidder rectify the deviation.

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the Supply Chain Manager and the unit prices will govern.

DEFINITIONS

Authority: The authority delegated by the Board to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

Bid: an offer or submission received from a vendor in response to a request, which offer or submission may be accepted or rejected.

Budget Holder: a person who is accountable for the spending decisions in their area of responsibility.

CETA: the ~~Canada-European Union Comprehensive and Economic and Trade Agreement.~~

CFTA: the Canadian Free Trade Agreement.

Competitive Procurement: a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial competitive bids.

Consultant: a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

Consulting Services: means, subject to exceptions noted on behalf of the Management Board of Cabinet, the provision of expertise or strategic advice that is presented for consideration and decision-making.

Contract: an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

Designate: a person, to the extent permitted by law, authorized by the budget holder to act on his/her behalf, for the purposes of this Administrative Procedure.

Dispose: the sale, exchange, transfer, destruction or gifting of gGoods owned by the Board which are deemed surplus to its needs, and “disposal” and “disposed” shall have similar meanings.

Emergency: if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Board, the goods or services could not be obtained in time using Competitive Procurement.

Goods: moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract, as well as all materials, equipment, fixtures, and structures to be delivered, installed or constructed.

MFIPPA: Municipal Freedom of Information and Protection of Privacy Act (Ontario) where DPCDSB is accountable to the public and to protect personal information.-

Non-Competitive Procurement: a procurement method whereby the usual competitive process is not required, or is suspended, and negotiations are entered into with one, or more than one, vendor.

Piggyback-On-Boarding Clause: an option to contract with a vendor in which other Ontario school boards, public agencies or government bodies have awarded, through a Competitive Procurement, the supply of gGoods and/or sServices.

Procurement Process: the process by which the required gGoods and/or sServices are obtained.

Proponent: a person or firm who puts forward a proposal for Board consideration.

Purchase Order (PO): A written offer made by the Board to a supplier formally stating the terms and conditions of a proposed transaction.

Purchasing Card (P-Card): a commercial card approved by the Board that can be used by authorized employees of the Board to purchase low dollar value items.

Supply Chain Management: the department within Financial Services authorized to perform the procurement function.

Quotation: a statement that sets out prices on specific gGoods and/or sServices from selected vendors, which is submitted verbally, in writing or transmitted by facsimile or e-mail as specified in the Request for Quotation.

Request for Expressions of Interest (RFEI): a process to inform as many eligible vendors about an opportunity regarding gGoods and/or sServices being requested.

Request for Information (RFI): a process whereby information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace.

Request for Proposal (RFP): a process whereby a need is identified, but how it will be achieved is unknown at the outset. This process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.

Request for Quotation (RFQ): a process similar to an RFT by which the Board describes exactly what needs to be purchased and the evaluation is based solely on price.

Request for Supplier Qualification (RFSQ): a process used to gather information on vendor capabilities and qualifications with the intention of creating a list of pre-qualified vendor. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Board must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Board to call on any vendor to provide goods or services as a result of the pre-qualification.

Request for Tender (RFT): a process whereby a specific need is identified, and the vendors offer to provide the specific need at a specified price.

Requisition: a request for goods and/or services initiated by staff, approved and electronically transmitted to Procurement Services.

Services: includes all professional, construction, or maintenance services, and non-consulting, including the delivery, installation, repair, restoration, demolition or removal of personal property and real property.

Single Source: a non-competitive method of procurement of goods or services from a supplier in situations where there is or may be another supplier or suppliers capable of delivering these gGoods or sServices.

Sole Source: the use of a non-competitive procurement process to acquire gGoods or sServices where there is only one available supplier for the source of the gGoods or sService.

Supply Chain Manager: the person responsible for the supply chain functions of DPCDSB or designate who acts as the "Purchasing Agent" for the Board.

Tender: an offer in writing to execute some specified sServices, or to supply certain specified gGoods, at a certain price, in response to an invitation for bids.

Total Cost of Ownership: All direct and indirect costs of an asset, gGood or sService during its useful life, from acquisition to disposition. This includes the purchase price, implementation fees, upgrades, maintenance contracts, support contracts, license fees and disposal costs.

Value for Money: The consideration of the purchase price, as well as the suitability, durability, serviceability, maximum efficiency, and effectiveness of a purchase.

Vendor: an individual, firm, supplier, vendor, contractor, architect, consultant or anyone else providing goods and/or services to the marketplace.

Vendor of Record (VOR): A group of vendors that have been vetted through a competitive process and approved to provide ~~g~~Goods/~~s~~Services to the Board. A vendor listed in the Board's Financial Information System does not make them a VOR.

APPENDIX A – APPLICABLE LEGISLATION AND TRADE AGREEMENTS

DPCDSB ~~abides by and~~ is governed by legislation and trade agreements with respect to procurement listed below:

1. Canadian Free Trade Agreement (CFTA)
2. Trade and Cooperation Agreement between Ontario and -Quebec Procurement Agreement
3. Canadian Law of Competitive Processes and Contract Law
4. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
5. Broader Public Sector Procurement Directive
- 4.6. Canada-European Union Economic and Trade Agreement

Canadian Free Trade Agreement

CFTA regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists:

— School boards — Goods \$120,000 \$100,000, Services \$120,000 \$100,000, Construction \$334,000 \$250,000

Trade and Cooperation Agreement Between Ontario and Quebec

Similar to the CFTA, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:

— School boards — Goods \$120,000 \$100,000, Services \$120,000 \$100,000, Construction \$120,000 \$100,000

Canadian Law of Competitive Processes and Contract Law

When DPCDSB conducts a solicitation, the law of competitive processes applies. The receipt of Tenders and, in some cases, Proposals during a competitive procurement process may result in the formation of a Bid contract (Contract A) between DPCDSB and the proponent. DPCDSB is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents.

A breach of Contract A may occur if DPCDSB were to provide information or change the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When DPCDSB enters into a contractual agreement with a supplier (Contract B), the agreement creates obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies etc. etc.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The purpose of MFIPPA is to make school boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- providing the public with a right of access to records within DPCDSB's custody or control
- preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information (FOI) requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request. (DPCDSB Policy 4.14: Freedom of Information and Protection of Privacy).

BOBI Implications ---

GAP GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700.00 FACILITIES, EQUIPMENT, FINANCE
GAP NUMBER:	706.00
SUBJECT:	Supply Chain Management
REFERENCE:	Policy 1.01: Code of Ethics – All Staff Policy 5.30: Supply Chain Management Broader Public Sector (BPS) Procurement Directive Building Ontario Business Initiative
EFFECTIVE:	February 19, 1992
REVISED/AMENDED:	November 12, 2012, February 21, 2023, November 12, 2024

“He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness.”
2 Corinthians 9:10

1 SUPPLY CHAIN MANAGEMENT PRINCIPLES

- 1.1 The Broader Public Sector (BPS) Procurement Directive outlines procurement responsibilities for all BPS entities, and ensures all goods and services are acquired through an open, fair, and transparent process.
- 1.2 The Ministry of Public and Business Service Delivery and Procurement and Supply Ontario encourage shared procurement initiatives and can provide access to Vendor of Record arrangements, which are available to all Public Sector Organizations.
- 1.3 The Dufferin-Peel Catholic District School Board (DPCDSB) will actively participate in cooperative purchasing ventures with other school boards and other units of Government or their agencies of public authorities, or utilize an existing vendor of record arrangement through Ministry of Public and Business Service Delivery and Procurement contracts, whenever the best interest of DPCDSB will be served.
- 1.4 Alternately, the DPCDSB will utilize an online platform for all public procurement opportunities and post all bids for an open, competitive process, unless a trade agreement exemption, exception or non-application applies in specific circumstances.
- 1.5 **Supply Chain Management principles:**
 1. To procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost-effective manner.
 2. To encourage open competitive bidding on all acquisition and disposal of Goods and Services where practicable.
 3. To consider the total cost of ownership, in evaluating Bid submissions from responsive and responsible Vendors, rather than basing a decision solely on the lowest compliant Bid price and following BPS Procurement Directives.

4. To operate a centralized purchasing program for the purchase of all Goods and Services through the Supply Chain Management Department of Financial Services.
5. This General Administrative Procedure applies to any employee or elected official who is involved in the acquisition of Goods and/or Services on behalf of DPCDSB.
6. All Superintendents, Principals and Managers are responsible for ensuring their immediate staff are properly informed of and comply with the Supply Chain Management policy and associated General Administrative Procedures.
7. All Supply Chain Management activities will be carried out in accordance with all applicable DPCDSB policies and procedures and any other statutory acts or regulations.
8. Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all DPCDSB business operations.
9. In accordance with the *Education Act*, no teacher, Supervisory Officer or other employee of DPCDSB may promote or sell Goods or Services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the said *Act*.

2 SEGREGATION OF DUTIES

- 2.1 Effective control in an organization includes segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for the key stages of the procurement process. Employees cannot independently procure Goods and Services without approval. DPCDSB shall separate at least three of the five functional roles (Requisitioning/Ordering, Approval, Purchase Order, Receiving and Payment) as follows:

Schedule 1: Segregation of Duties		
Function	Responsibility	Accountable Party
Requisitioning/Ordering	Authorize the procurement department to place an order	Individual requesting the product or service
Requisition Approval	Authorize that funding is available to cover the cost of the order	Budget holder or designate
Purchase Order	Authorize release of the order to the vendor under agreed terms	Supply Chain Management
Receiving	Authorize that the order was physically received, correct and complete	Individual receiving the Goods
Payment	Authorize release of payment to the vendor	Accounts Payable within Financial Services

3 APPROVAL AUTHORITY LIMITS

- 3.1 Any competitive procurement of goods or services (including consulting services) must be approved by the appropriate approval authority prior to commencement, based on the total estimated value of procurement (excluding taxes) as follows:
- \$0 - \$121,199.99: Superintendent or designate, CIO, Principal, Manager
 - \$121,200.00 or more: Director of Education or designate
- 3.2 These amounts are subject to change whenever they are increased under the Broader Public Sector (BPS) Procurement Directive in order to be consistent therewith, without the necessity of having to amend this General Administrative Procedure.

4 GENERAL AUTHORITY

- 4.1 The purchase of Goods and/or Services shall not be authorized unless:
- The required goods and/or services have been requisitioned following this General Administrative Procedure;
 - The form and content of all documents forming any part of the purchase contract including quotation, tender or proposal documents, a form of agreement, special provisions, terms and conditions, insurance, and surety bonds, have been reviewed by Supply Chain Management; and
 - The purchase has been approved by the appropriate levels of authority.
- 4.2 Where bids are received in response to a competitive bid process but exceed project estimates, the budget holder and Supply Chain Manager, jointly, may enter into negotiations with the lowest responsible and responsive proponent to achieve an acceptable bid within the project estimate. When the negotiation results in a contract price acceptable to both parties, no rebidding of the project is necessary, and the contract is awarded at the negotiated price.
- 4.3 If a tender/proposal has been awarded to the successful proponent and the successful proponent fails to enter into a contract, the Supply Chain Manager shall have the authority to proceed to the next highest-ranking proponent for the award of this contract providing there are no irregularities; requirements remain unchanged and project estimates are within budget.

5 PROCUREMENT THRESHOLDS AND PROCESS

- 5.1 The following acquisition process indicates the methodology to be applied by all staff within the outlined source selection techniques, taking into consideration the following dollar guidelines for total spend:

Schedule 2A: Goods and Non-Consulting Services – Non-School Based Departments ONLY		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$19,999.99	Verbal or catalogue price or written quote(s) at the discretion of the originator	P-Card (up to transaction limits), Purchase Order, or Payment Requisition
\$20,000.00 up to \$59,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by an individual with budget authority or by Supply Chain Management. Must have prior discussion with Supply Chain Management.	Purchase Order
\$60,000.00 up to \$121,199.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by Supply Chain Management	Purchase Order
\$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

- 5.2 The following acquisition process indicates the methodology to be applied by all schools:

Schedule 2B: Goods and Non-Consulting Services Schools ONLY		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$9,999.99	Verbal or catalogue price or written quote(s) at the discretion of the originator	Petty Cash (less than \$200), P-Card (up to transaction limits), Purchase Order, or Payment Requisition
\$10,000.00 up to \$24,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by an individual with budget authority or by Supply Chain Management. Must have prior discussion with Supply Chain Management.	Purchase Order
\$25,000 to \$121,199.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by Supply Chain Management	Purchase Order
\$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

- 5.3 The following acquisition process applies to all consulting services for all schools and non-school-based departments:

Schedule 2C: Consulting Services		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to \$121,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by Supply Chain Management	Purchase Order and Contract
\$121,200.00 or more	Open Competitive process (RFP, RFT) by Supply Chain Management	Purchase Order and Contract

- 5.4 The Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, shall consider the following criteria in determining the procurement method to be followed in the procurement of all applicable Goods and Services:
1. Where the required goods or services can be specified, the Request for Tender or Quote process shall apply. Award is given to the bidder who submits the lowest compliant bid.
 2. Where only the need can be specified rather than the specific product or service to fill the need, the Request for Proposal process shall apply. The Request for Proposal process may include the process of pre-qualification. Award is given to the bidder whose bid is compliant and who scores the highest points based on the weighted scoring criteria communicated.
 3. Where professional or consulting services are requested, the appropriate procurement method as indicated above, shall apply.

5.5 Informal Process (\$0 - \$19,999.99)

- 5.5.1 For any requirement having an estimated value under \$19,999.99 (excluding taxes), competition need not be solicited and can be handled by the originating school, department, or supply chain. Prices may be obtained verbally from a vendor, which has proven, in a competitive situation, to offer the most favourable price consistent with reliability, delivery and service requirement. The originating department shall make the purchase using P-Card (up to transaction limits) or purchase order or payment requisition with the required signatures of approval. Schools may also use petty cash for transactions less than \$200.00.
- 5.5.2 Sound judgment shall be exercised by the individual when determining if quotations should be obtained, regardless of this value range. Where the unit cost of an item is less than \$20,000, but the quantity required exceeds a total value of \$20,000, three (3) quotes are required as per the above thresholds.

i.e.: one utility table = \$3,000 = no quotation
 ten utility tables = \$30,000 = three quotes required

5.5.3 A division of requirements into multiple procurements to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

5.5.4 ***Schools only: the informal process threshold is \$0 up to \$9,999.99.***

5.6 Request For Quotation (RFQ) Process (\$20,000.00 - \$59,999.99)

5.6.1 The procurement of Goods and/or non-Consulting Services with an estimated value greater than or equal to \$20,000.00 (excluding taxes) and up to \$59,999.99 (excluding taxes) shall be obtained using a competitive procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process may be initiated and completed by an individual with budget authority or Supply Chain Management. At least three (3) vendors known to provide the required goods and/or non-consulting services shall be invited to submit a bid. Individuals with budget authority must complete and submit a Request for Quotation form to Supply Chain Management for review and approval, prior to executing a purchase.

5.6.2 Individuals with budget authority must reach out Supply Chain Management prior to inviting vendors to submit bids to discuss the plan for quotations. Failure to engage Supply Chain Management early in the process may delay the acquisition process.

5.6.3 All quotations received and rationale for selected procurement files must be provided to Supply Chain Management, prior to executing a purchase and kept on file in accordance with the DPCDSB's Records Retention Schedule.

5.6.4 ***Schools only: the formal process threshold is \$10,000.00 up to \$24,999.99.***

5.7 Request For Quotation (RFQ) Process (\$60,000.00 - \$121,199.99)

5.7.1 The procurement of Goods and/or non-Consulting Services with an estimated value greater than or equal to \$60,000 (excluding taxes) and up to \$121,199.99 (excluding taxes) shall be obtained using a competitive procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process must be initiated and completed utilizing Supply Chain Management. At least three (3) vendors known to provide the required Goods and/or non-Consulting Services shall be invited to submit a bid. Supply Chain Management shall prepare a summary for the initiating department, accompanied by the quotations received indicating the selected vendor for purchase order issuance or other appropriate action.

5.7.2 The same competitive procurement described immediately above applies to Consulting Services with an estimated value from \$0 up to \$121,199.99 (excluding taxes).

5.7.3 All quotations received and rationale for selected procurement files must be provided to Supply Chain Management, prior to executing a purchase and kept on file in accordance with the DPCDSB's Records Retention Schedule.

5.7.4 ***Schools only: the formal process threshold is \$25,000.00 up to \$121,199.99.***

5.8 **Open Competitive Process: Request For Tender (\$121,200.00 And Up)**

- 5.8.1 Request for Tenders (RFT) involves the solicitation of Goods, Services, and/or construction with specific delivery requirements and performance specifications and may require/include vendor pre-qualification. All bids will be received on or before the specified closing date and time. All bids will be evaluated and approved in consultation with Supply Chain Management and the requisitioning budget holder or designate.
- 5.8.2 In the case of Goods and Services where it is estimated by the Supply Chain Manager that such goods or services will cost more than \$121,200.00 over the duration of the contract, the Supply Chain Department will utilize an online procurement platform.
- 5.8.3 Where market conditions are such that price protection cannot be obtained for Goods and Services, the Supply Chain Manager shall obtain competitive prices for short-term commitments until such time as reasonable price protection and fair marketing pricing is restored.

5.9 **Open Competitive Process: Request For Proposal (\$121,200.00 And Up)**

- 5.9.1 Request for Proposals (RFP) are used when:
- only the need can be specified rather than the specific Good or Service to fill the need;
 - it is not practical to prepare precise specifications which permit bids of readily comparable Goods or Services.
- 5.9.2 The acquisition regulations governing the use of RFPs are similar to the tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in an RFP process than there is for a Tender.
- 5.9.3 Where it has been determined by the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, that the RFP acquisition method is adopted, and where it is estimated that Goods and Services will cost more than \$121,200.00, the Supply Chain Manager, in consultation with the initiating Superintendent, Principal, or Manager, may determine whether to;
- issue an RFP and establish an Evaluation Team for the purpose of Proposal review; or
 - Advertise a “Request for Information” in publications of general circulation/online platforms and establish an Evaluation Team for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Evaluation Team would reconvene to review the Bids and determine the award. DPCDSB is under no obligation to award a contract based on informational gathering activities, such as a Request for Information (RFI). For further information refer to section 5.13.
- 5.9.4 Any of the above threshold amounts which are prescribed under the Broader Public Sector (BPS) Procurement Directive are subject to change whenever they are increased under the said Directive in order to be consistent therewith, without the necessity of having to amend this General Administrative Procedure.

5.10 Emergency Purchasing

5.10.1 Emergency Purchasing shall apply when a Superintendent verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service, the following procedure shall apply:

1. The Superintendent will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation explaining the nature of the situation and the actions taken will be forwarded to the Supply Chain Management Department and a copy sent by the originator to the appropriate Director or designate.

5.11 Sole and Single Source Procurement/Limited Tendering

5.11.1 DPCDSB engages in competitive procurement where practical, advantageous and required under legislative requirements. However, in certain unique circumstances and as governed by the applicable trade obligations, approval for limited tendering exceptions may be sought. Limited tendering is a non-competitive procurement process, where only one vendor exists or is engaged by the procuring department (i.e. single sourcing or sole sourcing). This process cannot be used for the purpose of avoiding competition and/or discrimination against other parties.

5.11.2 The following enumerated items under Single Sourcing and Sole Sourcing are not intended to be all inclusive. DPCDSB may rely on any exemption, exception or non-application under any applicable trade agreement to justify a non-competitive procurement.

5.11.3 **Single Sourcing:** Allowable exceptions for competitive procurements include:

- a) Where an unforeseen situation of urgency exists and the Goods, Services or construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, DPCDSB may conduct the procurement prior to obtaining the appropriate approvals provided that the urgency has been justified in writing (see Emergency Purchasing).
- b) Where Goods or Consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- c) Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
- d) Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.

- e) Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life or health.
- f) Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this General Administrative Procedure.
- g) Where only one supplier can meet the requirements of procurement in the circumstances (Sole Sourcing).

5.11.4 **Sole Sourcing:** In accordance with the Canadian Free Trade Agreement (CFTA), in the situation where only one supplier is able to meet the requirements of a procurement and is defined by the criteria listed below, DPCDSB may use the Sole Source method:

- a) To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- b) Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
- c) For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
- d) For the purchase of Goods on a commodity market.
- e) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized workforce.
- f) For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- g) For a contract to be awarded to the winner of a design contest.
- h) For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- i) For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- j) For the procurement of original works of art.
- k) For the procurement of subscriptions to newspapers, magazines or other periodicals.
- l) For the procurement of real property.

- 5.11.5 GF 255 – Limited Tendering must be completed before committing to a vendor to support and justify the decisions above. This documentation must be completed and approved by the appropriate authorities within DPCDSB and may be used as supporting documentation in the case of a formal inquiry.

5.12 Direct Negotiated Process

- 5.12.1 Purchase by negotiation shall apply when exemption, exception, or non-application clauses exist with applicable trade agreements. In the judgment of the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, purchase by negotiation may take place if any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, Tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a "Change Order" and documentation sent to Supply Chain Management.
7. A single source or sole source is being recommended in the absence of competition or substantial duplication of costs for DPCDSB.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

- 5.12.2 GF 255 – Limited Tendering must be completed before committing to a vendor to support and justify the decisions above. This documentation must be completed and approved by the appropriate authorities within DPCDSB and may be used as supporting documentation in the case of a formal inquiry.

5.13 Request For Information (RFI) OR Request for Expression of Interest (RFEI)

- 5.13.1 The purpose of an RFI or RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism should be used by DPCDSB when wishing to gain a better understanding of the capacity of the supplier community to provide the Services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition.

- 5.13.2 A response to an RFI or a RFEI MUST not pre-qualify a potential supplier and MUST not influence a supplier's chance of being the successful Proponent on any subsequent opportunity.

5.14 Request For Suppliers Qualifications (RFSQ)

- 5.14.1 The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of DPCDSB).
- 5.14.2 An RFSQ can be used to understand which potential proponents have the capabilities that DPCDSB requires, as the first stage in a two-stage solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for DPCDSB evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if, and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list.
- 5.14.3 An RFSQ document should specifically define the type of Goods or Services included as part of the process and set upper limits to the value of future awards. Further, the document should also clearly indicate the time duration the list is to be valid, the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will arise. The document should also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. The RFSQ must contain specific language to disclaim any obligation on the part of DPCDSB to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

6 ADVERTISING OF BIDS

- 6.1 Advertising of Bids shall be conducted through the Supply Chain Management Department utilizing an online procurement platform. Bids must be advertised for a minimum of fifteen (15) calendar days for procurements valued at \$121,200.00 or more. Procurements of high complexity, impact on multiple departments or stakeholders, high risk and/or large dollar value, must be advertised for a longer period of time. The Superintendent of Financial Services has the final approval as required. Any addenda must be issued at least seven (7) calendar days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. DPCDSB must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered.

7 EVALUATION OF BIDS

- 7.1 All information regarding timelines of bids, bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, mandatory criteria (should be kept to a minimum), conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed. Competitive procurement documents that do not meet mandatory criteria will be disqualified. DPCDSB shall not discriminate or exercise preferential treatment in awarding a contract.
- 7.2 Unless permitted by a specific exception within this General Administrative Procedure, whenever a competitive process is used to acquire Goods and Services, DPCDSB must then select only the highest ranked submission or low-qualified bid that meets all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.
- DPCDSB is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
 - Where Bids are received in response to a solicitation but exceed DPCDSB's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
 - If no Bids are acceptable and it is not reasonable to go through any other procurement method, DPCDSB may choose to negotiate directly with a chosen supplier.
 - Should tie Bids be received on any item with other things being equal, DPCDSB will take into consideration the nature of the service given by any or all of the bidders concerned in any previous dealings that they may have had with DPCDSB. DPCDSB will not permit subdivision of orders specifically for tie Bids.
- 7.3 Evaluation records of procurement process must be fair, factual, and fully defensible.
- 7.4 Bids will be evaluated according to all relevant criteria contained in each particular Bid. DPCDSB intends to evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. DPCDSB reserves the right to evaluate pricing offered based on the combined total cost of the items tendered or separately.
- 7.5 Evaluation of Bids include:
- Bid is appropriate and received on time
 - Bid meets all mandatory requirements (compliant vs. non-compliant)
 - Optional/desirable requirements
 - Schedule compliance
 - Skills/experience and capability
 - Price/quality/value analysis
 - Weights, sub-weights for rated requirements
 - Reference checks, oral interviews, demonstrations
 - any and all other criteria as listed within the Bid

8 SELECTION PROCESS

8.1 DPCDSB will select Bids based on criteria contained within the Bid but shall not discriminate:

- Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
- Between the suppliers of such Goods or Services of a particular province or region and those of other provinces or regions.

8.2 Except as otherwise provided, measures that are inconsistent with the above include the following:

- The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
- The biasing of technical specifications in favor of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favor of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of DPCDSB.
- The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
- The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
- The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
- The use of price discounts or preferential margins to favor particular suppliers.

8.3 DPCDSB shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favor.

- The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
- The suppliers of a particular province or region of such Goods or Services.

8.4 Except as otherwise required to comply with international obligations, DPCDSB may accord a preference for Canadian value-added, subject to the following conditions:

- The preference for Canadian value-added must be no greater than ten percent (10%).
- The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
- All qualified suppliers must be informed through the call for completion of the existence of the preference and the rules applicable to determine the Canadian value-added.

8.5 Except as otherwise required to comply with international obligations, DPCDSB may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:

- DPCDSB must be satisfied that there is sufficient competition among Canadian suppliers.
- All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.

- The requirement for Canadian content must be no greater than necessary to qualify the procured Goods or Services as a Canadian Good or Service.

8.6 Notwithstanding anything elsewhere herein set out, in accordance with the Building Ontario Businesses Initiative Act (BOBIA), 2022, DPCDSB may give preference to Ontario businesses, in accordance with the regulations thereto, when conducting a procurement process for prescribed Goods and Services the value of which are under the prescribed threshold amount, if it is in the best interests of DPCDSB to do so.

9 EVALUATION CRITERIA

9.1 Evaluation criteria should be developed, reviewed and approved by an appropriate authority BEFORE the competitive process begins and contained within the Bid documents. Competitive procurement documents must clearly outline rated or other criteria used to evaluate submissions, including the weight of each criterion. Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

9.2 The evaluation criteria cannot be changed or altered once the competitive process begins, except when an addendum is sent to all suppliers prior to bid closing.

9.3 Evaluation Team

9.3.1 Every competitive process requires an evaluation team that will be responsible for evaluating all compliant bids. Evaluation team members should be selected, and participation confirmed before the competitive documents have been posted. The following individuals constitute the minimum composition of the Evaluation Team for procurement over \$121,200.00:

- a) Supply Chain Manager or designate
- b) Buyer
- c) Initiating Superintendent; Principal or Department Manager

9.3.2 DPCDSB evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each evaluation team member must complete an evaluation matrix rating. Each submission and records of evaluation scores must be retained on file. Evaluation team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a Conflict of Interest. DPCDSB will require all team members to sign a Conflict-of-Interest Declaration and Non-Disclosure Agreement. DPCDSB will require suppliers to sign a Conflict-of-Interest Declaration with each Bid submitted. DPCDSB must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

9.3.3 Consultants hired by DPCDSB must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs being contemplated in those competitive documents. DPCDSB must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

9.3.4 Employees and Advisors that are used by DPCDSB, must also declare a Conflict of Interest and a Conflict of Interest Declaration Form must be signed. The employee or advisor is ultimately responsible and accountable for using good judgment in the exercise of DPCDSB's duties. Where a conflict of interest arises, it must be evaluated, and appropriate mitigating action must be taken.

9.3.5 Situations that might result in a Conflict of Interest may include but are not limited to:

- engage in outside employment
- not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- providing assistance or advice to a particular supplier participating in a competitive process
- having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- having access to confidential information
- accepting favors or gratuities from those doing business with the organization.

10 CONTRACT AWARDS

10.1 Upon request of DPCDSB, a bidder whose Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

10.2 The award of any bid or any part thereof will be made in the same manner as the procurement documents were posted and may be subject to the successful bidder entering into a contract that is satisfactory to DPCDSB. It is expressly understood and agreed that upon the acceptance of the Bid by DPCDSB, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. DPCDSB must obtain the supplier's signatures before obtaining the designated DPCDSB's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to DPCDSB that the Tender will be adversely affected because timely signing of a contract acceptable to DPCDSB will not take place, DPCDSB reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

10.3 A Purchase Order will be issued upon formal award.

10.4 Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA. Awards will be posted in the same manner as the procurement documents were posted with all relevant information applicable to the bid.

10.5 Contract Types:

- a) **Fixed price:** A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for DPCDSB. Using a fixed price contract with a scope that is not well defined contains risk for DPCDSB because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, DPCDSB must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.
- b) **Time and material:** A time and materials contract identified work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If DPCDSB does not have a well-defined scope of work, a time and materials contract may be the only option. DPCDSB must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.
- c) **Cost reimbursable:** A cost reimbursable contract is a contract where DPCDSB agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, DPCDSB will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

10.6 A combination of the contract types above can also be used, depending on the requirements being contemplated.

10.7 For services DPCDSB has to establish clear terms of reference for the bid term. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements. Expense claims and reimbursements have to comply with the BPS Expense Directive and DPCDSB has to ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

10.8 Payment must be made in accordance with the provisions of all contracts. All invoices must contain detailed information sufficient to warrant payment. Overpayments must be recovered in a timely fashion. Assignments must be properly documented. Expenses that are claimed and reimbursed are to be explicit and contained within the contract.

10.9 The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurements and DPCDSB must seek appropriate approval authority prior to proceeding.

11 PROPONENT DEBRIEFING

- 11.1 For procurements valued at \$121,200.00 or more, the Board will allow unsuccessful suppliers sixty (60) calendar days following the date of the contract award notification to request a debriefing, by contacting the Supply Chain Management department. The debriefing will provide the unsuccessful proponent with a critical review of its' bid highlighting the strengths and weaknesses.

12 BID PROTEST/DISPUTE RESOLUTION

- 12.1 Although procurement documents must outline any bid dispute resolution processes and comply with applicable trade agreements, should an unsuccessful proponent choose to dispute the outcome of a competitive procurement, the following general process will apply:
- a) The unsuccessful proponent must first avail themselves of a debriefing.
 - b) If after attending a debriefing, the proponent still has concerns about the outcome of a competitive procurement, the proponent must submit their concerns in writing to the Supply Chain Manager. This request should provide a detailed statement of the legal and factual grounds for the protest, including copies of the relevant documents and the form of relief requested.
 - c) The Supply Chain Manager shall investigate the nature of the complaint by reviewing the information with the appropriate Board staff and the proponent to determine the grounds and alternatives for a resolution.
 - d) If resolution cannot be met, the proponent may direct the complaint to the Superintendent of Financial Services. The Superintendent of Financial Services shall review the facts of the dispute and shall make the final decision as to the action required which may include taking the matter to the Director of Education or designate and/or Legal Counsel.
- 12.2 DPCDSB must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA. If a supplier makes such a request, DPCDSB must advise the supplier that a formal FOI request be submitted.
- 12.3 Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

13 VENDOR PERFORMANCE EVALUATION

- 13.1 Vendor performance must be managed and documented, and any performance issues must be addressed in a timely manner. A vendor performance evaluation form (GF304 – Vendor Performance Evaluation) shall be completed by the appropriate user group to document performance concerns.
- 13.2 The information collected in an evaluation will:
- Provide feedback to vendors for performance improvements and/or acknowledge satisfactory or unsatisfactory performance,

- Determine a vendor's eligibility or ineligibility to bid on future contracts with DPCDSB, and
- Provide justification for the award or non-award of contracts.

13.3 When Supply Chain Management is notified of performance concerns, an investigation may commence. An investigation will require meetings with appropriate department(s) involved and potential meetings with the vendor to discuss the concerns. Steps to remediate deficiencies or concerns will be documented. If a vendor fails to improve or act on concerns that were raised and documented in the meeting minutes, Supply Chain Management may issue a letter of warning to communicate to the vendor that their performance is not meeting DPCDSB standards.

13.4 Following the issuance of a letter, and upon continued review and monitoring, if performance has not been remedied to the expected standards, the contract may be terminated according to language in the terms and conditions of the contract. Failure to fulfil contractual terms and conditions may also lead to the vendor being ineligible to participate in future DPCDSB bids.

14 VENDOR SUSPENSION AND/OR REMOVAL FROM PRE-QUALIFIED OR VENDOR OR RECORD

14.1 DPCDSB's vendor suspension process has two (2) goals:

- to protect the Board from risks associated with awarding contracts to vendors that have demonstrated an inability or unwillingness to fulfill or execute contractual requirements; and
- to protect the interests of the Board and the integrity of the procurement process.

14.2 A suspension operates to prohibit vendors who have displayed improper conduct from participating in a competitive bid process or contract. DPCDSB may, as the circumstances warrant, suspend a vendor from participating in any competitive bid process.

14.3 Any suspension must be approved by the Manager of the department responsible and by the Superintendent of Financial Services and must be supported by a written business case. A suspension decision should be communicated in writing to the vendor in question and should include full details as to the reason for the suspension and the length of the suspension.

15 CLAIMS OR POSSIBLE CLAIMS

15.1 DPCDSB will prevent a vendor from bidding if the vendor has made a formal demand or otherwise put DPCDSB on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving DPCDSB. This includes a bid protest/dispute resolution, as described in section 12.

16 COOPERATIVE PURCHASING

16.1 Under the direction of the Director of Education, or designate, DPCDSB shall actively engage in cooperative purchasing ventures with other school boards and other units of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may include utilizing an onboarding clause to existing Ministry or government services contracts and/or other cooperative group contracts, to the extent permitted by law. DPCDSB reserves the right to exercise any of the above, whenever the best interest of DPCDSB will be served.

17 ENVIRONMENTAL/SUSTAINABLE PROCUREMENT

- 17.1 Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to school board business in accordance with Board Policy 21 – *Stewardship and Sustainable Practices*.
- 17.2 DPCDSB needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:
- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
 - Support a healthier working environment for employees and for citizens in general through the purchase of environmental preferable Goods and Services;
 - Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
 - Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

18 DISPOSAL PROCEDURES

- 18.1 The following shall apply for disposal of surplus goods and equipment:
1. Any property belonging to DPCDSB and declared surplus to its particular use by the respective Superintendent, Principal or Manager shall be disposed of under the direction of Supply Chain Management by means of public auction, tender or quotation or released to a charitable organization and documented accordingly.
 2. The Supply Chain Manager shall have the authority to sell, exchange, or trade in all goods declared surplus to need, and where it is cost effective and in the best interests of DPCDSB to do so. All financial proceeds from the sale of goods become proceeds of DPCDSB and not the individual school or department.
 3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Supply Chain Manager shall negotiate selling such Goods at the highest return.
 4. Where it is deemed appropriate by the Supply Chain Manager and/or the respective Superintendent, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
 5. Where items have been declared surplus and are determined by the Supply Chain Manager to have little or no value, the Supply Chain Manager, in consultation with the respective Superintendent, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the Supply Chain Management Department and documented accordingly. Items declared surplus cannot be donated/given to employees as personal property.

19 PROHIBITIONS REGARDING PURCHASES

- 19.1 No contract or purchase shall be divided with the intention of avoiding the requirements of these procedures, and the annual or total project requirement shall be considered.
- 19.2 Petty cash and/or procurement cards must not be used to purchase any Goods and Services under contract.
- 19.3 No employee or elected official shall purchase or offer to purchase, on behalf of DPCDSB, any Goods or Services, except in accordance with these procedures. Any purchases made outside of these procedures may be deemed a personal commitment.
- 19.4 No personal purchases shall be made by DPCDSB for elected members, or any appointed member of DPCDSB, or for any DPCDSB employees, who are not deemed to be at Arm's Length.
- 19.5 No member of the Board of Trustees and no officer or employee of DPCDSB, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived therefrom.
- 19.6 No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
- No employee of DPCDSB who is assigned to work at an auction may bid on any DPCDSB assets being offered for sale at the auction.
 - No employee of DPCDSB having the responsibility for identifying items as surplus may bid on such items at the auction sale.

20 EXCEPTIONS

- 20.1 The following items are not subject to the Supply Chain Management Policy and this General Administrative Procedure:
1. Licenses (vehicles, elevators, radios, etc.);
 2. Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects;
 3. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses;
 4. Certain professional services, refer to the CFTA and CETA as applicable;
 5. Freight charges;
 6. Legal Fees and other professional services related to litigation or legal matters;
 7. Charges to or from government legislated controlled agencies (i.e. – Technical Standards & Safety Association, Electrical Safety Authority, Liquor Control Board);
 8. Entertainers (i.e. – for Theatre, Special Events);
 9. Conferences, Courses, Seminars, Conventions, Memberships, Periodicals, Magazines Subscriptions;
 10. Reimbursable Employee Expenses, Meal Allowances, Travel Expenses;
 11. Miscellaneous – non-travel, Hotel Accommodation, Mileage;
 12. Postage, Water, and Sewage Charges;
 13. Insurance;
 14. Natural Gas and Hydro; and

15. Spiritual Services.

21 MISCELLANEOUS

21.1 Discounts

21.1.1 In arriving at a price, discounts based on the payment terms will be considered part of the vendor's Bid.

21.2 Procurement Documentation and Records Retention

21.2.1 All documentation shall be retained within the Supply Chain Management Department. All procurement documentation, as well as any other pertinent information must align with GAP 540.00: Classification and Records Retention Schedule.

21.3 Special Funding/Bulk Purchase

21.3.1 When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective Superintendent, Principal or Manager is ready to initiate the procurement process, the Supply Chain Manager shall be consulted prior to any request for purchases, pricing or demonstrations.

21.4 Change Orders/Retrofits Only

21.4.1 Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

- The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
- When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, the originator shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;
 - For Change Orders of \$15,000 (within budget) or less, approval must be obtained from the Superintendent or designate.
 - For Change Orders in excess of \$15,000, (or excess of Budget) approval must be obtained from the appropriate Associate Director or designate.
- Copies of all Change Orders shall be distributed to the Accounting Department and to the Supply Chain Management Department.

21.5 Auctions

21.5.1 When deemed cost effective to DPCDSB, the Supply Chain Manager, in consultation with the initiating Superintendent, Principal or Manager, shall consider auctions as a viable alternative to purchase.

21.6 Health and Safety

- 21.6.1 All Goods and Services purchased through the Tendering/Quotation/Proposal process must adhere to DPCDSB's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

21.7 Demonstration/Pilot Programs

- 21.7.1 If a department/school wishes to participate in a demonstration program/pilot to test certain of the Goods in specific Instructional or Administrative environments, it must be in collaboration with Supply Chain Management as follows:

a) Administrative:

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Executive Superintendent, Finance, Chief Financial Officer and Treasurer and the Associate Director, Corporate Services, or Designate. All administrative pilots should incorporate (if feasible) a minimum of three (3) vendors for comparison purposes.

b) Instructional:

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the Superintendent of Program and Learning Services and the Associate Director, Instructional Services. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three (3) vendors for comparison purposes.

21.8 Procurement Card

- 21.8.1 In support of sound business practices, a procurement card will be issued to authorized DPCDSB employees for the acquisition of low volume, non-tendered Goods/Services.

21.9 Code of Ethics

- 21.9.1 The Supply Chain Management staff are members of the following organizations: Supply Chain Canada, Ontario Public Buyers Association (OPBA), and the Ontario Association of School Business Officials (OASBO - Purchasing Committee). DPCDSB abides by the Code of Ethics within each membership. Further, DPCDSB has an established Code of Ethics.

21.10 Bid Irregularities

- 21.10.1 Bid irregularities are defined below, however the process depends on the nature of the irregularity.

- 21.10.2 Major Irregularity: A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Supply Chain Manager must reject any Bid which contains a major irregularity.

21.10.3 Major Irregularity – Automatic Rejection: Failure to meet any of the following requirements constitutes a major irregularity:

1. The Bid must be received, in the manner prescribed by the applicable Bid document, and time stamped before the official bid closing time.
2. Price related information must be non-erasable, i.e. completed in ink, marker, etc.
3. Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
4. Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
5. Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for DPCDSB.
6. Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
7. Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
8. Prices must be complete and specified in accordance with the Bid request.
9. Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
10. Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

21.10.4 The above list of irregularities should not be considered all inclusive. The Supply Chain Manager, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Supply Chain Manager or designate prior to any Bid award.

21.10.5 Minor Irregularity: A deviation from the Bid request which affects form, rather than substance providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Supply Chain Manager may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

21.10.6 Minor Irregularity – Bidder may rectify: Failure to meet any of the following requirements constitutes a minor irregularity. The Supply Chain Manager will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Supply Chain Manager may reject the Bid.

1. Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
2. The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
3. All changes to information contained in the Bid document must be initialed by an authorized representative of the bidder.
4. Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

21.10.7 The above list of irregularities should not be considered all inclusive. Minor irregularities not listed will be reviewed by the Supply Chain Manager in consultation with the originator. The Supply Chain Manager may then accept the Bid or request that the bidder rectify the deviation.

21.10.8 Mathematical Errors: Rectified by Staff

21.10.9 Errors in mathematical extensions and/or taxes will be corrected by the Supply Chain Manager and the unit prices will govern.

22 DEFINITIONS

- 22.1 **Authority:** The authority delegated by the Board to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.
- 22.2 **Bid:** an offer or submission received from a vendor in response to a request, which offer or submission may be accepted or rejected.
- 22.3 **Budget Holder:** a person who is accountable for the spending decisions in their area of responsibility.
- 22.4 **CETA:** the Canada-European Union Comprehensive Economic and Trade Agreement.
- 22.5 **CFTA:** the Canadian Free Trade Agreement.
- 22.6 **Competitive Procurement:** a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial competitive bids.
- 22.7 **Consultant:** a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.
- 22.8 **Consulting Services:** means, subject to exceptions noted on behalf of the Management Board of Cabinet, the provision of expertise or strategic advice that is presented for consideration and decision-making.
- 22.9 **Contract:** an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.
- 22.10 **Designate:** a person, to the extent permitted by law, authorized by the budget holder to act on his/her behalf, for the purposes of this Administrative Procedure.
- 22.11 **Dispose:** the sale, exchange, transfer, destruction or gifting of Goods owned by the Board which are deemed surplus to its needs, and “disposal” and “disposed” shall have similar meanings.

- 22.12 **Emergency:** if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Board, the goods or services could not be obtained in time using Competitive Procurement.
- 22.13 **Goods:** moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract, as well as all materials, equipment, fixtures, and structures to be delivered, installed or constructed.
- 22.14 **MFIPPA:** Municipal Freedom of Information and Protection of Privacy Act (Ontario) where DPCDSB is accountable to the public to protect personal information.
- 22.15 **Non-Competitive Procurement:** a procurement method whereby the usual competitive process is not required, or is suspended, and negotiations are entered into with one, or more than one, vendor.
- 22.16 **On-Boarding Clause:** an option to contract with a vendor in which other Ontario school boards, public agencies or government bodies have awarded, through a Competitive Procurement, the supply of Goods and/or Services.
- 22.17 **Procurement Process:** the process by which the required Goods and/or Services are obtained.
- 22.18 **Proponent:** a person or firm who put forward a proposal for Board consideration.
- 22.19 **Purchase Order (PO):** A written offer made by the Board to a supplier formally stating the terms and conditions of a proposed transaction.
- 22.20 **Purchasing Card (P-Card):** a commercial card approved by the Board that can be used by authorized employees of the Board to purchase low dollar value items.
- 22.21 **Supply Chain Management:** the department within Financial Services authorized to perform the procurement function.
- 22.22 **Quotation:** a statement that sets out prices on specific Goods and/or Services from selected vendors, which is submitted verbally, in writing or transmitted by facsimile or e-mail as specified in the Request for Quotation.
- 22.23 **Request for Expressions of Interest (RFEI):** a process to inform as many eligible vendors about an opportunity regarding Goods and/or Services being requested.
- 22.24 **Request for Information (RFI):** a process whereby information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace.
- 22.25 **Request for Proposal (RFP):** a process whereby a need is identified, but how it will be achieved is unknown at the outset. This process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.
- 22.26 **Request for Quotation (RFQ):** a process similar to an RFT by which the Board describes exactly what needs to be purchased and the evaluation is based solely on price.

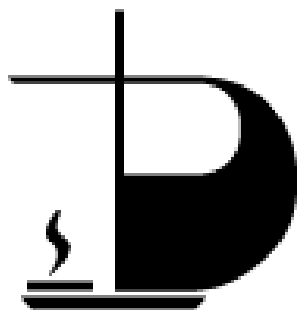
- 22.27 **Request for Supplier Qualification (RFSQ):** a process used to gather information on vendor capabilities and qualifications with the intention of creating a list of pre-qualified vendors. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Board must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Board to call on any vendor to provide goods or services as a result of the pre-qualification.
- 22.28 **Request for Tender (RFT):** a process whereby a specific need is identified, and the vendors offer to provide the specific need at a specified price.
- 22.29 **Requisition:** a request for goods and/or services initiated by staff, approved and electronically transmitted to Procurement Services.
- 22.30 **Services:** includes all professional, construction, or maintenance services, and non-consulting, including the delivery, installation, repair, restoration, demolition or removal of personal property and real property.
- 22.31 **Single Source:** a non-competitive method of procurement of goods or services from a supplier in situations where there is or may be another supplier or suppliers capable of delivering these Goods or Services.
- 22.32 **Sole Source:** the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of the Goods or Service.
- 22.33 **Supply Chain Manager:** the person responsible for the supply chain functions of DPCDSB or designate who acts as the "Purchasing Agent" for the Board.
- 22.34 **Tender:** an offer in writing to execute some specified Services, or to supply certain specified Goods, at a certain price, in response to an invitation for bids.
- 22.35 **Total Cost of Ownership:** All direct and indirect costs of an asset, Good or Service during its useful life, from acquisition to disposition. This includes the purchase price, implementation fees, upgrades, maintenance contracts, support contracts, license fees and disposal costs.
- 22.36 **Value for Money:** The consideration of the purchase price, as well as the suitability, durability, serviceability, maximum efficiency, and effectiveness of a purchase.
- 22.37 **Vendor:** an individual, firm, supplier, vendor, contractor, architect, consultant or anyone else providing goods and/or services to the marketplace.
- 22.38 **Vendor of Record (VOR):** A group of vendors that have been vetted through a competitive process and approved to provide Goods/Services to the Board. A vendor listed in the Board's Financial Information System does not make them a VOR.

23 APPENDIX A – APPLICABLE LEGISLATION AND TRADE AGREEMENTS

23.1 DPCDSB is governed by legislation and trade agreements with respect to procurement listed below:

1. Canadian Free Trade Agreement (CFTA)
2. Trade and Cooperation Agreement between Ontario and -Quebec
3. Canadian Law of Competitive Processes and Contract Law
4. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
5. Broader Public Sector Procurement Directive
6. Canada-European Union Economic and Trade Agreement

DRAFT



Dufferin-Peel Catholic District School Board

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: ~~August~~ November 2024

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))¹
 - 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

¹ 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:

- a) preside over meetings of the Board of Trustees; (s.218.4(a))
 - b) conduct the meetings in accordance with this By-law; (s.218.4(b))
 - c) enforce the *Trustee Code of Conduct*; (s.218.3(1) and s.218.4(a))
 - d) establish the Agenda for meetings of the Board of Trustees, including special meetings, in consultation with the Director/Secretary; (s.218.4(c))
 - e) ensure that Trustees have the information needed for informed discussion of the Agenda items; (s.218.4(d))
 - f) 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.
 - g) convey the decisions of the Board of Trustees to the Director/Secretary; (s.218.4(f))
 - h) 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
 - i) 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 (at least three Trustees as available (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 (also a Committee of the Whole)~~
- ~~a)~~
- b) Faith and Program ~~(also a Committee of the Whole)~~
- c) Contract and Negotiations (all Trustees without a declared interest)
- d) By-law/Policies Review ~~(also a Committee of the Whole)~~
- e) Multi-Year Strategic Planning Committee ~~(also a Committee of the Whole)~~

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; the Chair and Vice Chair must be members of the Director of Education Performance Appraisal Committee;
- 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 Committee's, 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 ~~are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or DPCDSB business, or while serving as an officer of a Trustee association, or for other reasons approved by the Board of Trustees, will be recorded as such, along with any Board of Trustee when determining if a motion will be passed pursuant to Section 228(1)(b) of the Education Act approving the absence. if the subject absence forms part of three (3) consecutive absences. For the purpose of this Section, Board of Trustee or DPCDSB business may include, but is not limited to, attending school council meetings, meetings with government representatives and Board of Trustees approved conferences.~~
- 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 at meetings by electronic means is approved and allowable under in accordance with the *Education Act*, Regulation 463/97, and DPCDSB Policy No. 1.06, as may be amended from time to time. or replaced as follows: (O. Reg. 463/97 s. 5)

Type of Meeting	Physical Attendance Requirement
Regular and Special 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 not possible pursuant to the exceptions approved by the Chair to attend virtually, for one of the exceptions set out below pertaining to virtual participation) least one other Trustee; and 3. The Director/ Secretary or their designate.
Committees, other than Committees of the Whole	1. The Committee Chair or their designate, however, if except that the Committee Chair or their designate may participate in a meeting by electronic means pursuant to one of the Exceptions set out below, then if at least one additional Committee member who is a Trustee is must be physically present; and 2. The Director/Secretary or designate; 3. All other Trustees may attend virtually.
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, of Trustees or a Committee (or their respective designates) may participate in a meeting by electronic means if one of the following exceptions apply: a) The member's primary place of residence is within the area of jurisdiction of the board is	

located 125 kilometres or more from the meeting location.

- b) Weather conditions do not allow the member to travel to the meeting location safely.*
- c) The member cannot be physically present at a meeting due to health-related issues.*

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- 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.

~~Board of Trustees meetings,~~ 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, ~~other than the Chair,~~ 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. ~~Board of Trustees may deny one or more Trustees access to electronic attendance and require them to be physically present at the meeting for the Board of Trustees or a Committee to comply with legislative requirements. (O. Reg. 463/97 s. 5)~~

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

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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)) as determined by the chair of the meeting in their absolute discretion.
- 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. National Anthem
3. Opening Prayer
4. Acknowledgement of First Nations' Sacred Territory
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. Acknowledgement of First Nations' Sacred Territory
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. Acknowledgement of First Nations' Sacred Territory
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

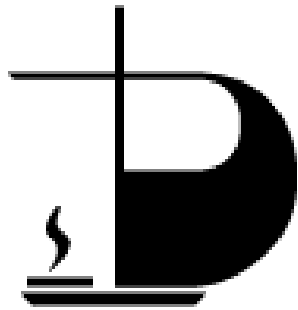
m) FUTURE MEETINGS

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



Dufferin-Peel Catholic District School Board

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: November 2024
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))¹
 - 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

¹ 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 (at least three Trustees as available (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(14)) 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"> 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> b) <i>Weather conditions do not allow the member to travel to the meeting location safely.</i> c) <i>The member cannot be physically present at a meeting due to health-related issues.</i> 	

- 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)) as determined by the chair of the meeting in their absolute discretion.
- 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. National Anthem
3. Opening Prayer
4. Acknowledgement of First Nations' Sacred Territory
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. Acknowledgement of First Nations' Sacred Territory
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. Acknowledgement of First Nations' Sacred Territory
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



RECOMMENDATION TO THE BOARD

REPORT NUMBER H 4

ADVOCACY LETTER: PROPOSED CHANGES TO SPEED LIMITS IN SCHOOL ZONES, CITY OF MISSISSAUGA

- 1. THAT THE BOARD OF TRUSTEES APPROVE THAT THE CHAIR OF THE BOARD, ON BEHALF OF THE BOARD OF TRUSTEES, SEND A LETTER OF CONCERN TO THE CITY OF MISSISSAUGA REGARDING THE PROPOSED CHANGES IN THE SPEED LIMIT POLICY, THAT WILL HAVE A NEGATIVE IMPACT ON COMMUNITY SAFETY IN LOCAL SCHOOL ZONES.**

- 2. THAT THE BOARD OF TRUSTEES INCLUDE A COPY OF THE APPROVED LETTER TO THE CITY OF BRAMPTON AND THE TOWN OF CALEDON.**

Regular Board Meeting
November 26, 2024
ADVOCACY LETTER: PROPOSED CHANGES TO SPEED LIMITS IN SCHOOL ZONES, CITY OF MISSISSAUGA
Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, Trust

“ My sheep hear my voice. I know them, and they follow me. I give them eternal life, and they will never perish. No one will snatch them out of my hand. ”

John 10:27-28

BACKGROUND

At the request of a Trustee, the Dufferin-Peel Catholic District School Board (DPCDSB) is asked to consider having the Chair of the Board, on behalf of the Board of Trustees, send a letter of concern to the City of Mississauga regarding the proposed changes in its speed limit policy. This request also includes providing a copy of the letter to the City of Brampton and Town of Caledon.

DISCUSSION

On October 30, the City of Mississauga Council voted in favor of changing speed limits in local school zones with time-of-day restrictions. When implemented, the 30 km/h maximum will only be in place from 6am to 6pm, Monday to Friday. After 6pm and on weekends, the speed limit will increase to 40 km/h in local school zones.

A Trustee has provided a deputation to City Council, as a parent and Mississauga resident, to speak to the concerns about traffic safety in local school zones. This public deputation has also been shared with all DPCDSB Trustees to provide a more fulsome context.

Local school zones are community hubs and schools are designated as 'Community Safety Zones' across the City of Mississauga. In local school zones, 30km/h has been the controlled speed, at all times of the day, because this speed is associated with very high survival rates of over 90% in the instance of a motor vehicle collision involving a pedestrian or cyclist. This survival rate means that, if a pedestrian or cyclist is hit by a car travelling 30km/h, the pedestrian or cyclist has a 9 in 10 chance of surviving. However, if that same pedestrian or cyclist is hit by a car going 50km/h, their chance of survival drops to 1.5 out of 10. Additionally, the average distance of local school zones is 400m. Reducing speeds from 40 to 30km/h in school zones adds 12 seconds of driving time to traverse this distance. Maintenance of the 30km/h at all times of the day in local school zones is about traffic safety, but also helps build the habit of slower, safer speeds at all times in Community Safety Zones.

The City of Mississauga Council was asked to consider deferring the policy change until they first engaged with local community partners, including both English school boards, Mississauga School Traffic Safety Action Committee, and the Peel Regional Police. The City of Mississauga staff report also advised council against the change in speed limits for local school zones on the basis that it was

not consistent with neighbouring municipalities, it was not in line with the city's commitment to Vision Zero, and there are significant funding implications to modify 1,400 road signs that were recently installed as part of the Neighbourhood Speed Limits Project.

CONCLUSION

At the request of a Trustee, DPCDSB is asked to consider having the Chair of the Board, on behalf of the Board of Trustees, send a letter of concern to the City of Mississauga regarding the proposed changes in its speed limit policy. This request also includes providing a copy of the letter to the City of Brampton and Town of Caledon.

THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:

- 1) THAT THE BOARD OF TRUSTEES APPROVE THAT THE CHAIR OF THE BOARD, ON BEHALF OF THE BOARD OF TRUSTEES, SEND A LETTER OF CONCERN TO THE CITY OF MISSISSAUGA REGARDING THE PROPOSED CHANGES IN THE SPEED LIMIT POLICY, THAT WILL HAVE A NEGATIVE IMPACT ON COMMUNITY SAFETY IN LOCAL SCHOOL ZONES.**
- 2) THAT THE BOARD OF TRUSTEES INCLUDE A COPY OF THE APPROVED LETTER TO THE CITY OF BRAMPTON AND THE TOWN OF CALEDON.**

Prepared by: Kathy Russell-Kwan, Researcher, Policy, Strategy, Research, Safe Schools
Max Vecchiarino, Executive Superintendent, Policy, Strategy, Research, Safe Schools

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