

AGENDA

Regular Board Meeting

Tuesday, September 26, 2023, 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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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

Remembering Our Deceased September 2023

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

Staff/Former Staff

- ▶ **Barbara Wizinski**, former teacher, and mother of Tamara Wizinski, teacher, St. Sofia Catholic Elementary School.
- ▶ **Brad Fenner**, expeditor, Supply Chain Management, Catholic Education Center.
- ▶ **Jane Ridley**, retired teacher, St. Timothy Catholic Elementary School, St. Christopher Catholic Elementary School, and St. Helen Catholic Elementary School.
- ▶ **Gary Kitchen**, retired manager, Print Department.

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

- ▶ **Filomena La Penna**, grandmother of Dante La Penna, emergency supply instructor, Mary Fix Catholic Elementary School.
- ▶ **Sherlaine Gallant**, mother of Trena Shouldice, educational resource worker, St. Isaac Jogues Catholic Elementary School.
- ▶ **Anna Prosdocimo**, grandmother of Athena Bartucci, teacher, St. Clare Catholic Elementary School.
- ▶ **Ronald Bernard McDonald**, father of Sherri Barnhardt, secretary, Capital & Facilities Renewal Projects, Keaton Centre.
- ▶ **Francesco D'Alicandro**, father of Marianna Sciucco, educational resource worker, Blessed Michael J. McGivney Catholic Elementary School, and grandfather of Isabella Sciucco, designated early childhood educator, St. Nicholas Catholic Elementary School.
- ▶ **Wasyli (Bazyli) Fanok**, father of Adriana Fanok, teacher, St. Joan of Arc Catholic Secondary School.
- ▶ **Salvatore Marchese**, father-in-law of Enzo Basciano, teacher, Blessed Michael J. McGivney Catholic Elementary School.
- ▶ **Hanne Wakim**, grandmother of George Raya, teacher, Philip Pocock Catholic Secondary School.
- ▶ **Douglas Alexander Walker**, father of Kathleen Walker, teacher, Our Lady of Mount Carmel Catholic Secondary School.
- ▶ **Assunta Carpino**, mother of Loredana Muia, teacher, St. Marcellinus Catholic Secondary School, and mother-in-law of Frank Muia, retired teacher, Ascension of Our Lord Catholic Secondary School.
- ▶ **Maria Mazzucco**, mother-in-law of Leonardo Gruppuso, teacher, St. Martin Catholic Secondary School, mother-in-law of Peter Neto, teacher, St. Martin Catholic Secondary School, and mother of Rita Mazzucco, teacher, John Cabot Catholic Secondary School.
- ▶ **Janet Ann Scherer (Sheen)**, mother-in-law of Karen Scherer, educational resource worker, St. Richard Catholic Elementary School.
- ▶ **Elena Costanzo**, mother of Sandra Costanzo, teacher, St. Marguerite d'Youville Catholic Secondary School.
- ▶ **Fermina De Asis Borg**, sister-in-law of Herman Vilorio, trustee and retired principal.
- ▶ **Rosa Pilolli**, mother of Pina Mastronardi, teacher, St. Anthony Catholic Elementary School, and mother-in-law of Grace Pilolli, supply - educational resource worker.
- ▶ **Maria Ragno**, mother-in-law of Paula Ragno, designated early childhood educator, Guardian Angels Catholic Elementary School.

- ▶ **Maria Howard**, mother of Doreen Marji, designated early childhood educator, Georges Vanier Catholic Elementary School.
- ▶ **Attilio Battaglini**, father of Michelina Battaglini, principal, John Cabot Catholic Secondary School.
- ▶ **James McInnes**, father of Katie McInnes, teacher, St. Marcellinus Catholic Secondary School.
- ▶ **Pasquale Marrocco**, father of Maria Castrucci, teacher, St. Rita Catholic Elementary School, and father-in-law of Enza Marrocco, student monitor, St. Rita Catholic Elementary School.
- ▶ **Giuseppe Bozzo**, father of Virginia Corapi, teacher, St. Teresa of Calcutta Catholic Elementary School, father-in-law of Joe Corapi, guidance counsellor, St. Marcellinus Catholic Secondary School, father of David Bozzo, supervisor, Environmental Support Services, Keaton Centre, father-in-law of Rosalia Bozzo, teacher, St. Veronica Catholic Elementary School, father of Sabrina Pasma, teacher, San Lorenzo Ruiz Catholic Elementary School, and brother-in-law of Rosanna Bozzo, retired teacher, St. Alfred Catholic Elementary School.
- ▶ **Silvina Florindo**, grandmother of Chantal Florindo, teacher, St. Catherine of Siena Catholic Elementary School, and Michael Florindo, long term occasional teacher, St. Thomas More Catholic Elementary School.
- ▶ **Yvonne Keyes**, mother-in-law of Antonetta Schmid, literacy lead teacher.
- ▶ **Kathleen Putzu**, mother-in-law of Deborah Putzu, K-3 literacy lead teacher.

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

RECOMMENDATION TO THE BOARD

REPORT NUMBER A 7

**MINUTES OF
THE REGULAR BOARD MEETING
AUGUST 22, 2023**

1. **THAT THE MINUTES OF THE REGULAR BOARD MEETING, AUGUST 22, 2023, BE APPROVED.**

MINUTES

Regular Board Meeting

Tuesday, August 22, 2023, 7:00 p.m.

Catholic Education Centre – Boardroom

| | | |
|-----------|---------------------------|--|
| Trustees: | Luz del Rosario | Chair |
| | Thomas Thomas | Vice-Chair |
| | Brea Corbet | Trustee |
| | Paula Dametto-Giovannozzi | Trustee |
| | Darryl D'Souza | Trustee |
| | Bruno Iannicca | Trustee |
| | Mario Pascucci | Trustee |
| | Stefano Pascucci | Trustee |
| | Anisha Thomas | Trustee |
| | Herman Vioria | Trustee |
| | Shawn Xaviour | Trustee |
| | Nathan Nguyen | Student Trustee |
| | Kristen Balisi | Student Trustee |
| Staff: | Marianne Mazzorato, Ed.D. | Director of Education, Secretary to the Board |
| | David Amaral | Associate Director, Instructional Services |
| | 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, Family of Schools |
| | Brian Diogo | Superintendent, Learning Services: Math Lead |
| | Silvana Gos | Superintendent, Family of Schools |
| | Brian Hester | Superintendent, Financial Services |
| | Jodi Kuran | Superintendent, Family of Schools |
| | Carmel Murphy | Superintendent, Program and Learning Services |
| | Laura Odo | Superintendent, Family of Schools |
| | Tammy-Lynne Peel | Superintendent, Family of Schools |
| | Adrian Scigliano | Superintendent, Family of Schools |
| | Stephanie Strong | Superintendent, Human Resources and Employee Relations |
| | Mathew Thomas | Superintendent, Planning and Operations |
| | Max Vecchiarino | Superintendent, Equity, Policy, Strategy, Research |
| | Margaret Beck | Counsel |
| | Mike Damad | Chief Information Officer |
| | Bruce Campbell | General Manager, Communications and Community Relations |
| | Theresa Davis | General Manager, Human Resources |
| | Christiane Kyte | General Manager, Clinical Services and Special Education |
| | Richard Moriah | General Manager, Physical Plant Facilities |
| | 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 thanked Grade 10 vocal students of St. Thomas Aquinas Catholic Secondary School. Led by teacher Mel Seymour they provided the joyful video recording of the National Anthem.

3. Opening Prayer led by Trustee Bruno Iannicca

- a. Declaration of Office and the Student Trustee Oath for: Kristen Balisi and Nathan Nguyen

Director Mazzorato, Secretary to the Board, administered the *Declaration of Office* and *Oath for Catholic School Trustees* to Kristen Balisi and Nathan Nguyen. Each student trustee received a round of applause by the assembly.

Chair of the Board, Luz del Rosario, congratulated and welcomed our new Student Trustees.

4. Land Acknowledgment - Trustee Stefano Pascucci

5. Approval of Agenda

Motion 1064 (23-8-22)

Moved by Bruno Iannicca

Seconded by Brea Corbet

THAT THE AGENDA BE APPROVED.

CARRIED

- a. Approval of Calendar Items – Nil

6. Declaration of Interest

The following trustees declared an interest in agenda items A7, items L1 and L2.

1. Trustee Mario Pascucci—family member belongs to OECTA
2. Trustee Stefano Pascucci—family member belongs to OECTA
3. Trustee Bruno Iannicca—family members belong to OECTA and CUPE 2026

Motion 1065 (23-8-22)

Moved by Anisha Thomas

Seconded by Darryl D'Souza

THAT THE DECLARED INTEREST ITEMS BE MOVED TO AGENDA ITEM L.

CARRIED

7. Approval of Minutes, Regular Board Meeting, June 20, 2023

Motion 1066 (23-8-22)

Moved by Stefano Pascucci

Seconded by Shawn Xaviour

THAT THE MINUTES OF THE REGULAR BOARD MEETING, JUNE 20, 2023, LESS DECLARED ITEMS A7, L1 and L2, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

8. Approval of Board Minutes, Special Board Meeting, July 25, 2023

Director Mazzorato welcomed our three newly appointed Superintendents: Dulcie Belchior, Brian Diogo and Laura Odo. The assembly gave them a round of applause.

Chair Luz del Rosario commented that we are blessed to have them onboard.

Motion 1067 (23-8-22)

Moved by Darryl D'Souza

Seconded by Brea Corbet

THAT THE MINUTES OF THE SPECIAL BOARD MEETING, JULY 25, 2023, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Nil

B. Pastor's Remarks: Video presentation by Monsignor Shiels - Blessed are the Meek

Chair Luz del Rosario asked the Director to extend our sincere gratitude to Monsignor for his inspiring words to begin the school year.

C. Awards and Presentations

1. Ontario Association of School Business Officials - Operations, Maintenance & Construction Committee (OASBO-OMC) *William J. Wales Award* Winner: Richard Moriah, General Manager DPCDSB

Director Mazzorato recognized DPCDSB General Manager of Physical Plant Facilities, Richard Moriah. Richard is the recipient of the *William J. Wales Award*. This is presented by OASBO-OMC to an individual who has made an outstanding career contribution to school board plant facility operations, both within their own board and through the sharing of knowledge with their colleagues at boards across Ontario.

Richard received a certificate on behalf of DPCDSB and photos were taken with the Board of Trustees. The assembly rose for a standing ovation.

2. Ontario Association of School Business Officials (OASBO) *McCordic Award* Winner: Wendy Dobson

Director Mazzorato recognized the former General Manager of STOPR, Wendy Dobson, a recent recipient of an OASBO award, in this case, *the McCordic Award*. The award was

established in 1980 and has been presented each year to recognize outstanding dedication and exceptional merit to the service of school business. Wendy was recognized for her outstanding career in leading student transportation services at both the STOPR and Wellington-Dufferin consortia, as well as for her many years of chairing the province-wide OASBO Transportation Committee.

Wendy was presented with a certificate on behalf of DPCDSB and photos were taken with the Board of Trustees. The assembly rose for a standing ovation.

3. Proclamation: The United Nations Educational, Scientific, and Cultural Organization (UNESCO) International Literacy Day

WHEREAS THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION (UNESCO) INTERNATIONAL LITERACY DAY HAS BEEN CELEBRATED GLOBALLY SINCE 1967
AND;

WHEREAS THE IMPORTANCE OF LITERACY AS A MATTER OF DIGNITY AND HUMAN RIGHTS IS CRITICAL IN THE ADVANCEMENT OF A MORE LITERATE AND SUSTAINABLE SOCIETY
AND;

WHEREAS THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD (DPCDSB) STRIVES TO ENSURE THAT EACH LEARNER IS PROVIDED WITH OPPORTUNITIES TO DEVELOP AND ENHANCE THEIR LITERACY SKILLS TO THE BEST OF THEIR ABILITY

BE IT RESOLVED THAT; UNESCO INTERNATIONAL LITERACY DAY
BE RECOGNIZED AND CELEBRATED ON SEPTEMBER 8
IN ALL DPCDSB SCHOOLS
WITH EVENTS AND ACTIVITIES HIGHLIGHTING THE IMPORTANCE OF LITERACY.

Motion 1068 (23-8-22)

Moved by Mario Pascucci

Seconded by Thomas Thomas

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS THAT SEPTEMBER 8 BE RECOGNIZED AND CELEBRATED ANNUALLY AS UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION (UNESCO) INTERNATIONAL LITERACY DAY IN DUFFERIN-PEEL SCHOOLS AND FACILITIES.

CARRIED

D. Delegations

1. Campaign Life Coalition - Josephine Luetke

Questions to the Delegate:

1. Trustee Paula Dametto-Giovannozzi: Can you clarify why you are referring to the Catholic Code of Conduct in context of the draft revisions to the Procedural By-Law on delegate submissions?

Delegate Josephine Luetke: Following my delegation in June, trustees asked for revisions to the delegation submissions. It was mentioned at that time that the changes would be made so that future delegates would adhere to the Catholic Code of Conduct. The By-Law states that “the Director/Secretary and/or Chair, in consultation with the Vice-Chair reserves the right to accept, reject or modify any material or delegation.” This would give carte blanche to those individuals should they not like or be offended by a delegate. The Chair may rule the delegate out of order and end the delegation if they feel that the speech “may have the effect of” offending any individual's or group of individual's personal rights. This is unethical and unfair to the delegate, not a function of democracy and does not allow open dialogue. I am concerned for free speech.

Questions to staff: Nil

E. Updates/Information/Reports from Trustees for Receipt

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

Trustee Shawn Xaviour reminded trustees that the Fall Annual General Meeting will be held on September 18. Please contact Michelle Vritsios to register.

b. Student Voice: Nathan Nguyen (North) and Kristen Balisi (South)

We are grateful to begin our term as student trustees representing the diverse and talented student body of DPCDSB, and we are excited to present our first student voice report.

This year we hope to increase elementary student voice and engagement while considering student well-being, and additional educational experiences in diversity and equity.

Some of the initiatives that we look forward to this year are hosting an elementary leadership conference in partnership with our mental health champions and we hope to start a mentorship program connecting both elementary and senior secondary students to make the transition from elementary to secondary easier for students.

We are excited to have our first student senate meeting on September 21 where we will meet with our senate to discuss continuing projects from last year, as well as some of our goals for the upcoming school year.

1. Trustee Mario Pascucci: Can we ensure that this report is entered into the Minutes?

Director Mazzorato: It is our practice to ensure the Student Voice report is in the Minutes.

c. Good News Items – Nil

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

G. Updates/Information/Reports from Administration for Receipt

1. Selection of the 2023-2024 Indigenous Student Trustee

Director Mazzorato summarized the report and advised that Bailey Clyne is our Indigenous Student Trustee for 2023-2024.

1. Trustee Darryl D'Souza: It seems unfair that the Indigenous Education Council (IEC) could disqualify a candidate. Can staff comment on this?

Director Mazzorato: The IEC was created and mandated by the Ministry of Education (Ministry) for each school board to ensure that all pertaining to Indigenous culture and curriculum is overseen by this committee; including vetting and endorsing of candidates.

2. Trustee Stefano Pascucci: How many students applied? Was the role broadly advertised to students?

Director Mazzorato: The role was advertised throughout the spring. Student Trustee Bailey Clyne was acclaimed as she was the only candidate to apply and be vetted and approved by the IEC.

H. Trustee/Committee/Administration Reports Requiring Action

1. Procedural By-Law - Counsel Beck

Counsel Beck summarized the proposed revisions to the Procedural By-Law.

1. Trustee Stefano Pascucci: Is there a stipulation in the *Education Act* regarding the virtual attendance of trustees?

Director Mazzorato: In the Education Act there is reference to the number of times a trustee must attend in-person. The Ministry regulation requires a minimum; the Chair of the Board/Standing Committee (or designate) and the Director of Education (or designate) to be present in the boardroom. This means that if the Chair cannot be present, he/she can designate another individual to be in the boardroom. The same is true for the Director. If the Director cannot be present, he/she can designate another individual to be present in the boardroom.

Counsel Beck: We will clarify the language and bring it forward to the Board By-Law/Policies Review Committee meeting in October.

2. Trustee Brea Corbet: In Section 6.7 can we add the word *recorded*. "In camera meetings are strictly confidential and shall not be *recorded* and shall not be disclosed to any person..."

Counsel Beck: We can take back that suggestion.

3. Trustee Brea Corbet: I support the inclusion of providing speech verbatim, and support the revisions proposed for 7.1 a and 7.1 d.

4. Trustee Mario Pascucci: Are we following the expectations of the *Education Act*?

Director Mazzorato: The Board of Trustees are following the expectations and staff continue to enhance the process. Changes to the Committee meetings are in line with Robert's Rules of Order (RROO).

5. Trustee Mario Pascucci: How do we balance delegations in terms of how many speakers and how many different topics are permitted at a meeting?

Director Mazzorato: Typically, the number of delegations per meeting is five, however we have suspended the By-Law when necessary or have suggested that they delegate at the next meeting. Delegation requests are reviewed as received.

6. Trustee Mario Pascucci: In the past we received a prompt to request agenda items be placed on Board Meeting agendas. Can that practice begin again?

Director Mazzorato: Trustees always have the opportunity to add to an agenda by submitting information or requests ten days prior to the meeting. If it is a time sensitive issue, we can add the item to the agenda at any time by majority approval of the Board of Trustees. We can provide a reminder to trustees for upcoming agendas.

7. Trustee Herman Vilorio: If I understand correctly, the speaking notes for delegates must be provided verbatim. Is this strictly enforced?

Director Mazzorato: This practice is to provide an opportunity to review and ensure that they adhere to the board process and procedures, and if something needs to be addressed, we can discuss options.

8. Trustee Paula Dametto-Giovannozzi: Regarding the wording of 7.1 b, I do not agree with "modify" and I would like to see that in 7.1 d. that the "may have the effect of offending" be excluded.

Counsel Beck: I can confirm that "modify" is not in the new draft. We will review the language of 7.1 d.

Director Mazzorato: We will revisit the wording to avoid broad judgement.

9. Trustee Mario Pascucci: How does the By-Law distinguish between recorded and counted vote?

Director Mazzorato: As per RROO, we do not record votes, we only record the counts. At any time, trustees may ask for a recorded vote; listing those In Favor and Opposed. If a Student Trustee requests a vote, it can be taken and is recorded. It is non-binding and symbolic; it demonstrates their position.

10. Trustee Bruno Iannicca: Can staff clarify if trustees are attending virtually, is their camera to be on at all times?

Director Mazzorato: Ideally, trustees should be on screen at all times. They should advise the Recorder if they need to exit the meeting or have to turn off their screen temporarily, so that their attendance and/or absence can be noted correctly in the Minutes. It also ensures that trustees are present and participating in the meeting. We can tighten the language in the By-Law.

11. Trustee Mario Pascucci: Can the Procedural By-Law be brought back after the changes are made?

Director Mazzorato: We will refine using the suggestions made tonight and bring the Procedural By-Law forward at the October Board By-Law/Policies Review Committee meeting.

I. Notices of Motion - Nil

J. Additional Business - Nil

K. Questions Asked by Trustees

1. Trustee Bruno Iannicca: With the start of school, transportation is top of mind for many families. Construction of the light rail transit (LRT) along Hurontario from Dundas to Matheson is heavy and causing significant congestion. Has Student Transportation of Peel Region (STOPR) considered this in their routes?

Superintendent Thomas: This creates a significant challenge. STOPR staff have been working to the best of their ability and are working on alternate routes and run times. We are anticipating congestion delays.

2. Trustee Bruno Iannicca: Has the board incurred additional costs due to the LRT construction? For instance, needing two buses to cover an area that was covered by one bus prior to the construction.

Superintendent Thomas: I am not aware of additional vehicles being inserted to cover delays.

3. Trustee Bruno Iannicca: In the upcoming *Student Transportation Update and Service Delivery* report provided by STOPR that summarizes delays, can staff add in delay information due specifically to LRT construction?

Superintendent Thomas: I can take back the suggestion.

4. Trustee Brea Corbet: Over the last few years, I have received and raised feedback from our students and parents about the need for improvements to the *Get Ready Program* and the survey opportunities to inform improvements. We are offering the Get Ready Program next week across our secondary panel. Can staff provide the status of updates to the program?

Director Mazzorato: This summer the program was reviewed and rewritten and there are plans to survey the effectiveness and implementation of the new program.

5. Trustee Brea Corbet: The Grade 7/8 students mental health curriculum is being aligned with the Health and Physical Education curriculum. The funding is anticipated at \$114 M for 2023-2024, reportedly 500% higher from 2019 with some additional support. What does this funding announcement mean for DPCDSB?

Director Mazzorato: The \$114 M is across the province. We will be implementing the curriculum for Grades 7 and 8. It will be made available on an upcoming PA day. With the changes to regulations and Bill 98, boards are to be more explicit around PA days. We have 11.5 mental health workers, an increase of two staff for tier three mental health needs. We continue to work with our Mental Health Team. In the Catholic Education Centre this week, we had our Secondary

Mental Health Champions/Students who are receiving in-servicing and workshops for strategies to support their peers and encourage student well-being alongside our well-being staff.

6. Trustee Stefano Pascucci: In February we reviewed the STOPR brochure *First Time Rider Safety Booklet for Parents and Students*. Will that go out before school begins?

Superintendent Thomas: The brochure will be distributed.

7. Trustee Stefano Pascucci: Is the transportation app *Chipmunk* up and running?

Superintendent Thomas: It is being piloted across 20 schools and will roll-out gradually before implementing system wide. We can provide a list of the pilot schools in Issues and Events.

8. Trustee Stefano Pascucci: Can staff ensure that all old COVID-19 materials are taken down at schools?

Director Mazzorato: We can remind administrators to remove materials that are not current.

9. Trustee Mario Pascucci: Can staff provide an update on the status of non-board funds?

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

10. Trustee Mario Pascucci: Do we have any schools that receive financial support from corporations?

Director Mazzorato: We have a general administrative policy (GAP) that does not allow us to advertise for businesses. We can review if any schools are receiving support for programs such as a breakfast program.

11. Trustee Paula Dametto-Giovannozzi: I have had parent concerns raised regarding the absence of summer school for students in Dufferin and Caledon. Can we survey families to determine what they would like offered and transportation needs?

Director Mazzorato: We are aware of the general concern. Geographically it is challenging in the areas that you represent. We will connect and discuss options for future years. In the past there was not enough interest to warrant classes but as an equity issue we will review.

12. Trustee Shawn Xaviour: Is it possible to grant courtesy ridership earlier than mid-October as we normally do?

Director Mazzorato: We have to consider changes that occur in September with new enrolments, families opting out of their assigned seats and such, and then administrators and STOPR do their best to coordinate efforts to grant courtesy seats.

13. Trustee Shawn Xaviour: Can staff provide the outcome of the cafeteria request for proposal (RFP)?

Executive Superintendent Cherepacha: The RFP concluded in June and was awarded to three providers across all secondary schools, using four different zones. We look forward to a good year ahead.

14. Trustee Darryl D'Souza: When can we expect a comparison report on legal expenses incurred year over year?

Counsel Beck: In September, the report will be provided.

15. Trustee Darryl D'Souza: St. Leonard Catholic Elementary School (CES) is ready for occupancy. I understand that some portables will not be ready, what accommodations are being made?

Superintendent Thomas: St. Daniel Comboni CES is the school where a few portables are not in place. Superintendent Peel can provide the accommodation details until the portables are in place.

St. Leonard CES will be complete by the end of August. The addition of four new classrooms will begin in the fall and be completed in early 2024. Superintendent Brunton can provide the details on accommodation as the addition is completed.

16. Trustee Herman Vilorio: Can staff provide the details of administrator vacancies for the elementary and secondary panels?

Director Mazzorato: We are still working on vacancies. Retirees will be placed where we are not able to place a permanent administrator. Superintendents will reach out to trustees in the coming days with any additional placements. We can provide retiree placements in Issues and Events.

17. Trustee Herman Vilorio: Are retirees restricted to work only 50 days?

Director Mazzorato: They are, and we continue to raise concern during our teleconferences with the Minister on a regular basis.

18. Trustee Brea Corbet: Regarding the new Language curriculum starting September 2023. Has the Ministry provided information on this new curriculum for parents/guardians to access material? If so, have we provided anything centrally to parents/guardians?

Director Mazzorato: We do have information and will share it via the Communication and Community Relations Department.

19. Trustee Brea Corbet: Secondary students must complete two online courses in order to graduate as per the mandate by the Ministry. Our schools have been collecting the opt-out forms for students and schools have not received directions on how to transfer this onto the student report cards. Can we follow up on the process of recording this information?

Director Mazzorato: We will follow up.

20. Trustee Brea Corbet: Staff endeavored to make changes in PowerSchool over the summer including comprehensive testing of the reports/screens generated within the system, including report cards and index cards. The work was to be initiated during the summer period when adequate time and resources can be allocated to ensure successful implementation. Is there an update on having electronic report cards for the upcoming school year? Have we included "Catholic" on all school websites and board websites?

Director Mazzorato: This is a complicated issue as many programs are linked to other projects. We are working on this challenge.

Associate Director Amaral: In speaking to the student information system team (SIS) under Chief Information Officer Damad, I can say that electronic report cards are their focus. For Secondary

the goal is mid-term report cards, and for Elementary the goal is progress report cards and January report cards. They needed to have a year of PowerSchool to manage and move forward.

21. Trustee Stefano Pascucci: Can staff provide the status of cafeteria providers in our secondary schools?

Executive Superintendent Cherepacha: They have made connections with administrators in all our schools and are on site preparing their spaces in order to provide full-service for the start of school.

22. Trustee Stefano Pascucci: Was there a requirement in the RFP to engage the student body?

Executive Superintendent Cherepacha: There is terminology to ensure the vendors are meeting with students and getting the student voice through surveys. I can provide the wording in Issues and Events.

23. Trustee Stefano Pascucci: What can be done regarding vehicles that park on school property over the summer?

Superintendent Thomas: If an unauthorized vehicle is parked on DPCDSB property, our security company would follow up. They tag the vehicle with a warning and if the owner of the vehicle fails to comply, they can have the vehicle towed. We are not responsible for damage that may occur to an unauthorized vehicle on our property. We have signs that prohibit unauthorized parking. We can review properties to ensure that the signs are in place.

24. Trustee Bruno Iannicca: Will the cafeteria vendors advise us if they have staffing challenges?

Executive Superintendent Cherepacha: We have discussed the challenges with the three providers and are encouraging constant communication between administrators and the vendors.

25. Trustee Bruno Iannicca: Has the funding to remove the portable at Mary Fix CES been approved?

Superintendent Thomas: This continues to be top of mind and is on our list for summer 2024.

26. Trustee Mario Pascucci: Can staff provide status of football teams in secondary schools?

Director Mazzorato: We will provide a status update in Issues and Events.

27. Trustee Mario Pascucci: Is it possible to have a verbal report in September regarding the enrolment of St. Sofia CES, and details on what other measures are in place to ensure we meet their needs?

Director Mazzorato: In October we will bring the enrolment report forward to the Board of Trustees and can include additional details.

28. Trustee Brea Corbet: Can staff clarify if there will be grab and go options for secondary students in the cafeterias? Can we ensure there is access to healthy options and that we are compliant with Canada's Food Guide; fruits, veggies, dairy, vegetarian and vegan options and inclusive of foods for the diverse student populations we have.

Executive Superintendent Cherepacha: There will be full service in all cafeterias as well as grab and go options. Vendors adhere to the Ministry's Policy/Program Memorandum (PPM) 150

regarding nutrition standards for food and beverages sold in publicly funded elementary and secondary schools in Ontario.

L. Declared Interest Items – Nil

1. Approval of Minutes of the Regular Board Meeting, June 20, 2023

The trustees with declared interest left the meeting.

Trustee Shawn Xaviour left the meeting at 9:35 p.m.

Motion 1069 (23-8-22)

Moved by Brea Corbet

Seconded by Darryl D'Souza

THAT THE MINUTES OF THE REGULAR BOARD MEETING, DECLARED INTEREST ITEMS, A 7 ITEM L1 AND L2, BE APPROVED.

CARRIED

The trustees with declared interest were moved back into the meeting.

M. In Camera Session

Motion 1070 (23-8-22)

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 AND LITIGATION AFFECTING THE BOARD.

CARRIED

N. Report from In Camera

Report: Approval of In Camera Board Minutes, receipt of Administrative Appointments and Transfers and the Final Report on Financial Investigation, approval of In Camera Private Session Minutes and discussion of a personnel matter resulting in a recommendation to the Board of Trustees from the In Camera Committee of the Whole.

Motion 1071 (23-8-22)

Moved by Thomas Thomas

Seconded by Bruno Iannicca

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE IN CAMERA RECOMMENDATION BY THE COMMITTEE OF THE WHOLE REGARDING THE USE OF A THIRD PARTY INVESTIGATOR TO INVESTIGATE THE PRIVACY BREACH.

CARRIED

O. Future Meetings

September 26, 2023

October 24, 2023

November 21, 2023 Organizational Meeting

November 28, 2023
December 12, 2023
January 30, 2024
February 27, 2024
March 19, 2024
April 23, 2024
May 28, 2024
June 18, 2024

P. Adjournment

Motion 1072 (23-8-22)

Moved by Stefano Pascucci

Seconded by Bruno Iannicca

THAT THE MEETING BE ADJOURNED AT 11:21 P.M.

CARRIED



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| H 1 | Procedural By-law - Counsel Beck | |
| Q 1 | Trustee Stefano Pascucci: Is there a stipulation in the <i>Education Act</i> regarding the virtual attendance of trustees? | Will be brought forward at the Board By-Law/Policies Review Committee meeting in October. |
| Q 2 | Trustee Brea Corbet: In Section 6.7 can we add the word <i>recorded</i> . "In camera meetings are strictly confidential and shall not be <i>recorded</i> and shall not be disclosed to any person..." | Will be brought forward at the Board By-Law/Policies Review Committee meeting in October. |
| Q 6 | Trustee Mario Pascucci: In the past we received a prompt to request any agenda items. Can that practice begin again? | This has begun and will be done following all Board and Committee Meeting in preparation of the next meeting. |
| Q 8 | Trustee Paula Dametto-Giovannozzi: Regarding the wording of 7.1 b, I do not agree with "modify" and I would like to see that in 7.1 d. that the "may have the effect of offending" be excluded. | The Procedural By-law was amended and brought forward to the Administration and Finance Committee on September 12. The Committee recommended to the Board of Trustees that it be adopted as amended. It will be brought to the next Board of Trustees' meeting for approval. The delegation section was amended to reflect the changes requested. |
| Q 10 | Trustee Bruno Iannicca: Can staff clarify if trustees are attending virtually, is their camera to be on at all times? | Same as above. Changes were made to address these concerns and the Committee accepted them and has recommended them to the Board of Trustees. |
| Q 11 | Trustee Mario Pascucci: Can the Procedural By-law be brought back after the changes are made? | It was brought back to the Administration and Finance Committee on September 12 and will be before trustees for approval at the next Board Meeting. That said, the Board of Trustees reserves the right at any time to direct further changes. |
| K | Questions asked of and by Trustees | |
| Q 3 | Trustee Bruno Iannicca: In the upcoming <i>Student Transportation Update and Service Delivery</i> report provided by Student Transportation of Peel Region (STOPR) that summarizes delays, can staff add in delay information due specifically to light rail transit (LRT) construction? | Information about delays attributable to Hurontario LRT construction, as applicable, will be included in future Student Transportation Service Delivery reports for trustees. Information was also shared with Trustees as part of the student transportation update report at the September 12 Administration and Finance Committee meeting. |

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| Q 6 | Trustee Stefano Pascucci: In February we reviewed the STOPR brochure <i>First Time Rider Safety Booklet for Parents and Students</i> , will that go out before school begins? | As requested, information about the First Time Rider Safety program was sent out to all DPCDSB school communities and families on August 25. |
| Q 7 | Trustee Stefano Pascucci: Is the transportation app <i>Chipmunk</i> up and running? | The list of 19 DPCDSB pilot schools was provided in the September 1, 2023 Issues and Events. |
| Q 9 | Trustee Mario Pascucci: Can staff provide an update on the status of non-board funds? | Report for Issues and Events in progress. Note that all schools have the School Generated Funds (SGF) balances posted to their respective school websites every month. |
| Q 10 | Trustee Mario Pascucci: Do we have any schools that receive financial support from corporations? | As per Board Policy, partnerships and business arrangements must not exploit students and cannot involve capital to fund alterations to a school site. Current support arrangements from businesses/corporations involve advertising in yearbooks, breakfast programs and supporting school events. Follow-up inquiries with each school will be conducted to determine the extent of corporate support, if any. |
| Q 11 | Trustee Paula Dametto-Giovannozzi: I have had parent concerns raised regarding the absence of summer school for students in Dufferin and Caledon. Can we survey families to determine what they would like offered and transportation needs? | Ongoing. Superintendent Kuran will set up a meeting with Trustee Paula Dametto-Giovannozzi and Superintendent Vecchiarino. |
| Q 14 | Trustee Darryl D'Souza: When can we expect a comparison report on legal expenses incurred year-over-year? | This was presented at the September 12 In Camera Administration and Finance Committee meeting. |
| Q 16 | Trustee Herman Vilorio: Can staff provide the details of administrator vacancies for the elementary and secondary panels? | The list of administrator vacancies was provided in the September 15 edition of Issues and Events. |
| Q 18 | Trustee Brea Corbet: Regarding the new Language curriculum starting September 2023. Has the Ministry provided boards with information on this new curriculum for parents? If so, have we provided anything centrally to parents to access this information? | A link to the Ministry of Education's information for parents about the new language curriculum is being shared. The link is https://www.dcp.edu.gov.on.ca/en/language-guide/about |
| Q 19 | Trustee Brea Corbet: Secondary students must have completed two online courses in order to graduate as per the mandate by the Ministry. Our schools have been collecting the opt-out forms for students and schools have not received directions on how to transfer this onto the student | Ongoing. |

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| | report cards. Can we follow up on the process of recording this information? | |
| Q 22 | Trustee Stefano Pascucci: Was there a requirement in the request for proposals (RFP) to engage the student body? | In the September 8 Issues and Events details were provided regarding the survey requirements within the RFP. |
| Q 23 | Trustee Stefano Pascucci: What is done regarding vehicles that park on school property over the summer? | Facilities staff are investigating all properties and will update any signs as required. |
| Q 26 | Trustee Mario Pascucci: Can staff provide status of football teams in secondary schools? | <p>Information was provided in the September 8 Issues and Events: As of September 8, 2023, DPCDSB has 8 football teams at 6 schools.</p> <p>Junior Football Philip Pocock CSS Robert F. Hall CSS St. Roch CSS</p> <p>OFSSAA Level 5 Our Lady of Mount Carmel CSS Robert F. Hall CSS St. Roch CSS</p> <p>Senior Tier 2 Cardinal Ambrozic CSS St. Marcellinus CSS</p> |
| Q 27 | Trustee Mario Pascucci: Is it possible to have a verbal report in September regarding the enrolment of St. Sophia CES, and details on what other measures are being taken to ensure we meet their needs? | Staff continue to collect information and an update report will be prepared for the November Administration and Finance Committee meeting. |



RECOMMENDATION TO THE BOARD

PRESENTATION C 1

SAVE ON ENERGY 2022 ENERGY MANAGER OF THE YEAR

AWARD WINNER:

EDWARD CAI, MANAGER, ENVIRONMENTAL SUPPORT SERVICES, MAINTENANCE SERVICES DPCDSB



RECOMMENDATION TO THE BOARD

PRESENTATION C 2

**2022-2023 ST. HILDEGARD OF BINGEN VIRIDITAS
STEWARDSHIP AND SUSTAINABLE PRACTICES AWARD
MARTIN ROMARIS, SECONDARY TEACHER, CARDINAL LEGER CATHOLIC SECONDARY SCHOOL**



RECOMMENDATION TO THE BOARD

PRESENTATION C 3

**PROCLAMATION: NATIONAL CATHOLIC HEALTH CARE WEEK
OCTOBER 1 TO 7, 2023**

- 1. THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RECOGNIZE AND PROCLAIM THAT OCTOBER 1 TO 7, 2023, AS NATIONAL CATHOLIC HEALTH CARE WEEK IN ALL DUFFERIN-PEEL SCHOOLS AND FACILITIES.**

PRESENTATION C 3

**PROCLAMATION: NATIONAL CATHOLIC HEALTH CARE WEEK
OCTOBER 1 TO 7, 2023**

WHEREAS National Catholic Health Care Week has helped to build awareness of the integral role and service provided by Catholic health care organizations; and

WHEREAS the Ontario Catholic Schools Trustees' Association (OCSTA) has encouraged Catholic school boards to participate in the annual National Catholic Health Care Week promotion;

BE IT RESOLVED that the Dufferin-Peel Catholic District School Board recognize and proclaim the first week in October as National Catholic Health Care Week and, on an annual basis, develop a promotional campaign that highlights and formally recognizes those graduating students who are aspiring to serve Christ and others by entering the vocation of health care.



RECOMMENDATION TO THE BOARD

PRESENTATION C 4

**PROCLAMATION: EMPOWERING WOMEN DAY
OCTOBER 2, 2023**

- 1. THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS THAT OCTOBER 2, 2023, BE RECOGNIZED AND CELEBRATED ANNUALLY (THE FIRST MONDAY IN OCTOBER) AS EMPOWERING WOMEN DAY IN DUFFERIN-PEEL SCHOOLS AND FACILITIES.**

PRESENTATION C 4

PROCLAMATION: EMPOWERING WOMEN DAY OCTOBER 2, 2023

WHEREAS “Women possess an inalienable dignity which comes to them immediately from God their Creator” (Catechism of the Catholic Church 369) and “God gives man and woman an equal personal dignity” (CCC 2334); and

WHEREAS sacred scripture reminds us that as “God’s chosen ones, holy and beloved, clothe yourselves in compassion, kindness, humility, meekness and patience” (Colossians 3:12) and that compassion for all individuals remains among Canada’s foremost aspirations; and

WHEREAS poverty and inequality disproportionately affect Canadian women, leaving them isolated and vulnerable; and

WHEREAS there is a wage gap between men and women in Canada and Canadian Women face barriers in pursuing and completing post-secondary education and careers in the fields of science, technology, engineering and mathematics; and

WHEREAS Indigenous women, be they first nation, Metis or Inuit, are disproportionately affected by gender-based violence and sexual exploitation and face barriers with respect to equal access to education and employment, and representation in Canadian legislature councils; and

WHEREAS the parliament of Canada wishes to underscore the importance of celebrating and commemorating the notable achievements and advancements of Canadian women and addressing the challenges faced by Canadian women; and

WHEREAS “Only faith can embrace the mysterious ways of God’s almighty power. This faith glories in its weaknesses in order to draw to itself Christ’s power. The Virgin Mary is the supreme model of this faith, for she believed that “nothing will be impossible with God” and was able to magnify the Lord: “For He who is mighty has done great things for me, and holy is His name.” (CCC 273)

BE IT RESOLVED THAT The Dufferin-Peel Catholic District School Board recognize that in each and every year, the first Monday in October is to be known as Empowering Women Day.



RECOMMENDATION TO THE BOARD

PRESENTATION C 5

**PROCLAMATION: BUS DRIVER APPRECIATION DAY
OCTOBER 18, 2023**

- 1. THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS THAT OCTOBER 18, 2023 BE RECOGNIZED AND CELEBRATED AS BUS DRIVER APPRECIATION DAY WHEREBY ALL DUFFERIN-PEEL SCHOOLS ARE ENCOURAGED, IN AN APPROPRIATE MANNER, TO CELEBRATE AND THANK THEIR BUS DRIVERS FOR A JOB WELL DONE.**

PRESENTATION C 5

PROCLAMATION: BUS DRIVER APPRECIATION DAY OCTOBER 18, 2023

WHEREAS Student Transportation Services are an integral part of our operation at the Dufferin-Peel Catholic District School Board, and;

WHEREAS Our transportation consortium is the largest in Canada with approximately over 1,400 school vehicles and over 5,500 individual bus runs, and;

WHEREAS Our bus drivers do an outstanding job transporting approximately 62,000 students on behalf of Dufferin-Peel Catholic District School Board and Peel District School Board on a daily basis.

BE IT RESOLVED THAT The Dufferin-Peel Catholic District School Board proclaims that October 18, 2023 be recognized and celebrated as Bus Driver Appreciation Day.

WHEREBY All Dufferin-Peel schools are encouraged, in an appropriate manner, to celebrate and thank their bus drivers for a job well done.



RECOMMENDATION TO THE BOARD

PRESENTATION C 6

**PROCLAMATION: FIRE PREVENTION WEEK
OCTOBER 8 TO 14, 2023**

- 1. THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RECOGNIZE AND PROCLAIM THAT OCTOBER 8 TO 14, 2023, AS FIRE PREVENTION WEEK IN ALL DUFFERIN-PEEL SCHOOLS AND FACILITIES.**



PRESENTATION C 6

PROCLAMATION: FIRE PREVENTION WEEK OCTOBER 8 TO 14, 2023

WHEREAS the Dufferin-Peel Catholic District School Board (DPCDSB) is committed to ensuring the safety and security of all students and staff; and

WHEREAS fire is a serious public safety concern both locally and nationally; and

WHEREAS fire safety education is a key element in promoting awareness among students and staff, allowing them to take personal steps to increase their safety from fire; and

WHEREAS, Fire Prevention Week, which occurs annually, helps to raise public awareness of fire safety across Ontario;

BE IT RESOLVED that the Dufferin-Peel Catholic District School Board (DPCDSB) recognizes and proclaims October 8 to 14, 2023, as Fire Prevention Week in DPCDSB schools and facilities and that appropriate resources be shared with schools to assist in bringing greater awareness of the importance of fire prevention to students and staff.



RECOMMENDATION TO THE BOARD

PRESENTATION D 1

**PROCEDURAL BY-LAW ON DELEGATIONS
JOSEPHINE LUETKE, CAMPAIGN LIFE COALITION**

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Board Meeting: September 26, 2023 Subject: Procedural By-Law on Delegations

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

Please provide a brief summary of the subject of the delegation.

I will argue that the Procedural By-Law, Article 7, on Delegations & Submissions should not be changed. A comment was made at the August 22 meeting that "the intent is to avoid any sort of broad characterizations of groups, especially that might be protected under the Human Rights Code, by portraying an entire group of having certain characteristics." As this objection was previously raised in an attempt to get me to modify my June 20 speech, I remain concerned that the goal is to censor delegates. Censorship is problematic for a number of reasons - one of them being that those doing the censoring are fallible. As such, it's best to err on the side of free speech, especially to prevent future abuse of the policy.

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 # 1-01, Article 7 (*see reverse*) pertaining to delegations 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 delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, 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 or Email cindy.child@dpcdsb.org

Delegation Contact Information: *

Name Josephine Luetke

[REDACTED]

[REDACTED]

[REDACTED]

Date: September 18, 2023 Signature: Jose Luetke

* **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, Access & Privacy at 890-0708, Ext. 24443.

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 by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement 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 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 right to decline any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.
 - 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 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.
 - e) 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.

- f) 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.
- g) 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.
- h) 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*.
- i) 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).

D 1 Speaking Notes

Procedural By-Law on Delegations - Josephine Luetke, Campaign Life Coalition

My name is Josie Luetke, I'm the Director of Education & Advocacy for Campaign Life Coalition. Thank you for humouring me for the third board meeting in a row.

I think all of us have things we'd rather be doing than listening to me yet again, but as the risk of censorship remains, I felt obligated to delegate once more.

Please reject any changes to Article 7 of the Procedural By-Law on Delegations and Submissions.

At the time I was drafting this presentation, I hadn't yet seen what these changes could look like. I'm simply operating off what was discussed at the last board meeting on August 22.

(Tangentially, I will note that this is one of the problems with requiring verbatim speeches be submitted in advance.)

Anyway, at that meeting, the proposed changes to the Procedural By-Law were somewhat downplayed, so they may not seem like a big deal.

However, it was said at that meeting that "the intent is to avoid any sort of broad characterizations of groups, especially that might be protected under the *Human Rights Code*, by portraying an entire group of having certain characteristics."

Prior to the June 20 board meeting, I received a call from a DPCDSB staff member requesting I omit sections of my speech on the Pride flag. The concerns she relayed were very similar – claims that I was broadly generalizing the LGBTQ community.

As I said to her, and then again during the meeting, I was talking about specific individuals – those who had created the Pride flag and its modern-day variations. I did not make generalizations.

Nonetheless, immediately after my delegation, staff were requested to make changes to the By-Law.

I have once again brought a copy of my June speech to request that this board identify any example of my making broad characterizations of a group. And if you cannot do that, I would humbly submit that you recognize that there was an attempt to censor my presentation on a *false* basis.

And this is one of the many problems with censorship: Unless the one doing the censoring is God Himself, then the person doing the censoring is going to make mistakes. We are fallible.

BUT, if the By-Law is changed, these same attempts at censorship could become more regular and effective, which is of great concern to myself and the 2000+ who have signed CLC's petition to Stop the Plan to Censor Parents at School Board Meetings:

<https://www.campaignlifecoalition.com/petition/id/70>.

You may have not liked what I said about the flag, but I hope you appreciate that we have the constitutional right to freely voice those objections.

Instead of trying to gag delegates, why don't you just express how you disagree?

This is the constructive path forward, which allows the whole community to learn and fosters true respect for differences.

If I've said something wrong, let's talk about it. Explain your perspective, and hopefully we can better understand each other and maybe even find some common ground.

Trying to pre-emptively censor someone, however, out of the public eye, before they've even had the chance to be heard is cowardly, unproductive, and not conducive to the sort of open inquiry necessary for a free, democratic society.

And it's arrogant to believe that, again, fallible staff could make judgments for the whole board about which perspectives are valuable or not.

Do you want to take the risk that any grain of truth, any worthy comment, might be censored?

Legally, it would be prudent to err on the side of free speech, to let all opinions be expressed. The Toronto Catholic District School Board is being sued for weaponizing its *Code of Conduct* to suppress the free speech rights of Trustee Mike Del Grande, and has likely spent \$1,000,000 in lawyer bills already. Don't open yourselves up to similar lawsuits from parents.

I know that at the last meeting, there was an indication that the proposed language in Article 7 might be tightened to be more specific. As such, you may feel like you could support these changes, believing they will only be applied to a narrow set of situations.

Let me reiterate then that based on the circumstances that birthed the initial request for revisions to the By-Law, and the subsequent stated intention of "avoiding broad characterizations," the intent of these revisions is to censor presentations like the one I delivered in June. So, no matter the language, no matter what assurances are provided, note that the desire to censor has already been made clear.

And even if you're fine with that, let me also point out that future staff could inherit this By-Law and they may interpret any restrictions much more liberally than staff currently do. Censorship may grow ever more rampant unless you stop it in its tracks.

Let's not go down that path of authoritarianism.

Let's not "fix" what ain't broke.

It's healthy to hear perspectives other than your own. Don't get stuck in an echo chamber. Engage with differing ideas and charitably correct those who have erred in their reasoning.

Does the Dufferin Peel Catholic District School Board wish to teach students critical thinking? Then model it.

So, please reject any changes to the Procedural By-Law on Delegations, no matter what sort of revised language is proposed.

And again, I invite you to clarify what was it that I said in June that ought to have been censored.

Thank you.



REPORT NUMBER F 1

MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, JUNE 6, 2023

MINUTES

Administration and Finance Committee Meeting

Tuesday, June 6, 2023, 7:00 p.m.

Board Room, Catholic Education Centre

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| Trustees: | Shawn Xaviour | Chair |
| | Brea Corbet | Vice-Chair |
| | Luz del Rosario | Trustee |
| | Darryl D'Souza | Trustee |
| | Bruno Iannicca | Trustee |
| | Mario Pascucci | Trustee |
| | Stefano Pascucci | Trustee |
| | Anisha Thomas | Trustee |
| | Thomas Thomas | Trustee |
| | Dea Sokoli | Student Trustee |
| Regrets: | Paula Dametto-Giovannozzi | Trustee |
| | Herman Vioria | Trustee |
| | Leroy Onuoha | Student 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 |
| | Brian Hester | Superintendent, Financial Services |
| | Adrian Scigliano | Superintendent, Family of Schools |
| | Stephanie Strong | Superintendent, Human Resources and Employee Relations |
| | Mathew Thomas | Superintendent, Planning and Operations |
| | Margaret Beck | Counsel |
| | Mike Damad | Chief Information Officer |
| | Bruce Campbell | General Manager, Communications and Community Relations |
| | Theresa Davis | General Manager, Human Resources |
| | Richard Moriah | General Manager, Physical Plant Facilities |
| Recorder: | Cindy Child | Board and Committee Information Officer |

A. Routine Matters

1. Call to Order and Attendance
Chair Shawn Xaviour called the meeting to order at 7:00 p.m.
2. Opening Prayer - led by Trustee Brea Corbet
3. Land Acknowledgment – Trustee Shawn Xaviour

4. Approval of Agenda

Distribution: G7 Appendix B and M4a.

Moved by Thomas Thomas

THAT THE AGENDA BE APPROVED.

CARRIED

a. Approval of Calendar Items

a. Construction Progress Report – Attached.

5. Declaration of Interest - Nil

6. Approval of Minutes of the Administration and Finance Committee Meeting of May 2, 2023

Moved by Darryl D'Souza

THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, MAY 2, 2023, BE APPROVED.

CARRIED

a. Business Arising from the Minutes - Attached.

B. Pastor's Remarks - Nil

C. Awards and Presentations

1. Partnering for Safe School Travel: The Mississauga School Streets Pilot Project

Laura Zeglen, Vision Zero Program Lead for the City of Mississauga presented.

1. Trustee Brea Corbet: I understand this was funded from the Ontario Active School Travel grant and that some of the funding went towards the maintenance of bikes that were donated and bike racks that were installed. Are you able to share other funding sources and what would be required in the future to ensure continuity of this project for other schools?

Program Lead Laura Zeglen: Other funding was from in kind contributions. This helped cover the salary of a co-op student, school activities and materials, afternoon snacks in Ward 3 as requested by the community, volunteer honorariums, and communication costs. The bike racks were donated. The barrier to making this a sustainable project is the considerable number of volunteers required.

2. Trustee Brea Corbet: Can you provide feedback from the families of the school communities and how the experience was for those impacted by these changes?

Program Lead Laura Zeglen: We were fortunate that the majority of people were on board before we began. The ideological concern is that some do not agree with kids walking in the streets. The length of time to get to and from school was longer for some, and for parents/guardians of multiple children attending multiple schools the extra time was detrimental. We gave an exemption to one father; volunteers walked his vehicle to

the school to let his child with special needs off at the door. Several days in, he began parking and walking his child in with the other students participating in the active transportation. Note that the pilot was only three weeks long. In Kingston there was a yearlong pilot and after the first month any issues had been resolved. The community has requested the program continue into next year.

Trustee Mario Pascucci joined at 7:08 p.m.

3. Trustee Brea Corbet: A pilot like this aligns with the City of Mississauga's priorities of vision zero, transportation action plan and climate change, and with DPCDSB'S priorities of student mental health, academic performance and reducing traffic congestion. What does that sustainable model look like?

Program Lead Laura Zeglen: The program is very impactful, as discussed, the barrier may be the number of volunteers that are required. We need to work in partnership to achieve success.

4. Trustee Stefano Pascucci: How much advance notice was the neighbourhood provided?

Program Lead Laura Zeglen: We piloted the program in May and sent letters to the impacted community in January with a reminder letter one month before implementation.

5. Trustee Stefano Pascucci: How long were the road closures?

Program Lead Laura Zeglen: In Ward 3 the street closure was in the afternoon and was closed for 70 minutes. At the other site, the road closure was for 35 minutes in the morning.

6. Trustee Darryl D'Souza: Did you involve the police in the closure?

Program Lead Laura Zeglen: That was a contentious point of discussion. Many were against using police and some were for using police. We determined from an equity perspective we would not involve the police. There were no safety concerns as we had volunteers at barrier spots and chaperoning students as needed.

7. Trustee Darryl D'Souza: What happened with the special needs buses?

Program Lead Laura Zeglen: The buses were met by volunteers and chaperoned up to the school so that students could disembark close to the school as usual.

8. Trustee Bruno Iannicca: The buy-in has to come from parents, how do you deal with angry parents?

Program Lead Laura Zeglen: There is some parent/guardian frustration. Spreading the traffic congestion is the goal. There are some specifications in the selection of the sites: Are the majority of students walkers? Is the proposed street a major road that should

not be closed? This program is not appropriate for all school communities. The education, engineering of the environment and encouragement to make it enjoyable is important for the success of the program.

9. Trustee Darryl D'Souza: Could crossing guards be used in place of volunteers?

Program Lead Laura Zeglen: There is the potential of hiring staff that would work similar hours to crossing guards.

D. Delegations - Nil

E. Updates/Information/Reports from Trustees for Receipt - Nil

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

F. Updates/Information/Reports from Committees for Receipt - Nil

G. Updates/Information/Reports from Administration for Receipt

1. Health and Safety Update for the 2021-2022 School Year

Stephanie Strong summarized the report.

1. Trustee Luz del Rosario: The *Violence* category is high, can staff explain?

Superintendent Strong: *Violence* has not increased by 56%, the category is used in 56% of all reported incidents. To demonstrate, when a student has a regulation issue, it is one incident. However, if there were five teachers in the room, the incident would be reported as five incidents. When we compare the category *Violence* against lost time, it makes up less than a quarter of the incidents (21%) that result in lost time by staff.

2. Trustee Luz del Rosario: Can staff explain what *Struck or Contact By* means?

Superintendent Strong: Most often this is during Phys Ed or yard duty when staff is struck in the head by a soccer ball, or something thrown by a student.

2. Risk Management and Insurance Update for the 2021-2022 School Year

Superintendent Strong summarized the report.

3. Student Transportation Update and Service Delivery

Superintendent Thomas summarized the report.

1. Trustee Bruno Iannicca: Why is the Wellington-Dufferin Student Transportation Services *Annual First-Time Ride Program* on a Tuesday when most parents/guardians work?

Superintendent Thomas: I can take that back and follow up with the rationale.

2. Trustee Bruno Iannicca: Can we have the SchoolMessenger send out the dates for the *Annual First-Time Ride Program* to our current Kindergarten, Grades 1 and 2 classes. This

is an opportunity to increase education and transportation safety for those students that may one day ride the bus for a field trip.

Superintendent Thomas: We will communicate this message.

4. March 31, 2023 Enrolment Report

Superintendent Thomas introduced the Manager of Planning, Stephanie Cox, to present the report.

5. 2024 Education Development Charge By-Law Review

Superintendent Thomas invited Manager Cox to present the report.

1. Trustee Mario Pascucci: Recognizing that the Region of Peel will soon separate, how will this affect the Education Development Charge (EDC)?

Manager Cox: We have hired external legal counsel and are working with a consultant to see if there are any implications.

2. Trustee Mario Pascucci: Who is paying for the consultant fees?

Associate Director Del Bianco: This is an introductory report, and the finer details will be provided at a later date.

Superintendent Thomas: As noted by Manager Cox, the announcement by the government is very new. The individual cities are working to obtain and unpack information, which may take approximately 18 months.

6. Interim Financial Report - 8 Months Ending April 30, 2023

Superintendent Hester summarized the report.

7. Report on Public Budget Consultation

Executive Superintendent Cherepacha

1. Trustee Mario Pascucci: Was there any input from trustees or administrators regarding the presentation of the budget via webcast rather than in-person?

Executive Superintendent Cherepacha: What we have found is that in order to receive input from our stakeholders, the Catholic community, we receive better attendance and input via virtual webcast. We held the public budget consultation via LiveStream so that the public can join in, and the Catholic School Councils (CSC) could gather and watch together and have input. The town hall forum, having the public attend in-person, did not garner as much input and attendance.

8. 2023-2024 Budget Update - GSN Revenue Summary

Executive Superintendent Cherepacha summarized the report.

1. Trustee Bruno Iannicca: Taking into account the continuation of the Supports for Students Funds (SSF) and the elimination of the COVID-19 Learning Recovery Fund (LRF) there will be some big reductions in staff, how has the union responded?

Executive Superintendent Cherepacha: We have made this very clear in our communications with the unions.

Superintendent Hester: This is the unfortunate outcome of losing such a significant grant. The unions did not seem surprised as we have clearly communicated that COVID-19 funding is coming to a close and that the positions created cannot be supported.

2. Trustee Bruno Iannicca: Can staff provide a breakdown of the 100 positions that will be affected?

Executive Superintendent Cherepacha: The COVID-19 LRF of \$10.4 M did support one hundred positions across the board i.e., teachers, mid-management, secretarial and custodial. We can include the proposed plan from last year that detailed this information in Issues and Events.

3. Trustee Thomas Thomas: That is a significant increase to Indigenous funding, can this be used for Indigenous studies including field trips?

Superintendent Hester: This is focused on secondary credits. Normally courses are funded at a minimum of 23 students, the Indigenous courses can run at the average enrolment of eight students. The Ministry is in ongoing consultation and has asked for ongoing feedback.

H. Trustee/Committee/Administration Reports Requiring Action

1. Proposed 2023-2024 Capital Budget

Superintendent Hester summarized the report.

1. Trustee Bruno Iannicca: Does any of these funds cover the removal of the portapaks?

Superintendent Hester: The funding source was a special request to use the proceeds of disposition (POD) to remove the portapaks and relocatable classroom modules (RCM). We have that approval from the Ministry, we now await the approval to use funds to cover the field restoration.

2. Trustee Brea Corbet: The School Condition Improvement (SCI) program and School Renewal (SR) funding are intended for high and urgent needs to maintain schools. Can staff provide a detailed list of which schools this will be used for in Issues and Events?

Superintendent Thomas: We can provide that information; we have almost completed our project list for this year.

3. Trustee Luz del Rosario: Can staff confirm that the portapaks will be removed this summer?

Superintendent Thomas: The three portapaks that have already been approved for removal, will continue as planned.

4. Trustee Luz del Rosario: Commented that the POD is blank.

Superintendent Thomas: General speaking, POD are funds acquired when a property is no longer required and is sold. The use of these funds is subject to regulation by the Ministry. These funds have specific parameters to SR projects, however anything that is

beyond these parameters requires an exception to use the funds i.e., field restoration following portapak removal. The POD are blank as we are finalizing the plans to submit to the Ministry regarding additional information requested for the two sports fields that were previously approved.

Superintendent Hester: Commented that there are two other blank lines for "in between" charges such as the Education Development Charge (EDC).

Moved by Bruno Iannicca

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED BALANCED 2023-2024 TOTAL CAPITAL BUDGET OF \$68.6 MILLION.

CARRIED

I. Notices of Motion - Nil

J. Additional Business - Nil

K. Questions Asked of, and by, Board Members

1. Trustee Bruno Iannicca: When a letter goes out from a school to their community, can the school's trustee(s) be copied?

Associate Director Del Bianco: We will communicate your request via the Director's webcast and through General Manager Campbell.

2. Trustee Stefano Pascucci: Thank you for the information on secondary school reserved parking spots. Can we look at making the number of visitor spots consistent?

Associate Director Del Bianco: We did find that there are discrepancies, our next step is to formalize the process of defining parking spots: visitors, reserved, and accessible. We will standardize the parking spots and roll out plans to the secondary schools.

3. Trustee Darryl D'Souza: Some secondary schools still have parking spots marked for the school resource officers (SRO), is it necessary to keep these marked? Will a policy be created regarding the standardized parking spots?

Associate Director Del Bianco: As we standardize and create a GAP, we will review all parking spots; where they are located and who can park in reserved parking spots.

4. Trustee Mario Pascucci: Do we take into account City By-Laws?

Associate Director Del Bianco: The site approvals take into account City By-Laws regarding fire and emergency access. We will formalize a plan and bring it forward in the fall at the Board By-Law/Policies Review Committee.

5. Trustee Brea Corbet: The boulevard sign at St. Aloysius Gonzaga CSS is not worked and may be a shared responsibility to repair with the City of Mississauga. Can staff follow up and provide a status report?

Superintendent Thomas: We will review and report back.

6. Trustee Brea Corbet: Can staff provide an update on which schools have electronic boulevard signs and plans for those that do not?

Superintendent Thomas: This is part of the project list for summer and fall of 2023. We will provide information in Issues and Events.

7. Trustee Brea Corbet: Has communication gone out to administrators regarding the inclusion of the word 'Catholic' in the names of all our schools?

Associate Director Del Bianco: Information was provided to all administrators on June 5 via email from General Manager Campbell.

L. Declared Interest Items - Nil

M. In Camera Session

Moved by Thomas Thomas

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

CARRIED

N. Report from In Camera

Report: Approval of In Camera Committee Minutes, receipt of Administrative Appointments and Transfers, and a verbal report of a personnel matter.


O. Future Meetings

P. Adjournment

Moved by Thomas Thomas

THAT THE MEETING BE ADJOURNED AT 10:10 P.M.

CARRIED

| | | |
|--|--|--|
|  Dufferin-Peel Catholic District School Board | | Business Arising from Administration and Finance Committee Meeting June 6, 2023 |
| G 3 | Student Transportation Update and Service Delivery | |
| Q 1 | Trustee Bruno Iannicca: Why is the Wellington-Dufferin Student Transportation Services <i>Annual First-Time Ride Program</i> on a Tuesday when most parents/guardians work? | STWDSTS indicated that the Tuesday offering was the preference expressed by some of the schools in Wellington and Dufferin Counties. They will look into the possibility of offering a weekend date for this event next year. |
| Q 2 | Trustee Bruno Iannicca: Can we have the SchoolMessenger send out the dates for the <i>Annual First-Time Ride Program</i> to our current Kindergarten, Grades 1 and 2 classes. This is an opportunity to increase education and transportation safety for those students that may one day ride the bus for a field trip. | Sent via School Messenger on August 25 to all families with the flyer to remind families of times at various locations on August 29 and <i>First Time Riders Safety Booklet for Parents and Students</i> . |
| G 8 | 2023-2024 Budget Update - GSN Revenue Summary | |
| Q 2 | Trustee Bruno Iannicca: Can staff provide a breakdown of the 100 positions that will be affected? | Included in Issues and Events - June 9 |
| H 1 | Proposed 2023-2024 Capital Budget | |
| Q 2 | Trustee Brea Corbet: The School Condition Improvement (SCI) program and School Renewal (SR) funding are intended for high and urgent needs to maintain schools. Can staff provide a detailed list of which schools this will be used for in Issues and Events? | An update has been provided in Issues and Events - June 16. |
| K | Questions Asked by Trustees | |
| Q 1 | Trustee Bruno Iannicca: When a letter goes out from a school to their community, can the school's trustee(s) be copied? | Message sent to Principals/Vice-Principals regarding copying trustees. |
| Q 2-3 | 2. Trustee Stefano Pascucci: Can we look at making the number of visitor parking spots consistent? 3. Trustee Darryl D'Souza: | Staff will be working towards the preparation of a GAP that would outline consistent expectations around designated parking spots. The intention is to bring a report forward to the Fall 2023 By-Law/Policies Review Committee meeting. |

| | | |
|-----|--|--|
| | Some secondary schools still have parking spots marked for the school resource officers (SRO), is it necessary to keep these marked? Will a policy be created regarding the standardized parking spots? | |
| Q 5 | Trustee Brea Corbet: The boulevard sign at St. Aloysius Gonzaga CSS is not worked and may be a shared responsibility to repair with the City of Mississauga. Can staff follow up and provide a status report? | The Facilities Department has sourced a company that will be able to refurbish the sign and make it operational. It is anticipated that this work will be completed later this fall. |
| Q 6 | Trustee Brea Corbet: Can staff provide an update on which schools have electronic boulevard signs and plans for those that do not? | An update on the 2023 facility renewal projects, including electronic boulevard signs to be installed in 2023, list has been provided in Issues and Events (June 16). The Facilities Department will continue its multi-year, phased approach to installing the remaining outstanding boulevard signs in the coming years. |



REPORT NUMBER F 2

**MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,
JUNE 14, 2023**

MINUTES

Special Education Advisory Committee Meeting

Wednesday, June 14, 2023, 7:00 p.m.

CEC - Boardroom

| | | |
|------------|--------------------|--|
| Attendees: | Bruno Iannicca | Trustee - Chair |
| | Luz del Rosario | Alternate Chair |
| | Heather Bialowas | Down Syndrome Assoc. of Peel: Caring Network - Representative |
| | Myra Del Rosario | ABC Association for Bright Children - Representative |
| | Liza Dowson | Ontario Association for Families of Children with Communication Disorders - Representative |
| | Lisette Gaylie | Easter Seals Ontario - Representative |
| | Janice Hatton | Autism Ontario, Peel Chapter - Representative |
| | Caroline Huxtable | Epilepsy South Central Ontario - Representative |
| | Lisa Papaloni | Learning Disabilities Association of Peel Region - Representative |
| | Gian Luca Ferrari | Member At Large, Central Committee for Catholic School Councils |
| | Debbie Hammond | Dufferin-Peel Educational Resource Workers' Association - Representative |
| | Kevin Hickey | VOICE for Hearing Impaired Children - Representative |
| | Andrea Isaac | OECTA Elementary - Alternative |
| Regrets: | Dely Farrace | Brampton Caledon Community Living - Vice Chair - Representative |
| | Thomas Thomas | Alternate Trustee |
| | Airene Cunanan | Autism Ontario, Peel Chapter - Alternative |
| | Christine Koczmar | Community Living Mississauga - Representative |
| | Herman Vilorio | Alternate Trustee |
| | Shanna Walsh | Down Syndrome Assoc. of Peel: Caring Network - Alternative |
| Staff: | Pam Boniferro | Dufferin-Peel Educational Resource Workers' Association - Alternative |
| | Sabrina Baiana | Coordinator, Diverse Learning Needs |
| | Tammie Cameron | Consultant, Diverse Learning Needs |
| | Rosanna Comisso | Coordinator, Diverse Learning Needs |
| | Joanne Dean | Chief, Speech/Language/Hearing/Vision |
| | Clementine D'Souza | Consultant, Secondary Transitions and Diverse Learners |
| | Pina Grosso | Chief of Social Work |
| | Christiane Kyte | General Manager, Clinical Services and Special Education |
| | Cristine Pergotski | Association of Professional Student Services Personnel |
| | Laura Pincen | Consultant, Secondary Transitions and Diverse Learners |
| | Jacqueline Toste | Consultant, Diverse Learning Needs |
| | Kathy Russell-Kwan | Researcher |
| Recorder: | Katherine Magee | Executive Assistant, Special Education and Learning Services - Recorder |

A. Routine Matters

1. Call to Order and Attendance
Chair of SEAC, Bruno Iannicca, called the meeting to order at 7:00 p.m.
2. Opening Prayer - Year-End Liturgy: Deacon Ray Frendo
3. Land Acknowledgment – S. Baiana
4. Approval of Agenda

THAT THE AGENDA BE APPROVED.

CARRIED

5. Approval of Minutes, SEAC Meeting, May 17th, 2023

THAT THE MINUTES OF SEAC MEETING, MAY 17TH, 2023 BE APPROVED.

CARRIED

6. Previous Business - N

B. Presentations and Staff Reports

1. Student Voice - Coding and Robotics: R. Commisso, Students from Philip Pocock CSS, St. Joan of Arc CSS

Superintendent Papaloni introduced R. Commisso, Coordinator, Students with Diverse Learning Needs. R. Commisso described the coding platform used by the students called Cubetto at the Skills Competition this year. Cubetto involves coding and problem-solving skills to allow the operation of the robotics. R. Commisso showed a short video on the students' performance. Afterwards, the students of Philip Pocock CSS and St. Joan of Arc CSS led a demonstration in front of the SEAC members.

L. Dowson asked which students have access to the Cubetto and if a child with an exception in a regular classroom would have access to it. Superintendent Papaloni answered that the communication classes, Needs Moderate and Needs Severe Classes have Cubetto. Also, coding is now part of the curriculum, and all classes participate, with access to other robotics as well, such as B-Bot and Sphero.

2. Census Data: K. Russell-Kwan

Superintendent Papaloni introduced K. Russell-Kwan, Researcher, to explain the results of the Student Census data. K. Russell-Kwan highlighted the key components of the census, through slides. The census was developed to promote equity and eliminate disparity. She presented Secondary data, submitted by students, or if required, parents or guardians of the students.

L. Gaylie asked regarding exclusion in the census, why only 2% of students stated that they felt very excluded. K. Russell-Kwan answered that the question surveyed how often they felt excluded. The scale went from never to daily, and also asked reasons for feeling excluded. The percentage was low because only 2% felt very excluded. L. Gaylie mentioned that she believes this is probably higher than what the census shows.

L. Dowson asked what is done with the information when a student scores very highly on exclusion. K. Russell-Kwan answered that the schools receive this data to help the Administrators identify where there are challenges in their schools for future planning for better serving students.

Lisa Papaloni asked if they are able to provide this data to the school where the student attends if there is a problem. K. Russell-Kwan answered that yes, they can share the data on a school level.

3. **PRO Grant Update - Employment Supports Fair: C. D'Souza, L. Pincente**

Superintendent Papaloni introduced L. Pincente and C. D'Souza, Consultants, Students with Diverse Learning Needs, to present on the Employment Supports Fair. This fair encourages students with exceptionalities to prepare for employment. Agencies were present to help provide their services.

L. Gaylie asked if many students attended. C. D'Souza replied that there was a constant flow of students and parents for the entire two and a half hours.

C. Budget - Nil

D. Reports from Trustees for Receipt

Trustee Luz del Rosario reported on the last Board of Trustees meeting, they received an update on the long-term facilities plan. There are strategies for investments to ensure proper maintenance and repairs on these facilities. On May 1, the Peel Regional Police, in collaboration with DPCDSB, launched an Autism Strategy . The Board of Trustees invited schools to submit a video rendition of the National Anthem to play at Regular Board Meetings. Trustee Luz del Rosario announced that the first day of the 2023-2024 school year will be September 5, 2023. Finally, Bill 98 has received the Royal Assent.

L. Dowson asked if the Autism Strategy involves having a special alert for a child with Autism? Trustee Luz del Rosario answered that it should be included in the documentation and their website will have more information.

E. Information/Reports from Community Associations - Nil

F. Work Group

1. **Input into Board Budget Update: R. Commisso**

Superintendent Papaloni introduced R. Commisso, Coordinator, Students with Differing Abilities. R. Commisso announced that the Input into the board budget has been received and forwarded to the Finance Department.

G. Information and Correspondence

1. **Letter from S. Strong, Superintendent, Human Resources and Employee Relations**

Superintendent Papaloni presented the letter drafted by Superintendent Strong to the Minister of Education, regarding Educational Resource Workers.

2. **L. Gaylie Edits to Letter from S. Strong to the Minister**

Superintendent Papaloni presented the letter edited by L. Gaylie to the Minister of Education, regarding Educational Resource Workers.

The committee voted to send the letter which included edits by L. Gaylie.

H. Communication - Nil

I. Questions Asked by Committee Members

L. Gaylie asked if parental involvement can be used during shortages in Educational Resource Workers. Trustee Bruno Iannicca answered that he will take it back to the Board of Trustees in September.

L. Dowson mentioned that PLASP has a waitlist for children with special needs, whereas there is no waitlist for children without special needs. Also, bussing for special needs does not allow courtesy seating, whereas regular bussing does. She would like better access. Trustee Bruno Iannicca answered that he will take this back to the Board of Trustees also.

J. Questions asked by Public - Nil

K. Future Meetings

September 13, 2023

October 18, 2023

November 15, 2023

December 13, 2023

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 12, 2024

L. Adjournment

Moved by K. Hickey

THAT THE MEETING BE ADJOURNED AT 8:50 P.M.

CARRIED



REPORT NUMBER F 3

MINUTES OF THE AUDIT COMMITTEE MEETING, MAY 9, 2023

MINUTES

Audit Committee Meeting

**Tuesday, May 9, 2023, 4:30 p.m.
Conference Call**

| | | |
|-------------------|--|---|
| Trustees: | Bruno Iannicca Anisha Thomas Thomas Thomas | Chair Vice-Chair Trustee |
| External Members: | Rory Keilty Laura Prestia | External Audit Committee Member External Audit Committee Member |
| Staff: | Marianne Mazzorato, Ed.D. David Amaral Daniel Del Bianco Julie Cherepacha | Director of Education, Secretary to the Board Associate Director, Instructional Services Associate Director, Corporate Services Executive Superintendent, Finance, Chief Financial Officer and Treasurer |
| | Brian Hester Carrie Salemi Kevin Sun Reynard Balatbat | Superintendent, Financial Services General Manager, Financial Services Internal Auditor 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
Chair Bruno Iannicca led the Opening Prayer.
3. Land Acknowledgment - Chair Bruno Iannicca
4. Approval of Agenda

Moved by Anisha Thomas

THAT THE AGENDA BE APPROVED.

CARRIED

- a. Approval of Calendar Items - Nil
5. Declaration of Interest – Nil

6. Approval of Minutes, Audit Committee Meeting, February 7, 2023

Moved by Rory Keilty

**THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, FEBRUARY 7, 2023,
BE APPROVED.**

CARRIED

- a. Business Arising from the Minutes - Nil

B. Pastor's Remarks - Nil

C. Awards and Presentations - Nil

D. Delegations - Nil

E. Updates/Information/Reports from Committee Members for Receipt - Nil

1. Regular Reports
2. Good News Items

F. Updates/Information/Reports from Committees for Receipt - Nil

G. Updates/Information/Reports from Administration for Receipt

1. External Member of Audit Committee - Recruitment

Executive Superintendent Cherepacha summarized the report.

H. Trustee/Committee/Administration Reports Requiring Action

1. Regional Internal Audit Team (RIAT) Status Report Update

Executive Superintendent Cherepacha introduced Paula Hatt, Senior Manager, Regional Internal Audit Team (RIAT), Toronto and Area Region. The RIAT report included a proposed revised RIAT Charter that was presented to the committee.

1. External Member Keilty: I am a little concerned with use of the term 'oversight' within the *Role* section.

Senior Manager Hatt: Regulation 361/10 does note that the Audit Committee does review functions of the audit. RIAT does report their functionality to each Audit Committee i.e., what our structure is, our budget, and we have encountered some restrictions. We do not get involved in hiring within the parameters of oversight, but we do provide feedback. This process has gone through quality assurance the wording was approved.

2. External Member Keilty: In the *Responsibility* section on page 14 what does 'other matters' refer to, and is it necessary?

Senior Manager Hatt: That is a catch-all phrase. We can clarify the wording and/or phrasing.

Moved by Anisha Thomas

THAT THE AUDIT COMMITTEE APPROVE THE REGIONAL INTERNAL AUDIT CHARTER, AS AMENDED.

CARRIED

I. Notices of Motion - Nil

J. Additional Business - Nil

K. Questions Asked of, and by, Committee Members – Nil

L. Declared Interest Items - Nil

M. In Camera Session

Moved by Thomas Thomas

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

CARRIED

N. Rise and Report

Report: Approval of In Camera Minutes, Receipt of the Regional Audit Team (RIAT) Follow-Up Activities Report, Labour Relations Review Audit Report, and eight (8) School Audit Reports.

Moved by Thomas Thomas

THAT THE AUDIT COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.

CARRIED

O. Future Meetings

To be determined

P. Adjournment

Moved by Rory Keilty

THAT THE MEETING BE ADJOURNED AT 5:51 p.m.

CARRIED



REPORT NUMBER G 1

**LETTER OF RETIREMENT
MICHELLE COUTINHO, PRINCIPAL**

September 12, 2023

Dear Marianne,

I thought this letter would be easy to write – it is not. The time has come for me to say goodbye to a profession that I love, people that I cherish and an organization that I have been committed to for 30+ years.

Please accept my notice of retirement from the Dufferin-Peel Catholic District School Board effective Friday, September 29, 2023.

It was my honour to serve the DPCDSB community as an educator at St. Jerome and Father Daniel Zanon, as Vice-Principal at St. Julia and St. Veronica, and as the Principal of Equitable and Inclusive Education.

I would like to extend my deepest gratitude to every student, family, staff and community member who I had the privilege to work with. Each of you has had an impact on me professionally and personally. You have enriched my life with memories I will hold dear. Along this journey I have had mentors who have supported and guided me to reach places I never dreamed of – and for this, they will always hold a special place in my heart.

My prayer is that DPCDSB and the good people who work to support Catholic Education, continue to change systems, thinking and actions ensuring that every person that walks through our doors feels welcomed, seen, heard and valued.

Yours in Faith and Profession,

Michelle Coutinho

cc: S. Strong, Superintendent of Human Resources and Employee Relations
M. Vecchiarino, Superintendent of Equity, Policy, Strategy, Research



RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

MOTION RECOMMENDED BY THE AUDIT COMMITTEE, SEPTEMBER 12, 2023

THAT THE BOARD OF TRUSTEES APPROVE THE *AUDIT SERVICE PLAN FOR THE YEAR ENDED AUGUST 31, 2023.*

Dufferin-Peel Catholic District School Board

Audit planning report to the Audit Committee
for the year ended August 31, 2023

START



To the Audit Committee of Dufferin-Peel Catholic District School Board

We are pleased to provide you with this planning report to highlight and explain key issues which we believe to be relevant to the audit of Dufferin-Peel Catholic District School Board (the “Board”) financial statements for the year ended August 31, 2023.

The enclosed planning report includes our approach to your audit, the significant risks we have identified and the terms of our engagement. At the year-end meeting, we will provide you with a copy of our draft audit opinion and discuss the nature, extent and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Audit Committee in fulfilling its responsibilities. This report has been prepared solely for the use of the Audit Committee and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We look forward to completing our draft audit report opinion and discussing our conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
September 12, 2023



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Audit at a glance



Marcus Sconci
CPA, CA

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October 16, 2023



October 27, 2023



Your dedicated BDO audit team



Marcus Sconci, CPA, CA

T: 905-272-7830
E: msconci@bdo.ca

Marcus has over 20 years of audit experience working with various organizations, including significant expertise with public sector clients and other school boards. This experience allows him to address the unique audit and operating needs his clients have.

Marcus Sconci will be the Engagement Partner for your assurance services. He will assume ultimate responsibility for the provision of all services, monitoring and controlling costs to ensure you receive quality, effective and value-added service.



Mohammad Soleman, CPA

T: 289-881-1204
E: msoleman@bdo.ca

Mohammad has over 8 years of audit experience working with various organizations, including significant expertise with public sector clients. This experience allows him to address the unique audit and operating needs his clients have.

Mohammad Soleman will be the Engagement Manager for your assurance services.

Our independence



We have complied with relevant ethical requirements and are not aware of any relationships between Dufferin-Peel Catholic District School Board and our Firm that may reasonably be thought to bear on our independence.



Audit timeline



For the year ended August 31, 2023



BDO'S DIGITAL AUDIT SUITE

APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

[LEARN MORE](#)

DISCOVER THE
DIGITAL DIFFERENCE



Auditor's responsibilities: financial statements

We are responsible for forming and expressing an opinion on the financial statements that have been prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter attached as Appendix A to this letter, is set out below:

Year-End Audit Work

- ▶ Work with management towards the timely issuance of the financial statements
- ▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- ▶ Present significant findings to the Audit Committee including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.

Year-Round Work

- ▶ Perform timely interim reviews in accordance with applicable assurance standards
- ▶ Unless specifically engaged to perform an interim review engagement, any involvement we have with your interim financial statements will be very limited, generally not more than reading the interim financial statements and commenting on presentation and disclosure issues that come to our attention.
- ▶ Consult regarding accounting matters as requested throughout the year.



We are required to obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.



Auditor's responsibilities: fraud

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)



Auditor's responsibilities: fraud

Throughout our planning process, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Board's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Board, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in Dufferin-Peel Catholic District School Board; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behavior.

We are not currently aware of any fraud affecting the Board. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.



Significant risks and planned responses

We have identified the following significant risks that require special audit consideration. These risks were identified based on our knowledge of the Board, our past experience, and input from management and the Audit Committee. Please review these significant risks and let us know your thoughts on these or any other areas of concern.

| Financial statement areas | Risks noted | Audit approach |
|---|---|--|
| Complex Information (IT) Technology Environment | Risk is due to the complexity of the information systems, IREN and K212, as well as the prevalence of automated processes and controls, some of which are relied upon in our audit process. | <p>Our audit process includes in-depth documentation of the processes and controls in each financial reporting cycle, including a walk-through of the key automated and computer dependent controls to ensure they are operating as designed.</p> <p>BDO's audit team includes a Certified Information Systems Specialist (CISA) who works with the audit team to efficiently incorporate the testing of computer-dependent controls into our audit plan.</p> <p>Our IS audit approach also includes an overall assessment of the general IT environment of the Board, which includes reviewing application controls, system security controls, access controls and change controls.</p> |
| Grant Revenue and Grants Receivable | There is a risk that grant revenue may be incorrectly deferred into future periods or recognized in the current year in error or to manage the current year results. | <p>All grant revenue and grants receivable are confirmed with the Ministry, which ensures amounts recorded exist, are complete and recorded accurately.</p> <p>Additionally, all grant activity is tracked in a continuity schedule and significant amounts are vouched to contracts or agreements to ensure appropriate revenue recognition and deferrals.</p> |
| Management Override of Controls | Management, due to its authority, is in a unique position to override internal controls, which can potentially result in misleading or inaccurate information. | <p>Our planned audit procedures test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements.</p> <p>We will also obtain an understanding of the business rationale for significant transactions that we become aware of that are outside the normal course of operations for the Board, or that otherwise appear to be unusual given our understanding of the Board and its environment. We will review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represented a risk of material misstatement due to fraud.</p> |



Significant risks and planned responses

| Financial statement areas | Risks noted | Audit approach |
|--|---|---|
| Bill 124 - “Protecting a Sustainable Public Sector for Future Generations Act, 2019” | <p>Bill 124 was a piece of 2019 provincial legislation that limited compensation increases to 1% per year for a three-year moderation period for both unionized and non-unionized employees in the Ontario public sector. On November 29, 2022, the Ontario Superior Court of Justice struck down Bill 124 as being unconstitutional, deeming it “void and of no effect”. An appeal was filed on December 29, 2022, by the Ontario government and no decision has been made.</p> <p>When Bill 124 was struck down it presented the potential for a related contingent liability for public sector organizations, including school boards.</p> | <p>It is unclear at this time if a related accrual will be necessary in school board financial statements at August 31, 2023. There will be further developments prior to the release of the financial statements that are expected to provide further clarity into this matter.</p> <p>As this situation continues to evolve, we will speak with managements and with the Office of the Auditor General to ensure that correct conclusions are reached.</p> <p>For purposes of March 31 specified procedures, the Ministry has specifically scoped Bill 124 accruals out and deferred the matter to August 31 for school boards.</p> |
| Adoption of PS 3280, Asset Retirement Obligations (“ARO”) | <p>The risk is around the initial identification and the measurement of the Board’s ARO as required by PS 3280, which is effective for the August 31, 2023 year-end.</p> <p>In its ARO assessment, management has identified several asset retirement obligations relating to the removal of asbestos and other related materials in older buildings.</p> | <p>Management will provide us with their completed ARO measurement estimate, which we will assess from both from a completeness and a measurement perspective. BDO will review the assumptions in the underlying ARO calculations, including discount and inflation rates and the projected time to abatement.</p> <p>We will also assess the overall transitional calculation prepared by management as well as the related consolidated financial statement adjustments and disclosures.</p> <p>Management has prepared initial ARO estimates for the purposes of the 7-month Ministry audit procedures at March 31, which BDO has audited.</p> |



Other areas of audit focus

| Financial statement areas | Risks noted | Audit approach |
|--|---|---|
| Payroll | Risk is due to the magnitude of payroll expenditures at the Board | Payroll will be tested using a combination of tests of control and analytical procedures, including analysis of the related year-end accruals. |
| Capital Asset Acquisitions | Risk is due to magnitude of the Board's capital asset additions, both purchased and under construction, which pose risks relating to the accuracy and classification of capitalized costs, as well as the respective amortization policies on these acquired assets. | Audit procedures include substantive and analytical testing of both construction in progress and capital asset additions. For amortization, audit procedures include reviewing amortization rates for reasonability, testing for indicators of impairment and reviewing the classification of any assets held for sale. |
| Long-Term Disability (LTD) benefits plan for employees | The Board self-funds its LTD benefit plan for employees. As a result of COVID-19, the number of LTD claims have significantly increased in recent years resulting in deficit in the LTD plan which are paid by the Board. There is risk of depletion of cash reserves to cover the deficit in the LTD plan. | Audit procedures include substantive and analytical testing of the year end liability and the annual expenditures for the plan. We will obtain management's future assessment of the LTD benefit plan and review the appropriate note disclosures related to the plan. |

☰ Materiality

We determined preliminary materiality to be \$20,800,000, based on 2% of the prior year's expenses.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the financial statements.

Our materiality calculation is based on the Board's preliminary results. If actual results change significantly, we will communicate those changes to the Audit Committee as part of our year-end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Audit Committee, other than those which we determine to be "clearly trivial."

We encourage management to correct any misstatements identified throughout the audit process.



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

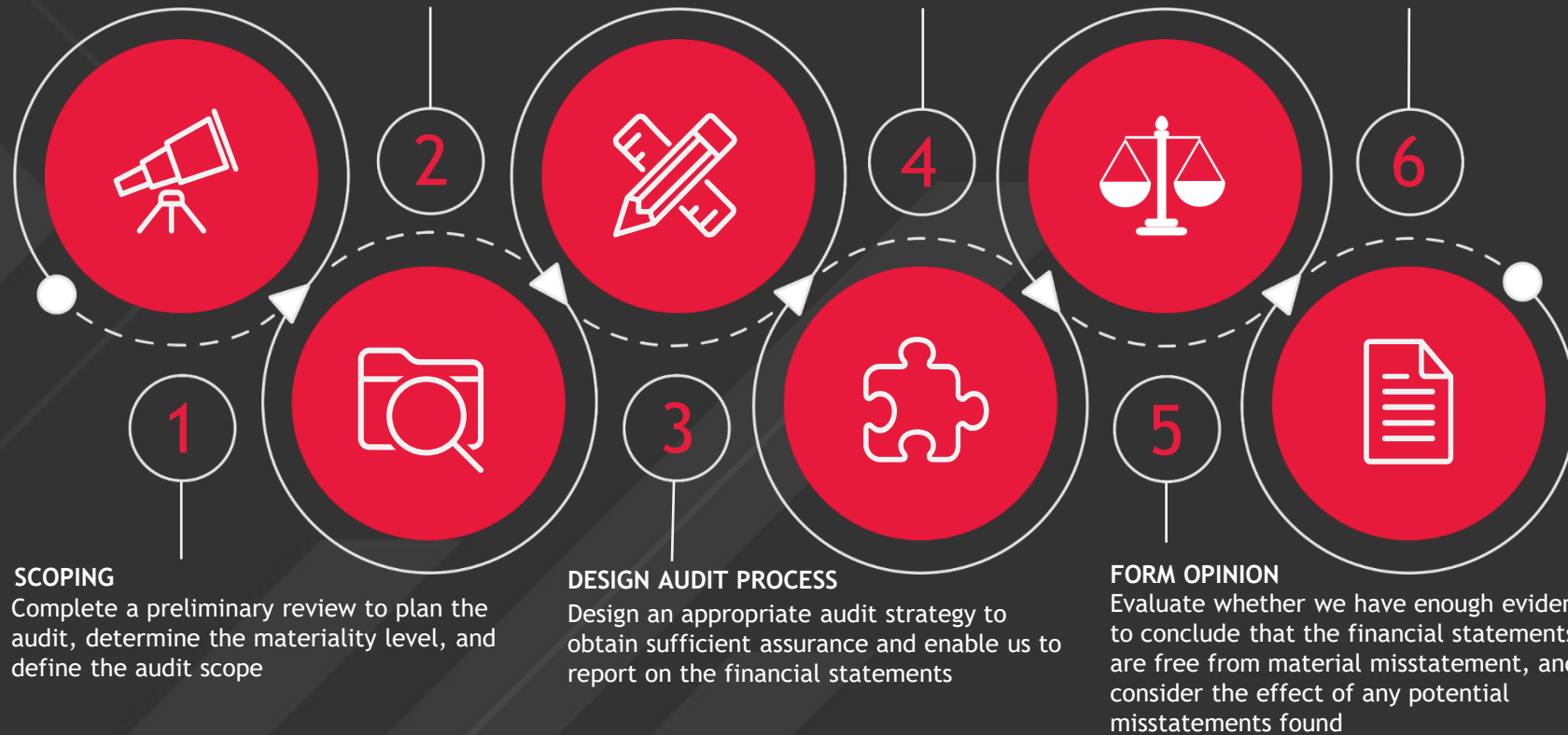
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report



New Standard for Audit Quality



ISQM 1

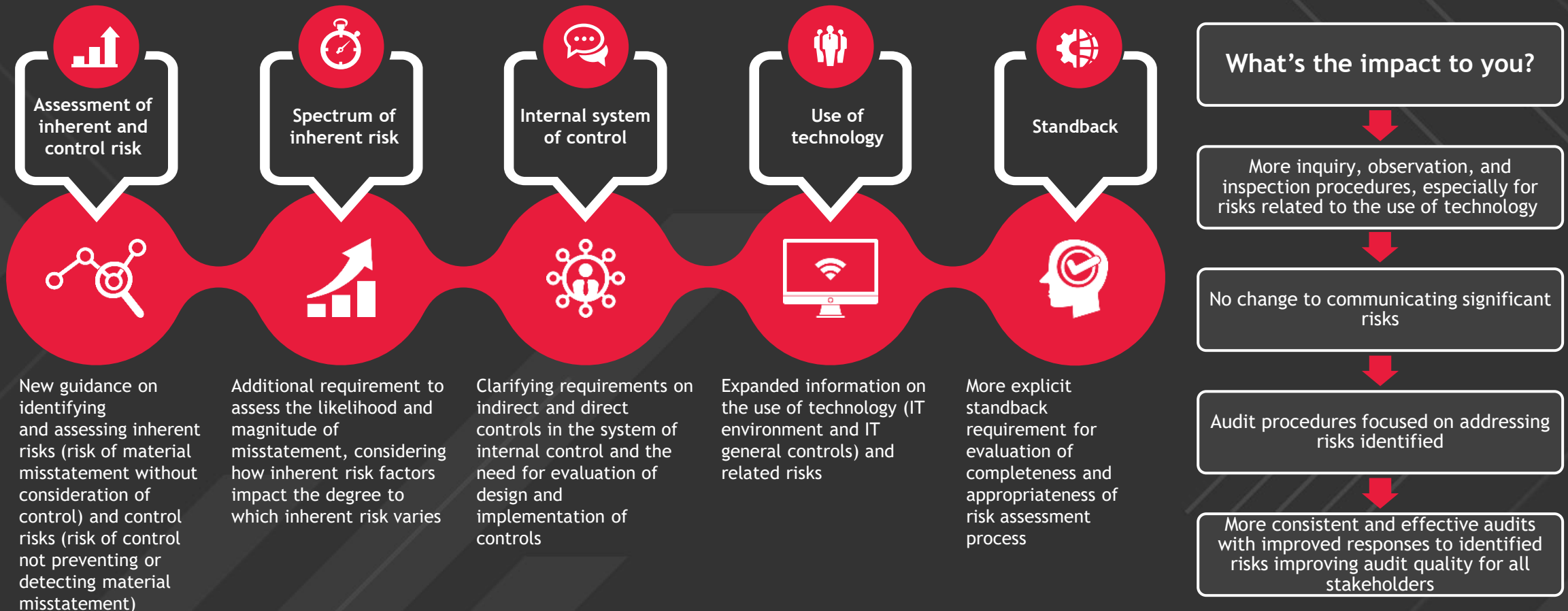
The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

[SEE THE STANDARD](#)



Updates to our audit process

Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard is effective for periods beginning on or after December 15, 2021. Key enhancements include:



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)

BDO’s digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients’ operations and people.



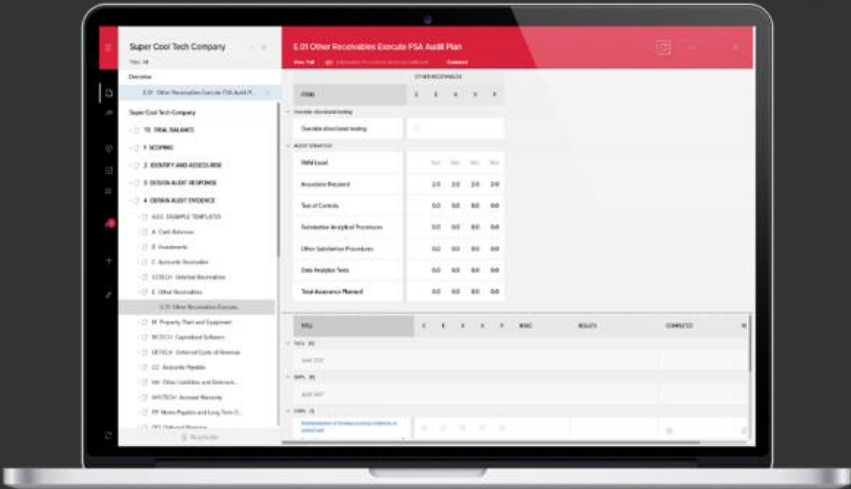
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

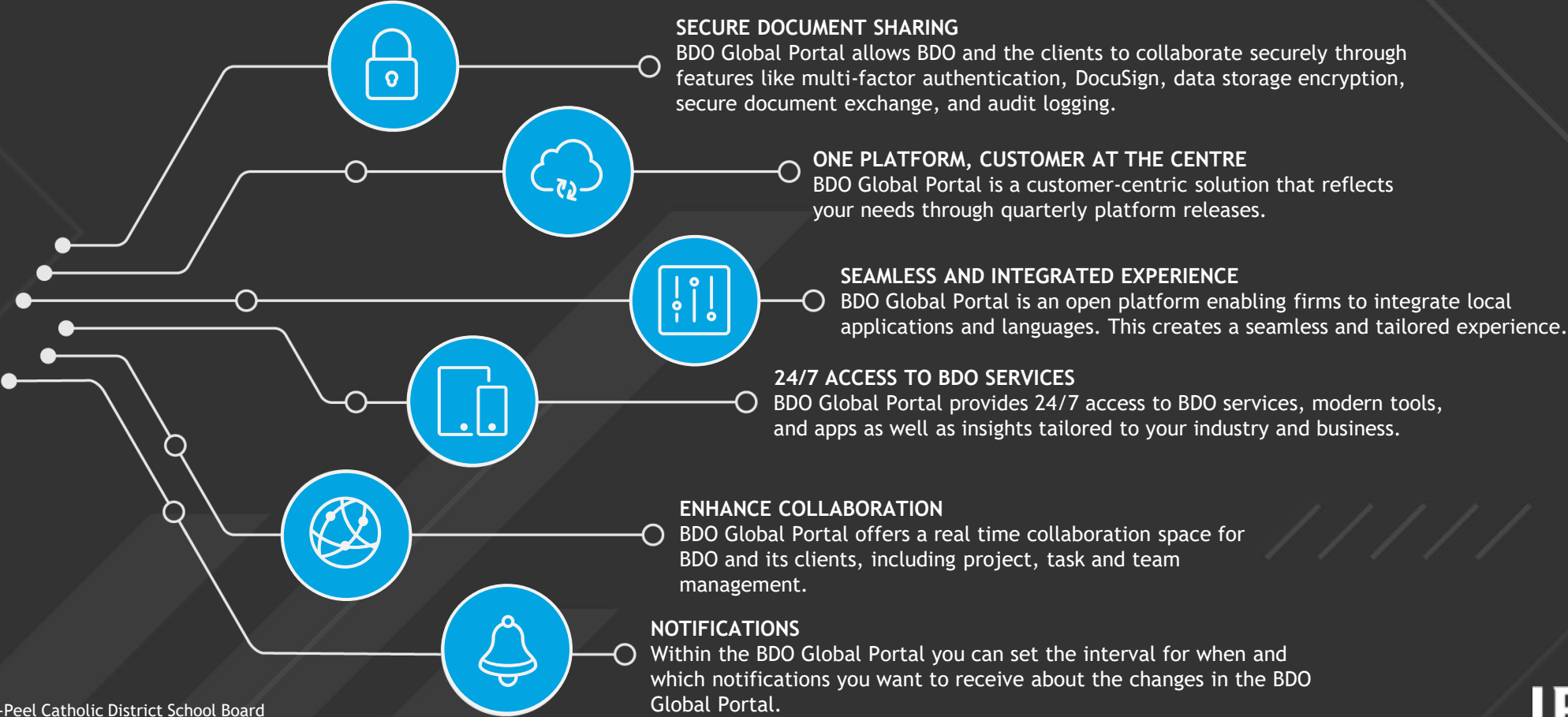
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Global Portal

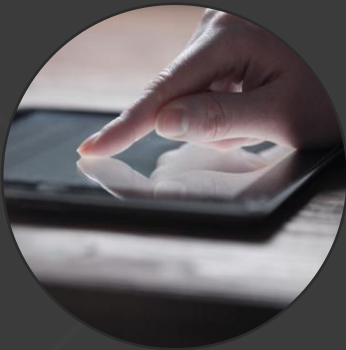
BDO Global Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.





Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

**ACCESS OUR
KNOWLEDGE CENTRE**

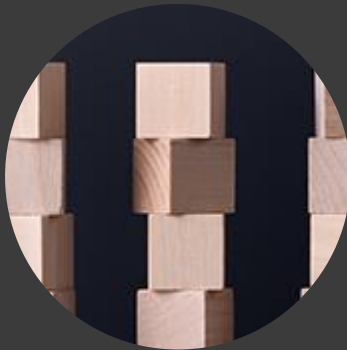
2023 Federal Budget



Understand the key elements of the 2023 Federal Budget and how it will impact you and your business

STAY ON TOP OF TAXES

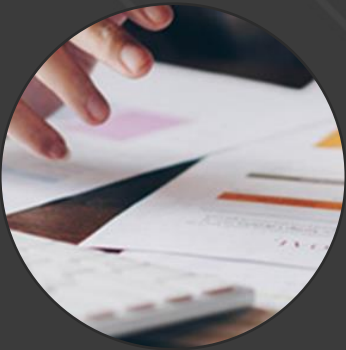
8 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

8 STEPS

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

READ ARTICLE



Spotlight on sustainability

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

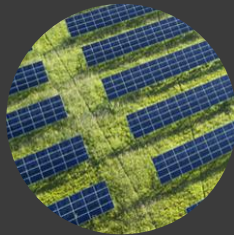
Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



SEE 5 REASONS

How climate change became a business issue worth reporting



READ ARTICLE

10 Questions about sustainability reporting



EXPLORE QUESTIONS

Accounting for going green



LEARN MORE

Why CFOs should make sustainability a part of their financial reporting today



BUILD BACK SUSTAINABLY

Rethinking sustainability: the ESG roadmap



SEE ROADMAP

Spotlight on public sector

PS 3280 is effective for your August 2023 year-end; therefore, the Board must consider identification and recognition now to ensure a smooth transition. Check out the four-step approach below as an aid through the transition process:

IDENTIFICATION

Potential AROs:

- Solid waste landfill closure and post closure liabilities
- Removal of asbestos
- Retirement of sewage treatment plants
- Removal of fuel tanks
- Removal of customizations/leasehold improvements from a leased premises

SUBSEQUENT MEASUREMENT

Year-to-year changes in the liability from:

- Revisions to timing, the original estimate of undiscounted cash flows or the discount rate
- The passage of time as an accretion expense

Four-step approach to AROs

RECOGNITION

- There is a legal obligation to incur retirement costs
- The past transaction or event giving rise to the liability has occurred
- It is expected that future economic benefits will be given up
- A reasonable estimate can be made

INITIAL MEASUREMENT

Best estimate of future costs:

- Any costs directly attributable to the asset retirement activities
- Any costs required in existing agreements, contracts, legislation, etc.

A present value technique is often the best method to estimate the liability. Engineers or other experts will likely be needed for estimates.

PS 3280, Asset Retirement Obligations



It is important to understand the scope of the new standard and how it interacts with previous sections under PSAS, such as Section PS 3270 and Section PS 3260.

STANDARD AT A GLANCE



Spotlight on public sector

Key identification considerations include:



ASSET MANAGEMENT PLANS

Review any asset management plans in place for the retirement or remediation of assets and engage functions outside of finance (e.g. public works and engineering).



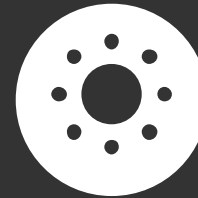
ASSESSMENT OF ASBESTOS

Complete an assessment of all buildings and other infrastructure to determine if there is any asbestos.



REVIEW OF INFRASTRUCTURE FOOTPRINT

Complete a review of infrastructure footprint (e.g. survey maps, physical inspection, historical data, etc.) to determine if there are any unknown, off-book assets (e.g. equipment, subsurface infrastructure, etc.) that will require clean up or retirement.



CONTAMINATED SITES

Determine if there are any known contaminations associated with assets that remain in productive use, which are scoped out of PS 3260, but scoped into PS 3280.



LEGISLATION, AGREEMENTS, CONTRACTS

Consider relevant legislation, lease agreements, contracts and obligation studies previously completed to identify any assets that require retirement or remediation.



MINISTRY CORRESPONDENCE

Consider any past correspondence from Ministries and legal counsel for legal obligations to retire an asset or regarding funding to remediate potential environmental obligations.



Appendices

- ▶ Appendix A: Engagement Letter
- ▶ Appendix B: PSAS Update 2022



Appendix A: Engagement Letter



August 28, 2023

Dufferin-Peel Catholic District School Board
40 Matheson Blvd W
Mississauga, Ontario
L5R 1C5

Dear Dena Chiarelli,

We understand that you wish to engage us as the auditors of Dufferin-Peel Catholic District School Board for its fiscal year ended August 31, 2023.

We are pleased to perform the engagement subject to the terms and conditions of this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Marcus Sconci, CPA, CA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements 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 your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.



Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Fee Estimation

As has previously been agreed upon, we estimate our professional fee for this engagement at \$73,500. Additional fees will apply due to the adoption of PS 3280 and CAS 315.

Additional information relating to our fees is provided in the Client Supplier Agreement.

Standard Terms and Conditions

The terms of the Client Supplier Agreement will apply to this engagement. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

Signature

Date

Name (please print)

Position

Appendix B: PSAS Update 2022

Assurance and Accounting

Public Sector Accounting Standards (PSAS) Update 2022

Introduction

It has been a busy year for the Public Sector Accounting Board (PSAB or the “Board”). As public sector entities continue to adapt to the ever-changing market landscape, the Board has been hard at work advancing the progress of various projects such as its international and government not-for-profit strategies, as well as, issuing a revised conceptual framework.

This publication will provide a look at the impacts of the new standards effective over the next few years including Section PS 3280, *Asset Retirement Obligations*, the Financial Instruments suite of standards, and Section PS 3160, *Public Private Partnerships*. As well as, provide an overview of the projects the Board has on the go that will impact public sector entities in the future such as a revised employee benefits standard and new reporting model.

Standards Effective April 1, 2021

The following amendments to the public sector accounting (PSA) handbook will impact upcoming December 31, 2022 year-ends.

2019-2020 Annual Improvements

As a result of the 2019-2020 annual improvements process, the Board issued the following amendments:

- Amended the Introduction to Public Sector Accounting Standards to clarify that early adoption of a new or amended standard also requires the early adoption of all consequential amendments related to that standard. This also clarifies that the consequential amendments cannot be early adopted if the related amended standard has not also been early adopted.
- Updated the disclosure requirements in individual standards relating to Section PS 3380, *Contractual Rights*, to require the disclosure of both contractual rights and contractual obligations; and
- Replace the term contingencies in individual standards with the term's contingent assets and contingent liabilities.

The Board issued these amendments in November 2020 with earlier adoption permitted.

Modification of PSAB's GAAP Hierarchy

As part of PSAB's International Strategy decision, Section PS 1150, *Generally Accepted Accounting Principles*, has been amended to position International Public Sector Accounting Standards (IPSAS) as the first accounting framework that should be consulted where situations or transactions are not covered by primary sources of GAAP or in situations where assistance is needed to apply primary sources of GAAP.

This amendment would only apply to new transactions or other events where the entity currently has no accounting policy outlined and chooses to look outside of the PSA Handbook for guidance in developing an accounting policy. Public sector entities would not be required to revise existing accounting policies determined prior to this amendment.

Standards Effective April 1, 2022

Public sector entities must consider the impacts the following new and amended standards will have on their March 31, 2023 and December 31, 2023 year ends. Refer to the publications provided in the table at the end of this section for more detailed information on these changes.

Asset Retirement Obligations

In March 2018, the Board issued new Section PS 3280, *Asset Retirement Obligations*. Prior to this, the PSA Handbook did not include specific guidance on accounting for asset retirement obligations. In applying this standard in practice, it is very important that public sector entities take the time to perform a thorough analysis when deciding which asset retirement costs are in the scope of this standard. Once the proper scoping has been completed the remaining guidance in the standard should be used to ensure proper recognition, measurement, presentation and disclosure.

Scope

The standard only applies to legal obligations, including obligations created by promissory estoppel. This standard impacts tangible capital assets controlled by public sector entities, regardless of whether or not they are in productive use or not.

Some examples of costs that would potentially fall within the scope of this standard include:

- Costs to remove asbestos and fuel tanks;
- Costs incurred to retire an x-ray or similar machine;
- Solid waste landfill closure and post closure liabilities; and
- Costs to remove customizations/ leasehold improvements from leased premises.

To perform proper scoping for asset retirement obligations, management should ensure employees with the appropriate knowledge are involved to ensure all potential asset retirement obligations are identified.

Recognition and Measurement

Under the new standard, an asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset controlled by a public sector entity. Asset retirement obligations associated with tangible capital assets include post-retirement operation, maintenance, and monitoring costs. A liability for an asset retirement obligation would be recognized when all of the following criteria are met:

- 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.

Recognition of asset retirement costs is accomplished by increasing the carrying amount of the related tangible capital asset, or a component thereof, and then expensing this amount in a rational and systematic manner. A present value technique may be the best method of estimating the liability. Depending on the nature of a re-measurement and whether the asset remains in productive use, subsequent re-measurement of the liability could result in either a change in the carrying amount of the related tangible capital asset or a component thereof, or an expense. Asset retirement costs associated with an asset that is not recognized on the public sector entity's financial statements and those associated with assets no longer in productive use would be expensed immediately.

Landfills

The new standard includes landfill related asset retirement obligations within its scope so that all asset retirement obligations are accounted for consistently within the public sector. Existing Section PS 3270, *Solid Waste Landfill Closure and Post-closure Liability*, will be withdrawn once Section PS 3280 becomes effective. This change will result in asset retirement obligations associated with landfills recognized earlier than they are under the current guidance.

Amendments to Section PS 3260

Changes have been made to Section PS 3260, *Liability for Contaminated Sites*, to clarify what will fall within the scope of this standard vs. the scope of the new asset retirement obligation standard. Additionally, under the new standard any expected recoveries associated with the asset retirement obligation would not be netted against the liability. In the past, Section PS 3260 has allowed recoveries to be netted against the liability. To improve consistency between the two standards, Section PS 3260 has been amended to no longer allow netting.

For more details on this new standard and its application please refer to our publication [Asset Retirement Obligations \(ARO\): A Practical Approach to Section PS 3280](#).

Financial Instruments, Foreign Currency, Financial Statement Presentation and Portfolio Investments

Sections PS 3450, *Financial Instruments*, and PS 2601, *Foreign Currency Translation*, are applicable for fiscal years beginning on or after April 1, 2021, for public sector entities that did not previously apply the CPA Canada Handbook – Accounting prior to adopting the PSA Handbook (for example governments). At the same time public sector entities adopt these two Sections, they must also adopt Section PS 1201, *Financial Statement Presentation*, Section PS 3041, *Portfolio Investments*, and the effective interest method outlined in paragraph .25 of Section PS 3050, *Loans Receivable*. For more details on these standards, please refer to our publication [A Guide to Accounting for Financial Instruments in the Public Sector](#).

Over the past few years, the effective date of these Sections was delayed several times due to concerns raised by senior governments in some provinces on the implementation of Sections PS 2601 and PS 3450 related to recognition and measurement of derivatives, the lack of hedge accounting, and the accounting treatment for bond repurchases. The Board investigated various options to address these concerns and issued three further amendments to the above standards. The details of the amendments are described below, and these amendments would be effective in the same periods the above standards are first applied.

Federal Government Narrow-Scope Amendments

The Board issued amendments to Section PS 2601 to address the presentation of the exchange gain or loss component of a financial instruments change in fair value when that financial instrument is associated with the federal government's foreign reserves. Section PS 1201 was amended to clarify, that foreign exchange gains or losses from such instruments are not required to be presented in the statement of remeasurement gains and losses.

Foreign Exchange Narrow-Scope Amendments

The Board issued amendments to Section 2601 to allow all public sector entities to make an accounting policy election for financial assets and financial liabilities arising from a foreign currency transaction to, on initial recognition, recognize their exchange gains and losses, including the foreign exchange gain or loss component of changes in fair value, directly in the statement of operations.

Section PS 1201 has been amended as a result of the above, to clarify that the exchange gains and losses subject to the election would not be recognized in the statement of remeasurement gains and losses. Section PS 3450 has been amended to require disclosure of the carrying value of financial assets and liabilities to which the above election is applied in the notes to the financial statements.

Presentation Narrow-Scope Amendments

The Board issued amendments to Section PS 1201 clarify the presentation of derivatives. The amendments include:

- The remeasurement impact of derivatives and other categories of financial instruments may be presented as separate line items on the statement of changes in net debt;
- A new subtotal for the change in net debt excluding the impact of remeasurement gains and losses may be presented on the statement of change in net debt; and
- A footnote on the net debt indicator may be included in the statement of financial position to refer readers to the additional detail provided on the statement of changes in net debt.

The resources listed below provide additional information on the changes discussed in this section of the publication.

| Amendment/ New Standard | Resources |
|---|---|
| New Section PS 3280, <i>Asset Retirement Obligations</i> | <ul style="list-style-type: none"> • Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280 • PSAB at a Glance: Section PS 3280, Asset Retirement Obligations |
| New Sections PS 3450, <i>Financial Instruments</i> ; PS 2601, <i>Foreign Currency Translation</i> ; PS 3041, <i>Portfolio Investments</i> ; PS 1201, <i>Financial Statement Presentation</i> ; and amendments to Section PS 3050, <i>Loans Receivable</i> , on accounting for financial instruments | <ul style="list-style-type: none"> • A Guide to Accounting for Financial Instruments in the Public Sector • PSAB at a Glance: Section PS 1201, Financial Statement Presentation • PSAB at a Glance: Section PS 2601, Foreign Currency Translation • PSAB at a Glance: Section PS 3041, Portfolio Investments • PSAB at a Glance: Section PS 3050, Loans Receivable • PSAB at a Glance: Section PS 3450, Financial Instruments |

Standards Effective April 1, 2023

Public sector entities must consider the impacts the following new and amended standards will have on their March 31, 2024 and December 31, 2024 year ends. Refer to the publications provided in the table at the end of this section for more detailed information on these changes.

Revenue

In November 2018, the Board issued new Section PS 3400, *Revenue*. Prior to this, the PSA Handbook only contained guidance on specific revenue transactions such as, taxation, government transfers, etc. As a result, many public sector entities consulted other sources of GAAP when accounting for types of revenue for which the PSA Handbook did not provide specific guidance, which resulted in diversity in practice.

The new standard establishes overall guidance on how to account for and report revenue. The standard makes a distinction between transactions that include performance obligations (exchange transactions) and those that do not include a performance obligation (non-exchange transactions). A performance obligation is an enforceable promise to provide specific goods or services to a specific payor. Based on the definition, in order to identify a performance obligation a public sector entity must be able to identify a distinct good or service and a specific payor. Revenue from transactions with performance obligations is recognized when (or as) the public sector entity satisfies a performance obligation by providing the goods or services to a payor. Therefore, once a performance obligation is identified, an assessment is needed to determine whether revenue recognition occurs over a period of time or at a point in time.

Transactions with Performance Obligations Satisfied at a Point in Time

A performance obligation is satisfied, and revenue is recognized when control of the benefits for a good or service have been transferred to the payor. Some indicators that control has been transferred include, but are not limited to:

- When the payor is able to use or direct the use, sell, or exchange and obtain substantially all the remaining benefits from the good or service; or
- When the payor has hold of the good or service and can use it at their discretion.

If a performance obligation is not satisfied over a period of time (as described in the next section below), then it must be recognized at a point in time considering the above criteria. An example of a transaction where a performance obligation would be recognized at a point in time would be when a public sector entity sells a recycling bin, since after the initial sale transaction the payor controls the asset and there are no further performance obligations for the public sector entity to complete.

Transactions with Performance Obligations Satisfied Over Time

When control of the benefits associated with a good or service passes to the payor over time, then the entity recognizes revenue over a period of time if any of the following indicators are met:

- The payor simultaneously receives and consumes the benefit as the public sector entity fulfils the performance obligation;
- The public sector entity's performance creates or enhances an asset that the payor controls or uses as the asset is created or enhanced;
- The public sector entity's performance does not create an asset with an alternative use to the public sector entity, and the public sector entity has an enforceable right to payment for performance completed to date;
- The public sector entity is expected to continually maintain or support the transferred good or service under the terms of an arrangement; or
- The payor is granted access to a specific good or service under the terms of an arrangement.

A portion of the transaction price allocated to each performance obligation is recognized as revenue as the performance obligation is satisfied. An example of a transaction with performance obligations settled over time would be a college providing a certificate course consisting of weekly lectures over an eight-month period to a student who pays \$4,000 up front, since the college must perform multiple performance obligations over a period of time.

Transactions with no Performance Obligations

Some transactions entered into by a public sector entity do not have any performance obligations attached to them. When this is the case, revenue would be recognized when the public sector entity has authority to claim or retain an inflow of economic resources and a past event or transaction that gives rise to an asset has occurred. An example of a transaction without a performance obligation would be a municipality issuing a parking ticket or fine.

Transition

Adoption of the standard will be accounted for as a change in accounting policy and may be applied retroactively with restatement of prior periods or prospectively.

Purchased Intangibles

In November 2020, the Board issued new a new public sector guideline (PSG) on purchased intangibles. Prior to this, the PSA Handbook prohibited the recognition of purchased intangibles in the financial statements of public sector entities following PSAS without the PS 4200 series of standards. The main highlights of this new PSG-8 include:

- Defining purchased intangibles as identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction between knowledgeable, willing parties who are under no compulsion to act.
- Purchased intangibles are recognized as assets when they meet the definition of an asset and the general recognition criteria in Section PS 1000, *Financial Statement Concepts*. Section PS 3210, *Assets*, provides guidance on applying the asset definition.
- PSG-8 does not provide specific in-depth guidance on how to account for purchased intangibles, but directs the reader to consider the following guidance in determining how to account for purchased intangibles:
 - The definition of an asset in Section PS 1000 and the additional guidance on the asset definition in Section PS 3210;
 - The recognition, measurement, and disclosure concepts in Section PS 1000; and
 - The GAAP Hierarchy in Section PS 1150, *Generally Accepted Accounting Principles*.
- Purchased intangibles are classified as non-financial assets.
- PSG-8 is applied retroactively or prospectively in accordance with Section PS 2120, *Accounting Changes*.

The Board also amended Sections PS 1000 and Section PS 1201 to allow for the recognition of purchased intangibles and removed the disclosure requirements for unrecognized purchased intangibles as a result of the issuance of PSG-8.

Public Private Partnerships

An issue that was identified as a priority in PSAB's 2014 Project Priority Survey was accounting for public private partnerships. These types of arrangements are becoming more common across Canada as government entities look for new ways to finance capital projects, and authoritative guidance on how to account for them was needed. After obtaining feedback from stakeholders, in April 2021, the Board issued new Section PS 3160, *Public Private Partnerships*. The main features of the new standard include:

Scope

- This section applies to public private partnerships between a public sector entity and a private sector partner for infrastructure-project delivery with risk allocation that provides for public sector control of the asset at any point during the arrangement and in which the private sector partner satisfies all the obligations required.
- The private sector partner is obligated to:
 - design, build, acquire or better new or existing infrastructure;
 - finance the transaction past the point where the infrastructure is ready for use; and
 - operate and/or maintain the infrastructure.

Examples of P3 arrangements in the scope of this section:

- The public sector contracts with a private corporation to design, finance and construct a facility. Once completed, the ownership is transferred to the public sector. The public sector then leases the facility back to the private sector, which operates the facility.
- The public sector contracts with the private sector for the design, financing, construction and operation of a new project for a specified time (known as the concession period). During the concession period, the private sector owns and operates the facility, earning a return on its investment through a lease arrangement with the public sector or through user charges. At the end of the period, the public sector takes possession of the facility and has the option of running the facility itself, or giving another contract to the private sector partner.

Recognition

- Where infrastructure is acquired or bettered through a public private partnership, it is recognized as an asset of the public sector entity when the public sector entity controls:
 - The purpose and use of the infrastructure;
 - Access to the future economic benefits and exposure to risks of the infrastructure asset; and
 - Significant residual interest in the infrastructure, if any, at the end of the public private partnership's term.
- At the same time that the infrastructure asset is recognized, an offsetting liability is also recognized. The type of consideration provided to the private sector partner determines the type of liability that is recognized. This distinction will impact subsequent measurement of the liability.
 - Where the consideration is cash or another financial asset, the public sector entity recognizes a financial liability (financial liability model).
 - Where the consideration is the granting of rights (such as the right to charge end users), the public sector entity recognizes a performance obligation (user-pay model).

Initial Measurement

- An infrastructure asset is initially recognized at cost. Where the cost of acquiring or constructing the infrastructure is both determinable and verifiable such as from a procurement process or contractual agreement, these amounts would be used to initially measure cost.
- Where the cost information is not readily determinable or verifiable, the cost is then equal to the estimated fair value of the asset at the transaction date.
- The offsetting liability is initially measured at the same value as the infrastructure asset less any amounts already paid to the private sector partner.

Subsequent Measurement

- The infrastructure would be accounted for similar to other assets and would be amortized over its useful life in a rational and systematic manner.
- The subsequent measurement of the liability will depend on the model used for initial measurement.
 - Under the financial liability model, the financial liability would be subsequently measured at amortized cost using the effective interest method.
 - Under the user pay model the liability is subsequently reduced as revenue is recognized by the private sector partner based on the terms of the public private partnership arrangement.

Transition

- This Section may be applied retroactively or prospectively as follows:
 - Prospective application is used for an infrastructure asset and related liability where control of the infrastructure asset arose on or after April 1, 2023.
 - Retroactive application is used with or without prior period restatement, for an infrastructure asset and related liability where control of the asset arose prior to April 1, 2023 and the asset and related liability have not been previously recognized.
 - Retroactive application is also used with or without prior period restatement, for an infrastructure asset and related liability where control of the asset arose prior to April 1, 2023 and where the asset and related liability were previously recognized and now require adjustment upon applying this new Section.

The resources listed below provide additional information on the changes discussed in this section of the publication.

| Amendment/ New Standard | Resources |
|--|--|
| New Section PS 3400, <i>Revenue</i> | <ul style="list-style-type: none"> • PSAB at a Glance: Section PS 3400, Revenue |
| New Section PSG 8, <i>Purchased Intangibles</i> | <ul style="list-style-type: none"> • PSAB at a Glance: PSG-8, Purchased Intangibles |
| New Section PS 3160, <i>Public Private Partnerships</i> | <ul style="list-style-type: none"> • P3 Accounting: 1 New Standard, 2 Sectors, and the Public-Private Repercussions • PSAB at a Glance: Section PS 3160, Public Private Partnerships |

Standards Effective April 1, 2026

Revised Conceptual Framework

In 2010, the Board decided to undertake a project to review and update the conceptual framework for the PSA Handbook to ensure it is still relevant and that it properly reflects and is grounded in the public sector environment. The conceptual framework guides the Board as it develops new standards or amends existing ones. In developing the revised conceptual framework, the Board sought feedback from stakeholders through three Consultation Papers, a Statement of Concepts and an Exposure Draft. The revised conceptual framework was approved by the Board in June 2022. It will replace the existing conceptual framework, which consists of Section PS 1000, *Financial Statement Concepts*, and Section PS 1100, *Financial Statement Objectives*. The revised conceptual framework includes the following 10 chapters:

- **Introduction to the Conceptual Framework** – this chapter defines the conceptual framework and outlines the needs and objectives.
- **Characteristics of Public Sector Entities** – This chapter builds upon and replaces Appendix A - *Unique Characteristics of Government* in existing Section PS 1100. Identifying the characteristics of public sector entities will result in concepts and standards appropriate to the public sector.
- **Financial Reporting Objective** – This chapter identifies the primary users as the public and its elected or appointed representatives. It also identifies the financial reporting objectives as the need to provide information for accountability purposes and the broad financial reporting accountabilities.
- **Role of Financial Statements** – This chapter creates a link between financial reporting and financial reporting in financial statements.
- **Financial Statement Foundations** – This chapter clearly identifies the foundations that currently underlie the existing conceptual framework.
- **Financial Statement Objectives** – This chapter builds upon and revise the objectives of existing Section PS 1100.
- **Financial Statement Information** – This chapter establishes the qualitative characteristics of financial information and considerations for including this information in the financial statements.
- **Elements of Financial Statements** – This chapter defines the four elements in the financial statements: assets, liabilities, revenues, and expenses.
- **Recognition and Measurement in Financial Statements** – This chapter covers the general recognition and measurement criteria. The concepts here remain unchanged from the existing conceptual framework.

- **Presentation Concepts for Financial Statements** – This chapter includes some presentation concepts from Section PS 1201, *Financial Statement Presentation*, as well as new presentation concepts to promote the preparation of understandable financial statements.

The revised conceptual framework is expected to be issued in the Handbook in December 2022 and will be effective for fiscal years beginning on or after April 1, 2026, with earlier adoption encouraged.

The Future of PSAS

The PSAB also has a number of projects on the go which seek to improve public sector standards to better meet stakeholder needs both now and in the future. The following provides a brief overview of these projects.

International Strategy

While developing its 2017-2021 Strategic Plan, the Board determined it was the appropriate time to review its approach to International Public Sector Accounting Standards (IPSAS). The Board's past approach was to influence the development of IPSAS. However, IPSAS has become a more robust framework over the past few years and some other countries are now adopting or adapting IPSAS for their own use. As a result, the Board decided it should evaluate whether this it's approach to IPSAS was still appropriate.

Based on feedback received from stakeholders, in 2020 Board decided the best way forward was to adapt IPSAS principles when developing future standards. This means that if a new project is undertaken by PSAB and an IPSAS already exists addressing the topic, the principles of that IPSAS will be used as a base for developing the corresponding Canadian PSAS. The Board has developed criteria to provide guidance on when departures from IPSAS principles are permitted. For example, where a principal in IPSAS conflicts with PSAS's conceptual framework or does not meet the Canadian public interest. This new approach is being applied to all new projects beginning on or after April 1, 2021, including the development of the new employee benefits standard discussed below.

Exposure Draft – Employment Benefits

A project on employee benefits was identified as a top priority in PSAB's 2014 Project Priority Survey. The project is needed as new types of pension plans have been introduced and there have been changes in the related accounting concepts since existing Sections PS 3250, *Retirement Benefits*, and Section PS 3255, *Post-employment Benefits, Compensated Absences and Termination Benefits*, were issued many years ago.

The Board issued an Exposure Draft in July 2021 proposing to replace these two existing standards with new Section PS 3251, *Employee Benefits*. The principles in IPSAS 39, *Employee Benefits*, were used as the starting point in developing this guidance. This Exposure Draft is the first phase of PSAB's multi-phase approach to this project. The focus in this phase is on deferral provisions and discount rate guidance. In future phases, the Board will focus on developing guidance for accounting for non-traditional pension plans and other issues.

The main highlights of the Exposure Draft are as follows:

- **Deferral Provisions**
 - For actuarial gains and losses, the deferral and amortization approach would no longer be used.
 - Revaluations of the net defined benefit liability (asset) which, include actuarial gains and losses, are recognized immediately on the statement of financial position within the net defined benefit liability (asset) and accumulated other component of net assets.
 - These revaluations would not be reclassified to surplus or deficit in a subsequent period.
 - Plan assets would be measured at market value.
- **Discount Rate**
 - The discount rate used would depend on the funding status of the plan.
 - For a fully funded plan where the projected balance of plan assets exceeds projected benefit payment obligations for all project periods, the discount rate used would be the expected market-based return on plan assets.
 - For an unfunded plan where the projected balance of plan assets does not exceed projected benefit payment obligations for any projected period, the discount rate used would be the provincial governments bond rate.
 - Lastly, for partially funded plans where the projected balance of plan assets exceeds projected benefit periods for fewer than all projected periods, the discount rate would be a single discount rate that reflects the fully funded rate for periods where the balance of plan assets is projected to be greater than or equal to projected benefit payments and the unfunded rate for all other periods.
- **Other Proposed Changes**
 - The net interest on the net defined benefit liability (asset) would be determined by multiplying the net defined benefit liability (asset) by the rate used to discount the post employment benefit obligation.
 - Minor modifications to the guidance for joint defined benefit plans including changing legal terminology to accounting terminology by replacing references to "sponsors" with "participating entities" and directing entities to use multi-employer plan guidance.
 - More detailed disclosure requirements.

The proposed standard would have an effective date of April 1, 2026, and would require retroactive transition. The Board is currently deliberating feedback received on the Exposure Draft.

Exposure Draft - Section PS 1202, Financial Statement Presentation

Related to PSAB's recent approval of the revised Conceptual Framework discussed earlier in this presentation, the Board has also been working on the development of a new reporting model. The Board considered the relative merits of many reporting models and feedback from stakeholders and is proposing the issuance of a new Section PS 1202, which will build upon existing Section PS 1201, *Financial Statement Presentation*, to better respond to the need for understandable financial statements. The Board issued an Exposure Draft in January 2021 proposed a new reporting model that would consist of:

- **A Statement of Financial Position –** Changes are being proposed to this statement to relocate the net debt indicator to its own statement (see below), and separate liabilities into financial and non-financial categories. The statement will be restructured to present total assets, then total liabilities to arrive at the net assets or net liabilities indicator. A new third component "accumulated other" would be added to net assets/liabilities.
- **A Statement of Net Financial Assets (Net Financial Liabilities) –** This is a new statement that would display a revised calculation of net debt. A net financial asset position means there are financial assets available to provide services in the future and to settle future financial liabilities. A net financial liability position means there is a need for additional financial assets to aid in settling past financial liabilities, it reflects the entity's ability to finance activities, provide services or settler financial liabilities in the future.
- **A Statement of Operations –** There are no proposed changes to this statement from what is currently required under existing Section PS 1201.
- **A Statement of Changes in Net Assets (Net Liabilities) –** This is a new statement that will show a reconciliation between the opening and closing balances of each component of net assets or net liabilities. This statement will allow the entity to be transparent about which revenues and expenses are recognized in surplus or deficit and those that are recognized directly in a component of net assets or net liabilities.
- **A Statement of Cash Flow –** The Board is proposing separating financing activities from other items on the cash flow statement. This will allow the statement to highlight net cash before financing activities to show whether all of an entity's other activity combined resulted in the need to raise cash through financing activities.
- **Accompanying Notes and Schedules.**

The Exposure Draft also proposes the addition of new budget requirements. These new budget requirements include presenting budget figures using the same basis of accounting, accounting principles, scope of activities and classifications as the actual amounts. As well as, an acknowledgement on the face of the statements where an actual-to-budget comparison could not be completed.

The proposed new standard would have an effective date of April 1, 2026 to align with the effective date of the new conceptual framework. The Board is currently reviewing the extensive feedback received from stakeholders on these proposals in the Exposure Draft as it develops the final standard.

Exposure Draft - 2022-2023 Annual Improvements

The PSAB has adopted an annual improvement process to correct errors in the wording or provide clarifications. In August 2022, the Board issued its 2022-2023 Annual Improvements Exposure Draft proposing the following changes to the PSA Handbook:

- Replace the term "summary financial statements" with "financial statements" or "financial reports".
- Clarify the Introduction to Public Sector Guidelines and remove outdated guidance related to local governments.
- Update the transitional provisions in Section PS 3160, *Public Private Partnerships*, to explicitly state that early adoption is permitted.
- Change some references to the term "power" to "ability" or "authority" as appropriate, given the use of the term "power" to reference sovereign or equivalent powers in Chapter 5 of the revised conceptual framework.
- Update Section PS 3050, *Loans Receivable*, to address grammatical errors in the decision tree.
- Update PSG 8, *Purchased Intangibles*, to clarify its application to inter-entity transactions.
- Update the designation and numbering of existing appendices in the PSA Handbook to align with categories established by IPSAS; and
- Update the terminology in many standards from "government" to "public sector entity" or "entity" as appropriate.

The Board is deliberating feedback received on the Exposure Draft.

Government Not-for-Profit Strategy

While developing its 2017-2021 Strategic Plan, the Board signalled its intent to assess the specific needs of government not-for-profit organization (GNFPO) stakeholders and to assess if there is a need for some public sector accounting standards to apply differently to this particular group. The Board issued Consultation Papers in 2019 and 2021 seeking stakeholder feedback on the trends and needs in the GNFPO sector and the potential options as it relates to the future of the PS 4200 series of standards. As a result of the feedback received on these Consultation Papers the Board decided that the

best option going forward is to incorporate the PS 4200 series of standards into the PSA Handbook with potential customizations. This will involve the Board reviewing the PS 4200 series of standards to determine if they should be retained and where appropriate amending and including them into the PSA Handbook.

At the June 2022 meeting the Board approved the implementation plan to incorporate the PS 4200 series with potential customizations into PSAS. The Board will undertake a series of standard-level projects to review the PS 4200 series to determine which standards will be included. The Board expects to consider a project proposal to review tangible capital assets and collections at its upcoming December 2022 meeting. The Board will consult stakeholders on all proposed changes before amending the PSA Handbook.

We would encourage GNFPs to stay up to date on this project and respond to documents issued for comment to provide their feedback. The latest information on this project can be found on the GNFP Strategy page of the FRAS Canada website or by clicking [here](#).

PSAB's Future Work Plan Consultation

The Board issued a Future Work Plan Consultation for comment in August 2022. Through this consultation, the PSAB asked stakeholders which additional projects should be the Board's next priority when additional resources become available. The Board will review feedback received to decide on which projects to undertake next.

Public Sector Accounting Discussion Group

The Public Sector Accounting Discussion Group (PSADG) is a regular public forum at which issues arising on the application of the PSA Handbook can be discussed. The group meets two times a year and consists of members that include preparers, auditors, and users of government and government organization financial reports. The group's purpose is to assist the Board regarding issues arising on the application of the PSA Handbook and other areas of concern regarding public sector financial reporting, including emerging issues and issues on which the Board seeks advice. While the group does not issue any authoritative guidance or interpretations, as only the Board has the ability to do so, the group's meeting summaries provide meaningful insights on the application of the standards that can be used as a resource. These meeting summaries are available on the FRAS Canada website or by clicking [here](#). During the group's April 2021, November 2021 and May 2022 meetings, the following topics were discussed:

- **Section PS 3280, Asset Retirement Obligations (AROs): Issues Applying the Modified Retroactive Transition Method –** Discussion on applying the modified retrospective method of transitioning to Section PS 3280 to two scenarios; 1. A building constructed with asbestos when the legislation requiring its removal is enacted after the construction date and 2. A fully amortized asset that remains in productive use.

- **Section PS 3450: Embedded Derivatives in Own-use Contracts** – Discussion on whether embedded derivatives in own-use contracts are in the scope of Section PS 3450.
- **General Application Standards: Effective Dates and Application** – Discussion on the method of application (i.e., prospective, retroactive) for the general application standards such as Section PS 3200, Liabilities and Section PS 3210, Assets.
- **PSAB's Proposed New Reporting Model: Two Exposure Draft Proposals** – Discussion on benefits, issues and challenges with reporting natural capital in financial statements. Discussion on the proposal to create two categories of liabilities, financial and non-financial, and whether the distinction between them is clear.
- **PSAB Proposed Government Not-for-Profit Strategy** – Discussion on if the proposed GNFP Strategy of PSAS incorporating the PS 4200 series with potential customizations, best meets the Canadian public interest, and ways to implement it.
- **Climate-related Questions to Ask under Existing GAAP** – Discussion on the affect climate change will have on the financial statements of public sector entities and the implications of climate change as required under existing standards.
- **Accounting for Natural Capital: Emerging Issues Discussion** – Discussion on accounting for natural capital in public sector entities financial statements.
- **IPSASB Consultation Paper on Sustainability Reporting** – Discussion on the IPSASB preliminary views that: global public sector sustainability guidance is needed and the IPSASB can use its experience, processes and relationships to develop such standards; the IPSASB should collaborate with other international bodies to develop the general requirements for sustainability and climate-related disclosures; other sustainability topics that are important and why should they be prioritized.

We would encourage public sector entities to keep up to date on topics discussed at these meetings.

Conclusion

As we head closer to the end of the year, now is the time to discuss with your BDO advisor how the changes made, and the proposed changes to the PSA Handbook will affect your organization. Reach out to us today.

The information in this publication is current as of October 15, 2022.

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RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

**MOTIONS RECOMMENDED BY THE
ADMINISTRATION AND FINANCE COMMITTEE, SEPTEMBER 12, 2023**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD'S CAPITAL PRIORITIES SUBMISSION 2023-2024, CONSISTING OF THE NEW MOUNT PLEASANT CATHOLIC SECONDARY SCHOOL.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE THE PROCEDURAL BY-LAW AND ENACT AS AMENDED**

Administration and Finance Committee Meeting

September 12, 2023

CAPITAL PRIORITIES PROGRAM 2023-2024

Multi-Year Strategic Plan Values: Trust, Excel

“Nathan said to the king, ‘Go, do all that you have in mind; for the Lord is with you.’”

2 Samuel 7:3

BACKGROUND

The Ministry of Education (Ministry) issued *Memorandum 2023: B08* on August 14, 2023, announcing the launch of the 2023-24 Capital Priorities Program, including requests for child care capital. The submission deadline for all capital funding requests is October 20, 2023.

Dufferin-Peel Catholic District School Board (DPCDSB) was successful in obtaining approval for the construction of a new Mount Pleasant #2 Catholic Elementary School and child care centre as a result of the 2021-22 Capital Priorities Program and a rebuild of St. Anne Catholic Elementary School in 2022-23.

DISCUSSION

For the 2023-24 Capital Priorities program, school boards are asked to submit detailed project proposals to address current accommodation needs related to:

- Accommodation Pressures
- School Consolidation
- Facility Condition

Submissions must demonstrate a critical and urgent pupil accommodation need to be considered for funding approval. Similar to previous Capital Priorities programs, projects must be ranked and a business case, with accompanying background information, will be required for each project.

There have been some significant changes to the information required for each project submission. Boards are required to provide high level summary information of future, longer term growth needs related to the *Housing Supply Action Plan* and in relation to municipal growth plans.

Each business case must identify:

- Utilization equal or greater than 100% in the 5th year after the proposed school opening date.
- Utilization equal or greater than 100% in the 5th year for all area schools surrounding the proposed project.
- Provide a positive investment return with a Net Present Value greater than \$0 as calculated in Ministry forms.
- Project completion date with a clear and detailed schedule for milestones and deliverables.

School boards are encouraged to identify opportunities to work together on joint-use project submissions. There is also an opportunity to request Child Care Capital funding for Capital Priorities projects, if the local municipal child care department supports the need and confirms the proposed new

space will not result in additional operating pressures. Stand-alone child care projects will not be considered.

Additional Requirements:

For the 2023-2024 submission, school boards have been asked to complete a project readiness assessment and provide a summary of key project milestones. This is a new Ministry requirement which entails the following, detailed information for each proposed project:

- Site identification, including details on site acquisition if not already owned.
- Design plans with a preference for repeat designs that have been tendered since 2021; however, a new design can be submitted for secondary schools.
- Project timelines with a clear schedule.
- Cost consultant estimates.

Design Standardization

With respect to design plans, the Ministry requires boards to utilize repeat designs which are aligned within the current ministry space benchmark requirement and where project costs are aligned and consistent with current market conditions, and designs that have been approved/tendered since 2021 to reflect current costs.

Board Performance Assessment

The Ministry has advised that as part of the evaluation process, school boards will be assessed on performance history delivering capital projects including adherence to project timelines, time to completion, cost overages, existing inventory of active projects, adherence to space benchmarks, and Capital Accountability Framework compliance.

Project Submissions

A completed Capital Priorities Submission will include:

1. Business Case – Part A (Excel Template)
 - a. Project Information
 - b. Closest Facilities
 - c. Space Template
 - d. Enrolment Projections
 - e. Child Care Joint Submission (if applicable)
 - f. Child Care Space Template (if applicable)
 - g. Cost Estimates
 - h. Submission Checklist
2. Business Case – Part B (Written Report)
 - a. Written description of project with detailed information on the rationale, proposed scope of work and demonstration of why alternative options are not feasible
 - b. Evidence and details on school site, design plans and cost estimates
 - c. Detailed information on costing estimates and assumptions made
 - d. Detailed project plan with timelines for key project milestones

3. Design
 - a. A repeat design of a school building tendered since 2021
 - b. Exemptions from a repeat design include the following:
 - i. Additions/renovations,
 - ii. Projects with unique site constraints,
 - iii. Podium or vertical schools,
 - iv. Secondary schools, and
 - v. Schools in joint-use facilities

****Projects submitted without a design may be ineligible for funding***

4. Long-Term Growth Needs
 - a. Details of longer term growth needs for addressing current and projected pupil accommodation needs linked to the Ontario Action Plan and related to municipal growth plans

To determine viable projects for the 2023-24 Capital Priorities submission, Facility Condition Index (FCI) and existing school and accommodation data was utilized in relation to the eligible project categories identified by the Ministry. Staff has assessed existing schools with on-going accommodation pressures against their buildings' assessed condition, as measured by the FCI, to identify potential opportunities to seek funding for replacement buildings. It is important to note that the continued inability for DPCDSB to engage in the Pupil Accommodation Review process and close schools, limits the strength and number of Capital Priorities projects. Currently, capacity exceeds enrolment in many areas of the board and the capacity of surrounding schools is a large factor in determining the feasibility of proposed projects. Staff will continue to advocate for DPCDSB's highest and best Capital Priorities requests.

Criteria for Ranking Capital Projects

As with previous submissions, the Ministry requires that school boards rank projects according to the highest and most urgent pupil accommodation needs anticipated within an established timeframe. As the Capital Priorities process has evolved, additional eligibility requirements have been included. At the Regular Board Meeting on August 27, 2019, the Board of Trustees approved updates to the ranking criteria to reflect eligibility amendments. Only one project is recommended for the 2023-2024 Capital Priorities submission, therefore ranking is not required.

DPCDSB Proposed Capital Priorities 2023-2024

Mount Pleasant Catholic Secondary School is the sole project proposed for the 2023-2024 Capital Priorities submission. This project, which included a potential shared-use facility arrangement with the City of Brampton, has been submitted in prior rounds of Capital Priorities. A secondary school to accommodate approximately 1089 students is being proposed.

The number of projects is limited which is a direct result of the excess capacity at a number of DPCDSB schools throughout the jurisdiction. As previously noted, the current provincial moratorium on Pupil Accommodation Reviews has severely limited DPCDSB's ability to address surplus space and has impacted the total number and strength of the business cases submitted for Capital Priorities.

DPCDSB staff will consult with the Region of Peel to determine a need for child care spaces in conjunction with the proposed project. Staff will also inquire if the City of Brampton has any interest in a potential partnership on this site.

CONCLUSION

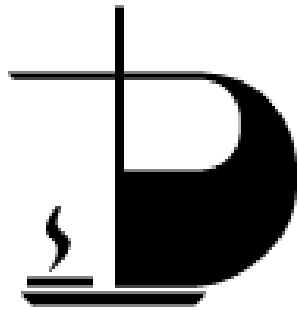
On August 14, 2023, the Ministry of Education released memorandum 2023: B08 announcing the launch of the 2023-24 Capital Priorities Program. School boards must adhere to the business case submission requirements outlined by the Ministry to ensure a complete submission for consideration. The submission deadline is October 20, 2023. The proposed 2023-2024 Capital Priority is Mount Pleasant Catholic Secondary School to accommodate approximate 1089 students. Staff is in the process of consulting with the Region of Peel to identify the need for child care spaces associated with the proposed priority, and with the City of Brampton to determine if it continues to hold an interest in partnering at this site.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- 1. THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD'S CAPITAL PRIORITIES SUBMISSION 2023-2024, CONSISTING OF THE NEW MOUNT PLEASANT CATHOLIC SECONDARY SCHOOL, BE APPROVED.**

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



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~~September 2023

Next Review Date:

~~August~~September 2024

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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(11)) 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)

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)
- 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) Performance Planning and Review Committee for the Director of Education (Chair, Vice-Chair and three other Trustees)
- f) 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.
 - **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:

- the Chair and Vice-Chair must be members of the Performance Planning and Review Committee for the Director of Education as required by DPCDSB Policy No. 30, as may be amended or replaced;
- 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, 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.
- External members of the Audit Committee may be appointed for a maximum of two (2) terms, with the first term being a maximum of three (3) years and the second term, if applicable, being a maximum of two (2) years.
- 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 this Article 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. 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 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, and such reason will be taken into consideration by the Board of Trustees when determining if a motion will be passed pursuant to Section 228 of the *Education Act* 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 Trustee approved conferences.
- 5.9 **Electronic Attendance at Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and DPCDSB Policy No. 1.06, as amended or replaced. The 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. 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 throughout the meeting 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:

- a) the type of meeting (“regular”, “special”, etc.);
- b) the date and place of the meeting;
- c) 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;
- d) the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
- e) disclosure of declared interests;
- f) all motions and points of order and appeals, and the disposition thereof;
- g) the time of adjournment; and
- h) 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 ~~by~~ 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 ~~verbatim~~ 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) ~~If the~~ 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, ~~speaks in a manner that may have constitutes either of the effect of offending any individual's~~ following:
 - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
 - B. discrimination against an individual or group of individual's personal rights including privacy and human rights 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.

d)

- 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 of and 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. 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 at any meeting held thereafter, provided that the notice of motion procedure has been followed.</p> <p>A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</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. |

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:-

i) ~~— Routine Matters~~

1. ~~— DPCDSB Mission Statement~~

a) ROUTINE MATTERS

~~2.1.~~ Call to Order and Attendance

~~3.2.~~ Singing of National Anthem

~~4.3.~~ Opening Prayer

~~5.4.~~ Acknowledgement of First Nations' Sacred Territory

~~6.5.~~ Approval of Agenda

i) ~~— Approval of Calendar Items~~

~~7.6.~~ Declaration of Interest

~~8.7.~~ Approval of Board of Trustee Minutes and Receipt of Committee Minutes, as applicable

i) Business Arising from the Minutes

j) ~~— Pastor's Remarks~~

k) ~~— Awards and Presentations~~

l) ~~— Delegations~~

m) ~~— Reports from Trustees for Receipt~~

b) PASTOR'S REMARKS

c) AWARDS AND PRESENTATIONS

d) DELEGATIONS

e) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

1. Regular Reports

i) Ontario Catholic School Trustees' Association Report

ii) Student Voice Report

iii) Good News Reports

n) ~~— Reports from Committees/Administration:~~

1. ~~— for Receipt~~

2. ~~— Requiring Action~~

o) ~~— Additional Business~~

- - 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
 - ~~p) Questions Asked by Trustees~~
 - ~~q) Declared Interest Items~~
 - ~~r) In-Camera Meeting of the Committee of the Whole~~
 - ~~s) Rise and Report from In-Camera Meeting of the Committee of the Whole and resumption of Board of Trustees' meeting~~
 - ~~t) Future Meetings~~
 - 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~~ special meetings of the Board of Trustees will normally be as follows:-

~~a) Routine Matters~~

~~1. DPCDSB Mission Statement~~

a) ROUTINE MATTERS

~~2.1.~~ 1. Call to Order and Attendance

~~3.2.~~ 2. Opening Prayer

~~4.3.~~ 3. Acknowledgement of First Nations' Sacred Territory

~~5.4.~~ 4. Approval of Agenda

~~6.5.~~ 5. Declaration of Interest

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

~~b)1.~~ 1. Regular Reports from Trustees

~~1.~~ 1. For Receipt

~~2.~~ 2. Requiring Action

~~i)~~ i) Ontario Catholic School Trustees' Association Report

~~e)ii)~~ ii) Good News Reports from Committees/Administration

~~1.~~ 1. For Receipt

~~2.~~ 2. Requiring Action

~~d)~~ d) Additional Business

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

~~e)~~ e) Declared Interest Items

~~f)~~ f) In Camera Meeting of the Committee of the Whole

~~g)~~ g) Rise and Report from In Camera Meeting of the Committee of the Whole and

~~resumption of Board of Trustees' meeting~~

~~h) — Adjournment~~

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

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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. DPCDSB Mission Statement~~

a) ROUTINE MATTERS

~~1. Call to Order and Attendance~~

~~2. Opening Prayer~~

~~3. Acknowledgement of First Nations' Sacred Territory~~

~~4. Approval of Agenda~~

~~i) Approval of Calendar Items~~

~~5. Declaration of Interest~~

~~6. Approval of Committee Minutes~~

~~i) Business Arising from the Minutes~~

~~b) Awards and Presentations~~

~~c) Delegations~~

b) AWARDS AND PRESENTATIONS

c) DELEGATIONS

d) UPDATES/INFORMATION/REPORTS FROM TRUSTEES FOR RECEIPT

~~d) 1. Regular Reports from Administration~~

~~1. for Receipt~~

~~2. Requiring Action~~

~~e) Additional Business~~

~~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

~~f) Questions Asked by Trustees~~

~~g) Declared Interest Items~~

- ~~h) In-Camera Meeting~~
- ~~i) Rise from In-Camera Meeting~~
- ~~j) Future Meetings~~
- ~~k) Adjournment~~

- 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~~

- a) ROUTINE MATTERS

1. ~~Approval of In-Camera Minutes~~
2. ~~Business Arising from the In-Camera Minutes~~

b) ~~Reports for Receipt:-~~
1. ~~from Trustees~~

c) ~~from Administration~~

d) ~~Reports Requiring Action~~

e) ~~In-Camera Additional Business~~

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 of, and by, Trustees~~

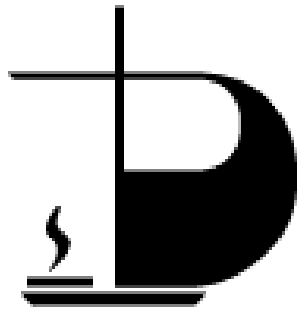
g) ~~Declared Interest Items~~

h) ~~Rise (and Report, if resuming a Board of Trustees' meeting) from In-Camera Meeting~~

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: September 2023
Next Review Date: September
2024

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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)

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)
- 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) Performance Planning and Review Committee for the Director of Education (Chair, Vice-Chair and three other Trustees)
- f) 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.
 - **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:

- the Chair and Vice-Chair must be members of the Performance Planning and Review Committee for the Director of Education as required by DPCDSB Policy No. 30, as may be amended or replaced;
- 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, 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.
- External members of the Audit Committee may be appointed for a maximum of two (2) terms, with the first term being a maximum of three (3) years and the second term, if applicable, being a maximum of two (2) years.
- 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 this Article 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. 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 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, and such reason will be taken into consideration by the Board of Trustees when determining if a motion will be passed pursuant to Section 228 of the *Education Act* 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 Trustee approved conferences.
- 5.9 **Electronic Attendance at Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and DPCDSB Policy No. 1.06, as amended or replaced. The 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. 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:

- a) the type of meeting (“regular”, “special”, etc.);
- b) the date and place of the meeting;
- c) 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;
- d) the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
- e) disclosure of declared interests;
- f) all motions and points of order and appeals, and the disposition thereof;
- g) the time of adjournment; and
- h) 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 of and 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. 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 at any meeting held thereafter, provided that the notice of motion procedure has been followed.</p> <p>A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</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. |

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

REPORT NUMBER H 3

2023-2024 OCSTA MEMBERSHIP FEE AND FRIENDS AND ADVOCATES OF CATHOLIC EDUCATION LEVY

- 1. THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION (OCSTA) MEMBERSHIP FEE OF \$ 173,856.35.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 FRIENDS AND ADVOCATES OF CATHOLIC EDUCATION (FACE) LEVY OF \$ 9,733.71.**

| |
|--|
| Regular Board Meeting |
| September 26, 2023 |
| 2023-2024 OCSTA MEMBERSHIP FEE AND FRIENDS AND ADVOCATES OF CATHOLIC EDUCATION LEVY |
| Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive and Trust |

“For where two or three are gathered in my name, I am there among them.”
Matthew 18:20

BACKGROUND

On an annual basis, the Ontario Catholic School Trustees’ Association (OCSTA) submits an invoice to each of the 29 Catholic school boards for the annual membership fees and the Friends and Advocates of Catholic Education (FACE) levy. Information regarding the benefits of membership and the FACE project is attached to this report.

Board Policy 1.50 – *Associations: Membership* requires Board of Trustee approval each year to pay the requested fees.

DISCUSSION

The formula for the membership fee is based on enrolment reported for the prior fiscal year. Given that the total enrolment for Dufferin-Peel Catholic District School Board (DPCDSB) has declined on a year-over-year basis, the proposed fees are lower for 2023-2024 relative to previous years. The fee schedule, comprised of a basic fee and an additional per-pupil cost, has remained status quo compared to the prior year.

| | Proposed 2023-2024 | 2022-2023 | 2021-2022 |
|-------------------------|--------------------|--------------|--------------|
| Proposed Membership Fee | \$173,856.35 | \$175,749.71 | \$179,803.03 |

The FACE levy is used to support the promotion and protection of Catholic Education in Ontario. The proposed FACE levy for the 2023-2024 year is similar to the prior year. However, during the 2020-2021 and 2021-2022 years, the FACE levy was reduced by utilizing accumulated surplus.

| | Proposed 2023-2024 | 2022-2023 | 2021-2022 |
|--------------------|--------------------|------------|------------|
| Proposed FACE Levy | \$9,733.71 | \$9,913.59 | \$6,789.49 |

The 2023-2024 Operating Budget conditionally approved by the Board of Trustees, includes an allocation to support the payment of the annual membership fee and FACE levy.

OCSTA has also submitted the annual invoice for the association's role as the employer bargaining agency in central negotiations with teachers' federations and education worker unions. The amount is set out in *Ontario Regulation 206/15 – Fees for Central Bargaining* and the funds are included in the Grants for Student Needs (GSN) funding to the school board. There is no requirement for Board of Trustee approval, as the payment is mandatory. The regulation further provides for forfeiture of ratification voting rights in the event of a non-payment.

THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:

| |
|---|
| 1. THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION (OCSTA) MEMBERSHIP FEE OF \$173,856.35. |
|---|

| |
|--|
| 2. THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 FRIENDS AND ADVOCATES OF CATHOLIC EDUCATION (FACE) LEVY OF \$9,733.71. |
|--|

Prepared by: Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

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



Ontario Catholic School Trustees' Association

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Patrick J. Daly, *President*
Michael Bellmore, *Vice President*
Nick Milanetti, *Executive Director*

September 1, 2023

MEMORANDUM

TO: Luz del Rosario, Chair
✓ Marianne Mazzorato, Director of Education
Dufferin-Peel CDSB

FROM: Patrick J. Daly, President
Nick Milanetti, Executive Director

SUBJECT: 2023-2024 OCSTA Membership Fees & FACE Levy

As you know, OCSTA was established by Catholic Trustees to provide a central, united voice for protecting and promoting publicly funded Catholic education in Ontario. We want to assure you that the Association remains focussed on developing and providing resources to support you in your important role fulfilling the Mission of Catholic Education in your respective communities across this province.

Throughout our system's 200-year history, Catholic schools have been and continue to be places that value and recognize that all students are created in the image of our loving God. In this spirit and through the support and unity of Ontario's 29 Catholic school boards, we look forward to continuing to serve and support your commitment to "place Christ and the teachings of the Catholic Church at the centre" of student's learning experiences.

In this memo package you will see presented the many services, resources and events that are included in the 2023/2024 Association membership fees. Please be assured of our full support and prayers as together Catholic Trustees continue to do all we can to protect, celebrate and promote the treasured gift of publicly funded Catholic education

CVO - On-line / E-Learning

Given the province's e-learning mandate and the Association's focus on protecting our denominational rights, OCSTA continues to build and strengthen our own e-learning portal for Catholic education called Catholic Virtual Ontario (CVO). Under the leadership of our Director of Catholic Education Anne O'Brien, CVO continues to receive equitable funding and opportunity to provide to students high-quality Catholic courses that are developed and taught by Catholic teachers in our Catholic school boards. We have established an operational structure and secured funding to:

- Collaborate on making Catholic Credit Course offerings equitably available
- Support the revision and creation of 65 completed online Catholic courses
- Prioritize current Catholic Online Learning Course Packs in Boards

We are currently in Phase 6 of the program.

Support Documents for Catholic Writing Teams and Educators

OCSTA – CVO created several support documents to provide the environmental conditions for success and ongoing capacity building in online learning including:

- Assessment and Evaluation in Online Learning
- Exemplars: Catholic Content in Secondary Online Learning
- Infusing the Catholic Context in Secondary Online Courses
- Key Themes in Online Learning
- Pedagogical Practices in Online Secondary Courses
- Reviewing and Editing Online Catholic Courses
- Social-Emotional Learning in the Online Environment
- Teaching and Learning in the Digital Age
- Technical Tips and Tricks for Catholic Online Writers

All resources are available to Catholic district school boards.

Advocacy Efforts

OCSTA continues to meet with MPPs and government leaders to advance the policy and regulatory issues of concern to our Catholic school boards.

OCSTA focuses on advocacy efforts in a number of areas including:

- The provision of resources to ensure the health and safety and well-being of students and staff including additional funding for improved ventilation, technology, staff shortages and the cost of operating virtual schools.
- Increased and multi-year funding in support of learning recovery and student faith formation, mental health and well-being
- Increased flexibility and autonomy for Catholic school boards
- Revoking the regulation freezing Executive Compensation
- Correcting default “public mechanism” in the provinces property tax assessment system
- Updating the capital construction benchmarks and streamlining the approvals process
- Positively influencing the development of Bill 98: Better Schools and Outcomes Act, 2023

OCSTA has a long history of forming positive and mutually respectful working relationships with elected officials and their staff in the Ontario Legislature. Building upon these relationships, we successfully advocate with one voice, on behalf of all our member boards.

The Association has done a great deal of work in the areas of advocacy through legislative submissions, consultations and letters. For 2023-2024 examples of these include:

1. The 2023 Annual [Finance Brief](#)
2. [Submission](#) to the Ministry of Education on Bill 98: Better Schools and Student Outcomes Act, 2023
3. [National Food Policy Review](#) (Letter – May 9, 2023)
4. [2023/2024 Grants for Student Needs \(GSN\) Submission](#)

In addition to these submissions, OCSTA continues to be represented at a number of key government working tables that provide advice and recommendations on various policy issues impacting school boards. Some of these include:

- Student Transportation Advisory Committee
- Education Accessibility Standards Working Group
- Teacher Supply and Demand Action Table Steering Committee

Labour Relations

OCSTA is the legislated bargaining agent for the 29 English Catholic school boards. They bargain collective agreements for OECTA, CUPE, OSSTF Educational workers, ETFO Educational workers, OCEW and EWAO. OCSTA also works with CPCO to obtain their Terms and Conditions. Representation at these tables is comprised of Trustees, Directors of Education, Superintendents and our OCSTA Labour team members. Trustees receive regular updates through confidential bargaining memos and all decisions bargained are brought forward to our Labour Relations Committee for approval prior to recommendations to member boards for ratification. All Labour costs are covered by the Ministry and these funds are included in the GSNs each year.

Faith Formation Resource Opportunities for Trustees

OCSTA continues to provide to members on a daily basis Reflections by Bishop Barron, in addition to other relevant Catholic correspondence throughout the year.

Together in Faith Series:

- Adult Faith Formation and Leadership Development – A Collection of School Board Practices
- Care for our Common Home – A Collection of School Board Practices
- Strengthening the Home, School, Parish Relationship – A Collection of School Board Practices
- Pastoral Care – A Collection of School Board Practices

Catholic Trustee Handbook

The Catholic Trustee Handbook has been created to provide an accessible single-source for OCSTA faith-based leadership materials and resources as well as a provincial publication for new and experienced Trustees.

Catholic Trustee Learning Module / Dignity of the Human Person: *Equity Diversity & Inclusion*

OCSTA recently released a new Professional Development Module for Catholic Trustees on the topic: “Dignity of the Human Person/Equity, Diversity and Inclusion and Our Faith, The Law and Anti-Racism”.

This module provides Catholic School Trustees with a learning resource that supports our distinct role and promotes our shared commitment to promoting the Dignity of the Human Person. It will as well be of assistance in the development and monitoring of policies as set out in the government’s PPM 119

The Module can be accessed online directly from the OCSTA website at the following address:

<https://www.ocsta.on.ca/trustee-modules-2/>

Catholic Education Week Resource Materials & Province-Wide Mass

Under the leadership of Anne O’Brien, OCSTA’s Catholic Education Week (CEW) resource writing team, consisting of teachers from across the province, continue to produce CEW resource materials for use in our schools throughout the year. All resources continue to be made available on our OCSTA website at www.goodnewsforall.ca. The dates for next year’s Catholic Education Week promotion is May 5 – 10, 2024.

A highlight of this event is the celebration of a virtual Catholic Education Week Mass, which is planned to take place immediately prior to the annual Ontario Catholic Student Youth Day Virtual Seminar.

Fall Catholic Education Leadership Speaker Series

In the fall, OCSTA will once again make available to members an evening Speaker Series, presented virtually and focused on Catholic Trustee leadership. This series of evening presentations/discussions is designed to provide timely insight particularly relevant to the role and needs of Catholic Trustees in Ontario today.

OCSTA Events

- 2023 Fall Regional Meetings
 - Central – Monday, September 18
 - East – Wednesday, September 20
 - North East – Saturday, September 23
 - West – Tuesday, September 26
 - North West – Friday, October 6
- OCSTA Catholic Education Leadership Fall Speaker Series – *Dates TBA*
- 2024 Catholic Trustees Seminar – January 19-20
- 2023 AGM & Conference – May 2-4

The programming for OCSTA events is intentionally designed to provide sessions that can offer delegates information and insight on matters pertaining to Catholic identity and Catholic education leadership.

Please find attached your board's invoice for 2023-2024 Membership Fees based on the formula approved by the OCSTA Board of Directors. The levy for the Friends and Advocates of Catholic Education (FACE) is included on the invoice.

Included with this memo and invoice are the following:

- A summary of key major benefits of an OCSTA membership
- A summary of OCSTA's FYE 2024 Budget (Sept 1, 2023– Aug 31, 2024)
- OCSTA's 2024 Membership Fee Schedule (the formula used to determine fees)

On behalf of the Board of Directors, the 559,000 plus students in Catholic schools, and the 2.4 million separate school ratepayers, we thank you for your ongoing support of your provincial Association and for your commitment and dedication to Catholic education.

We pray that Our Lord Jesus Christ showers you and all associated with the gift of publicly funded Catholic education with all of His blessings.



Patrick J. Daly
President



Nick Milanetti
Executive Director

Attachments (3)

Benefits of Membership

"One unified provincial voice for Ontario's English Catholic school boards..."

Throughout the history of Catholic education in Ontario, our system's strength has been our ability to organize our school trustees under the guiding principles of the Gospel to advance our shared goals for the promotion and protection of Catholic education in Ontario. We achieve those objectives through our ongoing lobbying efforts, our membership development services and the following key activities that directly benefit our members.

OCSTA:

1. Represents Catholic school boards on all provincial consultations and work groups.
2. Provides advice to boards on significant policy issues.
3. Provides an extensive array of classroom and community resources for Catholic Education Week. Information is located online at <http://www.goodnewsforall.ca>.

These resources resonate strongly with students, parents and parishes and boards have expressed their appreciation for the materials and information that are generated and shared.

4. Lobbies the government on all funding issues most of which are identified by our member boards.
5. Represents Catholic boards on significant legal issues as they arise.
6. Develops provincial messaging and platforms on key issues and developments in education affecting Catholic schools and shares such strategic resources with boards.

To further support effective school board communications and community relations, OCSTA hosts an annual professional development session for school board communication staff.

7. Provides enrichment opportunities for Catholic school board trustees and staff.
 - a. Supports online enrichment opportunities for Catholic school board trustees via the Trustee Professional Development Modules developed with input from OCSTA and delivered by the Ontario Education Services Corporation (OESC) which is supported by all Ontario's school trustee associations. Those modules can be accessed online at the following URL: <https://modules.ontarioschooltrustees.org/?lang=en>
 - b. Annual trustee development events include January Catholic Trustees Seminar, Business Seminar, Labour Relations sessions (as needed) and the Annual General Meeting and Conference.
 - c. The OCSTA Certificate Course in Leadership and Good Governance was made available to all trustees in 2019. Protects the interests of Catholic school boards by monitoring activity in the Legislature, including draft legislation, as well as the release of new Regulations to identify impact on Catholic boards and propose amendments as necessary.

8. Maintains a provincial network, at both the political and staff levels, to position OCSTA to respond quickly to any issue of relevance to Catholic Schools.
9. Serves as the designated bargaining agent for Ontario's 29 Catholic District School Boards.

This list is not exhaustive.

In addition, OCSTA partners with the other three trustee associations and the Council of Directors of Education (CODE) to provide many services, most with direct financial benefits to boards that are available only to boards that are members of their respective provincial association. For a comprehensive understanding, please go to the Ontario Education Services website at <http://oesc-cseo.org/English/services.html>.

Examples of the services provided through OESC include:

- ❖ Serving as the intervenor at the Ontario Energy Board to keep energy costs down for school boards. An estimate of savings over the past year of \$3M for Ontario's Catholic school boards. This translates into a savings of \$5.50 per pupil which exceeds the cost of OCSTA membership.
- ❖ Provision of Behaviour Management Systems. This training is required for certain staff and is offered at a rate that saves all school boards, public and Catholic, approximately \$2M annually.
- ❖ Supporting the trustee election process by providing an array of resources located at <http://elections.ontarioschooltrustees.org> that are designed to
 - Raise the profile of trustee candidates and the municipal election process
 - Educate the public on the role of trustees and school boards
- ❖ Representation and co-ordination of initiatives pertaining to the Ontarians with Disabilities Act. This is ongoing and is meant to assist and guide boards through the various stages of implementation of the legislation and regulations. This service is a major savings for member boards that would otherwise be required to develop materials locally at significant expense.
- ❖ Development of resources on topics such as equity and inclusion, thereby saving each board the cost of developing such materials locally.

**Examples of Savings for
Dufferin-Peel Catholic DSB**

School Energy Coalition
\$556,308

August 2023



Ontario Catholic School
Trustees' Association

2023 - 2024 Expense BUDGET

| Account Name | BUDGET 2023-2024 | Sub-Total as % of Budget |
|---|---------------------|-----------------------------|
| Partnerships CCSTA, ICE, Miscellaneous Membership Fees, Student Trustees'/1st Nations' Projects | \$ 214,550 | 7.1% |
| Political Advocacy Political Affairs & Government Relations, Catholic Curriculum & Education Research, CVO (e-learning), Fees:Consultants, Authors of Briefs, Analysts, Joint Venture | \$ 988,622 | 32.5% |
| Communications and Media Relations Communications (Including Promotion of Catholic Education & Media) Public Relations, Advertising | \$ 30,575 | 1.0% |
| Governance Committee & Task Force Meetings, Directors' Meetings, Outside Conferences & Seminars | \$ 55,000 | 1.8% |
| Operations Rent, Office Expense, Furniture & Computers, Telephone, Postage & Courier, Audit, Insurance, Library, Miscellaneous | \$ 370,000 | 12.2% |
| Legal | \$ 75,000 | 2.5% |
| OCSTA-hosted Meetings/Seminars/AGM | \$ 275,000 | 9.0% |
| Human Resources Salaries & Fees & Contracted Services, Employee Benefits, Government Deductions & Taxes, Professional Development | \$ 1,034,000 | 34.0% |
| TOTAL APPROVED EXPENSE BUDGET | \$ 3,042,747 | 100.0% |



Ontario Catholic School
Trustees' Association

OCSTA Membership Fee Schedule

--- 2023 - 2024 ---

| Cat. | Enrolment | Basic Fee | Per Pupil Cost | Cat. | Enrolment | Basic Fee | Per Pupil Cost |
|------|--|-----------|----------------|------|-----------------|-----------|----------------|
| A | School Auth-\$2,200 (ended FYE2010 by MOE legislation) | | | I | 20,000 - 29,999 | \$20,400 | 2.736 |
| B | 600 - 2,999 | \$2,040 | 4.610 | J | 30,000 - 39,999 | \$30,600 | 2.278 |
| C | 3,000 - 4,999 | \$4,080 | 4.495 | K | 40,000 - 49,999 | \$40,800 | 2.006 |
| D | 5,000 - 6,999 | \$5,100 | 4.265 | L | 50,000 - 59,999 | \$51,000 | 1.693 |
| E | 7,000 - 7,999 | \$6,120 | 4.035 | M | 60,000 - 69,999 | \$61,200 | 1.526 |
| F | 8,000 - 11,999 | \$8,160 | 3.805 | N | 70,000 - 79,999 | \$71,400 | 1.421 |
| G | 12,000 - 14,999 | \$10,200 | 3.690 | O | 80,000 - 89,999 | \$81,600 | 1.337 |
| H | 15,000 - 19,999 | \$15,300 | 2.950 | P | 90,000 + | \$91,800 | 1.296 |

Note: This Membership Fee Schedule was approved by Board in June 2012 for use starting in 2012 - 2013; continuing exactly the same in 2013-2014 + 2014-2015 + 2015-2016 + 2016-2017 + 2017-2018 + 2018-2019; REVISED 2019-2020; continuing the same in 2020-2021 + 2021-2022 + 2022-2023 + 2023-2024



Ontario Catholic School Trustees' Association

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INVOICE

Dufferin-Peel CDSB
40 Matheson Blvd. West
Mississauga, ON L5R 1C5
ATTENTION: Director of Education

| Date | Terms | Invoice # |
|----------|------------------|-----------|
| 9/1/2023 | Due Upon Receipt | 24-09-33 |

| Description | Amount |
|--|-------------------------|
| 2023 - 2024 OCSTA MEMBERSHIP FEES & F.A.C.E. LEVY September 1, 2023 to August 31, 2024 | |
| Based on current MEMBERSHIP FEE Schedule 2023-2024 | 173,856.35 |
| F.A.C.E. LEVY re Promotion and Protection of Catholic Education | 9,733.71 |
| Note: HST does NOT apply to Membership Fees and F.A.C.E. Levy. | |
| If Questions Contact June Johnson - Ontario Catholic School Trustees' Association (OCSTA) Accounting Office: 416 932 9460-ext 229/ Email: jjohnson@ocsta.on.ca / Cell: 416 616 5171 | |
| Please make Cheque Payable to:"OCSTA" OR Send EFT Notification to: mblinns@ocsta.on.ca | TOTAL DUE: \$183,590.06 |

PROMOTING AND PROTECTING CATHOLIC EDUCATION