



Lakehead
Public
Schools

Office of the Director

Jim McCuaig Education Centre
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Telephone (807) 625-5131 Fax (807) 622-0961

REGULAR BOARD MEETING
Tuesday, May 27, 2025
Jim McCuaig Education Centre

Sherril-Lynne Pharand
Director of Education

Leah Vanderwey
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room/Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order	L. Vanderwey	Verbal
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session – N/A		
5. COMMITTEE OF THE WHOLE – Closed Session – N/A		
6. Report of Committee of the Whole – Closed Session – N/A		
7. Playing of O' Canada		
8. Land Acknowledgement		Verbal
9. Delegations/ Presentations		
9.1 Trustee Character Award – Owen Weiss	G. Saarinen	Verbal
9.2 Trustee Character Award – Branden Robb, Janae Grafham, and Natalie Hache	E. Chambers	Verbal
9.3 Celebrating Student Achievement – Kakabeka Falls Public School – Text Sets for Improved Reading Comprehension	J. Lower	1-2

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

- 10. Approval of Minutes
 - 10.1 Regular Board Meeting - April 22, 2025 L. Vanderwey 3-8

11. Business Arising from the Minutes

MATTERS NOT REQUIRING A DECISION:

- 12. Information Reports
 - 12.1 Ontario Public School Boards' Association (OPSBA) Report R. Sitch Verbal
 - 12.2 Student Trustee – May Report M. De Franceschi Handout
 - 12.3 Indigenous Student Trustee – May Report E. Genno Handout
 - 12.4 Updates from the Chair/Director L. Vanderwey/
S. Pharand Verbal
 - 12.5 Multi-Year Accessibility Plan (035-25) M. Probizanski 9-19
 - 12.6 Safe Schools Report (054-25) M. Probizanski 20-25

13. First Reports

MATTERS FOR DECISION:

- 14. Postponed Reports
- 15. Recommendations from the Board Advisory Committee (055-25) D. LeBlanc 26-27
 - 15.1 Policy Review – 8014 Advertising in the Schools (046-25) 28

It is recommended that Lakehead District School Board approve 8014 Advertising in the Schools Policy, Appendix A to Report No. 046-25.
 - 15.2 Policy Review – 7040 Violence in the Workplace (047-25) 29-31

It is recommended that Lakehead District School Board approve 7040 Violence in the Workplace Policy, Appendix A to Report No. 047-25.

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

15.3 Review and Development of Governance and Administrative Policies (048-25) 32-36

It is recommended that Lakehead District School Board approve the following:

1. *the separation of governance and administrative policies, as per Appendix A to Report No. 048-25.*
2. *That the executive secretary be authorized to correct/amend policy numbering, titles, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of Lakehead District School Board in connection with these policies and procedures.*

15.4 2025-2026 Board Advisory Committee and Regular Board Meeting Schedule (051-25) 37

It is recommended that Lakehead District School Board approve the following 2025 – 2026 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 051-25.

16. Ad Hoc and Special Committee Reports

16.1 Lakehead District School Board By-Laws (061-25) E. Chambers 38-108

It is recommended that Lakehead District School Board approve:

1. *That the by-law amendments including conforming amendments, with the proviso attached, as proposed by the Procedural By-Law Ad Hoc Committee, be adopted in gross and if adopted, the changes shall not take effect until the end of the meeting;*
2. *That amendments to Appendix A, Special Rules of Order, be adopted, and if adopted, the changes shall not take effect until the end of the meeting;*
3. *That Appendix G, Education Act References, be removed and placed in the Trustee Manual;*

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

4. *That amendments to Appendix B, Regular Meeting Order of Business, Appendix C, Inaugural Meeting Order of Business, Appendix D, Annual Meeting Order of Business, and Appendix E, Board Advisory Committee Order of Business be adopted in gross, and if adopted, the changes shall not take effect until the end of the meeting; and*
5. *That the executive secretary be authorized to correct article and clause designations, punctuation, cross-references and to make such other technical and conforming changes, as may be necessary to reflect the intent of the Board of Trustees in connection with the Education Act or its Regulations.*

17. New Reports

17.1 Policy Review – 8092 Code of Conduct (056-25) K. Alaksa 109-117

It is recommended that Lakehead District School Board approve 8092 Code of Conduct Policy, Appendix A to Report No. 056-25.

18. New Business

19. Notices of Motion

20. Information and Inquiries

21. Adjournment L. Vanderwey

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.



Celebrating Student Achievement

School: Kakabeka Falls Public School

Title of Initiative: Text Sets for Improved Reading Comprehension

Presentation Team: Jason Wilton and Bronwyn Boden

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	We are striving to improve the depth of student comprehension through the creation and use of text sets focused on topics of curriculum connection and/or student interest.
2. Rationale for selecting the initiative	The science of reading work that we are doing in all classes focuses on improving decoding skills and reading fluency. We want to make sure we are spending time on the development of schema and use of thinking strategies necessary for deep comprehension. We are doing this through the use of text sets and additional materials and experiences.
3. Intended outcomes of the initiative related to improved student achievement	Through the use of text sets and experiences, we will see improved comprehension as demonstrated through: <ul style="list-style-type: none"> • participation in interactive read alouds; • increased background knowledge which will lead to improved inferencing and connections; and • improved use of subject-specific vocabulary (Tier 3 Vocabulary).
4. Description of the data used	<ul style="list-style-type: none"> • observations; • student conversations; and • student written responses (pre-reading and post-reading).
5. Brief description of the significant activities or strategies involved with the initiative	<ul style="list-style-type: none"> • organization of books into focused topics; • purchase of books to supplement or create existing text sets; • use of text sets in classrooms; and • experiences to add to creation of schema when available (chocolate tasting, arts and drama connections, experiences such as dog-sledding).

<p>6. One or two highlights of the above activities</p>	<p>In Grade 2, when learning about chocolate, students learned how and where chocolate was made, thought critically about safety and child labour in developing countries, learned about the history of chocolate with connections to biodiversity and geography, and tasted different varieties of chocolate.</p> <p>In Grades 5 and 6, student engagement increased noticeably when reading text sets about war and zoos. The depth of their understanding showed in their written responses.</p>
<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative</p>	<p>Students made connections to the topics after the class has moved on and recalled details or referred to them later in the year. The depth of their connections continues to surprise us.</p>
<p>8. Description of one or two interesting findings that would be useful or helpful to other schools</p>	<p>Our process (how we started with what we had and built on it) may be helpful for other schools wishing to do the same.</p> <p>Student engagement increases, especially with the use of text sets that focus on important social topics.</p>
<p>9. Identification of one or two noteworthy hurdles or stumbling-blocks</p>	<p>Organizing books into text sets and sorting through older reading material is time consuming.</p> <p>Costs of purchasing new books to make sets complete.</p>
<p>10. Next steps in pursuing the initiative</p>	<p>Work as a staff to determine areas of need in our literacy sets as we add to the collection:</p> <ul style="list-style-type: none"> • adding to the collection of text sets to support intermediate topics, which may include a variety of non-fiction texts or novel sets; and • adding to the collection of text sets for kindergarten and primary to support knowledge of text structures.
<p>11. Lessons learned about the school’s efforts to improve student achievement</p>	<p>Newer teachers who are interested in using text sets have said they appreciate the reduction in workload because they are not looking for and curating their own collections.</p> <p>Sets can be used at different grade levels with a different curriculum focus.</p>

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2025 APR 22
7:30 P.M.

TRUSTEES PRESENT:

Leah Vanderwey (Chair)	Pat Johansen
Donica LeBlanc (Vice Chair)	Ron Oikonen
Ellen Chambers	Trudy Tuchenhagen
Ryan Sitch	Eryn Genno (Indigenous Student Trustee)
Morgann De Franceschi (Student Trustee)	

ABSENT WITH REGRET:

Scottie Wemigwans (Indigenous Trustee)
George Saarinen

SENIOR ADMINISTRATION:

Sherril-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Nick Sacevich, Associate Superintendent and Math/ IT Lead

PUBLIC SESSION:

1. **Call to Order**

Meeting Called to Order by Chair Vanderwey.

2. **Disclosure of Conflict of Interest**

None.

3. **Approval of Agenda**

Moved by Trustee Chambers

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Regular Board Meeting, April 22, 2025 be approved.”

CARRIED

4. Resolve into Committee of the Whole – Closed Session – N/A

COMMITTEE OF THE WHOLE – CLOSED SESSION:

5. Committee of the Whole – N/A

PUBLIC SESSION:

6. Report of Committee of the Whole – Closed Session – N/A

PUBLIC SESSION:

7. Land Acknowledgement

Chair Vanderwey read the Land Acknowledgement.

8. Presentations/Delegations

- 8.1 Celebrating Student Achievement – École Gron Morgan – Student Leadership and Student Voice

Heather Harris, Superintendent of Education, introduced Angelina Tassone, Principal, Ecole Gron Morgan Public School (PS), along with a group of École Gron Morgan PS students, Allie, Astrid, Alex, Violet, Hanin and Leyang, who presented the report. All Trustees questions were addressed.

9. Approval of Minutes

Moved by Trustee Johansen

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting, March 25, 2025.”

CARRIED

10. Business Arising from the Minutes – N/A

MATTERS NOT REQUIRING A DECISION:

11. Ontario Public School Boards’ Association (OPSBA) Report

Trustee Sitch informed the Board that he attended the Northern Regional meeting on April 5, 2025, next meeting is on May 3-4, 2025.

There were no questions from trustees.

12. Indigenous Student Trustee Report (Handout)

Eryn Genno, Indigenous Student Trustee, presented her April report to the Board. Items addressed in the report included the following:

- setting up the student trustee Instagram account with the support of Jamie Smith, Communications Supervisor;
- attending the Miiniwewinan Indigenous Education Advisory Committee meeting on March 27, 2025;
- launched the Ojibwe Word of the Day at Westgate Collegiate and Vocational Institute (CVI) on March 31, 2025;
- Tuesday, April 8, 2025, along with Student Trustee De Franceschi, met with the Student Activities Council (SAC) presidents from Hammarskjold High School;
- Virtual meeting with Trustee Saarinen and Student Trustee De Franceschi for a student trustee mentor meeting on April 9, 2025; and
- Student Trustee De Franceschi led the interviewing process with support from herself and SAC representatives from the secondary schools for the position of 2025-2027 Student Trustee on April 14, 2025.

All trustees' questions were addressed.

13. Student Trustee Report (Handout)

Morgann De Franceschi, Student Trustee, presented her April report to the Board. Items addressed in the report included:

- a meeting with Indigenous Student Trustee Genno and I had the pleasure of making an official visit to Hammarskjold High School's student council;
- attending the bimonthly mentorship meeting with Trustee Saarinen and Indigenous Student Trustee Genno;
- leading the interview process for the incoming Student Trustee on Monday, April 14, 2025; and
- upcoming events she will be attending, including the virtual Grade 8 Reach-Ahead class, being a youth representative on the judging panel for the Tbaytel for Good Community Fund, and being the Master of Ceremonies for the Grade 8 Award of Excellence event.

All trustees' questions were addressed.

14. Updates from the Chair/Director

Sherri-Lynne Pharand, Director of Education, updated the Board on the following:

- the Environmental Science Specialist High Skills Major announcement on April at Superior CVI;
- Westgate special needs and multi needs class travelled to Nip-Rock High School for a basketball tournament;
- Mackenzie Public School had a drive to collect cereal boxes to donate to the Dewdrop Inn; and
- Member of Provincial Parliament, Bonnie Crombie, will attend a civics class at Superior CVI April 23, 2025, to speak about what is involved in becoming a politician.

15. Indigenous Education (043-25)

Heather Harris, Superintendent of Education, introduced Kali Bernst, Principal of Indigenous Education and Program and Jasmine Sgambelluri, First Nation, Métis, and Inuit Education Resource Teacher, who presented the report. All trustees' questions were addressed.

MATTERS FOR DECISION:

16. Recommendations from the Board Advisory Committee (045-25)

16.1 Policy Review – 3005 Ontario Student Record (037-25)

Moved by Trustee LeBlanc

Seconded by Trustee Chambers

“THAT Lakehead District School Board approve 3005 Ontario School Record Policy, Appendix A to Report No. 037-25.”

CARRIED

16.2 Policy Review – 7010 Police Record Checks (034-25)

Moved by Trustee LeBlanc

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 7010 Police Record Checks Policy, Appendix A to Report No. 034-25.”

CARRIED

16.3 Policy Review – 7030 Human Rights And Workplace Harassment (036-25)

Moved by Trustee LeBlanc

Seconded by Trustee Sith

“THAT Lakehead District School Board approve 7030 Human Rights and Workplace Harassment Policy, Appendix A to Report No. 036-25.”

CARRIED

16.4 2025-2029 Multi-Year Strategic Plan (038-25)

Moved by Trustee LeBlanc

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve the 2025-2029 Multi-Year Strategic Plan, Appendix A to Report No. 038-25.”

CARRIED

16.5 Trustee Code of Conduct Ad Hoc Committee Report (041-25)

Moved by Trustee LeBlanc

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board approve the amended Trustee Code of Conduct, Appendix A to Report No 041-25.”

CARRIED

16.6 Parent Involvement Committee Request for Approval of Correspondence (042-25)

Moved by Trustee LeBlanc

Seconded by Trustee Sitch

“that Lakehead District School Board approve the request from the Parent Involvement Committee to send correspondence of support to the Minister of Education, as outlined in Report No. 042-25.”

CARRIED

17. New Business

17.1 Request from the Chair – Re: O’ Canada at Board Meetings (044-25)

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the following:

1. *the playing of the Canadian National Anthem at Regular Board Meetings in May and June; and*
2. *the Canadian National Anthem be played in English, French, and Anishinaabemowin or a combination of these languages.”*

CARRIED

18. Notices of Motion

18.1 Lakehead District School Board Procedural By-Laws

It is recommended that Lakehead District School Board approve:

1. That the by-law amendments including conforming amendments, with the proviso attached, as proposed by the Procedural By-Law Ad Hoc Committee, be adopted in gross and if adopted, the changes shall not take effect until the end of the meeting;
2. That amendments to Appendix A, Special Rules of Order, be adopted, and if adopted, the changes shall not take effect until the end of the meeting;

3. That Appendix G, Education Act References, be removed and placed in the Trustee Manual;
4. That amendments to Appendix B, Regular Meeting Order of Business, Appendix C, Inaugural Meeting Order of Business, Appendix D, Annual Meeting Order of Business, and Appendix E, Board Advisory Committee Order of Business be adopted in gross, and if adopted, the changes shall not take effect until the end of the meeting; and
5. That the executive secretary be authorized to correct article and clause designations, punctuation, cross-references and to make such other technical and conforming changes, as may be necessary to reflect the intent of the Board of Trustees in connection with the Education Act or its Regulations.

19. Information and Inquiries

19.1 Chair Vanderwey informed the Board of the following events that were attended by trustees, and Senior Administration.

- April 16, 2025 - Superior Collegiate and Vocational Institute's (CVI) Earth Day Environmental SHSM Celebration and Luncheon.

19.2 Trustee Johansen informed the Board that a number of students from Superior CVI will be travelling to the Netherlands to attend the eightieth anniversary of the liberation of the Netherlands event.

20. Adjournment

Moved by Trustee Sitch

Seconded by Trustee Chambers

"THAT we do now adjourn at 8:25 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 27
Report No. 035-25

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: MULTI-YEAR ACCESSIBILITY PLAN

1. Background

- 1.1 Lakehead District School Board (LDSB) is committed to providing a safe, welcoming, accessible and inclusive learning and working environment that upholds human rights and promotes equity of access and outcomes for the benefit of all students and staff.
- 1.2 As part of LDSB’s commitment, and per the requirements outlined under O. Reg. 191.11, s. 4(1) of the Accessibility for Ontarians with Disabilities Act (2005), LDSB creates and maintains a multi-year plan on accessibility and barrier-removal initiatives. The current plan is set to expire at the end of August 2025.

2. Situation

- 2.1 In September 2024, the Accessibility Advisory Committee (AAC) reviewed the LDSB Multi-Year Accessibility Plan 2020 – 2025 to determine progress and draft future goals for the 2025 – 2030 plan.
- 2.2 The AAC is comprised of members of LDSB with diverse perspectives on accessibility. The members of the committee were:
 - Michelle Probizanski (Chair), Superintendent of Education;
 - Kirsti Alaksa, Superintendent of Business;
 - Erin Perozak, Itinerant Hearing Resource Teacher;
 - Anthony Jeethan, Human Rights & Equity Advisor;
 - Maggie Fredrickson, Principal of Special Education;
 - Jenny Fenton, Manager of Human Resources;
 - Jamie Smith, Communications Supervisor;
 - Dave Covello, Manager of IT & Corporate Planning;
 - Don Porter, Manager of Property Services & Transportation; and
 - Simona Serrao, Executive Secretary.
- 2.3 The AAC reviewed the previous plan goals and subsequently implemented an accessibility audit of all LDSB sites. This information facilitated the development of the 2025 – 2030 plan.

3. Conclusion

The final draft of Lakehead District School Board's 2025 – 2030 Multi-Year Accessibility Plan is attached as Appendix A to Report No. 035-25, for review by the Board.

Respectfully submitted,

ANTHONY JEETHAN
Human Rights & Equity Advisor

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

Introduction

Lakehead District School Board (LDSB) is committed to promoting learning and working environments that support human rights and accessibility for persons with disabilities. Lakehead District School Board will do so by removing and preventing barriers to accessibility and by meeting requirements according to the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the corresponding Integrated Accessibility Standards.

Lakehead District School Board creates the Multi-Year Accessibility Plan (MYAP) 2025-2030 to affirm our commitment to truly accessible spaces through identifying, preventing, and removing barriers which may adversely impact members of the LDSB community. Built upon the four core principles of accessibility (dignity, independence, integration, and equal opportunity), the MYAP outlines the practices that will be implemented to ensure:

- accessibility is always considered and integrated into our policies, practices, and communications;
- students, families, staff, and members of the community can access and use our facilities and resources without experiencing barriers;
- students with disabilities can access educational services and opportunities in ways that maximize their participation, enjoyment, and sense of inclusion;
- staff with disabilities can work in an environment that is barrier-free and fosters a sense of inclusion; and
- all members of the LDSB community collectively own the responsibility to create and uphold barrier-free, accessible spaces.

About LDSB

Governed by an elected Board of nine publicly elected trustees, and operating with an annual budget of approximately \$166,000,000, LDSB is the largest public school board in Northwestern Ontario with 22 elementary schools, three secondary schools, and one adult education center. Approximately 1,900 staff support 10,000 students in the District of Thunder Bay and Armstrong, Ontario. We provide distance and online educational opportunities for students and staff throughout the region. Lakehead Public Schools educates, encourages, and supports all students to develop a passion for learning, set high personal standards, and become active community members. Every student is provided with equal opportunities to learn in safe schools with many learning choices and innovative programming. We offer consistent high quality core programming from Junior Kindergarten through to Grade 12. Comprehensive adult education is available for students over the age of 18. At Lakehead Public Schools, we work with parents, community partners and employees to make good things happen for our students inside and outside the classroom.

Our Mission: We provide equitable and inclusive environments where everyone belongs and succeeds.

Our Vision: We are committed to the success of *every* student.

Our Values: Belonging, Empathy, Integrity and Respect.

Commitments to Human Rights & Accessibility

In addition to the four core principles of accommodation outlined in the AODA, 2005, LDSB will consider all matters of accommodation and accessibility using the guidance and principles outlined in the Ontario Human Rights Code, which are as follows:

1. **Respect for Dignity:** Accommodation must be provided in a manner that most respects the dignity of the person, if to do so does not create undue hardship.
2. **Individualization:** Each person's needs are unique and must be considered afresh when an accommodation request is made. A solution may meet one person's requirements but not another's, although many accommodations will benefit large numbers of persons with disabilities.
3. **Inclusion:** Achieving integration and full participation for persons with disabilities requires barrier-free and inclusive design and removal of existing barriers.

Definitions

Accessibility – as defined under the AODA, is the design of products, devices, services, or environments to ensure they are usable by people with a wide range of abilities and disabilities.

Disability – is defined broadly to include a wide range of physical, mental, and developmental conditions. This definition encompasses disabilities that are present from birth, those that develop over time due to illness or injury, and those that are episodic or temporary. Examples include physical disabilities like visual or hearing impairments, mental health conditions, learning disabilities, and reliance on assistive devices or service animal.

Barriers – are anything that prevents a person with a disability from fully participating in all aspects of society due to their disability. These barriers can limit what people with disabilities can do, where they can go, or how they are perceived by others.

Types of barriers are as follows:

1. **Physical or architectural barriers** are features of buildings or spaces that restrict people's access to services. For instance, buildings lacking ramps, automatic doors, or accessible washrooms create physical or architectural barriers.
2. **Technological barriers** occur when service providers use technology that is not accessible to customers with disabilities. For example, a website that requires users to submit information by clicking a mouse creates a barrier for individuals who use alternative methods, such as keyboard commands or head-pointing devices, instead of mice.

3. **Information or communication barriers** occur when information is not provided in formats accessible to all users. For instance, an audio announcement without a corresponding visual display creates a barrier for individuals who can process information visually but not audibly.
4. **Systemic barriers** are obstacles created by policies, practices, or procedures that discriminate against people with disabilities. For example, a strict no refund policy in clothing stores can be a systemic barrier, as it discriminates against individuals using mobility devices who may be unable to use fitting rooms to try on clothing before purchasing.
5. **Attitudinal barriers** refer to the obstacles that arise when service providers do not understand how disabilities affect people's lives. These barriers can manifest as discomfort or incorrect assumptions about an individual's abilities, such as believing someone with a speech impairment cannot understand or participate in a conversation. In reality, individuals with speech impairments often have effective communication methods, like speaking slowly, writing, or using alternative communication devices, which they can demonstrate to the service provider.

Reporting Standards

The AODA and Integrated Accessibility Standards Regulation outline five key areas to assist organizations in achieving barrier-free spaces, which are as follows:

- information and communication;
- employment;
- transportation;
- design of public spaces; and
- customer service.

Under the current legislation, there is no specific standards that are in place for school boards in Ontario. In 2017, the Ontario government organized the creation of the *K-12 Education Standards Development Committee* to recommend what Education Accessibility Standards should include. While the committee has provided their final report in 2022, no Education Accessibility Standards have been embedded within the existing legislation. Lakehead District School Board has used the recommendations of the *K-12 Education Standards Development Committee* to inform the creation of our MYAP and commits to revising this plan when the province adopts Education Accessibility Standards.

Accessibility Advisory Committee

Lakehead District School Board organizes an Accessibility Advisory Committee (AAC) to create, audit, and oversee the goals of the MYAP. The AAC membership is comprised of LDSB staff responsible for the oversight and delivery of services outlined under the five AODA Standards areas. Additionally, the AAC includes members who have disabilities.

The AAC is responsible for:

- the creation of the MYAP;
- advising LDSB on processes and practices to prevent, identify, and remove barriers to accessibility;
- reviewing the status of actions outlined in the MYAP annually and communicating this to the members of the LDSB community and to the public; and
- ensuring inclusive access in LDSB spaces that meets or exceeds the requirements outlined in the Accessibility for Ontarians with Disabilities Act (AODA), the Integrated Accessibility Standards Regulations (IASR), the Ontario Building Code (OBC) and is in compliance with principles set forth in the Ontario Human Rights Code (OHRC).

The AAC will meet a minimum of twice a year and will schedule additional meetings to address concerns as they may arise.

Methodology – Identification of Barriers and Removal

- Lakehead District School Board conducts **annual facility audits** through Property Services to assess and document physical accessibility barriers;
- Lakehead District School Board **reviews feedback** submitted via public input channels and accessibility inquiries to identify issues in real time;
- Lakehead District School Board **consults regularly with the Board committees** and staff with lived experience to ensure barriers are recognized from multiple perspectives;
- **Accessibility Advisory Committee (AAC)** works together to analyze emerging issues and provide expert recommendations;
- **incident reports and complaints** are reviewed systematically to track and respond to recurring accessibility concerns; and
- **surveys and focus groups** are used to capture diverse feedback from students, staff, and the broader community.

Reporting Tool & Pulse Surveys

Lakehead District School Board will administer **annual surveys** to students, families, and staff to gauge accessibility awareness, identify existing barriers, and assess the effectiveness of accommodation processes.

Feedback Mechanisms

Feedback related to accessibility can be submitted through **multiple channels**, including:

- the accessibility section of the LDSB website;
- paper-based forms available at all school and LDSB office locations;
- **anonymous digital submissions** to protect privacy and encourage honest input; and
- **direct communication** to the Chair of the Accessibility Advisory Committee (AAC).

Role of the Accessibility Advisory Committee (AAC)

- the AAC is responsible for **supporting the implementation** of the Multi-Year Accessibility Plan (MYAP);
- the committee will **coordinate staff training** and accessibility-related policy reviews; and
- progress will be **tracked and reported annually** to ensure accountability.

Student Accommodations

- Lakehead District School Board will ensure that **every student with an Individual Education Plan (IEP) or a documented disability** receives appropriate and timely accommodations;
- student **transportation and classroom supports** will be included in accommodation planning, in collaboration with families and support teams; and
- equitable access to **assistive technologies and tools** will be maintained and expanded where necessary.

Accessibility Compliance Plan 2025-2030

Information & Communication

The Information & Communications Standard outlines requirements for organizations to create, provide and receive information and communications in ways that are accessible for people with disabilities. This should help people with disabilities access sources of information and communications that many of us rely on every day.

Current State & Successes

Lakehead District School Board improved how information is shared and received, ensuring that communication methods are accessible to all members of the community by:

- ensured accessible public safety information is available upon request;
- converted the LDSB website to meet WCAG 2.0 Level AA standards; and
- developed accessible feedback channels and conducted consultations with families to support transportation planning.

2025-2030 - Goals - Information Technology		
<i>Objective</i>	<i>Actions</i>	<i>Outcomes</i>
Ensure all LDSB communication is accessible	<ul style="list-style-type: none">• conduct quarterly web accessibility audits to ensure WCAG 2.1 AA compliance;• enhance web content and design to maximize accessibility. Implement accessible design standards across all digital content; and	Improved access for families with disabilities.

	<ul style="list-style-type: none"> • train staff on accessible digital content creation. 	
Improve availability of alternative formats	<ul style="list-style-type: none"> • implement enhanced request process for alternate formats; and • promote the availability of accessibility tools through the website/materials. 	Greater use and satisfaction with alternate formats.
Digital equity for students	<ul style="list-style-type: none"> • continue to expand the use of assistive technologies; • continue to develop inclusive curriculum materials; and • ensure learning platforms meet accessibility standards. 	Increased student success and engagement.

Employment

The Employment Standard, under the Integrated Accessibility Standards Regulation, requires employers to provide for accessibility across all stages of the employment life cycle.

By proactively removing barriers across the employment life cycle, employers can help to create workplaces that are accessible, and which allow employees to reach their full potential.

Current State & Successes

Lakehead District School Board strengthened its employment practices to create more equitable and inclusive experiences for current and prospective staff by:

- implemented individualized workplace emergency plans for staff with disabilities; and
- updated hiring, accommodation, and return-to-work procedures to promote equitable access across all stages of employment.

2025-2030 - Goals - Employment		
<i>Objective</i>	<i>Actions</i>	<i>Outcomes</i>
Inclusive hiring practices	<ul style="list-style-type: none"> • continue to embed accessibility into recruitment and onboarding; • update emergency plans and accommodation protocols; and 	Increased equity and retention in staff recruitment and advancement.

	<ul style="list-style-type: none"> • further train hiring managers on inclusive practices. 	
Accessible workplace accommodations	<ul style="list-style-type: none"> • enhance RTW programs to better address accessibility needs; and • continue to train supervisors on accommodation obligations. 	Higher retention and satisfaction.
Staff awareness and training	<ul style="list-style-type: none"> • deliver annual accessibility and human rights training; • offer workshops on lived experience and inclusive practices; and • incorporate accessibility learning into all training opportunities. 	Enhanced organizational culture of inclusion.

Transportation

The requirements in the Transportation Standard will help transportation providers as well as municipalities, universities, colleges, hospitals, and school boards make their services and vehicles accessible to people with disabilities.

Current State & Successes

Lakehead District School Board ensured that transportation services are responsive to the needs of students with disabilities by:

- developed and implemented individualized transportation accommodation plans in consultation with families; and
- provided accessibility training to school bus drivers and transportation staff.

2025-2030 - Goals - Transportation		
Objective	Actions	Outcomes
Ensure safe, accessible transportation	<ul style="list-style-type: none"> • striving to maintain individualized transportation accommodation plans; • provide ongoing driver training in accessibility protocols; and • review and improve accessible 	Improved safety and satisfaction for students and families.

	communication about route updates.	
Increase communication	<ul style="list-style-type: none"> provide accessible route notifications; and use alternate formats for communicating updates. 	Improved parent confidence.
Annual review of services	<ul style="list-style-type: none"> collect feedback and adjust plans accordingly. 	Ongoing improvements in student experience.

Design of Public Spaces

The Design of Public Spaces Standard describes ways to make communal spaces more accessible. The Ontario Building Code covers rules for the accessibility of most indoor spaces. However, the Design of Public Spaces Standard includes guidelines for service-related elements like service counters, fixed queuing lines, and waiting areas with fixed seating. Finally, the Standard also covers the maintenance and restoration of public spaces.

Current State & Successes

Lakehead District School Board invested in improving the physical accessibility of its learning and working environments by:

- installed visual strobe fire alarms, accessible washrooms, and automatic door openers across multiple sites;
- constructed accessible playground structures at several elementary schools; and
- Ensured that all new school construction complied with Ontario’s accessibility standards, including installation of elevators in multi-level schools.

2025-2030 - Goals - Design of Public Spaces		
<i>Objective</i>	<i>Actions</i>	<i>Outcomes</i>
Upgrade existing facilities	<ul style="list-style-type: none"> conduct annual audits of physical spaces; prioritize renovations to ensure barrier-free access (e.g., automatic doors, ramps, elevators); and include students and families in design consultations. 	More inclusive and physically accessible learning environments.
Maintain accessibility features	<ul style="list-style-type: none"> conducting audits annually; and track repair and/or maintenance needs. 	Consistent usability of built environments.
Exceed minimum standards	<ul style="list-style-type: none"> continue to introduce and pilot dedicated inclusive spaces (i.e., sensory rooms) in schools; and 	Innovative accessibility models reflecting lived experience.

	<ul style="list-style-type: none"> co-design inclusive playground spaces with student and family input. 	
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Customer Service

The customer service standard under the AODA outlines requirements for service providers to make their goods, services, and facilities accessible for people with disabilities.

Current State & Successes

Lakehead District School Board enhanced its customer service approach by embedding accessibility and inclusion into LDSB policies and staff development.

- updated LDSB's Accessibility Policy and Procedures to align with AODA requirements;
- embedded accessibility requirements into procurement and HR policies, including emergency planning and recruitment;
- delivered accessible customer service training to all new hires and provided IASR and Human Rights Code training to existing staff; and
- raised staff awareness around systemic and attitudinal barriers through ongoing professional development.

2025-2030 Goals - Customer Service		
<i>Objective</i>	<i>Actions</i>	<i>Outcomes</i>
Maintain a strong service experience	<ul style="list-style-type: none"> regularly update training; and include lived experience examples. 	Staff confidence and service quality improves.
Foster community engagement and transparency	<ul style="list-style-type: none"> maintain an open online feedback form and promote across channels; consult students, parents/guardians/caregivers, and board committees in ongoing plan updates; and host annual public forums to share progress and collect input. 	Responsive and community-informed accessibility planning.
Public communication accessibility	<ul style="list-style-type: none"> continue to provide notices in accessible formats; and provide information on alternate service during disruptions. 	Reduced service gaps.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 27
Report No. 054-25

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: SAFE SCHOOLS REPORT

1. Background

- 1.1 Ontario schools are places where students, parents/guardians/caregivers, staff, and the community feel welcome, safe, and respected. A safe, inclusive and accepting school environment is essential for student well-being and achievement. All school boards in Ontario must follow several safe and accepting school policies.
- 1.2 Lakehead District School Board (LDSB) is committed to the success of every student and to the importance of providing a welcoming, safe, and inclusive school culture.

2. Situation

- 2.1 The Safe and Accepting Schools Committee identifies areas to improve on and develops strategies to address and promote safe learning environments in the system for all students and staff. The scope of the committee is to provide advice and guidance to the superintendent of education responsible for Safe Schools on several topics including, but not limited to:

- equity and inclusion;
- mental health;
- healthy schools;
- safe and accepting schools; and
- accessibility.

The Safe and Accepting Schools Committee responds to LDSB on request, for advice and recommendations on matters that LDSB may direct to the committee.

2.2 Safe and Accepting Schools Committee

The current members of the committee are:

- Michelle Probizanski, Chair, Superintendent of Education;
- Dave Covello, Manager of Information Technology and Corporate Planning;
- Kyle Ulvang, Health and Safety Officer;
- Megan Semeniuk, Mental Health Lead;
- Anthony Jeethan, Human Rights and Equity Advisor;
- Kirsti Alaksa, Superintendent of Business;
- Derek DiBlasio, Secondary Principal;
- Jamie Smith, Communication Supervisor;
- Alexander Lod, Elementary Vice Principal; and
- Don Porter, Manager of Property Services.

2.3 Key Actions for the 2024-2025 School Year

2.3.1 Facilities

Many updates and changes have been completed, ensuring that we are always providing a safe and welcoming space for our communities. Some upcoming and completed safety projects are as follows:

- C.D. Howe Public School and McKellar Park Central Public School: upgrading all doors with new railings and FOB readers;
- transformer removed from Hammar skjold High School during the March break, as it needed to be out before December 31st, 2025;
- renovation of artificial turf at Ogden Community Public School;
- upgrading play area at Vance Chapman Public School for multi needs students; and
- vape sensors will be installed once distribution of funds is determined.

2.3.2 Processes and Practices

Lakehead District School Board reviewed the following policies and procedures pertaining to Safe Schools this year:

- 6065 Prevalent Medical Conditions;
- 6070 Video Surveillance;
- 7080 Health and Safety;
- 7010 Police Records Check;
- 7030 Human Rights and Workplace Harassment; and
- 7040 Violence in the Workplace.

2.3.3 Health and Safety Training

Lakehead District School Board's online training system supports all staff. Each September, all staff are assigned Ryan's and Sabrina's Law, and are required to take a course on concussions, reviewing the Board's 8074 Student Concussion Management Policy and Procedures. All new staff must complete the training. All staff are trained on the most current legislation and providing the safest environment for students.

All new staff received the following training:

- online incident reporting instructions;
- Ontario School Board Anti-Sex Trafficking Protocol Part 1;
- Accessibility for Ontarians with Disabilities (AODA) for educators;
- Accessibility for Ontarians with Disabilities Act;
- Rowan's Law - Concussion Awareness;
- Lakehead Public Schools Concussion (including 8074 Student Concussion Management Policy);
- Sabrina's Law – Life Threatening Allergies;
- Ryan's Law – Asthma Awareness;
- worker health and safety awareness;
- workplace violence awareness;
- cyber security;
- ladder safety – CUPE only; and
- blood born pathogen handling – student support professionals and CUPE only.

2.3.4 School Supports and Initiatives

2.3.4.1 System Wide Training

Each year, in addition to the above-mentioned employee mandated training, LDSB school and system leaders provide training around safe and welcoming schools. This past year, staff, system wide, engaged in the following training on the professional activity days and during staff meetings:

- building a positive school culture;
- respect in school;
- bullying prevention; and
- progressive discipline and promoting positive student behaviour.

All destreamed course teachers were trained in restorative practices.

2.3.4.2 Administrators Training

All administrators received training and/or attended workshops on human rights and equity, accessibility, children in need of protection, and eating disorders prevention.

2.3.4.3 Information and Technology Update

Computer services run quarterly cyber awareness phishing campaigns to all staff using KnowBe4's security-awareness training and simulated phishing platform. The training and phishing campaign helps inform our staff of threats to information security and educates users to protect themselves and LDSB from possible threats.

The quarterly phishing campaigns send out a series of emails to all staff over a period of two weeks. If an email recipient opens, clicks, scans, or replies to the phishing email, they will be sent additional training.

2.3.4.4 Mental Health

In response to Policy/Program Memorandum (PPM) 169 and the requirements for school boards, training was developed for school staff to ensure there was knowledge of how to respond when it was suspected there was a student that may be suicidal. The training is available on LDSB's Vector training program and was completed across all schools during staff meetings in the first half of the 2024-2025 school year. There was expansion in the mandatory mental health literacy modules to include Grade 10 career and civics classes. There were two training sessions offered in the fall and spring to ensure teachers across both semesters had access to training. Lakehead District School Board also focuses on ensuring parents have access to materials and education related to digital safety and helping their children manage internet connected devices. Specifically, Jake Ernst, Clinical Director from Straight Up Health was brought to Thunder Bay for an in-person parent session directed at giving parenting strategies and advice. The COMPASS survey was also completed in secondary schools and is conducted on an annual basis.

2.3.4.5 Bullying Prevention and Intervention

Schools continue to use the bullying prevention and intervention plan template to personalize their school plans each year and throughout the school year. Each school has a safe school's team that meets throughout the school year to discuss school based safety.

All schools were offered funds to provide anti-bullying initiatives, some examples included: board games club, intramural leadership, physical education equipment, and bringing in guest speakers or plays.

2.4 Suspension Data, Elementary and Secondary, 2022-2023, 2023-2024 *

	Ont. Reg. 440/20 (306) Powerschool 2022-2023	Ont. Reg. 440/20 (306) Powerschool 2023-2024
Type of Behaviour	Number of Suspensions of Each Infraction 2022-2023	Number of Suspensions of Each Infraction 2023-2024
Bullying	16	9
Code of Conduct, Board & School Policy	103	120
Conduct Affecting Safe Learning Environment	28	31
Conduct Injurious To Moral Tone/Physical Well-Being	247	206
Fighting/Violence	47	5
Habitual Neglect of Duty	4	4
Incident Off School Property Impacting School	13	12
Influence of Cannabis	20	7
Influence of Alcohol	5	0
Opposition to Authority	41	53
Other	14	2
Possess Alcohol/Drugs	7	10
Possess Cannabis	6	8
Profanity and Swearing	7	8
Swearing at a Person of Authority	24	32
Utter Threat of Bodily Harm	10	13
Vandalism	7	3
Willful Destruction of School Property	8	6

	Ont. Reg. 440/20 (310) Powerschool 2022-2023	Ont. Reg. 440/20 (310) Powerschool 2023-2024
Type of Behaviour	Number of Suspensions of Each Infraction 2022-2023	Number of Suspensions of Each Infraction 2023-2024
Act Significantly Injurious to Moral Tone	2	6
Possess Weapon	3	4
Robbery	0	0
Serious Violation of Code of Conduct	4	0
Behaviour Resistant to Making Change	2	0
Threaten to Cause Bodily Harm w/Weapon	2	2
Physical Assault	5	5
Sexual Assault	5	0
Off-Site Activity Causing Risk at School	4	0

*These numbers do not represent the total number of suspensions, each suspension may have more than one infraction listed. Total numbers of suspensions for 2022-2023 is 634 and 2023-2024 is 560.

3. Next Steps

- 3.1 The plant department will continue to work through projects that increase the safety of students, staff, and community members at all our sites.
- 3.2 Lakehead District School Board will continue to expand training in restorative practices.
- 3.3 Lakehead District School Board will continue to respond to the needs of the system, in collaboration with our community partners, to ensure that we are providing safe, welcoming, and inclusive school environments.

4. Conclusion

Lakehead District School Board continues to promote and foster safe learning environments for students, staff, and community members through a variety of initiatives, ongoing supports, resources, and community partner collaboration.

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 27
Report No. 055-25

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: RECOMMENDATIONS FROM THE BOARD ADVISORY COMMITTEE

Background

The following reports were received at the Board Advisory Committee Meeting of May 13, 2025, and have been referred to the Board for approval. The recommendations are as follows with appendices attached as Appendix A to report No. 055-25:

1. **POLICY REVIEW – 8014 ADVERTISING IN THE SCHOOLS (046-25)**

It is recommended that Lakehead District School Board approve 8014 Advertising in the Schools Policy, Appendix A to Report No. 046-25.

2. **POLICY REVIEW – 7040 VIOLENCE IN THE WORKPLACE (047-25)**

It is recommended that Lakehead District School Board approve 7040 Violence in the Workplace Policy, Appendix A to Report No. 047-25.

3. **REVIEW AND DEVELOPMENT OF GOVERNANCE AND ADMINISTRATIVE POLICIES (048-25)**

It is recommended that Lakehead District School Board approve the following:

1. *the separation of governance and administrative policies, as per Appendix A to Report No. 048-25.*
2. *That the executive secretary be authorized to correct/amend policy numbering, titles, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of Lakehead District School Board in connection with these policies and procedures.*

4. **2025-2026 BOARD ADVISORY COMMITTEE AND REGULAR BOARD MEETING SCHEDULE (051-25)**

It is recommended that Lakehead District School Board approve the following 2025 – 2026 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 051-25.

Respectfully submitted,

DONICA LEBLANC
Chair
Board Advisory Committee

SCHOOL-COMMUNITY RELATIONS	8000
ADVERTISING IN THE SCHOOLS POLICY	8014

1. Rationale

One of the goals of Lakehead District School Board (LDSB) is to prepare its students to be actively involved in community life. Consequently, we strive within limits, to have our schools reflect the community in which we live. Advertising is everywhere around us, and the community views the schools as an ideal location to promote their products or events or points of view. Therefore, there is a need to provide direction to the schools and to the community regarding what forms of advertising are permissible in the schools of LDSB.

2. Policy

It is the policy of LDSB to permit a limited amount of advertising in the schools as outlined in the guidelines.

3. Guiding Principles

3.1 Advertising for charities is permitted in the school with the approval of the principal.

3.2 Advertising of purely a commercial nature is not permitted in the schools.

Commercial sponsorship of an event, an ad in a school publication, or the purchase of equipment is permitted with the approval of the principal in consultation with the school superintendent.

3.3 Announcements of political meetings or controversial social issues are permitted at the discretion of the principal. Political advertising during a campaign is not permitted.

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	1991 11 04	
	<u>Date Revised</u>	
	April 27, 2010	
	June 27, 2017	
	May 27, 2025	

PERSONNEL AND EMPLOYEE RELATIONS	7000
VIOLENCE IN THE WORKPLACE POLICY	7040

1. Rationale

Lakehead District School Board (LDSB) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

2. Definitions

As defined by the Occupational Health and Safety Act, workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker; and
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

3. The Policy

- 3.1 It is the policy of LDSB to adhere to the Occupational Health and Safety Act. Lakehead District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct in any form and erodes the mutual trust and confidence that are essential to the well-being of our staff.
- 3.2 This policy applies to all work activities that occur while on LDSB premises, or while engaging in workplace activities or workplace social events.
- 3.3 This policy applies to all members of the LDSB community, including but not limited to, employees, students, trustees, visitors such as parents/guardians, caregivers and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited to participate in Board related functions.
- 3.4 Lakehead District School Board is committed to implementing a process to deal with workplace violence and the requirements of the Occupational Health and Safety Act in accordance with Safe Schools legislation.

PERSONNEL AND EMPLOYEE RELATIONS	7000
VIOLENCE IN THE WORKPLACE POLICY	7040

- 4. Guiding Principles
 - 4.1 Employees, students, and other users will strive to foster a respectful workplace through the prevention and prompt resolution of workplace violence incidents. Complaints will be taken seriously and handled professionally.
 - 4.2 Lakehead District School Board shall provide a mechanism to lodge an informal complaint.
 - 4.3 Lakehead District School Board shall provide a mechanism to lodge a formal complaint.
 - 4.4 Lakehead District School Board shall provide a fair and objective formal process for dealing with alleged incidents of workplace violence. This includes actions such as conducting ongoing risk assessments and creating safety plans.
 - 4.5 Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual information.
 - 4.6 Violence prevention training shall be offered to managers, supervisors and employees.
 - 4.7 Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

PERSONNEL AND EMPLOYEE RELATIONS	7000
VIOLENCE IN THE WORKPLACE POLICY	7040

5. Review

This policy shall be reviewed annually in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Subsection 32.0.1.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7030 Human Rights and Workplace Harassment Policy	May 25, 2010	Education Act
7080 Health & Safety Policy	<u>Date Revised</u>	Safe Schools Act
8070 Safe Schools Policy – System Expectations	April 26, 2016	Ontario Human Rights Code
8020 Access to School-Board Premises	February 27, 2024	Ontario Health and Safety Act
1020 Equity and Inclusive Education	May 27, 2025	Policy/Program Memorandum 120 – Reporting Violent Incidents
8040 Trespass to Schools		Policy/Program Memorandum 128 – The Provincial Code of Conduct/ School Board Codes of Conduct
8071 Bullying Prevention and Intervention		Policy/Program Memorandum 144 – Bullying Prevention and Intervention
8092 Code of Conduct		Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour
		Provincial Model for a Local Police/School Board Protocol (2015)



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

Governance Policies

- 1000 Philosophy and Goals
 - 1011 Access to System Programs
 - 1020 Equity and Inclusive Education
- 2000 Process for Governance Policy Development
 - 2010 Policy Development and Review
- 3000 Business and Board Administration
 - 3001 Governance
 - 3002 Annual Evaluation of the Director of Education
 - 3005 Ontario Student Record
 - 3020 Legal Representation
 - 3026 Budget Variance
 - 3040 Transportation
 - 3061 Reclamation of Properties
 - 3072 Advocacy
 - 3073 Corporate Credit Card (Governance portion to be separated - Kirsti)
 - 3074 Expense and Travel Reimbursement
 - 3080 Research (Governance portion to be separated - Heather)
 - 3092 Privacy and Information Management
 - 3093 Electronic Information Security
 - 3094 Electronic Meetings
 - 3095 Student Trustees



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

- 3100 Accessibility
- 3101 Risk Management
- 5000 Special Education Program and Services
- 5010 Special Education
- 7000 Personnel and Employee Relations
- 7030 Human Rights and Workplace Harassment
- 7050 Conflict of Interest
- 7090 Accountability
- 8000 School-Community Relations
- 8050 Naming and Opening of New or Consolidated Schools
- 8061 Miiniwewinan: Indigenous Education Advisory Committee
- 8062 Voluntary First Nations, Métis, and Inuit Student Self-Identification
- 8080 School Council
- 8092 Code of Conduct
- 9000 Facilities and Equipment
- 9010 Pupil Accommodation Review



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

Administrative Policies

3000 Business and Board Administration

- 3030 Purchasing
- 3060 Leasing of Space
- 3070 Allowance for Use of Personal Vehicle
- 3071 Advertising
- 3073 Corporate Credit Card (Administrative portion to be separated)
- 3080 Research (Administrative portion to be separated)
- 3090 Use of Board Logo
- 3091 Security
- 3096 Information/Communication Technology

4000 Curriculum and Instruction

- 4010 Program Implementation
- 4020 Alternative Schools
- 4021 Assessment and Evaluation
- 4022 Prior Learning Assessment and Recognition PLAR
- 4023 Prior Learning Assessment and Recognition for Mature Students
- 4030 Territorial Student Program – Transportation and Services
- 4035 Boarding and Lodging – Payment
- 4040 French Immersion
- 4045 Environmental



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

6000 Student Services

- 6010 Emergency Evacuation and Emergency School Closure
- 6020 Extended Field Trip
- 6021 Day Field Trip
- 6022 Kingfisher Outdoor Education
- 6040 Reporting of Children in Need of Protection
- 6050 Food and Beverage
- 6061 Administration of Oral Medication
- 6065 Prevalent Medical Conditions
- 6070 Video Surveillance

7000 Personnel and Employee Relations

- 7010 Police Record Checks
- 7011 Teacher Performance Appraisal
- 7020 Equitable Employment
- 7021 Teacher Hiring
- 7022 Conflict of Interest – Teacher Hiring
- 7040 Violence in the Workplace
- 7080 Health and Safety



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

8000 School-Community Relations

- 8010 Fees for Learning Materials and Activities
- 8011 Use of School Buildings, Facilities and Grounds
- 8012 Fundraising in the Schools
- 8014 Advertising in the Schools (Combine with 3071 Advertising policy)
- 8015 Display of Flags
- 8020 Access to School-Board Premises
- 8066 Safe Arrival
- 8070 Safe Schools - System Expectations
- 8071 Bullying Prevention and Intervention
- 8072 Sexual Orientation and Gender Identity
- 8073 Dress Code
- 8074 Student Concussion Management
- 8075 Service Animals in Schools
- 8090 Community/Education Partnerships

9000 Facilities and Equipment

- 9015 Facility Partnership
- 9020 Library Resource Centre
- 9030 Playground Structures

BOARD ADVISORY COMMITTEE & REGULAR BOARD

SEPTEMBER 2025

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JANUARY 2026

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MAY 2026

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OCTOBER 2025

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FEBRUARY 2026

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JUNE 2026

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NOVEMBER 2025

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MARCH 2026

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DECEMBER 2025

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APRIL 2026

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26	27	28	29	30		

-  **First Day of School for Students**
September 3, 2025
-  **Holidays & Breaks**
-  **Board Advisory Committee**
September 9, 2025
October 14, 2025
November 11, 2025
January 13, 2026
February 10, 2026
March 10, 2026
April 14, 2026
May 12, 2026
June 9, 2026
-  **Regular Board**
September 23, 2025
October 28, 2025
November 25, 2025
December 16, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 28, 2026
May 26, 2026
June 23, 2026
-  **Annual (Inaugural) Meeting**
December 2, 2025
-  **Final Day of School for Students**
June 25, 2026

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 27
Report No. 061-25

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: LAKEHEAD DISTRICT SCHOOL BOARD PROCEDURAL BY-LAWS

1. Background

- 1.1 On October 8, 2024, the Board established a Procedural By-Law Ad Hoc Committee comprised of Trustees Chambers, Johansen, LeBlanc, Vanderwey, Sherri-Lynne Pharand, Director of Education, and the executive secretary. At its first meeting, Trustee Chambers was appointed chair of the Procedural By-Law Ad Hoc Committee.
- 1.2 The Procedural By-Law Ad Hoc Committee was directed to review the Lakehead District School Board (LDSB) 2022 Procedural By-Law and report its progress to the Board no later than April 22, 2025.
- 1.3 The Procedural By-Law Ad Hoc Committee met with consultant, Lori Lukinuk, Certified Parliamentarian/Registered Parliamentarian, to aid in the amendment of the LDSB 2022 Procedural By-Laws.
- 1.4 The Procedural By-Law Ad Hoc Committee agreed that to allow trustees time to review the document in its entirety, and to allow for input before the final approval, the draft document would be brought as an information item to the April 8, 2025 Board Advisory Committee meeting
- 1.5 At the April 8, 2025, Board Advisory Committee Meeting, the Procedural By-Law Ad Hoc Committee reported its proposed amendments.
- 1.6 Notice of Motion was brought forward at the April 22, 2025, Regular Board Meeting.

2. Situation

- 2.1 The Procedural By-Law Ad Hoc Committee has completed its proposed amendments of the LDSB Procedural By-Law and attached the proposed amendments as the Lakehead District School Board Procedural By-Laws, Appendix A to Report No. 061-25
- 2.2 The amendments, if approved, will replace the 2022 Procedural By-Laws.

3. Recommendations

Lakehead District School Board Procedural By-Laws

It is recommended that Lakehead District School Board approve:

1. That the by-law amendments including conforming amendments, with the proviso attached, as proposed by the Procedural By-Law Ad Hoc Committee, be adopted in gross and if adopted, the changes shall not take effect until the end of the meeting;
2. That amendments to Appendix A, Special Rules of Order, be adopted, and if adopted, the changes shall not take effect until the end of the meeting;
3. That Appendix G, Education Act References, be removed and placed in the Trustee Manual;
4. That amendments to Appendix B, Regular Meeting Order of Business, Appendix C, Inaugural Meeting Order of Business, Appendix D, Annual Meeting Order of Business, and Appendix E, Board Advisory Committee Order of Business be adopted in gross, and if adopted, the changes shall not take effect until the end of the meeting; and
5. That the executive secretary be authorized to correct article and clause designations, punctuation, cross-references and to make such other technical and conforming changes, as may be necessary to reflect the intent of the Board of Trustees in connection with the Education Act or its Regulations.

Respectfully submitted,

ELLEN CHAMBERS

Chair

Procedural By-Law Ad Hoc Committee

Draft Lakehead DSB Proposed Bylaw Amendments

The proposed amendments are set out in a three-column format. The first column shows the current wording in the bylaws, the second the amendments with strike out of any removed wording and underlining of newly added wording; the third column the clean copy of what the wording will be if the amendment is adopted.

~~strike out~~: words are removed

underline: words are added

As prescribed in the Governing Bylaws, the bylaws may be amended by a 2/3 vote provided notice and the specific proposed amendment(s) have been submitted in writing at the previous regular meeting of the Board and shall come into force at the conclusion of the Board meeting at which it is amended.

In the case of bylaw amendments that do not come into force until a later date, prior to adoption, a proviso will be included in the bylaws stating when the clause will come into force. Once the clause does come into force, the proviso is automatically removed with no Board action required to do so.

Amendment #1: Article V – Executive, 5.3.2 Duties of the Vice-Chair

The Bylaw Review Committee recommends the adoption of the following:

That section 5.3.2 be amended by adding after “The vice-chair shall” the words “perform the duties prescribed by the *Education Act* or *Regulations*, and any other governing documents the Board may adopt or be bound by. In addition to the duties under the *Education Act* or *Regulations*, the following shall be the duties of the vice-chair:”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
5.3.2 Duties of the Vice-Chair: The vice chair shall:	5.3.2 Duties of the Vice-Chair: The vice-chair shall <u>perform the duties prescribed by the <i>Education Act</i> or <i>Regulations</i>, and any other governing documents the Board may adopt or be bound by. In addition to the duties under the <i>Education Act</i> or <i>Regulations</i>, the following shall be the duties of the vice-chair:</u>	5.3.2 Duties of the Vice Chair: The vice-chair shall perform the duties prescribed by the <i>Education Act</i> or <i>Regulations</i> , and any other governing documents the Board may adopt or be bound by. In addition to the duties under the <i>Education Act</i> or <i>Regulations</i> , the following shall be the duties of the vice-chair:

Rationale: Regulation 463/97 has prescribed duties for the vice-chair which were not previously included in the *Education Act* nor *Regulations*. While it is not advisable to include the wording for the duties prescribed in the *Education Act*, *Regulations* or Policy in the bylaws, it is wise to reference that such duties do exist.

Conforming amendment: The Bylaw Review Committee recommends the adoption of the following, That throughout the Governing Bylaws, any reference to *Education Act* be amended to read “*Education Act* and *Regulations*” or “*Education Act*, *Regulations* and Policy _____”, as applicable.

Rationale for conforming amendment: Many clauses in the Governing Bylaws refer not only to the *Education Act*, but often also *Regulations* and Policy. This conforming amendment allows the secretary to make those changes throughout the Governing Bylaws without the Board having to vote on each and every occurrence.

Amendment #2: Article VI – Meetings of the Board, 6.2 Inaugural Meetings

The Bylaw Review Committee recommends the adoption of the following:

That section 6.2 be amended by inserting a title to the first clause to read, “**6.2.1 First Meeting**”.

That section 6.2 be amended by adding a clause 6.2.2 to read as follows;

“6.2.2 End of Term Decisions

In the year of a municipal election, from October 1st until the municipal election is complete and the Board is organized at the Inaugural Meeting, the Board may limit consideration of recommendations strictly to those proposed by standing committees or through the director or by a 2/3 vote of the entire Board to agree to consider the recommendation.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
	<p><u>6.2.1 First Meeting</u></p> <p><u>6.2.2 End of Term Decisions</u></p> <p><u>In the year of a municipal election, from October 1st until the municipal election is complete and the Board is organized at the Inaugural Meeting, the Board may limit consideration of recommendations strictly to those proposed by standing committees or through the director or by a 2/3 vote of the entire Board to agree to consider the recommendation.</u></p>	<p>6.2.1 First Meeting</p> <p>6.2.2 End of Term Decisions</p> <p>In the year of a municipal election, from October 1st until the municipal election is complete and the Board is organized at the Inaugural Meeting, the Board may limit consideration of recommendations strictly to those proposed by standing committees or through the director or by a 2/3 vote of the entire Board to agree to consider the recommendation.</p>

Rationale: The Bylaw Review Committee believes it would be beneficial to limit the decisions of the Board a few weeks prior to a municipal election, to only those that are brought forward by standing committees or through the director or by a 2/3 vote of the entire Board to agree to consider the recommendation.

Amendment #3: Article VI – Meetings of the Board, 6.5.3 In case of emergency

The Bylaw Review Committee recommends the adoption of the following:

That section 6.5.3 be amended by adding “As soon as possible, the chair shall make every effort to ensure all members and student trustees (as appropriate) are informed of the reason for and any decisions made regarding the emergency meeting.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>6.5.3 In cases of emergency the chair, in consultation with the director, may waive written notice and the notice period, and notify the Board orally. If quorum can be achieved, an emergency meeting can be held.</p>	<p>6.5.3 In cases of emergency the chair, in consultation with the director, may waive written notice and the notice period, and notify the Board orally. If quorum can be achieved, an emergency meeting can be held. <u>As soon as possible, the chair shall make every effort to ensure all members and student trustees (as appropriate) are informed of the reason for and any decisions made regarding the emergency meeting.</u></p>	<p>6.5.3 In cases of emergency the chair, in consultation with the director, may waive written notice and the notice period, and notify the Board orally. If quorum can be achieved, an emergency meeting can be held. As soon as possible, the chair shall make every effort to ensure all members and student trustees (as appropriate) are informed of the reason for and any decisions made regarding the emergency meeting.</p>

Rationale: The Bylaw Review Committee felt is necessary to stipulate the need for the chair to ensure all members and student trustees, when appropriate, are made aware of the reasons for an emergency meeting and of any actions that were agreed to as soon as possible following an emergency meeting. The wording “make every effort” is intentional as it allows the chair to seek assistance as they feel necessary through the director and the director’s office to inform members and student trustees of the situation.

Amendment #4: Article VI – Meetings of the Board, 6.7 Attendance

The Bylaw Review Committee recommends the adoption of the following:

That section 6.7 be amended by striking the entire clause and substituting in its place a new title and clauses to read as follows,

“6.7 Member Attendance

6.7.1 Board and Committee of the Whole, Member Attendance

Attendance of members at every regular meeting of the Board including every regular meeting of a committee of the whole Board shall be in accordance with the *Education Act, Regulations, and Policy* _____.

6.7.2 Committee Meeting, Member Attendance

Attendance of members who are the chair of a committee of the Board or their designate shall be in accordance with the *Education Act, Regulations, and Policy* _____.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>6.7 Attendance</p> <p>Attendance of Trustees shall be recorded by the secretary in the minutes of all Regular or Special meetings of the Board and committee meetings. It shall be the responsibility of Trustees to notify the secretary of expected absences prior to the time of the meeting. If notice of absence is provided the trustee will be recorded as absent with regret. If no notice is provided, the trustee will be recorded as absent. Trustees must adhere to attendance requirements under the <i>Education Act</i>.</p>	<p>6.7 <u>Member Attendance</u></p> <p>Attendance of Trustees shall be recorded by the secretary in the minutes of all Regular or Special meetings of the Board and committee meetings. It shall be the responsibility of Trustees to notify the secretary of expected absences prior to the time of the meeting. If notice of absence is provided the trustee will be recorded as absent with regret. If no notice is provided, the trustee will be recorded as absent. Trustees must adhere to attendance requirements under the <i>Education Act</i>.</p> <p><u>6.7.1 Board and Committee of the Whole, Member Attendance</u></p> <p><u>Attendance of members at every regular meeting of the Board including every regular</u></p>	<p>6.7 Member Attendance</p> <p>6.7.1 Board and Committee of the Whole, Member Attendance</p> <p>Attendance of members at every regular meeting of the Board including every regular meeting of a committee of the whole Board shall be in accordance with the <i>Education Act, Regulations, and Policy</i> _____.</p> <p>6.7.2 Committee Meeting, Member Attendance</p> <p>Attendance of members who are the chair of a committee of the Board or their designate shall be in accordance with the <i>Education Act, Regulations, and Policy</i> _____.</p>

	<p><u>meeting of a committee of the whole Board shall be in accordance with the <i>Education Act, Regulations, and Policy</i>_____.</u></p> <p><u>6.7.2 Committee Meeting, Member Attendance</u></p> <p><u>Attendance of members who are the chair of a committee of the Board or their designate shall be in accordance with the <i>Education Act, Regulations and Policy</i>_____.</u></p>	
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Rationale: The Bylaw Review Committee is recommending the adoption of this amendment to the bylaws to comply with Regulations 463/97 regarding attendance by members of the Board and committee of the whole and a separate clause to reflect attendance for members who are the chair of a committee of the Board. These rules shall come into effect on September 1, 2025, as stipulated in Regulation 463/97. The Policy to be created will contain the specific details around compliance specific to these rules.

Amendment #5: Article VI – Meetings of the Board, 6.8 Electronic Meetings, 6.8.1 and 6.8.2

That the Bylaw Review Committee recommend the adoption of the following:

That sections 6.8.1 and 6.8.2 be amended by striking both in their entirety and substituting the following;

“6.8.1 Board and Committee of the Whole, Electronic Attendance by Members

A member of the Board may participate electronically in a regular meeting of the Board, including a regular meeting of a committee of the whole Board as prescribed in the *Education Act, Regulations*, and Policy _____. and

6.8.2 Committee Meeting, Electronic Attendance by Members

A member of the Board if the chair of a committee or their designate, may participate electronically in a meeting of the committee of the Board as prescribed in the *Education Act, Regulations* and Policy _____.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>6.8.1 The Board and its committees shall be authorized and given the opportunity, in part or in whole, to meet by telephone conference or through other electronic means so long as all members can simultaneously communicate. A Trustee shall be deemed to be present as prescribed by the <i>Education Act</i> and Policy 3094, Electronic Meetings Policy.</p> <p>6.8.2 It is the responsibility of the Trustee and committee members to ensure their electronic equipment is up to date and working properly. Any technical difficulties during the meeting shall not invalidate any decisions made so long as quorum is maintained.</p>	<p>6.8.1 The Board and its committees shall be authorized and given the opportunity, in part or in whole, to meet by telephone conference or through other electronic means so long as all members can simultaneously communicate. A Trustee shall be deemed to be present as prescribed by the <i>Education Act</i> and Policy 3094, Electronic Meetings Policy.</p> <p><u>6.8.1 Board and Committee of the Whole, Electronic Attendance by Members</u></p> <p><u>A member of the Board may participate electronically in a regular meeting of the Board, including a regular meeting of a committee of the whole Board as prescribed in the <i>Education Act, Regulations</i>, and Policy _____.</u></p> <p><u>6.8.2 Committee Meeting, Electronic Attendance by Members</u></p>	<p>6.8.1 Board and Committee of the Whole, Electronic Attendance by Members</p> <p>A member of the Board may participate electronically in a regular meeting of the Board, including a regular meeting of a committee of the whole Board as prescribed in the <i>Education Act, Regulations</i>, and Policy _____.</p> <p>6.8.2 Committee Meeting, Electronic Attendance by Members</p> <p>A member of the Board if the chair of the committee or their designate, may participate electronically in a meeting of the committee of the Board as prescribed in the <i>Education Act, Regulations</i> and Policy _____.</p> <p>6.8.3 It is the responsibility of the Trustee and committee members to ensure their electronic equipment is up to date and working properly.</p>

	<p><u>A member of the Board if the chair of the committee or their designate, may participate electronically in a meeting of the committee of the Board as prescribed in the <i>Education Act, Regulations and Policy</i>.</u></p> <p>6.8.2 6.8.3 It is the responsibility of the Trustee and committee members to ensure their electronic equipment is up to date and working properly. Any technical difficulties during the meeting shall not invalidate any decisions made so long as quorum is maintained.</p>	<p>Any technical difficulties during the meeting shall not invalidate any decisions made so long as quorum is maintained.</p>
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Rationale: The Bylaw Review Committee is recommending the adoption of this amendment to the bylaws to comply with Regulations 463/97 regarding electronic meeting attendance by members and chairs of committees who are Board members. As with 6.7, the Policy to be created will contain the specific details around compliance specific to these rules.

PROVISO:

The below proviso will need to be voted on. If adopted the proviso will be placed in the bylaw document and once the bylaw amendments come into effect, the proviso will automatically be removed from the bylaws document.

The Bylaw Review Committee recommends the adoption of a proviso to read, “Any amendments to the Governing Bylaws that pertain to the effective date of September 1, 2025, in Regulation 463/97 shall not go into effect until September 1, 2025.”

Proviso: Any amendments to the Governing Bylaws that pertain to the effective date of September 1, 2025, in Regulation 463/97 shall not go into effect until September 1, 2025.

Amendment #6: Article VI – Meetings of the Board, 6.9.2 Digital Voting

The Bylaw Review Committee recommends the adoption of the following:

That section 6.9.2 be amended by striking “done” and inserting “held” in its place;

That section 6.9.2 be amended by inserting “Notwithstanding the above,” between the words “secret ballot” and “a trustee attending”;

That section 6.9.2 be amended by striking “trustee” and inserting “member” in its place in the two occurrences in this clause;

That section 6.9.2 be amended by inserting “in accordance with the Education Act, Regulations, and Policy _____,” between the words “means” and “and wishing to”;

That section 6.9.2 be amended by striking “telephone” and inserting “email or text” in its place; and

That section 6.9.2 be amended by adding “The email or text shall be deleted as soon as possible once the vote for destroying the ballots is adopted.”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>6.9.2 Voting during elections shall be done by secret ballot. A trustee attending by electronic/digital means and wishing to vote during an election, may cast their ballot by contacting the scrutineer via telephone who shall then cast the ballot on their behalf. In doing so, the trustee is agreeing to waive secrecy of their vote in part, recognizing scrutineer are bound by confidentiality, Proxy voting is prohibited.</p>	<p>6.9.2 Voting during elections shall be done held by secret ballot. <u>Notwithstanding the above, a trustee member attending by electronic/digital means in accordance with the Education Act, Regulations, and Policy, and wishing to vote during an election, may cast their ballot by contacting the scrutineer via telephone email or text who shall then cast the ballot on their behalf. In doing so, the trustee member is agreeing to waive secrecy of their vote in part, recognizing scrutineers are bound by confidentiality, Proxy voting is prohibited. <u>The email or text shall be deleted as soon as possible once the vote for destroying the ballots is adopted.</u></u></p>	<p>6.9.2 Voting during elections shall be held by secret ballot. Notwithstanding the above, a member attending by electronic/digital means in accordance with the Education Act, Regulations, and Policy _____, and wishing to vote during an election, may cast their ballot by contacting the scrutineer via email or text who shall then cast the ballot on their behalf. In doing so, the member is agreeing to waive secrecy of their vote in part, recognizing scrutineers are bound by confidentiality, Proxy voting is prohibited. The email or text shall be deleted as soon as possible once the vote for destroying the ballots is adopted.</p>

Rationale: The word “held” is better wording. The committee felt that a member should submit their vote to the scrutineer in a written form by either email or text rather than by telephone. It was added to have the email or text deleted once the motion to destroy the ballots was adopted.

Conforming Amendment: The Bylaw Review Committee recommends the adoption of the following, That throughout the Governing Bylaws, all references to “trustee” when referring only to the elected or appointed trustees, who are members of the Board as prescribed in the *Education Act*, be struck and the word “member” inserted in its place.

Rationale for conforming amendment: The *Education Act* and *Regulations* clearly prescribe that student trustees are not members of the Board and therefore the Governing Bylaws should follow suit and make clear when the rules pertain only to members. This conforming amendment allows the secretary to make those changes throughout the Governing Bylaws without the Board having to vote on each and every occurrence.

Amendment #7: Article VII – Committees, 7.2 Statutory Committees

The Bylaw Review Committee recommends the adoption of the following:

That section 7.2 be amended by inserting “Standing” between the words “Statutory” and Committees in the title of 7.2; and

That 7.2 be amended by inserting “Director Performance Appraisal Committee (DPA)” as the second bullet.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>7.2 Statutory Committees. The following are legislated Statutory Committees of the Board:</p> <ul style="list-style-type: none"> • Audit Committee; • Parent Involvement Committee (PIC); • Special Education Advisory Committee (SEAC); • Supervised Alternative Learning Committee (SAL); and • Suspension Appeal Hearing/Expulsion Hearing Committee. 	<p>7.2 Statutory <u>Standing</u> Committees. The following are legislated Statutory Committees of the Board:</p> <ul style="list-style-type: none"> • Audit Committee; • <u>Director Performance Appraisal Committee (DPA);</u> • Parent Involvement Committee (PIC); • Special Education Advisory Committee (SEAC); • Supervised Alternative Learning Committee (SAL); and • Suspension Appeal Hearing/Expulsion Hearing Committee. 	<p>7.2 Statutory <u>Standing</u> Committees. The following are legislated Statutory Committees of the Board:</p> <ul style="list-style-type: none"> • Audit Committee; • Director Performance Appraisal Committee (DPA); • Parent Involvement Committee (PIC); • Special Education Advisory Committee (SEAC); • Supervised Alternative Learning Committee (SAL); and • Suspension Appeal Hearing/Expulsion Hearing Committee.

Rationale: Inserting the word “Standing” helps clarify that statutory committees that continue to exist are still considered standing committees.

The Director Performance Appraisal Committee was added as a statutory committee required by legislation.

Amendment #8: Article VII – Committees, 7.3 Non-Statutory Committees

The Bylaw Review Committee recommends the adoption of the following:

That section 7.3 be amended by inserting “Standing” between the words “Non-Statutory” and Committees in the title of 7.3;

That 7.3 be amended by inserting “Finance Committee” after the Equity and Inclusive Education Committee;

That 7.3 be amended by striking “Aboriginal Education Advisory Committee (AEAC)” and inserting the new name to read “Miiniwewinan: Indigenous Education Advisory Committee (IEAC)” after the words “Lakehead Public Schools International Board of Directors”;

That 7.3 be amended by striking “Principal Selection Process Committee”;

That 7.3 be amended by striking “Student Transportation Service of Thunder Bay Committee (STSTB)”;

That 7.3 be amended by striking “Success Advisory Committee”.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>7.3 Non-Statutory Committees. The following are Non-Statutory Committees of the Board:</p> <ul style="list-style-type: none"> • Aboriginal Education Advisory Committee (AEAC); • Board Advisory Committee; • Communications Committee; • Coordinating Committee (Internal); • Equity and Inclusive Education Committee; • Lakehead Public Schools International Board of Directors; • OPSBA Awards Selection Committee; • OPSBA Director Liaison Committee; • Principal Selection Process Committee; • School Year Calendar Committee; • Student Transportation Service of Thunder 	<p>7.3 Non-Statutory <u>Standing</u> Committees. The following are Non-Statutory <u>Standing</u> Committees of the Board:</p> <ul style="list-style-type: none"> • Aboriginal Education Advisory Committee (AEAC); • Board Advisory Committee; • Communications Committee; • Coordinating Committee (Internal); • Equity and Inclusive Education Committee; • <u>Finance Committee;</u> • Lakehead Public Schools International Board of Directors; • <u>Miiniwewinan: Indigenous Education Advisory Committee (IEAC);</u> • OPSBA Awards Selection Committee; • OPSBA Director Liaison Committee; and 	<p>7.3 Non-Statutory <u>Standing</u> Committees. The following are Non-Statutory <u>Standing</u> Committees of the Board:</p> <ul style="list-style-type: none"> • Board Advisory Committee; • Communications Committee; • Coordinating Committee (Internal); • Equity and Inclusive Education Committee; • Finance Committee; • Lakehead Public Schools International Board of Directors; • Miiniwewinan: Indigenous Education Advisory Committee (IEAC); • OPSBA Awards Selection Committee; • OPSBA Director Liaison Committee; and • School Year Calendar Committee.

<ul style="list-style-type: none"> • Bay Committee (STSTB); and Success Advisory Committee. 	<ul style="list-style-type: none"> • Principal Selection Process Committee; • School Year Calendar Committee; • Student Transportation Service of Thunder Bay Committee (STSTB); and • Success Advisory Committee. 	
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Rationale: Inserting the word “Standing” helps clarify that non-statutory committees that continue to exist are still considered standing committees.

The previously named Aboriginal Education Advisory Committee was struck and the name, Miiniwewinan: Indigenous Education Advisory Committee (IEAC) inserted to reflect the approved change, and it is listed alphabetically in the committee listing.

Principal Selection Process Committee and Success Advisory Committee were struck out as they are no longer non-statutory committees of the Board.

Student Transportation Service of Thunder Bay Committee (STSTB) was struck out as a non-statutory committee and will be inserted into 7.4 as an external Board.

Amendment #9: Article VII – Committees, 7.4 External Board or Agency Representation

The Bylaw Review Committee recommends the adoption of the following:

That section 7.4 be amended by adding “Student Transportation Service of Thunder Bay Committee (STSTB)”; and

That section 7.4 be amended by striking “Library Board (appointed trustee or non-trustee member”.

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED WILL READ
<p>7.4 External Board or Agency Representation Library Board (appointed trustee or non-trustee member) Ontario Public School Board’s Association</p>	<p>7.4 External Board or Agency Representation</p> <ul style="list-style-type: none"> • Library Board (appointed trustee or non-trustee member) • Ontario Public School Board’s Association; and • <u>Student Transportation Service of Thunder Bay Committee (STSTB).</u> 	<p>7.4 External Board or Agency Representation</p> <ul style="list-style-type: none"> • Ontario Public School Board’s Association; and • Student Transportation Service of Thunder Bay Committee (STSTB).

Rationale: The Library Board position was struck as LDSB no longer has a position on that Board.

The Student Transportation Service of Thunder Bay Committee (STSTB) was previously struck from the non-statutory listing and added to 7.4 External Board or Agency Representation clause. It was felt this committee more properly belonged in this category.

Amendment #10: Article VIX – Amending Bylaws, 9.1.

The Bylaw Review Committee recommends the adoption of the following:

That section 9.1 be amended by striking “These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.” and inserting them as a new 9.3 clause;

That Article VIX be amended by inserting a new 9.2 notwithstanding clause to read, “Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential bylaw amendments forthcoming. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendments will then be considered for adoption”;

That section 9.2 be amended by striking “By June 30th of the final” and inserting in its place, “During the third”;

That section 9.2 be amended by striking “Ad Hoc committee” and inserting in its place “ad hoc Bylaw Review Committee”;

That section 9.2 be amended by inserting “including the appendices” between the words “Governing Bylaws” and “and shall”; and

That section 9.2 be amended by striking “report to the Board before the end of the Board’s term” and inserting in its place “bring to the Board for adoption any proposed amendments on or before the June regular Board meeting of the fourth term in accordance with section 9.2 of these bylaws.”

CURRENT WORDING	PROPOSED AMENDMENT	IF AMENDED WILL READ
<p>9.1 These Bylaws may be amended at any Regular or Special meetings of the Board by a two-thirds vote provided notice and the specific proposed amendment(s) have been submitted in writing at the previous regular meeting of the Board. These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.</p>	<p>9.1 These Bylaws may be amended at any Regular or Special meetings of the Board by a two-thirds vote provided notice and the specific proposed amendment(s) have been submitted in writing at the previous regular meeting of the Board. These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.</p>	<p>9.1 These Bylaws may be amended at any Regular or Special meetings of the Board by a two-thirds vote provided notice and the specific proposed amendment(s) have been submitted in writing at the previous regular meeting of the Board.</p>

<p>9.2 By June 30th of the final year of a Board's term, an Ad Hoc committee shall be struck to review the Governing Bylaws and shall report to the Board before the end of the Board's term.</p>	<p>9.2 <u>Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential bylaw amendments forthcoming. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.</u></p> <p>9.3 <u>These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.</u></p> <p>9.4 <u>By June 30th of the final During the third year of a Board's term, an Ad Hoc ad hoc Bylaw Review Committee shall be struck to review the Governing Bylaws including the appendices and shall report to the Board before the end of the Board's term. bring to the Board for adoption any proposed amendments on or before the June regular Board meeting of the fourth term in accordance with section 9.2 of these bylaws.</u></p>	<p>9.2 Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential bylaw amendments forthcoming. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.</p> <p>9.3 These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.</p> <p>9.4 During the third year of a Board's term, an ad hoc Bylaw Review Committee shall be struck to review the Governing Bylaws including the appendices and shall bring to the Board for adoption any proposed amendments on or before the June regular Board meeting of the fourth term in accordance with section 9.2 of these bylaws.</p>
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Rationale: The Bylaw Review Committee recommends creating a notwithstanding clause to allow the Board the ability to strike a Bylaw Review Committee which is then able to present a report to the Board Advisory Committee in order for the committee to have ample time to consider amendments to the Governing Bylaws prior to the changes being brought to the Board for adoption at the next regular or special meetings of the Board.

The Bylaw Review Committee recommends amending 9.2 to specify an earlier timeline which will ensure a Bylaw Review Committee can be struck with ample time to do its work. The committee also desired that this work be completed by the June Board meeting in the fourth term. The change would ensure the Board could consider and adopt any proposed amendments on or before the June Board meeting in the fourth year of the Board's term.

Amendment #11: Article X – Amending or Suspending Appendices to the Bylaws

The Bylaw Review Committee recommends the adoption of the following:

That Article X be amended by adding a notwithstanding clause to read as follows, “Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential amendments to the special rules or appendices within the control of the Board. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption”; and

That Article X be amended by adding 10.1.4 clause to read as follows, “These changes shall come into force at the conclusion of the Board meeting at which they are amended.”

CURRENT WORDING	PROPOSED AMENDMENT	IF AMENDED WILL READ
	<p>10.1.3 <u>Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential amendments to the special rules or appendices within the control of the Board. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.</u></p> <p>10.1.4 <u>These changes shall come into force at the conclusion of the Board meeting at which they are amended.</u></p>	<p>10.1.3 Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential amendments to the special rules or appendices within the control of the Board. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report prior to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.</p> <p>10.1.4 These changes shall come into force at the conclusion of the Board meeting at which they are amended.</p>

Rationale: The Bylaw Review Committee felt the same rationale for amendments to the bylaws should also pertain to the appendices and therefore required the same rationale for creating an ad hoc Bylaw Review Committee and stipulating when the changes were to come into force.

Special Rules of Order

These special rules can be suspended with a 2/3rds vote with such suspension in effect only for the intended purpose specified and only for that meeting.

1. Ex-officio

The chair shall act as ex-officio member of all committees but shall be a non-voting member and shall not affect quorum.

2. Recorded Vote

On the demand of an individual trustee, a recorded vote in Public Session on any question can be made provided the demand is made prior to the vote being called by the chair. The members shall announce their vote when their names are called by the director or designate, and it shall be the duty of the director to record the same in the minutes. The director shall announce the results of the recorded vote.

3. Speaking Time

Members may speak twice, for up to two minutes, on a debatable motion. Any member may clarify a material part of that member’s speech which has been misinterpreted, but such member shall not introduce any new matter and may not debate the motion during the clarification. Such clarification will not be counted as one of the speaking times so long as the member does not debate.

Without objection or by 2/3rds vote, the speaking time may be limited or extended using the motion *Extend or Limit Debate*.

4. Voting

4.1 When a motion is put, every member present, including the chair, shall vote thereon and an abstention from voting shall be considered as a vote on the prevailing side unless due to one of the allowable exceptions.

4.2 Abstentions are subject to the following exceptions:

- a) a member need not vote if excused by a resolution of the Board; and
- b) a member shall not vote when prohibited by law from voting (conflict of interest).

4.3 On a recorded vote an abstention will be recorded as follows:

- abstention due to a): abstention (by resolution);
- abstention due to b): abstention (conflict of interest); or
- abstention not due to a) or b): abstention (prevailing side).

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5. Motion Once Decided

5.1 Any motion **adopted** by the Board at a Regular or Special meeting, shall not be rescinded or amended for a period of four months or shall require notice at the preceding meeting that the motion will be introduced with a 2/3 vote of the entire membership to rescind or amend.

5.2 Any motion **defeated** by the Board at a Regular or Special meeting, shall not be renewed for a period of four months or shall require notice at the preceding meeting that the motion will be introduced and at that subsequent meeting, a 2/3 vote of the entire membership will be required to consider the motion once again.

5.3 Beyond the four-month restriction, the motions to rescind or amend something previously adopted as well as renewing of a previously defeated motion, shall default to the procedures in the most current edition of Robert’s Rules of Order Newly Revised.

6. Adjournment

Meetings of the Board and Board Advisory Committee shall adjourn no later than 10:00 p.m. unless the Board or Board Advisory Committee, by resolution, extends the time of the meeting.

Regular Meeting Order of Business

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- The order of Business for Regular Meetings of the Board shall be as follows:
1. Call to Order
 2. Disclosure of Conflict of Interest
 3. Approval of the Agenda
 4. Resolve into Committee of the Whole – Closed Session (as required)
 5. Committee of the Whole – Closed Session (as required)
 - 5.1 Approval of Committee of the Whole – Closed Session Minutes
 - 5.2 Consideration of Reports
 - 5.3 Information and Inquiries
 - 5.4 Rise and Report Progress
 6. Report of Committee of the Whole – Closed Session (as required)
 7. Land Acknowledgement (if no Closed Session, will be placed prior to approval of agenda)
 8. Consent Agenda (list items to be included)
 - 8.1 Approval of Minutes
 - 8.2 _____
 - 8.3 _____
 9. Delegations/Presentations
 10. Reports
 - 10.1 Director Reports
 - 10.2 Chair’s Report
 - 10.3 Student/Indigenous Student Trustee Report
 - 10.4 Reports of Standing Committees
 - 10.5 Reports of External Board or Agency Representation
 11. Reports of Special (Ad Hoc) Committees
 12. Special Orders
 13. Unfinished Business and General Orders
 14. Notice of Motions
 15. Announcements
 16. Adjournment

32 **Detailed Procedures at the Regular Meeting**
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34 All meetings of the Board shall be open to the public, except matters considered in Committee
 35 of the Whole – Closed Session (Section 207 (2) of the *Education Act*).
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- 37 **1. Call to Order** – The chair will call the meeting to order at the scheduled time once a
 38 quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding
 39 vacancies).
 40 **1.1.** If there is no quorum present within fifteen minutes after the time fixed for the start
 41 of the meeting, the secretary shall record the names of the trustees then present
 42 and the meeting shall not convene until the next regularly scheduled meeting,
 43 unless a Special meeting is called.
 44 **1.2** The Board meeting or Board Advisory Committee meeting shall adjourn whenever
 45 a quorum is no longer present after ten minutes has elapsed attempting to regain
 46 a quorum. The secretary shall then record the time of adjournment and the names
 47 of the members then present.
- 48 **2. Disclosure of Conflict of Interest** – The chair shall call for those trustees present to
 49 disclose any conflict of interest in any matter which is to be subject of consideration at the
 50 meeting. When a conflict of interest is declared in relation to a Public Session agenda item,
 51 the reason for the conflict of interest shall be stated in the Public Session minutes. When a
 52 conflict of interest is declared in relation to a Committee of the Whole - Closed Session
 53 agenda item, the general nature of that interest will not be disclosed in the Public Session
 54 minutes.
- 55 **3. Approval of the Agenda** – The agenda shall be approved or amended prior to final
 56 approval, by a majority vote at a meeting of the Board at which there is a quorum. Once
 57 approved, the agenda may be changed without objection or by 2/3 vote.
- 58 **4. Resolve into Committee of the Whole – Closed Session** - When there are confidential
 59 agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion
 60 of the meeting shall be closed to the public.
- 61 **5. Committee of the Whole – Closed Session (as required)**
 62 **5.1. Approval of Committee of the Whole – Closed Session Minutes** – These
 63 minutes shall be considered by Trustees only with reference to the accuracy of the
 64 minutes as recorded.
 65 **5.2. Consideration of Reports** - Committee of the Whole - Closed Session reports
 66 may be formal written reports with or without recommendations or may be verbal
 67 reports from either administration or trustees. The content of these reports shall
 68 comply with Section 207(2) of the *Education Act*.
 69 **5.3. Information and Inquiries** - Trustees may raise questions or provide information
 70 under this section. Items raised shall respect the confidentiality of individuals and
 71 other matters pursuant to Section 207(2) of the *Education Act*. Trustees should
 72 notify the chair prior to the meeting of the nature of items to be raised under this
 73 section. The director of education may provide pertinent or timely information as
 74 per Section 207(2) of the *Education Act*. Trustees may ask questions of
 75 clarification and there shall be no debate.
 76 **5.4. Rise and Report Progress** – At the conclusion of a meeting of the Committee of
 77 the Whole - Closed Session preceding a Regular or Special Board meeting, the
 78 Board will rise and report in Public Session.

- 79 **6. Report of Committee of the Whole – Closed Session**
- 80 **6.1.** Decisions concerning matters considered in the Committee of the Whole - Closed
- 81 Session shall be presented in public by the Committee of the Whole chair without
- 82 amendment or debate, except as cited in 6.2.
- 83 **6.2.** Decisions which must be kept confidential for a longer period may be reported only
- 84 in the Committee of the Whole – Closed Session Minutes provided that a
- 85 resolution in Closed Session so orders by a majority vote. Such a resolution shall
- 86 specify that the decision be kept confidential for a specified period of time, or until
- 87 a certain action is completed.
- 88 **6.3.** It shall be the responsibility of the secretary to bring forward decisions kept in the
- 89 Committee of the Whole – Closed Session Minutes on public agendas of the
- 90 Board in accordance with the resolution as detailed in Section 6.2.
- 91 **6.4.** The secretary shall make available to any member of the public who requests it,
- 92 copies of any Public Session agenda with supporting reports and information of
- 93 any public meeting of the Board or Board Advisory Committee.
- 94 **6.5.** Under exceptional circumstances the chair and the director may withhold a report
- 95 until the meeting.
- 96 **7. Land Acknowledgement** – If no Closed Session placed prior to approval of agenda.
- 97 **8. Consent Agenda** – Normally includes minutes, or reports containing recommendations
- 98 which would not elicit any controversy or debate. **Note:** It should be clearly understood that
- 99 when approving a consent agenda that contains reports, the Board is normally not
- 100 approving the report, but rather approving any motions contained in the report.
- 101 **9. Delegations/Presentation** – See Appendix F Delegation/Presentation Process
- 102 **9.1.** Members of the public desiring to appear before the Board as a delegation may be
- 103 permitted to do so in accordance with Appendix F.
- 104 **9.2.** Presentations to the Board may be requested by the Coordinating Committee from
- 105 various individuals or organizations on matters of interest around public education.
- 106 Coordinating Committee may also approve presentation of awards to students and
- 107 staff of Lakehead Public Schools.
- 108 **10. Reports** of Director, Chair, Student Trustee, Indigenous Student Trustee, Standing
- 109 Committees and External Boards and Agency Representation.
- 110 **11. Reports of Special (Ad Hoc) Committees** – The chair or designate of an Ad Hoc or
- 111 Special Committee shall present its report to the striking body.
- 112 **12. Special Orders** – Items that are made a special order. These can be made a timed item at
- 113 any time within the agenda.
- 114 **13. Unfinished Business and General Orders** – 1) Questions that were pending when the
- 115 previous meeting adjourned. 2) Unfinished business not reached when the previous
- 116 meeting adjourned. 3) General orders that were not reached when the previous meeting
- 117 adjourned.
- 118 **General orders** are questions that were postponed from the previous meeting. Unfinished
- 119 Business and General Orders remain from meeting to meeting until they are disposed of or
- 120 after a municipal election a new Board is in place the items under this category “fall to the
- 121 ground” meaning they no longer exist and would need to be reintroduced as desired.
- 122 **14. Notices of Motion**
- 123 **14.1.** Written Notices of Motion shall be presented to the chair. The chair shall read the
- 124 presented Notice of Motion but no discussion or voting relative to the motion shall
- 125 be permitted at the same meeting.

126 **14.2.** Notices of Motion shall be considered at the next Regular meeting of the Board as
127 a General Order. The noticed motion shall be printed on the agenda and require a
128 second prior to being considered.

129 **15. Announcements** – Trustees may provide information regarding upcoming events or prior
130 events they have attended, or any information they feel is pertinent to the work of the
131 Board.

132 **16. Adjournment**

1 **Inaugural Meeting Order of Business**

2 The order of Business for the Inaugural Meeting shall be as follows

- 3 1. Call to Order (Director or designate)
- 4 2. Land Acknowledgement
- 5 3. Notation of Municipal Clerk’s Certificates of Election or Acclamation
- 6 4. Declarations of Office and Oath of Allegiance
- 7 5. Election of Chair
- 8 6. Election of Vice-chair
- 9 7. Election of Member and Alternate of the Coordinating Committee
- 10 8. Committee Reports
 - 11 8.1. Miiniwewinan Indigenous Education Advisory Committee Annual Report
 - 12 8.2. Parent Involvement Committee Annual Report
 - 13 8.3. Special Education Advisory Committee Report
- 14 9. Trustee Appointments to Board Committees
- 15 10. Director’s Annual Report
- 16 11. Adjournment

17 **Detailed Procedures at the Inaugural meeting**

- 18 1. **Call to Order** – The director or their designate shall assume the chair until the election of
- 19 the chair calling the meeting to order.
- 20 2. **Land Acknowledgement** – The director shall read the Land Acknowledgement.
- 21 3. **Notation of Municipal Clerk’s Certificates of Election or Acclamation** – The director
- 22 shall read the returns of the clerks of the municipalities certifying to the election of the
- 23 members.
- 24 4. **Declarations of Office and Oath of Allegiance**
 - 25 4.1. The director shall administer the Declaration of Office and Oath of Allegiance
 - 26 according to Section 209 of the *Education Act*; and
 - 27 4.2. Declare the Board to be legally constituted when all members present have taken
 - 28 the Declaration and Oath and constitute a majority of all the members of the Board.
- 29 5. **Election of Chair** – The Director shall conduct the election of the chair as follows:
 - 30 5.1. Have ballots prepared on which the names of candidates for each office are written.
 - 31 5.2. Designate one staff member to count the ballots, and a second staff member to act
 - 32 as scrutineer.
 - 33 5.3. The Director shall then conduct the annual election for the office of chair by calling
 - 34 for nominations and each nominee shall indicate whether the nomination is
 - 35 accepted. If a nominee is absent, they must have declared in writing to the director
 - 36 or designate, their willingness to accept the nomination and stand for the position if
 - 37 elected, by noon on the day of the election.
 - 38 5.4. If only one trustee accepts a nomination, that trustee shall be declared elected by
 - 39 acclamation.
 - 40 5.5. Where more than one nominee stands for election, a vote shall be taken by secret
 - 41 ballot and the nominee receiving a majority of the votes cast shall be declared
 - 42 elected.
 - 43 5.6. If a member attends electronically in accordance with the *Education Act* and
 - 44 *Regulations* and Policy _____, that member may vote in accordance with
 - 45 subsection 6.9.2 of the Governing Bylaws.

- 46 **5.7.** If there is more than one trustee nominated, they will be given the opportunity to
47 speak for up to two minutes. No debate shall take place after the nominees have
48 spoken.
- 49 **5.8.** Where more than two nominees stand for election and a majority of votes cast is
50 not reached on the first ballot, the nominee receiving the fewest votes cast shall be
51 removed from the ballot. Voting shall continue in a second or subsequent ballot
52 until a nominee receives a majority of votes cast.
- 53 **5.9.** The presiding officer shall announce the results of the ballot but shall not declare
54 the count.
- 55 **5.10.** In the case of an equality of votes with respect to the election of two or more
56 nominees, the presiding officer shall provide for drawing lots to determine which of
57 the candidates is elected.
- 58 **5.11. Process for Drawing Lots**
- 59 **5.11.1.** Ballots shall be prepared.
- 60 **5.11.2.** The number of ballots shall equal the number of nominees being
61 considered.
- 62 **5.11.3.** One ballot shall have written on it the name of the position to be filled; the
63 other(s) shall be blank. The ballots shall be identical pieces of paper.
64 The ballots shall be folded once in half and then in half once again.
- 65 **5.11.4.** The presiding officer shall ask each nominee to pick one ballot from the
66 container.
- 67 **5.11.5.** If a nominee is absent or attending electronically, the presiding officer
68 shall ask a member who is not a nominee to pick a ballot on the
69 nominee's behalf.
- 70 **5.11.6.** The presiding officer shall instruct the nominees to open and show their
71 ballot.
- 72 **5.11.7.** The successful nominee shall be the one who picked the ballot with the
73 position written on it.
- 74 **5.12.8.** The presiding officer shall officially announce the result.
- 75 **5.12.** Upon the election, the chair shall assume the chair.
- 76 **6. Election of Vice Chair** – The chair shall conduct the election for vice-chair in the same
77 manner as for the election of chair.
- 78 **7. Election of a Trustee and one Alternate to the Coordinating Committee** – The chair
79 shall conduct the election of a trustee and one Alternate to the Coordinating Committee.
- 80 **8. Committee Reports**
- 81 **9. Trustee Appointments to Board Committees**
- 82 **10. Director's Annual Report**
- 83 **11. Adjournment**

1 **Annual Meeting Order of Business**

2 The order of Business for the Annual Meeting

- 3 1. Call to Order (Director or designate)
- 4 2. Land Acknowledgement
- 5 3. Election of Chair
- 6 4. Election of Vice-chair
- 7 5. Election of Member and Alternate of the Coordinating Committee
- 8 6. Committee Reports
- 9 6.1. Miiniwewinan Indigenous Education Advisory Committee Annual Report
- 10 6.2. Parent Involvement Committee Annual Report
- 11 6.3. Special Education Advisory Committee Report
- 12 7. Trustee Appointments to Board Committees
- 13 8. Director's Annual Report
- 14 9. Adjournment

15 **Detailed Procedures at the Annual meeting**

- 16 1. **Call to Order** – The director or their designate shall assume the chair, until the election of
- 17 the chair, calling the meeting to order.
- 18 2. **Land Acknowledgement** – The director shall read the Land Acknowledgement
- 19 3. **Election of Chair** – The director shall conduct the election of the Chair as follows:
 - 20 3.1. Have ballots prepared on which the names of candidates for each office are written.
 - 21 3.2. Designate one staff member to count the ballots, and a second staff member to act
 - 22 as scrutineer.
 - 23 3.3. The Director shall then conduct the annual election for the office of chair by calling
 - 24 for nominations and each nominee shall indicate whether the nomination is
 - 25 accepted. If a nominee is absent, they must have declared in writing to the director
 - 26 or designate, their willingness to accept the nomination and if elected, to stand for
 - 27 the position, by noon on the day of the election.
 - 28 3.4. If only one Trustee accepts a nomination, that Trustee shall be declared elected by
 - 29 acclamation.
 - 30 3.5. Where more than one nominee stands for election, a vote shall be taken by secret
 - 31 ballot and the nominee receiving a majority of the votes cast shall be declared
 - 32 elected.
 - 33 3.6. If a member attends electronically in accordance with the *Education Act* and
 - 34 *Regulations* and Policy _____, that member may vote in accordance with
 - 35 subsection 6.9.2 of the Governing Bylaws.
 - 36 3.7. If there is more than one trustee nominated, they will be given the opportunity to
 - 37 speak for up to two minutes. No debate shall take place after the nominees have
 - 38 spoken.
 - 39 3.8. Where more than two nominees stand for election and a majority of votes cast is
 - 40 not reached on the first ballot, the nominee receiving the fewest votes cast shall be
 - 41 removed from the ballot. Voting shall continue in a second or subsequent ballot
 - 42 until a nominee receives a majority of votes cast.
 - 43 3.9. The presiding officer shall announce the results of the ballot but shall not declare
 - 44 the count.

- 45 **3.10.** In the case of an equality of votes with respect to the election of two or more
46 nominees, the presiding officer shall provide for drawing lots to determine which of
47 the candidates is elected.
- 48 **3.11. Process for Drawing Lots**
- 49 **3.11.1.** Ballots shall be prepared.
- 50 **3.11.2.** The number of ballots shall equal the number of nominees being
51 considered.
- 52 **3.11.3.** One ballot shall have written on it the name of the position to be filled; the
53 other(s) shall be blank. The ballots shall be identical pieces of paper.
54 The ballots shall be folded once in half and then in half once again.
- 55 **3.11.4.** The presiding officer shall ask each nominee to pick one ballot from the
56 container.
- 57 **3.11.5.** If a nominee is absent or attending electronically, the presiding officer
58 shall ask a member who is not a nominee to pick a ballot on the
59 nominee’s behalf.
- 60 **3.11.6.** The presiding officer shall instruct the nominees to open and show their
61 ballot.
- 62 **3.11.7.** The successful nominee shall be the one who picked the ballot with the
63 position written on it.
- 64 **3.11.8.** The presiding officer shall officially announce the result.
- 65 **3.12.** Upon election, the chair shall assume the chair.
- 66 **4. Election of Vice Chair –** The chair shall conduct the election for vice-chair in the same
67 manner as for the election of Chair.
- 68 **5. Election of a Member and one Alternate to the Coordinating Committee –** The chair
69 shall conduct the election of a trustee and one alternate to the Coordinating Committee.
- 70 **6. Committee Reports**
- 71 **7. Trustee Appointments to Board Committees**
- 72 **8. Director’s Annual Report**
- 73 **9. Adjournment**

45 **Detailed Procedures at the Board Advisory Committee Meeting**

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The vice-chair shall chair the Board Advisory Committee Meeting.

1. **Call to Order** – The committee chair will call the meeting to order at the scheduled time once a quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding vacancies).
 - 1.1. If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special meeting is called.
 - 1.2. The Board Advisory Committee shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.
2. **Disclosure of Conflict of Interest** – The chair shall call for those trustees present to disclose any conflict of interest in any matter which is to be subject of consideration at the meeting. When a conflict of interest is declared in relation to a Public Session agenda item, the reason for the conflict of interest shall be stated in the Public Session minutes. When a conflict of interest is declared in relation to a Closed Session agenda item, the general nature of that interest will not be disclosed in the Public Session minutes.
3. **Approval of the Agenda** – The agenda shall be approved or amended by a majority vote at a meeting of the Board at which there is a quorum.
4. **Resolve into Closed Session** - When there are confidential agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion of the meeting shall be closed to the public.
5. **Closed Session (as required)**
 - 5.1. **Approval of Closed Session Minutes** – These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.
 - 5.2. **Consideration of Reports** – Closed Session reports may be formal written reports with or without recommendations or may be verbal reports from either administration or trustees. The content of these reports shall comply with Section 207(2) of the *Education Act*.
 - 5.3. **Information and Inquiries** – Trustees may raise questions or provide information under this section. The items raised shall respect the confidentiality of individuals and other matters pursuant to Section 207(2) of the *Education Act*. Trustees should notify the committee chair prior to the meeting of the nature of items to be raised under this section. The director of education may provide pertinent or timely information as per Section 207(2) of the *Education Act*. Trustees may ask questions of clarification and there shall be no debate.
 - 5.4. **Adjourn Closed Session** – At the conclusion of a meeting of the Closed Session the committee shall adjourn. All decisions made in Closed Session of the Board Advisory Committee shall be reported in Committee of the Whole – Closed Session of the next Regular Board meeting.
6. **Land Acknowledgement** – If no Closed Session, placed prior to approval of agenda.

- 91 **7. Delegations/Presentation** – See Appendix F Delegation/Presentation Process
92 **7.1** Members of the public desiring to appear before the Board as a delegation may be
93 permitted to do so in accordance with Appendix F.
94 **7.2** Presentations to the Board may be requested by the Coordinating Committee from
95 various individuals or organizations on matters of interest around public education.
96 Coordinating Committee may also approve presentation of awards to students and
97 staff of Lakehead Public Schools.
- 98 **8. Approval of Minutes – Public Session**
99 **8.1.** These minutes shall be considered by trustees only with reference to the accuracy
100 of the minutes as recorded.
- 101 **9. Reports** – Administrative, Standing Committees, trustees including student/indigenous
102 student trustees, or trustee representatives of external Board or agency representatives to
103 report. Each report shall clearly indicate if it is for information only or if a recommendation is
104 included.
- 105 **10. Reports of Special (Ad Hoc) Committees**
- 106 **11. Special Orders** – Items that are made a special order. These can be made a timed item at
107 any time within the agenda.
- 108 **12. Unfinished Business and General Orders Orders** – 1) Questions that were pending when
109 the previous meeting adjourned. 2) Unfinished business not reached when the previous
110 meeting adjourned. 3) General orders that were not reached when the previous meeting
111 adjourned.
112 **General orders** are questions that were postponed from the previous meeting. Unfinished
113 Business and General Orders remain from meeting to meeting until they are disposed of.
114 The Board Advisory Committee is a Standing Committee of the Board and therefore
115 unfinished business, and general orders continue to exist after a municipal election with the
116 committee determining if any motions are to be sent to the newly elected Board for
117 consideration.
- 118 **13. Notices of Motion**
119 **13.1.** Written Notices of Motion shall be presented to the chair. The chair shall read the
120 presented Notice of Motion but no discussion or voting relative to the motion shall
121 be permitted at the same meeting.
122 **13.2.** Notices of Motion shall be considered at the next Regular meeting of the Board as
123 a General Order. The motion to be considered shall be printed on the agenda.
- 124 **14. Announcements**
125 **15. Adjournment**
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Delegations to the Board

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1. The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:
 - 1.1. A written request is received by the chair or secretary.
 - 1.2. The request must:
 - be in the jurisdiction of the Board and must not involve a personnel matter;
 - include the nature of the topic to be addressed; and
 - include the name of the spokesperson or presenter for the group.
 - 1.3. The presenters shall provide written materials for the presentation to the secretary to the Board.
2. The request for a delegation and the written materials provided will:
 - 2.1. Be presented to the next scheduled Coordinating Committee.
 - 2.2. Be copied by the Director’s Office to be included with the agenda for the Coordinating Committee (up to five pages).
 - 2.3. Be assigned a meeting date at which the delegation will be received, and the requester will be advised accordingly.
3. Presentations shall not appear on the same agenda as a similar item to be discussed by trustees at the same meeting.
4. Requests for delegations by Board employees shall require Coordinating Committee approval.
5. The chair or the secretary, in consultation with the Coordinating Committee, will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board Advisory Committee, Coordinating Committee, Informal Session).
6. When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with the following:
 - 6.1. The chair or the secretary may, in consultation with the Coordinating Committee:
 - a) Schedule a Special Board Meeting to receive more than two delegations of a similar nature; or
 - b) Require that the delegations appoint one spokesperson to present a ten-minute executive summary of all the delegation material. A representative from each delegation shall sit at the delegation table.
 - 6.2. Trustees may ask questions of clarifications of the delegates based on the executive summary or the previously provided written presentation material.
7. The secretary shall acknowledge in writing all requests for delegations to the Board, such requests to be copied to all trustees. In cases where a request for delegation is denied, reasons shall be stated.
8. There shall be a maximum of two delegations allowed at anyone meeting. (see #6 for delegations of a similar nature).
9. The delegation will be limited to ten minutes for its verbal presentation.
10. Questions of clarification of the delegation may be asked by trustees following the presentation.
11. No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.
12. The Coordinating Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.

EDUCATION ACT
QUICK REFERENCES

STUDENT TRUSTEES

Student trustees

~~55 (1) The Minister may make regulations providing for elected student trustees to represent, on district school boards and on boards established under section 67, the interests of pupils in the last two years of the intermediate division and in the senior division. 2006, c. 10, s. 6.~~

No membership or binding vote

~~(2) A student trustee is not a member of the board and is not entitled to exercise a binding vote on any matter before the board or any of its committees. 2006, c. 10, s. 6.~~

Recorded vote

~~(3) A student trustee is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,~~

~~—(a) a recorded non-binding vote that includes the student trustee's vote; and~~

~~—(b) a recorded binding vote that does not include the student trustee's vote. 2006, c. 10, s. 6.~~

Motion

~~(4) A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion. 2006, c. 10, s. 6.~~

Certain closed meetings

~~(5) A student trustee is not entitled to be present at a meeting that is closed to the public under clause 207 (2) (b). 2006, c. 10, s. 6.~~

Participation

~~(6) Subject to subsections (2) to (5), a student trustee shall have the same opportunities for participation at meetings of the board and of its committees as a member has. 2006, c. 10, s. 6.~~

Resources and training

~~(7) A student trustee has the same status as a board member with respect to access to board resources and opportunities for training. 2006, c. 10, s. 6.~~

Honorarium

~~(8) A student trustee is entitled to receive an honorarium from the board in accordance with the regulations, if the specified conditions are satisfied. 2006, c. 10, s. 6.~~

Regulations

~~(9) Without limiting the generality of subsection (1), a regulation under that subsection may,~~

~~—(a) provide for and govern the student trustee election process, which may be direct or indirect;~~

~~—(b) specify qualifications for electors of student trustees;~~

~~—(c) specify qualifications for student trustees and the consequences of becoming disqualified;~~

~~—(d) govern the number of student trustees who may sit on a board;~~

~~—(e) govern student trustees' terms of office;~~

~~—(f) authorize boards to reimburse student trustees for all or part of the out-of-pocket expenses reasonably incurred in connection with carrying out their responsibilities, subject to such limitations or conditions as may be specified in the regulation;~~

- ~~—(g) provide for transitional matters that, in the Minister's opinion, are necessary or desirable in connection with the implementation of section 6 of the *Education Statute Law Amendment Act (Student Performance)*, 2006. 2006, c. 10, s. 6.~~

Same

~~(10) Without limiting the generality of subsection (1), a regulation under that subsection dealing with the honorarium described in subsection (8) may,~~

- ~~—(a) specify a method for calculating the amount of the honorarium;~~
- ~~—(b) specify conditions for the purposes of subsection (8);~~
- ~~—(c) provide that the honorarium for a student trustee who serves two or more terms shall be multiplied by the number of terms served or increased in some other way;~~
- ~~—(d) relate the amount of the honorarium to the honoraria received by members of the board;~~
- ~~—(e) govern the manner and timing of payment of the honorarium;~~
- ~~—(f) provide for the payment of the honorarium to a third party on the former student trustee's behalf;~~
- ~~—(g) prescribe classes of student trustees or former student trustees and treat the members of different classes differently. 2006, c. 10, s. 6.~~

Same

~~(11) Without limiting the generality of clause (9) (a), a regulation under subsection (1) may provide for and govern,~~

- ~~—(a) student trustee elections at different times in the school year; and~~
- ~~—(b) by elections to fill vacancies. 2006, c. 10, s. 6.~~

Same

~~(12) In a regulation under subsection (1), the Minister may provide for any matter by authorizing a board to develop and implement a policy with respect to the matter, and may require that the policy comply with policies and guidelines established under paragraph 3.5 of subsection 8 (1). 2006, c. 10, s. 6.~~

General or particular

~~(13) A regulation under subsection (1) may be general or particular. 2006, c. 10, s. 6.~~

Transition

~~(14) The pupil representatives elected or appointed under Ontario Regulation 461/97 for the 2006-2007 school year are deemed to be student trustees elected under this section for that school year. 2006, c. 10, s. 6.~~

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

~~1997, c. 31, s. 30—01/01/1998~~

~~2006, c. 10, s. 6—07/07/2006~~

BOARDS

DUTIES AND POWERS

Board responsibility for student achievement and effective stewardship of resources

169.1 ~~(1) Every board shall,~~

- ~~—(a) promote student achievement and well-being;~~
- ~~(a.1) 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;~~
- ~~(a.2) promote the prevention of bullying;~~
- ~~—(b) ensure effective stewardship of the board's resources;~~
- ~~—(c) deliver effective and appropriate education programs to its pupils;~~
- ~~—(d) develop and maintain policies and organizational structures that,~~

- ~~— (i) promote the goals referred to in clauses (a) to (c), and~~
- ~~— (ii) encourage pupils to pursue their educational goals;~~
- ~~— (e) monitor and evaluate the effectiveness of policies developed by the board under clause (d) in achieving the board's goals and the efficiency of the implementation of those policies;~~
- ~~— (f) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);~~
- ~~— (g) annually review the plan referred to in clause (f) with the board's director of education or the supervisory officer acting as the board's director of education; and~~
- ~~— (h) monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education, in meeting,~~
- ~~— (i) his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to in clause (f), and~~
- ~~— (ii) any other duties assigned by the board. 2009, c. 25, s. 15; 2012, c. 5, s. 3 (1).~~

HONORARIA

Honorarium for members of boards

~~191 (1) A board may pay to each of its members an honorarium in an amount determined by the board. 2006, c. 10, s. 16.~~

Additional honorarium for chair and vice chair

~~(2) A board may pay to its chair and vice chair an additional honorarium in an amount determined by the board. 2006, c. 10, s. 16.~~

Same

~~(3) The amount of the additional honorarium payable to the chair may differ from the one payable to the vice chair. 2006, c. 10, s. 16.~~

Regulations

~~(4) The Minister may make regulations,~~

- ~~— (a) setting limits on honoraria paid under this section, and providing a method for calculating those limits;~~
- ~~— (b) requiring a board to engage in public consultations before adopting or amending a policy providing for the payment of honoraria under this section;~~
- ~~— (c) governing the form of the public consultations, the manner in which they are conducted and their timing, including notice requirements;~~
- ~~— (d) respecting the establishment of bodies to represent the public for the purpose of the public consultations;~~
- ~~— (e) governing the intervals at which a board may adopt a new policy or amend an existing policy providing for the payment of honoraria under this section. 2006, c. 10, s. 16.~~

General or particular

~~(5) A regulation made under subsection (4) may be general or particular. 2006, c. 10, s. 16.~~

Same

~~(6) Without limiting the generality of subsection (5), a regulation made under subsection (4) may treat district school boards and school authorities differently. 2006, c. 10, s. 16.~~

Retroactivity

~~(7) A regulation made under subsection (4) may be retroactive to a date no earlier than September 1, 2005. 2006, c. 10, s. 16.~~

Transition

~~(8) Despite the repeal of sections 191 and 191.1 by section 16 of the *Education Statute Law Amendment Act (Student Performance)*, 2006, a board may continue to pay honoraria in accordance with section 191~~

or 191.1, as the case may be, until honoraria may lawfully be paid under section 191, as re-enacted by section 16 of the *Education Statute Law Amendment Act (Student Performance), 2006*. 2006, c. 10, s. 16.

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

~~1997, c. 31, s. 97 – 01/01/1998~~

~~2006, c. 10, s. 16 – 07/07/2006~~

~~191.1 REPEALED: 2006, c. 10, s. 16.~~

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

~~1997, c. 31, s. 97 – no effect – see 1997, c. 31, s. 191.1 (5) – 01/01/1998~~

~~2006, c. 10, s. 16 – 07/07/2006~~

Expenses

Travel expenses to attend board and committee meetings

~~191.2 (1) In respect of travel of a member of a board to and from his or her residence to attend a meeting of the board, or of a committee of the board, that is held within the area of jurisdiction of the board, the board may,~~

~~—(a) reimburse the member for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board; or~~

~~—(b) pay the member an allowance at a rate per kilometre determined by the board. 1997, c. 31, s. 97.~~

Other travel expenses

~~(2) A board may by resolution authorize a member, teacher or official of the board to travel on specific business of the board and may reimburse the member, teacher or official for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board. 1997, c. 31, s. 97.~~

Other expenses

~~(3) A board may establish a policy under which a member of the board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.~~

Same

~~(4) A board may, in accordance with a policy established by it under subsection (3), reimburse a member for his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.~~

Deduction because of absence

~~(5) A board may provide for a deduction of a reasonable amount from the allowance of a member because of absence from meetings of the board or of a committee of the board. 1997, c. 31, s. 97.~~

Committee members

~~(6) Subsections (1) to (4) apply with necessary modifications to members of a committee established by the board who are not members of the board. 1997, c. 31, s. 97.~~

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

~~1997, c. 31, s. 97 – 01/01/1998~~

Deemed expenses

~~191.3 Despite this Act or any other Act, where an elected member of a board is, under a by-law or resolution of the board, paid a salary, indemnity, allowance or other remuneration, one third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a member of the board. 2002, c. 17, Sched. F, Table.~~

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

~~2002, c. 17, Sched. F, Table – 01/01/2003~~

ACCESS TO MEETINGS AND RECORDS

Open meetings of boards

~~207 (1) Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct. R.S.O. 1990, c. E.2, s. 207 (1); 2014, c. 13, Sched. 9, s. 19 (1).~~

Closing of certain committee meetings

~~(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject matter under consideration involves,~~

- ~~—(a) the security of the property of the board;~~
- ~~—(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;~~
- ~~—(c) the acquisition or disposal of a school site;~~
- ~~—(d) decisions in respect of negotiations with employees of the board; or~~
- ~~—(e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2); 2021, c. 4, Sched. 11, s. 7 (1).~~

Closing of meetings re certain investigations

~~(2.1) A meeting of a board or of a committee of a board, including a committee of the whole board, shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the board. 2014, c. 13, Sched. 9, s. 19 (2).~~

Exclusion of persons

~~(3) The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. R.S.O. 1990, c. E.2, s. 207 (3).~~

Inspection of books and accounts

~~(4) Any person may, at all reasonable hours, at the head office of the board inspect the minute book, the audited annual financial report and the current accounts of a board, and, upon the written request of any person and upon the payment to the board at the rate of 25 cents for every 100 words or at such lower rate as the board may fix, the secretary shall furnish copies of them or extracts therefrom certified under the secretary’s hand. R.S.O. 1990, c. E.2, s. 207 (4).~~

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

~~2014, c. 13, Sched. 9, s. 19 (1, 2) - 01/09/2015~~

~~2021, c. 4, Sched. 11, s. 7 (1) - 19/04/2021~~

BOARD MEETINGS

Board meetings

~~208 (1) A board shall be deemed to be constituted when a majority of the members to be elected or appointed has been elected or appointed. R.S.O. 1990, c. E.2, s. 208 (1).~~

First meeting

~~(2) A board that is elected at a regular election under the *Municipal Elections Act, 1996* and a board that is appointed or elected other than at a regular election under the *Municipal Elections Act, 1996* shall hold its first meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the board determines and, failing such determination, at 8 p.m. at the head office of the board on the first Wednesday following the commencement of the term of office. R.S.O. 1990, c. E.2, s. 208 (2); 1997, c. 31, s. 106 (1).~~

Supervisory officer may provide for calling first meeting

~~(3) Despite subsection (2), on the petition of a majority of the members of a newly elected or appointed board, the appropriate supervisory officer may provide for calling the first meeting of the board at some other time and date. R.S.O. 1990, c. E.2, s. 208 (3).~~

Election of chair

- ~~(4) The members shall elect one of themselves to be chair,~~
~~—(a) at the first meeting referred to in subsection (2) or (3);~~
~~—(b) in each following year, at the first meeting on or after the anniversary of the date the term of office of the board began; and~~
~~—(c) at the first meeting after a vacancy occurs in the office of chair. 2021, c. 34, Sched. 8, s. 2.~~

Presiding officer

- ~~(5) At a meeting referred to in clause (4) (a) or (b), the chief executive officer shall preside until the election of the chair or, if there is no chief executive officer or in his or her absence, the members present shall designate who shall preside at the election of the chair and if a member of the board is so designated, he or she may vote at the election of the chair. 2021, c. 34, Sched. 8, s. 2.~~
~~(5.1) REPEALED: 2006, c. 10, s. 17.~~

Subsequent meetings

- ~~(6) Subsequent meetings of the board shall be held at such time and place as the board considers expedient. R.S.O. 1990, c. E.2, s. 208 (6).~~

Vice chair

- ~~(7) The members of the board may also elect one of themselves to be vice chair and he or she shall preside in the absence of the chair. R.S.O. 1990, c. E.2, s. 208 (7).~~

Where equality of votes

- ~~(8) In the case of an equality of votes at the election of a chair or vice chair, the candidates shall draw lots to fill the position of chair or vice chair, as the case may be. R.S.O. 1990, c. E.2, s. 208 (8).~~

Temporary chair

- ~~(9) If at any meeting there is no chair or vice chair present, the members present may elect one of themselves to be chair for that meeting. R.S.O. 1990, c. E.2, s. 208 (9).~~

Temporary secretary

- ~~(10) In the absence of the secretary from any meeting, the chair or other member presiding may appoint any member or other person to act as secretary for that meeting. R.S.O. 1990, c. E.2, s. 208 (10).~~

Quorum

- ~~(11) The presence of a majority of all the members constituting a board is necessary to form a quorum. 1997, c. 31, s. 106 (3).~~

Chair, voting; equality of votes

- ~~(12) The presiding officer, except where he or she is the chief executive officer of the board and is not a member, may vote with the other members of the board upon all motions, and any motion on which there is an equality of votes is lost. R.S.O. 1990, c. E.2, s. 208 (12); 1997, c. 31, s. 106 (4).~~

Special meetings

- ~~(13) Special meetings of the board may be called by the chair and in such other manner as the board may determine. R.S.O. 1990, c. E.2, s. 208 (13).~~

Regulations: electronic meetings

- ~~208.1 (1) The Lieutenant Governor in Council may make regulations,~~
~~—(a) respecting the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board;~~
~~—(b) prescribing the circumstances in which a member of a board is required to be physically present in the meeting room of a board for meetings of the board;~~
~~—(c) authorizing or requiring a board to develop and implement policies with respect to any matter referred to in clause (a) and governing the content of such policies. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(2) A regulation under clause (1) (a) may provide that a board member who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of this and every other Act, subject to such conditions or limitations as may be provided for in the regulation. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(3) A regulation under clause (1) (a) may provide for participation in meetings through electronic means by members of the board, student trustees and members of the public. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(4) A regulation under clause (1) (b) may set out rules with respect to periods of time before the regulation is filed. 2020, c. 7, Sched. 9, s. 1.~~

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

1997, c. 31, s. 107 – 01/01/1998

2002, c. 18, Sched. G, s. 8 – 26/11/2002

2006, c. 10, s. 18 – 07/07/2006

2020, c. 7, Sched. 9, s. 1 – 05/06/2020

Declaration

~~209 (1) Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have resigned:~~

- ~~—1. I solemnly declare that I am not disqualified under any Act from being a member of *(name of board)*.~~
- ~~—2. I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the *Municipal Conflict of Interest Act*.~~

R.S.O. 1990, c. E.2, s. 209 (1); 1997, c. 31, s. 108 (1); 2009, c. 25, s. 23 (1).

Idem

~~(2) Where a person is elected or appointed to fill a vacancy on a board, the person shall make such declaration on or before the day fixed for holding the first meeting of the board after his or her election or appointment or on or before the day of the first meeting that the person attends and in default the person shall be deemed to have resigned. R.S.O. 1990, c. E.2, s. 209 (2).~~

Oath or affirmation

~~(3) Every person elected or appointed to a board, before entering on his or her duties as a board member, may take and subscribe before the secretary of the board or before any person authorized to administer an oath the oath or affirmation of allegiance in the following form, in English or French:~~

~~I swear *(affirm)* that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth II *(or the reigning sovereign for the time being)*.~~

2009, c. 25, s. 23 (2).

Filing of declaration and oath

~~(4) The declaration and, if any, the oath or affirmation of allegiance shall be filed with the secretary of the board within eight days after it is made or taken, as the case may be. 2009, c. 25, s. 23 (3).~~

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

1994, c. 23, s. 65 – no effect – see 2002, c. 17, Sched. F – 01/01/2003; 1997, c. 31, s. 108 (1, 2) – 01/01/1998

2009, c. 25, s. 23 (1-3) – 15/12/2009

~~210 REPEALED: 2009, c. 25, s. 24.~~

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

~~1997, c. 31, s. 109 – 01/01/1998~~

~~2009, c. 25, s. 24 – 15/12/2009~~

~~**Seat vacated by conviction, absence etc.**~~

~~228 (1) A member of a board vacates his or her seat if he or she,~~

~~— (a) is convicted of an indictable offence;~~

~~— (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;~~

~~— (c) ceases to hold the qualifications required to act as a member of the board;~~

~~— (d) becomes disqualified under subsection 219 (4); or~~

~~— (e) fails to be physically present as required by the regulations made under clause 208.1 (1) (b). 1997, c. 31, s. 112; 2020, c. 7, Sched. 9, s. 2.~~

~~**Exception: conviction**~~

~~(2) Despite subsection (1), where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. 1997, c. 31, s. 112.~~

~~**Exception: pregnancy or parental leave**~~

~~(2.1) Clause (1) (b) does not apply to vacate the office of a member of a board who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 4, s. 3 (2).~~

~~**Filling of vacancies**~~

~~(3) Where a seat becomes vacant under this section, the provisions of this Act with respect to the filling of vacancies apply. 1997, c. 31, s. 112.~~

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

~~1997, c. 31, s. 112 – 01/01/1998~~

~~2017, c. 10, Sched. 4, s. 3 (2) – 30/05/2017~~

~~2020, c. 7, Sched. 9, s. 2 – 05/06/2020~~

~~229 REPEALED: 2020, c. 7, Sched. 9, s. 3.~~

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

~~1997, c. 31, s. 112 – 01/01/1998~~

~~2006, c. 10, s. 19 – 01/06/2006~~

Education Act

ONTARIO REGULATION 462/97

FIRST NATIONS REPRESENTATION ON BOARDS

Consolidation Period: From September 1, 2019 to the ~~e-Laws currency date.~~

Last amendment: ~~262/19.~~

~~*This is the English version of a bilingual regulation.*~~

First Nations representation on boards

~~1. (1) Subject to subsection (4), a council of a band or councils of bands may name one person to represent, on a board, the interests of pupils who belong to the band or bands if,~~

~~(a) under subsection 188 (1) of the Act, the board has admitted pupils who belong to the band or bands; or~~

~~(b) under section 188 of the Act, the board has entered into one or more agreements to provide instruction to pupils who belong to the band or bands, including one or more agreements entered into before September 1, 2019. O. Reg. 262/19, s. 1 (1).~~

~~(2) Where a person is named under subsection (1), the board shall, subject to subsection (5), appoint the person as a member of the board. O. Reg. 462/97, s. 1 (2); O. Reg. 262/19, s. 1 (2).~~

~~(3) The member appointed under subsection (2) shall be deemed to be an elected member of the board. O. Reg. 190/09, s. 2.~~

~~(4) If the number of pupils referred to in clauses (1) (a) and (b) who are enrolled in schools operated by the board or in schools to which the board provides instruction exceeds 25 per cent of the average daily enrolment in the schools of the board, two persons may be named under subsection (1) and subsections (2) and (3) apply with necessary modifications in respect of the two persons. O. Reg. 262/19, s. 1 (3).~~

~~(5) The appointment under subsection (2) may be made at the discretion of the board if the number of pupils referred to in clauses (1) (a) and (b) who are enrolled in schools operated by the board or in schools to which the board provides instruction is fewer than the lesser of 10 per cent of the average daily enrolment in the schools of the board and 100. O. Reg. 262/19, s. 1 (3).~~

~~(6) REVOKED: O. Reg. 262/19, s. 1 (3).~~

~~(7) If the enrolment of the pupils referred to in clause (1) (a) or (b) is, in respect of elementary school pupils only or secondary school pupils only, the enrolment referred to in subsections (4) and (5) shall be that of elementary school pupils only or secondary school pupils only, as the case may be. O. Reg. 462/97, s. 1 (7); O. Reg. 262/19, s. 1 (4).~~

~~(8) The term of office of a member appointed under this section terminates on the same date as the term of office of the elected members. O. Reg. 462/97, s. 1 (8).~~

~~(9) Where a regulation made under clause 67 (2) (a) of the Act provides for the appointment of one or more members to represent on the board the interests of pupils referred to in clause (1) (a) or (b), this section does not apply. O. Reg. 462/97, s. 1 (9); O. Reg. 262/19, s. 1 (5).~~

~~(10) Where the office of a member of a board appointed under this section becomes vacant for any reason, it shall be filled in accordance with this section and the person so appointed shall hold office for the remainder of the term of his or her predecessor. O. Reg. 462/97, s. 1 (10).~~

~~2. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 462/97, s. 2.~~

Français

Education Act

ONTARIO REGULATION 463/97

~~ELECTRONIC MEETINGS AND MEETING ATTENDANCE~~

Consolidation Period: From July 29, 2024 to the [e-Laws currency date](#).

Last amendment: 313/24.

Legislative History: 234/04, 268/06, 293/18, 42/20, 232/20, 632/20 (as am. by 416/21), 416/21, 313/24.

This is the English version of a bilingual regulation.

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Deemed present

~~—1. Subject to any conditions or limitations provided for under the Act or under this Regulation, a member of a board who participates in a meeting through electronic means in accordance with this Regulation is deemed to be present at the meeting for the purposes of every Act. O. Reg. 463/97, s. 1; O. Reg. 234/04, s. 1; O. Reg. 313/24, s. 1.~~

Policy re meeting by electronic means

~~—2. (1) Every board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board. O. Reg. 463/97, s. 2 (1); O. Reg. 234/04, s. 2.~~

~~—(2) The policy shall be in accordance with this Regulation and with any policies established and guidelines issued by the Minister under paragraph 3.6 of subsection 8 (1) of the Act. O. Reg. 463/97, s. 2 (2).~~

Provision of electronic means

~~—3. (1) The policy shall provide for the following:~~

~~—1. At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in one or more meetings of the board or of a committee of the board, including a committee of the whole board.~~

~~—2. The electronic means required by paragraph 1 shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.~~

~~—3. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with. O. Reg. 463/97, s. 3 (1); O. Reg. 268/06, s. 1 (1, 2); O. Reg. 313/24, s. 2 (1).~~

~~—(2) The policy shall ensure that student trustees who are participating through electronic means do not participate in any proceedings that are closed to the public under clause 207 (2) (b) of the Act. O. Reg. 268/06, s. 1 (3).~~

~~—(3) The policy shall ensure that appropriate processes are put in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Act. O. Reg. 293/18, s. 1.~~

~~—(4) Despite paragraph 1 of subsection (1), the policy shall include provisions permitting the board to refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the~~

whole board or a meeting of any other committee of the board, unless the member has approval under subsection 7 (5) or where to do so is necessary to ensure compliance with section 6 or subsection 7 (8). O. Reg. 313/24, s. 2 (2).

Note: On September 1, 2025, subsection 3 (4) of the Regulation is amended by striking out “or subsection 7 (8)” at the end. (See: O. Reg. 313/24, s. 2 (3))

Same, public

—4. (1) Subsection (2) applies in respect of meetings of the board or of a committee of the board, including a committee of the whole board, that are open to the public. O. Reg. 463/97, s. 4 (1).

—(2) The policy shall provide for the following:

—1. The board shall provide members of the public with electronic means for participating in meetings and shall provide for the extent and manner of electronic participation.

—2. The electronic means required by paragraph 1 shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

—3. The policy shall ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act. O. Reg. 632/20, s. 1; O. Reg. 313/24, s. 3.

—(3) REVOKED: O. Reg. 632/20, s. 1.

Meetings to be open to the public

—5. (1) The board shall ensure that the meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every regular meeting of the board or of the committee of the board. O. Reg. 313/24, s. 4.

—(2) For the purposes of subsection (1), the meeting room of a committee of the whole board is the meeting room of the board. O. Reg. 313/24, s. 4.

—(3) Subsection (1) does not apply where a meeting is closed to the public in accordance with the Act. O. Reg. 313/24, s. 4.

Committee meetings, member attendance

—6. (1) The policy shall require that the chair of a committee of the board or their designate ~~The chair of the committee or their designate shall be physically present in the meeting room at every regular meeting of the committee of the board, except a committee of the whole board.~~ O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 6 (1) of the Regulation is amended by striking out “The policy shall require that the chair of the committee or their designate” at the beginning and substituting “The chair of the committee or their designate shall”. (See: O. Reg. 313/24, s. 5 (1))

—(2) Despite subsection (1), the policy may provide that the chair of the committee or their designate may participate in a meeting of the committee of the board by electronic means if another member of the committee, who is also a member of the board, is physically present in the meeting room. O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 6 (2) of the Regulation is amended by striking out “the policy may provide that”. (See: O. Reg. 313/24, s. 5 (2))

Board meetings, member attendance

—7. (1) The policy shall require that all members of the board ~~All members of the board shall be physically present in the meeting room of the board at every regular meeting of the board and every regular meeting of a committee of the whole board.~~ O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 7 (1) of the Regulation is amended by striking out “The policy shall require that all members of the board” at the beginning and substituting “All members of the board shall”. (See: O. Reg. 313/24, s. 6 (1))

—(2) Despite subsection (1), the policy may provide that a member of the board may participate in a meeting described in that subsection by electronic means instead of being physically present if the member receives written approval under subsection (5) before the meeting begins. O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 7 (2) of the Regulation is amended by striking out “the policy may provide that”. (See: O. Reg. 313/24, s. 6 (2))

—(3) If a member of the board proposes to participate in a meeting described in subsection (1) by electronic means, the member shall submit a request in writing and the reasons for the request to the chair of the board before the meeting begins. O. Reg. 313/24, s. 4.

- ~~—(4) If the member of the board making a request under subsection (3) is the chair of the board, the chair shall submit the request and reasons to the vice chair of the board, or if the board has no vice chair, to another member of the board. O. Reg. 313/24, s. 4.~~
- ~~—(5) The chair, vice chair or other member, as applicable, may approve a request if they are satisfied that one or more of the following circumstances exist:~~
 - ~~—1. The member’s primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.~~
 - ~~—2. Weather conditions do not allow the member to travel to the meeting location safely.~~
 - ~~—3. The member cannot be physically present at a meeting due to health related issues.~~
 - ~~—4. The member has a disability that makes it challenging to be physically present at a meeting.~~
 - ~~—5. The member cannot be physically present due to family responsibilities in respect of,~~
 - ~~— i. the member’s spouse,~~
 - ~~— ii. a parent, step parent or foster parent of the member or the member’s spouse,~~
 - ~~— iii. a child, step child, foster child, or child who is under legal guardianship of the member or the member’s spouse,~~
 - ~~— iv. a relative of the member who is dependent on the member for care or assistance, or~~
 - ~~— v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member. O. Reg. 313/24, s. 4.~~
- ~~—(6) The chair shall not approve a request under subsection (5) if approving the request would result in fewer than one member of the board, in addition to the chair of the board or their delegate, being physically present in the meeting room. O. Reg. 313/24, s. 4.~~
- ~~—(7) The vice chair or other member of the board shall not approve a request under subsection (5) unless the chair’s designate will be physically present in the meeting room. O. Reg. 313/24, s. 4.~~
- ~~—(8) If there is a policy described in subsection (2), it shall provide that,~~
 - ~~—(a) the chair or designate shall be physically present in the meeting room of the board for at least half of the meetings of the board during each 12 month period beginning November 15, 2022; and~~
 - ~~—(b) subject to subsection (9), a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board during each 12 month period beginning November 15, 2022. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (8) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

- ~~—(9) If a member of a board is elected or appointed to fill a vacancy on or after November 15, 2022, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (9) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

- ~~—(10) Subsection (9) does not apply for a period described in that subsection if, at any time during the period, all schools of the board are closed pursuant to an order referred to in subsection 10 (1). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (10) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

Board and committee meetings, director of education attendance

- ~~—8. The policy shall require that the director of education of the board or their designate The director of education or their designate shall be physically present in the meeting room for each meeting of the board and each meeting of a committee of a board, including a committee of the whole board. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 8 of the Regulation is amended by striking out “The policy shall require that the director of education or their designate” at the beginning and substituting “The director of education or their designate shall”. (See: O. Reg. 313/24, s. 7)

No failure to be physically present, s. 228 of the Act

- ~~—9. For greater certainty, the failure to be physically present as required by a policy referred to in subsection 7 (8) does not constitute a failure for the purposes of clause 228 (1) (e) of the Act. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 9 of the Regulation is revoked and the following substituted: (See: O. Reg. 313/24, s. 8)

School closures

- ~~9. (1) On and after September 1, 2025, the requirements under sections 6, 7 and 8 for members to be physically present at meetings, and the requirement under section 5, do not apply for the period described in subsection (2) of this section, if all schools of the board are closed pursuant to an order made by,~~
 - ~~(a) the Minister under section 5 (1) of the Act;~~
 - ~~(b) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;~~
 - ~~(c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or~~
 - ~~(d) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 313/24, s. 8.*~~
- ~~(2) The period referred to in subsection (1) is determined as follows:~~
 - ~~1. If an order is made under subsection (1) before September 1, 2025 and continues to apply on that date, the period starts on September 1, 2025 and ends 60 days after the order ceases to apply.~~
 - ~~2. If an order is made under subsection (1) on or after September 1, 2025, the period starts on the day the order is made and ends 60 days after the order ceases to apply. O. Reg. 313/24, s. 8.~~

School closures

- ~~10. (1) On and after November 15, 2022, despite a policy of a board respecting electronic meetings, the requirements under section 6, subsection 7 (1) and section 8 for persons to be physically present at meetings, and the requirement under section 5, do not apply for the period described in subsection (2) of this section, if all schools of the board are closed under an order made by,~~
 - ~~(a) the Minister under section 5 (1) of the Act;~~
 - ~~(b) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;~~
 - ~~(c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or~~
 - ~~(d) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 313/24, s. 4.*~~
- ~~(2) The period referred to in subsection (1) starts on the day the order is made and ends 60 days after the order ceases to apply. O. Reg. 313/24, s. 4.~~
- ~~(3) On and after November 15, 2022, despite a policy of a board respecting electronic meetings, the requirements under subsection 7 (8) for persons to be physically present at meetings do not apply for a period described in that subsection if all schools of the board are closed for a total of two or more months during that period under an order mentioned in subsection (1). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 10 of the Regulation is revoked. (See: O. Reg. 313/24, s. 8)

Transition

- ~~11. (1) Subsections 7 (8) to (10) and 10 (3) apply, with necessary modifications, for the period that begins November 15, 2024 and ends September 1, 2025. O. Reg. 313/24, s. 4.~~
- ~~(2) For greater certainty, if, in accordance with subsection (1), subsection 7 (9) applies to a person, the person shall be physically present in the meeting room of the board for at least three regular meetings of the board during the period described in subsection (1), subject to subsection 7 (10). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 11 of the Regulation is revoked. (See: O. Reg. 313/24, s. 9)

Français

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Education Act

ONTARIO REGULATION 7/07

STUDENT TRUSTEES

Historical version for the period August 1, 2020 to August 16, 2020.

Last amendment: 189/20.

This is the English version of a bilingual regulation.

Application

~~1. This Regulation applies to every district school board and every secondary school board established under section 67 of the Act. O. Reg. 7/07, s. 1.~~

Board policy

~~2. (1) The board shall develop and implement a policy providing for matters relating to student trustees and to the payment of honoraria for student trustees. O. Reg. 7/07, s. 2 (1).~~

~~(2) The policy shall be in accordance with this Regulation and with any policies and guidelines established by the Minister under paragraph 3.5 of subsection 8 (1) of the Act. O. Reg. 7/07, s. 2 (2).~~

Number of student trustees

~~3. The board shall have at least two but not more than three student trustees. O. Reg. 7/07, s. 3; O. Reg. 354/18, s. 1.~~

Election procedure and timing

~~4. (1) Student trustees shall be elected in one of the following ways:~~

~~1. Directly, by students of the board.~~

~~2. Indirectly, by student representative bodies such as student councils. O. Reg. 7/07, s. 4 (1).~~

~~(2) An election for a student trustee position for a one-year term of office shall be held not later than the last day of February in each year. O. Reg. 354/18, s. 2.~~

~~(3) An election for a student trustee position for a two-year term of office shall be held not later than April 30 in each year. O. Reg. 354/18, s. 2.~~

~~(4) Despite subsection (3), in 2020, an election for a student trustee position for a two-year term of office shall be held not later than September 30, 2020. O. Reg. 189/20, s. 1.~~

Qualifications

~~5. (1) A person is qualified to act as a student trustee if, on the first day of school after the term of office begins, he or she is enrolled in the senior division of a school of the board and is,~~

~~(a) a full-time pupil; or~~

~~(b) an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1; O. Reg. 354/18, s. 3.~~

~~(2) Despite subsection (1), a person is not qualified to be elected or to act as a student trustee if he or she is serving a sentence of imprisonment in a penal or correctional institution. O. Reg. 7/07, s. 5 (2).~~

~~(3) A person who ceases to be qualified to act as a student trustee shall resign from the position. O. Reg. 7/07, s. 5 (3).~~

~~(4) In this section,~~

~~“full-time pupil” has the same meaning as in the most recent regulations made under section 234 of the Act. O. Reg. 7/07, s. 5 (4).~~

Term of office

~~6. (1) The term of office of a student trustee may be one year or two years and starts on August 1 of the year in which the student trustee is elected. O. Reg. 354/18, s. 4 (1).~~

~~(1.1) Despite subsection (1), the term of office of a student trustee elected in 2020 for a two-year term of office starts on the later of August 1, 2020 and the day the student is elected, and ends on July 31, 2022. O. Reg. 189/20, s. 2.~~

~~(2) If a board has two or more student trustees with terms of two years, the board shall ensure that its policy under section 2 provides for the staggering of terms where possible. O. Reg. 354/18, s. 4 (2).~~

Vacancies

~~7. If the board determines that a vacancy shall be filled, it shall be filled by a by-election. O. Reg. 7/07, s. 7.~~

Reimbursement of expenses

~~8.~~ If the board has established a policy under subsection 191.2 (3) of the Act, the board shall reimburse student trustees for out-of-pocket expenses as if they were members of the board. O. Reg. 7/07, s. 8.

Honorarium

~~9.~~ (1) The amount of the honorarium referred to in subsection 55 (8) of the Act is,

- (a) \$2,500 for each complete year that the student holds office; and
- (b) if a student holds office for a portion of a year, \$2,500 prorated according to the portion of the year the student holds office. O. Reg. 354/18, s. 5.

(2) Despite subsection (1), the amount of the honorarium referred to in subsection 55 (8) of the Act for a student trustee elected in 2020 for a two-year term of office is,

- (a) \$2,500 for the period starting on the later of August 1, 2020 and the day the student is elected and ending on July 31, 2021, if they hold office for the entire period;
- (b) \$2,500 for the period starting on August 1, 2021 and ending July 31, 2022, if they hold office for the entire period; and
- (c) if the student holds office for a portion of either period described in clause (a) or (b), \$2,500 prorated according to the portion of the period the student holds office. O. Reg. 189/20, s. 3.

~~Board to provide names to Ministry~~

~~10.~~ The board shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election. O. Reg. 7/07, s. 10.

Transition

~~11.~~ Despite the revocation of Ontario Regulation 461/97 (Pupil Representation on Boards) made under the Act, that regulation continues to apply in respect of a pupil representative who holds office in the 2005-2006 school year. O. Reg. 7/07, s. 11.

Note: On August 17, 2020, the day subsection 1 (1) of Schedule 12 of the *Stronger, Fairer Ontario Act (Budget Measures), 2017* comes into force, section 11 of the Regulation is revoked and the following substituted: (See: O. Reg. 354/18, s. 6)

Centre Jules-Léger Consortium

~~11.~~ (1) The Centre Jules-Léger Consortium shall ensure that the policy referred to in section 2 provides for the following matters:

1. The direct election of student trustees by students of the constituency they will represent, or the indirect election of student trustees by student representatives of the constituency they will represent.
2. The timing of the election of student trustees.
3. The terms of office of student trustees, which shall not exceed two years. O. Reg. 354/18, s. 6.

EDUCATION ACT
QUICK REFERENCES

STUDENT TRUSTEES

Student trustees

~~55 (1) The Minister may make regulations providing for elected student trustees to represent, on district school boards and on boards established under section 67, the interests of pupils in the last two years of the intermediate division and in the senior division. 2006, c. 10, s. 6.~~

No membership or binding vote

~~(2) A student trustee is not a member of the board and is not entitled to exercise a binding vote on any matter before the board or any of its committees. 2006, c. 10, s. 6.~~

Recorded vote

~~(3) A student trustee is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,~~

~~—(a) a recorded non-binding vote that includes the student trustee's vote; and~~

~~—(b) a recorded binding vote that does not include the student trustee's vote. 2006, c. 10, s. 6.~~

Motion

~~(4) A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion. 2006, c. 10, s. 6.~~

Certain closed meetings

~~(5) A student trustee is not entitled to be present at a meeting that is closed to the public under clause 207 (2) (b). 2006, c. 10, s. 6.~~

Participation

~~(6) Subject to subsections (2) to (5), a student trustee shall have the same opportunities for participation at meetings of the board and of its committees as a member has. 2006, c. 10, s. 6.~~

Resources and training

~~(7) A student trustee has the same status as a board member with respect to access to board resources and opportunities for training. 2006, c. 10, s. 6.~~

Honorarium

~~(8) A student trustee is entitled to receive an honorarium from the board in accordance with the regulations, if the specified conditions are satisfied. 2006, c. 10, s. 6.~~

Regulations

~~(9) Without limiting the generality of subsection (1), a regulation under that subsection may,~~

~~—(a) provide for and govern the student trustee election process, which may be direct or indirect;~~

~~—(b) specify qualifications for electors of student trustees;~~

~~—(c) specify qualifications for student trustees and the consequences of becoming disqualified;~~

~~—(d) govern the number of student trustees who may sit on a board;~~

~~—(e) govern student trustees' terms of office;~~

~~—(f) authorize boards to reimburse student trustees for all or part of the out-of-pocket expenses reasonably incurred in connection with carrying out their responsibilities, subject to such limitations or conditions as may be specified in the regulation;~~

- ~~—(g) provide for transitional matters that, in the Minister’s opinion, are necessary or desirable in connection with the implementation of section 6 of the *Education Statute Law Amendment Act (Student Performance)*, 2006. 2006, c. 10, s. 6.~~

Same

~~(10) Without limiting the generality of subsection (1), a regulation under that subsection dealing with the honorarium described in subsection (8) may,~~

- ~~—(a) specify a method for calculating the amount of the honorarium;~~
- ~~—(b) specify conditions for the purposes of subsection (8);~~
- ~~—(c) provide that the honorarium for a student trustee who serves two or more terms shall be multiplied by the number of terms served or increased in some other way;~~
- ~~—(d) relate the amount of the honorarium to the honoraria received by members of the board;~~
- ~~—(e) govern the manner and timing of payment of the honorarium;~~
- ~~—(f) provide for the payment of the honorarium to a third party on the former student trustee’s behalf;~~
- ~~—(g) prescribe classes of student trustees or former student trustees and treat the members of different classes differently. 2006, c. 10, s. 6.~~

Same

~~(11) Without limiting the generality of clause (9) (a), a regulation under subsection (1) may provide for and govern,~~

- ~~—(a) student trustee elections at different times in the school year; and~~
- ~~—(b) by elections to fill vacancies. 2006, c. 10, s. 6.~~

Same

~~(12) In a regulation under subsection (1), the Minister may provide for any matter by authorizing a board to develop and implement a policy with respect to the matter, and may require that the policy comply with policies and guidelines established under paragraph 3.5 of subsection 8 (1). 2006, c. 10, s. 6.~~

General or particular

~~(13) A regulation under subsection (1) may be general or particular. 2006, c. 10, s. 6.~~

Transition

~~(14) The pupil representatives elected or appointed under Ontario Regulation 461/97 for the 2006-2007 school year are deemed to be student trustees elected under this section for that school year. 2006, c. 10, s. 6.~~

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

~~1997, c. 31, s. 30—01/01/1998~~

~~2006, c. 10, s. 6—07/07/2006~~

BOARDS

DUTIES AND POWERS

Board responsibility for student achievement and effective stewardship of resources

169.1 ~~(1) Every board shall,~~

- ~~—(a) promote student achievement and well-being;~~
- ~~(a.1) 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;~~
- ~~(a.2) promote the prevention of bullying;~~
- ~~—(b) ensure effective stewardship of the board’s resources;~~
- ~~—(c) deliver effective and appropriate education programs to its pupils;~~
- ~~—(d) develop and maintain policies and organizational structures that,~~

- ~~— (i) promote the goals referred to in clauses (a) to (c), and~~
- ~~— (ii) encourage pupils to pursue their educational goals;~~
- ~~— (e) monitor and evaluate the effectiveness of policies developed by the board under clause (d) in achieving the board's goals and the efficiency of the implementation of those policies;~~
- ~~— (f) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);~~
- ~~— (g) annually review the plan referred to in clause (f) with the board's director of education or the supervisory officer acting as the board's director of education; and~~
- ~~— (h) monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education, in meeting,~~
- ~~— (i) his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to in clause (f), and~~
- ~~— (ii) any other duties assigned by the board. 2009, c. 25, s. 15; 2012, c. 5, s. 3 (1).~~

HONORARIA

Honorarium for members of boards

~~191 (1) A board may pay to each of its members an honorarium in an amount determined by the board. 2006, c. 10, s. 16.~~

Additional honorarium for chair and vice chair

~~(2) A board may pay to its chair and vice chair an additional honorarium in an amount determined by the board. 2006, c. 10, s. 16.~~

Same

~~(3) The amount of the additional honorarium payable to the chair may differ from the one payable to the vice chair. 2006, c. 10, s. 16.~~

Regulations

~~(4) The Minister may make regulations,~~

- ~~— (a) setting limits on honoraria paid under this section, and providing a method for calculating those limits;~~
- ~~— (b) requiring a board to engage in public consultations before adopting or amending a policy providing for the payment of honoraria under this section;~~
- ~~— (c) governing the form of the public consultations, the manner in which they are conducted and their timing, including notice requirements;~~
- ~~— (d) respecting the establishment of bodies to represent the public for the purpose of the public consultations;~~
- ~~— (e) governing the intervals at which a board may adopt a new policy or amend an existing policy providing for the payment of honoraria under this section. 2006, c. 10, s. 16.~~

General or particular

~~(5) A regulation made under subsection (4) may be general or particular. 2006, c. 10, s. 16.~~

Same

~~(6) Without limiting the generality of subsection (5), a regulation made under subsection (4) may treat district school boards and school authorities differently. 2006, c. 10, s. 16.~~

Retroactivity

~~(7) A regulation made under subsection (4) may be retroactive to a date no earlier than September 1, 2005. 2006, c. 10, s. 16.~~

Transition

~~(8) Despite the repeal of sections 191 and 191.1 by section 16 of the *Education Statute Law Amendment Act (Student Performance)*, 2006, a board may continue to pay honoraria in accordance with section 191~~

or 191.1, as the case may be, until honoraria may lawfully be paid under section 191, as re-enacted by section 16 of the *Education Statute Law Amendment Act (Student Performance), 2006*. 2006, c. 10, s. 16.

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

~~1997, c. 31, s. 97 – 01/01/1998~~

~~2006, c. 10, s. 16 – 07/07/2006~~

~~191.1 REPEALED: 2006, c. 10, s. 16.~~

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

~~1997, c. 31, s. 97 – no effect – see 1997, c. 31, s. 191.1 (5) – 01/01/1998~~

~~2006, c. 10, s. 16 – 07/07/2006~~

Expenses

Travel expenses to attend board and committee meetings

~~191.2 (1) In respect of travel of a member of a board to and from his or her residence to attend a meeting of the board, or of a committee of the board, that is held within the area of jurisdiction of the board, the board may,~~

~~—(a) reimburse the member for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board; or~~

~~—(b) pay the member an allowance at a rate per kilometre determined by the board. 1997, c. 31, s. 97.~~

Other travel expenses

~~(2) A board may by resolution authorize a member, teacher or official of the board to travel on specific business of the board and may reimburse the member, teacher or official for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board. 1997, c. 31, s. 97.~~

Other expenses

~~(3) A board may establish a policy under which a member of the board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.~~

Same

~~(4) A board may, in accordance with a policy established by it under subsection (3), reimburse a member for his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.~~

Deduction because of absence

~~(5) A board may provide for a deduction of a reasonable amount from the allowance of a member because of absence from meetings of the board or of a committee of the board. 1997, c. 31, s. 97.~~

Committee members

~~(6) Subsections (1) to (4) apply with necessary modifications to members of a committee established by the board who are not members of the board. 1997, c. 31, s. 97.~~

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

~~1997, c. 31, s. 97 – 01/01/1998~~

Deemed expenses

~~191.3 Despite this Act or any other Act, where an elected member of a board is, under a by-law or resolution of the board, paid a salary, indemnity, allowance or other remuneration, one third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a member of the board. 2002, c. 17, Sched. F, Table.~~

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

~~2002, c. 17, Sched. F, Table – 01/01/2003~~

ACCESS TO MEETINGS AND RECORDS

Open meetings of boards

~~207 (1) Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct. R.S.O. 1990, c. E.2, s. 207 (1); 2014, c. 13, Sched. 9, s. 19 (1).~~

Closing of certain committee meetings

~~(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject matter under consideration involves,~~

- ~~—(a) the security of the property of the board;~~
- ~~—(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;~~
- ~~—(c) the acquisition or disposal of a school site;~~
- ~~—(d) decisions in respect of negotiations with employees of the board; or~~
- ~~—(e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2); 2021, c. 4, Sched. 11, s. 7 (1).~~

Closing of meetings re certain investigations

~~(2.1) A meeting of a board or of a committee of a board, including a committee of the whole board, shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the board. 2014, c. 13, Sched. 9, s. 19 (2).~~

Exclusion of persons

~~(3) The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. R.S.O. 1990, c. E.2, s. 207 (3).~~

Inspection of books and accounts

~~(4) Any person may, at all reasonable hours, at the head office of the board inspect the minute book, the audited annual financial report and the current accounts of a board, and, upon the written request of any person and upon the payment to the board at the rate of 25 cents for every 100 words or at such lower rate as the board may fix, the secretary shall furnish copies of them or extracts therefrom certified under the secretary's hand. R.S.O. 1990, c. E.2, s. 207 (4).~~

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

~~2014, c. 13, Sched. 9, s. 19 (1, 2) - 01/09/2015~~

~~2021, c. 4, Sched. 11, s. 7 (1) - 19/04/2021~~

BOARD MEETINGS

Board meetings

~~208 (1) A board shall be deemed to be constituted when a majority of the members to be elected or appointed has been elected or appointed. R.S.O. 1990, c. E.2, s. 208 (1).~~

First meeting

~~(2) A board that is elected at a regular election under the *Municipal Elections Act, 1996* and a board that is appointed or elected other than at a regular election under the *Municipal Elections Act, 1996* shall hold its first meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the board determines and, failing such determination, at 8 p.m. at the head office of the board on the first Wednesday following the commencement of the term of office. R.S.O. 1990, c. E.2, s. 208 (2); 1997, c. 31, s. 106 (1).~~

Supervisory officer may provide for calling first meeting

~~(3) Despite subsection (2), on the petition of a majority of the members of a newly elected or appointed board, the appropriate supervisory officer may provide for calling the first meeting of the board at some other time and date. R.S.O. 1990, c. E.2, s. 208 (3).~~

Election of chair

- ~~(4) The members shall elect one of themselves to be chair,~~
~~—(a) at the first meeting referred to in subsection (2) or (3);~~
~~—(b) in each following year, at the first meeting on or after the anniversary of the date the term of office of the board began; and~~
~~—(c) at the first meeting after a vacancy occurs in the office of chair. 2021, c. 34, Sched. 8, s. 2.~~

Presiding officer

~~(5) At a meeting referred to in clause (4) (a) or (b), the chief executive officer shall preside until the election of the chair or, if there is no chief executive officer or in his or her absence, the members present shall designate who shall preside at the election of the chair and if a member of the board is so designated, he or she may vote at the election of the chair. 2021, c. 34, Sched. 8, s. 2.~~

~~(5.1) REPEALED: 2006, c. 10, s. 17.~~

Subsequent meetings

~~(6) Subsequent meetings of the board shall be held at such time and place as the board considers expedient. R.S.O. 1990, c. E.2, s. 208 (6).~~

Vice chair

~~(7) The members of the board may also elect one of themselves to be vice chair and he or she shall preside in the absence of the chair. R.S.O. 1990, c. E.2, s. 208 (7).~~

Where equality of votes

~~(8) In the case of an equality of votes at the election of a chair or vice chair, the candidates shall draw lots to fill the position of chair or vice chair, as the case may be. R.S.O. 1990, c. E.2, s. 208 (8).~~

Temporary chair

~~(9) If at any meeting there is no chair or vice chair present, the members present may elect one of themselves to be chair for that meeting. R.S.O. 1990, c. E.2, s. 208 (9).~~

Temporary secretary

~~(10) In the absence of the secretary from any meeting, the chair or other member presiding may appoint any member or other person to act as secretary for that meeting. R.S.O. 1990, c. E.2, s. 208 (10).~~

Quorum

~~(11) The presence of a majority of all the members constituting a board is necessary to form a quorum. 1997, c. 31, s. 106 (3).~~

Chair, voting; equality of votes

~~(12) The presiding officer, except where he or she is the chief executive officer of the board and is not a member, may vote with the other members of the board upon all motions, and any motion on which there is an equality of votes is lost. R.S.O. 1990, c. E.2, s. 208 (12); 1997, c. 31, s. 106 (4).~~

Special meetings

~~(13) Special meetings of the board may be called by the chair and in such other manner as the board may determine. R.S.O. 1990, c. E.2, s. 208 (13).~~

Regulations: electronic meetings

- ~~208.1 (1) The Lieutenant Governor in Council may make regulations,~~
~~—(a) respecting the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board;~~
~~—(b) prescribing the circumstances in which a member of a board is required to be physically present in the meeting room of a board for meetings of the board;~~
~~—(c) authorizing or requiring a board to develop and implement policies with respect to any matter referred to in clause (a) and governing the content of such policies. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(2) A regulation under clause (1) (a) may provide that a board member who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of this and every other Act, subject to such conditions or limitations as may be provided for in the regulation. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(3) A regulation under clause (1) (a) may provide for participation in meetings through electronic means by members of the board, student trustees and members of the public. 2020, c. 7, Sched. 9, s. 1.~~

Same

~~(4) A regulation under clause (1) (b) may set out rules with respect to periods of time before the regulation is filed. 2020, c. 7, Sched. 9, s. 1.~~

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

~~1997, c. 31, s. 107 – 01/01/1998~~

~~2002, c. 18, Sched. G, s. 8 – 26/11/2002~~

~~2006, c. 10, s. 18 – 07/07/2006~~

~~2020, c. 7, Sched. 9, s. 1 – 05/06/2020~~

Declaration

~~**209** (1) Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have resigned:~~

- ~~—1. I solemnly declare that I am not disqualified under any Act from being a member of *(name of board)*.~~
- ~~—2. I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the *Municipal Conflict of Interest Act*.~~

~~R.S.O. 1990, c. E.2, s. 209 (1); 1997, c. 31, s. 108 (1); 2009, c. 25, s. 23 (1).~~

Idem

~~(2) Where a person is elected or appointed to fill a vacancy on a board, the person shall make such declaration on or before the day fixed for holding the first meeting of the board after his or her election or appointment or on or before the day of the first meeting that the person attends and in default the person shall be deemed to have resigned. R.S.O. 1990, c. E.2, s. 209 (2).~~

Oath or affirmation

~~(3) Every person elected or appointed to a board, before entering on his or her duties as a board member, may take and subscribe before the secretary of the board or before any person authorized to administer an oath the oath or affirmation of allegiance in the following form, in English or French:~~

~~I swear (*affirm*) that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth II (*or the reigning sovereign for the time being*).~~

~~2009, c. 25, s. 23 (2).~~

Filing of declaration and oath

~~(4) The declaration and, if any, the oath or affirmation of allegiance shall be filed with the secretary of the board within eight days after it is made or taken, as the case may be. 2009, c. 25, s. 23 (3).~~

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

~~1994, c. 23, s. 65 – no effect – see 2002, c. 17, Sched. F – 01/01/2003; 1997, c. 31, s. 108 (1, 2) – 01/01/1998~~

~~2009, c. 25, s. 23 (1-3) – 15/12/2009~~

~~210 REPEALED: 2009, c. 25, s. 24.~~

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

~~1997, c. 31, s. 109 – 01/01/1998~~

~~2009, c. 25, s. 24 – 15/12/2009~~

~~**Seat vacated by conviction, absence etc.**~~

~~228 (1) A member of a board vacates his or her seat if he or she,~~

~~— (a) is convicted of an indictable offence;~~

~~— (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;~~

~~— (c) ceases to hold the qualifications required to act as a member of the board;~~

~~— (d) becomes disqualified under subsection 219 (4); or~~

~~— (e) fails to be physically present as required by the regulations made under clause 208.1 (1) (b). 1997, c. 31, s. 112; 2020, c. 7, Sched. 9, s. 2.~~

~~**Exception: conviction**~~

~~(2) Despite subsection (1), where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. 1997, c. 31, s. 112.~~

~~**Exception: pregnancy or parental leave**~~

~~(2.1) Clause (1) (b) does not apply to vacate the office of a member of a board who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 4, s. 3 (2).~~

~~**Filling of vacancies**~~

~~(3) Where a seat becomes vacant under this section, the provisions of this Act with respect to the filling of vacancies apply. 1997, c. 31, s. 112.~~

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

~~1997, c. 31, s. 112 – 01/01/1998~~

~~2017, c. 10, Sched. 4, s. 3 (2) – 30/05/2017~~

~~2020, c. 7, Sched. 9, s. 2 – 05/06/2020~~

~~229 REPEALED: 2020, c. 7, Sched. 9, s. 3.~~

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

~~1997, c. 31, s. 112 – 01/01/1998~~

~~2006, c. 10, s. 19 – 01/06/2006~~

Education Act

ONTARIO REGULATION 462/97

FIRST NATIONS REPRESENTATION ON BOARDS

Consolidation Period: From September 1, 2019 to the ~~e-Laws currency date.~~

Last amendment: ~~262/19.~~

~~*This is the English version of a bilingual regulation.*~~

First Nations representation on boards

~~1. (1) Subject to subsection (4), a council of a band or councils of bands may name one person to represent, on a board, the interests of pupils who belong to the band or bands if,~~

~~(a) under subsection 188 (1) of the Act, the board has admitted pupils who belong to the band or bands; or~~

~~(b) under section 188 of the Act, the board has entered into one or more agreements to provide instruction to pupils who belong to the band or bands, including one or more agreements entered into before September 1, 2019. O. Reg. 262/19, s. 1 (1).~~

~~(2) Where a person is named under subsection (1), the board shall, subject to subsection (5), appoint the person as a member of the board. O. Reg. 462/97, s. 1 (2); O. Reg. 262/19, s. 1 (2).~~

~~(3) The member appointed under subsection (2) shall be deemed to be an elected member of the board. O. Reg. 190/09, s. 2.~~

~~(4) If the number of pupils referred to in clauses (1) (a) and (b) who are enrolled in schools operated by the board or in schools to which the board provides instruction exceeds 25 per cent of the average daily enrolment in the schools of the board, two persons may be named under subsection (1) and subsections (2) and (3) apply with necessary modifications in respect of the two persons. O. Reg. 262/19, s. 1 (3).~~

~~(5) The appointment under subsection (2) may be made at the discretion of the board if the number of pupils referred to in clauses (1) (a) and (b) who are enrolled in schools operated by the board or in schools to which the board provides instruction is fewer than the lesser of 10 per cent of the average daily enrolment in the schools of the board and 100. O. Reg. 262/19, s. 1 (3).~~

~~(6) REVOKED: O. Reg. 262/19, s. 1 (3).~~

~~(7) If the enrolment of the pupils referred to in clause (1) (a) or (b) is, in respect of elementary school pupils only or secondary school pupils only, the enrolment referred to in subsections (4) and (5) shall be that of elementary school pupils only or secondary school pupils only, as the case may be. O. Reg. 462/97, s. 1 (7); O. Reg. 262/19, s. 1 (4).~~

~~(8) The term of office of a member appointed under this section terminates on the same date as the term of office of the elected members. O. Reg. 462/97, s. 1 (8).~~

~~(9) Where a regulation made under clause 67 (2) (a) of the Act provides for the appointment of one or more members to represent on the board the interests of pupils referred to in clause (1) (a) or (b), this section does not apply. O. Reg. 462/97, s. 1 (9); O. Reg. 262/19, s. 1 (5).~~

~~(10) Where the office of a member of a board appointed under this section becomes vacant for any reason, it shall be filled in accordance with this section and the person so appointed shall hold office for the remainder of the term of his or her predecessor. O. Reg. 462/97, s. 1 (10).~~

~~2. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 462/97, s. 2.~~

Français

Education Act

ONTARIO REGULATION 463/97

ELECTRONIC MEETINGS AND MEETING ATTENDANCE

Consolidation Period: From July 29, 2024 to the [e-Laws currency date](#).

Last amendment: 313/24.

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This is the English version of a bilingual regulation.

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Deemed present

—1. Subject to any conditions or limitations provided for under the Act or under this Regulation, a member of a board who participates in a meeting through electronic means in accordance with this Regulation is deemed to be present at the meeting for the purposes of every Act. O. Reg. 463/97, s. 1; O. Reg. 234/04, s. 1; O. Reg. 313/24, s. 1.

Policy re meeting by electronic means

—2. (1) Every board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board. O. Reg. 463/97, s. 2 (1); O. Reg. 234/04, s. 2.

—(2) The policy shall be in accordance with this Regulation and with any policies established and guidelines issued by the Minister under paragraph 3.6 of subsection 8 (1) of the Act. O. Reg. 463/97, s. 2 (2).

Provision of electronic means

—3. (1) The policy shall provide for the following:

—1. At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in one or more meetings of the board or of a committee of the board, including a committee of the whole board.

—2. The electronic means required by paragraph 1 shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

—3. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with. O. Reg. 463/97, s. 3 (1); O. Reg. 268/06, s. 1 (1, 2); O. Reg. 313/24, s. 2 (1).

—(2) The policy shall ensure that student trustees who are participating through electronic means do not participate in any proceedings that are closed to the public under clause 207 (2) (b) of the Act. O. Reg. 268/06, s. 1 (3).

—(3) The policy shall ensure that appropriate processes are put in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Act. O. Reg. 293/18, s. 1.

—(4) Despite paragraph 1 of subsection (1), the policy shall include provisions permitting the board to refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the

whole board or a meeting of any other committee of the board, unless the member has approval under subsection 7 (5) or where to do so is necessary to ensure compliance with section 6 or subsection 7 (8). O. Reg. 313/24, s. 2 (2).

Note: On September 1, 2025, subsection 3 (4) of the Regulation is amended by striking out “or subsection 7 (8)” at the end. (See: O. Reg. 313/24, s. 2 (3))

Same, public

—4. (1) Subsection (2) applies in respect of meetings of the board or of a committee of the board, including a committee of the whole board, that are open to the public. O. Reg. 463/97, s. 4 (1).

—(2) The policy shall provide for the following:

—1. The board shall provide members of the public with electronic means for participating in meetings and shall provide for the extent and manner of electronic participation.

—2. The electronic means required by paragraph 1 shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

—3. The policy shall ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act. O. Reg. 632/20, s. 1; O. Reg. 313/24, s. 3.

—(3) REVOKED: O. Reg. 632/20, s. 1.

Meetings to be open to the public

—5. (1) The board shall ensure that the meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every regular meeting of the board or of the committee of the board. O. Reg. 313/24, s. 4.

—(2) For the purposes of subsection (1), the meeting room of a committee of the whole board is the meeting room of the board. O. Reg. 313/24, s. 4.

—(3) Subsection (1) does not apply where a meeting is closed to the public in accordance with the Act. O. Reg. 313/24, s. 4.

Committee meetings, member attendance

—6. (1) The policy shall require that the chair of a committee of the board or their designate ~~The chair of the committee or their designate shall be physically present in the meeting room at every regular meeting of the committee of the board, except a committee of the whole board.~~ O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 6 (1) of the Regulation is amended by striking out “The policy shall require that the chair of the committee or their designate” at the beginning and substituting “The chair of the committee or their designate shall”. (See: O. Reg. 313/24, s. 5 (1))

—(2) Despite subsection (1), the policy may provide that the chair of the committee or their designate may participate in a meeting of the committee of the board by electronic means if another member of the committee, who is also a member of the board, is physically present in the meeting room. O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 6 (2) of the Regulation is amended by striking out “the policy may provide that”. (See: O. Reg. 313/24, s. 5 (2))

Board meetings, member attendance

—7. (1) The policy shall require that all members of the board ~~All members of the board shall be physically present in the meeting room of the board at every regular meeting of the board and every regular meeting of a committee of the whole board.~~ O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 7 (1) of the Regulation is amended by striking out “The policy shall require that all members of the board” at the beginning and substituting “All members of the board shall”. (See: O. Reg. 313/24, s. 6 (1))

—(2) Despite subsection (1), the policy may provide that a member of the board may participate in a meeting described in that subsection by electronic means instead of being physically present if the member receives written approval under subsection (5) before the meeting begins. O. Reg. 313/24, s. 4.

Note: On September 1, 2025, subsection 7 (2) of the Regulation is amended by striking out “the policy may provide that”. (See: O. Reg. 313/24, s. 6 (2))

—(3) If a member of the board proposes to participate in a meeting described in subsection (1) by electronic means, the member shall submit a request in writing and the reasons for the request to the chair of the board before the meeting begins. O. Reg. 313/24, s. 4.

- ~~—(4) If the member of the board making a request under subsection (3) is the chair of the board, the chair shall submit the request and reasons to the vice chair of the board, or if the board has no vice chair, to another member of the board. O. Reg. 313/24, s. 4.~~
- ~~—(5) The chair, vice chair or other member, as applicable, may approve a request if they are satisfied that one or more of the following circumstances exist:~~
 - ~~—1. The member’s primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.~~
 - ~~—2. Weather conditions do not allow the member to travel to the meeting location safely.~~
 - ~~—3. The member cannot be physically present at a meeting due to health related issues.~~
 - ~~—4. The member has a disability that makes it challenging to be physically present at a meeting.~~
 - ~~—5. The member cannot be physically present due to family responsibilities in respect of,~~
 - ~~— i. the member’s spouse,~~
 - ~~— ii. a parent, step parent or foster parent of the member or the member’s spouse,~~
 - ~~— iii. a child, step child, foster child, or child who is under legal guardianship of the member or the member’s spouse,~~
 - ~~— iv. a relative of the member who is dependent on the member for care or assistance, or~~
 - ~~— v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member. O. Reg. 313/24, s. 4.~~
- ~~—(6) The chair shall not approve a request under subsection (5) if approving the request would result in fewer than one member of the board, in addition to the chair of the board or their delegate, being physically present in the meeting room. O. Reg. 313/24, s. 4.~~
- ~~—(7) The vice chair or other member of the board shall not approve a request under subsection (5) unless the chair’s designate will be physically present in the meeting room. O. Reg. 313/24, s. 4.~~
- ~~—(8) If there is a policy described in subsection (2), it shall provide that,~~
 - ~~—(a) the chair or designate shall be physically present in the meeting room of the board for at least half of the meetings of the board during each 12 month period beginning November 15, 2022; and~~
 - ~~—(b) subject to subsection (9), a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board during each 12 month period beginning November 15, 2022. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (8) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

- ~~—(9) If a member of a board is elected or appointed to fill a vacancy on or after November 15, 2022, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (9) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

- ~~—(10) Subsection (9) does not apply for a period described in that subsection if, at any time during the period, all schools of the board are closed pursuant to an order referred to in subsection 10 (1). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, subsection 7 (10) of the Regulation is revoked. (See: O. Reg. 313/24, s. 6 (3))

Board and committee meetings, director of education attendance

- ~~—8. The policy shall require that the director of education of the board or their designate The director of education or their designate shall be physically present in the meeting room for each meeting of the board and each meeting of a committee of a board, including a committee of the whole board. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 8 of the Regulation is amended by striking out “The policy shall require that the director of education or their designate” at the beginning and substituting “The director of education or their designate shall”. (See: O. Reg. 313/24, s. 7)

No failure to be physically present, s. 228 of the Act

- ~~—9. For greater certainty, the failure to be physically present as required by a policy referred to in subsection 7 (8) does not constitute a failure for the purposes of clause 228 (1) (e) of the Act. O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 9 of the Regulation is revoked and the following substituted: (See: O. Reg. 313/24, s. 8)

School closures

- ~~9. (1) On and after September 1, 2025, the requirements under sections 6, 7 and 8 for members to be physically present at meetings, and the requirement under section 5, do not apply for the period described in subsection (2) of this section, if all schools of the board are closed pursuant to an order made by,~~
 - ~~(a) the Minister under section 5 (1) of the Act;~~
 - ~~(b) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;~~
 - ~~(c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or~~
 - ~~(d) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID 19) Act, 2020. O. Reg. 313/24, s. 8.*~~
- ~~(2) The period referred to in subsection (1) is determined as follows:~~
 - ~~1. If an order is made under subsection (1) before September 1, 2025 and continues to apply on that date, the period starts on September 1, 2025 and ends 60 days after the order ceases to apply.~~
 - ~~2. If an order is made under subsection (1) on or after September 1, 2025, the period starts on the day the order is made and ends 60 days after the order ceases to apply. O. Reg. 313/24, s. 8.~~

School closures

- ~~10. (1) On and after November 15, 2022, despite a policy of a board respecting electronic meetings, the requirements under section 6, subsection 7 (1) and section 8 for persons to be physically present at meetings, and the requirement under section 5, do not apply for the period described in subsection (2) of this section, if all schools of the board are closed under an order made by,~~
 - ~~(a) the Minister under section 5 (1) of the Act;~~
 - ~~(b) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;~~
 - ~~(c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or~~
 - ~~(d) the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID 19) Act, 2020. O. Reg. 313/24, s. 4.*~~
- ~~(2) The period referred to in subsection (1) starts on the day the order is made and ends 60 days after the order ceases to apply. O. Reg. 313/24, s. 4.~~
- ~~(3) On and after November 15, 2022, despite a policy of a board respecting electronic meetings, the requirements under subsection 7 (8) for persons to be physically present at meetings do not apply for a period described in that subsection if all schools of the board are closed for a total of two or more months during that period under an order mentioned in subsection (1). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 10 of the Regulation is revoked. (See: O. Reg. 313/24, s. 8)

Transition

- ~~11. (1) Subsections 7 (8) to (10) and 10 (3) apply, with necessary modifications, for the period that begins November 15, 2024 and ends September 1, 2025. O. Reg. 313/24, s. 4.~~
- ~~(2) For greater certainty, if, in accordance with subsection (1), subsection 7 (9) applies to a person, the person shall be physically present in the meeting room of the board for at least three regular meetings of the board during the period described in subsection (1), subject to subsection 7 (10). O. Reg. 313/24, s. 4.~~

Note: On September 1, 2025, section 11 of the Regulation is revoked. (See: O. Reg. 313/24, s. 9)

Français

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Education Act

ONTARIO REGULATION 7/07

STUDENT TRUSTEES

Historical version for the period August 1, 2020 to August 16, 2020.

Last amendment: 189/20.

This is the English version of a bilingual regulation.

Application

~~1. This Regulation applies to every district school board and every secondary school board established under section 67 of the Act. O. Reg. 7/07, s. 1.~~

Board policy

~~2. (1) The board shall develop and implement a policy providing for matters relating to student trustees and to the payment of honoraria for student trustees. O. Reg. 7/07, s. 2 (1).~~

~~(2) The policy shall be in accordance with this Regulation and with any policies and guidelines established by the Minister under paragraph 3.5 of subsection 8 (1) of the Act. O. Reg. 7/07, s. 2 (2).~~

Number of student trustees

~~3. The board shall have at least two but not more than three student trustees. O. Reg. 7/07, s. 3; O. Reg. 354/18, s. 1.~~

Election procedure and timing

~~4. (1) Student trustees shall be elected in one of the following ways:~~

~~1. Directly, by students of the board.~~

~~2. Indirectly, by student representative bodies such as student councils. O. Reg. 7/07, s. 4 (1).~~

~~(2) An election for a student trustee position for a one-year term of office shall be held not later than the last day of February in each year. O. Reg. 354/18, s. 2.~~

~~(3) An election for a student trustee position for a two-year term of office shall be held not later than April 30 in each year. O. Reg. 354/18, s. 2.~~

~~(4) Despite subsection (3), in 2020, an election for a student trustee position for a two-year term of office shall be held not later than September 30, 2020. O. Reg. 189/20, s. 1.~~

Qualifications

~~5. (1) A person is qualified to act as a student trustee if, on the first day of school after the term of office begins, he or she is enrolled in the senior division of a school of the board and is,~~

~~(a) a full-time pupil; or~~

~~(b) an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1; O. Reg. 354/18, s. 3.~~

~~(2) Despite subsection (1), a person is not qualified to be elected or to act as a student trustee if he or she is serving a sentence of imprisonment in a penal or correctional institution. O. Reg. 7/07, s. 5 (2).~~

~~(3) A person who ceases to be qualified to act as a student trustee shall resign from the position. O. Reg. 7/07, s. 5 (3).~~

~~(4) In this section,~~

~~“full-time pupil” has the same meaning as in the most recent regulations made under section 234 of the Act. O. Reg. 7/07, s. 5 (4).~~

Term of office

~~6. (1) The term of office of a student trustee may be one year or two years and starts on August 1 of the year in which the student trustee is elected. O. Reg. 354/18, s. 4 (1).~~

~~(1.1) Despite subsection (1), the term of office of a student trustee elected in 2020 for a two-year term of office starts on the later of August 1, 2020 and the day the student is elected, and ends on July 31, 2022. O. Reg. 189/20, s. 2.~~

~~(2) If a board has two or more student trustees with terms of two years, the board shall ensure that its policy under section 2 provides for the staggering of terms where possible. O. Reg. 354/18, s. 4 (2).~~

Vacancies

~~7. If the board determines that a vacancy shall be filled, it shall be filled by a by-election. O. Reg. 7/07, s. 7.~~

Reimbursement of expenses

~~8.~~ If the board has established a policy under subsection 191.2 (3) of the Act, the board shall reimburse student trustees for out-of-pocket expenses as if they were members of the board. O. Reg. 7/07, s. 8.

Honorarium

~~9.~~ (1) The amount of the honorarium referred to in subsection 55 (8) of the Act is,

- ~~(a) \$2,500 for each complete year that the student holds office; and~~
- ~~(b) if a student holds office for a portion of a year, \$2,500 prorated according to the portion of the year the student holds office. O. Reg. 354/18, s. 5.~~

~~(2) Despite subsection (1), the amount of the honorarium referred to in subsection 55 (8) of the Act for a student trustee elected in 2020 for a two-year term of office is,~~

- ~~(a) \$2,500 for the period starting on the later of August 1, 2020 and the day the student is elected and ending on July 31, 2021, if they hold office for the entire period;~~
- ~~(b) \$2,500 for the period starting on August 1, 2021 and ending July 31, 2022, if they hold office for the entire period; and~~
- ~~(c) if the student holds office for a portion of either period described in clause (a) or (b), \$2,500 prorated according to the portion of the period the student holds office. O. Reg. 189/20, s. 3.~~

~~Board to provide names to Ministry~~

~~10.~~ The board shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election. O. Reg. 7/07, s. 10.

Transition

~~11.~~ Despite the revocation of Ontario Regulation 461/97 (Pupil Representation on Boards) made under the Act, that regulation continues to apply in respect of a pupil representative who holds office in the 2005-2006 school year. O. Reg. 7/07, s. 11.

Note: On August 17, 2020, the day subsection 1 (1) of Schedule 12 of the *Stronger, Fairer Ontario Act (Budget Measures), 2017* comes into force, section 11 of the Regulation is revoked and the following substituted: (See: O. Reg. 354/18, s. 6)

Centre Jules-Léger Consortium

~~11.~~ (1) The Centre Jules-Léger Consortium shall ensure that the policy referred to in section 2 provides for the following matters:

- ~~1. The direct election of student trustees by students of the constituency they will represent, or the indirect election of student trustees by student representatives of the constituency they will represent.~~
- ~~2. The timing of the election of student trustees.~~
- ~~3. The terms of office of student trustees, which shall not exceed two years. O. Reg. 354/18, s. 6.~~

~~(2) The procedure and timing of elections and the terms of office of student trustees for the Centre Jules Léger Consortium shall be as provided in the policy, despite sections 4 and 6. O. Reg. 354/18, s. 6.~~

~~(3) Despite section 3, the Centre Jules Léger Consortium shall have three student trustees as follows:~~

- ~~1. One student trustee to represent students of the school continued under subsection 13 (3.1) of the *Education Act*.~~
- ~~2. One student trustee to represent students of the school continued under subsection 13 (5.1) of the *Education Act*.~~
- ~~3. One student trustee to represent students receiving the services set out in clause 13.1 (5) (b) of the *Education Act*. O. Reg. 354/18, s. 6.~~

~~12. REVOKED: O. Reg. 7/07, s. 12 (2).~~

~~(2) The procedure and timing of elections and the terms of office of student trustees for the Centre Jules Léger Consortium shall be as provided in the policy, despite sections 4 and 6. O. Reg. 354/18, s. 6.~~

~~(3) Despite section 3, the Centre Jules Léger Consortium shall have three student trustees as follows:~~

- ~~1. One student trustee to represent students of the school continued under subsection 13 (3.1) of the *Education Act*.~~
- ~~2. One student trustee to represent students of the school continued under subsection 13 (5.1) of the *Education Act*.~~
- ~~3. One student trustee to represent students receiving the services set out in clause 13.1 (5) (b) of the *Education Act*. O. Reg. 354/18, s. 6.~~

~~12. REVOKED: O. Reg. 7/07, s. 12 (2).~~

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?¹	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

¹ Some more formal requirements, likes seconds to motions, may not apply in smaller boards or any size committee.

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Side 1

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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9/2020

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 27
Report No. 056-25

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: POLICY REVIEW – 8092 CODE OF CONDUCT

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 Revisions were made to the policy to ensure clarity of the policy.
- 1.3 Minor revisions were made to the policy to ensure consistency with Lakehead District School Board's preferred formatting and terminology.

2. Situation

- 2.1 According to Policy/Procedure Memorandum (PPM) 128, every Ontario school board must have its own Code of Conduct for schools to model, which will ensure alignment with both Board and provincial requirements.
- 2.2 The policy is attached as Appendix A.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8092 Code of Conduct Policy, Appendix A to Report No. 056-25.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

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CODE OF CONDUCT POLICY	8092

1. Rationale

Lakehead District School Board (LDSB) is committed to the success of every student. This policy has been created to promote safe, nurturing, equitable, accessible, and inclusive learning environments that benefit all students. Lakehead District School Board believes that to foster a positive school climate of understanding and mutual respect that supports student achievement and well-being, there should be a focus on prevention and early intervention strategies to address inappropriate behaviour. The provincial Code of Conduct outlined in Policy/Program Memorandum 128 (PPM 128), sets clear provincial standards of behaviour.

This policy is in accordance with the Education Act, the PPM 128 – School Board Code of Conduct, and 8070 Safe Schools-System Expectations Policy. It is interpreted and applied in accordance with the Ontario Human Rights Code.

2. Policy

This policy articulates LDSB's Code of Conduct. It is the policy of LDSB that every elementary and secondary school, as well as the Lakehead Adult Learning Centre, establish a school code of conduct to institute behavioural norms that support safe, nurturing, equitable, accessible, and inclusive learning and working environments for the benefit of students, staff, and communities. The purpose of this policy is to provide schools with direction for developing their school code of conduct and procedures.

3. Definitions

3.1 Medical Cannabis User

As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law.

3.2 Cyber Bullying

In this policy, cyber bullying refers to bullying by electronic means as defined in subsection 1(1.0.0.2) of the Education Act.

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4. Application and Scope

This policy applies to all individuals involved with LDSB: students, parents/guardians/caregivers, volunteers, teachers, staff members, trustees, contractors (including school bus drivers), and visitors (including members of various community groups), whether they are on school property, in a virtual learning environment, on a school bus, at a school-related and/or Board-related event or activity, in before-and after-school programs or in other circumstances that could have an impact on the school climate. Individuals who rent or use Board or school facilities, are also asked to adhere to the standards set out in this code of conduct.

5. Purpose

According to the Education Act, the Provincial Code of Conduct and LDSB Code of Conduct, the purpose is to:

- ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- encourage the use of non-violent means to resolve conflict;
- promote the safety of people in the schools;
- discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis, tobacco, e-cigarettes and nicotine products; and
- prevent bullying in schools.

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6. Standards of Behaviour

6.1 Respect, Civility, and Responsible Citizenship.

All members of the school community must;

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- always treat one another with dignity and respect, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the needs of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for educational purposes, as directed by an educator, for health and medical purposes and to support special education needs; and
- not swear at a teacher or at another person in a position of authority.

All members of the school community have a responsibility to contribute to a climate of understanding and mutual respect, in accordance with LDSB's 7030 Human Rights **and Workplace Harassment** Policy.

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All members of the school community must not:

- engage in bullying behaviours, including cyber bullying;
- commit sexual assault or harassment;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and/or illegal drugs; tobacco, e-cigarettes and nicotine products;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes) tobacco, e-cigarettes and nicotine products;
- inflict or encourage others to inflict bodily harm on another person;
- use abusive, defamatory, or discriminatory language;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school; and
- record, take, or share non-consensual transcriptions, audio recordings, video recordings, or photos of members of the school community (including both in-person and virtual meetings).
 - ***this does not include recordings to support the Individual Education Plan learning needs of students or documented staff accommodations through the Disability Management Office process.***

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7. Roles and Responsibilities

7.1 Principals

Under the direction of LDSB, principals take a leadership role in the daily operation of a school. They provide leadership by:

- demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.

7.2 Teachers and Other School Staff

Under the leadership of their principals, teachers and other school staff, maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and support staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/***guardians/caregivers***;
- maintain consistent and fair standards of behaviour for all students;
- demonstrate respect for one another, all students, parents/***guardians/caregivers***, volunteers, and other members of the school community; and
- prepare students for the full responsibilities of citizenship.

Teachers and other school staff will assist principals to maintain a positive learning environment. They support efforts to address incidents when needed or to assist the principal of the school.

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7.3 Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, for others, and for those in positions of authority;
- refrain from bringing anything to school that may compromise the safety of others; and
- follow the established rules and take responsibility for their own actions.

Incidents involving students will be addressed by the principal in accordance with the schools' code of conduct and Board policy.

7.4 Parents/Guardians/Caregivers

Parents/guardians/caregivers play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents/guardians/caregivers fulfil their role when they:

- are engaged in their child's schoolwork and progress;
- communicate regularly with the school;
- help their child be appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the provincial Code of Conduct, the Board's Code of Conduct, and, if applicable, the school's Code of Conduct;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

7.5 Community Partners

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (i.e., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and for formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

SCHOOL AND COMMUNITY RELATIONS**8000****DRAFT****CODE OF CONDUCT POLICY****8092**7.6 Police

The police can play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, 2015, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

8. Athletics Code of Conduct

Lakehead District School Board recognizes that codes of conduct for sporting events are written in the constitutions of the Superior Secondary Schools' Athletic Association (S.S.S.A.A.). These codes govern the behaviour of students, coaches, officials and spectators and violations of these codes are handled according to these guidelines. Notwithstanding the above-mentioned athletic codes of conduct and penalties imposed therein, the provisions of the Education Amendment Act (Progressive Discipline and School Safety), 2007, Accepting Schools Act, 2012 and any Board policies, regulations or procedures shall take precedence. Therefore, a principal may also impose penalties, consequences and/or limitations upon students, coaches, officials and/or spectators. Such penalties, consequences and/or limitations may be additional to those imposed by the Lakehead Elementary Athletic Association and/or S.S.S.A.A. and may be more severe or extensive in scope.

9. Professional Expectations

Lakehead District School Board acknowledges and supports the Ontario College of Teachers Act, 1996, its regulations, statements, and philosophy. It also acknowledges that others who practice their professions in the Board are governed by similar standards of practice related to the professional organization or college to which they may belong, i.e., College of Psychologists of Ontario, Ontario College of Social Workers and Social Service Workers, College of Early Childhood Educators, and College of Audiologists and Speech-Language Pathologists of Ontario. It is expected that all employees be familiar with and adhere to the standards of practice of their profession, Board policies and maintain professional relationships with students and other members of the LDSB community.

All employees are expected to conduct themselves in a professional manner at all times. In addition to the Standards of Behaviour outlined in Section 6 of this policy, employees are expected to contribute to and maintain a healthy, inclusive and supportive environment. Any behaviour that contributes to a toxic or poisoned workplace (such as unwelcome or vexatious comments, discriminatory comments or actions, gossip, etc.) is expressly prohibited and will be deemed to be a violation of the Code of Conduct and/or other Board policies.

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All employees are expected to act in accordance with the standards of behaviour established by this code of conduct. Incidents will be addressed in accordance with Board policies and collective agreements.

10. Review

The director of education and superintendents are responsible for the implementation and review of this policy. It will be reviewed in accordance with 2010 Policy Development and Review Policy and in conjunction with the school improvement plan, considering the input of school council and those that are communicated by the school community.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
1020 Equity and Inclusive Education	June 28, 2022	Education Act Part XIII Behaviour, Discipline and Safety
3060 Leasing of Space	<u>Date Revised</u>	
3096 Information/ Communication Technology Use	June 25, 2024 May 27, 2025	Appendix F of 8070 Safe Schools – System Expectations Procedures
7030 Harassment & Human Rights and Workplace Harassment		Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct
7040 Violence in the Workplace		
8070 Safe Schools – System Expectations		
8071 Bullying Prevention and Intervention		
8072 Sexual Orientation and Gender Identity		
8073 Dress Code		
8091 Use of Volunteers in Schools		