

THAMES VALLEY DISTRICT SCHOOL BOARD REGULAR BOARD MEETING AGENDA

November 24, 2020, 7:00 P.M.

Teams Meeting

1. CALL TO ORDER

2. O CANADA

Masonville Public School

3. STRATEGIC PLAN IN ACTION

4. APPROVAL OF AGENDA

5. OFFICIAL RECORD

6. CONFLICTS OF INTEREST

7. DIRECTOR'S ANNOUNCEMENTS

8. CHAIR'S VALEDICTORY ADDRESS

9. PUBLIC INPUT

None.

10. MINUTES OF THE 2020 NOVEMBER 10 REGULAR BOARD MEETING

a. Confirmation of Minutes

b. Business Arising from Minutes

11. STUDENT TRUSTEE UPDATE

12. REPORTS FROM ADMINISTRATION

a. Student Transportation 2020-2021 Update

b. Technology-Enabled Learning for Students

13. REPORTS FROM BOARD COMMITTEES

a. Audit Committee, 2020 November 10

b. Chair's Committee, 2020 November 17

c. Final Report of the Bylaw Ad Hoc Committee, 2020 November 18

d. Committee of the Whole, In-Camera, 2020 November 24

14. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

a. Ontario Public School Boards' Association (OPSBA)

b. Thames Valley Education Foundation (TVEF)

15. COMMUNICATIONS

16. NOTICE OF MOTION

WHEREAS: The amended Ontario Regulation 440/20 called for the following changes:

(1) A pupil in junior kindergarten, kindergarten or grade 1, 2 or 3 shall not be suspended under section 306 of the Act for engaging in an activity described in subsection 306 (1) of the Act.

(2) A pupil in junior kindergarten, kindergarten or grade 1, 2 or 3 shall not be suspended under section 310 of the Act for engaging in an activity described in subsection 310 (1) of the Act unless the principal has conducted an investigation respecting the allegations.

(3) The condition set out in subparagraph 7.1 i of subsection 310 (1) of the Act does not apply in respect of a suspension under section 310 of the Act of a pupil in junior kindergarten, kindergarten or grade 1, 2 or 3.

WHEREAS: Students from historically racialized and underserved communities have been suspended at a higher rate.

BE IT RESOLVED:

That suspensions on a student record that would now be in violation of Regulation 440/20 be expunged. This would include suspensions that occurred when the student was in junior kindergarten, kindergarten, grade 1, 2 or 3 be expunged from their OSR.

17. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

18. QUESTIONS/COMMENTS BY MEMBERS

19. DIRECTOR'S NEWS FROM THE SYSTEM

20. ADJOURNMENT

THAMES VALLEY DISTRICT SCHOOL BOARD

REGULAR MEETING

November 10, 2020, 7:00 P.M.

Teams Meeting

TRUSTEES

A. Morell (Chair)
J. Bennett
L. Pizzolato
M. Ruddock
B. Yeoman
C. Rahman
T. Rahman
N. Keller

B. McKinnon
S. Polhill
B. Smith
J. Skinner
P. Cuddy
C. Antone
S. Hunt
M. Dhaliwal

ADMINISTRATION AND OTHERS

M. Fisher
J. Pratt
S. Builder
A. Canham
R. Culhane
C. Lynd
D. Wright
T. Testa
P. Skinner
S. Powell
B. Williams

M. Moynihan
P. Sydor
L. Griffith-Jones
C. Giannacopoulos
L. Nicholls
A. Chahbar
S. Smith
J. Ames McLay (-7:20)
J. Ruberto (-7:20)
C. Henriquez (-7:53)
K. Auckland

1. CALL TO ORDER

Board Chair Morell called the meeting to order at 7:00 p.m. and acknowledged the traditional territory on which the Board meeting is held.

2. O CANADA

The meeting opened with a virtual performance of O Canada by Lester B. Pearson Public School.

3. STRATEGIC PLAN IN ACTION

D. Wright introduced Principal J. Ames McLay and acting Vice- Principal J. Ruberto from Royal Roads Public School who detailed strategies to improve communication, mental health, numeracy, equity and mathematics. Various ways to utilize social media were reviewed. Connections to the strategic plan were highlighted.

4. APPROVAL OF THE AGENDA

The agenda was approved on motion by Trustee Antone, seconded by Trustee McKinnon.

5. OFFICIAL RECORD

None.

6. CONFLICTS OF INTEREST

None declared.

7. DIRECTOR'S ANNOUNCEMENTS

Director Fisher announced TVDSB will participate in the anti-bullying / *Pledge* campaign 2020 November 16-20. The details of the campaign were outlined.

Director Fisher recognized service members past and present, acknowledging the significance of Remembrance Day.

8. CHAIR'S ANNOUNCEMENTS

None.

9. PUBLIC INPUT

One community representative presented public input regarding PPE for deaf and hard of hearing students. Appreciation was extended to the presenter.

10. MINUTES OF THE 2020 October 27 REGULAR BOARD MEETING

a. Confirmation of Minutes

The minutes of the 2020 October 27 Regular Board meeting were approved on motion of Trustee Cuddy, seconded by Trustee Ruddock.

b. Business Arising from Minutes

None.

11. STUDENT TRUSTEE UPDATE

Student Trustees reported the first Student Advisory Council (SAC) meeting will be held on 2020 November 25. Applications are being accepted for Student Senate positions. The Student Trustees released a video encouraging socially responsibility behaviour.

12. REPORTS FROM ADMINISTRATION

a. Capital Projects Update

C. Henriquez provided an update on the Board's Capital Projects. A virtual tour of Kettle Creek Public School was provided.

Questions of clarification were addressed regarding the New Southeast London Public School, the tendering process, timelines for the new childcare spaces at River Heights Public School and Ministry funding.

13. REPORTS FROM BOARD COMMITTEES

a. Policy Working Committee, 2020 October 27

Trustee Ruddock referred to the written report of the Policy Working Committee provided to Trustees in the agenda package. Recommendations of the committee were outlined.

Moved by M. Ruddock

Seconded by S. Hunt

THAT the Development and Management of Board Policies and Administrative Procedure Policy (PWC-1) be approved.

CARRIED

b. Chair's Committee, 2020 November 3

Trustee Ruddock highlighted items from the written report of the Chair's Committee provided to the Trustees in the agenda package. There were no recommendations.

c. Special Education Advisory Committee, 2020 November 3

Trustee Pizzolato referred to the written report of the Special Education Advisory Committee provided to Trustees in their agenda package. The Committee met 2020 November 3; highlights of the meeting were shared. There were no recommendations.

In reference to the letter written to the Ministry regarding PPE for deaf and hard of hearing students, Trustee Morell advised any response from the Ministry would be shared.

Discussion centered on the recommendations from the Committee to Administration regarding assessments. There was a request the Committee be provided an opportunity to clarify the intent of their motion.

d. Committee of the Whole, In-Camera, 2020 November 10

Trustee Ruddock reported the Committee of the Whole met in-camera from 6:00 p.m. to 6:25 p.m. The committee discussed confidential negotiation and property matters.

Moved by M. Ruddock

Seconded by B. McKinnon

That the motions at the in-camera session of 2020 related to negotiation and property matters be approved.

CARRIED

14. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

a. Ontario Public School Boards' Association (OPSBA)

Trustee Skinner provided a summary of the OPSBA Western Regional meeting.

Details were provided on the upcoming Public Education Symposium virtual workshop noting it will take place on 2021 January 28.

Trustee Skinner advised on the draft PPM regarding the revoking of Reg. 274.

b. Thames Valley Education Foundation (TVEF)

None.

15. COMMUNICATIONS

None.

16. NOTICE OF MOTION

None.

17. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

None.

18. QUESTIONS/COMMENTS BY MEMBERS

In response to a question, C. Lynd responded a presentation from Student Transportation Services (STS) will be presented in Spring 2021.

Administration responded to questions of clarification regarding the COVID-19 Protocol, Provincial funding and cost benchmarks for construction.

Chair Morell offered to share the SEAC letter from the Chair's meeting package with other boards through OPSBA.

19. DIRECTOR'S NEWS FROM THE SYSTEM

M. Fisher showcased the Strategic Plan in action with a slideshow demonstrating each of the Strategic Priorities in action at a TVDSB school.

20. ADJOURNMENT

On motion of Trustee Polhill, seconded by Trustee Ruddock the meeting adjourned at 8:30 p.m.

Arlene Morell
Chairperson



Date of Meeting: 2020 Nov 24

Item #: 12.a

REPORT TO:	<input type="checkbox"/> Administrative Council <input type="checkbox"/> Program and School Services Advisory Committee <input type="checkbox"/> Policy Working Committee <input type="checkbox"/> Planning and Priorities Advisory Committee <input checked="" type="checkbox"/> Board <input type="checkbox"/> Other: CPCC
	For Board Meetings: <input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Student Transportation 2020-21 Update
PRESENTED BY:	Maureen Cosyn-Heath, Chief Administrative Officer, STS Cathy Lynd, Superintendent of Business Jeff Pratt, Associate Director
PRESENTED FOR:	<input type="checkbox"/> Approval <input type="checkbox"/> Input/Advice <input checked="" type="checkbox"/> Information
Recommendation(s):	N/A
Purpose:	STS presentation re: 2020-21 Update
Content:	Please see attached presentation.
Financial Implications:	
Timeline:	
Communications:	
Appendices:	

Strategic Priority Area(s):

Relationships:	<input type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners. <input checked="" type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community. <input checked="" type="checkbox"/> Create opportunities for collaboration and partnerships.
Equity and Diversity:	<input type="checkbox"/> Create opportunities for equitable access to programs and services for students. <input type="checkbox"/> Students and all partners feel heard, valued and supported. <input type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
Achievement and Well-Being:	<input type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy. <input type="checkbox"/> Staff will demonstrate excellence in instructional practices. <input type="checkbox"/> Enhance the safety and well-being of students and staff.

Form Revised January 2020

We build each student's tomorrow, every day



Southwestern Ontario Student Transportation Services

Student Transportation Services

- Joint transportation consortium supporting the London District Catholic School Board and the Thames Valley District School Board.
- Incorporated as a separate legal entity in September of 2008.

Student Transportation Services

- Home to School
- Charter Services
- Active Travel

2020-2021 Start Up

MAJOR ACTIVITIES DURING START UP



Bus Registration
Forms Processed
36,790



Additional
Transportation
Services
474



Phone Calls
5,413



Contact Us Tickets
2,079



Requests for Bus
Stop Review
300



WWW.MYBIGYELLOWBUS.CA

2020-2021 Home to School Routes

- 1,106 routes system-wide
- 657 full sized buses
- 2019-2020 Ridership was 50,000
- 2020-2021 ridership reduced by remote learners (8%)
- Further 10% of students did not register for bus service

Student Safety Focused

- Route Familiarization Tests
- Safety Demonstration Drills
- School Bus Safety Training Programs



School Bus Safety Week

- Third Week of October each year
- School Bus Driver & Bus Attendant Appreciation Day
- Safety Demonstration Drills on each bus for students

Active Travel

- Elgin, London, Middlesex, Oxford Active and Safe Routes to School partner, Ontario Active School Travel Fund Grant Recipient.
- Healthy, active travel for students promotes good citizenship and plays a vital part of student well-being.
- Safety at school sites through reduced traffic congestion.

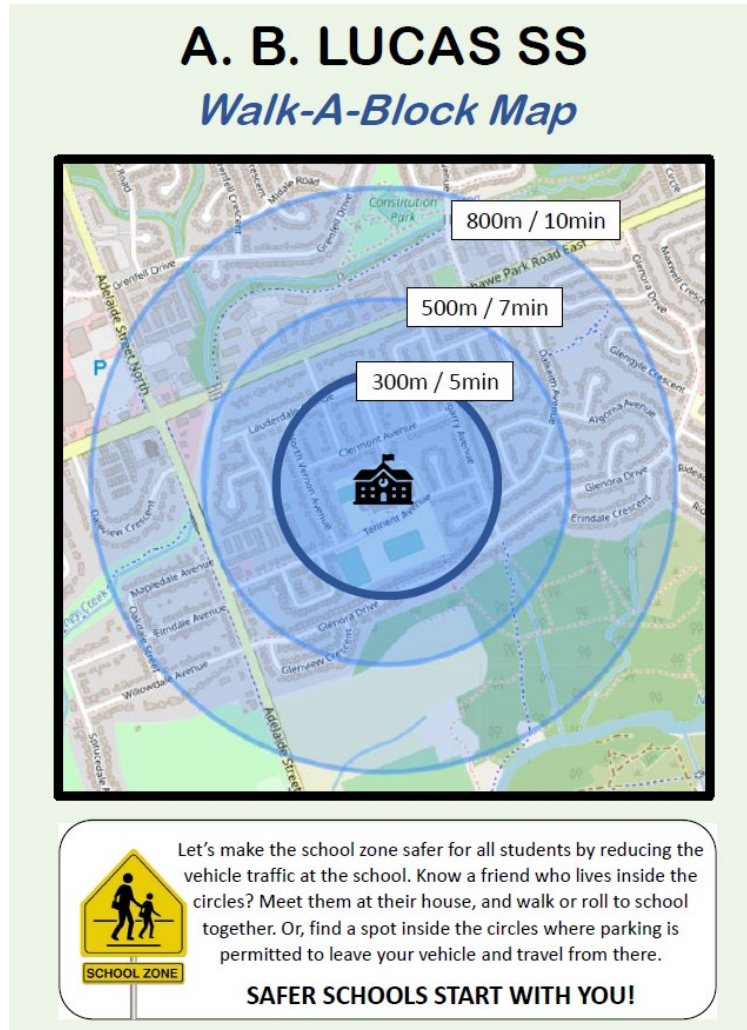
Active Travel

- Active Travel Coordinator established maps for each school in the region to help decrease traffic congestion around school zones and promote active travel as a mode choice.
- Two types of maps were generated:
 - A “ring map” shows timed walk approximations and,
 - a “Drive to 5 map” shows nearby local parking areas where the student could be dropped off and/or picked up within a 5-minute walk to school.
- Walk Zone Maps are available at [mybigyellowbus](https://mybigyellowbus.com)

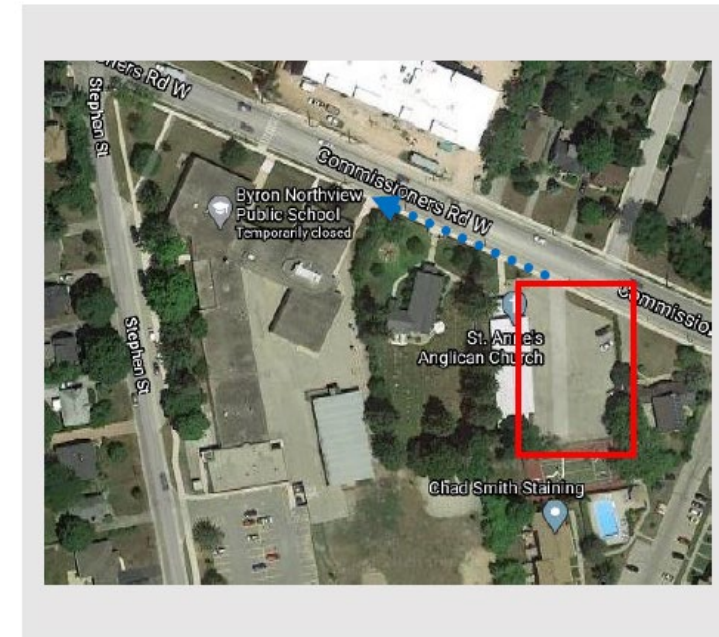
Active Travel

- The maps were done for September as we prepared to return to school.
- STS communicated with local agencies, municipalities and any private landowners in advance to canvass for support.

Active Travel Map Examples



BYRON NORTHVIEW PS	
Drive-to-Five Location	St Anne's Anglican Church 1344 Commissioners Rd W, London
Distance to School	100 meters
Walking Travel Time	2 min



What is Drive-to-Five? Drive-to-Five locations are designated spaces located within a 5 minute walk from the school. Drive-to-Five locations help to disperse traffic away from the congested school area and create a safer journey to and from school for all.

Bus Delays

- Operational delays occur due to unforeseen circumstances.
- Contractors post operational delays to the website.
- When the contractors post the delay, the website is updated and push notifications are sent to subscribers via email and out through the app.
- Operational delays are on a per run basis – not on a geographic area like weather.

Bus Cancellations

- The contractors are responsible for posting cancelled routes in event of insufficient bus drivers.
- The contractors decide if the service is cancelled due to inclement weather.
- Inclement weather cancellations are posted by 6:30 AM.
- Cancellations are always determined in the morning and not on forecasts.

Communicating Delays/Cancellations

- www.mybigyellowbus.ca
- Email Notifications (subscribe in STS Parent Portal)
- App notifications via BusPlanner Delays for android & apple
- For parents/guardians and administrators.



Communications

- Publication of STS News Updates
- Publication of quarterly one page updates which provide an at-a-glance overview of key performance metrics and what is happening at STS.
- Publication of annual reports
- Ongoing social media presence and safety messaging.

Update on the Annual Report

- The Annual Report sets out the major activities of STS.
- The draft annual report is in progress and expected to be released early in the new year.

Presented To:

Thames Valley District School Board, Board of Trustees, November 24, 2020

London District Catholic School Board, Board of Trustees, Date Pending

Presented By:

Maureen Cosyn Heath, Chief Administrative Officer

Southwestern Ontario Student Transportation Services



Date of Meeting: 2020 Nov 24

Item #: 12.b

REPORT TO:	<input type="checkbox"/> Administrative Council <input type="checkbox"/> Program and School Services Advisory Committee <input type="checkbox"/> Policy Working Committee <input type="checkbox"/> Planning and Priorities Advisory Committee <input checked="" type="checkbox"/> Board <input type="checkbox"/> Other:
	For Board Meetings: <input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Technology-Enabled Learning for Students
PRESENTED BY: <i>(list ONLY those attending the meeting)</i>	Carolyn Glaser, Manager - Information Technology Services Cathy Lynd, Superintendent of Business Tom McLeod, System Principal Sheila Powell, Superintendent of Student Achievement Melanie Stanley, System Principal
PRESENTED FOR:	<input type="checkbox"/> Approval <input type="checkbox"/> Input/Advice <input checked="" type="checkbox"/> Information
Recommendation(s): <i>(only required when presented for approval)</i>	
Purpose:	To share information with the Board of Trustees regarding technology-enabled learning for students. The presentation will provide information related to current areas of focus as well as planning for future work.
Content:	<p>The ongoing need for widespread access to student computing devices in Thames Valley has been a growing concern for a number of years with increased use of the internet and web-based applications for learning and the use digital learning platforms. The Full Remote and Adapted Learning models have created additional needs for educator capacity building and student computing device access.</p> <p>The Chromebook 1:1 Project, which was launched in September 2017, provided students in seven designated secondary schools with individual access to Chromebooks for learning. The Chromebook 1:1 Project provided increased access to technology at these schools and facilitated the embedded use of technology in all courses. The investment in these specific schools for computing devices is significant. With the expectation that all teachers in Thames Valley now have digital learning platforms for their classes, the need for computing technology as an essential tool for learning is equally applicable in all of our schools.</p> <p>This presentation will provide an overview of learning from the Chromebook 1:1 project, describe the status of student computing device inventory in TVDSB and outline technology-related professional learning and resources from Learning Support Services that support all schools. The presentation provides initial next steps for ongoing planning for technology-enabled learning in the board and outlines changes to student computing device distribution in Thames Valley.</p>
Cost/Savings:	
Timeline:	
Communications:	November 25, 2020 - Communication to Principals of the Chromebook 1:1 schools regarding student computing devices for the 2021-2022 school year.
Appendices:	Appendix A – Technology-Enabled Learning for Students Presentation – November 24, 2020

Strategic Priority Area(s):

We build each student's tomorrow, every day

Relationships:	<input type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners. <input type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community. <input type="checkbox"/> Create opportunities for collaboration and partnerships.
Equity and Diversity:	<input checked="" type="checkbox"/> Create opportunities for equitable access to programs and services for students. <input type="checkbox"/> Students and all partners feel heard, valued and supported. <input type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
Achievement and Well-Being:	<input type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy. <input checked="" type="checkbox"/> Staff will demonstrate excellence in instructional practices. <input type="checkbox"/> Enhance the safety and well-being of students and staff.

Form Revised June 2019



Technology-Enabled Learning for Students

November 24, 2020

Chromebook 1:1 Project

- Started in September 2017, with 7 secondary schools involved:
Central Elgin CI, College Avenue SS, Glencoe DHS, Saunders SS,
Sir Frederick Banting SS, West Elgin SS, Westminster SS
- Key goals of the Chromebook 1:1 Project:
 - Increase ongoing student access to technology in schools
 - Enhance embedded technology use into daily instructional practice
 - Build teacher capacity with the use of digital learning platforms

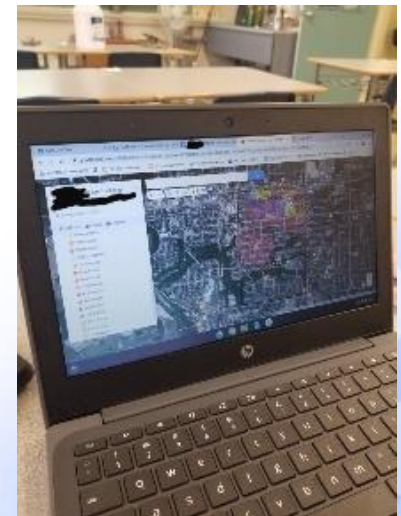
What we learned from the 1:1 Chromebook Project

- **Students:**

- Opportunity for increased collaboration, research and fluidity of learning
- Web-based applications enhance learning and communication skills
- Accessibility for all students to digital learning tools

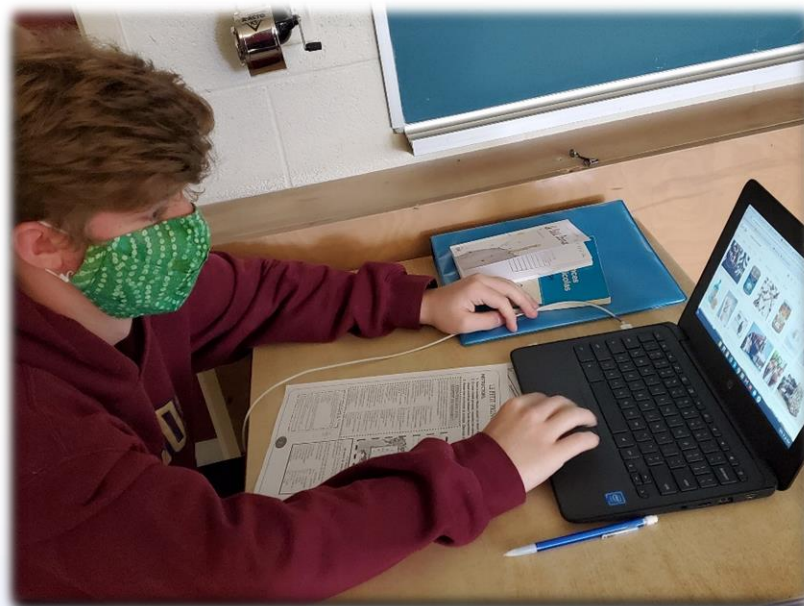
- **Teachers:**

- Integration of learning materials into student learning plans
- Support for different learning styles and different learning needs
- Device access allows for ongoing feedback, student engagement and increased communication with learners beyond the classroom



What we learned from our 1:1 Chromebook Schools

- The importance of teachers setting expectations for accessing the internet and online platforms
- Repair and replacement costs
- Increased need for both device support and professional learning
- Requirement for program specific devices beyond Chromebooks
- Equity of access



1:1 Chromebook Project Investments

<i>School Year</i>	<i>Chromebooks for 7 High Schools</i>	<i>Costs</i>
2017/18	2,095	\$732,000
2018/19	2,000	\$698,960
2019/20	1,405	\$490,900
2020/21	2,610	\$940,371

School Devices and Asset Management

<i>Device Type</i>	<i>TVDSB Lifecycle</i>	<i># of Devices Within Lifecycle</i>	<i># of Devices Beyond Lifecycle</i>	<i># of Devices Loaned to Students</i>
Chromebook*	5 yrs	34,960	5,000**	19,030
iPad	5 yrs	8,780	5,490	2,425
Laptop	5 yrs	4,080	380	n/a
Desktop	8 yrs	3,905	11,040	n/a

* Includes 1:1 Chromebooks at seven secondary schools

** 10,170 Chromebooks will be beyond their life cycle in 2021, with another 10,565 beyond their life cycle in 2022

Student Technology Devices

Opportunities

- ✓ Variety of age-appropriate devices used at schools
- ✓ Administered centrally by ITS, less burden on school administration
- ✓ Improved pricing due to bulk purchases
- ✓ Increased access to online resources and digital tools, supporting Board's learning platforms and e-Learning

Student Technology Devices

Challenges

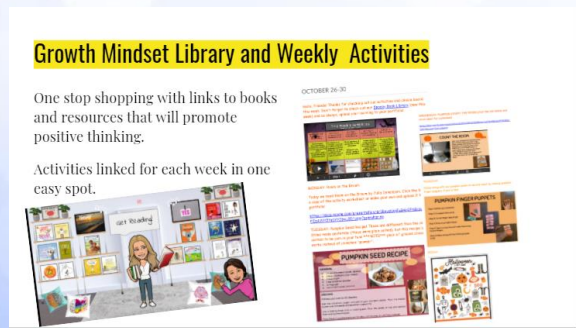
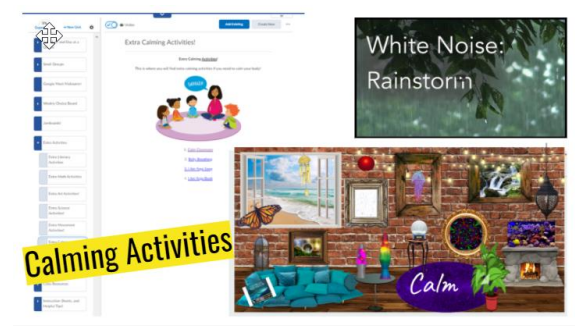
- Aged devices cannot support software updates and security changes
- Ongoing repair and support requirements
- Inconsistent supply and access between schools
- Limited availability due to student loaner demands
- Insufficient annual funding to administer and manage device replacement needs

Instructional Practice: The Why

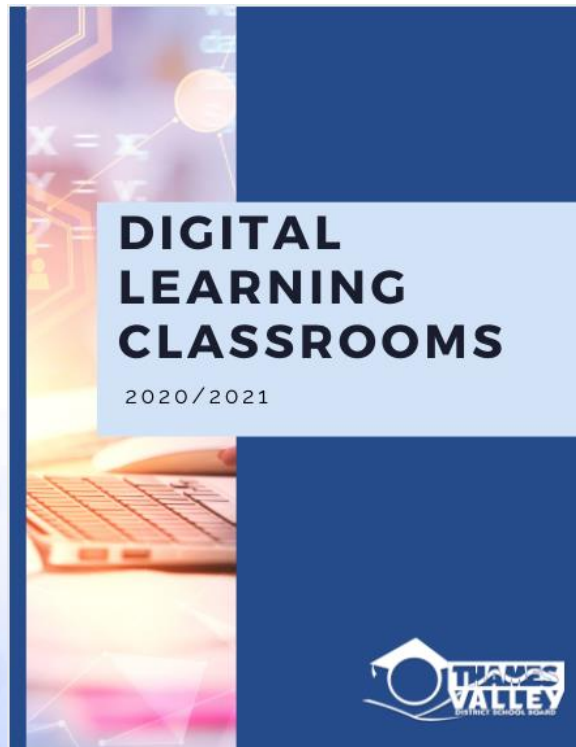
The purpose of funding technology is **to support student learning.**

- We have learned that the goals of the Chromebook Project are equally applicable to all TVDSB Schools:
 - Increase ongoing student access to technology in schools
 - Enhance embedded technology use into daily instructional practice
 - Build teacher capacity with the use of digital learning platforms

Instructional Practice: Digital Learning Classrooms



Support Documents for Staff



TVDSB LINKS
Resources & Contacts

Resources Linked in this Document

- [Digital Resources](#)
- [Digital Citizenship/Video Conferencing Student Document](#)
- [TVDSB Applications Review Apps](#)
- [Ministry Memorandum](#)
- ["Building Virtual Classroom Community: A Trauma Sensitive Approach"](#)
- [Copyright Tips](#)

Brightspace Links

- [Add another educator to your Brightspace class. VIDEO](#)
- [Reuse and share existing content. VIDEO](#)
- [Adding curriculum expectations](#)

Google Links

- [Add another educator to your Google class document. VIDEO](#)
- [Reuse and share existing content. VIDEO](#)
- [Grade and return assignments in Google Classroom](#)
- [Google Meet Slide Presentation for Teacher PD](#)

EXPECTATIONS

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Support Documents for Parents & Community Partners

Brightspace Support Document for Parents and Guardians

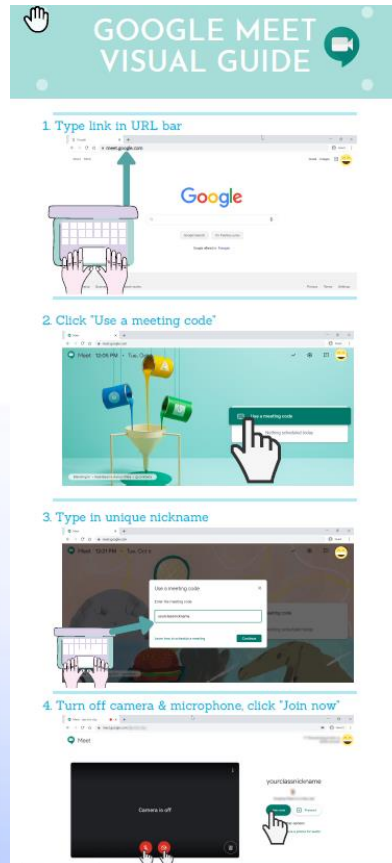


Understanding Brightspace for Parents (Full Remote Learning)

Parents and guardians are invited to join us for a virtual introduction to the Brightspace learning platform.



This is a recording of the live event held September 23, 2020.



April 2020

Google Classroom Support Document for Parents and Guardians



Next Steps

- Device distribution to individual students as part of a Chromebook 1:1 Project will be discontinued as of June 2021
- Information Technology Team will deploy devices more broadly across the system with input from schools and staff
- Continued Professional Learning opportunities for all staff (Full Remote and In-Person)
- Creation of a board plan for sustainable computing device acquisition and renewal to maximize resources and purchasing opportunities
- Future opportunity to seek feedback from students and parents

THAMES VALLEY DISTRICT SCHOOL BOARD

AUDIT COMMITTEE

November 10, 2020

Teams Meeting

MEMBERS PRESENT

S. Hunt M. Nusink
A. Morell M. King
B. Smith

ADMINISTRATION AND OTHERS

C. Lynd (-3:36,+3:45) M. Fisher (-3:36,+3:45)
J. Pratt (-3:36,+3:45) S. Macey (-3:36,+3:45)
J. Knight (-3:36,+3:45) B. Williams
P. Hearse (-3:36,+3:45) C. O'Connor (+3:53, -
F. Liberatore (-3:45) 5:57)
D. Zorgdrager (-3:45) H. Saifee (+3:53, -5:57)
L. Nicholls (+3:53, -5:57)

1. Call to Order

Chair Morell called the meeting to order at 3:00 p.m.

2. Approval of Agenda

On motion, the agenda was approved.

3. Conflicts of Interest

None declared.

4. Minutes of Previous Meeting

The minutes of the previous meeting were provided for information.

5. Report to the Audit Committee on the 2020 Audit - Deloitte

D. Zorgdrager and F. Liberatore from Deloitte, presented the draft report on the audited financial statements for the 2020 fiscal year.

Materiality, scope/content of the audit, identified risks, results, and limits of the audit were summarized. There were no qualifications on the audit report.

Questions of clarification were addressed by D. Zorgdrager and F. Liberatore. Next steps were described.

6. 2019-2020 Audited Financial Statements

Administration presented for approval the consolidated Audit Financial Statements for the year ending August 31, 2020 (Audit-1).

S. Macey provided an overview of the internal appropriations of accumulated surplus. Questions of clarification were addressed by Administration.

C. Lynd advised there was an in-year surplus that is in compliance by the Ministry of Education. The School Board Administration and Governance expenses also are compliant with the enveloping provisions in this area.

Significant changes during the year affecting the budget resulting in an overall surplus were described and included: COVID-19 costs and savings, increased amounts to appropriated surplus, decreased interest rates, increased allocation of the Special Education Needs Amount, decreased salaries and benefits, labour action costs and savings.

The following motions were moved and CARRIED:

That the 2019-2020 internal appropriations of accumulated surplus in the amount of \$4,443,912 for the TVDSB and \$745,795 for the Thames Valley Education Foundation (as outlined in Chart 1) be approved.

That the 2019-2020 Audited Financial Statements be approved.

7. In-Camera

On motion the committee moved in camera at 3:36 p.m., reconvening in public session at 3:58 p.m.

8. Annual Report to the Board of Trustees for the Year Ended August 31, 2020

C. Lynd presented the Annual Report to the Board of Trustees for the year ended 2020 August 31 summarizing the Audit Committee's actions for the year. (Audit-2)

9. Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the Year Ended August 31, 2020

C. Lynd presented the Annual Report from the Audit Committee to the Ministry of Education per Ontario Regulation 361/10 (Audit-3).

10. Re-appointment of Community Members

C. Lynd presented for approval the reappointment of Maranda King and Monica Nusink to the Audit Committee.

The initial three-year term of the Audit Committee members who are not board members, Maranda King and Monica Nusink, ends December 31, 2020.

In accordance with Ontario Regulation 361/10 Audit Committees, the term of office of a member of the Audit Committee who is not a board member shall not exceed three years. In addition, an individual who is not a board member may be appointed to the Audit Committee for another term of three years without further advertising.

The following motion was moved and carried:

That the appointment of Maranda King and Monica Nusink as audit committee members for a second three-year term ending December 31, 2023 be approved.

11. Audit Committee Self Assessment

The Audit Committee self-assessment questionnaire was presented to Committee members for their completion. The assessment was completed at the meeting.

12. Audit Committee Review of External Auditors

The Audit Committee Evaluation of External Auditors Performance was presented to the Committee for their completion. Forms are to be returned to C. Lynd or A. Wilson.

13. Future Meeting Dates

The next meeting is scheduled for Tuesday June 8, 2021. Additional meetings will be called as required.

14. Adjournment

On motion, the Committee adjourned at 4:09 p.m.

RECOMMENDATIONS:

That the 2019-2020 internal appropriations of accumulated surplus in the amount of \$4,443,912 for the TVDSB and \$745,795 for the Thames Valley Education Foundation (as outlined in Chart 1) be approved.

That the 2019-2020 Audited Financial Statements be approved.

That the appointment of Maranda King and Monica Nusink as audit committee members for a second three-year term ending December 31, 2023 be approved.

ARLENE MORELL
Committee Chair

Chart 1
Accumulated Surplus Appropriations

	Balance August 31, 2019	In-Year Change	Balance August 31, 2020
Available for Compliance - Unappropriated (Utilized only by Board motion)			
Operating Accumulated Surplus	21,876,856	(2,995,707)	18,881,149
Available for Compliance - Internally Appropriated			
Unfunded Employee Future Benefits	11,145,011	-	11,145,011
Future Amortization of Internally Supported Capital Projects	32,053,495	6,718,185	38,771,680
Amount Committed to Internally Supported Capital Projects	3,985,084	(1,639,479)	2,345,605
IT Technology and Infrastructure			
Available for Future Projects	9,965,680	(5,266,000)	4,699,680
Unified Communications	3,848,163	(2,777,746)	1,070,417
Video Surveillance	477,423	(463,532)	13,891
Student Information System (\$5,266,000 appropriated in-year)	-	4,949,312	4,949,312
Professional Learning			
Director & Superintendents	36,795	(767)	36,028
Principals & Vice-Principals	494,669	765	495,434
Managers	35,156	(2,527)	32,629
Classroom Expenditures			
Elementary School Carry Forward	1,311,992	1,124,064	2,436,056
Secondary School Carry Forward	824,708	1,197,836	2,022,544
Trustees' Reserve Fund	30,000	-	30,000
Ontario Parent Involvement	343,216	72,749	415,965
Community Use of Schools	163,448	227,773	391,221
Capital Planning Capacity	66,225	(66,225)	-
Prevention, Program and Professional Staff Support (Safe and Accepting Schools)	137,804	539,142	676,946
Urban & Priority Schools	49,755	13,331	63,086
Collective Agreement Extensions - Local Priorities	283,204	(96,112)	187,092
Cafeteria Rebates	19,479	(7,451)	12,028
Behaviour Expertise Amount	489,398	(79,406)	409,992
Secondary Athletics	31,161	-	31,161
Total Internally Appropriated	65,791,866	4,443,912	70,235,778
Thames Valley Education Foundation	7,380,143	745,795	8,125,938
Total Available for Compliance for Ministry Purposes	95,048,865	2,194,000	97,242,865
Unavailable for Compliance			
Employee Future Benefits - other than retirement gratuity	(11,145,011)	-	(11,145,011)
Interest to be Accrued	(2,114,230)	119,195	(1,995,035)
School Generated Funds	5,242,047	51,747	5,293,794
Revenues recognized for land	19,861,796	2,084	19,863,880
Total Unavailable for Compliance	11,844,602	173,026	12,017,628
Total Accumulated Surplus	106,893,467	2,367,026	109,260,493

Chart 2
Detail of Commitment to Internally Supported Projects

Internally Supported Capital Projects	Approved Commitment as of August 31, 2019	In-Year Commitment Change	Expended to Date	Remaining Commitment as at August 31, 2020
Masonville	2,425,564	-	134,386	2,291,178
Education Centre Sign	-	54,427	-	54,427
Amount Required for Internally Supported Projects	2,425,564	54,427	134,386	2,345,605

Chart 3**COVID-19 - Savings, Decrease in Revenues and Increase in Expenses****Savings due to COVID-19**

Supply Staff cost decrease	2,813,472
Other Education Workers cost decrease	363,359
Transportation - reduction in costs related to fuel adjustment	1,229,022
Utilities	1,896,373
Total	<u>6,302,226</u>

Decrease in Revenues due to COVID-19

Day Care Revenue	(384,909)
Cafeteria Income	(51,790)
School Rental Fees	(107,384)
Transportation GSN - Fuel Adjustment Amount reduction	(1,135,472)
Total	<u>(1,679,555)</u>

Increase in Expenses due to COVID-19

Translation Services	(3,107)
Return to School Preparation	(396,290)
Technology for Distance Learning	(557,578)
Deep Cleaning of Schools	(261,264)
Personal Protective Equipment	(1,948,300)
Salaries and Benefits - Income averaging payments and additional hours and/or days required	(2,126,705)
Total	<u>(5,293,244)</u>

Impact due to COVID-19**(670,573)**

Chart 4

Strike Savings and Eligible Expenses

Strike Savings - Salaries & Benefits	12,362,265
Transportation	62,662
Strike Savings Total	12,424,927
Eligible Expenses Incurred	
Cancellation Fees for scheduled activities	2,642
Supervision and Safety of Students	363,643
Overtime Wages	5,392
Total Eligible Expenses	371,677
Net Strike Savings	12,053,250

Report and consolidated financial
statements of
**Thames Valley District
School Board**

August 31, 2020

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Management Report

Management's Responsibility for the Consolidated Financial Statements

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

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

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

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

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

Mark Fisher
Director of Education

Jeff Pratt
Associate Director & Treasurer

November 24, 2020

Independent Auditor's Report

To the Board of Trustees of
Thames Valley District School Board

Opinion

We have audited the consolidated financial statements of Thames Valley District School Board (the "Board"), which comprise the consolidated statement of financial position as at August 31, 2020, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (collectively referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements of the Board for the year ended August 31, 2020 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1.

Basis for Opinion

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

Emphasis of Matter - Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in preparation of these consolidated financial statements and the significant differences between such basis of accounting and the Canadian Public Sector Accounting Standards. Our opinion is not modified in respect of this matter.

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

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

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

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

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

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants
November 24, 2020

Thames Valley District School Board
Consolidated statement of financial position

as at August 31, 2020
(In thousands of dollars)

	Notes	2020 \$	2019 \$
Financial assets			
Cash and cash equivalents		46,870	33,650
Accounts receivable	3	77,992	41,052
Accounts receivable - Government of Ontario	2	233,794	233,081
Investments	6	7,630	7,262
		366,286	315,045
Liabilities			
Accounts payable and accrued liabilities	4	115,580	59,521
Deferred revenue	9	40,199	36,861
Retirement and other employee future benefits	11	17,312	17,945
Net long-term liabilities	12	144,861	152,658
Deferred capital contributions	10	716,291	676,658
		1,034,243	943,643
Net debt		(667,957)	(628,598)
Contractual obligations and contingent liabilities	16		
Non-financial assets			
Prepaid expenses		2,172	6,800
Inventories of supplies		118	118
Tangible capital assets	7	774,928	728,574
Total non-financial assets		777,218	735,492
Accumulated surplus	8	109,261	106,894

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

Thames Valley District School Board
Consolidated statement of operations

year ended August 31, 2020
(In thousands of dollars)

	Notes	2020 Approved budget \$	2020 \$	2019 \$
		(Note 1)		
Revenues				
Provincial grants - Grants for Student Needs		886,056	882,807	884,574
Provincial grants - other		4,021	8,828	10,174
Federal grants and fees		5,548	6,060	5,952
Other revenues - school boards		146	206	118
Other fees and revenues		8,901	9,850	10,024
Interest income		2,200	1,123	1,946
School generated funds	22	16,784	9,135	18,706
Amortization of deferred capital contributions	10	39,171	38,728	38,281
Total revenues		962,827	956,737	969,775
Expenses	14			
Instruction		742,330	738,079	749,282
Administration		25,305	26,360	25,962
Transportation		44,041	44,084	46,334
Pupil accommodation		130,025	127,664	123,966
Other		8,895	9,100	9,377
School funded activities	22	16,784	9,083	18,888
Total expenses		967,380	954,370	973,809
Annual surplus (deficit)		(4,553)	2,367	(4,034)
Accumulated surplus, beginning of year		108,132	106,894	110,928
Accumulated surplus, end of year	8	103,579	109,261	106,894

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

Thames Valley District School Board
Consolidated statement of cash flows
year ended August 31, 2020
(In thousands of dollars)

	2020	2019
	\$	\$
Operating activities		
Annual surplus (deficit)	2,367	(4,034)
Sources and (uses)		
Non-cash items		
Amortization of tangible capital assets	40,576	39,753
Write-downs of tangible capital assets	114	—
Write-downs of deferred capital contributions	(114)	—
Revenue recognized in period for deferred capital contributions	(38,728)	(38,281)
Increase in accounts receivable	(36,940)	(7,696)
Increase in accounts payable and accrued liabilities	56,059	11,263
Decrease in deferred revenue - operating	(273)	(1,000)
(Decrease) increase in retirement and other employee future benefits	(633)	356
Decrease (increase) in prepaid expenses	4,628	(451)
Increase in inventories of supplies	—	(15)
	27,056	(105)
Capital activity		
Acquisition of tangible capital assets	(87,044)	(74,370)
Investing activity		
Proceeds on sale of investments	7,256	1,809
Purchase of investments	(7,624)	(2,022)
	(368)	(213)
Financing activities		
Debt repayments	(7,797)	(7,440)
Increase in accounts receivable - Government of Ontario	(713)	(43,081)
Additions to deferred capital contributions	78,475	67,690
Increase in deferred revenues - capital	3,611	5,961
	73,576	23,130
Change in cash	13,220	(51,558)
Cash, beginning of year	33,650	85,208
Cash, end of year	46,870	33,650

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

Thames Valley District School Board
Consolidated statement of changes in net debt
year ended August 31, 2020
(In thousands of dollars)

	Budget \$	2020 \$	2019 \$
Annual surplus (deficit)	(4,553)	2,367	(4,034)
Tangible capital asset activity			
Amortization of tangible capital assets	40,756	40,576	39,753
Acquisition of tangible capital assets	(87,044)	(87,044)	(74,370)
Write-downs of tangible capital assets	—	114	—
	(46,288)	(46,354)	(34,617)
Other non-financial asset activity			
Decrease in inventories of supplies	—	—	(15)
Increase (decrease) in prepaid expenses	—	4,628	(451)
	—	4,628	(466)
Increase in net debt	(50,841)	(39,359)	(39,117)
Net debt, beginning of year	(628,598)	(628,598)	(589,481)
Net debt, end of year	(679,439)	(667,957)	(628,598)

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

1. Significant accounting policies

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

Basis of accounting

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

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

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

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

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

As a result, revenue recognized in the consolidated statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2020

(In thousands of dollars)

1. Significant accounting policies (continued)

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses and fund balances of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Thames Valley District School Board ("the Board"), including the following:

Thames Valley Education Foundation ("Foundation")

The Foundation is a registered charitable organization that exists to build partnerships with the community that enhance opportunities in our schools and enrich public education.

School Generated Funds

The consolidated financial statements include the assets, liabilities, revenues, expenses and fund balances of various activities that exist at the school level and which are controlled by the Board.

Southwestern Ontario Student Transportation Services

As detailed in Note 17, the Board proportionately consolidates its partnership interest in Southwestern Ontario Student Transportation Services. Decisions related to the financial and operating activities of the Southwestern Ontario Student Transportation Services are shared. No partner is in a position to exercise unilateral control.

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

Trust funds

The Board's trust funds for scholarships and awards (excluding scholarships and awards included in the Foundation) are not included in the consolidated financial statements as the Board does not control them according to PSAB Section 1300. These trust funds are administered and maintained by the Board according to the terms and conditions specified by the donor. Specifically, the Board's trust funds include both the Student Awards/Scholarships and Self-Funded Leaves. The total assets of each fund amount to \$2,314 (2019 - \$2,227) and \$2,159 (2019 - \$2,616) respectively.

Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

Investments

Temporary investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the consolidated statement of financial position at the lower of cost or market value.

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost, and assessed regularly for permanent impairment.

1. Significant accounting policies (continued)

Investments (continued)

A write-down of the carrying value is charged against income when evidence indicates a permanent decline in the underlying value and earnings. Gains and losses on disposition of investments are determined on a completed transaction basis. The Board's investments are governed by the Education Act while the Foundation's investments are governed by policies approved by the Foundation's Board of Directors.

Tangible capital assets

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

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

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

	<u>Estimated useful life in years</u>
Asset	
Land improvements with finite lives	15
Buildings and building improvements	40
Other buildings	20
Portable structures	20
Equipment	5-15
First-time equipping of schools	10
Furniture	10
Computer hardware	5
Computer software	5
Capital leases	Over the lease term
Leasehold improvements	Over the lease term

Assets under construction are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

A building permanently removed from service ceases to be amortized. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

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

Deferred revenue

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

1. Significant accounting policies (continued)

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuities and workers' compensation.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts "(ELHTs)" were established in 2016-2017: Elementary Teachers' Federation of Ontario (ETFO) and Ontario Secondary School Teachers' Federation (OSSTF). The following ELHTs were established in 2017-18: Canadian Union of Public Employees (CUPE) and Ontario Non-union Education Trust (ONE-T) for non-unionized employees including principals and vice-principals. The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date in the ELHT. These benefits are provided through a joint governance structure between the bargaining/employee groups, school board trustees' associations and the Government of Ontario. Boards no longer administer health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency "(FTE)". Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs "(GSN)", including additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

Depending on prior arrangements and employee groups, the Board continues to provide health, dental and life insurance benefits for retired individuals that were previously represented by non-unionized employees including principals and vice-principals.

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

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities is actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 or the date of retirement and the actuary's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vested or accumulated over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

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

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

1. Significant accounting policies (continued)

Deferred capital contributions

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

- (i) Government transfers received or receivable for capital purpose
- (ii) Other restricted contributions received or receivable for capital purpose
- (iii) Property taxation revenues which were historically used to fund capital assets

Government transfers

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

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

Investment income

Investment income earned on surplus operating funds and capital funds are reported as revenue in the period earned.

Investment income earned on externally restricted funds such as proceeds of disposition is added to the fund balance and forms part of the respective deferred revenue balances.

Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees on June 18, 2019. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and the basis of accounting used in the preparation of the consolidated financial statements, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements.

1. Significant accounting policies (continued)

Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in this note above, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates. Accounts subject to significant estimates include accrued liabilities (general & capital), useful lives of tangible capital assets, employee future benefits and contingent liabilities.

Property tax revenue

Under Canadian public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the consolidated financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial grants - Grants for Student Needs.

2. Accounts receivable - Government of Ontario

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

As at August 31, 2020, the Board has a receivable from the Province of \$194,008 (2019 - \$192,385) with respect to approved capital expenditures that is expected to be received as follows:

	\$
2020/21	57,319
2021/22	8,554
2022/23	8,965
2023/24	9,395
2024/25	9,846
Thereafter	99,929
	<u>194,008</u>

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the ministry delays parts of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments included in the receivable balance from the Government of Ontario at August 31, 2020 is \$39,786 (2019 - \$40,696).

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2020

(In thousands of dollars)

3. Accounts receivable - Municipalities

Due to the response to COVID-19, the Province of Ontario extended the deadlines for municipalities to pay Education Property Tax (EPT) amounts to the Board. This amount for the Board was \$44,826 (2019 \$Nil) and has been included in accounts receivable on the consolidated statement of financial position. This amount will be recovered fully by the Board in the following school year.

4. Accounts payable – Government of Ontario

Due to the response to COVID-19, the Province of Ontario extended the deadlines for municipalities to pay Education Property Tax (EPT) amounts to the Board. To mitigate the financial impact of this deferral, the Province adjusted its cash flow through the School Board Operating Grant in June 2020 to pay an additional amount equal to about 25% of the annual education property tax amount as forecasted by the Board in the 2019-20 Revised Estimates. This amount for the Board was \$48,972 (2019 - \$Nil). This amount will be recovered by the Province in 2021.

5. Borrowing facility

The Board has a bank overdraft facility that bears interest at prime less 0.65%. The Board has an authorized overdraft limit of \$118,000. The balance drawn on the overdraft at August 31, 2020 was \$Nil (2019 - \$Nil).

6. Investments

The investment portfolio includes equity and guaranteed investment certificates.

	Cost	2020 Market value	Cost	2019 Market value
	\$	\$	\$	\$
Thames Valley Education Foundation				
Guardian Capital Inc.	7,630	7,802	7,204	8,386
Guaranteed Investment Certificates	—	—	58	58
	7,630	7,802	7,262	8,444

7. Tangible capital assets

	Cost			
	Opening balance	Additions and transfers	Disposals, write-downs and transfers	Closing balance
	\$	\$	\$	\$
Land	19,851	(3)	—	19,848
Land improvements	13,187	2,768	507	15,448
Buildings	1,069,500	65,708	—	1,135,208
Other buildings	98	—	—	98
Portable structures	10,695	6,061	—	16,756
Equipment	11,282	1,341	958	11,665
First-time equipping of schools	11,342	309	2,178	9,473
Furniture	861	—	114	747
Computer hardware	9,141	4,151	503	12,789
Computer software	3,925	—	280	3,645
Assets permanently removed from service	2,044	—	—	2,044
Assets under construction	—	6,477	(1,421)	7,898
Pre-acquisition costs	2,666	232	1,535	1,363
Capital leases	32	—	—	32
Total	1,154,624	87,044	4,654	1,237,014

	Accumulated amortization			
	Opening balance	Amortization	Disposals, write-downs and transfers	Closing balance
	\$	\$	\$	\$
Land	—	—	—	—
Land improvements	6,308	1,032	507	6,833
Buildings	398,830	33,667	—	432,497
Other buildings	27	5	—	32
Portable structures	2,448	687	—	3,135
Equipment	5,933	1,107	958	6,082
First-time equipping of schools	6,489	1,041	2,178	5,352
Furniture	396	80	114	362
Computer hardware	2,422	2,192	503	4,111
Computer software	1,933	757	280	2,410
Assets permanently removed from service	1,250	—	—	1,250
Assets under construction	—	—	—	—
Pre-acquisition costs	—	—	—	—
Capital leases	14	8	—	22
Total	426,050	40,576	4,540	462,086

7. Tangible capital assets (continued)

	Net book value	
	2020	2019
	\$	\$
Land	19,848	19,851
Land improvements	8,615	6,879
Buildings	702,711	670,670
Other buildings	66	71
Portable structures	13,621	8,247
Equipment	5,583	5,349
First-time equipping of schools	4,121	4,853
Furniture	385	465
Computer hardware	8,678	6,719
Computer software	1,235	1,992
Assets permanently removed from service	794	794
Assets under construction	7,898	—
Pre-acquisition costs	1,363	2,666
Capital leases	10	18
Total	774,928	728,574

Adjustments, totalling \$4,540 (2019 - \$3,184), relate to the removal of assets that are fully depreciated and represent a non-cash transaction that is not recorded in the consolidated statement of cash flows.

Assets under construction

Assets under construction having a value of \$7,898 (2019 - \$Nil) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Write-down of tangible capital assets

The write-down of tangible capital assets during the year was \$114 (2019 - \$Nil).

Assets permanently removed from service

The Board has identified two building properties that qualify as "assets permanently removed from service" totaling \$794 (2019 - \$794). This amount has been included in the net book value ending balance as of August 31, 2020.

Capital leases

The Board has an obligation under a capital lease for a vehicle. The lease contains no renewal options and the asset reverts to the leasing company at the termination of the lease. Lease obligations are included in Note 12.

8. Accumulated surplus

Accumulated surplus consists of the following:

	2020 \$	2019 \$
Total operating accumulated surplus - unappropriated	18,881	21,877
Available for budget compliance - internally appropriated		
School carry-forwards	4,459	2,137
Other internal appropriations	65,777	63,655
Thames Valley Education Foundation	8,126	7,380
	78,362	73,172
Total accumulated surplus available for budget compliance	97,243	95,049
Unavailable for budget compliance		
Employee future benefits	(11,145)	(11,145)
Other unavailable for compliance	(1,995)	(2,114)
Revenues recognized for land	19,864	19,862
School generated funds	5,294	5,242
	12,018	11,845
Total accumulated surplus	109,261	106,894

9. Deferred revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2020 is comprised of:

	Opening balance \$	Externally restricted revenue and investment income \$	Revenue recognized in the period \$	Transfers to deferred capital contributions \$	Ending balance \$
Operating Grants for Student Needs (GSN's)	3,578	122,181	121,232	—	4,527
Other Ministry of Education operating grants	28	5,168	5,151	—	45
Other provincial operating grants	107	121	107	—	121
Third party - operating Ministry of Education	5,618	4,209	5,462	—	4,365
capital grants	25,918	44,795	26,285	15,261	29,167
Proceeds of disposition	1,024	—	—	—	1,024
Third party - capital	588	1,001	—	639	950
	36,861	177,475	158,237	15,900	40,199

10. Deferred capital contributions ("DCC")

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

	2020 \$	2019 \$
Opening balance	676,658	647,249
Additions to DCC	78,475	67,690
Writedowns	(114)	—
Revenue recognized in the period	(38,728)	(38,281)
Closing balance	716,291	676,658

11. Retirement and other employee future benefits

Retirement and other employee future benefit liabilities

	Retirement benefits \$	Other employee future benefits \$	2020 Total employee future benefits \$	2019 Total employee future benefits \$
Accrued employee future benefit obligations, end of year	5,147	12,613	17,760	18,464
Unamortized actuarial loss	(448)	—	(448)	(519)
Total employee future benefit liability, end of year	4,699	12,613	17,312	17,945

Retirement and other employee future benefit expenses

	Retirement benefits \$	Other employee future benefits \$	2020 Total employee future benefits \$	2019 Total employee future benefits \$
Current year benefit cost	190	3,206	3,396	3,707
Cost of plan amendment	—	—	—	437
Interest on accrued benefit obligation	107	239	346	500
Recognized unamortized actuarial loss	200	21	221	124
Employee future benefits expenses	497	3,466	3,963	4,768

The amounts above exclude pension contributions to the Ontario Municipal Employee Retirement System ("OMERS"), a multi-employer pension plan, described below.

11. Retirement and other employee future benefits (continued)

Retirement benefits

Ontario Teacher's Pension Plan

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

Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the OMERS, a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. For 2020, eligible employees contributed at rates of up to 14.6% (2019 - 14.6%) of earnings. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2020, the Board contributed \$12,091 (2019 - \$11,644) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities paid to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at retirement. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service up to August 31, 2012 or at the date of retirement. Plan amendments resulted in \$Nil (2019 - \$151) of in-year expenses.

Retirement life insurance and health care benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums are based on the Board's experience and retirees' premiums may be subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, most employees retiring on or after this date, will no longer qualify for Board subsidized premiums or contributions. Plan amendments resulted in \$12 (2019 - \$286 - expense) of in-year gains.

Other employee future benefits

Workplace Safety and Insurance Board obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act ("the Act") and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreements negotiated prior to 2012 included such a provision.

11. Retirement and other employee future benefits (continued)

Other employee future benefits (continued)

Workplace Safety and Insurance Board obligations (continued)

The Board's liability as at August 31, 2020 for worker's compensation is \$11,389 (2019 - \$11,371) and is included in the retirement and other employee future benefits figure in the Board's consolidated statement of financial position.

Sick leave top-up benefits

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The sick leave benefit costs expensed in the consolidated financial statements are \$540 (2019 - \$529).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2020 (the date at which the probabilities of usage were determined) and is based on the average daily salary and banked sick days of employees as at August 31, 2020.

Long-term disability life insurance and health care benefits

The ELHT may provide life insurance, dental and health care benefits to employees on long-term disability leave at the request of employees; however employees are directly responsible for any associated costs. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in the defined benefit plan.

Actuarial assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2020 are per actuarial valuations for accounting purposes as of August 31, 2020. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the actuary's best estimate of expected rates of:

	2020	2019
	%	%
Inflation	1.50	1.50
Discount rate	1.40	2.00
Wage and salary escalation - retirement gratuity	2.00	2.00
Wage and salary escalation - sick leave top-up benefits	2.00	2.00
Health care cost escalation	7.00-4.50	7.25-4.50
Dental care cost escalation	4.50	4.50
WSIB only		
Inflation	2.00	2.00
Discount rate	1.40	2.00

12. Net long-term liabilities

Net long-term liabilities reported on the consolidated statement of financial position is comprised of the following:

	2020 \$	2019 \$
Ontario Financing Authority 2006 - 4.560%, due November 2031	14,430	15,366
Ontario Financing Authority 2008 - 4.900%, due March 2033	21,708	22,904
Ontario Financing Authority 2008 - 5.054%, due November 2028	10,661	11,643
Ontario Financing Authority 2009 - 5.062%, due March 2034	9,686	10,160
Ontario Financing Authority 2010 - 4.557%, due November 2026	6,091	6,879
Ontario Financing Authority 2010 - 5.232%, due April 2035	20,652	21,549
Ontario Financing Authority 2011 - 4.833%, due March 2036	38,396	39,982
Ontario Financing Authority 2011 - 3.970%, due November 2036	1,707	1,779
Ontario Financing Authority 2012 - 3.564%, due March 2037	6,389	6,663
Ontario Financing Authority 2013 - 3.799%, due March 2038	15,131	15,715
Capital leases	10	18
Balance as at August 31	144,861	152,658

Principal and interest payments relating to net long-term liabilities of \$144,861 outstanding as at August 31, 2020 are due as follows:

	Interest \$	Principal \$	Total \$
2020/21	6,739	8,170	14,909
2021/22	6,348	8,556	14,904
2022/23	5,937	8,965	14,902
2023/24	5,506	9,395	14,901
2024/25	5,055	9,846	14,901
Thereafter	24,897	99,929	124,826
Net long-term liabilities	54,482	144,861	199,343

13. Debt charges, capital loans and leases interest

The payments for debt charges, capital loans and capital lease interest includes principal and interest payments as follows:

	2020 \$	2019 \$
Principal payments on long-term liabilities	7,789	7,432
Interest payments on long-term liabilities	7,113	7,469
Interest payments on temporary financing of capital projects	298	247
Principal payments on capital leases	8	8
Interest payments on capital leases	—	1
	15,208	15,157

14. Expenses by object

The following is a summary of the operating, capital and school funded activities expenses reported on the consolidated statement of operations by object:

	Budget \$	2020 \$	2019 \$
Expenses			
Salary and wages	667,415	668,408	673,453
Employee benefits	109,248	108,798	107,503
Staff development	1,955	1,402	2,071
Supplies and services	55,215	52,310	55,643
Interest	8,230	7,292	7,613
Rental expenditures	972	927	838
Fees and contractual services	57,811	56,151	58,558
Other	8,951	9,309	9,489
Amortization, writedowns and losses on disposal	40,799	40,690	39,753
School funded activities	16,784	9,083	18,888
	967,380	954,370	973,809

15. Ontario School Board Insurance Exchange

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

The ultimate premiums over a five year period are based on the actual claims experience of OSBIE and the Board. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2021.

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2020

(In thousands of dollars)

16. Contractual obligations and contingent liabilities

In the normal course of operations, the Board becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at August 31, 2020 cannot be predicted with certainty, it is the opinion of the Board that their resolution will not have a material adverse effect on the Board's financial position or results of operations.

The Board is committed to capital expenditures in the amount of \$12,015.

The Board has committed to three contracts to purchase natural gas for specified delivery periods into the future expiring in 2021/22. The sum of \$612 is payable with respect to these contracts during the next two years.

	\$
2020/21	536
2021/22	76
	<u>612</u>

The Board has ongoing commitments under operating leases for buildings, office equipment and vehicles expiring through to 2023/24. The sum of \$2,002 is payable with respect to these operating leases during the next four years as follows:

	\$
2020/21	1,263
2021/22	425
2022/23	217
2023/24	97
	<u>2,002</u>

17. Transportation consortium

The consortium is incorporated and is a separate legal entity known as Southwestern Ontario Student Transportation Services (SWOSTS). SWOSTS includes the Thames Valley District School Board and the London District Catholic School Board.

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses. Inter-organizational transactions and balances have been eliminated.

The following provides condensed financial information.

	Total \$	2020 Board portion \$	Total \$	2019 Board portion \$
Financial position				
Assets	156	112	7,096	5,078
Liabilities	156	112	7,096	5,078
	—	—	—	—
Operations				
Revenues	59,075	42,968	60,778	45,168
Expenses	59,075	42,968	60,778	45,168
	—	—	—	—

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2020

(In thousands of dollars)

18. Thames Valley Education Foundation

The Foundation supports programs and initiatives that directly benefit students and that promote equity across Thames Valley. The Foundation was incorporated in Ontario on September 22, 1997 as a not-for-profit organization and is a registered charity under the Income Tax Act. The Foundation's mission is to provide enhanced learning opportunities for students across the District. The goal of the Foundation is to improve the quality of public education by fostering parent, community and business support and attracting resources that complement provincial funding and local school fundraising.

The Foundation has been consolidated in the Board's consolidated financial statements. A financial summary of the Foundation for the year ended August 31, 2020 is as follows:

	2020	2019
	\$	\$
Financial assets		
Cash	1,447	1,249
Accounts receivable	12	13
Investments	7,630	7,262
	9,089	8,524
Liabilities	909	815
Deferred revenue	54	329
Accumulated surplus	8,126	7,380
	9,089	8,524
Operations		
Revenues	1,580	1,041
Expenses	834	1,023
Annual surplus	746	18

19. Repayment of "55 School Board Trust" funding

On June 1, 2003, the Board received \$107,066 from the "55 School Board Trust" for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The "55 School Board Trust" was created to refinance without recourse the outstanding not permanently financed ("NPF") debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, the "55 School Board Trust" repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

The flow-through of \$7,976 (2019 - \$7,976) in respect of the above agreement for the year ended August 31, 2020, is recorded in these consolidated financial statements.

20. Government of Canada

The Board received tuition fees for Indigenous pupils attending the Board as follows:

	2020 \$	2019 \$
Chippewas of the Thames First Nation	581	664
Oneida Nation of the Thames	1,597	1,620
Munsee-Delaware Nation	293	272
	2,471	2,556

21. Letters of credit

The Board has letters of credit outstanding at August 31, 2020 in the amount of \$1,314 (2019 - \$2,682).

22. School generated funds and funded activities

The following is a summary of the school generated funds and school funded activities reported in the consolidated statement of operations.

	Schools \$	School Councils and other \$	2020 Total \$	2019 Total \$
School generated funds				
Field trips/excursions	1,496	—	1,496	5,648
Fundraising for external charities	380	—	380	813
Student activities and resources (including fees)	4,969	—	4,969	8,281
Other	876	1,414	2,290	3,964
	7,721	1,414	9,135	18,706
School funded activities				
Field trips/excursions	1,411	—	1,411	5,644
Donations to external charities	456	—	456	816
Student activities and resources	4,922	—	4,922	8,382
Other	880	1,414	2,294	4,046
	7,669	1,414	9,083	18,888



Thames Valley District School Board Audit Committee Annual Report to the Board of Trustees for the year ended 2020 August 31

This Report summarizes the Audit Committee's actions for the year ending August 31, 2020.

Audit Committee Members

The Audit Committee consisted of the five members below:

A. Morell	Chair, Trustee Representative
S. Hunt	Trustee Representative
B. Smith	Trustee Representative
M. King	External Member
M. Nusink	External Member

In addition, regular attendees at the Audit Committee meetings were:

J. Knight	Manager, Business Services
S. Macey	Manager, Financial Services
C. Lynd	Superintendent of Business
J. Pratt	Associate Director and Treasurer, Organizational Support Services
M. Fisher	Director of Education

Administrative Tasks

At the beginning of the year, and in accordance with recommended good practice, various administrative tasks were completed. These included:

- Declaration of Conflicts of Interest
- Development of a meeting schedule and work plan for the year

Meetings

It was agreed that the Audit Committee would hold 5 meetings throughout the school year. All meetings were held as planned with the exception of October and April which were cancelled. The June meeting was held virtually via Microsoft Teams.

The members in attendance at each meeting were as follows:

Member's Name	September	November	June
A. Morell	✓	✓	✓
S. Hunt	✓	✓	✓
B. Smith	✓	✓	✓
M. King	✓	✓	✓
M. Nusink		✓	✓

Governance

The Audit Committee operated throughout the fiscal year ending 2020 August 31. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors, Deloitte LLP, has been satisfactory. A private meeting was held with the external auditors, Deloitte LLP, during the year. The external auditors presented the 2020 Audit Service Plan on 2020 June 23. The external auditors confirmed their independence in their letter dated 2019 November 12. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on 2019 November 12.

Internal Auditors (PwC)

The relationship with the internal auditors, PricewaterhouseCoopers LLC (PwC), has been satisfactory.

In November 2019, the Audit Committee approved an amendment to the 2019-20 Internal Audit Plan to approve PwC to assist TVDSB staff conduct the Annual Validation of Risk Assessment and Internal Audit Plan. This amendment was due to a reallocation of funding within the South Region Internal Audit Boards.

The internal auditors performed the following work during the year:

Planned Audits and Other Engagements

- Crisis Preparedness and Response Internal Audit - completed
- Risk Assessment Update – completed
- Internal Audit Plan 2020-21 – in progress, completed 2020-21
- Health and Safety (Staff) Internal Audit - in progress, completed 2020-21

The following is a summary of the significant risks and the finding made by the internal auditors:

Audit	Risks	Finding	Management Response
Crisis Preparedness and Response	<ul style="list-style-type: none"> • Systems and Processes; Crisis Management; Risk Management 	<ul style="list-style-type: none"> • Review completeness and establish monitoring mechanisms for timely completion of mandatory training 	Audit Committee reviewed Action Plan to address concerns

Summary of Work Performed by the Committee

The following is a summary of work undertaken by the Audit Committee for the year ending 2020 August 31:

- Reviewed the 2018-19 Audited Financial Statements and made recommendation to the Board for approval.
- Reviewed the Appropriations of Accumulated Surplus report for year ended August 31, 2019 and made recommendation to the Board for approval.
- Performed an assessment of the performance of the external auditors.
- Reviewed the 2020 Audit Service Plan with Deloitte LLP for the year ending 2020 August 31.

- Received assurances from the external auditors regarding their independence.
- Submitted the 2018-19 Annual Audit Committee Report to the Board of Trustees.
- Submitted to the Board the 2018-19 Annual Audit Committee Report to the Ministry of Education.
- Recommended an amended 2019-20 Internal Audit Plan to the Board for approval.
- Reviewed the Crisis Preparedness and Response Internal Audit Report, results and management's action plans.
- Reviewed and updated the Risk Assessment and "risk radar" for TVDSB.
- Performed an evaluation of Regional Internal Audit services provided by PwC.
- Received the annual report for 2019 on TVDSB's fraud reporting hotline activities and resolutions.
- Performed an audit committee self-assessment.
- Approved the list of schools to receive SchoolCash.net reviews and audits for 2020 calendar year which the School Auditor will perform.
- Received updates from the School Auditor and management on school review/audit findings and Business Services' expected practices to address.
- Obtained confirmation from the Director of Education that TVDSB was compliant with all federal and provincial Acts, Regulations and Statutes.

By the signature noted below, we attest that we have discharged the above duties and responsibilities respecting Ontario Regulation 361/10.

On behalf of the Audit Committee

Nov 19/20
Date

Arlene Morell
Signature

Arlene Morell, Chair, Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.



**Annual Report to the Board of Trustees and Forwarded to the
Ministry of Education for the year ended 2020 August 31**

Thames Valley District School Board

Fiscal Year: 2019-20

RE: Annual Audit Committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2019-20 fiscal year, the following internal audits or other engagements were started but not completed by August 31, 2020:

- Health and Safety (Staff) Internal Audit
- Internal Audit Plan 2020-2021

In addition to the above, the following internal audit and other engagements were completed in the 2019-20 fiscal year:

- Crisis Preparedness and Response
- Risk Assessment Update

Based on the multi-year internal audit plan, we are not expecting any enrolment audits to be performed.

On behalf of the Audit Committee

Nov 11/20
Date

Arlene Morell
Signature

Arlene Morell, Chair
Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.

REPORT OF THE CHAIR'S COMMITTEE

2020 November 17
1:31 p.m. – 2:15 p.m.

MEMBERS

A. Morell (Chair) C. Rahman (+1:45)
J. Bennett M. Ruddock
B. Yeoman

ADMINISTRATION AND OTHERS

M. Fisher B. Williams

The Chair's Committee met virtually using the TEAMS platform.

1. APPROVAL OF AGENDA

The agenda was approved by motion.

2. CONFLICTS OF INTEREST – none declared

3. REVIEW UPCOMING BOARD MEETING AGENDAS

The in-camera and public Board meetings agendas for 2020 November 24 were reviewed and discussed.

M. Fisher advised the report on the recommendations regarding accommodation planning for London will be on the 2020 December 15 meeting agenda. This will ensure accurate student enrollment numbers are used to inform the recommendations.

4. STUDENT TRUSTEE REQUEST

Through discussion and in response to a request made by Student Trustees, it was determined Student Trustees may purchase TVDSB apparel that is available through Communications using their personal funds.

5. AWARD OF DISTINCTION

Discussion considered the Award of Distinction and the potential for reviewing the current format and criteria of the award. It was noted this is a Trustee award.

The following recommendation was moved and carried:

That an Ad Hoc Committee be struck to review the criteria and format of the Award of Distinction with a report back to the Board of Trustees no later than 2021 June 22.

It was agreed the current criteria and format of the Award would remain in place for the current year with the any approved changes implemented for the 2021-22 school year.

6. UPCOMING BOARD MEETING SCHEDULE

Discussion centered on the meeting schedule for December. It was suggested the Inaugural Meeting scheduled for December 8 be cancelled and that the Recognition of the Outgoing Chair, the presentation of the gavel, and Chair's Inaugural Address be incorporated into the 2020 December 15 Board meeting agenda.

The following recommendation was moved and carried:

That the Inaugural Meeting scheduled for 2020 December 8 be cancelled and that the Recognition to the Outgoing Chair, the presentation of the gavel, and the Chair's Inaugural Address be incorporated into the 2020 December 15 Board meeting agenda.

7. OTHER BUSINESS

M. Fisher advised Ontario school boards are awaiting the direction of the Ministry regarding any possible extension to the traditional December break.

Questions of clarification were asked of the Director. The Director offered to share information with all Trustees as it becomes available. Any updates will be provided during a future Director's update. The Director further advised on consultation with the local Health Units. It is not clear at this point whether this will be a regional decision by Health Units or a central decision by the Ministry.

8. UPCOMING EVENTS/INITIATIVES

- Student Trustee Election – February 17
- Indigenous Student Trustee Election – February 18

9. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for 2020 December 8, 3:00 p.m.

10. ADJOURNMENT

The meeting adjourned at 2:15 p.m. by motion.

RECOMMENDATIONS:

That an Ad Hoc Committee be struck to review the criteria and format of the Award of Distinction with a report back to the Board of Trustees by 2021 June 22.

That the Inaugural Meeting scheduled for December 8 be cancelled and that the Recognition to the Outgoing Chair, the presentation of the gavel, and the Chair's Inaugural Address be incorporated into the 2020 December 15 Board meeting agenda.

ARLENE MORELL
CHAIR

REPORT TO:	<input type="checkbox"/> Administrative Council	<input type="checkbox"/> Program and School Services Advisory Committee	<input type="checkbox"/> Planning and Priorities Advisory Committee
	<input checked="" type="checkbox"/> Board	<input type="checkbox"/> Policy Working Committee	
	<hr/>		
	<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> IN-CAMERA	
TITLE OF REPORT:	Final Report of the Bylaw Ad Hoc Committee		
PRESENTED BY:	C. Rahman, Trustee		
PRESENTED FOR:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Information	<input type="checkbox"/> Advice
Recommendation(s):	<ol style="list-style-type: none"> 1. That the amendments to Section 4: Board Meetings of the Bylaws be approved. 2. That the amendments to Sections 2, 5, 8, 9, 11, 12, 14, and 15 of the Bylaws be approved including the addition of a section on the duties of the Vice Chair. 3. That the amendments to Section 10: Committees (now Section 11) of the Bylaws be approved. 4. That the amendments to Section 13: Chairs' Committee of the Bylaws be approved. 5. That the Bylaw Ad Hoc Committee be disbanded such that a Board Governance and Bylaw Review Standing Committee of the Board be created. 6. That the mandate of the Board Governance and Bylaw Review Committee be approved. 		
Purpose:	To present the final report and recommendations of the Bylaw Ad Hoc Committee.		
Content:	<p>At the 2019 April 27 Board meeting Trustees approved the establishment of a Bylaw Ad Hoc Committee to review the Trustee Code of Conduct and any other required changes to the TVDSB Bylaws with a report due to the Board no later than 2020 April 28.</p> <p>At the 2019 September 24 Board meeting Trustees L. Pizzolato, B. Smith, C. Rahman, J. Bennett, and A. Morell were appointed to the committee.</p> <p>The work of the committee was extended to 2020 November 24 on approval of the Board at the 2020 April 28 Board meeting.</p> <p><u>Summary of Activities</u></p> <p>The initial work of the committee focused on the Trustee Code of Conduct including provisions for an Integrity Commissioner and detailing the complaints protocol. The Committee was then paused effective 2020 March 24 through to 2020 September 28.</p> <p>When the committee resumed their work, the focus was on reviewing the Board and committee structure as requested by the Board. As well as updating and providing clarity in a number of other sections of the Bylaws.</p> <p><u>Recommendation 1: That the amendments to Sections 4: Board Meetings of the Bylaws be approved.</u></p> <p>The committee is recommending continuation of the Board meeting structure in place since September 2020 such that there are 2 regular meetings a month; one on the 2nd Tuesday of the month and one on the 4th Tuesday of the month. This means, the current Advisory Committee structure would not continue.</p>		

Other than grammatical changes to this section:

- item 4.8 was amended to recognize not all First Nations Communities practice smudging ceremonies; (note: consultation with the Board's First Nations Trustee is in process at the time of writing this report).
- item 4.12 was amended to provide a provision for limiting the length of a Special Meeting of the Board.

Recommendation 2: That the amendments to Sections 2, 5, 8, 9, 11, 12, 14, and 15 of the Bylaws be approved including the addition of a section on the duties of the Vice Chair.

Section 2.0 (Board Governance Principals): This section was amended to align with OPSBA Good Governance Guide.

Section 5.0 (Public Input): This section was amended to align with current practice and provide additional clarity in that process.

Section 8.0 (Inaugural Meeting of the Chair): This section was amended such that the inaugural address by the incoming Chair on non-election years be incorporated at the first regular meeting of the Board in December. The effect of this change will be that an Inaugural Meeting of the Board will be held once every 4 years following the Municipal election. This does not negate other ways of recognizing the incoming Chair on non-election years.

Section 9.0 (Duties of the Chair and Vice-Chair): This section was amended to provide clarity to the role of Chair as it relates to the school system, internal and external stakeholders, the provision of an annual self-review of the Board of Trustees (per Principle 7), and relations with the Director and other Trustees of the Board. Items relating to Point of Order were removed and placed in Section 15.0-Rules of Order. Duties of the Vice-Chair were added as a new section (Section 10).

Section 11.0 (Committee of the Whole, In-Camera Meetings; now Section 12): Minor housekeeping changes were made to the section.

Section 12.0 (Advisory Committee Meetings): This section is removed with the approval of Section 4.0.

Section 14.0 (Leave of Absence of Members): The section of the Education Act referred to in this section has been repealed. It is the recommendation of this committee that the content of this section be struck from the Bylaws, but that the proposed standing committee review Leave of Absence provisions for Trustees.

Section 15.0 – Rules of Order: The Point of Order section was added - it was originally in Section 9, but the committee recommends it go under Section 15. NOTE: the Committee recognizes other edits to this section is required and is recommending the section be fully reviewed by the new proposed standing committee.

Recommendation 3: That the amendments to Section 10: Committees (now Section 11) of the Bylaws be approved.

Numerous housekeeping changes were made in this section and include: moving the description of statutory, standing, and ad hoc committees to the top of the section and providing information on membership to those committees.

Other than the many housekeeping changes, section 11.8 was added to put limits on the number of statutory/standing committees the Board Chair can chair and limits on the number of statutory committees Trustees can chair. The intent is to create opportunities for all trustees to have a leadership role and build capacity.

Recommendation 4: That amendments to Section 13.0: Chairs' Committee of the Bylaws be approved.

The membership of the Chairs' Committee was amended to align with the change in the Board meeting structure. The name of the Committee was changed to Chairs'; this aligns with the name of the Committee prior to 2015. Other housekeeping changes were made.

Recommendation 5: That the Bylaw Ad Hoc Committee be disbanded such that a Board Governance and Bylaw Review Standing Committee be created.

The Bylaw Ad Hoc Committee recognizes additional work on the Bylaws is required, in particular the continued review of the Trustee Code of Conduct (Section 3.0). While significant work was completed on this section, the committee is not prepared to bring forward recommendations at this time.

Since 2007, a Board Bylaw Ad Hoc Committee has been struck 8 times. This indicates the need for a standing committee rather than an Adhoc committee. It is suggested Bylaw review be incorporated as a mandate of the proposed Board Governance and Bylaw Review Standing Committee.

Recommendation 6: That the mandate of the Board Governance and Bylaw Review Committee be approved.

The Board Governance and Bylaw Review Committee, in summary, would provide oversight to the Governance Action Plan, respond to Trustee professional learning needs in the area of governance and to review Board Bylaws. See Appendix A for a full description of the Mandate.

Financial Implications:

n/a

Timeline:

n/a

Communications:

n/a

Appendices:

Appendix A: Board Governance and Bylaw Review Committee Mandate
Appendix B: Bylaws with edits
Appendix C: Final revised version of Bylaws (clean copy)

Form Revised: January 2016

Relation to Commitments:

- | | |
|---|---|
| <input type="checkbox"/> Putting students first. | <input type="checkbox"/> Actively engaging our students, staff, families and communities. |
| <input type="checkbox"/> Recognizing and encouraging leadership in all its forms. | <input type="checkbox"/> Being inclusive, fair, and equitable. |
| <input type="checkbox"/> Ensuring safe, positive learning and working environments. | <input type="checkbox"/> Inspiring new ideas and promoting innovation. |
| <input checked="" type="checkbox"/> Taking responsibility for the students and resources entrusted to our care. | |



BOARD GOVERNANCE AND BYLAW REVIEW COMMITTEE MANDATE

The mandate of the Board Governance and Bylaw Review Committee is to provide oversight to the Governance Action Plan, respond to Trustee professional learning needs in the area of governance and to review Board Bylaws.

Responsibilities include:

1. The development and monitoring of a Governance Action Plan. Activities may include:
 - a. Identification of goals and annual objectives. To include desired outcomes and key indicators of success;
 - b. Development of an annual process to assess how well the Board has achieved their annual objectives (Assessment Plan); and
 - c. At minimum, report on the Governance Action Plan in the fall with a follow up report each June.
2. The delivery of annual professional learning in the area of governance. To include:
 - a. Trustee professional development in good governance;
 - b. Review and maintenance of the Trustee Handbook; and
 - c. The development and implementation of Trustee orientation in an election year.
3. Review of the Board Bylaws. Activities may include:
 - a. Development of a framework to facilitate the ongoing/continuous review of the Bylaws;
 - b. Review of applicable legislation;
 - c. Review of leading practices;
 - d. Facilitating a legal and/or parliamentary review of Bylaws, as needed;
 - e. Review of Bylaws; and
 - f. Make recommendations for amendments to the full Board of Trustees.

Membership

Membership on the committee consists of 4 Trustees and the Chair of the Board. Membership shall be for a two-year Term.

BYLAWS

of the

Thames Valley District School Board



BYLAWS of the THAMES VALLEY DISTRICT SCHOOL BOARD

Revisions approved by Board Motion the ~~28th day of November 2017~~ 24 day of November 24

SIGNED:

~~Matt Reid~~ Arlene Morell, Chair of the Board

~~Laura Elliott~~ Mark Fisher, Director of Education

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APPENDICES

Appendix A: Guidelines for Trustee Communications

Appendix B: Electronic Voting Guidelines

1.0 INTRODUCTION

1.1 Definitions

For the purpose of these Bylaws:

- "Board" means the Board of Trustees of the Thames Valley District School Board;
- "Chair" means the Chair of the Board;
- "Vice-Chair" means the Vice-Chair of the Board;
- "Past Chair" means the Past Chair currently elected to the Board;
- "Director of Education" means the Secretary of the Board;
- "Treasurer" means the Treasurer of the Board;
- "Trustee" means a Trustee on the Board and the Student Trustees;
- "Member" means a voting Member of the Board and/or Board Committee;
- "Board committee" means an ongoing committee established by the Board;
- "Ad hoc committee" means a committee established for a specific time frame and purpose;
- "Board meeting" means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
- "Meetings of the Board" includes Board meetings in addition to any in-camera or, statutory, standing, or ad hoc meetings chaired by a Member.
- "Advisory Committees" refer to the Planning and Priorities Advisory Committee and to the Program and School Services Advisory Committee. These are considered standing committees.

1.2 Rules of Order

- 1.2.1 All Board Meetings and all meetings of the Board will be conducted in accordance with the rules of order as set forth in Section 15 of these Bylaws.

1.3 Amendments and Additions to Existing Bylaws

- 1.3.1 No amendment, alteration, or addition to the Bylaws shall be made unless due notice has been given setting forth the proposed amendment, alteration, or addition. A two-thirds majority of all members of the Board must vote in favour of the change.
- 1.3.2 Every new bylaw of the Board, upon approval, shall be signed by the Chair of the Board and counter-signed by the Director of Education, after which the seal of the Board shall be attached thereto.

1.4 Banking Bylaws - Business Services

- 1.4.1 The Board shall maintain on record its Borrowing and Banking Bylaws in addition to other bylaws for Business Services, under the title "Business Services Bylaws".
- 1.4.2 The complete set of Business Services Bylaws and their schedules shall be on record under that title.

2.0 BOARD GOVERNANCE PRINCIPLES

Principle 1

The Board of Trustees exists to govern the ~~school system~~ entire district and has a clearly stated mission that includes high expectations for student achievement and well-being and is responsible for defining the expected outcomes and policies to meet the organization's mission, vision, and commitments. ~~in the best interests of its students.~~

Principle 2

The Board of Trustees allocates its resources in support of the goals set out in the strategic plan.

Principle ~~3~~2

The Board of Trustees is accountable to its public school supporters.

Principle ~~4~~3

~~The Board of Trustees represents the interests of its students, parents and the community.~~ The Board of Trustees represents and engages with its constituents (students, parents/guardians and the community) in the creation of policies that affect them and communicates the board's progress in raising student achievement.

Principle ~~5~~4

The Board of Trustees speaks with one voice through its policies and decisions.

~~Principle 5~~

~~The Board of Trustees is responsible for defining the expected outcomes and policies essential to meeting the organization's mission, vision and commitments.~~

Principle 6

The Board of Trustees holds the Director of Education accountable for implementation of Board policies and Board decisions. The Board of Trustees hold its system accountable for student achievement and well-being ~~and well-being~~ through its Director of Education by regularly monitoring evidence of student achievement and well-being. ~~and well-being.~~

Principle 7

The Board of Trustees monitors its own performance and takes action to continually improve its governance processes.

3.0 TRUSTEE CODE OF CONDUCT

3.1 Purpose

- 3.1.1 This Code of Conduct is intended to contribute to confidence in public education and respect for the integrity of Trustees of the Board and is intended to promote acceptable and respectful behaviours.

3.2 Application

- 3.2.1 This Code of Conduct and the Enforcement Procedures contained herein shall apply to all Trustees.
- 3.2.2 Every Trustee shall uphold the letter and spirit of this Code of Conduct.

3.3 Compliance

- 3.3.1 A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and comply with any other relevant legislation.
- 3.3.2 Each Trustee shall comply with Board policies, procedures, Bylaws, and Rules of Order.

3.4 Code of Conduct

Integrity and Dignity of Office

- 3.4.1 Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.4.2 Trustees of the Board shall make decisions in a manner which is open, accessible and equitable.
- 3.4.3 Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

Avoidance of Personal Advantage and Conflict of Interest

- 3.4.4 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. If Trustees are unsure about the appropriateness of a gift, they may consult with the Board Chair for further guidance.
- 3.4.5 Trustees shall ensure that their public office is not used for personal gain as in accordance with the Municipal Conflict of Interest Act (RSO 1990).
- 3.4.6 No Trustee shall use his or her office to obtain or maintain employment with the Board for the Trustee or a family member.

Civil Behaviour

- 3.4.7 No Trustee shall engage in conduct during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.
- 3.4.8 A Trustee of the Board shall not advance allegations of misconduct that are frivolous, vexatious, or vindictive in nature against another Trustee of the Board.
- 3.4.9 Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

Respect for Confidentiality

- 3.4.10 Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or part of a meeting of the Board that was closed to the public or should otherwise be kept confidential, unless required to divulge such information by law or authorized by the Board to do so.
- 3.4.11 No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Upholding Decisions

- 3.4.12 All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 3.4.13 Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
- 3.4.14 A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 3.4.15 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Trustee Communication

- 3.4.16 All Trustees of the Board shall follow the *Guidelines for Trustee Communications* (Appendix A) established for ensuring communication is consistent and appropriate between Trustees and constituents, stakeholders, and the general public.

3.5 Enforcement of Code of Conduct

Informal Complaint Procedure

- 3.5.1 The Chair of the Board on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee

and to discuss options to correct the offending behavior. The Informal Complaint Procedure is conducted in private.

- 3.5.2 If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the formal, complaint procedure.

Formal Complaints

- 3.5.3 A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Board Chair, a written, signed complaint setting out the following:
- the name of the Trustee who is alleged to have breached the Code;
 - the alleged breach or breaches of the Code;
 - information as to when the breach came to the Trustee's attention;
 - the grounds for the belief by the Trustee that a breach of the Code has occurred; and
 - the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- 3.5.4 If a written complaint is filed with the Chair of the Board, the Chair shall decide, in consultation with the Vice-Chair, if a formal inquiry shall be undertaken. If a formal inquiry is to proceed, the Chair shall confidentially provide each Trustee with a copy of the written complaint.

Refusal to Conduct Formal Inquiry

- 3.5.5 If the Board Chair and Vice-Chair are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board including the original, written complaint. The matter shall be discussed at the next in-camera Committee of the Whole meeting.

Initiating a Formal Inquiry

- 3.5.6 If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by a Committee of the Board (the "Inquiry Committee") which shall be comprised of three Trustees as designated by the Chair's Committee. No Trustee of the Board may sit on the Inquiry Committee if they are a witness in the formal inquiry.

Formal Inquiry Procedure

- 3.5.7 Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.

- 3.5.8 The Inquiry Committee shall obtain written statements and documents from the complainant and any witnesses. This documentation will be provided to the Trustee alleged to have breached the Code who will then have 30 days to provide a written statement and any documentation.
- 3.5.9 Both the complainants and the Trustee alleged to have breached the Code, shall receive copies of all written statements and documentation at least 30 days prior to the hearing.
- 3.5.10 The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct and the Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to all allegations. Timeframes may be extended with the consent of the Inquiry Committee. Such consent shall not be unreasonably withheld.
- 3.5.11 If the Inquiry Committee, when conducting the formal inquiry, discovers that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry may be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the Board.
- 3.5.12 If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

Decision/Determination

- 3.5.13 Once the formal inquiry is complete, the Inquiry Committee shall provide a confidential final report outlining the finding of facts and a recommendation to the Board as to whether the Code of Conduct has been breached including recommended sanctions if any. This will be considered by the Committee of the Whole in camera.
- 3.5.14 A decision by the Board as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 3.5.15 Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake his/her own investigation of the matter.
- 3.5.16 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

- 3.5.17 Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- a. the security of the property of the board;
 - b. the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. the acquisition or disposal of a school site;
 - d. decisions in respect of negotiations with employees of the board; or
 - e. litigation affecting the board.
- 3.5.18 The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- 3.5.19 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- 3.5.20 The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- 3.5.21 If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:
- a. give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
 - b. the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee; and
 - c. consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.
- 3.5.22 If the Board revokes a determination, any sanction imposed by the Board is revoked.
- 3.5.23 If the Board confirms a determination, the Board shall, within the 14 days above, confirm, vary or revoke the sanction.
- 3.5.24 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
- 3.5.25 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two-thirds of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

- 3.5.26 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the Board's deliberations and shall not be required to answer any questions at that meeting.
- 3.5.27 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

4.0 BOARD MEETINGS

- 4.1 The Board will meet regularly on the second and fourth Tuesday of each month in public session at 7:00 p.m., in the Board Room of the Thames Valley District School Board Education Centre unless otherwise approved by Board motion.
- 4.2 Notice of all Board meetings, except as provided for in Bylaw 4.12, shall be made available by ~~the Supervisor~~ Corporate Services to each Trustee on the Friday prior to the Board meeting.
- Trustees not able to access the notice and the Board agenda by the Monday prior to the Board meeting will be responsible for notifying the Corporate Services Department of such. Trustees will also advise Corporate Services staff if they are unable to attend the meeting.
- 4.3 Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting. New items of business arising at the meeting may, by decision of two-thirds of those present, be considered at that meeting.
- 4.4 A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum. Trustees who attend through electronic means shall be ~~included~~ considered present and therefore included in the quorum count.
- A quorum is such a number as must be present in order that business can be legally transacted. The Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.
- 4.5 Should there be no quorum present within 30 minutes after the time appointed for the meeting, the Director of Education shall cause to be recorded the names of those Trustees present and the Board meeting shall be cancelled.
- 4.6 ~~When a quorum is no longer in attendance~~ When there is no longer quorum, the meeting is ended and no business may be legally transacted. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have the fact recorded in the minutes.
- 4.7 All Board meetings will begin with the singing of O Canada and ~~will normally~~ may be followed by a student presentation or significant event.
- 4.8 Out of respect for First Nations representation on the Board and First Nations students, staff and community, ~~every effort will be made to schedule a smudging ceremony~~ recognition will be scheduled once a year.
- 4.9 An opportunity for the public to present input to the Board regarding issues of concern/interest will be included on the agenda of the Board meeting (See Section 5.0).
- 4.10 The Board shall not remain in session later than 11:00 p.m. unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.
- 4.11 The regularly-scheduled Board meeting in November of each year shall provide an opportunity for the outgoing Chair to present a valedictory address in celebration of achievements over the past year.

Special Board Meetings

- 4.12 With at least 48 hours' notice, special Board meetings shall be held on the call of the Chair, or on the written request of the majority of Members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education. The meeting ~~may~~will be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

The Special Meeting of the Board shall not remain in session for more than three hours from the scheduled start of the meeting, unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.

- 4.13 The written notice of every special Board meeting shall state all business to be considered or transacted thereat, and no other business shall be considered unless all the Members of the Board ~~qualified to vote on the matter~~ are present.

5.0 PUBLIC INPUT

- 5.1 The Board welcomes and values public input from students, parents, and members of the community about Board policies, practices, issues and its overall education system.

5.2 Public input may be solicited on specific issues to be debated by the Board such as an accommodation review, the development of the budget, or other issues. In these cases, the process to receive input, including the timeline for receipt of applications, will be established and communicated on the Board's website and social media channels.

~~5.23 Members of the public may wish to provide input to the Board on issues of concern to the education system. It is not intended nor is it appropriate for such input to address confidential personal, property, legal or negotiation matters. The Director of Education should be contacted for assistance in handling a concern of this nature.~~
Opportunities for Public Input are provided at Regular Board meetings.

Students, parents, and members of the public may provide input to the Board on issues of concern other than those of a confidential nature related to personal, legal, property or negotiation matters.

Confidential personal issues or property, legal, and negotiation matters should be brought directly to the Director of Education for assistance.

Parents and students are encouraged to address local school-based issues through the appropriate principal, superintendent, Trustee and/or through their School Council.

Where an alternate means to receive public input on a specific issue has been put in place, members of the public will be encouraged to use the alternate process (See 5.2).

5.43 Submitting Applications for Public Input

5.4.1 Individuals or groups will be limited to one presentation to the Board on a given topic in a school year.

5.4.2 To appear before the Board, an ~~an~~ presenters' application outlining the key points to be presented must be completed ~~and forwarded to the Supervisor-Corporate Services~~ prior to the request being considered. The application is available through the TVDSB website or through corporateservices@tvdsb.ca.

5.4.3 The ~~Chair's~~Chairs' Committee will review all requests ~~to provide input~~ to ensure ~~that the application material to be covered~~ complies with the requirements of 5.1 – 5.3 and ~~any applicable legislation. and will determine the order and number of presentations at a given meeting.~~ Corporate Services, in consultation with the Chair of the Board as needed, The Committee will determine the suitability of materials for distribution in accordance with applicable legislation.

~~Presenters-Applicants~~ will receive notice ~~of the Committee's decision~~ regarding the ~~status of their~~ request for public input. including the scheduling of their input at the next available or next appropriate public meeting of the Board.

5.4.4 The Supervisor-Corporate Services shall inform the individual or group making a presentation of the date of the meeting and the approximate time when the presentation will be heard.

5.5 The Board will be advised of all presentation requests through the report of the ~~Chair's~~Chairs' Committee.

- 5.86 Oral presentations will be a maximum 10 minutes for an approved delegation representing a School Council, or a Home and School Association in good standing, and 5 minutes for individuals or representatives of any other organization/group.
- 5.97 Oral presentations should address the concerns identified in the presenters' application. If the materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order.
- 5.8-10 At the conclusion of each public presentation, Trustees may ask questions of clarification. No action may be taken at the meeting of the presentation; however, a motion may be brought to the next regular Board meeting under "Business Arising" or to a subsequent Board meeting for consideration providing a Notice of Motion has been served (See 15.2.7).

5.11 Requested Input on Specific Issues

- 5.11.1 ~~Public input may be solicited on specific issues to be debated by the Board such as an accommodation review, the development of the budget, or other issues. In these cases, an alternate process to receive input will be established.~~
- 5.11.2 ~~If not otherwise defined in the alternative process, applications for public input must be submitted to the Supervisor Corporate Services no later than eight working days prior to the meeting scheduled for public input.~~

6.0 ELECTION OF CHAIR AND VICE-CHAIR

- 6.1 The Chair and Vice-Chair for the ensuing year, effective December 1, shall be elected at a special Board meeting called on the first school day in December.
- 6.2 The Director of Education shall preside over the election of the Chair.
- 6.3 With the Director of Education presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.
- 6.4 The Director of Education, or if absent, the designate, shall name two scrutineers appointed for the election of Chair and Vice-Chair.

6.5 Election Process

- 6.5.1 The Director of Education or designate shall call for written nominations for the office of Chair. No seconder is required.
- 6.5.2 After a suitable length of time, and after a motion to close nominations has been supported by a majority vote, the Director of Education or designate shall declare nominations closed and have the nominations collected.
- 6.5.3 After all nominees have been identified in random order, they will be asked to declare whether they accept the nomination.
- 6.5.4 An individual who is absent may be considered a candidate if the individual has previously indicated to the Director of Education a desire to stand for election if nominated.
- 6.5.5 The nominees shall be offered the opportunity to speak to their nomination in random order.
- 6.5.6 A vote by secret ballot shall then be conducted with each Member present able to cast one vote.
- 6.5.7 The Member receiving a majority of the votes cast (e.g. 7 of 12, 6 of 11) shall be declared elected, but the count shall not be declared.
- 6.5.8 Should no Member receive a majority of the votes cast, the Director of Education or designate, shall announce the names of the Members remaining on the ballot with the name of the Member receiving the fewest number of votes being dropped from the list.
- 6.5.9 Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

In the event there is a tie vote after the candidate with the least number has been withdrawn, the Director of Education or designate will call for the drawing of cubes numbered 1-12. Each candidate will draw a number, be noted by the Recording Secretary, and the number returned to the box. The candidate drawing the highest ranking number will be declared the Chair of the Board for the ensuing year. Should the candidates draw the same number, the process will be repeated.
- 6.5.10 A Member may voluntarily withdraw her/his name between votes.

- 6.5.11 By motion, the ballots shall be destroyed.
- 6.6 Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair.
- 6.7 Members shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.
- 6.8 In the event the office of the Chair or Vice-Chair becomes vacant for any reason, a new Chair or Vice-Chair, as is required, shall be elected at a special Board meeting called for this purpose (See 6.5).
- 6.9 The Board, by resolution, shall appoint by name the Officers of the Board who shall be the Board Chair and Vice-Chair; Director of Education; and Associate Director and Treasurer, Organizational Support Services.

7.0 INAUGURAL MEETING OF THE BOARD

- 7.1 Following a municipal election, the Board's Inaugural Meeting shall be held in the Board Room of the Thames Valley District School Board Education Centre at 7:00 p.m. at a Special Board meeting to be held either on the 1st or 2nd Tuesday in December.
- 7.2 The Director of Education shall certify that the Members have met all procedural requirements and are eligible to take office.
- 7.3 The Director of Education shall conduct a Trustee declaration of office at the Board Inaugural meeting.
- 7.4 The newly-elected Chair shall deliver an inaugural address.

8.0 INAUGURAL ~~MEETING~~ ADDRESS OF THE CHAIR

- 8.1 On the years that do not follow a municipal election, the ~~Chair's~~Chairs' Inaugural Address ~~Meeting~~ shall be included on the agenda of the first meeting of the Board held after the election of the Chair and Vice-Chair. ~~held in the Board Room of the Thames Valley District School Board Education Centre at 7:00 p.m. at a Special Board meeting to be held either on the 1st or 2nd Tuesday in December.~~
- 8.2 ~~The newly-elected Chair shall deliver an Inaugural address.~~

9.0 DUTIES OF THE CHAIR

9.1 General

The Chair of the Board has the following responsibilities:

To promote the interests of the entire school system.

To aid in establishing good relations with all external and internal stakeholders which the Board serves.

To ensure that the Board engages in an annual review or self-evaluation of its effectiveness.

To meet with the Director of Education to keep an overview of the Board's business and to provide support as appropriate.

To establish effective strategies to communicate with the other trustees, and to consult in a timely fashion with fellow trustees regarding pertinent information concerning Board business and actions privy to the Board Chair.

To act as one of the signing officers of the Board.

- ~~9.1 The Chair of the Board shall~~ To be the official spokesperson for the Board, and on behalf of the Board, unless otherwise determined by Board resolution and at the request of the Chair.

An annual resolution shall be made at the beginning of each term of the Board to appoint the Vice-Chair and Past Chair as the alternate official spokespersons for the Board, and on behalf of the Board. The alternate may fill that role only at the request of the Chair.

- 9.2 The Chair, in consultation with the Director of Education and the ~~Chair's~~ Chairs' Committee, with opportunity for input from other Members of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that Members have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

- 9.3 The Chair of the Board shall preside at all Board meetings. The Chair shall call the meeting to order at the hour appointed, shall preserve order and decorum and decide upon all questions of order subject to an appeal to the Board.

- 9.3.1 The Chair shall appoint a recorder in the case of the absence of the recording secretary.

NOTE: 9.3.2 to 9.3.4 and 9.3.12 were consolidated under 9.3.11 and moved to section 15.6 (Point of Order)

- ~~9.3.2 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.~~

- ~~9.3.3 The ruling of the Chair shall be final, subject only to a Member challenging the ruling of the Chair.~~

- ~~9.3.4 When a Member challenges the decision of the Chair, the Member shall state the reasons for the challenge and the Chair shall have the opportunity to provide the rationale in support of the decision. Such challenge shall be decided without debate. The Secretary of the Board shall ask "Shall the decision of the Chair be~~

~~sustained?" The Chair may not vote on such a challenge and in the event that there is an equality of votes, the decision of the Chair shall be deemed to be sustained.~~

- 9.3.25 The Chair shall not take part in any debate without leaving the Chair.
- 9.3.36 The Chair shall have voting rights on all matters, except when a Member challenges the Chair for a ruling (See ~~9.3.4~~ 15.6.3).
- 9.3.47 The Chair shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, or by other agreed upon method when a trustee is participating electronically. ~~and u~~ Upon recognition by the Chair, who shall call the member by name (Trustee _____), the Trustee shall then address the Chair.
- 9.3.58 When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.
- 9.3.69 The Chair shall ensure every Trustee speaks only to the matter under discussion. A Trustee may request one supplementary question. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.
- 9.3.740 The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.

9.3.11 **Point of Order – Moved to section 15.0**

- 9.3.11.1 No Trustee shall be interrupted while speaking except to be called to order by a Member for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.

A Member so interrupting shall speak to the point of order or in explanation only.

- 9.3.11.2 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.
- 9.3.11.3 The ruling of the Chair shall be final, subject only to a Member challenging the ruling of the Chair.
- 9.3.11.4 ~~When~~ If a Member challenges the decision of the Chair, the Member shall state the reasons for the challenge and the Chair shall have the opportunity to provide the rationale in support of the decision. Such challenge shall be decided without debate.

~~The Secretary of the Board shall ask "Shall the decision of the Chair be sustained?" The Chair may not vote on such a challenge and in the event that there is an equality of votes, the decision of the Chair shall be deemed to be sustained.~~

The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. The Chair may not vote on such a challenge.

- 9.3.12 ~~A Trustee called to order by the Chair shall at once remain silent but after the point of order has been decided, may explain and appeal to the Board, which, if appealed to, shall decide the point of order without debate. The decision of the Chair on the point of order shall be overruled only by a majority vote of the~~

~~Members present in favour thereof. If there is no appeal, the decision of the Chair shall be final.~~

- 9.3.8~~43~~ Trustees who resist the rules of the Board, disobey the decision of the Chair or of the Board on points of order, or make any disorderly noise or disturbance may, unless they make an apology, be ordered by the Chair to leave their seats for the remainder of the meeting, and, in case of refusal to do so, may, on the order of the Chair, be removed from the Board Room and the Education Centre.
- 9.3.9~~44~~ The Chair of the meeting is responsible for maintaining order and seeing that appropriate decorum of the Board meeting is maintained. The Chair is responsible to ensure members of the public maintain respect at all times and may cause removal of a member of the public whose behaviour is egregious.
~~Heckling will not be permitted.~~

10.0 DUTIES OF THE VICE-CHAIR

- 10.1 The Vice-Chair of the Board is elected by the Board of Trustees to share the leadership role of the Chair. The Vice-Chair assists the Chair in ensuring that the Board operates in accordance with its own policies. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Vice-Chair.

- 10.2 The Vice-Chair of the Board has the following duties:
 - 10.2.1 To perform all the duties of the Chair when the Chair is absent.
 - 10.2.2 To preside at Committee of the Whole, In-Camera meetings.
 - 10.2.3 To perform duties and responsibilities assigned by the Board of Trustees, including the Board Chair.

110.0 COMMITTEES

Board Committees

The Board's Committee structure consists of Statutory, Standing, and Ad Hoc Committees.

Statutory Committees

~~101.~~ ~~1~~ Statutory committees ~~will operate~~ are established in accordance to the Education Act or other ~~with the~~ legislation or regulation ~~by which they were established~~ as required. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.

~~1~~ ~~1~~ ~~1~~ ~~2~~ Membership on Statutory committees is established annually through a selection process at the beginning of each new term. Where not otherwise determined by legislation or regulation, membership shall be for a one year term. Members may serve for consecutive terms. Membership shall not exceed quorum of the Board.

Final approval of membership to the Statutory Committee is required by the Board of Trustees through a recommendation of the Chairs' Committee.

If any vacancy shall occur in a Statutory Committee, the Board shall fill the vacancy on recommendation of the ~~Chair's~~ Chairs' Committee.

Standing ~~and Ad Hoc~~ Committees

11.3 Standing Committees are established to address ongoing issues specific to their individual mandates.

11.4 Membership on Standing committees is established annually through a selection process at the beginning of each new term. Membership shall be for a one year term. Members may serve for consecutive terms. Membership shall not exceed quorum of the Board.

Final approval of membership to the Standing Committee is required by the Board of Trustees through a recommendation of the Chairs' Committee.

~~Trustee membership of Standing and Ad hoc Committees shall be the mandate of the Chair's Committee according to the interest expressed by Trustees (See 13.5.1.1).~~

If any vacancy shall occur ~~in~~ a Standing Committee, the Board shall fill the vacancy on recommendation of the ~~Chair's~~ Chairs' Committee.

Ad Hoc Committees

11.5 Ad Hoc Committees are established to respond to specific issues. They have a defined task and timeline.

11.6 ~~Ad hoc~~ Ad Hoc committees of the Board may be established on recommendation by the ~~Chair's~~ Chairs' Committee or on Board motion. The recommendation shall include a mandate, time frame for reporting to the Board and committee membership (See 13.5.1.1). ~~Ad hoc~~ Ad Hoc committees will be disbanded following completion of their mandate.

Prior to a recommendation by the ~~Chair's~~ Chairs' Committee for membership on an ~~Standing or Ad hoc~~ Ad Hoc committee, the Chair will invite Trustees to indicate their

interest. Group and/or individual consultation to clarify Trustees' wishes will be conducted. Membership shall not exceed quorum of the Board.

- ~~10.3 Ad hoc committees of the Board may be established on recommendation by the Chair's Committee. The recommendation shall include a mandate, time frame for reporting to the Board and committee membership (See 13.5.1.1) Ad hoc committees will be disbanded following completion of their mandate.~~

Meetings

- ~~101.~~
~~47~~ The Director of Education or the Superintendent assigned to the committee shall call the first meeting of the committee and shall preside over the election of the Committee Chair at that meeting. Any Member may request election by secret ballot. Only members of the committee shall elect a Chair from among themselves, with the exception of the Chairs' Committee.

- 11.8 The Board Chair shall not be eligible to be elected as the Chair of more than two Statutory or Standing Committee.

Other Trustees are not eligible to serve as Chair of more than two Statutory Committee at the same time.

- ~~101.~~
~~29~~ Committee Chairs shall request a Trustee committee member, unless otherwise noted in the Terms of Reference for the committee, to act as Chair in their absence and shall advise the Supervisor-Corporate Services of this action prior to the meeting.

- ~~101.~~
~~310~~ It is the responsibility of Trustees to attend committee meetings to which they have been appointed. Committee members shall be responsible for contacting the Corporate Services should they be unable to attend a meeting.

~~The Supervisor~~-Corporate Services maintains attendance records.

Trustees unable to attend a meeting, and where there is an appointed alternate, it is the responsibility of the Trustee to inform the alternate and provide the meeting information.

- ~~101.~~
~~11-4~~ On the absence from three sequential meetings of a committee without the approval of the Board, the Member shall be withdrawn from that committee. The Chair of the Board shall provide notification of withdrawal from the committee. The Trustee may request to be reinstated. The request will be considered at the next Board meeting.

- ~~101.~~
~~125~~ A majority of the committee membership shall constitute a quorum.

- ~~101.~~
~~6~~ Committees must maintain a quorum to record an official meeting.

- ~~13~~ Should no quorum be present within thirty minutes after the appointed time for the meeting, or if quorum is lost during the meeting, the Chair shall cancel the meeting, or if already in progress, adjourn the meeting. At the consent of the members present, the members may continue to meet recognizing no decisions or formal action may be taken.

~~In the absence of a quorum, an informal conversation may be held but no action may be taken. Committee members shall be responsible for contacting the Supervisor-Corporate Services should they be unable to attend a meeting.~~

~~101.~~
~~714~~ The Chair of the Board shall be considered an ex officio member of all committees of the Board. The Chair, when in attendance at such meetings, shall have all privileges of a committee member and shall be counted as a member when determining the status of a quorum. The absence of the Chair shall not be counted in establishing a quorum at that meeting.

~~101.~~
~~815~~ Meetings of committees shall be open to the public except when the subject matter under consideration is covered by Section 207 (2) of the *Education Act*, or its successors.

~~101.~~
~~916~~ Action of any committee shall not be binding until formally approved by the Board, unless the Board gives the committee power to act with reference to a particular matter or matters. ~~In all cases, the committee shall make a written report to the Board.~~

~~101.~~
~~174~~ The Chair of the Board, Director of Education, and administrative officials shall keep the Chair of each committee informed of matters within the terms of reference of the committee.

~~101.~~ Any Trustee may attend the public meetings of a committee and may participate in the discussion and use their voice in such a way that it does not hinder the actions or work of the committee. ~~but~~ Only appointed members of the committee may vote, and propose motions and recommendations for Board consideration, and participate in the in-camera portion of the meeting, if any.

~~101.~~
~~1219~~ The rules of order of the Board shall be observed in all meetings of a committee except that:
a. there shall be no seconder at committee meetings; and
b. movers shall not be recorded in committee reports.

~~101.~~
~~2043~~ Every meeting of a committee shall be called by a notice provided ~~by through the Supervisor-Corporate~~ Corporate Services to reach every Trustee at least 48 hours before such meeting or in extreme circumstances, as determined by the Chair of the Committee, by oral notice attempted not later than six hours before such meeting.

~~101.~~
~~214~~ Committees shall report to the Board in writing following each meeting other than ~~Ad Hoc~~ Ad Hoc committees who will report according to the time frame specified in the mandate of the committee.

Where Trustees are asked to consider a motion the report shall include the background information necessary for trustees to make an informed decision on the recommendation. Where appropriate, background information may be provided at the meeting either verbally or in writing.

~~10.1~~
~~5~~ ~~Committee memberships shall be approved by the Board.~~

~~Statutory Committees~~

~~10.1~~
~~6~~ ~~Statutory committees will operate in accordance with the legislation or regulation by which they were established. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.~~

~~Standing and Ad Hoc Committees~~

~~10.1 Prior to a recommendation by the Chair's Committee for membership on a Standing
7 or Ad hoc committee, the Chair will invite Trustees to indicate their interest. Group
— and/or individual consultation to clarify Trustees' wishes will be conducted.~~

~~10.1 Trustee membership of Standing and Ad hoc Committees shall be the mandate of
8 the Chair's Committee according to the interest expressed by Trustees (See
— 13.5.1.1).~~

~~10.1 If any vacancy shall occur in a Standing or Ad hoc committee, the Board shall fill the
9 vacancy.~~

~~10.2 Ad hoc committees of the Board may be established on recommendation by the
0 Chair's Committee. The recommendation shall include a mandate, time frame for
reporting to the Board and committee membership (See 13.5.1.1) Ad hoc committees
will be disbanded following completion of their mandate.~~

Other Committees

Administrative Committees

~~101.~~ Trustees ~~named~~appointed to participate on an Administrative committee shall be
~~224~~ responsible for reporting to the Board as appropriate. Trustees may send an
alternative upon notification to the Chair of the Aadministrative committee. Only
Trustees appointed to Administrative committees, or their alternate, may attend and
participate in such meetings.

Community/Professional Representation

~~11.2 The Board of Trustees may be formally invited to have a representative on another
3 Board or Committee by virtue of membership to that entity or through a vested
interest. Similar to Standing Committees, membership is established as defined in
Section 10.4~~

Interview Committees

~~101.~~ The Chair and Vice-Chair shall participate in an advisory capacity (non voting) on
~~242~~ Supervisory Officer Interview Committees. If either or both are not available, the Past
Chair and /or ~~either Chair of the Advisory Committees~~designate as determined by
Board appointment, following the process defined in section 10.6, shall participate. ~~-~~

~~10.2 Trustee representatives on Principal and Vice Principal interview committees are
3 appointed by the Chair's Committee.~~

124.0 COMMITTEE OF THE WHOLE IN-CAMERA MEETINGS

- 124.1 The Board may move into Committee of the Whole in-camera upon any confidential matter brought for its consideration related to legal, negotiations, personal or property matters.

Meetings of the Committee of the Whole in-camera shall be closed to all but Board Members, the Student Trustees (with the exception of items that involve the disclosure of intimate, personal and/or confidential information), Supervisory/Executive Officers, and the Supervisor-Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.

- 124.2 Committee of the Whole in-camera normally will meet at 5:00 p.m. on the fourth Tuesday of each month in the Board Room of the Thames Valley District School Board Education Centre.

- 12.3 In-camera meetings normally will adjourn by 6:15 p.m. or recess and reconvene prior to the adjournment of the Board meeting as necessary.

- 124.43 With at least 48 hours' notice, a special Committee of the Whole, In-camera meeting, to be immediately followed by a Special Meeting of the Board, may be held on the call of the Chair, or on the written request of the majority of Members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

- ~~11.4 In-camera meetings normally will adjourn by 6:15 p.m. or recess and reconvene prior to the adjournment of the Board meeting as necessary.~~

- 124.5 The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole in-camera sessions.

In the case of absence of both the Vice-Chair and the Chair for five minutes after the hour appointed, as soon as a quorum be present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, the ~~Chair of either Advisory Committee shall preside over the meeting.~~ Director of Education shall call upon a Trustee to Chair the meeting.

- 124.6 All rules of the Board shall be observed in Committee of the Whole in-camera so far as applicable except that no motion shall require to be seconded; movers of motions shall not be recorded in the official minutes, no motion for the previous question or for adjournment shall be allowed until all items on the agenda have been dealt with (except under the rule establishing a time limit for meetings). The yeas and nays shall not be recorded except when called by a Student Trustee in accordance with provisions in the *Education Act, Section 55 (3)*.

- 124.7 The Committee of the Whole in-camera shall report at the next regularly-scheduled Board meeting or at ~~the a~~ a Special Board meeting called specifically for this purpose.

- 124.8 Trustees will ensure that all in-camera material (paper and electronic) is stored in a secure, confidential location or shredded/deleted following the meeting.

12.0 ~~ADVISORY COMMITTEE MEETINGS~~

- ~~12.1 The Program and School Services Advisory Committee and the Planning and Priorities Advisory Committee shall consist of all Trustees.~~
- ~~12.2 The Program and School Services Advisory Committee will meet each 1st Tuesday of the month. The Planning and Priorities Advisory Committee will meet each 2nd Tuesday of the month. Meetings normally will be held at 6 p.m.~~
- ~~12.3 The Advisory Committees may remain in session no later than 9 p.m. (or 3 hours after its scheduled start time) unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.~~
- ~~12.4 No action is to be taken at the meetings; however, Trustees may request further information. Motions related to a presentation may be brought forward at the next regular Board meeting under Reports from Board Committees or to a subsequent Board meeting for consideration providing a Notice of Motion has been served.~~

12.5 ~~Election of Advisory Committee Chairs~~

~~The Chairs of the Program and School Services Advisory Committee and of the Planning and Priorities Advisory Committee shall be elected at the Special Board meeting held on the first school day of December by secret ballot as set out in Bylaw 6.0 – Election of Chair and Vice-Chair. The Chair of the Board shall preside over the election of the Committee Chairs.~~

- ~~12.6 Refer to Sections 10.2 through to 10.14 for information regarding Committee meetings.~~

13.0 CHAIRS'S COMMITTEE

- 13.1 Membership on the Chair's Committee includes the Chair of the Board, the Vice-Chair, the Past Chair and two additional Trustees selected through the annual committee selection process described in Section 11.4. ~~the Chairs of the Advisory Committees.~~ The Director of Education serves as staff resource to the Committee.
- 13.2 In the event the Chair of the Board is re-elected, the ~~Chair's~~Chairs' Committee shall be comprised of the Chair, the immediate Past Chair, the Vice-Chair and two additional Trustees selected through the annual committee selection process. ~~the Chairs of the Advisory Committees.~~ Should the immediate Past Chair relinquish this position, the most recent Past Chair will assume the seat. Failing that, a Member at large will be invited to sit on the ~~Chair's~~Chairs' Committee for that year.
- 13.3 The Chair of the Board shall be the Chair of the ~~Chair's~~Chairs' Committee.
- 13.4 The Committee meets the week prior to the regularly-scheduled Board meeting and as often as required. Trustees may submit agenda items for consideration at the ~~Chair's~~Chairs' Committee meetings through the Chair of the Board.

13.5 Mandate

- 13.5.1 The ~~Chair's~~Chairs' Committee is designed to ensure the effective working of the Board. The ~~Chair's~~Chairs' Committee shall provide leadership to the Board in maintaining the Board's focus on the multi-year plan and the Board's mission and vision. It shall also:
- 13.5.1.1 Develop ~~ad-hoc~~Ad Hoc committees with defined tasks and appropriate time lines (See 10.0);
 - 13.5.1.2 Recommend appointment of Trustees to committees of the Board;
 - ~~13.5.1.3 Appoint Members to Principal and Vice-Principal interview committees;~~
 - 13.5.1.4 Co-ordinate Member activities not otherwise under the mandate of the Board Governance and Bylaw Review Committee;
 - 13.5.1.5 Review and approve Trustee professional development requests and expenses;
 - 13.5.1.6 Review of Board and Committee of the Whole, In-Camera agenda items, determine the routing process and in-camera status, accept, ~~and review,~~ and schedule submissions of public input to the Board; ~~and determine submissions to be placed on the agenda of the first, regularly-scheduled Board meeting of the month (See 5.0);~~
 - 13.5.1.7 Provide a report at the next regularly-scheduled Board meeting;
 - 13.5.1.8 Review Standing Committee mandates as appropriate.

14.0 LEAVE OF ABSENCE OF MEMBERS

~~14.1 To meet the provisions of Section 229 (1) of the *Education Act*, a Board Member applying for leave of absence shall make the request directly to the Board convened in regular open session.~~

~~Any action on a request for leave of absence must be recorded as a motion of the Board.~~

NOTE: Section 229(1) of the Education Act has been repealed. The Bylaw Ad Hoc Committee has suggested the Board Governance and Bylaw Review Committee review Leave of Absence provisions for Trustees.

15.0 RULES OF ORDER

Note: In all cases not provided for by these rules, *Robert's Rules of Order* shall govern as applicable.

15.1 General

- 15.1.1 In the absence of the Chair from any Board meeting, the Vice-Chair shall preside at the meeting. During the continued absence of the Chair from duty, or upon written request of the Chair, the Vice-Chair shall perform all the duties of the Chair.
- 15.1.2 The Supervisor-Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded.
- 15.1.3 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, the Chair of either Advisory Committee shall preside over the meeting until such time as the Chair of the Board or the Vice-Chair arrives.
- 15.1.4 In the case of absence of all the officers noted in 15.1.3, and as soon as a quorum is present, the Director of Education shall employ a process to elect a pro tempore Chair.
- 15.1.5 The Chair pro tempore so chosen shall preside only until the Chair or Vice-Chair arrives and the immediate item of business at hand is completed.

15.2 Motions Considered at Board Meetings

- 15.2.1 Motions shall be related to an agenda item. Motions unrelated to the agenda shall follow section 15.2.7 – Notice of Motion.
- 15.2.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion.
- 15.2.3 Any Member may request the motion under discussion be read for information at any time in the course of the debate, provided that no such request is made so as to interrupt a member speaking to the question.
- 15.2.4 The mover and seconder shall be recorded in the official minutes of all Board meetings. Movers shall not be recorded in reports of committees submitted to the Board (See 10.12).
- 15.2.5 After a motion is moved and seconded, it shall be deemed to be in possession of the Board.
- 15.2.6 A Member may introduce a motion and before it is seconded, speak to it for clarification or direction on wording only. No other Member may speak to the motion before it has been seconded. Once seconded, the mover will be asked to speak to the motion and be the final speaker to the motion.
- 15.2.7 A Member may provide a written notice of motion at the appropriate agenda item of a Board meeting to be heard at the next regular Board meeting.

The notice of motion need only indicate the purpose but such a statement must be accurate and complete since it will determine what amendments are in order when the motion is considered, e.g. "To raise the annual fee to \$20.00". The notice of motion will become invalid if the motion is amended beyond the scope of the notice.

15.2.8 No motion or amendment shall be debated or put to a vote unless seconded and read before the vote is taken, except that the reading may be omitted before the vote if the motion is based on a written recommendation in the agenda or is a motion to refer, to postpone, to rise and report, to table, or to adjourn. Upon the request of any Member, the Chair shall direct the mover to put the motion in writing.

15.2.9 A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of Trustees in their respective capacities, shall take precedence over all other business and may be moved without notice.

15.2.10 When a question is under debate, the only motions in order shall be:

- (a) adjourn or take a recess;
- (b) raise a question under point of order, privilege or question;
- (c) lay on the table;
- (d) call for the previous question;
- (e) postpone to a certain time;
- (f) refer;
- (g) amend;
- (h) postpone indefinitely;
- (i) main motion.

Each motion shall have precedence in the order listed; and (a), (b), (c) and (d) shall be decided without debate except as provided under point of order, privilege or question by majority vote other than Motion (d) which shall require a two-thirds vote of those present to adopt.

The motion for the previous question shall preclude all further amendment and debate, and shall be submitted by the Chair in this form: "Are you ready for the main question?" If adopted, the Chair shall at once proceed to put the main question, first putting any amendments pending, to the vote of the Board.

15.2.11 A motion to lay on the table, done only in the case of an emergency, is not debatable; but a motion to lay on the table with any other condition involved is subject to debate and amendment with a majority vote.

Generally, a motion to defer or postpone discussion to a future date will be put forward.

15.2.12 When a question has been laid on the table, it shall not be taken up again at the same meeting except by a vote in favour of reconsideration by two-thirds of the Members present.

15.2.13 A question having been postponed indefinitely shall not be taken up again at the same meeting.

- 15.2.14 After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.
- 15.2.15 An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject or completely changing the intent of a motion shall not be considered.
- 15.2.16 All amendments shall be put in the reverse order to which they are moved.
- 15.2.17 Every amendment submitted shall be decided upon or withdrawn before the main question is put to a vote; and if the vote on an amendment is decided in the affirmative the main question as amended shall be put to a vote.
- 15.2.18 A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate; but a motion to adjourn to a particular time may be amended or debated.
- 15.2.19 No second motion to adjourn shall be made until some business has been transacted after the first motion to adjourn has failed.
- 15.2.20 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken.
- 15.2.21 Student Trustees may not move a motion but may suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

15.3 Debate

- 15.3.1 The Chair shall ensure that every Trustee speaks only to the matter under discussion. A Trustee may ask one question, request one supplementary question and may then return to the speakers' list.
- 15.3.2 No Trustee shall speak longer than five minutes on the same question without leave of the Chair.
- 15.3.3 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, may be considered and voted upon separately.

15.4 Voting

- 15.4.1 No Member shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.
- 15.4.2 Any Member may abstain from voting. An abstention maintains a quorum. The number of yea and nay votes will determine the approval or defeat of a motion under consideration. In all cases where there is an equality of votes, the question is defeated.

- 15.4.3 As ruled by the Chair, every Member of the Board or a committee as the case may be, may vote on a question put in a telephone poll or e-mail submission conducted by the Supervisor-Corporate Services or designate. In all cases where there is an equality of votes, the question is defeated. Electronic Voting Guidelines are provided in Appendix B.
- 15.4.4 After the Chair has put a question to vote, there shall be no further debate and no Member shall walk across or out of the room or make any noise or disturbances. The decision of the Chair as to whether the question has been finally put shall be conclusive.
- 15.4.5 The yeas, nays and abstentions shall be recorded on any question when requested by at least one Member at a Board meeting. Such a request for a recorded vote must be made before the Chair calls upon the Members to vote on the question.
- 15.4.6 The request for a recorded vote shall require all members including the Chair to participate in the vote indicating a nay, yea or abstention. The resulting number of yeas, nays and abstentions shall be declared by the Supervisor-Corporate Services.
- 15.4.7 Unless a recorded vote is requested, all votes at meetings shall be taken by a show of hands. The resulting number of yeas, nays, and abstentions shall be declared by the Chair. If this declaration is questioned, the Members voting shall rise and stand until they have been counted.
- 15.4.8 Voting by proxy will not be allowed in any meeting under the jurisdiction of the Board in that proxy voting is incompatible with the essential characteristics of the Board in which membership is individual, personal and non-transferable.
- 15.4.9 Where a Member attends a Board meeting via electronic means, the Member may vote via teleconference or electronically or by a pre-arranged secret ballot in the case of Board elections given to the Supervisor-Corporate Services in a sealed envelope.
- 15.4.10 In accordance with the *Education Act, Section 55 (3)*, the student Trustees are not entitled to exercise a binding vote on any matter before the board or any of its committees. They may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a vote, in which case there must be two votes:
- a. a recorded non-binding vote that includes the student Trustees' vote; and
 - b. a recorded binding vote that does not include the student Trustees' vote.

15.5 Reconsideration

- 15.5.1 A motion for reconsideration may only be brought by a member who voted on the prevailing side.
- 15.5.2 After a vote has been taken on any question (except one of indefinite postponement) such vote may, with the consent of a two-thirds majority of the Members present, provided that the Members constitute a quorum, be reconsidered during the same meeting.

The question may be reconsidered with the consent of a majority of the Members present at any regular meeting of the Board held thereafter provided that any Member shall give notice to that effect in writing at a prior regular Board meeting.

A motion to reconsider, being once made after notice at a prior Board meeting and decided in the negative, shall not again be entertained during the current Board year (December 1 - November 30) or within a period of four months, whichever is the lesser, unless approved unanimously by a quorum of the Board.

- 15.5.3 When a Member has properly moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided in the affirmative.

15.6 Point of Order

- 15.6.1 No Trustee shall be interrupted while speaking except to be called to order by a Member for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.

A Member so interrupting shall speak to the point of order or in explanation only.

- 15.6.2 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.

The ruling of the Chair shall be final, subject only to a Member challenging the ruling of the Chair.

- 15.6.3 ~~When~~ If a Member challenges the decision of the Chair, the Member shall state the reasons for the challenge and the Chair shall have the opportunity to provide the rationale in support of the decision. Such challenge shall be decided without debate.

~~The Secretary of the Board shall ask "Shall the decision of the Chair be sustained?" The Chair may not vote on such a challenge and in the event that there is an equality of votes, the decision of the Chair shall be deemed to be sustained.~~

The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. The Chair may not vote on such a challenge.

- ~~15.6.4 A Trustee called to order by the Chair shall at once remain silent but after the point of order has been decided, may explain and appeal to the Board, which, if appealed to, shall decide the point of order without debate. The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. If there is no appeal, the decision of the Chair shall be final.~~

15.7 Petitions and Communications

Preparing a Petition

- 15.7.1 A petition is a request for the Thames Valley District School Board to take some specific action (or refrain from taking some action).
- 15.7.2 The action requested must be related to the education system within the Thames Valley District and the request must be clear, temperate, proper, and respectful. Petitions containing obscene or defamatory language will not be accepted.
- 15.7.3 The request must appear at the top of every page of signatures submitted with the petition.

Signatures on a Petition

- 15.7.4 Petitioners must be a resident of the Thames Valley District and/or a student or parent/guardian of a student attending a Thames Valley District School Board school.
- 15.7.5 A petition must contain original signatures only.
- 15.7.6 Each person must print their name and address and sign their name under the text of the petition.

Submitting a Petition

- 15.7.7 A petition must be addressed to the Thames Valley District School Board of Trustees and submitted to the Supervisor-Corporate Services. Petitions addressed otherwise or to a particular Trustee will not be accepted.
- 15.7.8 Petitions must be written, typewritten or printed. Emailed, faxed or photocopied petitions are not admissible and will not be accepted.

Communication and Follow Up

- 15.7.9 Petitions received in accordance with these Bylaws shall be noted on the next regular Board meeting agenda under Communications and shall be made available to all Trustees by the Supervisor-Corporate Services.
- 15.7.10 No action may be taken at the Board meeting where the petition is noted on the agenda; however a motion may be brought to the next regular Board meeting under Business Arising or to a subsequent Board meeting for consideration providing a Notice of Motion has been served (See 15.2.7).
- 15.7.11 Petitions and communications on any subject within the purview of a committee may be referred by the Chair to the proper committee without motion.

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BYLAWS

of the

Thames Valley District School Board



BYLAWS of the

THAMES VALLEY DISTRICT SCHOOL BOARD

Revisions approved by Board Motion the 24th day of November 2020

SIGNED:

Arlene Morell, Chair of the Board

Mark Fisher, Director of Education

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APPENDICES

Appendix A: Guidelines for Trustee Communications

Appendix B: Electronic Voting Guidelines

1.0 INTRODUCTION

1.1 Definitions

For the purpose of these Bylaws:

- "Board" means the Board of Trustees of the Thames Valley District School Board;
- "Chair" means the Chair of the Board;
- "Vice-Chair" means the Vice-Chair of the Board;
- "Past Chair" means the Past Chair currently elected to the Board;
- "Director of Education" means the Secretary of the Board;
- "Treasurer" means the Treasurer of the Board;
- "Trustee" means a Trustee on the Board and the Student Trustees;
- "Member" means a voting Member of the Board and/or Board Committee;
- "Board committee" means an ongoing committee established by the Board;
- "Ad hoc committee" means a committee established for a specific time frame and purpose;
- "Board meeting" means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
- "Meetings of the Board" includes Board meetings in addition to any in-camera or, statutory, standing, or ad hoc meetings chaired by a Member.
- "Advisory Committees" refer to the Planning and Priorities Advisory Committee and to the Program and School Services Advisory Committee. These are considered standing committees.

1.2 Rules of Order

- 1.2.1 All Board Meetings and all meetings of the Board will be conducted in accordance with the rules of order as set forth in Section 15 of these Bylaws.

1.3 Amendments and Additions to Existing Bylaws

- 1.3.1 No amendment, alteration, or addition to the Bylaws shall be made unless due notice has been given setting forth the proposed amendment, alteration, or addition. A two-thirds majority of all members of the Board must vote in favour of the change.
- 1.3.2 Every new bylaw of the Board, upon approval, shall be signed by the Chair of the Board and counter-signed by the Director of Education, after which the seal of the Board shall be attached thereto.

1.4 Banking Bylaws - Business Services

- 1.4.1 The Board shall maintain on record its Borrowing and Banking Bylaws in addition to other bylaws for Business Services, under the title "Business Services Bylaws".
- 1.4.2 The complete set of Business Services Bylaws and their schedules shall be on record under that title.

2.0 BOARD GOVERNANCE PRINCIPLES

Principle 1

The Board of Trustees exists to govern the entire district and has a clearly stated mission that includes high expectations for student achievement and well-being and is responsible for defining the expected outcomes and policies to meet the organization's mission, vision, and commitments.

Principle 2

The Board of Trustees allocates its resources in support of the goals set out in the strategic plan.

Principle 3

The Board of Trustees is accountable to its public school supporters.

Principle 4

The Board of Trustees represents and engages with its constituents (students, parents/guardians and the community) in the creation of policies that affect them and communicates the board's progress in raising student achievement.

Principle 5

The Board of Trustees speaks with one voice through its policies and decisions.

Principle 6

The Board of Trustees holds the Director of Education accountable for implementation of Board policies and Board decisions. The Board of Trustees hold its system accountable for student achievement and well-being through its Director of Education by regularly monitoring evidence of student achievement and well-being.

Principle 7

The Board of Trustees monitors its own performance and takes action to continually improve its governance processes.

3.0 TRUSTEE CODE OF CONDUCT

3.1 Purpose

- 3.1.1 This Code of Conduct is intended to contribute to confidence in public education and respect for the integrity of Trustees of the Board and is intended to promote acceptable and respectful behaviours.

3.2 Application

- 3.2.1 This Code of Conduct and the Enforcement Procedures contained herein shall apply to all Trustees.
- 3.2.2 Every Trustee shall uphold the letter and spirit of this Code of Conduct.

3.3 Compliance

- 3.3.1 A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and comply with any other relevant legislation.
- 3.3.2 Each Trustee shall comply with Board policies, procedures, Bylaws, and Rules of Order.

3.4 Code of Conduct

Integrity and Dignity of Office

- 3.4.1 Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.4.2 Trustees of the Board shall make decisions in a manner which is open, accessible and equitable.
- 3.4.3 Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

Avoidance of Personal Advantage and Conflict of Interest

- 3.4.4 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. If Trustees are unsure about the appropriateness of a gift, they may consult with the Board Chair for further guidance.
- 3.4.5 Trustees shall ensure that their public office is not used for personal gain as in accordance with the Municipal Conflict of Interest Act (RSO 1990).
- 3.4.6 No Trustee shall use his or her office to obtain or maintain employment with the Board for the Trustee or a family member.

Civil Behaviour

- 3.4.7 No Trustee shall engage in conduct during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.
- 3.4.8 A Trustee of the Board shall not advance allegations of misconduct that are frivolous, vexatious, or vindictive in nature against another Trustee of the Board.
- 3.4.9 Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

Respect for Confidentiality

- 3.4.10 Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or part of a meeting of the Board that was closed to the public or should otherwise be kept confidential, unless required to divulge such information by law or authorized by the Board to do so.
- 3.4.11 No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Upholding Decisions

- 3.4.12 All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 3.4.13 Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
- 3.4.14 A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 3.4.15 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Trustee Communication

- 3.4.16 All Trustees of the Board shall follow the *Guidelines for Trustee Communications* (Appendix A) established for ensuring communication is consistent and appropriate between Trustees and constituents, stakeholders, and the general public.

3.5 Enforcement of Code of Conduct

Informal Complaint Procedure

- 3.5.1 The Chair of the Board on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee

and to discuss options to correct the offending behavior. The Informal Complaint Procedure is conducted in private.

- 3.5.2 If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the formal, complaint procedure.

Formal Complaints

- 3.5.3 A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Board Chair, a written, signed complaint setting out the following:
- the name of the Trustee who is alleged to have breached the Code;
 - the alleged breach or breaches of the Code;
 - information as to when the breach came to the Trustee's attention;
 - the grounds for the belief by the Trustee that a breach of the Code has occurred; and
 - the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- 3.5.4 If a written complaint is filed with the Chair of the Board, the Chair shall decide, in consultation with the Vice-Chair, if a formal inquiry shall be undertaken. If a formal inquiry is to proceed, the Chair shall confidentially provide each Trustee with a copy of the written complaint.

Refusal to Conduct Formal Inquiry

- 3.5.5 If the Board Chair and Vice-Chair are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board including the original, written complaint. The matter shall be discussed at the next in-camera Committee of the Whole meeting.

Initiating a Formal Inquiry

- 3.5.6 If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by a Committee of the Board (the "Inquiry Committee") which shall be comprised of three Trustees as designated by the Chair's Committee. No Trustee of the Board may sit on the Inquiry Committee if they are a witness in the formal inquiry.

Formal Inquiry Procedure

- 3.5.7 Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.

- 3.5.8 The Inquiry Committee shall obtain written statements and documents from the complainant and any witnesses. This documentation will be provided to the Trustee alleged to have breached the Code who will then have 30 days to provide a written statement and any documentation.
- 3.5.9 Both the complainants and the Trustee alleged to have breached the Code, shall receive copies of all written statements and documentation at least 30 days prior to the hearing.
- 3.5.10 The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct and the Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to all allegations. Timeframes may be extended with the consent of the Inquiry Committee. Such consent shall not be unreasonably withheld.
- 3.5.11 If the Inquiry Committee, when conducting the formal inquiry, discovers that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry may be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the Board.
- 3.5.12 If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

Decision/Determination

- 3.5.13 Once the formal inquiry is complete, the Inquiry Committee shall provide a confidential final report outlining the finding of facts and a recommendation to the Board as to whether the Code of Conduct has been breached including recommended sanctions if any. This will be considered by the Committee of the Whole in camera.
- 3.5.14 A decision by the Board as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 3.5.15 Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake his/her own investigation of the matter.
- 3.5.16 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

- 3.5.17 Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- a. the security of the property of the board;
 - b. the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. the acquisition or disposal of a school site;
 - d. decisions in respect of negotiations with employees of the board; or
 - e. litigation affecting the board.
- 3.5.18 The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- 3.5.19 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- 3.5.20 The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- 3.5.21 If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:
- a. give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
 - b. the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee; and
 - c. consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.
- 3.5.22 If the Board revokes a determination, any sanction imposed by the Board is revoked.
- 3.5.23 If the Board confirms a determination, the Board shall, within the 14 days above, confirm, vary or revoke the sanction.
- 3.5.24 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
- 3.5.25 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two-thirds of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

- 3.5.26 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the Board's deliberations and shall not be required to answer any questions at that meeting.
- 3.5.27 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

4.0 BOARD MEETINGS

- 4.1 The Board will meet regularly on the second and fourth Tuesday of each month in public session at 7:00 p.m., in the Board Room of the Thames Valley District School Board Education Centre unless otherwise approved by Board motion.
- 4.2 Notice of all Board meetings, except as provided for in Bylaw 4.12, shall be made available by Corporate Services to each Trustee on the Friday prior to the Board meeting.
- Trustees not able to access the notice and the Board agenda by the Monday prior to the Board meeting will be responsible for notifying the Corporate Services Department of such. Trustees will also advise Corporate Services staff if they are unable to attend the meeting.
- 4.3 Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting. New items of business arising at the meeting may, by decision of two-thirds of those present, be considered at that meeting.
- 4.4 A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum. Trustees who attend through electronic means shall be considered present and therefore included in the quorum count.
- A quorum is such a number as must be present in order that business can be legally transacted. The Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.
- 4.5 Should there be no quorum present within 30 minutes after the time appointed for the meeting, the Director of Education shall cause to be recorded the names of those Trustees present and the Board meeting shall be cancelled.
- 4.6 When there is no longer quorum, the meeting is ended and no business may be legally transacted. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have the fact recorded in the minutes.
- 4.7 All Board meetings will begin with the singing of O Canada and may be followed by a student presentation or significant event.
- 4.8 Out of respect for First Nations representation on the Board and First Nations students, staff and community, a recognition will be scheduled once a year.
- 4.9 An opportunity for the public to present input to the Board regarding issues of concern/interest will be included on the agenda of the Board meeting (See Section 5.0).
- 4.10 The Board shall not remain in session later than 11:00 p.m. unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.
- 4.11 The regularly-scheduled Board meeting in November of each year shall provide an opportunity for the outgoing Chair to present a valedictory address in celebration of achievements over the past year.

Special Board Meetings

- 4.12 With at least 48 hours' notice, special Board meetings shall be held on the call of the Chair, or on the written request of the majority of Members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education. The meeting will be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

The Special Meeting of the Board shall not remain in session for more than three hours from the scheduled start of the meeting, unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion.

- 4.13 The written notice of every special Board meeting shall state all business to be considered or transacted thereat, and no other business shall be considered unless all the Members of the Board are present.

5.0 PUBLIC INPUT

5.1 The Board welcomes and values public input from students, parents, and members of the community about Board policies, practices, issues and its overall education system.

5.2 Public input may be solicited on specific issues to be debated by the Board such as an accommodation review, the development of the budget, or other issues. In these cases, the process to receive input, including the timeline for receipt of applications, will be established and communicated on the Board's website and social media channels.

5.3 Opportunities for Public Input are provided at Regular Board meetings.

Students, parents, and members of the public may provide input to the Board on issues of concern other than those of a confidential nature related to personal, legal, property or negotiation matters.

Confidential personal issues or property, legal, and negotiation matters should be brought directly to the Director of Education for assistance.

Parents and students are encouraged to address local school-based issues through the appropriate principal, superintendent, Trustee and/or through their School Council.

Where an alternate means to receive public input on a specific issue has been put in place, members of the public will be encouraged to use the alternate process (See 5.2).

5.4 Submitting Applications for Public Input

5.4.1 Individuals or groups will be limited to one presentation to the Board on a given topic in a school year.

5.4.2 To appear before the Board, an application outlining the key points to be presented must be completed prior to the request being considered. The application is available through the TVDSB website or through corporate.services@tvdsb.ca.

5.4.3 The Chairs' Committee will review all requests to ensure the application complies with the requirements of 5.1 – 5.3 and any applicable legislation. Corporate Services, in consultation with the Chair of the Board as needed, will determine the suitability of materials for distribution.

Applicants will receive notice regarding the status of their request for public input including the scheduling of their input at the next available or next appropriate public meeting of the Board.

5.4.4 The Supervisor-Corporate Services shall inform the individual or group making a presentation of the date of the meeting and the approximate time when the presentation will be heard.

5.5 The Board will be advised of all presentation requests through the report of the Chairs' Committee.

5.6 Oral presentations will be a maximum 10 minutes for an approved delegation representing a School Council, or a Home and School Association in good standing, and 5 minutes for individuals or representatives of any other organization/group.

- 5.7 Oral presentations should address the concerns identified in the presenters' application. If the materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order.
- 5.8 At the conclusion of each public presentation, Trustees may ask questions of clarification. No action may be taken at the meeting of the presentation; however, a motion may be brought to the next regular Board meeting under "Business Arising" or to a subsequent Board meeting for consideration providing a Notice of Motion has been served (See 15.2.7).

6.0 ELECTION OF CHAIR AND VICE-CHAIR

- 6.1 The Chair and Vice-Chair for the ensuing year, effective December 1, shall be elected at a special Board meeting called on the first school day in December.
- 6.2 The Director of Education shall preside over the election of the Chair.
- 6.3 With the Director of Education presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.
- 6.4 The Director of Education, or if absent, the designate, shall name two scrutineers appointed for the election of Chair and Vice-Chair.

6.5 Election Process

- 6.5.1 The Director of Education or designate shall call for written nominations for the office of Chair. No seconder is required.
- 6.5.2 After a suitable length of time, and after a motion to close nominations has been supported by a majority vote, the Director of Education or designate shall declare nominations closed and have the nominations collected.
- 6.5.3 After all nominees have been identified in random order, they will be asked to declare whether they accept the nomination.
- 6.5.4 An individual who is absent may be considered a candidate if the individual has previously indicated to the Director of Education a desire to stand for election if nominated.
- 6.5.5 The nominees shall be offered the opportunity to speak to their nomination in random order.
- 6.5.6 A vote by secret ballot shall then be conducted with each Member present able to cast one vote.
- 6.5.7 The Member receiving a majority of the votes cast (e.g. 7 of 12, 6 of 11) shall be declared elected, but the count shall not be declared.
- 6.5.8 Should no Member receive a majority of the votes cast, the Director of Education or designate, shall announce the names of the Members remaining on the ballot with the name of the Member receiving the fewest number of votes being dropped from the list.
- 6.5.9 Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

In the event there is a tie vote after the candidate with the least number has been withdrawn, the Director of Education or designate will call for the drawing of cubes numbered 1-12. Each candidate will draw a number, be noted by the Recording Secretary, and the number returned to the box. The candidate drawing the highest ranking number will be declared the Chair of the Board for the ensuing year. Should the candidates draw the same number, the process will be repeated.
- 6.5.10 A Member may voluntarily withdraw her/his name between votes.

- 6.5.11 By motion, the ballots shall be destroyed.
- 6.6 Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair.
- 6.7 Members shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.
- 6.8 In the event the office of the Chair or Vice-Chair becomes vacant for any reason, a new Chair or Vice-Chair, as is required, shall be elected at a special Board meeting called for this purpose (See 6.5).
- 6.9 The Board, by resolution, shall appoint by name the Officers of the Board who shall be the Board Chair and Vice-Chair; Director of Education; and Associate Director and Treasurer, Organizational Support Services.

7.0 INAUGURAL MEETING OF THE BOARD

- 7.1 Following a municipal election, the Board's Inaugural Meeting shall be held in the Board Room of the Thames Valley District School Board Education Centre at 7:00 p.m. at a Special Board meeting to be held either on the 1st or 2nd Tuesday in December.
- 7.2 The Director of Education shall certify that the Members have met all procedural requirements and are eligible to take office.
- 7.3 The Director of Education shall conduct a Trustee declaration of office at the Board Inaugural meeting.
- 7.4 The newly-elected Chair shall deliver an inaugural address.

8.0 INAUGURAL ADDRESS OF THE CHAIR

- 8.1 On the years that do not follow a municipal election, the Chairs' Inaugural Address shall be included on the agenda of the first meeting of the Board held after the election of the Chair and Vice-Chair.

9.0 DUTIES OF THE CHAIR

9.1 General

The Chair of the Board has the following responsibilities:

To promote the interests of the entire school system.

To aid in establishing good relations with all external and internal stakeholders which the Board serves.

To ensure that the Board engages in an annual review or self-evaluation of its effectiveness.

To meet with the Director of Education to keep an overview of the Board's business and to provide support as appropriate.

To establish effective strategies to communicate with the other trustees, and to consult in a timely fashion with fellow trustees regarding pertinent information concerning Board business and actions privy to the Board Chair.

To act as one of the signing officers of the Board.

To be the official spokesperson for the Board, and on behalf of the Board, unless otherwise determined by Board resolution and at the request of the Chair.

An annual resolution shall be made at the beginning of each term of the Board to appoint the Vice-Chair and Past Chair as the alternate official spokespersons for the Board, and on behalf of the Board. The alternate may fill that role only at the request of the Chair.

- 9.2 The Chair, in consultation with the Director of Education and the Chairs' Committee, with opportunity for input from other Members of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that Members have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

- 9.3 The Chair of the Board shall preside at all Board meetings. The Chair shall call the meeting to order at the hour appointed, shall preserve order and decorum and decide upon all questions of order subject to an appeal to the Board.

9.3.1 The Chair shall appoint a recorder in the case of the absence of the recording secretary.

9.3.2 The Chair shall not take part in any debate without leaving the Chair.

9.3.3 The Chair shall have voting rights on all matters, except when a Member challenges the Chair for a ruling (See 15.6.3).

9.3.4 The Chair shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, or by other agreed upon method when a trustee is participating electronically. Upon recognition by the Chair, who shall call the member by name (Trustee _____), the Trustee shall then address the Chair.

9.3.5 When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

- 9.3.6 The Chair shall ensure every Trustee speaks only to the matter under discussion. A Trustee may request one supplementary question. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.
- 9.3.7 The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.
- 9.3.8 Trustees who resist the rules of the Board, disobey the decision of the Chair or of the Board on points of order, or make any disorderly noise or disturbance may, unless they make an apology, be ordered by the Chair to leave their seat for the remainder of the meeting, and, in case of refusal to do so, may, on the order of the Chair, be removed from the Board Room and the Education Centre.
- 9.3.9 The Chair of the meeting is responsible for maintaining order and seeing that appropriate decorum of the Board meeting is maintained. The Chair is responsible to ensure members of the public maintain respect at all times and may cause removal of a member of the public whose behaviour is egregious. .

10.0 DUTIES OF THE VICE-CHAIR

- 10.1 The Vice-Chair of the Board is elected by the Board of Trustees to share the leadership role of the Chair. The Vice-Chair assists the Chair in ensuring that the Board operates in accordance with its own policies. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Vice-Chair.
- 10.2 The Vice-Chair of the Board has the following duties:
 - 10.2.1 To perform all the duties of the Chair when the Chair is absent.
 - 10.2.2 To preside at Committee of the Whole, In-Camera meetings.
 - 10.2.3 To perform duties and responsibilities assigned by the Board of Trustees, including the Board Chair.

11.0 COMMITTEES

Board Committees

The Board's Committee structure consists of Statutory, Standing, and Ad Hoc Committees.

Statutory Committees

- 11.1 Statutory committees are established in accordance to the Education Act or other legislation or regulation as required. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.
- 11.2 Membership on Statutory committees is established annually through a selection process at the beginning of each new term. Where not otherwise determined by legislation or regulation, membership shall be for a one year term. Members may serve for consecutive terms. Membership shall not exceed quorum of the Board.

Final approval of membership to the Statutory Committee is required by the Board of Trustees through a recommendation of the Chairs' Committee.

If any vacancy shall occur in a Statutory Committee, the Board shall fill the vacancy on recommendation of the Chairs' Committee.

Standing Committees

- 11.3 Standing Committees are established to address ongoing issues specific to their individual mandates.
- 11.4 Membership on Standing committees is established annually through a selection process at the beginning of each new term. Membership shall be for a one year term. Members may serve for consecutive terms. Membership shall not exceed quorum of the Board.

Final approval of membership to the Standing Committee is required by the Board of Trustees through a recommendation of the Chairs' Committee.

If any vacancy shall occur on a Standing Committee, the Board shall fill the vacancy on recommendation of the Chairs' Committee.

Ad Hoc Committees

- 11.5 Ad Hoc Committees are established to respond to specific issues. They have a defined task and timeline.
- 11.6 Ad Hoc committees of the Board may be established on recommendation by the Chairs' Committee or on Board motion. The recommendation shall include a mandate, time frame for reporting to the Board and committee membership (See 13.5.1.1). Ad Hoc committees will be disbanded following completion of their mandate.

Prior to a recommendation by the Chairs' Committee for membership on an Ad Hoc committee, the Chair will invite Trustees to indicate their interest. Group and/or individual consultation to clarify Trustees' wishes will be conducted. Membership shall not exceed quorum of the Board.

Meetings

- 11.7 The Director of Education or the Superintendent assigned to the committee shall call the first meeting of the committee and shall preside over the election of the Committee Chair at that meeting. Any Member may request election by secret ballot. Only members of the committee shall elect a Chair from among themselves, with the exception of the Chairs' Committee.
- 11.8 The Board Chair shall not be eligible to be elected as the Chair of more than two Statutory or Standing Committee.
- Other Trustees are not eligible to serve as Chair of more than two Statutory Committee at the same time.
- 11.9 Committee Chairs shall request a Trustee committee member, unless otherwise noted in the Terms of Reference for the committee, to act as Chair in their absence and shall advise the Supervisor-Corporate Services of this action prior to the meeting.
- 11.10 It is the responsibility of Trustees to attend committee meetings to which they have been appointed. Committee members shall be responsible for contacting the Corporate Services should they be unable to attend a meeting.
- Corporate Services maintains attendance records.
- Trustees unable to attend a meeting, and where there is an appointed alternate, it is the responsibility of the Trustee to inform the alternate and provide the meeting information.
- 11.11 On the absence from three sequential meetings of a committee without the approval of the Board, the Member shall be withdrawn from that committee. The Chair of the Board shall provide notification of withdrawal from the committee. The Trustee may request to be reinstated. The request will be considered at the next Board meeting.
- 11.12 A majority of the committee membership shall constitute a quorum.
- 11.13 Committees must maintain a quorum to record an official meeting.
- Should no quorum be present within thirty minutes after the appointed time for the meeting, or if quorum is lost during the meeting, the Chair shall cancel the meeting, or if already in progress, adjourn the meeting. At the consent of the members present, the members may continue to meet recognizing no decisions or formal action may be taken.
- 11.14 The Chair of the Board shall be considered an ex officio member of all committees of the Board. The Chair, when in attendance at such meetings, shall have all privileges of a committee member and shall be counted as a member when determining the status of a quorum. The absence of the Chair shall not be counted in establishing a quorum at that meeting.
- 11.15 Meetings of committees shall be open to the public except when the subject matter under consideration is covered by Section 207 (2) of the *Education Act*, or its successors.

- 11.16 Action of any committee shall not be binding until formally approved by the Board, unless the Board gives the committee power to act with reference to a particular matter or matters.
- 11.17 The Chair of the Board, Director of Education, and administrative officials shall keep the Chair of each committee informed of matters within the terms of reference of the committee.
- 11.18 Any Trustee may attend the public meetings of a committee and may participate in the discussion and use their voice in such a way that it does not hinder the actions or work of the committee. Only appointed members of the committee may vote, propose motions and recommendations for Board consideration, and participate in the in-camera portion of the meeting, if any.
- 11.19 The rules of order of the Board shall be observed in all meetings of a committee except that:
- a. there shall be no seconder at committee meetings; and
 - b. movers shall not be recorded in committee reports.
- 11.20 Every meeting of a committee shall be called by a notice provided through Corporate Services to reach every Trustee at least 48 hours before such meeting or in extreme circumstances, as determined by the Chair of the Committee, by oral notice attempted not later than six hours before such meeting.
- 11.21 Committees shall report to the Board in writing following each meeting other than Ad Hoc committees who will report according to the time frame specified in the mandate of the committee.

Where Trustees are asked to consider a motion the report shall include the background information necessary for trustees to make an informed decision on the recommendation. Where appropriate, background information may be provided at the meeting either verbally or in writing.

Other Committees

Administrative Committees

- 11.22 Trustees appointed to participate on an Administrative committee shall be responsible for reporting to the Board as appropriate. Trustees may send an alternate upon notification to the Chair of the Administrative committee. Only Trustees appointed to Administrative committees, or their alternate, may attend and participate in such meetings.

Community/Professional Representation

- 11.23 The Board of Trustees may be formally invited to have a representative on another Board or Committee by virtue of membership to that entity or through a vested interest. Similar to Standing Committees, membership is established as defined in Section 10.4

Interview Committees

- 11.24 The Chair and Vice-Chair shall participate in an advisory capacity (non voting) on Supervisory Officer Interview Committees. If either or both are not available, the Past Chair and /or designate as determined by Board appointment, following the process defined in section 10.6, shall participate.

12.0 COMMITTEE OF THE WHOLE IN-CAMERA MEETINGS

- 12.1 The Board may move into Committee of the Whole in-camera upon any confidential matter brought for its consideration related to legal, negotiations, personal or property matters.

Meetings of the Committee of the Whole in-camera shall be closed to all but Board Members, the Student Trustees (with the exception of items that involve the disclosure of intimate, personal and/or confidential information), Supervisory/Executive Officers, and the Supervisor-Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.

- 12.2 Committee of the Whole in-camera normally will meet at 5:00 p.m. on the fourth Tuesday of each month in the Board Room of the Thames Valley District School Board Education Centre.

- 12.3 In-camera meetings normally will adjourn by 6:15 p.m. or recess and reconvene prior to the adjournment of the Board meeting as necessary.

- 12.4 With at least 48 hours' notice, a special Committee of the Whole, In-camera meeting, to be immediately followed by a Special Meeting of the Board, may be held on the call of the Chair, or on the written request of the majority of Members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

- 12.5 The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole in-camera sessions.

In the case of absence of both the Vice-Chair and the Chair for five minutes after the hour appointed, as soon as a quorum be present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, the Director of Education shall call upon a Trustee to Chair the meeting.

- 12.6 All rules of the Board shall be observed in Committee of the Whole in-camera so far as applicable except that no motion shall require to be seconded; movers of motions shall not be recorded in the official minutes, no motion for the previous question or for adjournment shall be allowed until all items on the agenda have been dealt with (except under the rule establishing a time limit for meetings). The yeas and nays shall not be recorded except when called by a Student Trustee in accordance with provisions in the *Education Act, Section 55 (3)*.

- 12.7 The Committee of the Whole in-camera shall report at the next regularly-scheduled Board meeting or at a Special Board meeting called specifically for this purpose.

- 12.8 Trustees will ensure that all in-camera material (paper and electronic) is stored in a secure, confidential location or shredded/deleted following the meeting.

13.0 CHAIRS' COMMITTEE

- 13.1 Membership on the Chair's Committee includes the Chair of the Board, the Vice-Chair, the Past Chair and two additional Trustees selected through the annual committee selection process described in Section 11.4. The Director of Education serves as staff resource to the Committee.
- 13.2 In the event the Chair of the Board is re-elected, the Chairs' Committee shall be comprised of the Chair, the immediate Past Chair, the Vice-Chair and two additional Trustees selected through the annual committee selection process. . Should the immediate Past Chair relinquish this position, the most recent Past Chair will assume the seat. Failing that, a Member at large will be invited to sit on the Chairs' Committee for that year.
- 13.3 The Chair of the Board shall be the Chair of the Chairs' Committee.
- 13.4 The Committee meets the week prior to the regularly-scheduled Board meeting and as often as required. Trustees may submit agenda items for consideration at the Chairs' Committee meetings through the Chair of the Board.

13.5 Mandate

- 13.5.1 The Chairs' Committee is designed to ensure the effective working of the Board. The Chairs' Committee shall provide leadership to the Board in maintaining the Board's focus on the multi-year plan and the Board's mission and vision. It shall also:
 - 13.5.1.1 Develop Ad Hoc committees with defined tasks and appropriate time lines (See 10.0);
 - 13.5.1.2 Recommend appointment of Trustees to committees of the Board;
 - 13.5.1.4 Co-ordinate Member activities not otherwise under the mandate of the Board Governance and Bylaw Review Committee;
 - 13.5.1.5 Review and approve Trustee professional development requests and expenses;
 - 13.5.1.6 Review of Board and Committee of the Whole, In-Camera agenda items, determine the routing process and in-camera status, accept, review, and schedule submissions of public input to the Board;
 - 13.5.1.7 Provide a report at the next regularly-scheduled Board meeting;
 - 13.5.1.8 Review Standing Committee mandates as appropriate.

14.0 LEAVE OF ABSENCE OF MEMBERS

NOTE: Section 229(1) of the Education Act has been repealed. The Bylaw Ad Hoc Committee has suggested the Board Governance and Bylaw Review Committee review Leave of Absence provisions for Trustees.

15.0 RULES OF ORDER

Note: In all cases not provided for by these rules, *Robert's Rules of Order* shall govern as applicable.

15.1 General

- 15.1.1 In the absence of the Chair from any Board meeting, the Vice-Chair shall preside at the meeting. During the continued absence of the Chair from duty, or upon written request of the Chair, the Vice-Chair shall perform all the duties of the Chair.
- 15.1.2 The Supervisor-Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded.
- 15.1.3 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, the Chair of either Advisory Committee shall preside over the meeting until such time as the Chair of the Board or the Vice-Chair arrives.
- 15.1.4 In the case of absence of all the officers noted in 15.1.3, and as soon as a quorum is present, the Director of Education shall employ a process to elect a pro tempore Chair.
- 15.1.5 The Chair pro tempore so chosen shall preside only until the Chair or Vice-Chair arrives and the immediate item of business at hand is completed.

15.2 Motions Considered at Board Meetings

- 15.2.1 Motions shall be related to an agenda item. Motions unrelated to the agenda shall follow section 15.2.7 – Notice of Motion.
- 15.2.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion.
- 15.2.3 Any Member may request the motion under discussion be read for information at any time in the course of the debate, provided that no such request is made so as to interrupt a member speaking to the question.
- 15.2.4 The mover and seconder shall be recorded in the official minutes of all Board meetings. Movers shall not be recorded in reports of committees submitted to the Board (See 10.12).
- 15.2.5 After a motion is moved and seconded, it shall be deemed to be in possession of the Board.
- 15.2.6 A Member may introduce a motion and before it is seconded, speak to it for clarification or direction on wording only. No other Member may speak to the motion before it has been seconded. Once seconded, the mover will be asked to speak to the motion and be the final speaker to the motion.
- 15.2.7 A Member may provide a written notice of motion at the appropriate agenda item of a Board meeting to be heard at the next regular Board meeting.

The notice of motion need only indicate the purpose but such a statement must be accurate and complete since it will determine what amendments are in order when the motion is considered, e.g. "To raise the annual fee to \$20.00". The notice of motion will become invalid if the motion is amended beyond the scope of the notice.

15.2.8 No motion or amendment shall be debated or put to a vote unless seconded and read before the vote is taken, except that the reading may be omitted before the vote if the motion is based on a written recommendation in the agenda or is a motion to refer, to postpone, to rise and report, to table, or to adjourn. Upon the request of any Member, the Chair shall direct the mover to put the motion in writing.

15.2.9 A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of Trustees in their respective capacities, shall take precedence over all other business and may be moved without notice.

15.2.10 When a question is under debate, the only motions in order shall be:

- (a) adjourn or take a recess;
- (b) raise a question under point of order, privilege or question;
- (c) lay on the table;
- (d) call for the previous question;
- (e) postpone to a certain time;
- (f) refer;
- (g) amend;
- (h) postpone indefinitely;
- (i) main motion.

Each motion shall have precedence in the order listed; and (a), (b), (c) and (d) shall be decided without debate except as provided under point of order, privilege or question by majority vote other than Motion (d) which shall require a two-thirds vote of those present to adopt.

The motion for the previous question shall preclude all further amendment and debate, and shall be submitted by the Chair in this form: "Are you ready for the main question?" If adopted, the Chair shall at once proceed to put the main question, first putting any amendments pending, to the vote of the Board.

15.2.11 A motion to lay on the table, done only in the case of an emergency, is not debatable; but a motion to lay on the table with any other condition involved is subject to debate and amendment with a majority vote.

Generally, a motion to defer or postpone discussion to a future date will be put forward.

15.2.12 When a question has been laid on the table, it shall not be taken up again at the same meeting except by a vote in favour of reconsideration by two-thirds of the Members present.

15.2.13 A question having been postponed indefinitely shall not be taken up again at the same meeting.

- 15.2.14 After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.
- 15.2.15 An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject or completely changing the intent of a motion shall not be considered.
- 15.2.16 All amendments shall be put in the reverse order to which they are moved.
- 15.2.17 Every amendment submitted shall be decided upon or withdrawn before the main question is put to a vote; and if the vote on an amendment is decided in the affirmative the main question as amended shall be put to a vote.
- 15.2.18 A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate; but a motion to adjourn to a particular time may be amended or debated.
- 15.2.19 No second motion to adjourn shall be made until some business has been transacted after the first motion to adjourn has failed.
- 15.2.20 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken.
- 15.2.21 Student Trustees may not move a motion but may suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

15.3 Debate

- 15.3.1 The Chair shall ensure that every Trustee speaks only to the matter under discussion. A Trustee may ask one question, request one supplementary question and may then return to the speakers' list.
- 15.3.2 No Trustee shall speak longer than five minutes on the same question without leave of the Chair.
- 15.3.3 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, may be considered and voted upon separately.

15.4 Voting

- 15.4.1 No Member shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.
- 15.4.2 Any Member may abstain from voting. An abstention maintains a quorum. The number of yea and nay votes will determine the approval or defeat of a motion under consideration. In all cases where there is an equality of votes, the question is defeated.

- 15.4.3 As ruled by the Chair, every Member of the Board or a committee as the case may be, may vote on a question put in a telephone poll or e-mail submission conducted by the Supervisor-Corporate Services or designate. In all cases where there is an equality of votes, the question is defeated. Electronic Voting Guidelines are provided in Appendix B.
- 15.4.4 After the Chair has put a question to vote, there shall be no further debate and no Member shall walk across or out of the room or make any noise or disturbances. The decision of the Chair as to whether the question has been finally put shall be conclusive.
- 15.4.5 The yeas, nays and abstentions shall be recorded on any question when requested by at least one Member at a Board meeting. Such a request for a recorded vote must be made before the Chair calls upon the Members to vote on the question.
- 15.4.6 The request for a recorded vote shall require all members including the Chair to participate in the vote indicating a nay, yea or abstention. The resulting number of yeas, nays and abstentions shall be declared by the Supervisor-Corporate Services.
- 15.4.7 Unless a recorded vote is requested, all votes at meetings shall be taken by a show of hands. The resulting number of yeas, nays, and abstentions shall be declared by the Chair. If this declaration is questioned, the Members voting shall rise and stand until they have been counted.
- 15.4.8 Voting by proxy will not be allowed in any meeting under the jurisdiction of the Board in that proxy voting is incompatible with the essential characteristics of the Board in which membership is individual, personal and non-transferable.
- 15.4.9 Where a Member attends a Board meeting via electronic means, the Member may vote via teleconference or electronically or by a pre-arranged secret ballot in the case of Board elections given to the Supervisor-Corporate Services in a sealed envelope.
- 15.4.10 In accordance with the *Education Act, Section 55 (3)*, the student Trustees are not entitled to exercise a binding vote on any matter before the board or any of its committees. They may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a vote, in which case there must be two votes:
- a. a recorded non-binding vote that includes the student Trustees' vote; and
 - b. a recorded binding vote that does not include the student Trustees' vote.

15.5 Reconsideration

- 15.5.1 A motion for reconsideration may only be brought by a member who voted on the prevailing side.
- 15.5.2 After a vote has been taken on any question (except one of indefinite postponement) such vote may, with the consent of a two-thirds majority of the Members present, provided that the Members constitute a quorum, be reconsidered during the same meeting.

The question may be reconsidered with the consent of a majority of the Members present at any regular meeting of the Board held thereafter provided that any Member shall give notice to that effect in writing at a prior regular Board meeting.

A motion to reconsider, being once made after notice at a prior Board meeting and decided in the negative, shall not again be entertained during the current Board year (December 1 - November 30) or within a period of four months, whichever is the lesser, unless approved unanimously by a quorum of the Board.

- 15.5.3 When a Member has properly moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided in the affirmative.

15.6 Point of Order

- 15.6.1 No Trustee shall be interrupted while speaking except to be called to order by a Member for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.

A Member so interrupting shall speak to the point of order or in explanation only.

- 15.6.2 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.

The ruling of the Chair shall be final, subject only to a Member challenging the ruling of the Chair.

- 15.6.3 If a Member challenges the decision of the Chair, the Member shall state the reasons for the challenge and the Chair shall have the opportunity to provide the rationale in support of the decision. Such challenge shall be decided without debate.

The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. The Chair may not vote on such a challenge.

15.7 Petitions and Communications

Preparing a Petition

- 15.7.1 A petition is a request for the Thames Valley District School Board to take some specific action (or refrain from taking some action).

- 15.7.2 The action requested must be related to the education system within the Thames Valley District and the request must be clear, temperate, proper, and respectful. Petitions containing obscene or defamatory language will not be accepted.

- 15.7.3 The request must appear at the top of every page of signatures submitted with the petition.

Signatures on a Petition

- 15.7.4 Petitioners must be a resident of the Thames Valley District and/or a student or parent/guardian of a student attending a Thames Valley District School Board school.
- 15.7.5 A petition must contain original signatures only.
- 15.7.6 Each person must print their name and address and sign their name under the text of the petition.

Submitting a Petition

- 15.7.7 A petition must be addressed to the Thames Valley District School Board of Trustees and submitted to the Supervisor-Corporate Services. Petitions addressed otherwise or to a particular Trustee will not be accepted.
- 15.7.8 Petitions must be written, typewritten or printed. Emailed, faxed or photocopied petitions are not admissible and will not be accepted.

Communication and Follow Up

- 15.7.9 Petitions received in accordance with these Bylaws shall be noted on the next regular Board meeting agenda under Communications and shall be made available to all Trustees by the Supervisor-Corporate Services.
- 15.7.10 No action may be taken at the Board meeting where the petition is noted on the agenda; however a motion may be brought to the next regular Board meeting under Business Arising or to a subsequent Board meeting for consideration providing a Notice of Motion has been served (See 15.2.7).
- 15.7.11 Petitions and communications on any subject within the purview of a committee may be referred by the Chair to the proper committee without motion.

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