



Governance Committee Meeting

Thursday, October 19, 2023

6:30 p.m.

MS Teams

AGENDA

A - 1 **Opening Call to Order**

(a) Roll Call

(b) Declaration of Conflict of Interest

(c) Welcome/Land Acknowledgement

The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.

B - 1 **Approval of the Agenda**

Recommended Motion:

"THAT the Governance Committee agenda be approved."

C - 1 **Approval of the Minutes**

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Recommended Motion

"THAT the Minutes of the Governance Committee dated March 23, 2023, be approved."

D - 1 **Business Arising from Minutes and/or Previous Meetings**

E - 1 **New Business – Governance Items**

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(a) Amendments to the General Working By-law, General Governance Policy and Borrowing By-law

Recommended Motion:

"THAT the amendments to the General Working By-law, General Governance Policy and Borrowing By-law be forwarded to the October 30, 2023 Regular Board meeting for approval."

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(b) Terms of Reference 2023-24 (I)

F - 1 **Other Business**

G - 1 **Adjournment**

Recommended Motion:

"THAT the Governance Committee meeting be adjourned."

H - 1 **Next Meeting Date:** March 21, 2024



GOVERNANCE COMMITTEE

Thursday, March 23, 2023

6:30 p.m.

MS Teams

MINUTES

- Present:** Committee Chair S. Gibson, Trustees: B. Doyle, J. Bradford, C. VanEvery-Albert
- Administration:** Director: J. Roberto, Recording Secretary: K. Ireland-Aitken
Executive Assistant: C. Dero
- Guests:** J. Bell, General Legal Counsel
- A - 1 **Opening**
(a) **Roll Call**
The meeting was called to order by Chair S. Gibson and roll call was completed.
- (b) **Declaration of Conflict of Interest**
There were no conflicts of interest.
- (c) **Welcome /Land Acknowledgment Statement**
Committee Chair S. Gibson called the meeting to order at 6:30 p.m. and read the Land Acknowledgement Statement.
- B - 1 **Approval of the Agenda**
Moved by: J. Bradford
Seconded by: B. Doyle
That the Governance Committee agenda be approved.
Carried
- C - 1 **Approval of the Minutes**
THAT the Minutes of the Governance Committee meeting, dated October 13, 2022, be approved.
Moved by: C. VanEvery-Albert
Seconded by: B. Doyle
- D - 1 **Business Arising from the Minutes/Previous Meeting** - Nil
- E - 1 **New Business – Governance Items**
(a) **Housekeeping Amendments to the General Working By-Law, General Governance Policy and Governance Policies**
Moved by: B. Doyle
Seconded by: J. Bradford
THAT the Housekeeping Amendments to the General Working By-Law and General Governance Policy be forwarded to the March 27, 2023 Regular Board meeting for approval.
Carried
- Housekeeping items were addressed, including amendments to the General Governance Policy and the General Working By-Law. The Trustee Code of Conduct Policy (Governance Policy #4) was reviewed.



GOVERNANCE COMMITTEE

Thursday, March 23, 2023

6:30 p.m.

MS Teams

MINUTES

Director Roberto provided clarity on the proposed amendment to the Committee Reports section, noting that this only applies to Board committees.

(b) **Trustee Appointment – Mississaugas of the Credit First Nation**

Moved by: J. Bradford

Seconded by: B. Doyle

THAT the appointment of a Mississaugas of the Credit First Nation (MCFN) trustee to represent the interests of MCFN students, and the name of the representative be confirmed by MCFN, no later than September 1, 2023, for the remainder of the 2022-26 current term of the Board, be forwarded to the March 27, 2023 Regular Board meeting for approval, pending budget approval.

Carried

J. Bell, General Legal Counsel, explained that the number of school board trustees is governed by population, with the exception of the Indigenous trustees.

Director Roberto referred to the Trustee Determination and Distribution report regarding the general election, whereby the Board of Trustees determines the number of trustee positions on their board and distributes trustees across the board. This aligns with the *Student Achievement and School Board Governance Act, 2009* and the determination formula in O. Reg. 412/00.

(c) **Governance: Self-Assessment Survey**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the recommended Self-Assessment Survey to be completed by all trustees before June 30, 2023 be forwarded to the March 27, 2023 Regular Board meeting for approval.

Carried

Director Roberto confirmed that trustee responses would be confidential, and a summary report would come to Board in the fall of 2023 if the Board supports this motion.

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

That the Governance Committee meeting be adjourned at 7:30 p.m.

Carried

GRAND ERIE DISTRICT SCHOOL BOARD

GENERAL WORKING BY- LAW- GB1

Effective 30th day of May 2022

~~Revised 27th day of March 2023~~

Revised 30th day of October 2023

1.2 General

The Grand Erie District School Board (Grand Erie) recognizes that the *Education Act*, other relevant statutes, the Regulations made thereunder, relevant common law and Ministry of Education policies and guidelines have superior authority to this By-law.

For this By-law and all other By-laws of the Board unless the context otherwise requires, the singular includes the plural, and the plural includes the singular.

Each of the provisions of this By-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this By-law shall continue in full force and effect as if such invalid provision had never been included herein.

1.3 Trustees

The number and distribution of elected Trustees on the Grand Erie District School Board is determined by regulation, and a report comes to the Board for approval in an election year.

One (1) trustee, nominated by the Six Nations of the Grand River Territory Elected Council, will be appointed by the Board to represent the interests of Six Nations of the Grand River Territory students covered under the Education Services Agreement with Indigenous Service Canada on behalf of Six Nations of the Grand River Territory attending schools under the jurisdiction of the Board as outlined in [O. Reg. 462/97](#).

[One \(1\) trustee, nominated by the Mississaugas of the Credit First Nation Elected Council, will be appointed by the Board to represent the interests of Mississaugas of the Credit First Nation students covered under the Education Services Agreement with Indigenous Service Canada on behalf of Mississaugas of the Credit First Nation attending schools under the jurisdiction of the Board as outlined in O. Reg. 462/97.](#)

~~The~~ appointment of ~~the~~ ~~each~~ First Nations Trustee ~~will~~ occur every fourth year. Once appointed, the First Nations Trustees ~~serve~~s under the same terms and conditions as elected Trustees, in accordance with the *Education Act* and current regulations. [The appointment of the First Nations Trustee will occur every fourth year. Once appointed, the First Nations Trustee serves under the same terms and conditions as elected Trustees, in accordance with the Education Act and current regulations.](#)

Student Trustee(s) will be appointed according to General Governance Policy section 10.

INAUGURAL AND ANNUAL MEETINGS

2.1 Inaugural Meeting

In the years in which there is a municipal election, the Board shall hold an Inaugural Meeting no later than seven days after the day on which the Board's term of office commences.



2.2 Declaration and Oath of Office

On or before the day fixed for the Inaugural Meeting, or on or before the day of the first meeting that the person attends, each person elected or appointed to the Board shall make and subscribe the declaration in English or French before the Director or Education or before any person authorized to administer an oath or affirmation as prescribed in [Section 209 \(1\)](#) of the [Education Act](#). The [Education Act](#) requires the declaration is taken on or before the day before holding the meeting of the Board after election before the trustee assumes their duties. [Section 209 \(3\)](#) of the [Education Act](#), also permits a trustee to take an Oath before the Director of Education or before any person authorized to administer an oath or affirmation in the form set out in that section.

2.3 Annual Meeting

In each year that is not a municipal election year, an Annual Meeting shall be held at the first regularly scheduled Board meeting in December where possible.

2.4 Election of the Chair and Vice-Chair

At the Inaugural and Annual Meetings, the Director of Education, or designate shall preside until such time as the Chair for the coming year has been elected.

The election of the Chair shall be conducted by the Director of Education or designate, as follows:

- (a) Nominations shall be received in writing or electronically by the Director of Education for the positions of Chair, Vice-Chair, and OPSBA Delegate, from November 15 until 12 noon the day of the Inaugural and Annual Meetings, by trustees.
- (b) The Director shall confirm with each nominee, their acceptance of the nomination. The nominations shall be deemed closed when the Director has confirmed nominations for each position;
- (c) A Trustee may be nominated for both Chair and Vice-Chair, but if elected as Chair, must either decline the position or withdraw from the ballot for Vice-Chair;
- (d) A Trustee may nominate only one (1) Trustee for each position. This includes the Trustee making the nomination;
- ~~(e)~~(e) After nominations are closed, the Director of Education will prepare secret ballots containing the names of the Trustee candidates for each position;
- ~~(f)~~(f) Where there is only one (1) nominee, the Director of Education shall declare that person to be the Chair for the coming year;
- ~~(g)~~(g) Prior to each election taking place, each nominee is encouraged to give a brief statement.
- (h) Where there are two (2) or more nominations, an election shall be conducted by secret written ballot, to be distributed to each Trustee, consisting of the names of the two (2) or more nominees for Chair, and an open box for a check mark beside each name;



~~(d)~~ If there is a request by a trustee to participate electronically, or by any other means due to extenuating circumstances, the trustee will consult with the chair of the board and director of education, and voting will take place by email to directorservices@granderie.ca

(i) Two (2) Superintendents, appointed by the Director of Education or designate, shall serve as two scrutineers to distribute and count the ballots;

~~(e)~~(j) A Trustee may voluntarily withdraw their name any time before the votes are taken;

~~(f)~~(k) The Director of Education or designate shall publicly announce the election of Chair but not the results of individual voting or final count, which shall be held in confidence;

~~(g)~~(l) A person must have received a majority of the total votes cast to be elected to the Office of the Chair;

~~(h)~~(m) If after the first ballot no nominee has received a majority of votes cast, a further ballot shall be taken, where the name of a nominee who received no votes, and the name of the nominee otherwise receiving the lowest number of votes, shall be dropped from the ballot;

~~(i)~~(n) At any time that there are three (3) or more names remaining on a ballot and two (2) or more nominees are tied with the least number of votes, the tied nominees shall be determined by the drawing of straws. The nominee that draws the short straw shall be dropped from the ballot;

~~(j)~~(o) The balloting shall so continue until one (1) nominee has received a majority of the votes cast, or where all of the votes are divided equally between the nominees, the nominees shall draw straws to fill the position;

~~(k)~~(p) Upon being elected, the Chair shall preside over the remaining portion of the meeting;

~~(l)~~(q) The election of the Vice-Chair shall follow and proceed in the same manner as the election of the Chair followed by the election of the Ontario Public School Board Association Director/Voting Delegate and Alternate Director/Voting Delegate;

~~(m)~~(r) In the event that the position of Chair or Vice-Chair becomes vacant for any reason throughout the year, a new Chair or Vice-Chair shall be elected in the same manner as at an Annual Meeting, as soon after the position has been vacated as is reasonably possible.

~~(n)~~(s) Upon the completion of all elections by secret ballots, the Board shall make a motion that the ballots be destroyed.

2.5 Seating

At the first meeting following the Inaugural or Annual meetings of the Board, the Chair of the Board, or designate, shall determine the seating arrangements for Trustees for the coming year.



The Chair may seek the approval of the Board in re-ordering outstanding items on the agenda if it appears that urgent business may not be considered by the Board within the time remaining.

3.9 Adjournment

The Chair shall call for a motion to adjourn the Board meeting at such time as the business of the agenda has been completed, or the time limit for the meeting has expired and has not been extended, which if approved by a majority shall close the meeting.

3.10 Cancellation

Where the amount of business is insufficient to warrant a regular meeting of the Board, or in the event of inclement weather or emergency, the Chair in consultation with the Vice-Chair and the Director of Education or designate, may cancel the meeting. If after reasonable efforts the Chair cannot be reached, the Vice-Chair in consultation with the Director or designate may cancel a meeting.

The Director of Education or designate will notify Trustees of the cancellation, and post a public notice on the Board's website, as well as on social media, at the earliest possible opportunity.

3.11 Minutes

The Director of Education shall be responsible for ensuring that minutes are taken for all Board and committee meetings, in accordance with [Section 198\(1\)\(a\) of the Education Act](#) and following the sample format attached hereto as Appendix B. Minutes should capture the main motion, the mover and seconder and a brief description of the discussion and/or debate.

Minutes of Board meetings shall be presented to the Board for approval at the following meeting.

Approved Public Session Board minutes shall be available for [the current year -and the preceding year -a five-year period for viewing](#) on the Board's website. [Subsequent years shall be made available upon request by contacting: \[directorservices@granderie.ca\]\(mailto:directorservices@granderie.ca\) .In appropriate cases, a fee may be charged. This provision applies to all committees.](#)

COMMITTEES

4.1 Committees of the Board

The [Education Act](#) recognizes the Board's duty to constitute certain prescribed Statutory Committees. The Board may also form non-statutory committees as necessary.

4.2 Statutory Committees

The Board shall have the following Statutory Committees, constituted in accordance with legislative requirements as referenced:

- (a) Special Education Advisory Committee ([O. Reg. 464/97](#));
- (b) Supervised Alternative Learning Committee ([O. Reg. 374/10](#));
- (c) Suspension Appeal Committee: ([Education Act, S. 309\(12\)](#))



Standing committees may make recommendations to the Board, but do not have the authority to make decisions which are binding of the Grand Erie District School Board.

4.5 Special Ad Hoc Committees

The Board may from time to time approve by resolution the formation of a Special Ad Hoc Committee, to provide a recommendation to the Board on a specific matter.

A resolution to approve the formation of a Special Ad Hoc Committee shall state:

- a) the purpose of the committee;
- b) the maximum number of members
- c) the date by which the committee will report to the Board;
- d) the date of dissolution,

which shall collectively form the committee's terms of reference.

Any recommendation for a deferral of the dissolution date shall be accompanied by a rationale, and projected date of completion of the committee's report or recommendation to the Board.

Notwithstanding the foregoing, the Board may ~~resolve to dissolve~~ disband a Special Ad Hoc Committee at any time, by resolution.

At the request of the Board or the Special Ad Hoc Committee, the Director of Education may appoint staff to provide resource or administrative support, information, and expertise to an *Ad Hoc* Committee.

4.6 Committee Appointments

Where possible, following the Annual or Inaugural meeting, Trustees shall provide the Chair and Vice-Chair with a list of committees to which they would like to be appointed, indicating their order of preference.

Taking into consideration the preferences, competencies, and attributes of Trustees, and with a view to an equitable distribution of opportunity and workload, the Chair and Vice-Chair shall prepare a draft committee membership list, which shall be presented to the Board for approval at the first regular Board meeting following the Annual or Inaugural meeting.

Trustees shall be appointed as members of Statutory committees for the length of the Board's term, or as determined by the Board, depending on the regulation.

Trustees shall be appointed members of a non-statutory committee for a term of one-year, expiring on the date of the next Annual meeting.

The number of Trustee members for each Standing and Special Ad Hoc Committee shall be defined in that committee's Terms of Reference, provided that no such committee shall have fewer than two (2) Trustees, in addition to the Chair and Vice-Chair.

The Chair and Vice-Chair may be appointed as *ex officio* voting members of all Standing, Special Ad Hoc Committees of the Board, and unless the appointment is declined, shall be counted in determining quorum and shall be entitled to vote on all matters.



4.9 Attendance at Committee Meetings

A Trustee, who is not a committee member may nevertheless attend a committee meeting, which is open to the public, provided that the Trustee identifies themselves as a non-member, and does not participate as a committee member, in either discussion, debate or decision-making, this applies to being physically in the room or virtually. If virtual, trustee(s) must send an email notice to the Chair of the Board and Director of Education no later than two (2) hours prior to the meeting so it can be announced and captured in the minutes of the agenda.

If an individual Trustee is unable to attend a scheduled committee meeting, they are to contact the committee alternate where applicable. Where there is not a designated alternate or if the alternate is not available the Trustee representative will contact the Chair of the Board who will seek to find a replacement for that meeting.

If a Trustee is unable to continue to represent the Board on a committee, they are to communicate this to the Chair of the Board in writing. The Chair and Vice-Chair of the Board will then choose another Trustee for the committee for the duration of the term.

4.10 Quorum

The presence of a majority of the Trustee members of a Board committee shall constitute a quorum for meetings of Standing and Special Committees.

4.11 Committee Reports

Standing and Special Ad Hoc committees shall ensure that minutes are taken for each meeting, using the sample format outlined in Appendix B; that a copy of the minutes are available to Trustees at the next Board meeting, if applicable; and that oral or written reports are provided as appropriate, in standard template format for a written report, by the Chair of the Committee and the relevant Superintendent. If questions arise pertaining to Standing and/or Special Ad Hoc Committee minutes, trustees should forward them to the Chair in advance of a Regular Board meeting. Responses will be collated and shared with all trustees via email where and when possible.

4.12 Trustee Appointments

The Board may from time to time receive requests for the appointment of Trustees on staff, community, and provincial committees, which shall be filled according to the Board's Committee appointment procedure as outlined in Article 4.6 herein.

4.13 Resignation from Committee

A member may resign from any committee at any time by notice in writing to the Board.

4.14 Committee Vacancy

A vacancy on a committee shall be filled by Board appointment, as soon as reasonably possible.



Every matter considered by the Board shall be disposed of by a show of hands of those in favour followed by those opposed, except that at the request of any Trustees, the Chair of the Board shall conduct a recorded vote. The method of the recorded vote shall be at the discretion of the Chair of the Board. The Chair of the Board shall vote last, to state for the minutes whether they are in favour or opposed to the motion.

OFFICERS

12.1 Chair as Spokesperson

The Chair of the Board shall act as the public spokesperson for the Board and may issue statements to the media and communicate with outside agencies on behalf of the Board, provided that where the Chair of the Board has any doubt as to the policy of the Board, the Chair of the Board shall not speak publicly on an issue without first seeking direction from the Board.

- (a) When communicating with parents, students or ratepayers of another Trustee's constituents, the Chair of the Board shall have regard to the best interests of the organization before issuing a public statement.
- (b) Individual Trustees or groups of Trustees shall not undertake any action, communication or negotiation that may be construed as acting on behalf of the Board, except by explicit direction of the Board. A Trustee may nevertheless act individually as an elected official, providing that they indicate that they are not acting or speaking on behalf of the Board.

12.2 Officers

The officers of the Board shall be:

- (a) the Chair;
- (b) the Vice-Chair;
- (c) the Director of Education, who serves as the Secretary of Grand Erie;
- (d) the Superintendent of Business and Chief Financial Officer, who serves as the Treasurer.

12.3 Signing Authorities

~~All~~ Deeds, Agreements of Purchase and —Sale, conveyances, mortgages, bonds, debentures, Collective Bargaining aAgreements, ~~documents~~, contracts as per Purchasing Policy (BU-O6) approved by the Board shall be signed by one of:

- (a) the Chair of the Board;
- (b) the Vice-Chair of the Board;

together with one of:

- (c) the Director of Education, who serves as Secretary of the District School Board;
- (d) the Superintendent of Business ~~&~~and Treasurer.



Electronic signatures of the Chair of the Board and Superintendent of Business & Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

All other legal documents are to be signed by the Director of Education and the Superintendent of Business and Treasurer or authorized designate as per Purchasing Policy (BU-06).

Such documents that require the seal of the Board shall be so sealed only after all other portions of the document are in proper order.

12.4 Minutes

Minutes of Board ~~, Finance and Policy and Program Committee~~ meetings which have been approved by a majority of the members present of the Board ~~and the respective committees~~ shall be signed by the Director of Education or designate, and the Chair of the ~~Committee~~Board, or designate, ~~respectively, to which the minutes pertain.~~

AMENDMENTS TO BY-LAWS

~~13.1~~12.5 Amendment with Notice

By-laws of the Board may be amended from time to time by Resolution of the Board provided that a written report containing recommendations has been received from the Governance Committee which contains a brief statement of the intended purpose of the amendment.

~~13.2~~12.6 Amendment without Notice

At any time, the By-law may be amended without notice upon the unanimous vote of all Trustees.

RESCIND PRIOR BY-LAW

14.1 Rescinding of Prior By-law

All prior versions of relevant By-law addressed herein are hereby rescinded.

The rescinding of prior By-law, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such rescinded By-law, resolution, or other enactment.

EFFECTIVE DATE

15.1 Effective Date of By-law

This By-law shall come into force immediately following the Board meeting at which this By-law is approved.

Director of Education & Secretary of the Board

Board Chair



GRAND ERIE DISTRICT SCHOOL BOARD
GENERAL GOVERNANCE POLICY

Effective May 30, 2022
[Revised October 30, 2023](#)

- c) In order to manage workload and ensure that decisions are made in a timely manner, the Director of Education, in consultation with the Chair and Vice-Chair of the Board, will compile a schedule of reports 'For Information' and 'For Approval' for the upcoming school year for presentation to the Board either at the last meeting in June or first meeting in September for information. Nothing will preclude the Board of Trustees from receiving reports throughout the year that were not initially scheduled in order to provide flexibility to address emerging or unforeseen issues. Committee reports and/or minutes will be accessible by the Board of Trustees.

4.0 Trustee Expenses

The Grand Erie District School Board will reimburse Trustees, including Student Trustees, for recognized out-of-pocket expenses and will provide funds in its annual budget to cover in-service expenses of Trustees who ~~are authorized to attend~~ conferences, seminars, and professional meetings, ~~in accordance with current procedures.~~ Trustees will have a budget of \$2000 annually to attend conferences. Trustees are expected to share the results of their Professional Learning with other Trustees by reporting to the Board, by circulating a written synopsis or by making materials acquired through the Professional Learning available to other Trustees. The Chair of the Board, in appropriate circumstances, has the discretion to approve expenses in excess of the \$2,000 limit.

4.1 Travel on Board Business

The Grand Erie District School Board's annual budget will include a travel expense fund for Trustees. Trustees using their personal vehicles will be reimbursed for travel expenses (to the following) at the rate per kilometer established by the Board of Trustees:

- a) Board meetings, Statutory, Standing and Special Ad Hoc Committee meetings to which they are appointed;
- b) Ontario Public School Boards' Association (OPSBA);/ Ontario Student Trustees' Association (OSTA-AECO);
- c) Other conferences, workshops or meetings as approved by the Chair or Vice-Chair of the Board;
- d) Visits to schools and school functions;
- e) Functions of other organizations where the Chair of the Board or designate is representing the Grand Erie District School Board; and
- f) Other events as authorized by resolution of the Board of Trustees.

Please note that a Student Trustee must, if practicable, gain the approval of the Chair of the Board at least one month in advance of the event in order to attend any conference.

4.2 Other Expenses

Trustees may incur other expenses in their position, such as:



- a) Meals when authorized school board business takes them away from home at a normal mealtime – amounts claimed must be consistent with Travel and Expense Claims Procedure (~~F103~~[BU-10](#));
- b) Long distance telephone charges while on school board business; and
- c) Parking charges while on school board business.

Please note the following:

- Alcoholic beverages are not eligible for expense claims;
- Expenses incurred to attend community fundraising events, charity functions and political activities are not eligible for expense claims; and
- Donations to community groups, charities or schools are not eligible for reimbursement.

4.3 Expenses re: Conferences, Workshops and Seminars

The Grand Erie District School Board encourages learning for all, and its annual budget will include a professional development fund for Trustees. This fund will be used for Trustee expenses incurred for:

- a) Registration;
- b) Accommodation; and
- c) Other eligible expenses not covered by registration fees.

All registration fees for conferences, workshops and seminars will be paid via the Executive Assistant to the Board of Trustees. Trustees should manage their own registrations and accommodations.

Eligible expenses for conferences, workshops and seminars include:

- a) Economy air, bus, train or mileage expenses incurred on school board business;
- b) Hotel room charges for accommodation in a standard room. No additional reimbursement will be made for suites, executive floors, concierge;
- c) Meals, if not included in registration, as stated in Travel and Expense Claims Procedure ~~F103~~ ([BU-10](#)) ~~Section 1.2 iii~~;
- d) Tips and gratuities;
- e) Phone calls for school board business;
- f) Taxi fares;
- g) Necessary parking fees; and
- h) Other business expenses such as fax and internet.

In all cases, appropriate receipts must be provided for reimbursement.

Before a payment is processed, Business Services will confirm that the expense claim has received appropriate authorization.



5.0 Trustee Honoraria

5.1 Compliance with Regulation

The Grand Erie District School Board is committed to providing, in a transparent, public way, fair levels of honoraria for the Board of Trustees in accordance with [Regulation 357/06](#). Trustee Honoraria calculations shall be updated annually prior to November 1st and by October 15th in an election year.

5.2 Trustee Honoraria Components

The honorarium for Trustees of the Grand Erie District School Board, excluding student trustees, for any year of their term of office shall consist of the following components:

- a) 100% of the maximum base amount for the year;
- b) 100% of the enrolment amount for the year;
- c) ~~100%~~ 0% of the maximum allowable attendance amount; ~~and~~

- [The attendance amount is an amount that does not exceed the attendance amount limit of \\$50; and](#)
- [The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act; and](#)
- [The following committees would fulfill this criterion:](#)
 - [Special Education Advisory Committee](#)
 - [Supervised Alternative Learning Committee](#)
 - [Suspension Appeal Committee](#)
 - [Expulsion Hearing Committee](#)
 - [Audit Committee](#)
 - [Parent Involvement Committee; and](#)

- d) 0% of the distance amount for the year.

6.0 Communication

6.1 Communication at the Board Table

- a) When expressing individual views, Trustees shall respect the differing points of view of other Trustees, staff, students and the public.
- b) Trustees shall at all times act with decorum and shall be respectful of other Trustees, staff, students and the public.
- c) Trustees shall express individual opinions on issues under consideration, refraining from personal, demeaning or disparaging comments.
- d) All Trustees will endeavour to work with other Trustees and staff in a spirit of respect, openness, courtesy, and cooperation.



As required and amended by Article 5 (2) of [Regulation 463/97](#), the following persons must be present in a committee meeting room for any meetings of the Board's committee's (meetings can be virtual up to November 15th 2022):

- a) The Chair of the Committee or designate or one other committee member if the chair or designate can not be present; and
- b) The Director of Education or designate.

9.0 Board Committees

As defined in the Board's General Working By-law-GB1, Article 4, the Board has a duty to constitute certain prescribed statutory committees and may also form non-statutory Standing and Special Ad Hoc committees. Trustees will be appointed to Statutory and Standing committees in accordance with the procedures outlined in By-law-GB1 at the first regular meeting of the Board following the Annual or Inaugural Meeting. (Meetings can be virtual up to November 15, 2022) The Terms of Reference for all committees, where permitted by law, will be reviewed and amended, if necessary, annually and included in the committee package.

The Terms of Reference of Board Committees will be available on the Board's [Committee](#) webpage after the first committee [meeting](#) of the school year (where applicable) and once approved the final Terms of Reference [will be added](#) as a separate link. All other Terms of Reference will be maintained in Director Services.

9.1 Statutory Committees

- a) The Board's Statutory committees are outlined in General Working By-law-GB1, Article 4.2.
- b) The number of Trustee committee members and the terms of reference for Statutory committees shall be as prescribed by the *Education Act* and applicable Regulation.

9.2 Standing Committees

The Chair of the Board shall be an Ex Officio voting member and the Director of Education shall be an Ex Officio non-voting member of all Standing Committees. Standing Committees may be held virtually.

- a) The following Standing committees will be established to provide recommendations to the Board:
 - (i) Policy and Program Committee;
 - (ii) Finance Committee;
 - (iii) Indigenous Education Advisory Committee (IEAC);
 - (iv) Six Nations Advisory Committee (SNAC);
 - (v) Director of Education Performance Review Committee; and
 - (vi) Governance Committee.



- b) The Committee will develop new and/or review existing Terms of Reference that contain the following excerpts from the 2022-23 Terms of Reference:
- (i) The mandate and responsibilities of the Committee;
 - (ii) The composition of the Committee;
 - (iii) The procedures of the Committee;
 - (iv) The role of Staff on the Committee; and
 - (v) The role of the Board.
- c) Policy and Program Committee
- The Policy and Program Committee will consist of ~~four~~ five Trustees in addition to the Chair and Vice-Chair of the Board.
 - The Chair of the Board will chair the Policy and Program Committee.
 - The Director of Education or designate will be the Staff liaison to the Committee.
 - The Policy and Program Committee will receive information related to the development and revision of Board policies, ~~and~~ governance issues, as well as, Student Achievement and Curriculum related ~~to instructional~~ matters.
 - The Policy and Program Committee will meet on the second Monday of every other month when possible (alternating with the Finance Committee), excluding July and August.
 - The Committee will make recommendations to the Board of Trustees.
- d) Finance Committee
- The Finance Committee will consist of ~~four~~ five Trustees in addition to the Chair and Vice-Chair of the Board.
 - The Vice-Chair of the Board will chair the Finance Committee.
 - The Superintendent of Business will be the staff liaison to the Finance Committee.
 - The Finance Committee will receive information on governance matters relating to financial issues including capital and property issues.
 - The Finance Committee will meet on the second Monday of every other month when possible (alternating with the Policy and Program Committee), excluding July and August.
 - The committee will make recommendations to the Board of Trustees.
- e) Indigenous Education Advisory Committee (IEAC)



The Indigenous Education Advisory Committee will consist of [a Mississaugas of the Credit First Nation Trustee to the Board, one \(1\) Trustee of the Board](#) ~~two (2) Trustees~~, and community stakeholders as follows:

- A representative from the Six Nations of the Grand River Territory Elected Council or Alternate Six Nations Confederacy Council;
- A representative from the Mississaugas of the Credit First Nation (MCFN) or Alternate;
- Mississaugas of the Credit First Nation Education Pillar Lead;
- An additional Representative from Mississauga of the Credit First Nation Métis;
- Representative(s) from no more than five (5) local associations. Local association is defined as an association or organization that operates locally within the area of jurisdiction of the Board which further the interest of Indigenous education;
- Up to 10 Parent /Family Designate(s)
- Up to two (2) advocates of Indigenous Education as approved by the Indigenous Education Lead – Teacher Consultant and Chair of IEAC;

The IEAC may make recommendations from IEAC to the Board at any time providing a consensus of community members are present to approve the recommendation.

The Director of Education will appoint a Superintendent of Education to act as staff liaison to the committee.

- IEAC will advise, consult and collaborate on how best to improve Indigenous student outcomes and provide advice on initiatives including, but not limited to, student programs, Native studies, student retention and alternative education programs. The committee will advocate both provincially and locally for the specific needs of Indigenous students, provide input into supports to build the capacity of educators to develop strategies to improve the integration of Indigenous perspectives in the classroom and school community. The committee will identify community issues that impact education and reflect the opinions and interests of the groups represented by the members of the committee. The Indigenous Education Advisory Committee will meet at the call of the Chair, holding a minimum of four (4) meetings between September and June. The committee will make recommendations to the Board of Trustees.

f) Six Nations Advisory Committee

- (i) The Six Nations Advisory Committee will consist of a Six Nation Trustee to the Board, One Trustee of the Board, Six Nations community representative appointed by the Committee, Six Nations Elected Council representative (appointed by SNEC), Haudenosaunee Confederacy Council representative (appointed by HCC), Education Services Agreement Native Advisor-Teacher Consultant, Education Services Agreement Native Education Counsellors (3), Education Services Agreement Community Liaison Worker, Grand District School Board Principal Leader of Indigenous Education, Grand Erie Director of Education and/or Superintendent responsible for Indigenous Education, Indigenous Services Canada Director of Federal Schools and/or designate, Grand Erie Indigenous Student Trustee, Kawennio Immersion School, representative, Everlasting Tree School representative. Others may be invited to participate as resource members as required by the agenda.
- (ii) The purpose of the Six Nations Advisory Committee is to
 - a) Ensure the educational services purchased through the Education Services Agreement are maintained at a high-quality level; and



- b) To represent the interests of the students from Six Nations of the Grand River Territory enrolled in Grand Erie schools by providing the board appropriate and accurate advice on matters related to their education.
 - (iii) The Director of Education will appoint a Superintendent of Education to act as staff liaison to the committee.
 - (iv) The Six Nations Advisory Committee shall:
 - a) Hold a minimum of four regular committee meetings during the school year.
 - b) Advise the Board/board on matters for negotiation on the Education Services Agreement with Indigenous Services Canada and make recommendations to the Grand Erie Director of Education revisions to the Education Services Agreement.
 - c) Provide direction on the preparation of the Education Services Agreement Annual Report.
 - d) After the normal process for communicating concerns has been exhausted, act as a body for the hearing of concerns from parent(s)/caregiver(s) of students from Six Nations of the Grand River Territory in respect to services provided by the Board covered by the Education Services Agreement and shall advise/make recommendations to the Board or the Grand Erie Director, as is appropriate for the matter, regarding resolution to concerns.
 - (v) The committee will make recommendations to the Board.
- g) Director of Education Performance Review Committee
 - (i) The Director of Education Performance Review Committee will consist of two (2) Trustees in addition to the Chair and Vice-Chair of the Board.
 - (ii) The Chair of the Board will chair the Director of Education Performance Review Committee.
 - (iii) The Director of Education Performance Review Committee shall fulfill its mandate in accordance to Director of Education Performance Review - Governance Policy 5 and will submit to the Board of Trustees the evaluation report for approval.
 - (iv) The Director of Education Performance Review Committee will meet at the call of the Chair at a minimum of two (2) times a year.
 - (v) The Director's Performance Review Committee will make recommendations to the Board.
- h) Governance Committee
 - (i) The Governance Committee will consist of ~~two (2) Trustees in addition to~~ the Chair, of the Board, Vice-Chair of the Board, three (3) Trustees appointed by the Chair of the Board, and the Director of Education (non-voting member).
 - (ii) The Chair of the Board will chair the Governance Committee.
 - (iii) The Governance Committee will discuss matters related to the Board By-law and Governance policies.
 - (iv) The Governance Committee will meet at the call of the Chair of the Board at a minimum of two (2) times a year. Trustees can request additional meeting(s) through the Chair of the Governance Committee



The Governance Committee will make recommendations to the Board.

9.3 Special Ad Hoc Committees

- a) The Board may from time to time approve by resolution the formation of a Special Ad Hoc committee, to provide a recommendation to the Board on a specific matter.
- b) A resolution to approve the formation of a Special Ad Hoc committee shall state:
 - (i) the purpose of the committee;
 - (ii) the maximum number of members;
 - (iii) the date by which the committee will report to the Board; and
 - (iv) the date of dissolution.
- c) Which shall collectively form the committee's Terms of Reference.
Special Ad Hoc committees will determine the need for staff resources, the method of reaching consensus and other matters necessary to the mandate of the committee.

10. Student Trustees

10.1 Election and Term

- a) Three (3) Student Trustees will be elected each February or renewed by written request issued to the Director and Chair from the Student Trustees(s) in Grande 11, on or before December 15th, prior to the selection process. A letter of confirmation will be issued.
- b) One (1) Student Trustee will be elected from the northern part of the Board (Brantford/Brant County); one (1) Student Trustee will be elected from the southern part of the Board (Haldimand and Norfolk Counties); and one (1) Student Trustee will be ~~elected~~ appointed from the Indigenous student community of Grand Erie through a consensus model.
- c) The term of the Student Trustees will be for one (1) year, from August 1 to July 31, unless the Student Trustee is in Grade 11 and a written request to remain for a second term is issued to the Director of Education.

10.2 Qualifications

- a) Any student may apply to be a Student Trustee who:
 - (i) will be registered as a full-time student in the senior division on August 1st in a secondary school of the Grand Erie District School Board;
 - (ii) will be a full-time pupil in the senior division;
 - (iii) has written parental consent (if under 18 years of age) (to be issued annually); and
 - (iv) agrees to adhere to the Provincial Code of Behavior for Schools, Governance Policy,



GB-1 By-law, and the Trustee Code of Conduct at all times while performing the functions of a Student Trustee.

- b) Any student who applies for the position of Student Trustee must indicate a willingness to make the necessary commitment to attend scheduled Board meetings.
- c) Student Trustee applicants must complete the Student Trustee Permission Form and the Application (to be issued annually) and forward both documents to the Principal.
- d) Indigenous Student Trustee

~~Any student may apply to be the Indigenous Student Trustee following all the qualifications above and in addition must be self-identified as Indigenous.~~ This position is open to Indigenous students who attended provincially funded Grand Erie schools under the Educational Service Agreement, or who self-identify as Indigenous.

10.3 Trustee and Staff Liaison

- a) Three (3) Grand Erie District School Board Trustees will be appointed by the Chair of the Board to act as liaison to the Student Trustees. In addition to the Board Trustee liaison, the outgoing Student Trustees of the Grand Erie District School Board shall act as contact persons for information and advice to the incoming Student Trustees.
- b) The Director of Education will appoint a Superintendent of Education to act as staff liaison to support the Student Senate on matters related to Student Trustees.

10.4 Selection of Student Trustees

- a) The Director shall notify secondary school Principals by December 15th of the Student Trustee application process. A copy of the process and application form will be provided to the Principal for distribution.
- b) Any student who is interested in the position of Student Trustee must apply in writing to the Principal by the third Friday in January in accordance with the identified process.
- c) Each secondary school principal will forward the eligible applications from their school to the Director of Education (c/o directorservices@granderie.ca) by the first Friday in February.
- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school has the right to have two (2) voting members on the Student Senate. Schools with Indigenous student clubs will also have one (1) voting Indigenous student member on the Student Senate. For the purposes of this selection process, the Student Senate may meet separately as a North, South and Indigenous Senate (selecting the Student Trustees from their group). Indigenous Senate may proceed with their appointment by consensus. To be considered eligible, Student Trustee applicants must attend the student Senate elections. If there are exceptional circumstances and a candidate cannot be in attendance, the Director of Education will be consulted to assist with a resolution. The Selection Committee will invite all eligible candidates for interviews. All candidates will be asked the same questions and will be asked to elaborate on their written applications. Interview questions will be sent out 24 hours prior to the election.



GRAND ERIE DISTRICT SCHOOL BOARD

Borrowing By-law

Effective the 30th day of May 2022

~~Revised the 27th day of March 2023~~

Revised the 30th day of October 2023

1.1 Education Act

The Grand Erie District School Board recognizes that the *Education Act* RSO 1990, c.E.2 and other statutes, the Regulations made thereunder, and Ministry of Education policies and guidelines have superior authority to this By-law.

1.2 Borrowing by the Treasurer

The Board of Trustees shall by annual resolution authorize the Treasurer pursuant to Section 243 (1) of the *Education Act* RSO 1990, c.E.2 to borrow from time to time the sums considered necessary to meet the current expenditures of the board until the current revenue has been received.

1.3 Corporate Status

This authorization does not limit any other powers that the Grand Erie District School Board may have pursuant to s.58.5(1) of the *Education Act*, RSO 1990, c.E.2.

1.4 Current Borrowing

Original By-Law	Date	Borrowing Bylaw	Amount	Maturity Date
BL10	October 26, 2009	Good Places to Learn (GPL) Stage 1 Financing	\$11,845,000	November 15, 2031
BL14	January 28, 2008	GPL Primary Class Size Borrowing	\$9,456,198	March 3, 2033
BL20	February 11, 2011	OFA Financing of Capital GPL Stage 3	\$3,716,520	March 11, 2036
BL21	December 21, 2001	Energy Performance Contract <ul style="list-style-type: none"> • Duke Solutions and Canada Life Assurance 	\$9,490,000	September 23, 2023
	January 3, 2002	Efficiency Services Agreement <ul style="list-style-type: none"> • Formerly Duke Solutions; Ameresco since May 25, 2004 	\$9,674,000	September 23, 2023
BL22	May 25, 2009	Capital Related Debt – Not Permanently Financed (NPF)	\$3,520,452	June 2, 2033
BL23	August 23, 2004	Energy Performance Contract Phase II	\$15,345,606	September 10, 2028

	January 3, 2002	<ul style="list-style-type: none"> Ameresco and Manufacturer's Life Insurance Company Facility Renewal Agreement <ul style="list-style-type: none"> Ameresco 	\$27,366,667	September 10, 2028
BL24	November 24, 2014	Capital Expenditure Finance: 3 Credit Facilities were apportioned the costs	\$3,525,000 \$3,525,000 \$3,525,000	January 10, 2025 July 8, 2025 December 23, 2025
BL30	November 23, 2009	New Pupil Places Based Capital Projects	\$13,555,558	November 15, 2029
BL31	April 2021	Bridge Financing SW Brantford Elementary	\$16,270,000	December 29, 2023 December 31, 2027
BL37	March 22, 2010	OFA Permanent Capital Financing	\$18,242,787	April 13, 2035
BL40	February 24, 2014	OFA Permanent Capital Financing	\$584,685	March 11, 2039
BL41	March 4, 2013	OFA Permanent Capital Financing	\$41,251,572	March 19, 2038
BL42	October 30, 2023	Bridge Financing Caledonia Elementary School	\$12,290,000	December 31, 2026



Governance Committee

Terms of Reference 2023-2024

1.0 **Statement of Purpose and Responsibility**

The Governance Committee will be responsible for monitoring and reviewing the governance of this Board.

2.0 **Committee of the Composition**

The Governance Committee will be comprised of:

- 2.1 Chair of the Board
- 2.2 Vice-Chair of the Board
- 2.3 Three (3) ~~Two (2)~~ Trustees appointed by the Chair of the Board
- 2.4 Director of Education (non-voting member)

3.0 **Term of Appointment**

- 3.1 Reviewed annually [as per General Working Bylaw Section 4.6](#)

4.0 **Committee Operating Procedures and Scope:**

The Governance Committee will:

- 4.1 Receive and Review the Minutes of the Committee.
- 4.2 On an ongoing basis, monitor the effectiveness of the Board Governance and
- 4.3 to recommend any appropriate changes for its improvement.
- 4.4 Make recommendations to the Board as appropriate and necessary.

5.0 **Role of the Board:**

- 5.1 Support the work of the Committee.
- 5.2 Receive and review the Report.
- 5.3 Respond to appropriate recommendations of the committee.

6.0 **Meetings**

- 6.1 Meeting Minutes will be provided to all members.
- 6.2 The Chair and/or Director will set the agenda.
- 6.3 The Chair and/or Director may call on an external expert to support this committee.
- 6.4 The Governance Committee will meet at the call of the Chair and a minimum of two (2) meetings between September and June. [Trustees can request additional meeting\(s\) through the Chair of the Governance Committee.](#)

7.0 **Reporting**

The Governance Committee will make appropriate recommendations to the Board.