



Meeting of the Board

Tuesday, October 7, 2025, at 6:15 p.m.
Schumacher Board Office and Microsoft Teams Meeting

AGENDA

Item	Topic	Presenter	Page
1.0	Call to Order		
	Motion: THAT the Board reconvene in regular session		
1.1	Territorial Acknowledgement		
1.2	Quorum		
	Motion: THAT the Board approve the absence of the following Trustees from the October 7, 2025, meeting of the Board: Trustee Pochopsky		
1.3	Approval of the Agenda		
	Motion: THAT the Board approve the agenda for the Meeting of the Board dated October 7, 2025.		
1.4	Declaration of Conflict of Interest		
2.0	Consent Agenda		
2.1	Minutes of the Meeting of the Board held September 23, 2025		3
2.2	Minutes of the Joint Transportation and Governance Committee Meeting held September 22, 2025		6
2.3	Minutes of the By-Law Review Committee meeting held September 23, 2025		8
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2.7	Draft DSB1 By-Law		36
2.8	Policy 2.1.12 – Tragic Events Response		94
2.9	Policy 2.1.32 – Emergency Preparedness		96
2.10	Policy 2.1.36 – Concussion Management		98
2.11	Policy 2.1.46 – Modified Day and Exclusion		99
2.12	Policy 1.2.24 – Health and Wellness Employee Support		101
	Motion: THAT the Board approve the consent agenda as follows:		
	Consent Agenda Items for approval:		
	2.1 Minutes of the Meeting of the Board held September 23, 2025		
	2.5 Capital Priorities		
	2.6 Taxation By-Law No. 41		
	Consent Agenda Items for receipt:		
	2.2 Minutes of the Joint Transportation and Governance Committee Meeting held September 22, 2025		
	2.3 Minutes of the By-Law Review Committee meeting held September 23, 2025		
	2.4 Minutes of the Audit Committee meeting held May 12, 2025		
	2.7 Draft DSB1 By-Law		
	2.8 Policy 2.1.12 – Tragic Events Response		
	2.9 Policy 2.1.32 – Emergency Preparedness		
	2.10 Policy 2.1.36 – Concussion Management		
	2.11 Policy 2.1.46 – Modified Day and Exclusion		
	2.12 Policy 1.2.24 – Health and Wellness Employee Support		

3.0	Reports	
3.1	Chair Report	Chair Byer 102
	Motion: THAT the Board receive the Chair Report	
3.2	Director Report	Director Dye 103
	Motion: THAT the Board receive the Director Report	
3.3	Student Trustee Report	Student Trustees
	Motion: THAT the Board receive the Student Trustee Report	
4.0	Monitoring	
4.1	Pathways Presentation	104
4.2	Strategic Plan Vignette: October 2025	
5.0	Other Business	
5.1	Letter to Minister Calandra dated October 1, 2025: Role of the Trustee	114
5.2	Letter to MPP George Pirie dated October 1, 2025: Role of the Trustee	116
5.3	Letter from CSPNE dated September 29, 2025: Shared Capital Priorities	118
6.0	Items for Future Meetings	
6.1	November 2025: Strategic Plan Monitoring of Goals	
6.2	November 2025: Math Action Plan	
6.3	February 2026: Strategic Plan Monitoring of Goals and Actions	
6.4	March 2026: Math Action Plan	
6.5	April 2026: Strategic Plan Monitoring of Goals	
6.6	June 2026: Math Action Plan	
6.7	September 2026: Strategic Plan Year-end Monitoring of Goals and Actions	
7.0	Adjournment	
	Motion: THAT we do now adjourn	



Meeting of the Board

Tuesday, September 23, 2025, at 6:15 pm
Schumacher Board Office and Microsoft Teams

MINUTES

TRUSTEES PRESENT

Howard Archibald
Bob Brush
Jonathan Byer, Chair
Dennis Draves
Crystal Hewey
Steve Meunier
Brian Peever
Rosemary Pochopsky
Larry Wiwchar

EXCUSED TRUSTEE ABSENCES

Doug Walsh

STUDENT TRUSTEES PRESENT

Sawsan Alahmed
Andrew Cull
Summer Nickoshie

STUDENT TRUSTEES ABSENT

NIL

ADMINISTRATION PRESENT

Lesleigh Dye	Director of Education
Lisa Edwards	Superintendent of Business/Finance and Treasurer
Kirsten Elvestad	Superintendent of Education
Al McLean	Superintendent of Education and Human Resources
Chad Mowbray	Superintendent of Education

RECORDING SECRETARY

Melanie Demers Executive Assistant to the Director of Education Lesleigh Dye

STAFF PRESENT

Melanie Demers	Executive Assistant to the Director of Education, Lesleigh Dye
Andréanne Denis	Communications Officer
Larry Souliere	Information Services Coordinator



District School Board Ontario North East

IN-CAMERA SESSION

NIL

CALL TO ORDER

The Regular Session meeting was called to order at 6:15 p.m. by Chair Byer

9292-25 MEUNIER / POCHOPSKY

THAT the Board resolve into a Committee of the whole.

CARRIED

TERRITORIAL ACKNOWLEDGEMENT

The meeting opened by respectfully acknowledging being situated on the Traditional Territory of the Cree, Ojibway and Oji-Cree people of the Mattagami First Nation, located in Treaty 9 Territory, and the Métis who have chosen to settle in this area.

TRUSTEE ABSENCE

9293-25 BRUSH / DRAVES

THAT the Board approve the absence of the following Trustees from the September 23, 2025, meeting of the Board:
Trustee Walsh

CARRIED

APPROVAL OF THE AGENDA

9294-25 HEWEY / PEEVER

THAT the Board approve the agenda for the Meeting of the Board dated September 23, 2025, as amended:
5.3 OPSBA UPDATE

CARRIED

DECLARATION OF CONFLICT OF INTEREST

Trustees were asked to declare conflicts of interest as they arise and must do so in writing in the log kept in the Chair's office.

Trustees declaring a conflict are to disconnect from Microsoft Teams at the time of the discussion and will receive a text from the Director of Education / Secretary of the Board when they are welcome to join.

CONSENT AGENDA

9295-25 MEUNIER / PEEVER

THAT the Board approve the consent agenda as follows:

Consent Agenda Items for approval:

2.1 Minutes of the Meeting of the Board held
September 9, 2025

2.2 Additional Staffing Complement

Consent Agenda Items for receipt:

2.3 Trustee Expenses: OPSBA AGM

2.4 Cell Phones in Schools

2.5 Cash Disbursement Report: August 2025

2.6 Personnel report: August 2025

CARRIED



REPORTS

9296-25 ARCHIBALD / MEUNIER

THAT the Board receive the Calls to Action: 10th
Anniversary Report

CARRIED

9297-25 PEEVER / POCHOPSKY

THAT the Board receive the Chair report

CARRIED

9298-25 HEWEY / BRUSH

THAT the Chair draft a letter on behalf of the Board
to the Minister of Education outlining the
importance of the Trustee role.

CARRIED

Student Trustee Report

The first Student Senate meeting will take place Thursday, September 25, 2025. The agenda includes outlining the student senate constitution and the role of a senator as well as meeting dates for the year. Student Senate projects will be proposed as well as introductions for all senators.

9299-25 DRAVES / HEWEY

THAT the Board receive the Student Trustee report

CARRIED

9300-25 PEEVER / HEWEY

THAT the Board approve the consent agenda pilot
continue until the updated DSB1 by-laws have been
approved

CARRIED

MONITORING

9301-25 DRAVES / BRUSH

THAT the Board approve the 2025-2026 Strategic
Plan Monitoring Goals and Actions

CARRIED

OTHER BUSINESS

- 5.1 Letter dated September 8, 2025: Timiskaming District Secondary School
- 5.2 Access to Meeting Video/Transcripts
- 5.3 OPSBA Update

ADJOURNMENT

9302-25 PEEVER / DRAVES

THAT we do now adjourn

CARRIED

The meeting was adjourned at 7:31 p.m.

SECRETARY OF THE BOARD

CHAIR OF THE BOARD

North East Tri-Board Student Transportation

Service du transport scolaire des trois-conseils du Nord Est



SCHOOL BUS SERVICE TO THE SCHOOL DISTRICTS OF COCHRANE AND TIMISKAMING
LE TRANSPORT SCOLAIRE AUX DISTRICTS SCOLAIRE DE COCHRANE ET TIMISKAMING

JOINT TRANSPORTATION AND GOVERNANCE Committee

Thursday, September 18, 2025, at 10:00 a.m.
Microsoft Teams

MINUTES

PRESENT

Ryan Hartling	Transportation Supervisor
Renee Baril	Conseil Scolaire Public du Nord-Est de l'Ontario
David Bernotas	Conseil Scolaire Public du Nord-Est de l'Ontario
Liliane Francis	Conseil Scolaire Public du Nord-Est de l'Ontario
Natalie Joncas-Raymond	Conseil Scolaire Public du Nord-Est de l'Ontario
Jonathan Byer	District School Board Ontario North East
Lesleigh Dye	District School Board Ontario North East
Lisa Edwards	District School Board Ontario North East
Rosemary Pochopsky	District School Board Ontario North East
Glenn Sheculski	Northeastern Catholic District School Board
Keld Scott	Northeastern Catholic District School Board

ABSENT

Elizabeth King	Northeastern Catholic District School Board
Trisha Weltz	Northeastern Catholic District School Board

RECORDING SECRETARY

Jessica Hardy	Executive Assistant District School Board Ontario North East
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CALL TO ORDER

Ryan Hartling, Transportation Supervisor called the meeting to order at 10:00 a.m.

ELECTION OF THE CHAIR

a. Call for Nominations

No nominees were brought forward after three calls. The committee requested Rosemary Pochopsky continue as Chair for a second term.

Rosemary accepted the second term.

BERNOTAS

THAT the nominations for Chair of the Joint Transportation Committee be closed.

b. Election

FRANCIS

THAT Rosemary Pochopsky be acclaimed Chair of the Joint Transportation Committee.

CARRIED

APPROVAL OF AGENDA

BYER

THAT the agenda for the Joint Transportation and Governance Committee dated September 22, 2025, be approved.

CARRIED

APPROVAL OF THE MINUTES JUNE 12, 2025

FRANCIS

THAT the minutes for the Joint Transportation and Governance Committee dated June 12, 2025, be approved.

CARRIED

ROUTE CANCELLATIONS

The Transportation Supervisor provided an update on school bus route cancellations, explaining that driver shortages and medical issues among drivers have led to up to 10 cancellations on some days, with operators employing creative solutions such as bringing in drivers from other districts.

OTHER BUSINESS

i. 2025-2026 JOINT TRANSPORTATION AND GOVERNANCE COMMITTEE MEETING SCHEDULE

December 18, 2025-10:00 am

February 19, 2026-10:00 am

May 14, 2026-10:00 am-Budget Meeting

May 21, 2026- 10:00 am

ADJOURNMENT

BYER

THAT this Joint Transportation and Governance Committee now adjourn.

CARRIED

The committee adjourned at 10:06 a.m.



By-Law Review Committee

Tuesday, September 23, 2025, at 3:30 p.m.
Schumacher Board Office and Microsoft Teams

MINUTES

TRUSTEES PRESENT

Bob Brush
Jonathan Byer, Chair
Dennis Draves
Brian Peever
Rosemary Pochopsky
Larry Wiwchar

APPROVED TRUSTEE ABSENCES

NIL

ADMINISTRATION PRESENT

Lesleigh Dye Director of Education

RECORDING SECRETARY

Melanie Demers Executive Assistant to the Director of Education Lesleigh Dye



District School Board Ontario North East

Call to Order

The meeting was called to order at 3:30 p.m. by Chair Byer

POCHOPSKY / BRUSH

THAT the agenda for the By-Law Review Committee meeting dated September 23, 2025, be approved

CARRIED

By-Law Review provided by Sheila MacKinnon

Sheila MacKinnon led a detailed review of the draft governance bylaw for the board, addressing trustee questions about committee structure, meeting frequency, and best practices, with significant input from Director Dye and trustees resulting in consensus to further debate the proposed shift to one board meeting per month and the new committee framework at upcoming sessions before final approval.

Other Business

NIL

Rise and Report

DRAVES / PEEVER

THAT we now rise and report

CARRIED

Closed session: October 7, 2025

The meeting was adjourned at 5:19 p.m.



Audit Committee

Monday May 12, 2025, at 12:00 p.m.
Microsoft Teams

MINUTES

COMMITTEE MEMBERS PRESENT

Bob Brush	Trustee
Jonathan Byer	Trustee-Chair
Brian Peever	Trustee

COMMITTEE MEMBERS ABSENT

Jamie Johnston	External Member
Greg Paquette	External Member

GUESTS

Melissa Dodge	Regional Internal Auditor
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ADMINISTRATION PRESENT

Lesleigh Dye	Director of Education
Lisa Edwards	Superintendent of Business

RECORDING SECRETARY

Jessica Hardy	Executive Assistant to the Superintendent of Business/Finance
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CALL TO ORDER

Jonathan Byer, Chair of the Audit Committee called the meeting to order at 12:03 pm.

APPROVAL OF THE AGENDA

PEEVER

THAT the agenda for the Audit Committee meeting dated May 12, 2025, be approved.

CARRIED

CONFLICT OF INTEREST

Trustees declaring a conflict of interest must do so in writing, with a log kept on file by the Chair. Trustees declaring a conflict are to leave the meeting space/disconnect from Teams at the time of the discussion and will receive a text/notification from the Superintendent of Business when they are welcome to join.



APPROVAL OF THE MINUTES DECEMBER 09, 2024

BRUSH

THAT the minutes for the Audit Committee dated December 09, 2024, be approved.

CARRIED

2025-2026 AUDIT PLAN

PEEVER

THAT this Audit Committee approve the 2025-2026 Audit Plan.

CARRIED

APPOINTMENT OF AUDITORS FOR 2024-2025 FISCAL YEAR

BRUSH

THAT this Audit Committee recommend the Board reappoint KPMG, LLP Licensed Professional Accountants as auditors for the year ending August 31, 2024.

CARRIED

OTHER BUSINESS

i.) 2025-2026- AUDIT COMMITTEE MEETING SCHEDULE

September 29, 2025, at 12:00 pm

December 08, 2025, at 12:00 pm

May 11, 2026, at 12:00 pm

ADJOURNMENT

PEEVER

THAT this Audit Committee now adjourn.

CARRIED

The meeting was adjourned at 12:20 p.m.



Title	Capital Priorities Submission
Date	October 7, 2025
Presenter	Lisa Edwards
Strategic Priority	Belong
Background and Information	The Ministry of Education launched the 2025-26 Capital Priorities Program on September 8, 2025. DSB1 staff have made several attempts to collaborate with CSPNE on a joint submission for a school in Kapuskasing. These attempts were not successful therefore DSB1 has prepared an individual submission. Attached you will find a draft of the written report that is due on October 8th, 2025.
Recommendation	That the Board approve this Capital Priorities submission update.

2025-26 Capital Priorities Program

Business Case – Written Component

Using this document or by providing a separate submission please ensure your response considers all the aspects requested in the business case.

School Board	1 - DSB Ontario North East				
Project Name	Kapuskasing Education Center				
Project scope and Description	New 500 pupil place school DSB1 (JK-12)				
Substantial Completion Date	September 29, 2029		Expected occupancy date	September 1, 2029	
Project Category	Other		Project Type	New School	
Pupil Places		Child Care space		Child Care room	
Child care	No	CMSM / DSSAB Name and number:	Choose an item.		
Municipality	Kapuskasing		Site	Site identified only	
Project Ranking	1		Panel	Both	
Cost (Including site)	\$ 53,842,194		Cost (Excluding site)	\$51,344,076	
Ministry contribution	\$ 53,842,194		Board contribution		
Is Site EDC Eligible	No		Joint-Use School	None	
Board Contact	Lisa Edwards lisa.edwards@dsb1.ca				
Key Facts	<i>Executive summary</i> <i>Utilization of school and surrounding school</i> <i>Construction of residential units</i>				

1.0 Rationale for Need

Part A: Project Rationale

Please provide the rationale for why the board is requesting Capital Priorities funding to support the proposed capital project including, but not limited to, the following:

- Is this a repeat or new submission? If repeat submission, provide year in which the project was previously submitted? [Yes, submitted in 2024-2025.](#)

- What need is it addressing?
- This project responds to the needs aimed at ensuring the offer of an educational experience to all students in the Kapuskasing and surrounding areas truly equivalent to that offered to other schools across the province.
- Kapuskasing has a population centre of almost 7,400 residents. As the Town is surrounded by many small communities, it acts as the centre of services to a total population base of approximately 12,100. Kapuskasing's primary industry is the Spruce Falls paper mill, producing newsprint and commercial printing papers. The mill confirmed that they will be idling operations in October 2025. Kapuskasing has a population of approximately 70% that speak both French and English, with French being the primary language at approximately 65%.
- The current Kapuskasing Education Center has an original section built in 1947 (77 years old) and is 14,673 square meters (including Diamond Jubilee Public School (DSB1) and Echo du Nord (CSPNE) with 5 additions (1961, 1964, 1965, 1967 and 1994).
- The comparable FCI is 67% and the renewal needs equate to \$18,673,289. The school has been maintained with the help of leasing 1,297.7 of dedicated square meters and 1,498.2 of shared square meters to CSPNE.
- Approximately \$6,655,436 of school renewal and school condition improvement dollars has been spent over the period of the last five years. Although these dollars were spent in the last five years, the condition of the school has not improved dramatically as many of the improvements were unseen improvements such as asbestos abatement. There is still a considerable amount of asbestos left in the school mostly in F wing and E wing that will need to be abated.
- Projects have been put on hold in the last few years in anticipation of receiving positive information through prior Capital Priorities Programs. This has created a backlog of renewal needs.
- There is only one elevator in this large school that has multiple levels. The current location of the elevator is the only place it can reach all levels. If a second elevator is installed to provide accessibility, it will need to be supplemented with several chair lifts to access the spaces.
- In addition, the site does not allow for enough parking spaces as is required by all 3 schools. The adjacent area that could be used for parking is the elementary school's playground but the Board does not to compromise student play for staff parking. The Town leases the pool, adjacent to the school, which is owned by the Board. The Town was also looking for additional area for expansion and parking, but it could not be accommodated. They are now looking at building a new facility in another area of town. This could mean that the existing pool, owned by the Board will be vacant. This will be an additional financial burden to the Board.
- The sportsfield for the school's use is not located on the same site as the school. It is located 250 meters from the school site (two blocks away) and the students and teachers need to walk there and back to be able to use it. Walking to and from the sportsfield takes up time spent doing the activities that were planned. A new sportsfield will be built on the same site as the school and the current sportsfield can be shared with the municipality. There is also an opportunity for the schools to join together and create sports teams for competitions that would not be possible on their own due to the lack of interested players.

- There are additional Special Needs classrooms for DSB1 in both the elementary and secondary school panels. The majority of students with special needs from the community attend the Kapuskasing Education Center. This presents challenges with space as these students need to be supported with more area than other students. Section 15 of the Canadian Charter of Rights and Freedoms makes it clear that every individual in Canada – regardless of race, religion, national or ethnic origin, colour, sex, age or physical or mental disability – is to be considered equal.
- Enrolment has been increasing slightly in the last five years. As there is no news of another major industry coming to Kapuskasing, it will be difficult to bring the school where it once was at full capacity. Kapuskasing Education Center is too large for what is required by the community. The cost of operating and maintaining this underutilized school is not fiscally practical. The cost to build a new school at the correct size compared to the cost to repair, maintain and operate the current building will be substantially less over the life of a new build.
- Any trends or significant changes in neighbourhood demographics (e.g., housing starts and student yields, new enrolment to area).
The Municipality of Kapuskasing is currently conducting a growth study for its region. Many families have come to settle in the region and are looking for housing or schools. The presence of several mines in the area has attracted many families to settle in Kapuskasing. The municipality supports our application for new construction in partnership with CSPNE and is committed to working with both Boards, social services and the private sector for a transformation of the current school to multiple housing units. There is a lack of housing in the community, both for families and for seniors or low-income individuals. We have attached a letter of support for this project from the Mayor of Kapuskasing with this submission.
- Information on the condition of impacted schools (e.g., types of major repairs/upgrades required).
Not applicable
- Outline other capital and/or non-capital options considered. If lower cost options are available, please explain why they were not chosen.
Not applicable
- Describe how the board currently plans to address this need. Due to the school's condition, the board is providing band-aid solutions to systems as renewal funds are not to be used. If the system requires replacement because it has completely failed, the systems being replaced are being reviewed if they can be relocated if a new facility was approved. This deferral of renewal needs creates a large backlog that will have future implications.
- Information on urban schools, such as vertical builds or podium schools.
Not applicable
- Identify the impacts of not proceeding with this project.
The majority of students with special needs from the community attend the Kapuskasing Education Center. This presents challenges with space as these students need to be supported with more area than other students. Section 15 of the Canadian Charter of Rights and Freedoms makes it clear that every individual in Canada – regardless of race, religion, national or ethnic

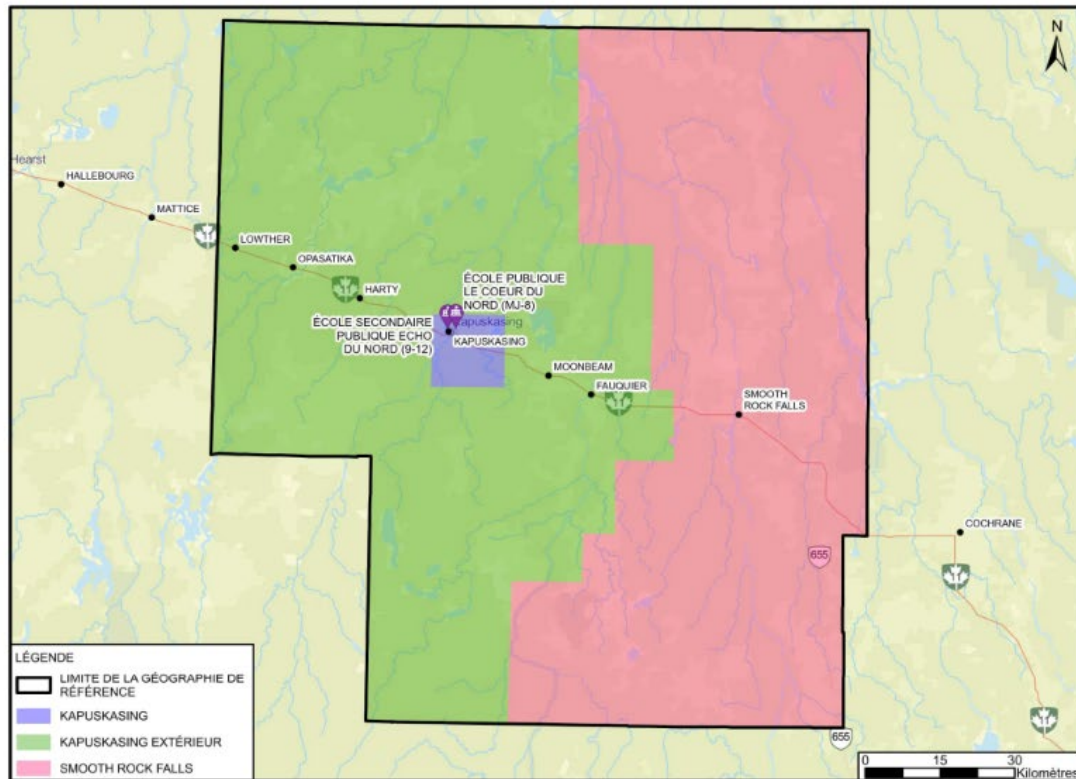
origin, colour, sex, age or physical or mental disability – is to be considered equal. The building that the school is in now will prevent us from meeting the growing demand for services of our special needs students.

Also, As we are currently a joint use school, the current configuration does not lend itself to an equitable plan to ensure the existence of a homogeneous learning environment in French. Currently, French-speaking students have to walk through the english public school hallways to get to certain classrooms, including the gymnasium and the specialized learning rooms located at the other end of school classrooms.

Co-owning the new build, would provide equity to the french public board and right size our school so that we are not burdened with the costs of vacant space. The students and staff from both CSPNE and DSB1 will benefit from building a new facility as the existing facility is not congruent to their existing and future needs.

- Identify whether this project is linked to another capital request. If so, please specify.
This submission is a joint project with CSPNE. CSPNE will be submitting a proposal for a joint use facility between the two boards, with shared ownership. This partnership has been discussed by the Directors from both boards for many months. Collaboration meetings between the Directors and planning teams have taken place regularly to discuss each boards needs and concerns. Also, because CSPNE is using space in the current school owned by DBS1, a positive, collaborative relationship has been fostered over many year between the principals, school staff and board staff.
- Does the proposed capital project result from a previous Pupil Accommodation Review (PAR)? If so, please specify which PAR and its date?
Not applicable
- If the project is a consolidation, please specify which PAR and provide a copy of the Board of Trustees' final decision. Projects dependent on a new PAR are not eligible for funding consideration.
Not applicable
- Provide regional maps that best support the school board's business case for the project.

KAPUSKASING, KAPUSKASING EXTÉRIEUR ET SMOOTH ROCK FALLS - 2021
GÉOGRAPHIE DE RÉFÉRENCE TAILLÉE SUR MESURE AUX FINS D'OBTENTION DE DONNÉES STATISTIQUES



- French-Language Access will provide access to French-language facilities where demographics warrant. Such projects will only be considered for funding if the school board can demonstrate that a French-language population is not being served by existing French-language school facilities.

This information is provided by CSPNE in their submission.

- Provide the Ministry of Finance data on population projections that were used by the board for the population aged 0-5 in Ontario.

Census Division	Change %	Change %	Change %
	20xx-yy 2024-29	20XX-YY 2024-34	20XX-YY 2024-47
Cochrane	16.7	26.7	48.7

Part B: Alternative Strategies

- Outline other non-capital options the school board considered, such as grade or program changes, lunch period scheduling, boundary changes, and provide an explanation as to why these options are not preferred. (Mandatory)
 Modifying grades or programs is not an option for the community of Kapuskasing. DSB1 has the only English speaking highschool in the community.
- Outline other capital options the school board has considered, such as an addition/renovation option rather than the construction of a new school and provide an explanation as to why these options are not preferred (Mandatory).
 - Please note if the school board has submitted an alternative business case/written business case/space template to support the consideration of an alternative project. (Mandatory)
 - If a replacement school is requested, provide an explanation as to why a replacement school is requested rather than an addition and/or renewal/retrofit

An expansion of the current building which houses the three schools is not possible due to lack of space for both building and site services.

There are no other facilities owned by DSB1 that could be used to house our students as noted in table in Section 2.0.

A partial demolition of the school to reduce square footage is not practical as the area to right size would mean demolishing the second storey or half of the school. The interior walls would need to be demolished and rebuilt to create functional spaces which would add to the cost and would not be ideal. There would still be renewal needs that would not be eliminated.

District School Board Ontario North East is not aware of any community partnerships available to commit to the square footage that is currently empty.

2.0 School Enrolment and Capacity Overview

Please provide detailed information of the surrounding schools and their available capacity and how it may or may not support the accommodation need identified in this project funding request. Please see the following table for examples.

School Name	Current Utilization	Distance to Nearest School	School Summary
<i>Diamond Jubilee Public School</i>	<i>33.9%</i>		<i>Enrolment remained stable at this school for the past 5 years and this is expected to continue.</i>
<i>Kapuskasing District High School</i>	<i>38.8%</i>		<i>Enrolment remained stable at this school for the past 5 years and this is expected to continue.</i>
<i>Ecole Secondaire Cochrane High School/Cochrane Public School</i>	<i>54%</i>	<i>122km</i>	<i>This is our second nearest secondary school in the region. Although this will bring the utilization rate to over 90% utilization rate, the distance is not realistic.</i>
<i>Smooth Rock Falls Public School</i>	<i>13.8%</i>	<i>63km</i>	<i>This is an elementary school that has been renovated to separate the school to partners in the community when the secondary school was closed. Currently, there is a partnership with DSSAB. Highschool students from this community are bused to Kapuskasing. The school is not large enough to support the population of students at the Kapuskasing Education Center.</i>
<i>Hearst High School/ Clayton Brown Public School</i>	<i>25.7%</i>	<i>97km</i>	<i>This is the nearest secondary school in the region. The distance is not realistic and it is too small and does not have equivalent programming to house our secondary students from Kapuskasing.</i>

Please provide a description of any constraints related to geography or location that would impact the consideration of capacity at near-by schools or impact expansion on current property. For example, distance, major highways, or rivers and/or other topological barriers.

Please include information on the criteria or considerations used to include or exclude nearby schools in the analysis. Please provide detail on how the relevant area for analysis was defined.

Please provide detailed rationale on the enrolment and utilization projections, such as new housing starts, housing mix, student yields, etc.

We do not want the financial burden of paying for vacated area. It is difficult in small communities to find partners to fill these large facilities. If CSPNE were to vacate our premises, the current utilization rate would drop significantly.

3.0 Proposed Scope of Work

Part A: School Project Scope

Provide a detailed description of the proposed project scope, such as the number of pupil places, number of type of child care rooms and licensed spaces.

Note: School boards must submit a space template for new schools or additions as part of the 2024-25 Capital Priorities funding submission.

In addition, please provide information on:

- Unique designs for the school, if applicable.
- Will it be a podium school, or a vertical build with multilevels?
- For any students displaced during construction, provide details about how the students will be accommodated by the board (e.g., holding schools, project phasing, etc.).

DSB1 is requesting capital funding to support the construction of a new 500 pupil place JK to grade 12 school to replace the existing Kapuskasing Education Centre (Kapuskasing District High School / Diamond Jubilee Elementary School).

The existing 14,673 square meter school can be sold to a developer to improve the housing shortage in Kapuskasing. A letter of support from the Mayor of Kapuskasing is included in this submission.

The King Street sportsfield, owned by DSB1, will be used as a community space so there is no work required.

The OTG and area of the proposed new school is as per joint space template submitted separately.

For additions and renovations only

Do you know with certainty whether the project will require relocating students currently enrolled at the school? If not, please provide additional information about how that decision is being made. If alternative accommodation will be required during the project, please provide information about your plan for relocating the students and any further steps you need to complete to finalize this plan.

If School Condition Improvement (SCI) and/or School Renewal Allocation (SRA) is being used please provide a detailed list of the work that will be performed using this funding. Note: SCI funds should be used to address pre-existing renewal issues with the current facility.

Funding Source	Building System	Cost	Description

Part B: Child Care Project Scope, if applicable

Is the board requesting child care funding to support child care space with the Capital Priorities project request? Choose an item.

If the project includes a child care funding request component, please provide:

- Any trends or significant changes in neighbourhood demographics for children aged 0 to 4.
- Statistics regarding the demand for child care (example: waitlists).
- Considerations for school selection for child care, including analysis of other potential school locations.
- Details on how the space will be built (example: new space or a retrofit), site and floor plans, if available, including whether it will displace any existing rooms.
- Any alternative plans for accommodating the child care if the project is not funded.
- Identification of existing child care at the proposed site - does the current building layout support an addition to be constructed near the existing child care?
- Plans for relocating child care in facilities being closed as part of a solution.
- **Required:** if an elementary school project does not include a child care centre, please provide reasons.

4.0 Urban and Innovative Schools – if applicable

The ministry encourages school boards experiencing urban intensification to consider innovative builds, vertical schools and podium schools to accommodate students. Explosive enrolment growth in some urban neighbourhoods in areas such as Toronto, Ottawa, York Region, Halton Region, Durham Region, has led to the need for new schools and new sites. Suitable sites in these areas are limited and can be very costly. As residential development is expected to continue to be high in urban areas, school boards may not be able to construct according to the traditional school model. Due to high cost of land or the lack of land, new schools in these areas may need to be a part of larger third party development, which can add costs to a traditional school build.

The *More Homes Built Faster Act* encourages innovative and urban schools in growth areas. It is more important than ever that school board capital assets are used effectively and efficiently across the province to maximize student achievement, ensure value for taxpayer dollars and leveraged to support provincial priorities. School boards are encouraged to consider innovative builds in these areas, such as a vertical build or a podium school.

Below outlines the information and prompt questions for school boards when submitting a vertical build/podium school project to the ministry for consideration of a 2024-25 Capital Priority project.

- **Project Description**
 - What is the ownership/lease arrangement with the owner/developer/co-terminous board/municipality?
 - Is there a land exchange?

- What is the contribution from the developers or municipalities or other partners toward this project?
- Type of development (low/medium/high density)?
- Who will be responsible for the construction?
- What is the project phasing plan?
- Is there additional work required after the construction?
- What partnership arrangements have been formed?
- Details of the arrangements / contract or proposed contracts.
- What is the current negotiation status?
- Is the project EDC eligible? And the percentage of EDC eligibility, if yes.
- What are the timelines?
- How will the proposed project function as a school? (such as play space and play field, child care location, parking, pick up and drop off bus loop, etc.)
- Is this project an alternative project?

An Alternative Project must have an associated cost that is less than the cost to acquire a site.

When determining the cost of Alternative Projects, school boards should consider any on-going operating and renewal costs. Also, school boards should provide all costs and contingencies in their costing of Alternative Projects.

- **Risks / Liabilities**

- Who is responsible for cost overruns and project delays?
- What are the exit conditions, dispute resolutions?
- What is the board's contingency plan should the project not be supported by the ministry?

- **Rationale and the need for the project**

- How will pupil accommodation be supported?
- What are the enrolment projections (5, 10 and 15 year) including the surrounding schools?
- What is the impact on surrounding school sites and facilities?
- Will any schools close?

- **Advantages / Disadvantages of the vertical build/Innovative**

- What project alternatives have been considered by the board?
- Pros and cons of the proposed solutions vs. other options.

- **Costs**

- What are the construction costs or purchase price?
 - NOTE: Cost estimates should not include any escalation in the calculations.
- How will the board record the costs, e.g., land vs. buildings?
- Ongoing costs in terms of operating and renewal.
- How will the operational and renewal costs be met?
- Any additional land funding required or unique site costs expected?

- The anticipated parent and community reactions.
[Not Applicable](#)

5.0 Joint-Use Project – if applicable

Part A: Co-terminous Boards

Will this capital project be a joint-use project with another school board? If not, please provide a rationale for not pursuing joint-use with co-terminous school boards.

If yes, please provide the following:

- The project scope with your co-terminous school board.
- The projected enrolment of your school and your co-terminous school.
- How will this project address your school board's needs and improve student success and achieve operational efficiencies?
- What is the status of discussions and agreements with the co-terminous board?
- What is your plan on how the boards will work together in the joint school?
- Summary of the joint-use project agreements, e.g project development, site sharing, facility ownership, project management, operating and maintenance.

Please make sure you have full discussions with the co-terminous board, and the two submissions are aligned.

[DSB1 has made several attempts to work with Conseil Scolaire Public Nord Est on a joint submission. They have refused to work with us on a joint submission for 2025-2026.](#)

Part B: Other Partners

Will this capital project or a part of it be a joint-use project with a municipality or other entity (excluding co-terminous boards)?

If yes, please provide the following:

- The joint school project scope.
- How will this project address your school board's needs and improve student success and achieve operational efficiencies?
- What is the status of discussions and agreements with the partners?
- What is your plan on how all partners will work together in the joint school, including the funding arrangement, the use of the facilities, etc.?
- Please provide details of any signed agreements that you have in place or are in the process of drafting.

- If there are partners besides your school board and the ministry involved in the project, please provide details on the extent to which that partnership has been formalized in an agreement and, if not, when the partnership agreements will be expected to finalize.

Not Applicable

6.0 Project Readiness Assessment

This section outlines how far the project has progressed to date. Please answer every question to the best of your ability. If there are any questions which are not applicable, please enter that in the space underneath the question.

Many of these questions overlap with information in the excel business case. In these instances, the space here allows the school board to provide any additional context that will help the ministry understand the answers provided in those drop-down menus.

Part A: Site Ownership

Please elaborate about the school board's current status of site acquisition for the requested Capital Priority, including:

- For EDC eligible boards, please provide the details of the project with reference to the approved EDC background studies.
- Do you require Land Priorities funding or do you have other sources of funding available?
We are seeking additional financing as indicated in our business case for a total amount of approximately \$2,379,160.
- Has the board secured a site for the project? If not, what progress has been made? When does the board expect to have secured a school site?
The proposed site is currently owned by the Crown. We have begun the investigation and procurement process with the Ministry of Natural Resources.
- What is the status of the identified site?
In negotiations with the crown through the Ministry of Natural Resources.
- What is the size of the site (in acres)? Is the site size in line with the ministry site size specifications as recommended in the Education Development Charges Guidelines.
The site size is approximately 10 acres.

- Are all or some of the utilities connected? If not, when does the board expect this work to be complete?
The municipal services end right in front of the land that the two Boards are proposing. We have added the cost of extending its services to our costs of purchasing and developing the proposed property.
- Are the roads providing access to the site developed and usable? If not, when does the board expect this work to be complete?
The access roads are laid out and usable. The only thing missing is paving on Brunelle Street.
- Has the board completed phase 1 of the environmental assessment? If not, when will the board be able to do so? If applicable, were there any issues identified that will influence the timelines or budget of the project and by how much?
The boards have not conducted any environmental assessments. We have retained the EXP team who are aware of our intentions and ready to assist us following project approval.
- Has the board completed a geotechnical assessment of the site? If not, when will the board be able to do so? If applicable, were there any issues identified that will influence the timelines or budget of the project, and by how much?
The boards have not conducted any environmental assessments. We have retained the EXP team who are aware of our intentions and ready to assist us following project approval.
- Is the site topography suitable for this project? If not, what are the board's plans to address this issue and what are the implications for project timelines and budget?
Yes, an in-person visual topography assessment of the site was completed in the fall of 2023.
- Does the current zoning enable the construction of a school? If not, please provide details on the requirements for rezoning and any implications on timelines or budget.
A rezoning will be necessary from an industrial zone to an institutional zone, but, we have confirmation from the municipality that they support the project and that the rezoning will not be an exhaustive process.
- Have all unique site costs been identified? If not, when does the board expect to have an estimate with ~80% confidence?
We have identified approximately \$1.1M as one-time costs to service this site. All of this can be found in our calculations via our business case.
- For additions and renovations only: Does the board know with certainty whether the project will require relocating students currently enrolled at the school? If not, please provide additional information about how that decision is being made.
Not applicable

- If alternative accommodation is required during the project, please provide information about the board's plan for relocating the students and any further steps you need to complete to finalize this plan.
[Not applicable, as we will use the existing school until the new school is built.](#)
- Please elaborate if the school board anticipates any challenges in securing a site for this project when working with municipalities or developers.
[Please see the letter of support from the Town of Kapuskasing in Appendix A.](#)
- If the school board is submitting a site acquisition notification to the ministry, in accordance to the *Section 195 of the Education Act*, at the CP project submission time, please ensure all required documents are submitted.
[Not applicable](#)
- If the school board is requesting Land Priorities funding for site acquisition and site preparation costs, please ensure all required documents are submitted.
[Not applicable](#)

Part B: Project Design

Please review the Capital Priorities 2024-25 Guideline document in advance of completing this section to make sure all required information is included. In this section, the board will describe the design stage of the project and provide details on the type of design being used. Please ensure that the information provided in this section complements the excel submission templates and other provided documentation. In addition to submitting the excel and written business case template, please ensure to provide supplemental documentation (design schematic, third party cost estimates etc.) as required. . A new tab has been added to the excel business case file called "Project Design." This tab includes a chart that will compare the original design (i.e. EDU design catalogue or another repeat design) to the proposed design. The questions below provide an opportunity to include narrative around the data included in the chart.

What design option is being proposed for the project? (e.g., Option 1 - Design from EDU Catalogue, Option 2 - Another recently used repeat design, Option 3 - Exception New Design)

Unfortunately, the samples provided in the EDU Catalogue do not accommodate the type of joint school that we are requesting. An exception will be required for this project. We propose to use some examples of other joint schools that were built in northern communities as guides to reduce costs and to shorten the time to completion.

Option 1 - If the proposed capital project is based on a design from the catalogue, please provide additional details regarding the submitted design. Make sure to include the following:

Note: Only for new builds

- Which design from the catalogue is being referenced?
- What is the square footage and pupil places of the build?
- Recognizing that minor modifications may be required for site and scalability to support pupil places, please provide specific details on any modifications (i.e. addition classrooms or removal of classrooms, additional washrooms)
- What other measures is the board implementing to support project readiness and improve time to completion?
- What is the design stage for the proposed project?
- What additional steps are required to complete the design stage?
- What delivery mode is being used or considered for the proposed project? (e.g. traditional, modular, hybrid etc.)
- At a minimum, a schematic design needs to be included with a Class D cost estimate.
- Has the board completed the space template section to support the proposed design?

The samples provided in the EDU Catalog do not accommodate the type of joint school that we are requesting.

Option 2 - If submitting another repeat design (outside of the catalogue) tendered since 2021, please provide additional details regarding the repeat design submitted. Make sure to include the following: (New elementary and secondary schools only - refer to guideline document for eligible designs under this option)

- Identify the project/school design being repeated. [Not applicable](#)
- What other projects have been built using the same design? (provide examples, project details, scope, latest tender or ATP approval date, etc.) [Not applicable](#)
- Is the proposed capital project based on another design from your board or did you leverage another school board's repeat design? [Not applicable](#)
- When was the last time this design was used? [Not applicable](#)
- What was the cost per square foot* for the previous project(s)? [Not applicable](#)
- Does the design meet the ministry space benchmark requirements? [Not applicable](#)

- What are the differences between the previous project(s) and the current one proposed? Please tell us about differences in total OTG, layout, and any other relevant differences. Only minor modifications will be allowed to consider this a repeat, otherwise the design may be categorized as “new” under Option 3. [Not applicable](#)
- What other measures are the board implementing to support project readiness and improve time to completion?
[We will work with contacts at other Boards for support and advise, as well as communicating with Ministry staff.](#)
- Are there any design challenges associated with this project? Please provide details.
[Land acquisition and contractor availability in Northern Ontario.](#)
- What is the design stage for the proposed project?
[We have some preliminary designs, but nothing official.](#)
- What additional steps are required to complete the design stage, including site fit?
[Phase I: Approval from the Ministry to purchase the land as well as approval from the Ministry to continue our work towards the construction of a new school in Kapuskasing.](#)
[Phase II: Hiring our various consultants](#)
- What delivery mode is being used or considered for the proposed project? (traditional, modular, hybrid, etc.).
[Traditional](#)
- At a minimum, a schematic design needs to be included with a Class D cost estimate.
- Have you completed the space template section to support the proposed design?
[Space template included with Excel submission](#)

* cost per square foot is calculated using the following:

- included in calculation:

Building Cost	Other Construction Costs
• Construction - Base • Site works • Construction - Contingencies (included in cost consultant report) • Construction - Design & Pricing Allowance • Site development such as servicing the build on the site	• Furniture & Equipment • Other Construction Contingencies • Contingencies associated with soft cost • Architect fees • Other Professional fees • Incidental fees • Building Permit

- Excluded from the calculation
 - Unique Site costs
 - Municipal/Other Authority Extraordinary costs
 - Site Aquisition costs

- Demolition
- Site development costs (i.e. EDC eligible costs)

<u>Building Area = 90,080 sq.ft</u>	<u>Costs</u>
<u>Building Cost</u>	\$46,552,800
<u>Other Construction Costs</u>	\$3,705,693
<u>HST</u>	\$1,085,583
<u>Total Cost above</u>	\$51,344,076
<u>Cost per square foot</u>	\$569.98

Option 3: Exceptions New Designs

All new elementary school projects should be proceeding under one of the two options above. For other projects where a repeat design may not be feasible, boards may submit a new design. These projects include:

- additions/renovations,
- projects with unique site constraints,
- podium or vertical schools,
- secondary schools and
- schools in joint-use schools.

Make sure to include the following:

- For additions and renovations only: Have you completed all necessary testing and consultation required to ensure that the planned construction is possible/feasible? If not, please tell us what additional investigation is required. If yes, please let us know what work has been done to ensure the feasibility and safety of the planned construction within the existing structure.
- For new school builds, provide a rationale as to why a repeat design cannot be leveraged for the proposed project.
[We are open to using a repeat design is one that suits our needs exists.](#)
- If a repeat design cannot be used, are there other standardized building components considered for the proposed project? Please provide examples. (e.g. standard mechanical and electrical building components).
[Standard mechanical and electrical components will be used.](#)
- What is the cost per square foot for this design? **\$569.98**
- Does the design meet the ministry space benchmark requirements? **Yes**

- What other elements did the board consider when developing the new design? [TBD](#)
- Can the new design be leveraged for other future board projects? e.g. Is the new design scalable? [TBD](#)
- What other measures is the board implementing to support project readiness and improve time to completion? [TBD](#)
- Are there any design challenges associated with this project? Please provide details. [Design challenges](#)
- What is the design stage for the proposed project? [Conceptual](#)
- What additional steps are required to complete the design stage including site fit? [Schematic, detailed and contract design.](#)
- What delivery mode is being used or considered for the proposed project? (traditional, modular, hybrid, etc.)
[Traditional. Once the project is approved, we commit to working with the consultants to explore the potential benefits of various construction methods, including modular construction. If there are advantages to doing so, the Board will assess them asap.](#)
[Building in a remote area with little to no experienced contractors increases costs to lodge and transport workers to the site. Building the modules in a more urban area with expertise more readily available would reduce the costs of providing transportation and lodging to the construction crews required to assemble the modules on site.](#)
- At a minimum, a schematic design needs to be included with a Class D cost estimate.
- Have you completed the space template section to support the proposed design?
[Space template included with Excel submission](#)

Part C: Project Milestones

- A number of these questions ask about when a given step will be completed. To help us best understand the project, please answer these questions by going beyond just providing a date. Please also provide the information that will allow the ministry to understand:
 - How was that date chosen?
[The date of October 30, 2029 was chosen based on calculations from prior submissions.](#)
 - How certain is that date?
[The certainty of this date is entirely based on the date of purchase of the land which is currently identified as June 1, 2026. The approval of the ministry is paramount before the identification date in order to meet the estimated opening date which is currently identified as September 1, 2029.](#)
 - Are there other contingencies that might delay completion of this step?
[Following the exploration of several sites in Kapuskasing, we selected this site for several reasons. Centralization of the site, quick access to services \(water, sewer, electricity and](#)

gas), ownership of the site are the crown, soil condition, equality of the site, support of the City of Kapuskasing towards our future development, etc. We are very confident that when the ministry gives us the green light to purchase/build in 2026, that both boards will be able to allocate our strengths towards the advancement of this project.

- What are your plans to address any delays?
Communication with the Ministry, with the joint board, and with the contractors.
- Please describe any critical dependencies and junctions. A Gantt chart can be submitted with the board's proposal.
A Gantt chart with project milestones will be submitted.
- In the excel business case, the school board will be required to provide a series of project milestones. Please use this space to elaborate on that plan.
 - What are the most likely impediments to meeting the timelines provided and how will the school board mitigate those risks?
We propose an approval date sometime in May 2027. We have flexibility identified in our draft schedule, however, your approval of the schedule is essential to the success of this project.
 - What are the contingencies that the school board has the least control of? How were the timelines estimated?
We identified a few weeks of contingencies during the following phases: Phase IV Design & Budgeting as well as during Phase V Construction.
- If it is a podium school in a multi-use building, provide details on the negotiation with developers and other partners, when agreement will be signed, and how the timelines will be met.
We identified a few weeks of contingencies during the following phases: Phase IV Design & Budgeting as well as during Phase V Construction.
- Feel free to include additional documentation, such as a Gantt chart of the project plan if that would be helpful in answering.

Part D: Predictors of On-Budget Completion

In the excel business case, the school board is required to provide information on the basis of the cost estimate. Please provide details on how the cost estimates are done with all assumptions used, including the work done to date to identify all relevant costs and otherwise increase the certainty of

the cost estimate. NOTE: Boards are restricted from including any cost escalations in their estimates regardless of when construction would start.

Please include latest cost estimate report (cost consultant report or architect estimates) for the project submission as well as details on the following as applicable. School boards have to submit a third party cost consultant report for the submitted project.

General: School and/or child care projects

- Is the budget comprised of cost estimate from the third-party cost consultant report and other board estimates to support soft costs?
The cost estimate from the report was developed based on a prior submission with adjustments for inflation. That said, what we are presenting is only an estimate using limited basic information.
- How is this estimate compared to other projects the school board has?
Using the construction costs of the Alliance School built in 2019, the construction costs of the Sacred Heart School in Espanola in 2021 as well as the construction costs of the New ON Board School in Val Thérèse in 2023, we propose that our new school (include a geographic factor) be in the \$450/square foot area for construction only.
- How is the estimate aligned with macro economic data/trend?
With the current global uncertainty, our budget as proposed has been established with confidence that our project will be protected from microeconomic trends. With respect to your question about macroeconomic trends, we will have no choice but to respond to such a trend if such a trend arises.
- What scheduling time frame is the budget based on? (i.e. Are there contingencies such as market variabilities built in?)
Our budget was created in anticipation of a call for tenders only in the year 2026, therefore, included an inflation rate and construction market variables in the northern region.
- What portion of the budget is associated with unique site costs? (Please provide the cost and percentage.)
Please consult our template. In total, we have included a value of: \$1,000,000 for the purchase, \$750,000 for site services, \$150,000 for the initial development of the site as well as \$2,500,000 for site work including the construction of a track and the lawn.
- Will the school board be seeking additional ministry funding for any unique site costs? (Please provide details.)
Yes. Please consult our template.
- Is the project within an education development charge (EDC) eligible area?
Not applicable

- Will this be an EDC Alternative Project and some costs will be covered by EDC revenue?
- Will the school board be seeking Land Priorities funding for a site acquisition? If yes, what is the estimated costs?

Yes. We propose that the land could possibly cost about \$1,000,000.

- Does the school board anticipate any **exceptional site costs** (e.g., additional parking required by the municipality, tie-ins to existing mechanical/electrical systems, and/or improvements and enhancements to existing HVAC and/or air circulations systems to meet increased occupant demand within the school) with the proposed project?

No

- Do you anticipate any other costs not included in this budget? (Please explain and provide details.)

No

Child Care (if applicable)

- Details on the cost estimates, methodologies used, and assumptions made.
- Any anticipated unique costs related to site work.
- Any alternative plans for accommodating the child care if the project is not funded.
- Identification of existing child care at the proposed site. If so, does the current building layout support an addition to be constructed near this existing child care?
- If there are any displacement costs associated with the project, such that internal school space would need to be relocated or replaced as a result of the child care renovation, please include the associated costs and scope details.

7.0 Risk and Mitigation

- Identify mitigation strategies in place We plan to work closely with all stakeholders and project partners to keep communication lines open to address any possible delays and to find solutions quickly. We have positive relationships with our co-terminus board, as well as with local partners which will help us be proactive in planning and addressing delays.
- Provide a list of risk associated with the project, e.g. costs, timeline, accommodation, construction capacity. Associated risks are that tender costs may rise; municipality and site plan approval may cause delays, construction timelines may be affected by weather conditions or capacity of contractor, land acquisition would only be started after Ministry approval.
- Who are the stakeholders that could be impacted? Boards, community members
- Provide details on the risks of not meeting the budget and mitigation strategies. Cost overages may mean requesting additional funds or using board funds.
- Provide information on risks of not meeting the milestone timelines and the mitigation strategies.
- What controls are in place? Timing of tenders is optimized and detailed schedule in place
- What stakeholder communications plans are in place related to these risks?
Constant contact with Ministry and joint board



Title	Taxation By-Law No. 41: Levying Education Taxes
Date	October 7, 2025
Presenter	Superintendent Edwards
Strategic Priority	Culture, Equity
Background and Information	School boards are responsible for levying tax at the rates set out in Ontario Regulation 400/98 made under the Education Act and are required to pass by-laws annually for that purpose.
Recommendation	THAT the Board approve Financial By-Law No. 41, being a By-Law for the purpose of levying education taxes for 2025: Whereas subsection 257.7(1) of the Education Act (Act) requires the Board to levy the tax rates prescribed under section 257.12 of the Act. And whereas Ontario Regulation 400/98 prescribes the tax rates under section 257.12(1) of the Act; Now therefore the Board enacts as follows: The rates set out in Ontario Regulation 400/98 for 2026 are hereby levied in localities within the area of jurisdiction of the Board on the property indicated in section 257.7 of the Act. Having been read once, twice and a third time in open session of the Board, Financial By-Law No. 41 is hereby enacted this 7th day of October 2025.



By-Law No. 41: Taxation

A By-Law to to levy the tax rates prescribed under section 257.12 of the *Education Act*.

Adopted this 7th day of October, 2025. (Motion #-25)

Jonathan Byer, Chair of the Board

Lesleigh Dye, Director of Education / Secretary of the Board



District School Board Ontario North East

BOARD GOVERNANCE BYLAW

SEPTEMBER 30, 2025

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SECTION 1: GENERAL

1.1 Purpose of Governance Bylaw

- 1.1.1 This Bylaw is enacted and administered by the Board of Trustees with support from the Director of Education and designated staff.
- 1.1.2 The Governance Bylaw is the fundamental rules that support a policy model of governance and together, with the Rules of Order, prescribe the actions of Members and Student Trustees in Board and Committee Meetings and advance democratic decision-making through fair and respectful dialogue and debate.
- 1.1.3 The Governance Bylaw is based on the following principles of effective governance:
 - (a) The majority of Members have the right to decide on a matter;
 - (b) The minority of Members have a right to be heard; and
 - (c) All Members and Student Trustees have the right to:
 - (i) relevant information to assist in decision-making, unless prohibited by law;
 - (ii) efficient, effective and professional meetings;
 - (iii) be treated with respect and courtesy, and
 - (iv) equal rights, privileges and obligations.

1.2 Application and Scope

The Board will make every effort to ensure that this Bylaw is consistent and up to date with the most current legislative requirements. In circumstances where the Bylaw is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

Provisions in this Bylaw cannot be suspended unless the particular section of the bylaw provides for its own suspension. The suspension of a rule of order, including a special rule of order is described in Section 1.3.2.

This Bylaw applies to all Members and to the following Committees comprised of Trustees only; Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s), as defined in Section 1.5.

Certain provisions apply to Student Trustees.

Statutory Committees, which may include Trustees and Educational Community members, are governed by applicable legislation.

Advisory Committees, which may include Trustees and Educational Community members, will comply with these By-Laws where applicable and will follow Terms of Reference approved by the Board, in accordance with Sections 4.9.

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1.3 Rules of Order

- 1.3.1 The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable, except where they are inconsistent with this Bylaw, any special rules of order the Board may adopt, or legislation.
- 1.3.2 Rules, in the nature of a rule of order, including any special rules of order contained in this Bylaw, may be suspended during a Meeting by a Two-Thirds Vote and the suspension is only for that meeting.

1.4 Amendments to Bylaw

1.4.1 Review Cycle

This Bylaw will be amended (Robert's Rules of Order defines amend to include any change or substitution/revision of the Bylaw) as required and reviewed at a minimum every four (4) years.

The Board's Ad Hoc Trustee Committee established to consider this By-law is authorized to consider and make recommendations to the Board regarding any amendments to the DSB1 Governance Bylaw, and any Board special rules of order. An individual Member or Student Trustee may submit written notice of a suggested bylaw amendment to the Governance and Policy Committee for consideration and decision whether to recommend to the Board that an Ad Hoc Trustee Committee be established to consider such amendment.

1.4.2 Advance Notice

Only the Ad Hoc Trustee Committee established to consider by-laws may give advance written notice of a Bylaw amendment. No individual Member or Student Trustee may give advance written notice of a Bylaw amendment.

Advance notice must be given by a Ad Hoc Trustee Committee established to consider by-laws at the previous regular Board Meeting for consideration to amend the Bylaw at a subsequent regular Board Meeting or Special Meeting.

1.4.3 Two-Thirds Vote Requirement

This Bylaw may be amended at any regular Board Meeting or Special Meeting by a Two-Thirds (2/3) Vote, provided that the amendment has been submitted in advance as described above.

1.4.4 Housekeeping Changes

The Director or Designate may make any of the following non-substantive changes to the Bylaw:

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- (a) Correction of spelling, punctuation or grammar and typographical errors;
- (b) Correction of format or layout of information to improve accessibility or electronic/print presentation;
- (c) Correction of cross-reference errors or discrepancy in the numbering of provisions; and
- (d) Updates to position or organizational titles.

1.4.5 Technical Errors and Omissions

A technical error or omission regarding the notice of a Meeting (and related Agenda) or the application of this Bylaw will not affect the validity of subsequent decisions undertaken by the Board or its Committees, unless the error or omission results in a violation of law.

1.5 Definitions

For the purpose of this Bylaw, the following definitions will apply:

“Abstain Due to a Conflict of Interest” means the act of not voting at a Board or Committee Meeting as a result of having declared a pecuniary conflict of interest in accordance with the [Municipal Conflict of Interest Act](#). Members who declare a conflict of interest on a matter cannot vote on that matter. The number of Members required to pass a motion is subsequently reduced by the number of Members who declared a conflict of interest;

“Act” means the [Education Act](#); the regulations thereunder, and any related Ministry of Education policies, directives, memoranda, etc.;

“Ad Hoc Trustee Committee” means a Committee of Trustees established by the Board to fulfil a specific task or objective, which is dissolved after the completion of its task. An Ad Hoc Trustee Committee typically reports to a Standing Committee or directly to the Board;

“Adjourn” means to end a meeting;

“Advisory Committee” means an Advisory Committee approved by the Board which includes members of the Educational Community, in addition to Trustees, for the purpose of providing community advice and input on specified areas of the Board’s responsibilities. Special Education Advisory Committee and Parent Involvement Committee are Statutory Committees and not advisory committees within this definition;

“Agenda” means a list of items that form the Order of Business to be discussed at a Board or Committee Meeting;

“Amend” means a proposal to alter or modify a motion presented to the Board or Committee. An amendment cannot be contrary to, or change the intent of, the main motion. See Section 5.30;

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“Annual Schedule of Meetings” means the official schedule of Board, Committee, and Advisory Committee Meetings approved by the Board, posted on the DSB1 website, and that may be amended from time-to-time;

“Appeal Ruling of Presiding Officer” means to move a motion to appeal a ruling of the Presiding Officer regarding parliamentary procedure, including on a point of order, or applicability of this Bylaw, DSB1 Terms of Reference, DSB1 policies; or law. See Section 5.36;

“Board” or “Board of Trustees” means the collective governing body of the DSB1, constituted as a Board pursuant to the *Act*, including [section 208\(1\) of the Act](#);

“Board Office” The Board head office and meeting room for Board Meetings and Committee Meetings is 153 Croatia Avenue, Schumacher, Ontario P0N 1G0;

“Board Meeting” means a meeting of the “Board of Trustees”;

“Chair” means the Chairperson of the Board;

“Closed Session”, which may be referred to as **“In-Camera”**, means a Meeting or a portion of a Meeting of the Board or Committee, which is closed to the public in accordance with the [Act](#) and in accordance with Section 5.4 of this Bylaw.

“Code of Conduct” means the Trustee Code of Conduct for the DSB1;

“Committee” means the following Committees comprised of only Trustee Members, established pursuant to this Bylaw; Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s);

“Committee Chair” means the chair of a Committee;

“Committee of the Whole” means a committee with a membership composition that includes all Board Members with full participation and voting privileges, as outlined in the [Act](#). A Committee of the Whole meeting may be held in Open (Public) or Closed (Private) Session;

“Committee Vice-Chair” means the vice-chair of a Committee;

“Conflict of Interest Registry” means the registry of Trustees’ conflict of interest declarations, established in accordance with the [Municipal Conflict of Interest Act](#);

“Consent Agenda” means the portion of a Board Meeting with routine agenda items presented together and adopted at once without further debate.

“Delegate” means the individual who speaks or submits a written statement to a Standing Committee or Committee of the Whole , as described in Section 6.3 Delegations

“Delegation” means the action of speaking or submitting a written statement by a Delegate to a Standing Committee or Committee of the Whole Meeting as described in Section 6.3 Delegations;

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“Designate” means the person authorized to carry out certain and specific tasks on behalf of the **“Director”**, as appropriate;

“Director” means the Director of Education, Secretary of the Board, Chief Education Officer, and Chief Executive Officer of the DSB1;

“DSB1” means the District School Board Ontario North East.

“Educational Community” means parents/guardians of students and students who attend DSB1, staff members and volunteers of DSB1, community organizations and other individuals who reside in the community serviced by DSB1 and have an interest in matters related to public education;

“Emergency Business” means a situation, or the threat of a situation, adversely affecting health, safety and/or well-being of a person(s), or resulting in significant legal risk or financial consequences to the Board, which by its nature and seriousness requires an immediate response;

“Ex-Officio Member” means a member of a Committee by virtue of holding the office of the Chair or Vice-Chair of the Board, in the absence of the Chair. An Ex-Officio member is not a regular member of a Committee and does not through their attendance at a Committee Meeting increase the size of the Committee for the purposes of calculating a simple majority for Quorum purposes (i.e. the minimum number of regular members of a Committee necessary to conduct a Committee Meeting). An Ex-Officio Member’s attendance does count towards reaching the minimum number of members necessary for a Quorum. Ex-Officio Members may vote at Committee Meetings, move or second a motion and have the right to participate in the proceedings of those Committees but is not obligated to do so;

“External Organization” means organizations external to the DSB1 with Trustee representation by invitation;

“Inaugural Meeting” means the first Board Meeting held not later than seven (7) days after the day on which the term of office of the Board commences(November 15) after the Board is elected at a regular election under the [Municipal Elections Act, 1996](#) (or a Board is appointed or elected other than at a regular election);

“Lay a Motion on the Table” means to put aside the current business and consider it later in the meeting to deal with another matter. See Section 5.37. See also **“Take from the Table”**;

“Main Motion” means a proposal put forward by a Member, or as suggested by a Student Trustee, for the consideration of the Board or Committee;

“Majority Vote” means a voting threshold that requires the majority of the Members Present and voting (also stated as a majority of the votes cast) to pass a motion, unless otherwise prescribed in this Bylaw or Robert’s Rules of Order;

“Meeting” means any meeting of the Board or its Committees (defined in Section 1.5);

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“Member” means an elected, acclaimed or appointed Member of the Board of Trustees that may be referred to as a “Trustee” pursuant to the *Act*. A Student Trustee, although not an elected Member of the Board, has certain privileges and duties which are outlined in the *Act*;

“Minutes” means the minutes of a Board Meeting, once approved by the Board, or the minutes of a Committee, Statutory or Advisory Committee, approved by that committee, as applicable, which form a portion of the Board’s Official Record. All Board motions are in effect upon adoption, unless the motion provides for some other adoption or effective date. Committee motions are not effective and do not bind the Board to any action until approved by the Board, unless otherwise permitted by law;

“Notice of Motion” means an advance notification, in writing, of a motion to be brought forward by a Member for consideration at a future Board or Standing Committee meeting, with the intent to inform other Trustees, staff and the community about an upcoming matter;

“Official Record” means the complete and official record of agendas, minutes, reports and delegation submissions (where applicable), that is required for all DSB1 Public and Private Board, Committee, Statutory and Advisory Committee Meetings, maintained by the Director or Designate;

“Official Recording Secretary” means the staff member(s) assigned responsibility for producing the Official Record that is required for all Board, Committee, Statutory and Advisory Committee Meetings;

“Open Session”, which may be referred to as **“Public Session”**, means a Meeting or a portion of a Meeting of the Board or a Committee of the Board open to the public in accordance with the *Act*. Board and Committee Meetings will always begin and end in Open Session but may be closed in limited circumstances, as outlined in the *Act*;

“Order of Business” means the order that the items of business will be taken up on a Board or Committee Agenda;

“Organizational Meeting” means the first Board Meeting held following the Inaugural Meeting. At the Organizational Meeting the Board approves the appointment of Members to Committees; Ad Hoc Trustee Committees, if applicable; Statutory Committees; Advisory Committees; or External Organizations, if applicable. In subsequent years during the term of office of the Members, an organizational meeting will be held annually as the first Board Meeting on or after the anniversary of the date the term of office of the Board began (November 15) to elect the Chair and Vice-Chair, appoint Members to Ad Hoc Trustee Committees, Advisory Committees, and External Organizations if applicable, and Statutory Committees; and every two years appoint Members to Standing Committees.

“Parliamentary Inquiry” is used when a Member wishes to ask the Presiding Officer a question about Parliamentary Procedure or the Rules of Order to understand the rationale for application in the current Meeting/context. The Presiding Officer’s response in this situation is an opinion,

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not a ruling, and therefore cannot be appealed. See also, *Point of Order and Appeal Ruling of Presiding Officer*;

“Point of Order” is used by a Member in a Board or Committee Meeting to address a perceived breach of law, the Education Act, parliamentary procedure, rules of order, or DSB1 Bylaws or policies; See Section 5.34

“Postpone Indefinitely” means to postpone a motion under consideration, which, when postponed indefinitely, cannot be discussed or reintroduced at the same Meeting. The matter can only be brought up again at a later date in accordance with Section 5.33.4, *Failed Motion or Motion Previously Not Dealt With*;

“Present”, for the purpose of this Bylaw, means in attendance at a Board or Committee Meeting, either physically or by electronic means, in accordance with the Act;

“Presiding Officer” means the person who presides over a Board or Committee Meeting and interprets this Bylaw, Roberts Rules of Order, or any special rules of order or in the first instance but subject to a Point of Order and/or Appeal the Ruling of the Presiding Officer;

“In-Camera” means **“Closed Session”**, as defined above;

“Public Session” means **“Open Session”**, as defined above;

“Question of Privilege” means a request to the Presiding Officer to immediately consider and take action (despite any other pending business before the Board or Committee) to remedy a situation in which a Member believes the rights or privileges of the Board, any individual Member, or a Student Trustee, are being affected (such as concerns re excessive noise or temperature or a correction that is required to the Official Record); See Section 5.35

“Quorum” means the minimum number of Members necessary to conduct a Meeting, which represents a simple majority of Members on the Board, Committee, or Advisory Committee, as applicable. Ex Officio Members may count towards Quorum when they are Present. The presence of an Ex-Officio Member does not increase the total number of Members required to constitute a quorum;

“Receive” means to receive information and to include it in the Official Record of a Board or Committee Meeting;

“Recess” refers to a short intermission, at the call of the Presiding Officer, or by a Member (through a motion), which does not end the Meeting, and after which business will be resumed at exactly the point where it was stopped;

“Recorded Vote” means a written record of the name and vote of Members and Student Trustees relating to a motion at a Board, Special Board or Committee of the Whole Meetings (Open or Closed Session). Student Trustee votes are non-binding. Recorded votes are not taken at other Committee Meetings;

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“Refer” means to refer a matter for consideration to another body under the jurisdiction of the DSB1 (e.g., the Board, a Committee, Statutory or Advisory Committee(s), or the Director of Education;); See Section 5.31

“Rise and Report” means to move a motion in a Committee of the Whole (Closed) to report to the Board of Trustees in a Public Board or Special Meeting of the Board a recommendation from a Private Committee Meeting and also to report to the Board of Trustees in a Public Board or Special Meeting a recommendation from a Public Committee of the Whole Meeting;

“Robert’s Rules of Order” means the current version of Robert’s Rules of Order *Newly Revised*, which is the internationally recognized manual on parliamentary procedure used as the guide for conducting efficient, effective and fair meetings;

“Second” means a Member who is interested in discussing a motion, proposed by another Member at a Board Meeting. Seconders are not required at Committee Meetings or Ad Hoc Trustee Committee Meetings or special meetings of those committees. Seconding a motion does not necessarily indicate that the seconder favors the motion. “To Second” means to support the introduction of a motion for discussion and debate;

“Special Meeting” means a Board Meeting, Committee of the Whole Meeting, Standing Committee Meeting or Ad Hoc Trustee Committee Meeting that is called in accordance with Section 5.7 of this Bylaw to deal with time-sensitive matters (including matters that may require extensive time to consider), Emergency Business, or otherwise deemed necessary by the Chair (Vice-Chair in their absence) or chair (vice-chair in their absence) of a Committee;

“Standing Committee” means a committee, generally of a permanent nature, established by the Board in accordance with its responsibilities, as outlined in the *Act*. The current Standing Committees are: (1) Finance and Property Committee, (2) Governance and Policy Committee, and (3) Student Achievement and Well-Being Committee;

“Statutory Committee” means any committee that the District School Board Ontario North East is required to establish by law. The current Statutory Committees are: (1) Audit Committee, (2) Parent Involvement Committee (3) Special Education Advisory Committee, (4) Supervised Alternative Learning Committee, (5) Director of Education Performance Appraisal Committee, and (6) Student Discipline Committee;

“Student Trustees” means those students elected by their peers to represent their interests, in accordance with the *Act*;

“Take from the Table” is to resume consideration of a Motion that has been tabled or put aside earlier at the same Meeting. See also **“Lay a Motion on the Table”**;

“Term of Office” means the period of time during which Trustees have been elected or appointed to serve, pursuant to the [Municipal Elections Act](#) and the *Act*;

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“Terms of Reference” shall be approved by the Board for all Committees and Advisory Committees and shall include the mandate of the committee, describe the membership composition, how the chair of the committee is elected or appointed, unless expressly provided for in this Bylaw, reporting mechanisms and timelines, as well as renewal and dissolution provisions, where applicable;

“Trustee” means **“Member”**, as defined above;

“Two-Thirds Vote” means a voting threshold that requires at least two-thirds (2/3) of the Members of the Board or Committee Present and voting;

“Vice-Chair” means the vice-chair of the Board, who may be authorized to act on behalf of the Board Chair in their absence, in accordance with the *Act*;

“Year” means calendar year, unless otherwise indicated.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

- 2.1.1 The Board of Trustees is the collective governing body of the DSB1. Its decision-making authority rests with the entire Board of Trustees and not with individual Trustees. Individual Trustees have no authority to order or instruct DSB1 employees to perform any task or action.

As outlined in the *Act*, the Board of Trustees is expected to govern in a manner that is responsive to the needs of all students in the Board. Individual Trustees must balance their role as representatives of the people who elected them with their responsibilities as Members of the Board of Trustees as a whole which includes their fiduciary duty to the DSB1.

- 2.1.2 In broad terms, the Board of Trustees is required to:

- (a) Promote student achievement and well-being;
- (b) Promote a positive school climate that is inclusive and accepting of all pupils;
- (c) Promote the prevention of bullying;
- (d) Ensure the effective stewardship of the DSB1's resources;
- (e) Deliver effective and appropriate education programs to its pupils;
- (f) Develop and maintain policies and organizational structures that promote the goals in (a) to (e) above and encourage pupils to pursue their educational goals;
- (g) Monitor and evaluate the effectiveness of policies developed by the DSB1 under (f) above in achieving its goals and the efficiency of the implementation of those policies;
- (h) Develop a multi-year strategic plan aimed at achieving the goals referred to in (a) to (e) above;
- (i) Annually review the multi-year strategic plan with the Director; and
- (j) Monitor and evaluate the performance of the Director.

- 2.1.3 The District School Board Ontario North East is committed to building learning and working environments that are free from any form of bias, racism and/or discrimination. The Board strives at all times to create a climate of understanding and mutual respect and to provide all students with optimal and inclusive learning opportunities, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other grounds protected under the *Ontario Human Rights Code* and related policies.

2.2 Trustees

- 2.2.1 Individual Trustees are required to do the following;

SECTION 2: ROLES AND RESPONSIBILITIES

- (a) Make and file with the Secretary of the Board the Declaration of Office described in s.209 of the Act;
- (b) Sign the Code of Conduct acknowledgement and undertaking each year on or before the date of the Organizational Meeting;
- (c) Attend and participate in Meetings of the Board and Committees, including Statutory and Advisory Committees of which they are a member;
- (d) Bring the concerns of parents, students and the DSB1's supporters to the attention of the Board (using Board-approved methods);
- (e) Uphold the implementation of any Board resolution after it is passed by the Board;
- (f) Entrust the day-to-day management of the DSB1 to its staff through the Director;
- (g) Maintain a focus on student achievement and well-being;
- (h) Consult with parents, students and the DSB1's stakeholders on the Board's Multi-Year Strategic Plan;
- (i) Comply with the Code of Conduct;
- (j) Declare any pecuniary interest, whether direct, indirect, or deemed, in accordance with the [Municipal Conflict of Interest Act](#) at Board and Committee Meetings, including Statutory and Advisory committee meetings;
- (k) Not be Present at a Closed Session for matters where they have declared a conflict of interest;
- (l) Maintain confidentiality by not disclosing to anyone confidential information acquired by virtue of their office or during Closed Sessions, unless otherwise required by law or a DSB1 policy;
- (m) Carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the Act; and
- (n) Not act as spokesperson for the Board or exercise any individual authority in connection with the Board or DSB1, unless expressly delegated to them by the Board or otherwise required by law.

2.3 Board Chair and Vice-Chair

2.3.1 The Board, in electing one of their Members to be Chair, confer on the Chair a leadership role. The Chair, as an individual Member, has no greater voting rights than any other Member of the Board.

2.3.2 The Board Chair;

- (a) Presides over Meetings of the Board but will not debate a motion until they leave the chair and appoint the Vice-Chair or in their absence another Member to preside until the results of the vote on the motion have been announced. The Chair may state their reasons for voting in favour of a motion without debate and after debate has finished and prior to the vote without leaving the chair;

SECTION 2: ROLES AND RESPONSIBILITIES

- (b) Presides over Committee of the Whole meetings in the absence of the Vice-Chair;
- (c) Must be physically present, unless their designate is physically present, in the meeting room for all regular Board and Committee of the Whole Meetings, unless all schools of the DSB1 are closed, as described in Electronic Meeting and Meeting Attendance Regulation 463/97;
- (d) Establishes Agendas for Board Meetings, in consultation with the Board's Director or Designate, business superintendent of the DSB1 and the Vice-Chair;
- (e) Conducts Meetings in accordance with this Board Bylaw and any applicable DSB1 policies;
- (f) Maintains order in Board Meetings including to preserve order and decorum and decide all questions of order subject to an Appeal Ruling of Presiding Officer;
- (g) Ensures that Members and Student Trustees have the information needed for informed discussion of the Agenda items;
- (h) Acts as spokesperson to the public on behalf of the Board of Trustees, unless otherwise decided by the Board;
- (i) Conveys the decisions of the Board to the Director;
- (j) Provides leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under the *Act*; and
- (k) Is a member of the audit committee selection committee described in Ontario Regulation 361/10 *Audit Committees* under the *Act* which committee identifies non-Members as potential candidates for the audit committee.
- (l) Provides leadership to the Board in maintaining the Board's focus on the DSB1's mission and vision;
- (m) Is an Ex-Officio Member of all Committees;
- (n) May call Special Meetings of the Board in consultation with the Director or Designate;
- (o) Decide on requests by Trustees to participate electronically in Meetings in accordance with Electronic Meeting and Meeting Attendance Regulation 463/97 and any applicable DSB1 policy or guideline; and
- (p) Assumes such other responsibilities as may be specified by the Board.

2.3.3 The Vice-Chair:

- (a) may perform the duties of the Chair during a temporary absence .of the Chair; and
- (b) presides at Committee of the Whole meetings.

2.3.4 The alternate vice-chair may perform the duties of the Vice-Chair (except will only preside at Committee of the Whole meetings if both the Chair and Vice-Chair are absent) and attend Agenda setting meetings in Section 5.15.1 if the Chair or Vice-Chair are absent.

SECTION 2: ROLES AND RESPONSIBILITIES

- 2.3.5 A Chair, Vice-Chair and alternate vice-chair will be elected each year at the Inaugural and Organizational Meetings, as the case may be, in accordance with the election process in Section 3.5. The term of office of the Chair, Vice-Chair and alternate vice-chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election.
- 2.3.6 There is no limit to the number of terms a Chair, Vice-Chair or alternate vice-chair may serve.
- 2.3.7 If a vacancy occurs in the office of the Chair, Vice-Chair or alternate vice-chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to fill the vacant position and the newly elected person will hold the office from the date of their election until the election of the position that was vacated at the next Organizational Meeting, or until their successor is elected. Any election will be conducted in accordance with the election process in Section 3.5.

2.4 Committee Chair or Vice-Chair

- 2.4.1 The Committee Chair or Vice-Chair (in the Chair's absence):
- (a) Presides over Meetings of the Committee;
 - (b) Establishes Agendas for Committee Meetings, in accordance with Section 5.15;
 - (c) Conducts Committee Meetings in accordance with this Board Bylaw;
 - (d) Ensures that members of the Committee have the information needed for informed discussion of the Agenda items; and
 - (e) With the assistance of assigned staff, puts forward minutes and recommendations to the Board in the form of a written report on behalf of the Committee.
- 2.4.2 A Standing Committee Chair and Vice-Chair will be elected from among the Standing Committee Members of the said Standing Committee. Each individual Standing Committee will elect their Committee Chair and Vice-Chair. The Chair will preside over and run the election for the Standing Committee Chair and the newly elected Standing Committee Chair will preside over and run the election for the Standing Committee Vice-Chair. Both elections will use the election process in Section 3.5.2 to the extent applicable.
- 2.4.3 The term of office of the Standing Committee Chair and Vice-Chair shall be for one year or until their successors are elected and will commence upon the date of their election. The term of office for chair and vice-chair for all Standing Committees shall be two years or until their successors are elected beginning at the first Standing Committee Meeting where a chair and vice-chair are elected for each Standing Committee in the Term of Office starting November 15, 2026. There is no limit to the number of terms a Standing Committee Chair or Vice-Chair may serve.

SECTION 2: ROLES AND RESPONSIBILITIES

- 2.4.4 Ad Hoc Trustee Committee(s) Terms of Reference will specify when the chair and vice-chair of the committee will be elected, their term of office, and the process for filling a vacancy in those offices; and may specify that the committee chair and vice-chair may serve a term that coincides with the length of mandate of the Ad Hoc Trustee Committee or until their successors are elected.

2.5 Student Trustees

- 2.5.1 Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students of the DSB1 in the last two years of the intermediate division and in the senior division through their participation in Board and Committee Meetings. As outlined in the Act and Ministry of Education Directives, Student Trustees:
- (a) Have the same opportunities to participate at Meetings of the Board and Committees, including Advisory and Statutory Committees, as Members of the Board, except as restricted by the Act;
 - (b) May request that a matter before the Board be put to a Recorded Vote;
 - (c) Must disclose any conflict of interest in the same manner as a Member on a matter before the Board or one of its Committees on which the Student Trustee sits;
 - (d) May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its Committees on which the Student Trustee sits, (subject to clause 2.5.1(c)). In those cases, the Student Trustee may request a recorded vote meaning two votes will occur, the first with the Student Trustee non-binding vote and the second without the Student Trustee vote ;
 - (e) May suggest a motion on a matter before the Board or one of its Committees on which the Student Trustee sits which, if not moved by a Member, will be shown in the Minutes;
 - (f) May attend Closed Session, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a member of a Statutory or Advisory Committee, an employee or prospective employee of the DSB1, and/or a pupil or their parent or guardian;
 - (g) Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during Closed Session(s);
 - (h) Must comply with the Code of Conduct for Board Members but the enforcement will not be the same as for Members but as appropriate for a student;
 - (i) Have the same access to DSB1 resources and opportunities for training as a Member;

SECTION 2: ROLES AND RESPONSIBILITIES

- (j) Are entitled to receive an honorarium from DSB1, and to be reimbursed for out-of-pocket expenses as if they were Members, in accordance with the Act; and
- (k) Must resign from their position if they are absent from three (3) consecutive regular meetings of Board without being authorized by a resolution of the Board.

2.6 Director of Education

- 2.6.1 The Director of Education is appointed by the Board, responsible for the day-to-day management and administration of all schools and departments and, within policies established by the Board, the development and maintenance of an effective organization and the programs required to implement such policies.
- 2.6.2 The Director serves as the Chief Education Officer, Chief Executive Officer and Secretary to the Board.
- 2.6.3 The Director presides at the Inaugural and Organizational Meeting until the Chair is elected.
- 2.6.4 As Secretary to the Board, the Director or Designate will:
 - (a) Determine the times and location for the Meetings of the Board and Committees in conjunction with the Board of Trustees;
 - (b) Keep a full and correct set of Minutes of every Board Meeting (including Special Meetings of the Board), and ensure that the Minutes are approved by the Board and signed by the Chair or Presiding Officer for the DSB1's Official Record;
 - (c) Maintain the Board's complete Official Record, which includes minutes, agendas, reports and delegation submissions (where applicable) for all DSB1 Public and Private Board, Special Board, Committee, Statutory and Advisory Committee meetings;
 - (d) Provide copies of any reports requested by the Ministry of Education;
 - (e) Give notice of all Meetings of the Board and Committees, including Statutory (where applicable) and Advisory Committees, to each of the Members and Student Trustees; and
 - (f) Call a Special Board Meeting on the request, in writing, of a majority of the Members.
- 2.6.5 The Director may delegate their authority in writing to staff of the DSB1 to carry out duties and responsibilities as defined by this Bylaw.
- 2.6.6 The Director or their Designate must be physically present in the meeting room for each Board Meeting and each Committee meeting, unless all schools of the DSB1 are

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closed in accordance with the Electronic Meeting and Meeting Attendance Regulation 463/97.

2.6.7 The responsibilities and duties of the Director are defined in their contract and the Act and include, but are not limited to:

- (a) Annually review with the Board the multi-year plan, implement and monitor it and ensure that it establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act, and report periodically to the Board on its implementation;
- (b) Immediately upon discovery bring to the attention of the Board any act or omission by the Board that in the opinion of the Director may result in or has resulted in a contravention of the Act; and
- (c) If the Board does not respond in a satisfactory manner to an act or omission brought to its attention advise the Deputy Minister of Education of the act or omission.

2.7 Treasurer

2.7.1 The Superintendent of Business shall be the Chief financial Officer and assigned the responsibilities of treasurer in accordance with the Act which include but are not limited to:

- (a) Receiving and dispersing all money in accordance with the approved budget plan or subsequent direction; and
- (b) Reporting to the Board from time to time, or as specifically requested by the Board, on all financial matters.

2.8 Signing Officers

2.8.1 **General Account:** The signing authorities for the DSB1 to sign general account cheques shall be one of the Chair or Vice-Chair, together with one of the Director or the Superintendent of Business and Treasurer.

2.8.2 **Trust Account:** The signing authorities for the Board to sign trust account cheques shall be one of the Chair or the Vice-Chair, together with one of the Director or the Superintendent of Business and Treasurer.

2.8.3 Electronic or facsimile signatures of the Chair and Superintendent of Business and Treasurer shall be used for signing general account cheques produced by the DSB1's financial accounting system.

2.8.4 The DSB1 signing authorities for the following documents, shall be the Chair or the Vice-Chair, together with one of the Director or Superintendent of Business and Treasurer:

SECTION 2: ROLES AND RESPONSIBILITIES

- (a) bank borrowing by-laws;
- (b) debenture certificates; and
- (c) promissory notes.

2.8.5 Any two together of the following persons have signing authority to implement all other decisions of the DSB1:

- (a) Director;
- (b) Superintendent of Business and Treasurer;
- (c) Superintendent of Human Resources;
- (d) Manager of Financial Services.

2.8.6 Such documents as require the seal of the DSB1 shall be so sealed only after all other portions of the document are in proper order.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.1 Scheduling of Inaugural Meeting

- 3.1.1 In an election year of the whole Board, the Inaugural Meeting will be held no later than seven days after the day on which the Term of Office of the Board commences and as agreed by a majority of the Board, or as may be permitted by the Act. The Inaugural Meeting will be held in the Board Room located in the central region.

3.2 Scheduling of Organizational Meeting

- 3.2.1 In each of the following years, the Organizational Meeting will be the first Board Meeting held on or after the anniversary of the date the Term of Office of the Board began. The Organizational Meeting will be held in the Board Room located in the central region.

3.3 Purpose of Inaugural and Organizational Meeting(s)

- 3.3.1 The purpose of the Inaugural and Organizational Meeting will be:
- (a) To receive nominations and conduct the election for the Chair and Vice-Chair of the Board;
 - (b) To provide the newly elected Chair with an opportunity to deliver an inaugural address; and
 - (c) Not to conduct any other Board business unless the item qualifies as time sensitive or Emergency Business (defined in Section 1.5).
- 3.3.2 In addition to the list above the Inaugural Meeting will include the following items:
- (a) Make and subscribe the declaration for Members, as outlined in Section 209(1) of the *Act*;
 - (b) Provide Members with an option to take and subscribe the Oath or Affirmation of Allegiance as outlined in Section 209 (1);
 - (c) Director shall announce the official returns for the election of each Member as supplied by the appropriate municipal clerk; and
 - (d) Review the Trustee Code of Conduct with Trustees.

3.4 The Director as Presiding Officer

- 3.4.1 The Director will call the Inaugural and Organizational Meeting to order and preside until the Chair of the Board is elected. In their absence, the Board shall designate the Presiding Officer, in accordance with the *Act*.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.5 Election Process for Positions of Added Responsibility

3.5.1 The election process will be used to select a Member for each of the following positions of added responsibility during the Inaugural and Organizational Meeting, as the case may be, of the DSB1:

- (a) Chair and Vice-Chair of the Board; and
- (b) Alternate vice-chair.

3.5.2 The election process for the DSB1 will be as follows:

- (a) Voting will be by secret ballot;
- (b) A ballot vote may be taken by paper, electronic means (including fax, email, text, or telephone) or electronic devices, provided the means or device can indicate a Member's choice without revealing how the individual Member voted, except to the scrutineer;
- (c) Members participating in a meeting to elect candidates must be Present during the discussion leading up to any vote;
- (d) Two external members from the Board's audit committee will serve as scrutineers for all elections. If one or both external member are not available to serve as scrutineer, the Director or Designate will appoint an appropriate external person as an alternate(s) scrutineer;
- (e) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;
- (f) The Presiding Officer/Chair will call for nominations three times from Members for positions of responsibility described in Section 3.5.1 and record all nominations received;
- (g) Nominations don't require a mover and a seconder;
- (h) Candidates may nominate themselves;
- (i) Nominees will be asked to accept the nomination in reverse order of nomination;
- (j) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;
- (k) Where only one nomination is received for a position described in Section 3.5.1, the Presiding Officer will declare that Member acclaimed to the position;
- (l) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;
- (m) Following the motion to close nominations, and prior to the election, the Presiding Officer will ask the nominees whether they accept the nomination and if in the affirmative, invite nominees to address the Board in the order of nomination, for up to two minutes each regarding their candidacy;
- (n) If a Member nominated for a position described in Section 3.5.1 is not Present at the meeting, the nominator shall satisfy the Presiding Officer that the Member's consent to the nomination has been obtained in writing;

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- (o) Nominees who have not already declared otherwise, may also decline a nomination at this time;
- (p) The scrutineers will oversee the activation of ballots to the Members and their submission when completed by the Members;
- (q) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the name only of the successful candidate with the Presiding Officer, who shall announce the name of the successful candidate to the Members;
- (r) To be declared elected to any position, the winning candidate must receive a simple majority of ballots cast by Members;
- (s) An incomplete ballot or a ballot that is unclear will be considered a spoiled ballot. The total number of votes required to determine a simple majority will be reduced by one for each spoiled ballot;
- (t) Where a simple majority cannot be determined, and there are more than two candidates, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined. The scrutineers will share the name only of the candidate with the least votes with the Presiding Officer who shall announce the name before a new vote continues;
- (u) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied after the Presiding Officer is advised of the names by the scrutineers and the Presiding Officer announces those names. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote.
- (v) In the case of a three or four-way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;
- (w) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots by the candidates, as outlined in the Act (or in the case of the candidate participating electronically, as drawn by a member of senior staff present in the board room); and
- (x) The Presiding Officer will announce the name of the newly elected Board Chair following the final ballot or drawing of lots without receiving the vote count.

3.5.3 Following the election result for Board Chair, the newly elected Chair will preside at the Inaugural or Organizational Meeting. The Board Chair will conduct the elections for Vice-Chair of the Board, in accordance with the DSB1 election process 3.5.2.

3.5.4 At the conclusion of the Inaugural and Organizational Meeting(s) the scrutineers will destroy all ballots.

3.6 Appointment of Members of Standing Committees, Statutory Committees and Advisory Committees

3.6.1 At the first regular scheduled Board Meeting, following the Inaugural Board Meeting or Organizational Meeting, as the case may be, the Chair and Vice-Chair in

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

consultation with the Director will bring forward recommendations for Standing Committee Members (as defined in Section 1.5), appointments of Members to Statutory Committees, Advisory Committees or External Organizations for approval.

NOTE: Elections for Members to serve on the Ontario Public School Boards' Association board of directors and voting delegate and alternate voting delegate at the annual meeting of OPSBA will take place at the April Board Meeting.

- 3.6.2 The election or appointment of the chair and vice-chair for Standing Committees, Ad Hoc Trustee Committees, Statutory Committees or other Advisory Committees will be as described in its Terms of Reference, these By-Laws or applicable legislation.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.1 Establishment of Committees

- 4.1.1 The Board may establish by resolution any committee it deems appropriate, including but not limited to Standing, Statutory, Ad Hoc Trustee Committees, or Advisory Committees, subject to applicable legislation.
- 4.1.2 The Board must approve Terms of Reference for all Committees (defined in Section 1.5).
- 4.1.3 The Governance and Policy Committee in the first instance will prepare and recommend to the Board for approval, Terms of Reference for Committees and Advisory Committees. Thereafter, the Governance and Policy Committee in consultation with a Committee Chair or chair of Advisory Committee may recommend amendments to Terms of Reference, from time to time, to the Board for approval.
- 4.1.4 The Board's Standing Committees, the Chair and Vice-Chair, or the Committee of the Whole may recommend the striking of an Ad Hoc Trustee Committee or Advisory Committee to the Board for approval, subject to the provisions in Section 4.4.6.
- 4.1.5 The Director shall assign appropriate DSB1 staff and other resources to support the work of the Committees and Advisory Committees.

4.2 Dissolution of Committees

- 4.2.1 The Board may dissolve any Committee (defined in Section 1.5), or Advisory Committee, subject to Section 4.1.2 where applicable, and applicable legislation.

4.3 Role of Committees

- 4.3.1 Committees, including Advisory Committees (defined in Section 1.5), are not decision-making bodies and may only make recommendations to the Board for consideration and final approval, unless otherwise authorized to act on behalf of the Board by the Board or the Act. Recommendations will be provided in the form of a written report together with background information and rationale for the recommendation.
- 4.3.2 All Committees, including Advisory Committees, are required to produce Minutes, which will be included in the Board's Official Record.
- 4.3.3 Minutes or records of Statutory Committees will be kept in accordance with the legislation applicable to each committee and will be included in the Board's Official Record.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.4 Membership of Committees

- 4.4.1 Members may be elected or appointed to Committees, as well as Statutory and Advisory Committees, at the first regular scheduled Board Meeting following the Inaugural Board Meeting or Organizational Meeting, or as may be appointed by the Board from time-to-time, or as vacancies arise.
- 4.4.2 The term of a member on a Standing Committee shall be two years or until their successor is elected or appointed by the Board. (Note: If a Member is elected Chair before their two-year term has expired, then the outgoing Chair will serve the balance of their term, if not prohibited from doing so by an integrity commissioner, unless the Board decides otherwise by moving Members among the committees. If the seat of a Member is vacated and they are serving as Chair at the time, a Member who is elected or appointed to fill the vacancy will serve on the Standing Committee where a vacancy occurs as a result of a new Chair being elected, or as the Board otherwise decides.
- 4.4.3 The term of a member on Ad Hoc Trustee Committees, Advisory Committees or Statutory Committees shall be as stated in the Terms of Reference for those committees or legislation, which ever is applicable.
- 4.4.4 A Member whose term on a Committee, or Advisory Committee, has expired may be re-appointed to a subsequent term by the Board at the first regular Board Meeting following the Organizational Meeting(s) in the applicable year.
- 4.4.5 Student Trustees may attend and participate in Committee Meetings in the same manner as Trustees (see 4.4.7) , subject to provisions contained in the *Act*.
- 4.4.6 The membership of a Standing Committee, an Advisory Committee or Ad Hoc Trustee Committee will be determined by the Board, upon recommendation from the Chair and Vice-Chair, in consultation with the Director of Education.
- 4.4.7 Except for an Ex-Officio Member, a Trustee who is not a member of a Committee cannot move a motion, vote or be counted towards Quorum, but may attend a Committee Meeting as an observer and may speak only if recognized by the Committee Presiding Officer.
- 4.4.8 The Board may appoint Trustees to serve on other agencies, boards and commissions, including those external to the DSB1, at the first regular Board Meeting following the Inaugural Meeting or Organizational Meeting, as the case may be, or as it deems necessary or when requested, if supported by the Board and consistent with legislation.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.5 Committee of the Whole

- 4.5.1 Committee of the Whole will be composed of all Members with full participation and voting privileges, as outlined in the *Act*. Student Trustees may also attend and participate, in accordance with legislation.
- 4.5.2 A committee composed of all Member of the Board is a Committee of the Whole regardless of what the committee is named.
- 4.5.3 Quorum to hold a Committee of the Whole Meeting will be the presence of a simple majority of the Members as defined in Section 1.5.
- 4.5.4 The Board may convene a Committee of the Whole Meeting (Open or Closed) to consider matters which require more informal and detailed discussion by all Members and Student Trustees:
 - (a) at any time, in accordance with the notice provisions in Section 5.15;
 - (b) at any time during a regularly scheduled Board Meeting or a Special Meeting, upon a Majority Vote by the Members; or
 - (c) in accordance with Section 6.3 Delegations.
- 4.5.5 The Presiding Officer for Committee of the Whole Meetings (Closed) will be the Board Vice-Chair. In the absence of the Vice-Chair, the Presiding Officer will be the alternative vice-chair.
- 4.5.6 The Presiding Officer for Committee of the Whole Meetings (Public Sessions) will be the Chair. In the absence of the Chair, the Presiding Officer will be the Vice-Chair. The alternate vice-chair will fill in as Vice-Chair.
- 4.5.7 A Committee of the Whole Closed (Private) Session will be scheduled to proceed before each regular public Board Meeting when needed.

4.6 Standing Committees

- 4.6.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish Standing Committees to consider matters related to education, finance, policy, and property as cited in the *Act*.
- 4.6.2 The Board's Standing Committees are as follows:
 - (a) Finance and Property Committee;
 - (b) Governance and Policy Committee; and
 - (c) Student Achievement and Well-Being Committee.
- 4.6.3 Each Member, except the Chair will be appointed to at least one (1) Standing Committee.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.6.4 The Chair will be an Ex-Officio Member of each Standing Committee .

4.6.5 The Terms of Reference for the Board's Standing Committees will be as approved by the Board upon recommendation from the Governance and Policy.

4.7 Statutory Committees

4.7.1 Statutory Committees are governed by applicable legislation.

4.7.2 The Board will establish the following Statutory Committees, as prescribed by the Act:

- (a) Audit Committee ([Ontario Regulation 361/10](#));
- (b) Parent Involvement Committee ([Ontario Regulation 612/00](#));
- (c) Special Education Advisory Committee ([Ontario Regulation 464/97](#));
- (d) Supervised Alternative Learning Committees ([Ontario Regulation 374/10](#));
- (e) Board Student Discipline Committee ([Education Act, s.309 \(12\), and s.311.3 \(9\)](#)); and
- (f) Director of Education Performance Appraisal Committee ([Ontario Regulation 83/24](#)).

4.8 Ad Hoc Trustee Committees

4.8.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish an Ad Hoc Trustee Committee to undertake a specific task regarding any matter within the Board's jurisdiction under the Act that requires in-depth study on a specific issue.

4.8.2 The Chair will be an Ex-Officio Member of each Ad Hoc Trustee Committee.

4.8.3 The Terms of Reference for an Ad Hoc Trustee Committee will be as approved by the Board upon recommendation from the Governance and Policy Committee.

4.8.4 The term of an Ad Hoc Trustee Committee will expire upon completion of its mandate, via Board motion, unless otherwise decided by the Board.

4.9 Advisory Committees

4.9.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish Advisory Committees to provide community advice on specified areas of DSB1 policy, as well as on educational issues of community interest or as required by legislation or regulation.

4.9.2 The Chair will be an Ex-Officio Member of each Advisory Committee, except the Indigenous Peoples' Advisory Committee.

4.9.3 The Terms of Reference for an Advisory Committee will be as approved by the Board upon recommendation from the Governance and Policy Committee and include

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

whether these By-Laws and/or Robert's Rules of Order and special rules of order apply to that committee.

**SECTION 5: BOARD AND COMMITTEE MEETING RULES AND
PARLIAMENTARY PROCEDURE**

Board and Committee Meeting Rules

5.1 Scheduling a Meeting

- 5.1.1 A Meeting of a Quorum of Members whether held electronically or in person to materially advance the business of the DSB1 is prohibited, unless a proper notice and Agenda are given and published in accordance with this Bylaw. Meetings can never be held by email, text or other written medium.
- 5.1.2 The Annual Schedule of Meetings will be prepared by the Chair and Vice-Chair of the Board in consultation with the Director or Designate as well as the Standing Committee Chairs.
- 5.1.3 Regular Committee of the Whole Meetings that are either Open Session or Closed Session will not be held. When a Committee of the Whole Meeting is needed, it will be called as a Special Meeting and when possible, will be held preceding an Open Session of the Board.
- 5.1.4 The Annual Schedule of Meetings will be approved by the Board no later than the June Board Meeting.
- 5.1.5 Regular Board Meetings (Open Session) will generally be held on the first Tuesday of the month at 6:15 p.m. at the Board office located in the central region unless otherwise indicated in the Board's annual schedule of regular Board Meetings. A motion for Board approval may be brought forward to alter a regular Board Meeting date, if necessary and provided the motion carries with a Two-Thirds Vote.
- 5.1.6 Subject to Section 5.1.5, Committee Meetings (Open Session) will be held at a time when Board Meetings are not being held and as described in the Annual Schedule of Meetings.
- 5.1.7 Special Meetings of the Board and its Committees may be scheduled from time-to-time, in accordance with Section 5.7 of this Bylaw.
- 5.1.8 Ad Hoc Trustee Committees and Advisory Committees will meet when required and at the call of the respective Committee Chair, in consultation with the Chair of the Board, the Director or Designate and/or the Supervisory Officer assigned to support the committee.

5.2 Cancelling a Meeting

- 5.2.1 The Chair (or Vice-Chair in the Chair's absence) may cancel a Board or Committee Meeting in consultation with the Director or Designate when there is:

- (a) insufficient business to be conducted;
- (b) lack of Quorum;
- (c) an unforeseen event; or
- (d) if all the schools of the DSB1 are closed in accordance with *Electronic Meeting and Meeting Attendance* Regulation 463/97.

5.3 Open (Public) Sessions

- 5.3.1 Unless all schools of the DSB1 are closed pursuant to the *Act*, in particular *Electronic Meeting and Meeting Attendance* Regulation 463/97, members of the public are welcome to physically attend, as observers, any public regular Board or Committee Meetings.
- 5.3.2 The Board or Committee will pass a motion in order to convene into Closed (Private) Session (section 5.4).
- 5.3.3 No person will be excluded from a Meeting that is open to the public except for: a) improper conduct in accordance with section 207(3) of the *Act*; b) as required pursuant to a sanction under the Code of Conduct; or c) as otherwise required by law.
- 5.3.4 No person will engage in conduct through words or action that is negative, critical, offensive, inappropriate or derogatory towards any other person, or engage in any behaviour that is disruptive to the Meeting. Where a member of the public, a Trustee or a Student Trustee engages in such conduct, the Chair may advise the person to cease such behaviour or withdraw such remarks. The failure to do so may result in the Presiding Officer requiring the person to leave the Meeting.
- 5.3.5 Recommendations made in any Board or Committee Meeting in Closed (Private) Session will not come into effect until approved at a Board Meeting (Open Session).

5.4 Closed (Private) Sessions

- 5.4.1 The Board will ensure the security and confidentiality of proceedings held during Closed (Private) Sessions, including when using electronic participation, in accordance with the *Act*.
- 5.4.2 At the appropriate time during a Board or Committee Meeting, a Member may move a motion to convene a portion of the meeting in Closed (Private) Session. The matter under consideration must be consistent with sections 207(2) or 207(2.1), of the *Act* which permits Closed (Private) Sessions when the subject-matter involves:
 - (a) The security of property of the DSB1;
 - (b) The disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees, or a member of a Statutory or Advisory Committee, a current or prospective employee, a student, parent or guardian of the student

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (c) Acquisition or disposal of a school site;
- (d) Decisions in respect of negotiations with employees of the DSB1;
- (e) Litigation affecting the DSB1; or
- (f) An ongoing investigation under the Ombudsman Act respecting the DSB1; or
- (g) As necessary to comply with the *Youth Criminal Justice Act* or the *Municipal Freedom of Information Act*, including solicitor and client privilege.

- 5.4.3 Any recommendations considered by the Members in a Closed (Private) Session, will be reported to the Board in an Open (Public) Session. A motion to Rise and Report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in Public Session. Discussion, opinions, and reports which are not specified in the Motion to Rise and Report will remain confidential.
- 5.4.4 A recommendation from a Closed (Private) Session (other than a Committee of the Whole) will first be reported to a Closed (Private) Session of the Committee of the Whole.
- 5.4.5 The motion to Rise and Report will usually take place at a Public Board Meeting held on the same date as a Committee of the Whole Meeting in Closed (Private) Session. In exceptional circumstances, the motion to Rise and Report may occur at a Board Meeting held on a later date, pending the conclusion of a matter of business or other legal considerations. The motion will not be debated in public unless the matter is itself is being made public at that time.
- 5.4.6 The Director or Designate will maintain a complete set of Minutes during Closed (Private) Session(s), including recorded votes and declarations for the Board's Conflict of Interest Registry, where applicable.
- 5.4.7 Minutes and reports from all Closed (Private) Sessions will be included in the Board's Official Record and remain confidential.
- 5.4.8 All documents provided for a Closed (Private) Session shall not be removed from the meeting and will be collected upon adjournment. If documents provided electronically, access will be removed following the meeting.

5.5 Attendees at a Closed (Private) Session

- 5.5.1 Members of the public will be required to leave the meeting room or if participating by electronic means to disconnect from the Meeting before a Closed (Private) Session commences.
- 5.5.2 A Trustee or Student Trustee who declares a conflict of interest must withdraw from the Closed (Private) Session and leave the meeting room or otherwise disconnect from electronic participation for the entire discussion of the matter about which they have declared a conflict.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.5.3 Sessions closed to the public may have individuals in attendance other than Trustees (e.g., DSB1 senior staff as determined by the Director or Designate, or Delegates who have permission from the Presiding Officer and the Director or Designate to speak on a matter as described under Section 5.3.5 of this Bylaw) in accordance with the *Act*.
- 5.5.4 Student Trustees may attend Closed (Private) Sessions, except when discussion of a matter gives rise to conflict of interest (declared by the Student Trustee) or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a committee member, an employee or prospective employee of the Board, a student or their parent or guardian.
- 5.5.5 The Director or Designate will be Present in all Closed (Private) Sessions, except when the topic is the recruitment, hiring, termination or performance review of the Director. In the absence of the Director or Designate or the Official Recording Secretary during a Closed (Private) Session, the Presiding Officer shall appoint any Member or other staff person to act as Secretary for that Meeting, in accordance with the *Act*.

5.6 Confidential Information

- 5.6.1 Matters discussed in Closed Session must not be communicated to any person not present at the in Closed Session, except to a DSB1 Trustee or Student Trustee who otherwise would have been permitted to attend the Closed Session, unless required by law or as necessary to seek legal advice. Deliberations may never be disclosed, even when the motion is made public.
- 5.6.2 Trustees and Student Trustees are required to maintain strict confidentiality around any issue that is dealt with in Closed (Private) Sessions even after they no longer hold the office and are bound by the confidentiality and protection of privacy provisions under the *Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

5.7 Special Board and Committee Meetings

- 5.7.1 The Board may hold Special Meetings of the Board (as defined in Section 1.5) if called by the:
 - (a) Board Chair (or Vice-Chair in the Chair's absence), in consultation with the Director or Designate; or
 - (b) Director or Designate, at the written request of a majority of the Members of the Board.
- 5.7.2 Committee of the Whole and Committees may hold Special Meetings from time to time if called by the Committee Chair (or Committee Vice-Chair in their absence), in consultation with the Board Chair and the Director or Designate;

5.8 Notice of Special Meeting and Agenda

- 5.8.1 The Director or Designate will notify all Members and Student Trustees, as applicable, in writing (or via e-mail communication) of a Special Meeting at least forty-eight (48) hours in advance of the Meeting and will include the Agenda for the Meeting with the notice. Under extenuating circumstances notice may be waved provided that every effort is made to contact all Members and a Quorum is achieved.
- 5.8.2 Notice of a Special Meeting and the Agenda will be published on the DSB1's public website.
- 5.8.3 The Agenda for a Special Meeting of the Board will include only the time-sensitive or Emergency Business item(s) for which it was called, including a brief statement of the item(s) to be considered at the Meeting, including related materials when available, and indicating whether any part of the Meeting should be held in Public or Private. Other Committees are not restricted in this way.
- 5.8.4 A matter that is not included on the Special Meeting Agenda for a Board Meeting cannot be considered, unless it also qualifies as time sensitive or Emergency Business, all Trustees are Present and a Two-Thirds Vote of the Members Present and voting at the Meeting wish to consider the matter.

5.9 Board and Committee Meeting Minutes

- 5.9.1 The Director or Designate will maintain and sign together with the Chair a complete set of Minutes (Open and Closed Session) for all Board Meetings, including Special Meetings of the Board, which includes the following information:
 - (a) Trustee attendance and any motion to authorize or not a Trustee absence, including specific notations when a Member enters a Meeting while in progress or permanently withdraws from a Meeting prior to adjournment;
 - (b) Amendments to the Agenda (if any), in accordance with Section 5.19.1;
 - (c) A brief summary of the discussion/rationale regarding Agenda Items (including oral and written reports) but will not be a verbatim transcript of the Meeting;
 - (d) Motions and related amendments;
 - (e) Recorded Votes; where applicable; and
 - (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).
- 5.9.2 The Director or Designate will maintain and sign together with the Committee Chair a complete set of Minutes (Open and Closed Session) for all Committees, including Advisory Committees. Minutes or records of Statutory Committee meetings will be kept in accordance with the legislation applicable to each committee. The following information will be included:
 - (a) Trustee Attendance;

- (b) Attendance of other members of Statutory and Advisory Committees, where applicable;
- (c) Amendments to the Agenda (if any);
- (d) A brief summary of the discussion/rationale regarding Agenda Items but will not be a verbatim transcript of the Meeting;
- (e) Motions and related amendments, where applicable, for the Board's consideration; and
- (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).

5.9.3 At each Board Meeting the Director or Designate will present:

- (a) Minutes of Board Meetings (including Special Meetings of the Board), for the Board's approval;
- (b) Committee, Statutory (as applicable) or Advisory Committee Minutes for information only; and
- (c) Where applicable, Committee, Statutory or Advisory Committee recommendations for the Board's consideration.

5.10 Board Meeting Attendance and Vacancies

5.10.1 In accordance with subsection 228 (1) of the *Act*, a Trustee vacates their seat if:

- (a) Effective September 1, 2025, fails to be physically present as required by *Electronic Meeting and Meeting Attendance Regulation 463/97* (See the DSB1 Electronic Meeting and Meeting Attendance Policy);
- (b) The Trustee absents themselves without being authorized by resolution of the Board entered in the Minutes, from three (3) consecutive regular Board Meetings. This requirement does not apply to a Trustee of the DSB1 who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee;
- (c) Is convicted of an indictable offence;
- (d) Ceases to hold the qualifications required to act as a member of the Board; or
- (e) Becomes disqualified under ss. 219(4) of the *Act*;

5.10.2 A Member shall advise they will be absent from a Board Meeting with reasons to the Director's Office at least 3 hours in advance, where possible, of a Board Meeting.

5.10.3 If a Member is absent from a regular Board meeting as defined in 5.1.5, the Board will decide at that meeting whether or not to authorize the absence by a resolution entered in the minutes.

5.10.4 In exceptional circumstances where the Member was unable to notify the Board in advance of a regular Board meeting of their absence, the Board may authorize the absence by a resolution entered in the minutes of the next regular Board meeting.

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- 5.10.5 If a Trustee needs to take a leave of absence, to avoid vacating their seat for being absent from three consecutive regular meetings of the Board in accordance with s.228(1) (b), the trustee should request in advance an authorization from the Board of Trustees to be absent from regular meetings of the Board as evidenced by a motion passed by the Board of Trustees at a public meeting of the Board and such motion to be entered in the minutes for that Board meeting.
- 5.10.6 A Member may not resign as a Member without first complying with the s.220 (3) of the *Act*.
- 5.10.7 When a seat becomes vacant under the terms of section 228(1) of the *Act*, the provisions of the *Act* will apply with respect to filling such vacancy.

5.11 Committee Meeting Attendance and Vacancies

- 5.11.1 At a Committee, with the exception of Committee of the Whole, a Trustee loses their Committee membership if they are absent, without authorization of the Committee, from three (3) consecutive regular Committee Meetings.
- 5.11.2 A Committee vacancy will be reported to the Board in the next Committee report.
- 5.11.3 The Board will appoint a Member, where possible, to fill a Committee vacancy that occurs for any reason.

5.12 Presiding Officer

- 5.12.1 In the absence of the Chair and Vice-Chair of the Board for a Board Meeting or Committee of the Whole meeting, the alternate vice-chair will preside. If the alternate vice-chair is absent, the Board will elect another Member to preside at the Meeting.
- 5.12.2 If after 5 minutes after the hour appointed to commence the Board Meeting or Committee of the Whole meeting and as soon as a Quorum is present the Vice-Chair of the Board, alternate vice-chair or other elected Member will call the meeting to order and preside. If the Chair, Vice-Chair, or alternate vice-chair, as the case may be, eventually attends the meeting, they will preside once the immediate business at hand is completed.
- 5.12.3 In the absence of a Presiding Officer at a Committee Meeting, the Committee will elect another member to preside in the interim.
- 5.12.4 No Member of the Board or a Committee will preside at a Meeting during the consideration of a motion when that Member has declared a conflict of interest.
- 5.12.5 A Presiding Officer pursuant to the *Act* (s.207 (3)) may expel or exclude from any meeting of the Board, Committee, or Advisory Committee any person (including a Member or Student Trustee) who has been guilty of improper conduct at the meeting.

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In the case where the person is participating electronically, the electronic means will be disconnected.

5.13 Quorum

- 5.13.1 There must be a Quorum throughout every Board and Committee Meeting in order for the Board to conduct business. Members who cannot attend Board and Committee Meetings shall advise the Director or Designate as early as possible if the Member is unable to attend such meetings. If the non-attendance will cause the Board or Committee to not have Quorum at a Meeting, then the Director or Designate will notify the Chair and all Members and Student Trustees that the Meeting is cancelled.
- 5.13.2 Where a Member is participating electronically, their attendance will be included for Quorum as long as they remain Present and electronically connected to the Meeting.
- 5.13.3 If a Quorum is Present, a Meeting will commence within fifteen (15) minutes of the Meeting start time as shown in the Agenda.
- 5.13.4 If a Quorum is not Present within fifteen (15) minutes after the start time shown in the Meeting Agenda, the Meeting will be recessed and the motion to recess will stipulate the length of time of the recess to permit the Board to acquire Quorum. If Quorum cannot be achieved, the names of the Members Present will be recorded, and the Meeting will be cancelled.
- 5.13.5 At a Board or Committee Meeting, if a Quorum is lost during the course of the Meeting, the Meeting will stand in recess. If Quorum cannot be re-established within the length of time stipulated in the motion to recess, then due to a loss of Quorum, the Meeting will stand adjourned.
- 5.13.6 An Ex-Officio Member will be counted towards Quorum at a Committee Meeting.
- 5.13.7 If as a result of a Member or Members declaring a conflict of interest pursuant to the *Municipal Conflict of Interest Act* there are not a sufficient number of Members to constitute a Quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

5.14 Territorial Acknowledgement

- 5.14.1 All Board and Committee Meetings will include an acknowledgement of the Traditional Territories/Ancstral Lands of Indigenous peoples recited by the Presiding Officer.

5.15 Board and Committee Meeting Agendas and Notice Requirements

- 5.15.1 The Agenda(s) for a Board Meeting, Special Meeting of the Board and a Committee of the Whole Meeting (Open or Closed) will be determined by the Board Chair (or

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alternate Vice-Chair if Chair absent) in consultation with the Vice-Chair (or alternate Vice-Chair if Vice-Chair absent), the Director or Designate, and business superintendent of DSB1.

- 5.15.2 The Agenda for a Standing Committee Meeting (Open or Closed) will be determined in accordance with Section 5.17.2, by the Standing Committee Chair, in consultation with the Board Chair and the Supervisory Officer assigned to support the Committee's work.
- 5.15.3 The Agenda for and Ad Hoc Trustee Committee Meetings (defined in Section 1.5), including Open or Closed, will be determined by the Committee Chair, in conjunction with the Supervisory Officer (or designate) assigned to support the Committee's work.
- 5.15.4 The Director or Designate will provide by electronic mail, Members and Student Trustees with notice of all Board and Committee Meetings, including the Agenda and related materials and reports, at least 5 calendar days prior to the Meeting, except Special Meetings, the notice period is 48 hours. See Section 5.8. Statutory holidays will not affect these requirements. All notices, information and materials delivered to the electronic mail address of Members and Student Trustees shall be deemed to have been received once sent. Consideration of any reports sent at a later date may be deferred at the discretion of the of Presiding Officer until the next meeting.
- 5.15.5 The electronic mail address described in Section 5.15.4 is deemed to be the official DSB1 electronic mail address provided to the Member or Student Trustee for the sole purpose of fulfilling their duties under the *Act*.
- 5.15.6 Notice of Board and Committee Meetings and Agendas will be published on the DSB1's public website.

5.16 Regular Board Meeting – Order of Business and Basic Agenda

- 5.16.1 Matters will generally be considered in the order shown in the Agenda. No variation in the Order of Business shall be permitted, unless confirmed by a Two-Thirds Vote without debate. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.19.1.
- 5.16.2 At a regular Board meeting, the following is the typical guideline for Order of Business:
 - (a) Call to Order
 - (b) Motion to Convene into Committee of the Whole (Closed Session) if applicable
 - (c) Rise and Report from Committee of the Whole (Closed Session) if applicable
 - (d) Territorial Acknowledgement
 - (e) Attendance and motion to approve or not Trustee absence
 - (f) Approval of the Agenda
 - (g) Declarations of Conflict of Interest
 - (h) Consent Agenda

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- (i) Items for Information Only
- (j) Unfinished Business
- (k) Chair's Report
- (l) Reports from Board Committees (including Standing Committees, Committee of the Whole (Open Session), and Ad Hoc Trustee Committee) and Consideration of Any Recommended Motions
- (m) Director's report
- (n) Staff Reports
- (o) Student Trustee report
- (p) Reports from Advisory Committees and Statutory Committees
- (q) Other Business
- (r) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- (s) Trustee Notices of Motion (Discussion for Next Meeting)
- (t) Correspondence or Announcements
- (u) Adjournment

5.17 Regular Standing Committee Meeting - Order of Business and Basic Agenda

- 5.17.1 Matters will generally be considered in the order shown in the Agenda. No variation in the Order of Business shall be permitted, unless confirmed by a Two-Thirds Vote without debate. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.19.1.
- 5.17.2 At a regular Standing Committee Meeting, the following is the typical Order of Business:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Attendance
 - (d) Approval of the Agenda
 - (e) Declarations of Conflict of Interest
 - (f) Approval of Minutes from Previous Meeting
 - (g) Delegations
 - (h) Staff reports
 - (i) New Business
 - (j) Trustee Motions for Consideration (Introduced at a Previous Meeting)
 - (k) Trustee Notices of Motion (Discussion for Next Meeting)
 - (l) Adjournment

5.18 Committee of the Whole Closed (Private) Session – Order of Business

- 5.18.1 Matters will generally be considered in the order shown in the Agenda. No variation in the Order of Business shall be permitted, unless confirmed by a Two-Thirds Vote without debate. The final Agenda will be approved at the meeting by a Majority Vote.

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5.18.2 At a Committee of the Whole Closed (Private) Session Meeting, the following is the typical Order of Business:

- (a) Call to Order
- (b) Territorial Acknowledgement
- (c) Attendance
- (d) Approval of the Agenda
- (e) Declarations of Conflict of Interest
- (f) Approval of Minutes from Previous Meeting
- (g) Delegations
- (h) A recommendation from a Closed (Private) Session (other than from a Committee of the Whole) will first be reported to a Closed (Private) Session of the Committee of the Whole
- (i) Receipt for information only minutes of Committee Closed (Private) Session Meetings
- (j) Consideration of matter described in Section 5.4.2
- (k) Adjournment

5.19 Agenda Amendments at Board and Committee Meetings

5.19.1 Agendas for a Board or Committee Meeting may not be amended at the Meeting, or after the notice of the Meeting and Agenda has been circulated to Members to add an item, unless the item qualifies as time sensitive or Emergency Business (defined in section 1.5) and the amendment to the Agenda is confirmed by a Two-Thirds Vote. This does not preclude a motion to amend the Order of Business on the Agenda or to remove an item from the Agenda. Removal of an item from the Agenda requires a Majority Vote.

5.19.2 Agendas for a Board or Committee Meeting scheduled to be held in Closed (Private) Session may be amended to remove an Agenda item by a Majority Vote when a Member is of the opinion the item does not qualify to be discussed in Closed (Private) Session in accordance with Section 5.4.2.

5.20 Consent Agenda (Board Meeting Only)

5.20.1 The Consent Agenda consists of routine agenda items and may include routine items that were discussed and voted on previously at a Committee that may be presented together and adopted at once by the Members without debate.

5.20.2 The Consent Agenda will be prepared for Board Meetings as part of the Agenda development by the Board described in Section 5.15.1.

5.20.3 If a Member or Student Trustee requests a separate discussion on a motion concerning an item in the Consent Agenda at the time of the Board Meeting, the matter will be removed from the Consent Agenda without requiring a vote to do so.

Board and Committee Meeting Parliamentary Procedure

5.21 Debate

- 5.21.1 The Presiding Officer will maintain a list of Members and Student Trustees who wish to speak to a motion and will control who speaks and when, in accordance with this Bylaw and Rules of Order. A Member or Student Trustee who wishes to speak shall raise their hand.
- 5.21.2 The Presiding Officer will recognize a Member or Student Trustee to speak by referring to them as Trustee [last name] or Student Trustee [last name] and indicating that the Member or Student Trustee has the floor. A Member or Student Trustee may not speak to a motion until recognized by the Presiding Officer.
- 5.21.3 Members, Student Trustees and any other participants in a Meeting will address their comments through the Presiding Officer.
- 5.21.4 Members and Student Trustees will confine their comments to the merits of the motion being considered.
- 5.21.5 The Presiding Officer may rule a question/motion out of order if a Member or Student Trustee has already asked substantially the same question in another form.
- 5.21.6 The Presiding Officer is entitled to move or second a motion, but only once they have relinquished or passed the role of Presiding Officer to another Member. Should the Presiding Officer move a motion, having relinquished their role as Presiding Officer, they may not preside over the Meeting again until the motion has been dealt with.
- 5.21.7 At any time before a motion is put to a vote, a Member or Student Trustee may request that the motion be read aloud but not so as to interrupt a Trustee or Student Trustee.
- 5.21.8 Once the Presiding Officer calls for the vote on the motion, there shall be no further discussion.

5.22 Speaking Time

- 5.22.1 At Board Meetings, a Member or Student Trustee shall not without leave of the Chair speak more than once to each debatable motion, except the mover of a motion or amendment(s) who shall be permitted to conclude the debate. No Member or Student Trustee may speak a second time until all Members or Student Trustees who wish to speak on the motion have done so.

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- 5.22.2 No Member or Student Trustee shall speak longer than five (5) minutes each time without leave of the Board by a Majority Vote.
- 5.22.3 At Committee Meetings, a member of the Committee may speak an unlimited number of times to each motion for up to three (3) minutes. The mover of the motion has the option to speak first and last to it.

5.23 Ending Debate

- 5.23.1 At Board Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question. This is in order only after the Presiding Officer has confirmed that all Members and Student Trustees wishing to speak to the motion have had an opportunity to do so in accordance with 5.22.
- 5.23.2 No Member or Student Trustee will speak on a motion to Call the Previous Question.
- 5.23.3 A motion to Call the Previous Question will be decided by a Two-Thirds Vote.
- 5.23.4 If a motion to Call the Previous Question is supported by a Two-Thirds Vote, no further debate can take place and the Presiding Officer will immediately put the pending motion to a vote.
- 5.23.5 At Committee of the Whole and Standing Committee Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question, but only after all Members of the Committee and Student Trustees who are entitled to speak have had an opportunity to speak once.

5.24 Voting

- 5.24.1 A Member who is Present at a Meeting is entitled to vote once on each motion under consideration, unless disqualified from voting. This right to vote includes the Chair and Committee Chair.
- 5.24.2 A Student Trustee who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.
- 5.24.3 Trustees who are not members of a Committee are not entitled to vote at a Committee Meeting. Student Trustees who are not members of a Committee are not entitled to suggest a motion. Only Committee Members and Ex-Officio Members may vote at Committee Meetings.
- 5.24.4 If the motion contains related parts, a Member may move a motion to divide the motion, and if passed, a vote on a part or parts is done separately. If the motion

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contains unrelated parts or distinct propositions, upon the request of any Member, the parts shall be considered and voted on separately.

- 5.24.5 When a motion is put to a vote, the Presiding Officer will first call votes in favour of, votes against and, finally, any abstentions.
- 5.24.6 After a vote is taken, the Presiding Officer will declare whether the motion was carried or defeated.
- 5.24.7 A tie vote means the motion is defeated, except on a motion as to whether a ruling of the Presiding Officer is to be sustained.
- 5.24.8 Except where otherwise provided in this Bylaw or Robert's Rules of Order, the basic requirement for approval of an action is a Majority Vote.

5.25 Recorded Votes

- 5.25.1 At a Board Meeting, any Member or Student Trustee may request a recorded vote prior to the vote on a motion taking place. The Official Recording Secretary will record the binding vote of each Member and the non-binding vote of each Student Trustee(s) in the Minutes for inclusion in the Official Record. Except at Committee of the Whole (Closed Session), recorded votes will not be taken at Committee Meetings.

5.26 Motions

- 5.26.1 A matter to be considered by the Members at a Meeting will be in the form of a motion directly related to an item on the Agenda and will require a mover and only at Board or Special Board meetings, a seconder. A seconder is not required at Committee Meetings, Ad Hoc Trustee Committee Meetings or special meetings of a Committee or Ad Hoc Trustee Committee Meeting.
- 5.26.2 Any Member (including an Ex-Officio Member) Present at a Meeting, may move or second a motion (in the case of a Board Meeting or special Board Meeting) related to an item on the Agenda or Emergency Business, unless disqualified from participating due to a Conflict of Interest.
- 5.26.3 A motion that has been moved and seconded may, without permission of the Members of the Board or Committee, be withdrawn, or a minor amendment made by the mover of the motion, until the Presiding Officer states the motion prior to opening the floor to debate.
- 5.26.4 A Member who moved a motion may also withdraw it from consideration after the motion is stated and before the vote is taken on the motion, provided that the seconder or no other Member Present objects to the motion being withdrawn.

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- 5.26.5 If a Member objects to a request to withdraw a motion, the Members in attendance at the Meeting will immediately decide whether to permit the motion to be withdrawn by a Majority Vote.

5.27 Notice of Motion

- 5.27.1 A Member may request that a Notice of Motion be included in the Agenda for a Board, Committee of the Whole or Standing Committee meeting as advance notification of a matter to be considered in accordance with Section 5.27.5.
- 5.27.2 A Notice of Motion must first be submitted to the Chair of the Board within timelines prescribed by the Director of Education for inclusion in the Agenda.
- 5.27.3 A Notice of Motion must be in writing without a preamble and stated in affirmative terms.
- 5.27.4 A Notice of Motion submitted in accordance with Section 5.27.1 will not be debated at the same meeting at which it is introduced.
- 5.27.5 The Notice of Motion:
- (a) will be considered at a subsequent regular Meeting as determined by the Chair and Vice-Chair in consultation with the Director or Designate;
 - (b) may be referred by the Chair and Vice-Chair or by the Board to a more appropriate Committee; or
 - (c) may be referred to the Director or Designate for consideration or follow-up.
- 5.27.6 Any action taken under Section 5.27.5(b) must be in accordance with the Terms of Reference for Board Standing Committees, as outlined in Section 4.6;
- 5.27.7 A Notice of Motion may be withdrawn by the Member at any time before debate begins on the motion. This may occur after the motion has been moved, seconded and stated by the Presiding Officer.

5.28 Motions - Order of Precedence

- 5.28.1 A Main Motion is the starting point for the Board or a Committee to make a decision. This is also known as the main question. It must be disposed of before another Main Motion is introduced.
- 5.28.2 Any secondary motion (identified as privileged and subsidiary motions in Section 5.28.3) may be introduced by a Member (or suggested by a Student Trustee) during a Meeting and will be considered and disposed of in the order of precedence listed below and in the Parliamentary Procedure Chart appended to this Bylaw. As a result, there may be a few pending motions on the floor at one time but only one

question can be disposed of at a time and in accordance with the order of precedence below.

5.28.3 The order of precedence of secondary motions is as follows:

Privileged Motions:

- (a) Fix the time to Adjourn
- (b) Adjourn
- (c) Recess
- (d) Question of Privilege
- (e) Orders of the Day

Subsidiary Motions:

- (f) Lay on the Table
- (g) Previous question
- (h) Limit or Extend Debate
- (i) Postpone to a Certain Time
- (j) Refer to a Committee
- (k) Amend
- (l) Postpone Indefinitely

5.29 Ruling a Motion Out of Order

5.29.1 The Presiding Officer may rule a motion out of order if:

- (a) it is contrary to, conflicts or inconsistent with legislation, parliamentary procedure, adopted motion that has not been rescinded or DSB1 Bylaws, policies, or Terms of Reference;
- (b) it presents essentially the same question /motion that has been defeated earlier in the same meeting;
- (c) it presents a question/motion that the Board still has within its reach (something has been postponed or referred to a Committee, or is the object of a motion to reconsider);
- (d) it is outside the scope of the purpose or authority of DSB1; or
- (e) it is a dilatory motion, this includes
 - (i) misused with the purpose of obstructing the business of the Meeting (ex. Series of points of order, appeals, motions to table, etc.);
 - (ii) absurd in substance;
 - (iii) Frivolous; and
 - (iv) Unwarranted.

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5.29.2 If a Presiding Officer rules a motion out of order, the Presiding Officer will state the reason and, where applicable, the legislation, parliamentary procedure, or DSB1 Bylaws, policies, or Terms of Reference.

5.29.3 The following motions are not in order at a Committee Meeting:

- (a) Reconsider or rescind a previous decision of the Board; or
- (b) Amend something previously adopted by the Board (unless the motion to reconsider, rescind or amend was explicitly referred to the Committee by the Board).

5.30 Amendments to a Motion

5.30.1 A Main Motion being considered by the Board, or a Committee may be amended.

5.30.2 Motions commonly used that are not amendable include:

- (a) Appeal the ruling of Chair or Presiding Officer;
- (b) Question of Privilege;
- (c) Postpone Consideration of a Motion Indefinitely (at Board);
- (d) Lay a Motion on the Table;
- (e) Order of Business;
- (f) Point of Order;
- (g) Previous Question;
- (h) Reconsider;
- (i) Rescind;
- (j) Take a Motion from the Table; or
- (k) Withdraw a Motion.

5.30.3 An amendment, to be in order, must:

- (a) Directly relate to the motion it proposes to amend;
- (b) Propose some change in the substance or form of the motion; and
- (c) Not be contrary to the main concept of the original motion it proposes to amend.

5.30.4 Only two amendments to a Main Motion may be proposed at any point in time.

5.30.5 The vote on the motion, the amendment and any amendment to the amendment will be taken in the reverse order of that in which they were moved.

5.31 Motion to Refer

5.31.1 A matter may be referred to the following for specific action or follow-up:

- (a) The Board;
- (b) A Committee (defined in Section 1.5);

- (c) The Chair;
- (d) The Director of Education or Designate; or
- (e) A Statutory or Advisory Committee.

5.32 Motion to Reconsider

- 5.32.1 A motion to reconsider a decision passed at a Board Meeting may only be reconsidered at that same Meeting and therefore, does not require prior notice to do so and is not subject to the restriction in Section 5.33.1. The motion to reconsider is not the same as the motion that may be reconsidered. The motion to reconsider requires a separate Majority Vote to pass prior to the reconsideration and voting on the original motion.
- 5.32.2 The debate on the motion to reconsider is a discussion about whether to reconsider and not about the subject of the motion that may be reconsidered. Debate on the original motion will take place following the motion to reconsider, if passed.
- 5.32.3 The motion to reconsider can only be made by a Member who voted for the prevailing side of the original motion. A Member who did not vote on the original motion cannot move the motion to reconsider. A motion to reconsider cannot be amended or reconsidered.
- 5.32.4 If the motion to reconsider is passed, the original motion will be placed on the floor and dealt with like any other original or new motion and as if the original motion had not been voted on at all.
- 5.32.5 Notwithstanding this section, Robert's Rules of Order prescribes a higher voting threshold that must be followed for a motion to reconsider a Bylaw Amendment, Section 1.4.3.

5.33 Motion to Rescind or Amend Something Previously Adopted

- 5.33.1 A previous decision of the Board cannot be rescinded or amended for at least three (3) months after the decision was made, or for the remainder of the current four-year term of the Board, whichever is the shorter time, unless a motion passes by a Two-Thirds Vote to do otherwise.
- 5.33.2 A decision of the Board made at a previous Board Meeting cannot be rescinded or amended unless the proposed rescission or amendment is included in an Agenda.
- 5.33.3 The amendment, repeal and/or replacing of this Bylaw will follow the process determined in Section 1.4 of this Bylaw and Robert's Rules of Order.
- 5.33.4 A failed motion, or a motion not previously dealt with because it was postponed indefinitely, (or similarly worded motion on the same topic) cannot be brought

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forward again for consideration at the same Meeting or for at least three (3) months after the motion failed or was postponed.

5.34 Point of Order

- 5.34.1 A Member may rise to a Point of Order when they believe any of the following have been breached or overlooked; the DSB1 Bylaws, Rules of Order, Terms of Reference, Board policies or legislation related to a motion.
- 5.34.2 A Member may interrupt a speaker who has the floor to raise a Point of Order. The Point of Order does not require a seconder and is not debatable. It cannot be amended or reconsidered.
- 5.34.3 The Point of Order must be clearly stated by the Member with reasons and, where applicable, with specific reference to the particular Bylaw provision, Rule of Order, Terms of Reference, Board policy or legislation.
- 5.34.4 The Presiding Officer rules on the Point of Order with reasons, or may allow the Board of Trustees to decide the point.
- 5.34.5 The Presiding Officer may declare a recess in order to review the Point of Order before making a ruling.

5.35 Question of Privilege

- 5.35.1 If a Member is of the opinion that a pressing situation is affecting the rights or privileges of the Board, or of an individual Member or Student Trustee, a Member can Raise a Question of Privilege, which permits him/her to interrupt the Meeting to state an urgent request or motion.
- 5.35.2 The Question of Privilege must be clearly stated by the Member with reasons.
- 5.35.3 If the Presiding Officer is unable to address the question quickly and informally, the Chair may make a ruling on whether or not to permit the Question of Privilege.

5.36 Appeal the Ruling of the Presiding Officer

- 5.36.1 A Member may interrupt the Meeting to introduce a motion to appeal the ruling of the Presiding Officer, which requires a Majority Vote to overturn a decision of the Presiding Officer.
- 5.36.2 If the appeal from the decision of the Presiding Officer results in a tie vote, the Presiding Officer's decision on the Point of Order will be upheld.
- 5.36.3 The Presiding Officer may speak first and last on the motion to appeal and does not have to leave the chair to do so.

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- 5.36.4 No appeal can be made to the Presiding Officer's response to a Parliamentary Inquiry or other question because a reply is an opinion given by the Presiding Officer and not a ruling on the question. A ruling (and an appeal of that ruling) could be made if a motion is put forward in response to the opinion given by the Presiding Officer.

5.37 Lay on the Table (Sometimes referred to as a Motion to Defer)

- 5.37.1 A motion to lay on the table is used in a Meeting to temporarily set aside a pending motion in order to take up more pressing business at that particular time. If the intention is to postpone the motion indefinitely then that motion should be used. If the intention is to postpone a motion to a certain time, then that motion should be used. If the motion to lay on the table is made with improper intentions, the Presiding Officer will clarify the motion based on the mover's intent and, if in order at the time, puts the question not on *Lay on the Table*, but on *Postpone Indefinitely* or *Postpone to a Certain Time*, as the case warrants.
- 5.37.2 Once the pressing business is finished a motion to take from the table may be made or the Presiding Officer may assume the motion and with unanimous consent of the Members resume with the motion.
- 5.37.3 If the motion is not taken from the table before the end of the Meeting, then it dies but can be renewed again because it was never dealt with.

5.38 Extending Meeting Time

- 5.38.1 If a Board or Committee Meeting is still in progress at 11:00 p.m., the Presiding Officer shall interrupt any item under discussion for Trustees to vote on whether or not to continue the meeting past 11:00 p.m. In this regard, any the following motions may be put forward:
- (a) continue the meeting to conclude the item under discussion only;
 - (b) specify the agenda items to be completed prior to adjournment; or
 - (c) specify an exact time for adjournment.

A motion to continue must receive a Two-Thirds Vote otherwise the Meeting will be adjourned.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

6.1 Public Participation in Board and Committee Meetings

- 6.1.1 The DSB1 Annual Schedule of Meetings will be published on the DSB1's public website.
- 6.1.2 Members of the public are welcome to physically attend as observers any regular Public Session of a Board or Committee Meetings unless all schools of the DSB1 are closed pursuant to *Electronic Meeting and Meeting Attendance* Regulation 463/97.
- 6.1.3 Members of the public may access a live audio-visual recording for Public Board, Standing Committees, Ad Hoc Trustee Committees, and Committee of the Whole Meetings on the DSB1 public website.
- 6.1.4 When all schools of DSB1 are closed as described in *Electronic Meetings and Meeting Attendance* Regulation 463.97, the public will be provided with electronic access to any public meetings outlined in Section 6.1.1.

6.2 Principles of Public Participation

- 6.2.1 The District School Board Ontario North East values input from the community regarding its legislative authority to provide oversight for education programs and services for public school students who reside in the Board's district and area of jurisdiction. More information about the scope of the Board's Responsibilities can be found in the Ontario *Education Act* and its regulations, DSB1 Bylaws and the 2022 – 2026 Good Governance Guide.
- 6.2.2 The board welcomes the views of the Educational Community as defined in Section 1.5, through:
 - (a) direct contact with the local Trustee;
 - (b) the board's policy development and review process;
 - (c) development of the board's multi-year strategic plan;
 - (d) climate surveys and focus groups;
 - (e) town hall and other public meetings;
 - (f) school council meetings;
 - (g) Statutory Committees, including the Audit Committee, Parent Involvement Committee and Special Education Advisory Committee;
 - (h) Advisory Committees and related community outreach;
 - (i) attending public Board and Standing Committee Meetings as observers;
 - (j) accessing information and reports presented at public Board and Committee meetings; or
 - (k) E-mail the DSB1 communications department link on the DSB1 website.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- 6.2.3 Individuals with a question or concern are encouraged to contact the District School Board Ontario North East. Most situations can be resolved with dialogue and cooperation at the local level. The board is committed to addressing concerns in a fair, equitable and timely manner. See the Board's website [dsb1.ca/Board Info/Organizational Chart](http://dsb1.ca/BoardInfo/OrganizationalChart) for description of senior administration's areas of responsibility.
- 6.2.4 Parents/guardians should refer to the DSB1 resource Public Concerns and Building Strong Partnerships in Education on the DSB1 website: https://www.dsb1.ca/apps/pages/index.jsp?uREC_ID=1126874&type=d&pREC_ID=1383314.
- 6.2.5 Section 6.3 provides information for members of the Educational Community as defined in Section 1.5 who may also wish to provide a Delegation at a Board Standing Committee or Committee of the Whole meeting to share their views with Trustees.

6.3 Delegations

- *Application and Scope*

- 6.3.2 Members of the Educational Community are welcome to request Delegate status to share their views with Trustees regarding subject matter that falls within the Board's governance responsibilities and the Standing Committee's Terms of Reference.
- 6.3.3 Delegations from members of the public may be scheduled at a Board Standing Committee Meeting or Committee of the Whole Meeting, or as otherwise indicated in Section 6.3.13.
- 6.3.4 Delegation presentations will not be received:
- (a) at Board Meetings (except by the Special Education Advisory Committee, as prescribed in Regulation 463/97);
 - (b) that would violate any of the Board's Policies, Procedures, or statutory obligations including under the *Act*, the *Ontario Human Rights Code*, the *Ontario Health and Safety Act*, etc.
 - (c) by individuals or commercial enterprises who wish to promote products or services to the Board;
 - (d) regarding personal issues related to the Delegate, a staff member or a student;
 - (e) regarding employment issues that are covered under DSB1 collective agreements or other employment contracts;
 - (f) about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- (g) prior to the Delegate pursuing any other Board processes that currently exist (including those outlined in Board Policy or Procedure to address their concern(s);
- (h) regarding matters that the subject of any DSB1 complaint process;
- (i) about matters that are currently the subject of a complaint to the Ontario Human Rights Tribunal, Ontario Ombudsman, Ontario Privacy Commissioner, Ontario College of Teachers, or any other statutory enforcement agency/office or are under investigation by any of those offices, under a DSB1 policy or procedure, or the Code of Conduct;
- (j) regarding matters that are not within the jurisdiction of the DSB1 and the Board's governance responsibilities;
- (k) if, within the last five (5) months, the Delegate has requested to Delegate and been denied or who has delegated to any Standing Committee or Committee of the Whole, unless the subject matter has changed substantially; or
- (l) regarding subjects for which there are other opportunities for the Delegate to provide input to the Board, such as School Accommodation Review Meetings, the Budget Development Process, the Board's Multi-Year Strategic Planning Process, etc.

- *Request to Delegate*

6.3.5 Delegates must submit a Delegation request form, as follows.

6.3.6 Request must be received a minimum of ten (10) working days prior to the commencement of a Standing Committee Meeting or a previously scheduled Committee of the Whole Meeting. The timelines do not apply to a request to speak at a Committee of the Whole Meeting that has not yet been scheduled.

6.3.7 Alternative timelines may be considered by DSB1.

6.3.8 The Director's Office staff are available to respond to inquiries and to provide information to prospective Delegates.

6.3.9 Delegation request forms may be submitted online or delivered in person or mailed to the DSB1 Director's Office 153 Croatia Avenue, Schumacher, ON PON 1G0 or emailed to info@dsb1.ca .

- *Delegation Request Form*

6.3.10 The following information is required on the Delegation request form:

- (a) Name, preferred pronouns, home address and contact information (phone and/ or e-mail address) for each speaker;
- (b) Any affiliation with an association, corporation or group which has given consent for the Delegation to speak on its behalf;

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- (c) The agenda item or subject matter the Delegation wishes to speak about, including preferred meeting dates, if known;
 - (d) The verbatim speaking notes of the Delegate's presentation;
 - (e) Employees of the DSB1 must disclose their employment status (not position or location) on the Delegation request form and, if given Delegate status, at the beginning of their presentation to the Standing Committee or Committee of the Whole; and
 - (f) Confirmation that the delegate/speaker is a Public school supporter.
- 6.3.11 Delegates may choose to have up to two (2) speakers share the ten (10) minutes allotted for making a presentation, provided this information is submitted on the Delegation request form.
- *Municipal Freedom of Information and Protection of Privacy*
- 6.3.12 Delegations should be aware that audio visual recordings of the proceedings at all Board, Standing Committees, and Committee of the Whole Meetings held in Open Session are live streamed. The name of the Delegation, their presentation, any written submissions and related discussion form part of the Board official public record of the meeting. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal contact information provided on the Delegation request form will not form part of the public record.
- *Confirmation of Delegate Status*
- 6.3.13 The Chair of the Board and Committee Chair, in consultation with the Director or Designate will consider all Delegation requests and is authorized to take any of the following actions:
- (a) schedule the Delegation for any future Board Standing Committee Meeting that has responsibility for the subject matter described in the Delegation Request Form;
 - (b) refer the Delegation to staff, through the Director or Designate, for follow-up;
 - (c) for appropriate subject matter that is not included in the Terms of Reference for any Board Standing Committee, or which may apply to all Board Standing Committees, schedule the Delegation for a Committee of the Whole Meeting (such date to be determined by the Chair and Vice-Chair, in consultation with the Delegate and the Director or Designate);
 - (d) make the final determination regarding the scheduling of the Delegation in Open or Closed Session, in accordance with the confidentiality provisions contained in Sections 207(2) and 207(2.1) of the Education Act; or
 - (e) deny any Delegation requests that do not meet the requirements prescribed in Section 6.3 or exceed three (3) requests to delegate for a particular meeting, unless otherwise approved.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- 6.3.14 Individuals who have requested to Delegate will be contacted as soon as possible with the decision on their request to Delegate.
- 6.3.15 A Delegate whose Delegation request is not approved for receipt at a Standing Committee or Committee of the Whole may request that the written submission that accompanied the Delegation request form be distributed to Trustees.
- 6.3.16 Delegates may delegate in person (physically present in the meeting room of the committee) or through any electronic means offered by DSB1.
- 6.3.17 Each Delegation will be given five (5) minutes to make their presentation to the Standing Committee or Committee of the Whole, as the case may be.
- *During the Meeting*
- 6.3.18 The DSB1 has a duty to provide an environment free of discrimination and harassment. It must promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and promote the prevention of bullying.
- 6.3.19 DSB1 is committed to the protection of employees, students, visitor and contractors and complying with its policies and regulations regarding health and safety, workplace violence and workplace harassment.
- 6.3.20 Delegates and Committee members can expect that the Presiding Officer of a meeting will comply with these duties and rule any person out of order during a meeting whose behaviour or language does not respect the Board's duties in this regard.
- 6.3.21 Delegates and Committee members will ensure that their remarks are respectful and professional and in accordance with the DSB1 commitment to equity, inclusivity and anti-racism, as well as all other provisions contained in the Ontario Human Rights Code. They will take direction from the Presiding Officer during the meeting. Offensive language or negative personal references regarding any individual will be ruled out of order by the Presiding Officer.
- 6.3.22 If a Delegate or Committee member does not respect the ruling of the Presiding Officer, they will be asked to leave the meeting room and/or be removed or their electronic means to connect to the meeting, if applicable, will be disconnected.
- 6.3.23 Placards, signs and backpacks are not permitted in the meeting room.
- 6.3.24 If a Delegation involves more than one speaker, the maximum time for remarks by all speakers is ten (10) minutes. Reallocation of speaking time to another individual is not permitted during the meeting.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- 6.3.25 In extenuating circumstances, the Committee members may pass a motion to extend the ten-minute time limit for a Delegate to speak.
- 6.3.26 The Delegation shall read the verbatim speaking notes submitted with the Delegation request form. Delegations deviating from the speaking notes will be ruled out of order, however, the delegation may respond to Trustees' questions of clarification.
- 6.3.27 Trustees and Student Trustees in attendance at the meeting may ask questions of clarification following the Delegation's presentation. Unless the Committee passes a motion to extend the time, speaking time for questions from each Trustee and Student Trustee will not exceed ten (10) minutes in total per Delegation submission, regardless of the number of speakers for that Delegation. There shall be no debate or discussion, or additional information or opinion provided by the Trustees or Student Trustees. Questions shall be limited to clarification questions of the Delegate only. Any other questions, debate or discussion shall be ruled out of order by the Presiding Officer.
- 6.3.28 Committee members may choose to take one or more of the following actions after the presentation:
- (a) Consider the presentation and formulate a recommendation to the Board for action, including a request by the Board for an information report from staff;
 - (b) Postpone consideration of the presentation to a future Committee Meeting;
 - (c) Take no further action;
 - (d) refer the presentation to another Committee for action or information; and/or
 - (e) refer the presentation to the Director for follow up with the Delegation by assigned staff (subject to consultation with the Director or Designate).
- 6.3.29 The actions outlined above require a formal recommendation and Majority Vote of the Committee members and are subject to final approval by the Board of Trustees at a Board Meeting.
- 6.3.30 Delegations will be informed by the Director of any future Board or Committee Meeting date on which a recommendation concerning the Delegation's presentation will be considered by the Board of Trustees, if any.
- *Following the Meeting*
- 6.3.31 On behalf of the Board of Trustees, the Director or Designate will communicate the following information to the Delegation as soon as possible after the Board Meeting at which recommendations regarding the Delegations presentation are considered. Contact information provided on the Delegation request form will be used for this purpose:

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- (a) if the Delegation presentation has been referred to the Director for follow up, the Director will assign appropriate staff and applicable contact information will be provided;
- (b) if the subject matter of the Delegation presentation has been referred to another Committee, the meeting, date, and time it will be considered will be provided;
- (c) if a staff report has been requested for a future Committee meeting, the date and time it will be presented will be provided; and
- (d) if the Delegation presentation has been received by the Board for information, confirmation of this recommendation will be provided.

6.4 Conflict of Interest Registry

- 6.4.1 Members have a responsibility to disclose any pecuniary conflict of interest, whether direct, indirect or deemed in accordance with the *Municipal Conflict of Interest Act* at Board and committee Meetings by filing a written statement with the Director's Office. In Closed (Private) Session, Members must withdraw from and not be Present in the meeting room or participate via electronic means when a matter about which they have declared a conflict is being discussed.
- 6.4.2 The Director of Education or Designate will:
 - (a) File the written statement by the Member in the DSB1's Conflict of Interest Registry;
 - (b) Record the conflict of interest in the Minutes of the Public Board or committee Meeting;
 - (c) Record the conflict of interest in the Minutes of a Closed Meeting and also in the Minutes of the next Public Board Meeting; and
 - (d) Make the DSB1's Conflict of Interest Registry available for public review.

SECTION 7: RESOURCE DOCUMENTATION

7.1 Legislation

- [*Education Act*](#)
- [*Municipal Conflict of Interest Act*](#)
- [*Municipal Elections Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)

7.2 Other Documents

- Current edition of Robert's Rules of Order Newly Revised
- Parliamentary Procedure Chart
- Committees' Terms of Reference



TRAGIC EVENTS RESPONSE

1.0 Rationale

District School Board Ontario North East is committed to ~~ensuring the well-being of our students and staff.~~ **student and staff safety and well-being.** Therefore, all schools will have plans and supports in place to ~~deal with~~ **work through** tragic events.

~~Tragedies occur which affect the students and staff of a school. The task of coping with such tragedies is shared by the school and related professionals. An appropriate response will be determined by the facts of the events. A tragic event can trigger unresolved grief from previous losses, and we must be prepared to deal with both.~~

~~It is the responsibility of the school principal to Principals will develop a crisis management plan and to form a Tragic Events Response Team (TERT) to carry out that plan quickly and effectively. This ensures that schools are able to respond quickly and effectively to a tragedy. The attached procedure, the "Tragic Events Response Manual", governs the response of the school or Board Office in the event of a tragedy.~~

2.0 Definitions

Tragic Event

A tragic event is a significant event that disrupts the emotional and physical well-being of students and staff members. ~~Within this broad umbrella are crises and traumatic events, which may require somewhat different responses.~~ A tragic event may include but is not limited to the following:

- Death, **by any means** (expected or sudden) of a ~~current or former:~~
 - **Current or recent** student
 - **Current or recent** staff member
 - parent or sibling of a **current** student
 - spouse or child of a **current** staff member, ~~by any means;~~
- serious accident involving a **current** student or staff member;
 - serious illness of a **current** student or staff member.

Tragic Event Response Team

The Tragic Events Response Team (TERT) is composed of school staff members and supported by the ~~Board~~ Mental Health Team. **There will also be a TERT for the board office staff.** The TERT will ~~put a~~ **implement the** crisis management plan ~~into effect~~ and will provide leadership **to the school community.** ~~in a crisis.~~ The TERT may also choose to seek support and resources from external agencies and partners.

Crisis Management Plan

A crisis management plan provides direction for the school **to address a tragic event** ~~during a crisis.~~

3.0 Policy

~~District School Board Ontario North East is committed to ensuring the well being of our students and staff. Therefore, all schools will have plans and supports in place to deal with tragic events.~~

Leadership team will develop a crisis management plan and form a Tragic Events Response Team (TERT) for their individual building to carry out that plan quickly and effectively.



EMERGENCY PREPAREDNESS

1.0 Rationale

To ensure the safety and security of all staff and students, District School Board Ontario North East will have in place procedures to be implemented in an emergency situation including, but not limited to a serious accident, violent or other incident, or an act of terrorism, in, on, or near school property.

2.0 Definitions

Lockdown: A lockdown is an emergency situation, which prevents the safe evacuation of a school building and requires steps to isolate students and staff from danger by requiring everyone to remain inside the building. A lockdown is used in an emergency situation where the danger is inside, on, or very near the school property. A lockdown requires that all students be kept in classrooms or other designated locations that are away from the danger. A lockdown minimizes access and visibility and shelters students, teachers, staff and visitors in secure locations. Staff members within the school/site, including caretaking, teachers, administrative team and other support staff, are responsible for students and for ensuring that no one leaves the safe area. School personnel (as designated by the Principal / Site Supervisor and working in conjunction with the Head Caretaker or designate) will also secure building entrances, if it is safe to do so.

School Lockdown Procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. During a Lockdown, lights are turned off in the classroom (a single light may be left on for safety reasons), blinds are closed and if possible all interior windows/glass panes must be covered.

Hold and Secure: A “Hold and Secure” is used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., if a bank robbery occurs near a school, but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

~~**Shelter in Place:** “Shelter in Place” is used for an environmental or weather related situation (i.e. tornado, storm, chemical spill, blackout, explosion) where it is necessary to keep all occupants within the school to protect them from an external situation. This event poses no immediate danger to students or staff unless they were to leave the building; therefore they are kept inside of the building to protect them from the external situation. In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation is resolved.~~

Evacuation: All schools have detailed evacuation plans to remove students and staff in the event of a serious incident where everyone must leave the building. (i.e. bomb threat)

Extenuating Situations: When exceptional situations occur (e.g., broken pipe in hallway, medical crisis) requiring students and staff to remain in their classrooms, the Principal or designate will advise staff and

students to remain in the classroom and close the door until further notice. Classroom activities continue as usual.

3.0 Policy

District School Board Ontario North East will ensure that emergency preparedness plans are in place for each school and facility. Each school in District School Board Ontario North East, on a yearly basis, will provide each parent/guardian with a summary (including the key information from the policy) of the school's Emergency Preparedness Plan.



CONCUSSION MANAGEMENT

1.0 Rationale

District School Board Ontario North East is committed to helping all students succeed and lead safe, healthy and active lives. As part of its commitment to student safety, injury prevention and well-being, District School Board Ontario North East supports concussion awareness, prevention, identification, management, tracking and training in schools through policy and resources.

2.0 Definitions

Concussion Awareness Resource (Approved): a resource made available on the Ontario Government's concussion website. It may also refer to resources that have been approved by the school board, provided that the school board has ensured they are consistent with the government's resources.

Concussions: brain injuries caused by excessive, rapid movement of the brain inside the skull. This movement causes damage that changes how brain cells function, leading to symptoms that can be physical (headaches, dizziness), cognitive (problems remembering or concentrating), or emotional (feeling depressed). A concussion can result from a blow to the head, face or neck or by a blow to the body in any number of activities including receiving a check in hockey, falling from a jungle gym, being in a motor vehicle collision, or slipping on an icy sidewalk. <https://parachute.ca/en/injury-topic/concussion/>

- can occur even if there has been no loss of consciousness
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

Return to Learn: the student's return to doing school work, including activities that include reading and writing. It does not include physical activities.

Return to Physical Activity: the student's return to participation in any physical activity that increases the student's heart rate.

Return to School Plan: a personalized strategy to support a student's Return to Learning and Return to Physical Activity after suffering a concussion.

3.0 Policy

It is the policy of District School Board Ontario North East to provide a safe environment that promotes the overall well-being of students and takes steps to reduce the risk of injury. District School Board Ontario North East recognizes the importance of promoting the safety of students as this is an essential precondition for effective learning. As such, we are committed to increasing awareness for all students, staff, parents, guardians, volunteers and health care practitioners to support the timely and proper management of concussions.



MODIFIED DAY AND EXCLUSION

1.0 Rationale

District School Board Ontario North East is committed to safe, inclusive, and equitable learning environments. While the Education Act affirms the right of every student to attend school, there are exceptional circumstances where a student's continued presence in school may compromise the safety, security, or well-being of themselves, other students, or staff. As such, a principal may refuse to admit a student to a school or classroom under **s.265(1)(m) of the Education Act** where the student's presence would be detrimental to the physical or mental well-being of others.

The decision to modify a student's school day represents a principal led plan that involves collaboration, consultation, and planning with the area superintendent of education, school staff, applicable Learning Services – Student Support staff members, and parent(s)/guardian(s).

Exclusion is a **last resort, non-disciplinary, temporary safety measure**, and must be exercised in compliance with the Education Act, Ministry policy/program memoranda, and the Ontario Human Rights Code.

2.0 Definitions

Exclusion - As per *Education Act*, **s. 265(1)(m)**, exclusion is the authority of a principal to refuse to admit, or to remove, a person from school premises if the principal considers that the person's presence is detrimental to the safety or well-being of others in the school.

- It is **not a disciplinary consequence** like suspension or expulsion.
- It is intended as an emergency measure to protect safety and well-being.

Suspension - As per *Education Act*, **s. 306**, a suspension is a formal disciplinary consequence where a student is barred from attending school and school-related activities for a period of 1–20 school days for conduct that violates board policy or the provincial Code of Conduct.

Expulsion - As per *Education Act*, **s. 310**, an expulsion is a disciplinary consequence that may remove a student from their school or from all schools of the board, either for a limited period or permanently, due to serious infractions.

Duty to Accommodate - As required by the **Ontario Human Rights Code**, schools must take reasonable steps to accommodate students' needs related to disability, creed, gender identity, or other protected grounds, to the point of undue hardship, when considering or applying exclusion.

Competing Rights - Situations where the rights of one student (e.g., right to education) may intersect or conflict with the rights of others (e.g., right to a safe environment). Decisions must balance these rights in accordance with the **Ontario Human Rights Commission's Policy on Competing Rights (2012)**.

3.0 Policy

District School Board Ontario North East will ensure that student exclusion is used only as necessary, in exceptional circumstances to protect safety and well-being, applied fairly, time-limited, and with supports for student re-entry and continued learning.



HEALTH AND WELLNESS / EMPLOYEE SUPPORT

1.0 Rationale

~~District School Board Ontario North East is committed to creating and maintaining a healthy workplace.~~

Regular attendance by all employees is essential in order to carry out District School Board Ontario North East's mandate. The Health and Wellness/Employee Support Policy sets the groundwork for a comprehensive program aimed at positively supporting the health of employees and the organization.

The Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to our mission to providing a safe, positive and mutually respectful student focused environment which promotes the development of skills, knowledge and attitudes necessary for life-long learning. This Policy combines prevention and intervention to achieve the goals of personal and workplace wellness.

2.0 Definitions

3.0 Policy

~~District School Board Ontario North East is committed to creating and maintaining a healthy workplace.~~ Regular attendance by all employees is essential in order to carry out District School Board Ontario North East's mandate. ~~The Health and Wellness/Employee Support Policy is a comprehensive program aimed at~~ Through the creation of specific procedures for absence reporting, attendance support, and disability management, the Board endeavours to positively support~~ing~~ the health of employees and the organization.

The Health and Wellness/Employee Support ~~Policy is~~ Procedures shall be consistent with the *Ontario Human Rights Code*, the *Workplace Safety and Insurance Act*, *Employment Standards Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.



Chair's Report

October 7, 2025

Achieve: *Uphold high expectations in diverse learning and working environments.*

Board Self-assessment: Our board self-assessment survey for 2024-2025 will be available for trustees on October 21, 2025. This is a critical part in understanding how our board is performing in our governance role. I strongly encourage all trustees to complete the survey by November 4, 2025.

Belong: *Build inclusive communities where all feel supported and valued.*

The 2025 OPSBA Northern Conference: Delta Waterfront Hotel in Sault Ste. Marie, October 17-18, 2025. "This event provides an opportunity for Northern school boards to share insights and address challenges unique to their region." OPSBA will no longer be visiting DSB1 prior to the event. Please coordinate with Melanie Demers if you wish to attend and she will complete hotel reservations and registration (upon availability) on your behalf.

Create: *Foster collaboration, innovation, and skill development in all learners.*

By-law Review: After more than a year of discussion and legal consultation, our by-law update is finally nearing completion. It has been a lengthy process, but the result should be extremely beneficial for the organization.

Tentative timelines:

- October 7 - Special In-camera meeting of the board
- October 7 (Oct 21) – 1st reading for receipt (if changes are required)
- October 21 (Nov 4) – 2nd reading for receipt
- November 4 (Nov 18) – 3rd reading for approval

Director's Report

October 7, 2025

Achieve:

DSB1 enrollment is up by approximately 480 students, based on our predicted enrollment. Final enrolment numbers are confirmed on October 31, 2025. We are up 99 students from last year's enrolment, K to 12.

DSB1 continues to build strong partnerships to support students with varied pathways that honour student voice and choice. Recently, our Pathways Lead attended a career fair to learn more about local industry needs and connect with employers for experiential learning opportunities. Our Superintendent for K to 12 Learning and Teaching also attended the Camp Bickell brunch.

Belong:

As we wrap up September, our attendance rate was 90.05% with our goal of 88% and our persistent absenteeism was 36.6% with our goal of 42%. This is an incredible way to start the 2025-2026 school year.

DSB1 schools continue to actively support the Terry Fox Foundation through school fundraisers and walks. Thank you to the staff, families and students who keep Terry's dream alive every single year. To date, DSB1 has raised over half a million dollars.

Create:

Artificial Intelligence (AI) guidelines are being crafted for students and staff. We will seek input from both students and staff.

Our very own communication department was awarded a *Bravo!* award from the Canadian Association of Communicators in Education (CACE) for the DSB1 Kindness Campaign. This national awards program recognizes and honours exemplary work in all aspects of school public relations, communications, marketing and engagement.



Pathways – Indigenous Student Success Pilot & OYAP

Superintendent Elvestad,
Lead Innes & Lead Beauchamp
October 7, 2025



District School Board
Ontario North East

1

Our Vision

**Preparing our
learners for their
future success.**

Our Mission

**Providing
meaningful growth
opportunities.**

2

Our Strategic Priorities

Achieve

Belong

3

Indigenous Student Success Pilot: Who

1

Ecole Secondaire
Cochrane High
School
98/216 students
(45%)

2

Timiskaming District
Secondary School
117/594 students
(20%)

3

Timmins High and
Vocational School
156/652 students
(24%)

4

Indigenous Student Success Pilot: Why (Graduation Rates)

Graduation Rate; Students who identify as Indigenous (5 yr)

Grade 9 Cohort	DSB1	ESCHS	TDSS	THVS
2019/2020	74%	29%	80%	51%
2018/2019	74%	46%	39%	37%

5

Indigenous Student Success Pilot: What



Each of the three secondary schools were granted an additional 1.0 full time Student Success teacher to ensure students have extra support in attendance, credit accumulation, and pathways planning



The Student Success Teacher will collaborate with the school SST team, families, elders, community supports, Guidance support, Indigenous Student Advisor, attendance counselor, Child and Youth Worker to ensure the student has a more holistic approach to student success and achievement

6

Indigenous Student Success Pilot: Why (Credit Accumulation, Students on track)

September 2025	DSB1	ESCHS	TDSS	THVS
Gr 10 (8 credits)	83%	77%	75%	59%
Gr 11 (16 credits)	70%	50%	66%	60%
Gr 12 (22+ credits)	68%	44%	61%	55%

7

Indigenous Student Success Pilot: (Goals for Students)

2025/2026 Goals	ESCHS	TDSS	THVS
Graduation Rate	66%	77%	72%
Gr. 9 Credit Accumulation	85%	80%	70%
Attendance Rate	80%	88%	80%
Persistent Absenteeism Rate	70%	50%	70%

8

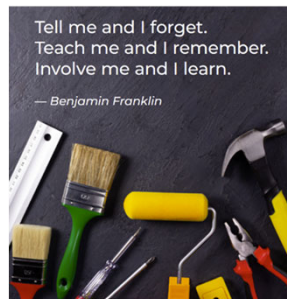
Indigenous Student Success Pilot: (Pathways Planning)

- Student Voice: Student surveys to assist in planning Indigenous Pathways Lunch and Learns in schools, where Indigenous role models and alumni will serve as resources and support
- Indigenous-focused postsecondary pathways: Bridging programs, scholarships, Institutes and apprenticeship opportunities
- Individualized Pathways Program (IPP): each student will have a well-designed pathways program, more uniquely tailored to his/her needs

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What is OYAP?

- **O**ntario **Y**outh **A**pprenticeship **P**rogram
- OYAP is a School to Work program
- Students gain hands-on experience and earn high school credits



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Student Eligibility

15+ years
14+ credits

**Enrolled in
Cooperative
Education**

**Commitment
to learning a
skilled trade**

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Importance

- This growth is critical for our students and the local economy:
 - high demand for skilled tradespeople
 - growing number of our graduates entering the workforce directly after high school

QUICK FACT:

More than 222 000 new Red Seal journeypersons are needed over the next four years to meet demand in Canada.

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Our Strategy for Growth

- Professional learning with cooperative education teachers
- Informing local employers
- Collaborating with the Indigenous Lead
- Networking with OYAP Recruiters across the province

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DSB1 Data

	Male	Female	Other	Participant	Registrant (including pending)	Total	Identifies as Indigenous
2022-2023	66	17	1	51	23	84	9
2023-2024	80	37	0	92	24	117	11
2024-2025	138	48	1	109	56	187	25

Top Trades as of 2025

Welder 41	Automotive Service Technician 24	Educational Assistant 18	Electrician 15
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Student voice...

Cohyn absolutely recommends OYAP. It's the ultimate **mentorship** opportunity. It allowed him to discover his likes and dislikes to personalize his career path.



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OYAP is a must, according to Cailyn. Thanks to the OYAP program, students can understand the **reality of the labour market** much earlier, choose their ideal career path after high school and be **fully prepared for the future**.



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New this year: OYAP-FAST

- OYAP-FAST (**F**ocused **A**pprenticeship **S**kills **T**raining)
- Between 8 to 11 coop credits in the skilled trades
- Register as an apprentice while still in high school
- OYAP-FAST seal on their Ontario Secondary School Diploma

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Next Steps and Continued Support

- Guest speakers & field trips
- Hands-on activities Grades 5&6
- Increase opportunities to explore pathways for students who identify as Indigenous
- The Board Tech Trailer: Grades 7&8 focus

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Tech Trailer Tour

- Safety information
- Hands on activity stations
- Instructor is a Welding Engineer Technologist
- All DSB1 Grade 7&8 schools visited twice this school year

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District School Board
Ontario North East

**Thank you
Meegwetch
Merci**

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**District School Board
Ontario North East**

Schumacher Board Office

Street Address

153 Croatia Avenue, Schumacher, ON P0N 1G0

Mailing Address

P.O. Box 1020, Timmins, ON P4N 7H7

705-360-1151

New Liskeard Board Office

198022 River Road

New Liskeard, ON P0J 1P0

705-647-7394

Dr. Jonathan D Byer
153 Croatia Avenue
Schumacher, ON P0N 1G0
Jonathan.Byer@dsb1.ca

October 1, 2025

Honorable Paul Calandra
Ministry of Education
15th Floor
438 University Ave
Toronto, ON
M7A 2A5

Honorable Paul Calandra,

I am writing to you as Chair of District School Board Ontario North East about recent comments suggesting that Ontario's elected school trustees may be removed from the governance model of public education.

Local voices are essential in shaping our community, and I firmly believe that school board trustees play a pivotal role in our community by representing parents and students in education. The continued presence of democratically elected school board trustees, whose role is vital to ensuring transparency, accountability, and community engagement in our schools should not understated.

While principals and superintendents are employees of the school board who operate within the directives of the Ministry of Education, trustees provide an independent voice that ensures local concerns are heard at the decision-making table. A parent may reach out to a trustee when they feel their issue is not being addressed fairly within the school system, or when the concern involves board-wide policies, funding, or access to programs, areas that administrators cannot change on their own. Trustees act as a bridge between the community and the board, ensuring that parents have a direct avenue to raise concerns, seek guidance, and influence decisions that affect their children's education. Personally, I ran for the position of school board trustee as a foundational step in my political engagement, motivated by the desire to apply the knowledge and expertise gained during my time in education both nationally and internationally for the direct benefit of our local education system.

Eliminating trustees would silence local input and centralize decision-making away from the communities where they are needed most, removing the democratic voice that parents and communities count on. Trustees provide a critical check and balance:

- Trustees do not control how much funding a board receives; the province does. Trustees oversee how that funding is allocated to best meet local needs.



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- School boards have long been recognized internationally as a strength of Ontario's system, balancing consistency across the province with responsiveness to local circumstances.
- At a time when parents are asking for more engagement and transparency in schools, removing trustees would have the opposite effect.

If a community does not agree with a trustee's actions, statements, and viewpoints during their term, they have the perfect opportunity – by voting in the municipal and school board elections – to turn the page.

If this proposal goes ahead, it would be a significant loss for the province. Communities would lose their local voice, and parents would lose the people who speak up for them. Other provinces have already attempted to run their education systems without elected school board trustees and have been relatively short-lived.

Please stand up for the voice of parents, students, and communities in Ontario's public education system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan D Byer'.

Jonathan D Byer, PhD
Chair, District School Board Ontario North East



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Dr. Jonathan D Byer
153 Croatia Avenue
Schumacher, ON P0N 1G0
Jonathan.Byer@dsb1.ca

October 1, 2025

The Honorable George Pirie
Member of Provincial Parliament - Timmins
Unit G681 Algonquin Blvd. East
Timmins, ON
P4N 8S6
George.Pirie@pc.ola.org

Honorable George Pirie,

I am writing to you as Chair of District School Board Ontario North East about Minister of Education Paul Calandra's recent comments suggesting that Ontario's elected school trustees may be removed from the governance model of public education.

Local voices are essential in shaping our community, and I firmly believe that school board trustees play a pivotal role in our community by representing parents and students in education. The continued presence of democratically elected school board trustees, whose role is vital to ensuring transparency, accountability, and community engagement in our schools should not understated.

While principals and superintendents are employees of the school board who operate within the directives of the Ministry of Education, trustees provide an independent voice that ensures local concerns are heard at the decision-making table. A parent may reach out to a trustee when they feel their issue is not being addressed fairly within the school system, or when the concern involves board-wide policies, funding, or access to programs, areas that administrators cannot change on their own. Trustees act as a bridge between the community and the board, ensuring that parents have a direct avenue to raise concerns, seek guidance, and influence decisions that affect their children's education.

Eliminating trustees would silence local input and concentrate decision-making at Queen's Park, removing the democratic voice that parents and communities count on. Trustees provide a critical check and balance:

- Trustees do not control how much funding a board receives; the province does. Trustees oversee how that funding is allocated to best meet local needs.
- School boards have long been recognized internationally as a strength of Ontario's system, balancing consistency across the province with responsiveness to local circumstances.
- At a time when parents are asking for more engagement and transparency in schools, removing trustees would have the opposite effect.



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If a community does not agree with a trustee's actions, statements, and viewpoints during their term, they have the perfect opportunity – by voting in the municipal and school board elections – to turn the page.

If this proposal goes ahead, the impact will be real. Communities would lose their local voice, and parents would lose the people who speak up for them. Other provinces have already attempted to run their education systems without elected school board trustees and have been relatively short-lived.

I am asking you to:

1. Publicly oppose any plan to remove elected school trustees.
2. Communicate to Minister Calandra and Cabinet that communities like ours need more – not less – local voice in education.
3. Support a transparent, evidence-based dialogue about governance, one that strengthens local democracy instead of undermining it.

Please stand up for the voice of parents, students, and communities in Ontario's public education system.

Sincerely,

A handwritten signature in black ink, reading 'Jonathan D Byer'.

Dr. Jonathan D Byer
Chair, District School Board Ontario North East



September 29th, 2025

District School Board Ontario North East
Jonathan Byer, Chair

Shared Capital Priorities – École secondaire publique Écho du Nord / Kapuskasing Education Centre

On behalf of the Board of Trustees of the Conseil scolaire public du Nord-Est de l'Ontario (CSPNE), I am writing to advise that at its meeting of September 26, 2025, the Board voted not to proceed with the submission of a shared capital project for École secondaire publique Écho du Nord and the Kapuskasing Education Centre.

The Board has resolved to pursue the development of a stand-alone French-language secondary school in Kapuskasing in the future.

We wish to take this opportunity to express our sincere appreciation for the long-standing partnership between our two school boards. Your collaboration in providing space for our secondary school continues to play a significant role in enabling CSPNE to deliver quality educational services and programs to our students in Kapuskasing.

As we move forward with this important initiative, we remain deeply committed to maintaining a close and constructive relationship with DSB1, with the shared goal of ensuring that all students in our communities have access to the highest standard of education.

Please accept our gratitude for your continued support and partnership.

Denis Labelle

Chair, Board of Trustees

cc. Lesleigh Dye, Director of Education, District School Board North East
Natalie Joncas-Raymond, Director of Education, Conseil scolaire public du Nord Est de l'Ontario