



**2026**

**Governance By-Law and Policy  
Governance Policies**

## **TABLE OF CONTENTS**

**Governance By-Law and Policy**

**Borrowing By-law**

**Public Concerns - Operating Policy 1**

**Delegations - Governance Policy 2**

**Municipal Elections Compliance - Governance Policy 3**

**Trustee Code of Conduct- Governance Policy 4**

**Director of Education Performance Appraisal - Governance Policy 5**

**GRAND ERIE DISTRICT SCHOOL BOARD**

GOVERNANCE BY-LAW AND POLICY

Effective the 22<sup>nd</sup> day of June 2026

1.0	INTERPRETATION.....	3
2.0	INAUGURAL AND ANNUAL MEETINGS.....	4
3.0	BOARD MEETINGS.....	6
4.0	COMMITTEES.....	9
5.0	RULES OF ORDER.....	16
6.0	PRESIDING OFFICER.....	16
7.0	AGENDA.....	17
8.0	BOARD MEMBER MOTIONS.....	17
9.0	PROTOCOL FOR DEBATE.....	18
10.0	VOTING.....	19
11.0	OFFICERS.....	19
12.0	MINUTES.....	20
13.0	AMENDMENT WITHOUT NOTICE.....	20
14.0	USE OF GRAND ERIE DSB RESOURCES BY BOARD MEMBERS.....	22
15.0	REQUESTS FOR INFORMATION BY BOARD MEMBERS.....	25
16.0	BOARD MEMBER EXPENSES.....	25
17.0	BOARD MEMBER HONORARIA.....	27
18.0	COMMUNICATION.....	28
19.0	ABSENCES.....	29
20.0	ELECTRONIC MEETINGS.....	29
21.0	STUDENT TRUSTEES.....	32
22.0	RESCINDING OF PRIOR GOVERNANCE BY-LAW AND POLICY.....	34
23.0	EFFECTIVE DATE.....	35



## 1.0 INTERPRETATION

### 1.1 Meaning of Terms

In this By-law, terms have the following meaning:

- (a) **“Annual/Organizational Meeting”** means the first Board meeting of the Board as required by legislation;
- (b) **“Board”** means the members of the Grand Erie District School Board. “members of the Board” means Trustees and includes the Chief Executive Officer as a member of the Board by virtue of office (except for the purpose of sections 169.1(h), 218.1 and 218.2 of the Education Act and any other provision that may be prescribed by regulation). The Chief Executive Officer is not entitled to exercise a binding vote on any matter before the Board or one of its committees;
- (c) **“Chair”** means the Chair of the Board, exercising the authority as conferred by [Section 218.4 of the Education Act](#), except where otherwise indicated as meaning Chair of a Committee of the Board;
- (d) **“Committee”** means a statutory, standing, or special ad hoc committee of the Board, as further described in Article 4 of this By-law;
- (e) **“Committee Member”** means a person appointed by the Board to be voting member of a Committee of the Board as per section 4.6;
- (f) **“Chief Executive Officer”** means the Director of Education who shall be referred to as the Chief Executive Officer for all purposes and who is responsible for the appointing of a Chief Education Officer. The Chief Executive Officer may be appointed as the Chief Education Officer;
- (g) **“Education Act”** means the [Education Act, R.S.O.1990, chapter E.2](#), as amended from time to time, and includes, where the context requires, the Ontario Regulations enacted thereunder;
- (h) **“In-Camera”** means a committee meeting from which the public has been excluded in accordance with [S.207\(2\)](#) of the *Education Act*;
- (i) **“Inaugural Meeting”** means the Board meeting following the municipal election of that year;
- (j) **“Motion”** is a proposal for approval by the Board;
- (k) **“Resolution”** means a main motion expressed in writing and approved by a majority of the Trustees present;
- (l) **“Trustee”** means a member of the Board, elected, acclaimed or appointed to the office pursuant to the provisions of the [Municipal Elections Act](#) or the *Education Act*, as the case may be.
- (m) **“Vice-Chair”** means the Vice-Chair of the Board, except where otherwise indicated as meaning Vice-Chair of a Committee of the Board.



## **1.2 General**

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

For this By-law and Governance Policy and, unless the context otherwise requires, the singular includes the plural, and the plural includes the singular.

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

## **1.3 Board Members**

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

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

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

Appointment of each First Nations Board Member (Trustee) will occur every fourth year. Once appointed, the First Nations Board Member (Trustee) serve under the same terms and conditions as elected Trustees, in accordance with the *Education Act* and current regulations.

Student Trustee(s) will be appointed according to By-Law and Governance Policy section 21.

## **2.0 INAUGURAL AND ANNUAL MEETINGS**

### **2.1 Inaugural Meeting**

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

### **2.2 Declaration and Oath of Office**

*The Education Act* requires the declaration is taken on or before the day fixed for the Inaugural Meeting, or on or before the day of the first meeting that the person attends and assumes their duties. Each person elected or appointed to the Board shall make and subscribe the declaration



in English or French before the Chief Executive Officer or before any person authorized to administer an oath or affirmation as prescribed in [Section 209 \(1\) \(3\)](#) of the [Education Act](#). Annual Meeting

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

### **2.3 Election of the Chair and Vice-Chair**

At the Inaugural and Annual Meetings, the Chief Executive Officer, or designate shall preside until such time as the Chair for the coming year has been elected.

The election of the Chair shall be conducted by the Chief Executive Officer or designate, as follows:

- (a) Nominations shall be received in writing or electronically by the Chief Executive Officer for the positions of Chair and Vice-Chair, up until 12 noon on the day of the Inaugural and Annual Meetings, by Board Members . (2 weeks prior where possible).
- (b) Nominations can also be requested on the floor, and if accepted by the person so nominated, shall stand.
- (c) The Chief Executive Officer shall confirm with each nominee, their acceptance of the nomination.
- (d) A Board Member may be nominated for both Chair and Vice-Chair, but if elected as Chair, must either decline the position or withdraw from the ballot for Vice-Chair;
- (e) A Board Member may nominate only one (1) Board Member for each position. This includes the Board Member making the nomination;
- (f) After nominations are closed, the Chief Executive Officer will prepare secret ballots containing the names of the Board Member candidates for each position;
- (g) Where there is only one (1) nominee, the Chief Executive Officer shall declare that person to be the Chair for the coming year;
- (h) Prior to each election taking place, each nominee is encouraged to give a brief statement.
- (i) Where there are two (2) or more nominations, an election shall be conducted by secret written ballot, to be distributed to each Board Member, consisting of the names of the two (2) or more nominees for Chair, and an open box for a check mark beside each name;
- (j) If there is a request by a Board Member to participate electronically, or by any other means due to extenuating circumstances, the Board Member will consult with the Chair of the board and Chief Executive Officer, and voting will take place by email to [executiveservices@granderie.ca](mailto:executiveservices@granderie.ca). Two (2) Superintendents, appointed by the Chief Executive Officer or designate, shall serve as two scrutineers to distribute and count the ballots;
- (k) A Board Member may voluntarily withdraw their name any time before the votes are taken;
- (l) The Chief Executive Officer or designate shall publicly announce the election of Chair but not the results of individual voting or final count, which shall be held in confidence;



- (m) A person must have received a majority of the total votes cast to be elected to the Office of the Chair;
- (n) If after the first ballot no nominee has received a majority of votes cast, a further ballot shall be taken, where the name of a nominee who received no votes, and the name of the nominee otherwise receiving the lowest number of votes, shall be dropped from the ballot;
- (o) At any time that there are three (3) or more names remaining on a ballot and two (2) or more nominees are tied with the least number of votes, the tied nominees shall be determined by the drawing of straws. The nominee that draws the short straw shall be dropped from the ballot;
- (p) The balloting shall so continue until one (1) nominee has received a majority of the votes cast, or where all of the votes are divided equally between the nominees, the nominees shall draw straws to fill the position;
- (q) Upon being elected, the Chair shall preside over the remaining portion of the meeting;
- (r) The election of the Vice-Chair shall follow and proceed in the same manner as the election of the Chair;
- (s) In the event that the position of Chair or Vice-Chair becomes vacant for any reason throughout the year, a new Chair or Vice-Chair shall be elected in the same manner as at an Annual Meeting, as soon after the position has been vacated as is reasonably possible.
- (t) Upon the completion of all elections by secret ballots, Board Members shall make a motion that the ballots be destroyed.
- (u) If elections for Ontario Public School Boards' Association (OPSBA) are in effect, the Director/Voting Delegate (and an alternate that may attend the Annual Meeting and vote if the Voting Delegate is unable to) will take place in spring, following the same process above. Timelines will be confirmed on an annual basis and this process will be in accordance with. [the Guide to OPSBA Roles and Responsibilities](#).

## **2.4 Seating**

At the first meeting following the Inaugural or Annual/Organizational meetings of the Board, the Chair of the Board and CEO or designate, shall determine the seating arrangements for Board Members for the coming year.

## **3.0 BOARD MEETINGS**

### **3.1 Regular Meetings of the Board**

Regular meetings of the Board shall be held at the Education Centre commencing at 6:00 p.m. quarterly on the fourth (4<sup>th</sup>) Monday of the month based on the annual schedule, except where the fourth (4<sup>th</sup>) Monday is a statutory holiday, in which case the Board will meet at the next Monday following the holiday, where possible. An annual schedule will be presented through the Governance Committee. Board and committees, where permitted by law, will be available virtually to members of the public.



Board Members will convene, if necessary, an in-camera session as a committee at 5:30 p.m., where possible.

### **3.2 Notice of Special Meetings of the Board**

A special meeting of the Board may be held:

- (a) at the call of the Chair or Vice-Chair; or
- (b) at the written request of the majority of the Board Members stating the business to be discussed.

Board Members shall be notified of a special board meeting a minimum of twenty-four hours prior to the meeting date, when possible. In instances of Committee meetings requiring special meetings, the members will be notified. Special Board meetings may be held virtually. The notice should include the issue(s) to be addressed unless it is an in-camera meeting. The special meeting shall also be advertised publicly.

Trustees shall be entitled to receive written or electronic notice of the date and time of Regular, Special Board, and committee meetings no later than the Friday by noon prior to the meeting, When possible, except that a special meeting of the Board may be convened on twenty-four (24) hours' notice for a matter of urgency.

Notice of a meeting shall include an agenda, as well as sufficient background information for Trustees to participate meaningfully in the proceedings and make an informed decision on matters before the Board.

An inadvertent error or omission in providing notice of a meeting shall not affect the validity of any action or thing thereafter undertaken by the Board.

Notice of Board meetings, along with the agenda, for the meeting will be made available to the public by 5 p.m. on the Friday prior to the meeting.

A "laydown" report at a Board or committee meeting may be considered in extenuating circumstances.

### **3.3 Public Meetings**

Meetings of the Board or Committees of the Board shall be open to the public, except that such meetings may be closed to the public and held in-camera when the subject-matter under consideration involves:

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal, or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or their parent/caregiver;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) legal issues affecting the Board.



In-camera agenda packages will be distributed in the in-camera session. Copies shall be collected at the conclusion of the in-camera meeting. Board Members shall not retain or possess in-camera materials after an in-camera meeting has concluded. This applies to any in-camera attachments and minutes.

### **3.4 Board Member Attendance**

Board Members shall make all reasonable efforts to participate in Board meetings, and the meetings of Committees to which they have been appointed.

A Board Member proposing to attend a regular Board meeting by electronic means shall submit a written request with reasons to the Chair of the Board (or, in the case of the Chair of the Board to the Vice-Chair of the Board) before the meeting begins [Regulation 463/97, section 7(3) and (4)]. The Chair (or Vice-Chair as applicable) may approve a request in accordance with Regulation 463/97 and the board's Governance By-Law and Policy. Approval will not be unreasonably withheld. A Board Members who does not have advance written approval to participate in a regular Board meeting electronically must attend in-person in accordance with Regulation 463/97.

In accordance with [Section 228\(1\)\(b\) of the Education Act](#), "A member of the Board vacates their seat if they absent themselves without being authorized by resolution entered into the minutes, from three consecutive regular meetings of the Board."

### **3.5 Quorum**

The presence of a majority of Board Members shall constitute a quorum for meetings of the Board.

If a quorum is not present within thirty minutes after the time appointed for the start of a meeting, or if a quorum is lost after a meeting has been called to order, the Chief Executive Officer or designate shall record the names of those present and the Chair shall declare the meeting adjourned.

Quorum is not lost due to declarations of conflict of interest.

### **3.6 Recess**

The Chair may call a temporary recess to a meeting, for a period of not more than ten (10) minutes, provided a motion is not on the floor.

### **3.7 Length of Meetings**

No meeting shall continue in session past 10 p.m., provided that the Board may resolve, by 2/3 majority, to extend the length of the meeting for up to one (1) additional hour. Such resolution must take place for each additional one-hour extension.

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

### **3.8 Adjournment**

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



### **3.9 Cancellation**

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

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

### **3.10 Minutes**

The Chief Executive Officer shall be responsible for ensuring that minutes are taken for all Board and committee meetings, in accordance with [Section 198\(1\)\(a\) of the Education Act](#). Minutes should capture the main motion, the mover and seconder and a brief description of the discussion and/or debate, where possible.

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

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

## **4.0 COMMITTEES**

### **4.1 Committee Appointments**

Prior to the Annual or Inaugural meeting, a list of committees that may require new membership will be provided to the Board Members to which they may indicate their order of preference for membership.

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

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

Board Members shall be appointed members of a non-statutory committee for a term of one-year, expiring on the date of the next Annual meeting. Following the Annual or Inaugural Meeting, committee representation will be put into effect.

Board committees will have a minimum of one (1) Board Member, unless otherwise stipulated by Statutory Regulation, in addition to the Chair and Vice Chair, where possible.

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



## **4.2 Election of Committee Chair and Vice-Chair**

At its first meeting following the Board meeting at which committee members have been appointed, unless otherwise prescribed in Governance By-Law and Policy, committees shall choose a Chair and Vice-Chair, following as closely as practicable the election process for the Chair and Vice-Chair of the Board.

## **4.3 Committee Meetings**

Committee meetings may be convened at the call of the Committee Chair or upon the written request of a majority of Committee members and will be held at the Education Centre, unless otherwise determined in advance by the Committee.

Where possible, committee packages will be available electronically and notification will be issued no later than 48 hours prior to the scheduled meeting, where possible. Attendance at Committee Meetings

The Chair of a Committee may attend a regular meeting of a committee virtually if (a) his/her designate is physically present in the meeting room or (b) another member of the Committee who is also a member of the Board is physically present in the meeting room. If neither of these conditions is met, the Chair must be physically in the room at every regular meeting of a committee of the Board [Regulation 463/97, section 6]. This requirement does not apply to any standing or special committee meetings or to committee chairs who are not also members of the Board. This requirement also does not apply to the Student Discipline Committee or the Supervised Alternative Learning Committee.

A committee member, other than the Chair or their designate, may attend committee meetings in-person or by electronic means, in accordance with the [Education Act](#) and regulations made under the Act, and the Board's Governance By-Law and Policy, Section 8, Electronic Meetings.

A Board Member, who is not a committee member may nevertheless attend a committee meeting, which is open to the public, provided that the Board members will be identified in the minutes as non-members of the committee, whether attending physically or virtually. Non-members will not be part of the committee table. Board Members must send an email notice to the Chair of the Board and Chief Executive Officer no later than two (2) hours prior to the meeting.

If an individual Board Member is unable to attend a scheduled committee meeting, contact the Chair of the Board and inform Executive Services to assist in finding a replacement for the committee meeting. The notification to the Chair of the Board and Executive Services includes an assigned designate to a committee

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

## **4.4 Quorum**

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



#### **4.5 Committee Reports**

Approved minutes will be available to Board Members at the Board meeting, if applicable; and oral or written reports are provided as appropriate. If questions arise pertaining to Committee packages (reports and/or minutes), Board Members should forward them to the Chair in advance of a committee meeting or a Regular Board meeting, where possible. Responses will be collated and shared with all Board Members via email where and when possible or addressed at a committee meeting in advance of a Board meeting.

#### **4.6 Trustee Appointments**

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

#### **4.7 Board Member Committees**

As defined in the Governance By-Law and Policy, the Board has a duty to constitute certain prescribed statutory committees and may also form non-statutory Standing and Special Ad Hoc committees. Board Members will be appointed to committees at the first regular meeting of the Board following the Annual or Inaugural Meeting.

The Terms of Reference of Board Committees will be available on the Board's Committee webpage after the first committee meeting of the school year (where applicable) once reviewed and amended if necessary, annually, and approved. The final Terms of Reference will be added as a separate link. All other Terms of Reference will be maintained in Executive Services.

#### **4.8 Statutory Committees**

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

The number of Board member committee members and the terms of reference for Statutory committees shall be as prescribed by the *Education Act* and applicable Regulation.

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

- (a) Special Education Advisory Committee ([O. Reg. 464/97](#));
- (b) Supervised Alternative Learning Committee ([O. Reg. 374/10](#));
- (c) Suspension Appeal Committee: ([Education Act, S. 309\(12\)](#))
- (d) Expulsion Hearing Committee ([Education Act, S.311.3\(9\)](#));
- (e) Audit Committee ([O. Reg. 361/10](#));
- (f) Parent Involvement Committee ([O. Reg. 612/00](#)); and
- (g) such other committee as may be prescribed by statute or regulation, from time to time.



The number of Board Members, for of these statutory committees, shall be as prescribed by the Act and applicable Regulation with the exception of Student Trustees who may wish to attend any of the available committees where it is permissible.

#### **4.9 Non-Statutory Standing or Statutory Committees**

[Section 171\(1\)](#) of the *Education Act* states that the Board may also establish committees:

- (a) comprised of Board Members, to make recommendations to the Board in respect of education, finance, personnel, and property; and
- (b) that may include persons who are not Board Members, in respect of matters other than education, finance, personnel and property.

Such Non-Statutory Committees may be either Standing or Special Ad Hoc Committees.

Non-Statutory Committees may make recommendations to the Board, but do not have the authority to make decisions which are binding of the Grand Erie District School Board.

#### **4.10 Standing Committees**

The Board may, from time to time, by resolution approve the formation of one or more standing committees, to provide reports and/or recommendations in an area of Board responsibility.

The Chair of the Board shall be an Ex Officio voting member, and the Chief Executive Officer shall be an Ex Officio non-voting member of all Standing Committees. Committee meeting start times will be determined by the committee.

The formation of a standing committee shall include the following through the committees' Terms of Reference:

- a) the purpose of the committee;
- b) the maximum number of members;
- c) the Board's expectations regarding the content and frequency of committee reports and recommendations to the Board.

The term of a Standing Committee will expire upon resolution from the Board, taking into account any recommendation from the Standing committee.

A recommendation for the renewal of the term of a Standing Committee shall be accompanied by a rationale, goals, and projected outcomes for the renewal period.

Notwithstanding the foregoing, the Board may dissolve a standing committee at any time.

At the request of the Board or a Standing Committee, the Chief Executive Officer may appoint staff to provide resources or administrative support, information, and expertise to a Standing committee.

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



- a) The following Standing committees will be established to provide recommendations to the Board:
- (i) Indigenous Education Advisory Committee (IEAC);
  - (ii) Six Nations Advisory Committee (SNAC);
  - (iii) Director of Education Appraisal Review Committee; and
  - (iv) Governance Committee.
- b) The Committee will develop new and/or review existing Terms of Reference that contain the following:
- (i) The mandate and responsibilities of the Committee;
  - (ii) The composition of the Committee;
  - (iii) The procedures of the Committee;
  - (iv) The role of Staff on the Committee; and
  - (v) The role of the Board.
- c) Indigenous Education Advisory Committee (IEAC)

The Indigenous Education Advisory Committee will consist of a Mississaugas of the Credit First Nation Board Member and community stakeholders as follows:

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

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

The Chief Executive Officer will appoint a Superintendent of Education to act as staff liaison to the committee.



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

f) Six Nations Advisory Committee

- (i) The Six Nations Advisory Committee will consist of a Six Nations Board Member, Six Nations community representative appointed by the Committee, Six Nations Elected Council representative (appointed by SNEC), Haudenosaunee Confederacy Council representative (appointed by HCC), Education Services Agreement Native Advisor-Teacher Consultant, Education Services Agreement Native Education Counsellors (3), Education Services Agreement Community Liaison Worker, Grand District School Board Principal Leader of Indigenous Education, Grand Erie Chief Executive Officer and/or Superintendent responsible for Indigenous Education, Indigenous Services Canada Director of Federal Schools and/or designate, Grand Erie Indigenous Student Trustee, Kawennio Immersion School, representative, Everlasting Tree School representative. Others may be invited to participate as resource members as required by the agenda.
- (ii) The Six Nations Advisory Committee meetings will be chaired by the Six Nations Board Member or designate.
- (iii) The purpose of the Six Nations Advisory Committee is to
  - a) Ensure the educational services purchased through the Education Services Agreement are maintained at a high-quality level; and
  - b) To represent the interests of the students from Six Nations of the Grand River Territory enrolled in Grand Erie schools by providing the board appropriate and accurate advice on matters related to their education.
- (iv) The Chief Executive Officer will appoint a Superintendent of Education to act as staff liaison to the committee.
- (v) The Six Nations Advisory Committee shall:
  - a) Hold a minimum of four regular committee meetings during the school year.
  - b) Advise the Board/board on matters for negotiation on the Education Services Agreement with Indigenous Services Canada and make recommendations to the Grand Erie Chief Executive Officer revisions to the Education Services Agreement.
  - c) Provide direction on the preparation of the Education Services Agreement Annual Report.
  - d) After the normal process for communicating concerns has been exhausted, act as a body for the hearing of concerns from parent(s)/caregiver(s) of students from Six Nations of the Grand River Territory in respect to services provided by the Board covered by the Education Services Agreement and shall advise/make recommendations to the Board or the Grand Erie Chief Executive Officer, as is appropriate for the matter, regarding resolution to concerns.



- (vi) The committee will make recommendations to the Board.
- g) Director of Education Performance Appraisal Committee – refer to Director of Education Performance Policy
- (i) The Director's Performance Appraisal Committee will make recommendations to the Board, although the Board will not dismiss The Chief Executive Officer without prior written approval of the Minister of Education.
- h) Governance Committee
- (i) The Governance Committee will consist of the Chair, of the Board, Vice-Chair of the Board, up to three (3) Trustees appointed by the Chair of the Board, and the Chief Executive Officer (non-voting member).
- (ii) The Chair of the Board will chair the Governance Committee.
- (iii) The Governance Committee will discuss matters related to the Board By-law, Governance policies, and Board Policies
- (iv) The Governance Committee will meet at the call of the Chair of the Board at a minimum of two (2) times a year. Board Members can request additional meeting(s) through the Chair of the Governance Committee.

The Governance Committee will make recommendations to the Board that may include By-Law updates, governance policies, policies of the Board, an annual schedule of Board meetings, and an annual Schedule of Reports for information.

#### **4.11 Special Ad Hoc Committees**

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

The formation of a Special Ad Hoc Committee shall include the following through the committees' Terms of Reference:

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

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

Notwithstanding the foregoing, the Board may disband a Special Ad Hoc Committee at any time.

At the request of the Board or the Special Ad Hoc Committee, the Chief Executive Officer may appoint staff to provide resources or administrative support, information, and expertise to an Ad Hoc Committee.



## **5.0 RULES OF ORDER**

### **5.1 Decorum**

Decorum at Board meetings will be strictly upheld. All persons attending meetings of the Board shall show respect for others in their language and conduct. No person shall speak at a meeting of the Board, except as recognized by the Chair of the Board. Disorderly noise, disturbance and heckling will not be permitted. The Chair of the Board or other presiding officer, as the case may be, may expel any person from the meeting who has in the opinion of the Chair of the Board, or other presiding officer, been guilty of improper conduct at the meeting, or who interrupts or disrupts a meeting of the Board, from the Boardroom and Education Centre in accordance with their authority to do so under [Section 207\(3\) of the Education Act](#).

### **5.2 Robert's Rules of Order**

In all cases for which no specific alternate provision is made in this By-law, the rules and practices set out in the latest revised edition of [Robert's Rules of Order](#) shall govern so far as applicable.

### **5.3 Trustee Code of Conduct**

Board Members shall conduct themselves in an ethical, transparent, professional, and lawful manner, at all times preferring the interests of the students, parents/caregivers, staff, and ratepayers of the Grand Erie District School Board to their own, as further described in the Trustee Code of Conduct Governance Policy 4.

## **6.0 PRESIDING OFFICER**

### **6.1 Presiding Officer**

The Chair of Board shall preside at meetings of the Board and in the absence of the Chair, the Vice-Chair shall preside. At times, the Vice-Chair may preside over the in-camera meetings in consultation with the Chair of the Board.

If neither the Chair of the Board nor the Vice-Chair are present, the Board Members present may elect one of themselves to Chair the meeting.

Board Committees shall be similarly presided over by the Committee Chair, or if the Committee Chair is not present and the committee has appointed a Vice-Chair, then the Vice-Chair shall preside, and if neither the Committee Chair nor the Vice-Chair if applicable is present, then the Board members of the committee shall choose a person from amongst themselves to preside.

The person presiding may express an opinion on any main or subsidiary motion on the floor but shall first leave the Chair of the Board until the disposition of the main motion, and call upon the Vice-Chair to preside, provided that the Vice-Chair is not the mover or seconder of the motion or subsidiary motion on the table and has not yet spoken to the motion. If the Vice-Chair is thus disqualified from presiding, the Chair of the Board call upon a Board Member who has not moved or seconded or yet spoken to the motion to preside.



## **7.0 AGENDA**

### **7.1 Meeting Agenda**

The Agenda for Board meetings shall be the responsibility of the Chair pursuant to [Section 218.4\(c\) of the Education Act](#), in consultation with the Chief Executive Officer . This responsibility shall not be assumed by or delegated to any other persons.

As the first order of business at a meeting of the Board, a resolution to approve the agenda as for the meeting shall be considered by the Board.

If in the opinion of the Chair of the Board or the Chief Executive Officer , a matter not on the agenda requires urgent attention, and provided no person or interest shall be prejudiced by the lack of prior notice, the Chair of the Board may call for a motion to amend the agenda to allow for the additions of any urgent business.

The Chair of the Board shall conduct the meeting in accordance with the agenda, once approved, subject to approval to amend the order of items in accordance with priority if an adjournment of the meeting is imminent.

## **8.0 BOARD MEMBER MOTIONS**

### **8.1 Notice of Motion**

A Trustee may give the Chief Executive Officer written notice of a motion, along with explanatory rationale, regarding any matter with respect to which the Board Member has a right to vote, and the motion shall be included in the Board agenda, provided it is received by the Chief Executive Officer by no later than 5:00 p.m., on the Tuesday before the meeting at which it will appear on the agenda.

A notice of motion so received may not be the subject of debate or resolution until a Board meeting following the meeting for which it first appears on the agenda.

Notwithstanding the above, a Board Member may bring a motion at a Board meeting without prior notice provided that a 2/3 majority of those present and eligible to vote waive the notice requirements.

Matters not requiring a decision by the Board, including minutes from committee meetings, may be distributed to Trustees at any time, and where received by Board Members prior to the start of a Board meeting may be the subject of discussion but not resolution.

### **8.2 Reconsideration**

Any matter which has been decided upon by the Board shall not be reconsidered by the Board during the subsequent twelve (12) month period unless approved for reconsideration by 2/3 majority of those present and eligible to vote or unless required by legislative or judicial law.



## **9.0 PROTOCOL FOR DEBATE**

### **9.1 Protocol During Debate**

A Board Member may only speak to a matter on the agenda after the item has been introduced by the Chair of the Board, and where the matter is a motion before the Board, after the motion has been moved and seconded.

### **9.2 Debate of a Motion**

The author of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Chair of the Board. Once so stated, and thereby recorded in the minutes, the motion belongs to the floor and cannot be amended or withdrawn without a motion to do so, approved by a majority of the Board.

The Board Member moving a motion shall be given the opportunity to speak first.

A Board Member wishing to speak shall raise a hand and await recognition by the Chair of the Board.

A Board Member shall at all times during debate:

- (a) maintain a courteous tone;
- (b) avoid referring to personality or personal traits;
- (c) avoid allusion to motives of other Board Members ;
- (d) address all debate, remarks, and questions to the Chair of the Board; and
- (e) confine all remarks, questions, and the like to the substance of the motion which is the subject of debate.

### **9.3 Time Limit on Speakers**

No Board Member shall speak more than once nor longer than three (3) minutes on the same motion without the leave of the Board, except that the mover of the main motion may have an additional three (3) minutes to reply. A Board Member's time limit shall include any preamble and shall not include staff responses and/or procedural discussions.

The content of a Board Member's question shall be relevant to the discussion, report, matter, or motion, as the case may be.

The frequency of a Board Member's questions shall be comparable to the opportunity for, and frequency of, questions by other Board Member.

### **9.4 Time Limit on Debate**

Except in the case of a special meeting, no main motion, including subsidiary motions (if any) that apply to it, and points of information and answers related to any such main or subsidiary motions (if any), shall be debated for longer than ten (10) minutes after it has been moved and seconded, unless such time limit is extended by resolution for an extension of time not longer than five (5) minutes.



- (a) The Board may resolve to allow more than one five (5) minute extension of time for any one motion.
- (b) Upon the expiration of the time approved by the Board, the Chair of the Board shall have the authority to interrupt a speaker for the purpose of enforcing the time limit.

## **9.5 Student Trustees**

A Student Trustee is not a member of the Board but may participate in discussion and debate of matters before the Board or a committee of the Board if a member of the committee. Student Trustees may be appointed as ex officio members of a committee where it is permissible. A Student Trustee may exercise a non-binding vote on any motion and may ask for a recorded vote.

## **10.0 VOTING**

### **10.1 Call for a Vote**

The Chair of the Board shall put a motion to a vote at the earlier of:

- a) the expiration of the time limit and any extensions thereof described in Article 10; or
- b) when the Chair of the Board is satisfied that all Board Members who would like to speak to the motion have had the opportunity to do so.

After the Chair of the Board has put a question to vote, there shall be no further debate.

### **10.2 Methods of voting**

Each Board Member present, including the Chair of the Board, but excluding those that have declared an interest as required by the [Municipal Conflict of Interest Act](#), shall vote.

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

The Chief Executive Officer is not entitled to exercise a binding vote on any matter before the board or one of its committees.

## **11.0 OFFICERS**

### **11.1 Chair as Spokesperson**

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

- (a) When communicating with parents, students or ratepayers of another Board Member's constituents, the Chair of the Board shall have regard to the best interests of the organization before issuing a public statement.



- (b) Individual Board Members or groups of Board Members shall not undertake any action, communication or negotiation that may be construed as acting on behalf of the Board, except by explicit direction of the Board. A Board Member may nevertheless act individually as an elected official, providing that they indicate that they are not acting or speaking on behalf of the Board.

## **11.2 Officers**

The officers of the Board shall be:

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

## **11.3 Signing Authorities**

Deeds, Agreements of Purchase and Sale, conveyances, mortgages, bonds, debentures, contracts as per Purchasing Policy (BU-O6) approved by the Board, and approved by the Minister where required, shall be signed by one of:

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

together with one of:

- (c) the Chief Executive Officer, who serves as Secretary of the District School Board;
- (d) the Superintendent of Business and Treasurer.

Where required by the Education Act, advance approval from the Minister will be obtained before the Board enters into a capital project agreement (e.g. Land acquisitions, alterations, additions, improvements).

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

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

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

## **12.0 MINUTES**

### **12.1 Minutes**

Minutes of Board meetings which have been approved by a majority of the members present of the Board shall be signed by the Chief Executive Officer or designate, and the Chair of the Board,



or designate.

### **13.0 AMENDMENT**

#### **13.1 Amendment with Notice**

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

#### **13.2 Amendment without Notice**

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

#### **13.3 Governance By-Law and Policy**

- a) The Governance By-law and Policy include a set of rules and directives that Board Members follows with respect to conducting the business of the Board and it will outline how the Board Members conduct business at the Board table and with respect to committees, meetings, agendas, and the like.
- b) The Governance By-Law and Policy will be available on the Board's website.
- c) Failure to comply with the strict letter of the Governance By-Law and Policy does not automatically render any decision made or action taken thereunder a nullity. Generally, a failure to comply is an irregularity which can be corrected, if necessary, by appropriate means.

#### **13.4 Adopt, Amend, Suspend or Rescind the Governance By-Law and Policy**

- a) The need to adopt, amend, suspend, or rescind, the Governance By-Law and Policy can be due to many factors, including new or amended legislation, change in the common law relevant to the Board Members, direction by the Ministry of Education, financial covenants, best practices or some other factor as identified to the Chief Executive Officer or Chair of the Board.
- b) If the need to adopt, amend, suspend, or rescind, the Governance By-Law and Policy is identified and verified from any source, the Chair of the Board, in consultation with the Chief Executive Officer, will refer the matter to the Governance Committee who will make recommendations to the Board.

#### **13.5 Governance Policies**

Governance Policies will outline expectations for the work of the Board Members and policies will outline expectations for the work of the school board. These will be available on the school board's website.

Failure to comply with the strict letter of a policy does not automatically render any decision made or action taken thereunder a nullity. Generally, a failure to comply is an irregularity, which can be corrected, if necessary, by appropriate means.

Board Members may be required to adopt or amend a Board Policy, or Governance By-Law and Policy, due to many factors including, but not limited to new or amended legislation, changes in the common law relevant to the Board Members, identified best practices, new or revised Ministry



regulations or initiatives, changes to the Strategic Plan or other factors as identified to the Chief Executive Officer or Chair of the Board.

### **13.5.1 Adopt, Amend, Suspend or Rescind Governance Policies**

- a) Governance Policies relate to matters of process regarding the work of the Board Members. The need to adopt, amend, suspend, or rescind a Governance Policy may be identified due to many factors including those set out in section 1.2 above.
- b) If the need to adopt or amend, suspend, or rescind a Governance Policy is identified and verified from any source, the Chair of the Board, in consultation with the Chief Executive Officer will refer the matter to the Governance Committee, who will make recommendations to Board Members.

### **13.5.2 Adopt, Amend, Suspend or Rescind Policies**

- a) Policies may be further categorized in accordance with the nature of the policy. For example, all policies dealing with facility matters may be categorized under a unique numbering sequence which may differentiate them from those of other departments.
- b) Each Board Policy will identify a senior staff member responsible to the Chief Executive Officer for establishing and maintaining the contents and currency of the policy. The policy will contain a date for the next scheduled review so that currency can be maintained. As such, a cycle for review will be established to adopt, amend, suspend, or rescind policies that will be brought for approval to the Board through the Governance Committee.
- c) Notwithstanding the review cycle above, a policy that requires change may be, amended, suspended, or rescinded and brought forward at any time.
- d) Policies may be adopted, amended, suspended, or rescinded using many processes, depending on the nature of the policy. The senior staff member responsible for the policy will establish, with the approval of the Chief Executive Officer, the means of consultation used, if any, to amend suspend or rescind the policy. Some policies will benefit from stakeholder consultation which may include unions, associations, parents, members of the public or subject matter experts. The resulting draft policy will be posted on the school board website for public comment for a period of 30 calendar days (excluding statutory holidays, winter, spring, and summer break) where possible. Public comments will be made available for trustees upon request. The resulting new, adopted, amended, suspended, or rescinded policy will then be brought forward to the Governance Committee for review and discussion. The Governance Committee will then forward the policy to Board Members for review and decision.
- e) If the need to adopt, amend, suspend, or rescind a policy is identified and verified from any source, the senior staff member responsible, with the approval of the Chief Executive Officer shall forward a report to the Governance Committee who will then make a recommendation to the Board.

### **13.5.3 Procedures**

- a) Only staff shall comment on procedures.
- b) All procedures shall be accessible on the school board website.



## **14.0 USE OF GRAND ERIE DSB RESOURCES BY BOARD MEMBERS**

### **14.1 Context**

It is the responsibility of the Grand Erie District School Board to ensure that in compliance with the [Municipal Elections Act, 1996](#), the [Election Finances Act, 1990](#), and the [Canada Elections Act, 2000](#), public funds are not used for any election-related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.

All candidates for any Grand Erie elected position are entrusted with the responsibility for appropriately using Board resources at all times, including during election campaign periods. This supports accountable stewardship of Board Members school board resources and contributes to confidence in public education.

### **14.2 Application**

School board resources provided or available to Board Members are for the exclusive purpose of carrying out their legal duties as an elected official of the Grand Erie District School Board. The use of school board resources for partisan activities or to campaign for any political office is not permitted.

### **14.3 Campaign Periods**

The Grand Erie District School Board has identified the following parameters with regard to campaign periods.

- a) The municipal election campaign period shall begin on May 1 until Voting Day in a regular municipal election year. This period applies to everyone, regardless of whether nomination papers have been filed.
- b) For a provincial election, the campaign period begins the day an individual is declared as a candidate and lasts until Voting Day. At a minimum, this period shall last from the date the Writ of Election is signed by the Lieutenant Governor until Voting Day.
- c) For a federal election, the campaign period begins when an individual is declared as a candidate and lasts until Voting Day. At a minimum, this period shall last from the date the Governor General dissolves Parliament to Voting Day.
- d) The campaign period for any by-election is determined by the appropriate legislation including the [Municipal Elections Act](#), [the Ontario Election Act](#) and the [Canada Elections Act](#).

### **14.4 Use of Staff Resources**

Staff resources may not be used for partisan activities or campaigning. This includes, but is not limited to:

- a) preparing or disseminating materials, including, but not limited to newsletters, school newsletters, pamphlets, buttons, information tables, business cards, flyers, social media, speeches/greetings, brochures, websites, photos or videos;



- b) scheduling and providing support at meetings or events with school board staff, students or other groups;
- c) preparing speaking remarks or correspondence related to any campaign or which may be perceived to be partisan;
- d) supplying personal information about students, parents, community members or staff members for the purposes of campaigning;
- e) consolidating information available publicly; and
- f) discussing or providing political or campaign advice.

#### **14.5 During the Campaign**

Board Members will not use their school board-issued resources for any campaign-related purposes.

This includes displaying election-related materials in school board offices, board meetings, school board events or school-related events.

Board Members will not distribute or use school board logo(s) or school board telephone number(s) or other contact information, including any school board branding in any campaign-related material.

Board Members must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.

Board Members will not use the school board email system to distribute election-related electronic messages and will not use the school board's voicemail system to record election-related messages.

Board Members will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a Board Members.

Board Members will not distribute (print, electronic or other method) any election-related materials via students or parents/ caregivers.

#### **14.6 Other Activities during the Campaign Period**

##### **14.6.1 School Visits – by Board Members**

Board Members who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Board Members should not participate in activities at school events that could be perceived as campaigning. All school related visits must be approved by the Chief Executive Officer in advance.

##### **14.6.2 School Visits – by Candidates**



Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. All Candidates Meetings are encouraged and may occur on school property. These are sometimes arranged by school councils and community groups during non-school hours.

#### **14.6.3 School-Related Events**

Candidates are not permitted to campaign at school-related events intended for the students and parents/ caregivers of that school. Current Board Members may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning. All school related visits must be approved by the Chief Executive Officer in advance.

#### **14.6.4 Campaign Involvement – Student**

Students are encouraged to participate in curriculum-based activities (Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in a legitimate election campaign. Any campaign or election activities must be done outside of school hours and not on school property.

### **15.0 REQUESTS FOR INFORMATION BY BOARD MEMBERS**

#### **15.1 Board Members Requests at the Board Table**

- a) Board Members may require information from school board staff through the Chief Executive Officer to effectively perform their governance role. Consideration should be given to the time necessary to complete the request and the relevance to the governance matter for which it is sought.
- b) Such requests must be made by a Board Members motion and should be directed to the Chief Executive Officer. If approved by the Board Members, the Chief Executive Officer will delegate the request to the appropriate staff member for completion.
- c) The information may be provided to the Board Members orally or in the form of a written report.
- d) Board Members may direct that such reports be returned after presentation at a Standing Committee of the Board Members.

#### **15.2 Reports for Information and Approval**

- a) Reports will be regularly provided to Board Members in order that they may evaluate progress with respect to the Strategic Plan and to fulfill other governance-related responsibilities. Such reports may be forwarded to the Board Members through one of its standing committees.
- b) Reports to Board Members will be labelled as 'For Information' (I) or a 'Recommended Motion'. In general, reports will be for information purposes unless related to the governance responsibilities of Board Members.

All board reports presented for information items will be treated as information items without a motion and all business items necessitating a motion will include a motion for approval.



- c) In order to manage workload and ensure that decisions are made in a timely manner, the Chief Executive Officer, in consultation with the Chair and Vice-Chair of the Board, will compile a schedule of reports for the upcoming school year for Board Meetings for information and this will be presented through the Governance Committee. Nothing will preclude Board Members from receiving reports throughout the year that were not initially scheduled in order to provide flexibility to address emerging or unforeseen issues. Committee reports and/or minutes will be accessible by Board Members with links to packages uploaded to the Board website.

## **16.0 BOARD MEMBER EXPENSES**

### **16.1 Board Business Travel**

The Grand Erie District School Board's annual budget will include reimbursement for travel to the follow at the rate per kilometer, established by the Canada Revenue Agency.

- a) Board meetings, Statutory, Standing and Special Ad Hoc Committees or invitations scheduled by the Chief Executive Officer, such as graduations or ground-breaking events. Reimbursement is only for the core business of the Board.
- b) Ontario Student Trustees' Association (OSTA-AECO)

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

### **16.2 Other Expenses**

Please note the following will not be reimbursed:

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

### **16.3 Technology**

- a) Each Board Member, at the beginning of their term, will be issued a computer for the duration of their term.
- b) All equipment provided by the school board will be returned to Executive Services when the Board Members term of office ceases.
- c) If school board business is conducted on personal cell phones, they could be subject to Freedom of Information (FOI) requests.
- d) Only board supplied cell phones with cellular data will be covered. Personal cell phone invoices and internet do not apply.

### **16.4 Claiming Mileage**



- a) Requests for reimbursement for mileage must be made on a signed Board Member Expense claim form. Claims approved by the Chair or Vice-Chair of the Board will be submitted to the Superintendent of Business for the purpose of reimbursement.
- b) To substantiate reimbursement, the claim form is supported by the following:
  - Signature of the claimant to certify the expense claim; and
- c) Expense forms are to be submitted quarterly. They shall not span more than one school year.
- d) The following verification and approval process is to be followed for all Board Members expense claims:
  - The Chair or Vice-Chair of the Board, in the absence of the Chair of the Board of Trustees certifies that individual Board Member mileage claims meet the requirements of the Governance By-Law and Policy and approves payment of the claim.
  - Should there be a dispute about the eligibility of mileage, (e.g., if deemed as inappropriate or unreasonable), the item(s) in dispute will be referred to Board Members and the affected party shall contest the decision during a public session of the Board of Trustees.
  - Before a payment is processed, Business Services will confirm that the mileage claim has received appropriate authorization.
  - The Vice-Chair of the Board is responsible to sign and approve the Chair of the Board's mileage claim.

Please note the following:

- A Student Trustee may, upon request, be provided with a cash advance for an approved expense. This privilege is not extended to other Board Members.
- Before a payment is processed, the Superintendent of Business and Business Services will confirm that the mileage claim has final approval and received appropriate authorization.

## **16.5 Records and Reports**

- a) A report will be uploaded to the school board website annually regarding Board Members mileage claims.
- b) A record of each Board Members expenses will be kept at the Education Centre.

## **17.0 BOARD MEMBER HONORARIA**

### **17.1 Compliance with Regulation**

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



## **17.2 Board Member Honoraria Components**

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

- a) 100% of the maximum base amount for the year;
- b) 100% of the enrolment amount for the year;
- c) 0% of the distance amount for the year.

## **18.0 Communication**

### **18.1 Communication at the Board Table**

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

### **18.2 Communication to the Board**

- a) Any correspondence addressed to Board Members, the Chair of the Board or the Chief Executive Officer, will be made available to the Board of Trustees at the next Board meeting or issued electronically. Communications received by the Chief Executive Officer will only be made available if the substance of the correspondence deals with school board matters.
- b) Requests by outside agencies or organizations to meet with the Chair of the Board will be shared with Board Members prior to the meeting taking place so that Board Members are informed and able to offer input as appropriate.

### **18.3 Communication to and from the Board**

- a) All correspondence from the Chair of the Board on behalf of the school board, must be approved by Board motion or Board direction and will be shared with all Board Members and the Chief Executive Officer for input prior to being sent.
- b) Correspondence with the community, including media releases, being sent out by, or on behalf of the Chair of the Board, will be shared with all Board Members when sent.
- c) All public communications made by board officers, employees, and Board Members acting as representatives of the Board must comply with any policies and guidelines established by the Minister of Education. The Board shall review and update its communications policy upon issuance of Ministerial guidelines.



## **19.0 ABSENCES**

### **19.1 Board Members Attendance**

- a) Board Members shall make all reasonable efforts to participate in Board meetings, and the meetings of committees to which they have been appointed.
- b) A vacancy will be created if a Board Members is absent for three consecutive Board meetings unless an authorized resolution is entered in the minutes prior to the adjournment of the third consecutive Board meeting.

### **19.2 Board Members Pregnancy and Parental Leave**

*Section 228* of the [Education Act, Subsection 2.1](#) states that a Member of a Board is permitted to be absent from meetings of the Board for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

- a) Board Members exercising the leave will notify the Chair of the Board in writing at least six (6) weeks in advance of the leave, if possible. The Chief Executive Officer and Board Members will be notified by the Chair.
- b) Board Members on pregnancy and/or parental leave shall continue to receive the Board Member's honorarium.
- c) Board Members on pregnancy and/or parental leave will continue to have relevant expenses paid.
- d) Board Members on pregnancy and / or parental leave will be exempt from attending meetings of the Board and any committee of which the Board Members is a member.

## **20.0 ELECTRONIC MEETINGS**

### **20.1 Compliance with Regulation**

[Regulation 463/97](#) requires that the board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a Board and meetings of a committee of the Board [Regulation 463/97, section 2(1)] The foregoing shall include the following:

- a) Electronic meetings of the Board and/or Committees of the Board, as defined in the Board's General By-Law and Policy, are recognized as being a legitimate means of the Board conducting its business.

Any member who wishes to attend a regular Board meeting by electronic means must obtain advance written approval. All members of the Board who do not have advance written approval to participate electronically are required to be physically present in the meeting room of the Board at every regular meeting of the Board [Regulation, 463/97, section 7]. This requirement does not apply to any special board meetings. Electronic meetings are a legitimate means of the Board conducting special board meetings (other than for the Chief Executive Officer or their designate).



- b) The provision of electronic means for participation in meetings and/or Committees of the Board is intended to allow for the participation of Board members in meetings where extenuating circumstances as set out in Regulation 463/97 make it impossible for the Board member to physically attend.
- c) The Board recognizes the necessity of providing Board Members with the ability to participate in all meetings arranged by the Board that require representative attendance and participation.
- d) At the request of a Board member or student trustee, the Board shall provide electronic means for participation in the meeting of the Board or its Committees. However, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board or its committees if approval to participate by electronic means is required and has not been granted or where refusal is necessary to ensure compliance with Regulation 463/97 [Regulation 463/97, section 3].
- e) The electronic means for participation in a meeting of the Board or its Committees by a member of the Board or a student trustee will:
  - (i) permit all persons participating in the meeting to communicate with each other simultaneously and instantly [Regulation 463/97, section 3(1)(2)];
  - (ii) be provided in such a way that the rules governing conflict of interest of members are complied with [Regulation 463/97, section 3(1)(3)];
  - (iii) ensure the security and confidentiality of proceedings that are closed to the public [Regulation 463/97, section 3(3)].
- f) Student Trustees who are participating in any meeting through electronic means must not participate in any proceedings that are closed to the public under clause 207(2)(b) of the Education Act [Regulation 463/97, section 3(2)]
- g) The Board will provide members of the public with electronic means for participating in meetings of the Board or its Committees that are not closed to the public. The electronic means for participation will permit all persons participating in the meeting to communicate with each other simultaneously and instantly The public may not participate in any proceedings that are closed to the public in accordance with the Education Act. [Regulation 463/97, section 4(1)].
- h) Board Meetings

As required, the Chief Executive Officer or their designate must be physically present in the Board meeting room for any meeting of the Board [Regulation 463/97, section 8] A member proposing to participate in a regular meeting of the Board by electronic means shall submit a written request with reasons to the Chair of the Board (or, in the case of the Chair of the Board to the Vice-Chair of the Board) before the meeting begins [Regulation 463/97, section 7(3) and (4)]. The Chair (or Vice-Chair as applicable) may approve a request if they are satisfied that one or more of the following circumstances exist [Regulation 463/97, section 7(5)]:

1. The member's primary place of residence within the area of jurisdiction of the Board is located 125 kilometres or more from the meeting location.
2. Weather conditions do not allow the member to travel to the meeting location safely.
3. The member cannot be physically present at a meeting due to health-related issues.



4. The member has a disability that makes it challenging to be physically present at a meeting.
5. The member cannot be physically present due to family responsibilities in respect of,
  - i. the member's spouse,
  - ii. a parent, step-parent or foster parent of the member or the member's spouse,
  - iii. a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,
  - iv. a relative of the member who is dependent on the member for care or assistance, or
  - v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member. O. Reg. 313/24, s. 4.

The Chair (or Vice-Chair as applicable) will not unreasonably withhold approval of a request to participate in a regular Board meeting electronically.

A request will not be approved if approval would result in fewer than one member, in addition to the Chair of the Board or their delegate, being physically present in the meeting room [Regulation 463/97, section 7(6)].

In the case of a request by the Chair, a request will not be approved unless the Chair's designate will be physically present in the meeting room [Regulation 463/97, section 7(7)].

The Chair or designate shall be physically present in the meeting room for at least half of the meetings of the Board during each 12-month period beginning November 15, 2022 and members shall be physically present for at least three regular meetings of the Board during each 12 month period beginning November 15, 2022. [Regulation 463/97, section 7(8)]. If a member is elected or appointed to fill a vacancy on or after November 15, 2022, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs between the member's election/appointment and the following November 14. [Regulation 463/97, section 7(9)].

If, due to extreme circumstances, a regular Board meeting cannot be held in person in accordance with Regulation 463/97, the regular Board meeting may be cancelled and a virtual special Board meeting may be scheduled with appropriate notice to trustees and the public. Alternatively, if any matter on the agenda should not be deferred, the board may proceed virtually, and any motions passed by the board virtually, shall be further approved by the Board at its subsequent meeting held in accordance with Regulation 463/97.

If all schools of the Board are closed under an order made in accordance with Regulation 463/97 then the requirements for physical attendance at board meetings (and committee meetings as set out below) by members of Board and the Chief Executive Officer do not apply and attendance may be virtual without approval. [Regulation 463/97, section 10]

i) Committee Meetings

The Chief Executive Officer or their designate must be physically present in a committee meeting room for any meetings of the Board's committees. [Regulation 463/97, section 8]

The Chair of a Committee may attend a regular meeting of a committee virtually if (a) his/her designate is physically present in the meeting room or (b) another member of the Committee who is also a member of the Board is physically present in the meeting room. If neither of these conditions is met, the Chair must be physically in the room at every regular meeting of a committee of the Board [Regulation 463/97, section 6].



The requirement for the Chair of a Committee or their designate to be physically present at committee meetings (and to only participate electronically if another Committee member who is also a member of the Board is physically present) applies only to regular committee meetings. This requirement does not apply to any special committee meetings [Regulation 463/97, section 6] or to committee chairs who are not also members of the Board. This requirement also does not apply to the Student Discipline Committee or the Supervised Alternative Learning Committee. Electronic meetings are a legitimate means of the Board conducting special committee meetings (other than for the Chief Executive Officer or their designate).

## **21.0 STUDENT TRUSTEES**

### **21.1 Election and Term**

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

### **21.2 Qualifications**

- a) Any student may apply to be a Student Trustee who:
  - (i) will be registered as a full-time student in the senior division on August 1st in a secondary school of the Grand Erie District School Board;
  - (ii) will be a full-time pupil in the senior division;
  - (iii) has written parental consent (if under 18 years of age) (to be issued annually); and
  - (iv) agrees to adhere to the Provincial Code of Behavior for Schools, Governance Policy, GB-1 By-law, and the Trustee Code of Conduct at all times while performing the functions of a Student Trustee.
- b) Any student who applies for the position of Student Trustee must indicate a willingness to make the necessary commitment to attend scheduled Board meetings.
- c) Student Trustee applicants must complete the Student Trustee Permission Form and the Application (to be issued annually) and forward both documents to the Principal.
- d) Indigenous Student Trustee



This position is open to Indigenous students who attend Grand Erie schools under the Educational Service Agreement, or who self-identify as Indigenous.

### **21.3 Staff Liaison**

- a) The Chief Executive Officer will appoint a Superintendent of Education to act as staff liaison to support the Student Senate on matters related to Student Trustees.

### **21.4 Selection of Student Trustees**

- a) The Chief Executive Officer shall notify secondary school Principals in December of the Student Trustee application process. A copy of the process and application form will be provided to the Principal for distribution.
- b) Any student who is interested in the position of Student Trustee must apply in writing to the Principal in January in accordance with the outline issued to school principals.
- c) Each secondary school principal will forward the eligible applications from their school to the Chief Executive Officer (c/o [executiveservices@granderie.ca](mailto:executiveservices@granderie.ca)) According to the outline issued to school principals
- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school has the right to have two (2) voting members on the Student Senate. Schools with Indigenous student clubs will also have one (1) voting Indigenous student member on the Student Senate. For the purposes of this selection process, the Student Senate may meet separately as a North, South and Indigenous Senate (selecting the Student Trustees from their group). Indigenous Senate may proceed with their appointment by consensus. To be considered eligible, Student Trustee applicants must attend the student Senate elections. If there are exceptional circumstances and a candidate cannot be in attendance, the Chief Executive Officer will be consulted to assist with a resolution. The Selection Committee will invite all eligible candidates for interviews. All candidates will be asked the same questions and will be asked to elaborate on their written applications. Interview questions will be sent out 24 hours prior to the election.
- e) After completion of all interviews, the Selection Committee will conduct secret ballot votes to elect one Student Trustee for each group. Balloting will be conducted by removing the candidates' name(s) receiving the fewest votes until one name from each area of the Board achieves a simple majority. *Where there is a tie for the candidates receiving the most votes in an area of the Board, a second vote will be conducted for the candidates tied with the most votes. If the tie remains after the second vote, then straws will be drawn. The candidate that draws the shortest straw shall be dropped from the ballot.* The election process will be completed no later than the last day of February each year.
- f) The names of the elected Student Trustees will be presented to the Board Members as information at the Board meeting in spring of each year.

### **21.5 Dismissal of a Student Trustee**

- a) If a Student Trustee misses three (3) regularly scheduled, consecutive Board meetings without the permission of the Board, they will be deemed to have vacated their seat.
- b) A Student Trustee who ceases to be qualified according to the [Education Act](#) and the associated Regulation shall resign.



- c) A Student Trustee shall be disqualified if they fail to adhere to the [Regulation 246/18: Members of School Boards – Code of Conduct](#) and Governance Policy #4 -Trustee Code of Conduct.

## **21.6 Filling a Vacated Seat During the Year**

If a Student Trustee seat is vacated during the term, the Board will determine if the vacancy shall be filled. If it is the determination of the Board of Trustees that the vacancy be filled, applicants will be sought, and a by-election process will be held by the Student Senate as appropriate.

## **21.7 Type and Extent of Participation**

- a) Student Trustees are non-voting members at the Board table. Student Trustees may participate fully in discussions on all matters before the Board except as defined in part (c) of this section.
- b) On any motion, the Student Trustee may have their position officially recorded in the minutes, but their vote is non-binding.
- c) Student Trustees may sit on Board committees. They may not take the place of an elected Trustee on committees that have a legislated requirement for Trustee participation.
- d) Student Trustees are expected to host Student Senate meetings with support from the appointed staff liaison.
- e) Student Trustees under the age of 18 are permitted to attend Student Trustee events with parental/ caregiver permission provided they are accompanied by Board administrative or academic staff, an elected Trustee, or their parent /caregiver.
- f) Student Trustees must have prior approval from the Chair of the Board and their school Principal before registering for Student Trustee events.

## **21.8 Honoraria and Expenses**

- a) Student Trustees will be paid an honorarium in the amount of \$2,500.00 per year. This honorarium shall be prorated for a student trustee who holds office for less than a complete term. Student Trustees can choose to have the honorarium paid bi-monthly or at the end of the term on July 31.
- b) Student Trustees will be eligible to claim travel and previously approved professional development expenses following the process for reimbursement as outlined in Article 4, above - Trustee Expenses.

## **21.9 Communication with Students**

Student Trustees are responsible for communicating with students from their area (North/South/Indigenous). Student Senate meetings, and the Grand Erie District School Board website are available to the Student Trustees as a means of communicating with all students.

## **22.0 RESCIND PRIOR GOVERNANCE BY-LAW AND POLICY**

### **22.1 Rescinding of Prior Governance By-Law and Policy**

Rescinding of Prior Governance By-Law and Policy. All prior versions of relevant Governance By-Law and Policy addressed herein are hereby rescinded.



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

**23.0 EFFECTIVE DATE**

**23.0 Effective Date of Governance By-law and Policy**

This Governance By-Law and Policy shall come into force immediately following the Board meeting at which this Governance By-Law and Policy is approved.

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Chief Executive Officer

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Board Chair



# GRAND ERIE DISTRICT SCHOOL BOARD

## Borrowing By-law

Revised the 22<sup>nd</sup> day of June 2026

### 1.1 Education Act

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

### 1.2 Borrowing by the Treasurer

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

### 1.3 Corporate Status

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

### 1.4 Current Borrowing

Original By-Law	Date	Borrowing Bylaw	Amount	Maturity Date
BL10	October 26, 2009	Good Places to Learn (GPL) Stage 1 Financing	\$11,845,000	November 15, 2031
BL14	January 28, 2008	GPL Primary Class Size Borrowing	\$9,456,198	March 3, 2033
BL20	February 11, 2011	OFA Financing of Capital GPL Stage 3	\$3,716,520	March 11, 2036
BL22	May 25, 2009	Capital Related Debt – Not Permanently Financed (NPF)	\$3,520,452	June 2, 2033
BL23	August 23, 2004	Energy Performance Contract Phase II <ul style="list-style-type: none"> <li>Ameresco and Manufacturer's Life Insurance Company</li> </ul>	\$15,345,606	September 10, 2028
	January 3, 2002	Facility Renewal Agreement <ul style="list-style-type: none"> <li>Ameresco</li> </ul>	\$27,366,667	September 10, 2028
BL30	November 23, 2009	New Pupil Places Based Capital Projects	\$13,555,558	November 15, 2029
BL31	April 2021	Bridge Financing SW Brantford Elementary	\$37,280,000	December 31, 2027
BL37	March 22, 2010	OFA Permanent Capital Financing	\$18,242,787	April 13, 2035
BL40	February 24, 2014	OFA Permanent Capital Financing	\$584,685	March 11, 2039
BL41	March 4, 2013	OFA Permanent Capital Financing	\$41,251,572	March 19, 2038

BL42	October 30, 2023	Bridge Financing Caledonia Elementary School	\$19,030,000	May 31, 2027
BL 43	November 24, 2025	Bridge Financing Cobblestone Addition	\$7,100,000	May 31, 2027
BL 44	November 24, 2025	Bridge Financing Paris Elementary	\$32,625,000	May 31, 2028
BL 45	November 24, 2025	Bridge Financing West Elgin PS	\$18,600,000	May 31, 2027
BL 46	November 24, 2025	Bridge Financing - School Condition Improvement Projects	\$15,000,000	May 31, 2026



# GOVERNANCE POLICY **Policy #1**

## Public Concerns

**Last Updated:** April 2026      **Next Review Date:** April 2030

### **Policy Statement**

Grand Erie District School Board is committed to developing strong relationships with families, students and the community. Together, we create safe, positive climates for learning and working. The Grand Erie District School Board will address public concerns in a fair, respectful and effective manner.

### **Process**

If a parent/caregiver/community member has a concern about a school matter, they are advised to follow the process below, also outlined in the flow-chart provided on page 2, in resolving the issue. In the case of a concern expressed by a community member, contact should be initiated with the Principal of the school rather than classroom teachers.

- i. **Classroom Concern: Review the issue with the child's teacher:**  
The parent/caregiver should discuss a concern or issue with the classroom teacher at a mutually convenient time. If the parent/ caregiver and the teacher are not able to resolve the issue, it should be discussed with the school Principal (or designate). If the parent / caregiver and the school Principal are not able to resolve the issue, they may request that the matter be reviewed by the Family of Schools Superintendent.
- ii. **School-Wide Concern: Review the issue with the school Principal:**  
The Principal (or designate) will gather facts from everyone involved to clarify the problem and work to resolve the matter as quickly as possible. Basic to every investigation is the Board's expectation that employees and students will follow school and Board policies and procedures. If the parent/caregiver/community member and the school Principal are not able to resolve the issue, they may request that the matter be reviewed by the Family of Schools Superintendent.
- iii. **Board-Wide Concern: Review the issue with the Superintendent:**  
The Superintendent will review the matter as it relates to established policies and procedures and will respond to the concern. A list of Superintendents with contact information and areas of responsibility can be found on the Grand Erie District School Board website [www.granderie.ca](http://www.granderie.ca) under the About tab.
- iv. **Role of Board Members:**  
Parent/caregiver/community members who require assistance with the above process may contact their local Board Member. A list of Board Members with their contact information can be found on the Grand Erie District School Board website [www.granderie.ca](http://www.granderie.ca) under the About tab.

Board Members shall only facilitate and not participate in discussions between persons and Board staff as outlined above. To the extent permitted, staff will brief the local Board Member on the resolution of the matter.

**Reference:**

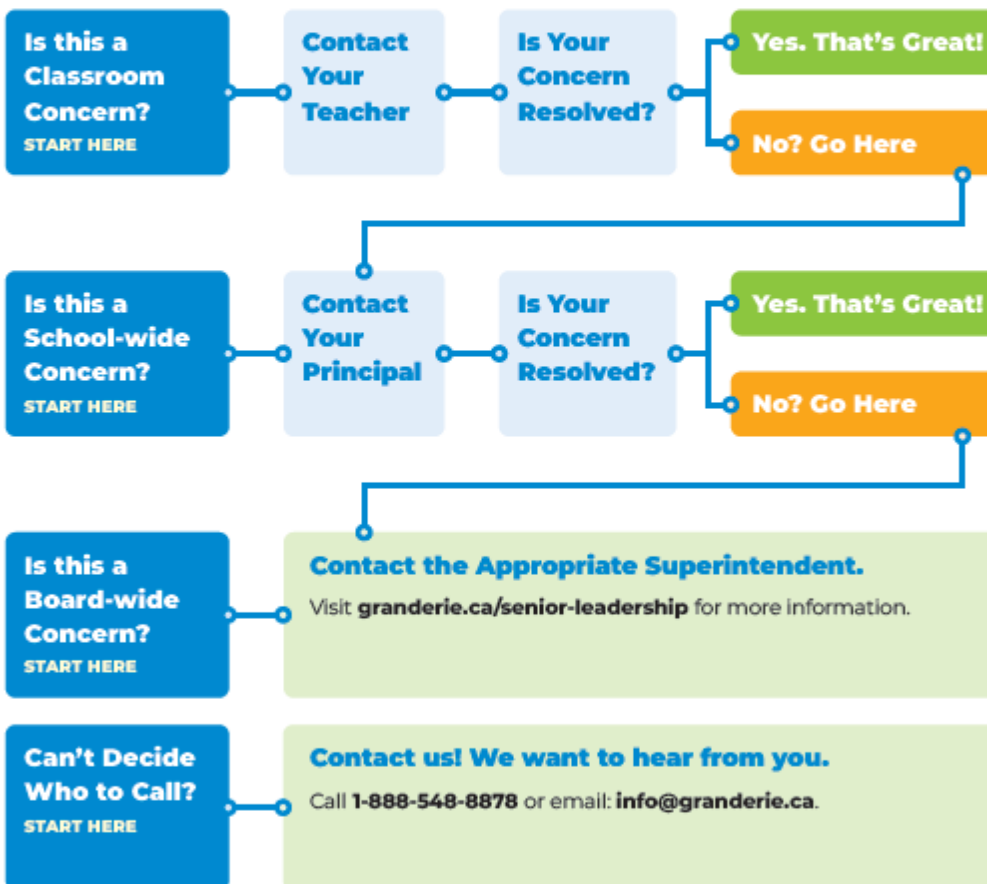
The following information is available on the Grand Erie District School Board website under the Parent/ Caregiver Information section. Board members are seen as guiding this process.

Alternatively, you can log your call into the Student and Family Support Office.

# Parent/Caregiver/ Community Member Concern Chart



## We're Here to Help



Parent/Caregiver/Community member inquiries will receive an acknowledgement within 2 business days. Grand Erie shall make a best effort to provide an estimated date of response in a parent/caregiver/ community member inquiry if it cannot be fully addressed within 5 business days of receipt.

**Your Trustee can guide you through this process.**  
Find your trustee representative at [granderie.ca/trustees](http://granderie.ca/trustees)



# GOVERNANCE POLICY Policy #2

## Delegations

**Last Updated:** June 2026      **Next Review Date:** April 2030

### Policy Statement

The Grand Erie District School Board is committed to providing members of the public with a process for delegation on matters that are relevant to the board.

### 1. Receipt of Delegations

- a) Individuals or groups who wish to address the Board or one of its committees shall submit no later than 7 days prior to the Board Meeting, a written application, on the template in Appendix A, to the Chief Executive Officer through [Executive Services](#). The application shall include a concise summary of the content of the delegation. Before the delegation is placed on the agenda, the Chief Executive Officer shall decide whether to ask the Board to exercise discretion under section b of this section.
- b) The Board may refuse to hear a delegation if it considers it to be frivolous, vexatious, or defamatory; to contain hate speech; or for any reason it decides to be contrary to the public interest. The Board's decision will be made in-camera and the decision shall be made public.
- c) If the Board of Trustees has assigned tasks to a Statutory or Special Ad Hoc Committee, it is expected that delegations relating to those matters will make their presentation to the respective committee. Delegations to the Board will only be received after the committee has presented its report to the Board and before the decision of the Board is made.
- d) Individuals or groups wishing to address the Board on a matter before the Board will be heard at a standing committee meeting whenever possible.
- e) Delegations are an appropriate form of presentation for members of the public but are not suitable for employees of the Board or representatives of employee groups who wish to address matters related to their employment.
- f) Board Members may, at its discretion, hold a special meeting for delegations if warranted.

### 2. Advance Notice

- a) Delegations wishing to speak to the Board are required to submit their presentation by Thursday, 12:00 noon of the week preceding the meeting of the Board or Committee. The presentation shall be in writing and include the name of the spokesperson.
- b) The Board or Committee, at its discretion, may hear delegations with less than the required notice, if written submissions are available to Board Members by 4:00 p.m. on the day of the meeting. At the beginning of the meeting, a motion must be made by simple majority and approved to accept any late delegations.

### 3. Delegation Process

- a) When an individual or a group appears before the Board or Standing Committee, the following procedures shall apply:
  - i. The Chair of the meeting will invite the spokesperson to make their presentation to the Board of Trustees.
  - ii. The time allowed for presentations will not exceed ten (10) minutes, except at the discretion of the Board of Trustees.
  - iii. The spokesperson shall read the delegation as submitted and confine their remarks to the subject matter of the presentation.
  - iv. The Trustees, through the Chair of the Board, may ask the delegate questions of clarification on the delegation.
  - v. The delegate shall be thanked for coming to the meeting and invited to stay for the remainder of the evening.

If the item the delegate is addressing is on the meeting's agenda, then the Board will discuss the matter at the appropriate time. If the issue is not listed on the agenda, then the Board may opt to:

- Formally receive and file the submission of the delegation, or
  - Refer it to staff for follow-up, or
  - Request that it be included on a future meeting agenda, or
  - Add the item to the meeting agenda.
- b) The Board shall carry on with its regular order of business.
  - c) Individuals or groups shall not be permitted to take part, in any way, during Board discussions concerning any particular presentation.

### 4. Notice of Process to Delegate

All delegates shall be provided with a copy of this Policy by Executive Services. Executive Services will also notify the delegation that their presentation will be made public on the school board's website and be part of the school board's permanent record.



# GOVERNANCE POLICY

# Policy #3

## Municipal Elections Compliance Audit Committee

**Last Updated:** April 2026      **Review Date:** June of an election year

### Policy Statement

The purpose of this policy is to comply with the *Municipal Elections Act*.

### Background:

Under [Subsection 88.37](#) of the [Municipal Elections Act, S.O. 1996, c. 32, Sched.](#), as amended, a Municipal Elections Compliance Audit Committee must be established before October 1 of an election year for the purposes of the *Act*.

This function may be organized and implemented by the City of Brantford in collaboration with the County of Brant, Haldimand County and Norfolk County, and the members of the City of Brantford. Municipal Elections Compliance Audit Committee can also serve in this capacity for concerns brought forward regarding Board Member candidates. In the event that some applicants for the City of Brantford Municipal Elections Compliance Audit Committee opt out of performing this function for Board Members, it is incumbent on Board Members to establish a Municipal Elections Compliance Audit Committee (MECAC)

### Additional Information:

Under [Subsection 6 \(1\)](#) of the *Municipal Elections Act*, the terms of office for the Municipal Elections Compliance Audit Committee are four (4) years beginning on November 15 in the year of a regular election. The powers and functions of Municipal Elections Compliance Audit Committee are set out in [subsections 88.33 through 88.37](#) of the *Municipal Elections Act*.

The requirements of the Grand Erie Municipal Elections Compliance Audit Committee are as follows:

#### 1.0 Municipal Elections Compliance Audit Committee will be required to:

- a) Should the Grand Erie District School Board be required to form a Municipal Elections Compliance Audit Committee, the term of the MECAC will be four (4) years and will consist of not fewer than three (3) and not more than seven (7) members with the Superintendent of Business serving as staff liaison.
- b) Review and consider a compliance audit application submitted by an elector and decide whether it should be granted or rejected;
- c) Appoint an audit or to conduct a compliance audit if the application is granted;
- d) Receive the Auditor's Report;
- e) Consider the Auditor's Report and, if the report concludes that the candidate appears to have contravened a provision of the [Municipal Elections Act](#) relating to election campaign finances, the Municipal Elections Compliance Audit Committee, only after approval by Board Members, may commence legal proceedings against the candidate for the apparent contravention;
- f) Review and consider any reports prepared by the Clerk pursuant to [Subsection 88.34](#) or [88.36](#) of the *Education Act*; and

- g) In the case where the Clerk's report identifies that a contributor has contravened the *Education Act* as described in [Subsections 88.34 or 88.36](#), the Municipal Elections Compliance Audit Committee, may commence legal proceedings against the contributor for the apparent contravention.

**2.0 In accordance with the *Education Act*, [Subsection 88.37\(2\)](#), membership shall not include:**

- a) Employees or Officers of the municipality or local school board;
- b) Members of the council or local school board;
- c) Any persons who are Candidates in the election for which the Municipal Elections Compliance Audit Committee is established; or
- d) Any persons who are registered third parties in the municipality in the election for which the Municipal Elections Compliance Audit Committee is established.

**3.0 In addition to the legislated restrictions established for the composition of the Municipal Elections Compliance Audit Committee MECAC, in order to avoid a conflict of interest, an individual shall be deemed ineligible to be a member of the MECAC if the individual:**

- a) Gives financial advice or prepares the financial statements of a candidate in an election for which the Municipal Elections Compliance Audit Committee is established;
- b) Is a family member or employee of a candidate in an election for which the Municipal Elections Compliance Audit Committee is established, or any person connected to a candidate through an employment, contractual, business or partnership relationship; or
- c) Is a volunteer or seeks employment to assist any candidate in the election for which the Municipal Elections Compliance Audit Committee is established.

**Reference**

Grand Erie Municipal Compliance Audit Committee Terms of Reference  
[Municipal Elections Act, 1996](#)



# GOVERNANCE POLICY Policy #4

## Trustee Code of Conduct

**Last Updated:** April 2026

**Next Review Date:** April 2030

### TABLE OF CONTENTS

Policy Statement / Compliance Requirement .....	2
Introduction .....	2
1.1 Integrity.....	2
1.2 Respect.....	2
1.4 Responsibility.....	3
1.5 Relationships .....	4
1.6 Conflict of Interest.....	5
1.7 Social Media .....	5
1.8 Annual Review.....	6
2. Trustee Code of Conduct Summary .....	6
3. Trustee Declaration of Conflict of Interest.....	7
4. Code of Conduct Complaints by Members of the Board .....	8
4.1 Notification of Alleged Breach of the Code of Conduct .....	8
4.2 Referral to an Integrity Commissioner.....	9
4.3 Investigation and Determination .....	9
4.3 Appeal.....	10
4.4 Records and Publication.....	10
4.5 Obstruction.....	10
4.6 Reprisal.....	10
5. Reporting of Wrongdoing by Individuals not on the Board of Trustees .....	10
5.1 General.....	10
5.2 Definitions of Wrongdoing and Reprisal .....	11
5.3 The Report of Wrongdoing.....	12
5.4 Content and Anonymous Report of Wrongdoing.....	12

5.5	Assessment and Investigation .....	12
5.6	Receipt of Investigative Report .....	12
5.7	Report to Board .....	13

### **Policy Statement / Compliance Requirement**

Trustees shall comply with the Grand Erie District School Board's Code of Conduct and any applicable Board By-law, resolution, policy or procedure. [amended pursuant to Reg. 312/24, section 1(1), 2024 ]

### **Introduction**

Grand Erie District School Board Trustees are elected community leaders who realize the future welfare of our communities, of the Province, and of Canada, depends in the largest measure on the quality of education we provide in public schools to meet the needs of every learner.

Grand Erie District School Board Trustees also recognize that they should deliberate in many voices and govern in one. We uphold the Board's vision and mission as articulated in the Strategic Plan.

Trustee(s)' where it appears, shall be deemed to include elected and appointed Trustees and Student Trustees where applicable. It is recognized that the roles and responsibilities of all Trustees are set out in the [Education Act](#) and [Regulations](#).

## **1. Code of Conduct**

### **1.1 Integrity**

- a) When acting or holding themselves out as a Trustee, Trustees shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board. [amended pursuant to Reg. 312/24, section 1(2), 2024]
- b) Trustees shall ensure that students are considered first as the basis for decision-making.
- c) Trustees shall render all decisions based on available facts and their independent judgement and shall refuse to surrender that judgement to individuals or special interest groups.
- d) All Trustees of the Board shall accept that authority rests with the Board of Trustees, and that a Trustee has no individual authority other than that delegated by the Board.

### **1.2 Respect**

- a) When acting or holding themselves out as a Trustee, Trustees shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identify,

gender expression, age, marital status, family status or disability. [amended pursuant to Reg. 312/24, section 1(3), 2024]

- b) Trustees shall express their individual opinions on issues under consideration by the Board. When expressing individual views, Trustees shall respect the differing points of view of colleagues, staff, students, and the public.
- c) Trustees shall treat other Trustees and staff of the Grand Erie District School Board with respect and in a cordial and professional manner, in writing and in action.

### 1.3 Confidentiality

- a) No Trustee shall disclose confidential information obtained or made available to them in their role as a board member except as authorized by law or by the Board. [amended pursuant to Reg. 312/24, section 2(1)(2), 2024]
- b) No Trustee shall use confidential information obtained or made available to them in their role as a Board member in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child (as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*). [amended pursuant to Reg. 312/24, section 2(1)(3) and 2(2)], 2024]
- c) Trustees shall maintain confidentiality of privileged information discussed in closed sessions. Such information includes, but is not limited to:
  - The security of the property of the school board;
  - Intimate, personal, or financial information about an identifiable individual or an identifiable group;
  - The acquisition, disposal, or development of a school site;
  - Negotiations with employees of the school board;
  - All legal issue affecting the school board.

### 1.4 Responsibility

- a) Once the Board has voted, Trustees are bound by the majority decision. Trustees shall uphold the implementation of such decision after it has passed. Any Trustee who undermines the implementation of any school board decision risks having their seat vacated.
- b) Trustees shall fulfill all duties as set out in [Section 218.1 of the Education Act](#).
- c) Trustees shall refuse, directly or indirectly, hospitality, financial or other forms of gifts if a reasonable person might conclude that the gift could influence the Trustee when performing their duties unless the gift is of a nominal value, the gift is given as an expression of courtesy or hospitality and accepting the gift is reasonable in the circumstances. [amended pursuant to Reg. 312/24, section 2(1)(4), 2024]
- d) No Trustee shall use or permit the use of Board resources for any purpose other than the business of the Board. [amended pursuant to Reg. 312/24, section 2(1)(1), 2024]

- e) Trustees shall carefully review all Board packages in preparation for discussion at all scheduled meetings of the Board.
- f) Trustees shall base their actions on unimpeachable conduct, acting at all times with utmost good faith in accordance with their fiduciary duty to act with a view to the best interests of Grand Erie District School Board.
- g) Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to school board staff, fellow Board members and/or the broader community.
- h) Trustees shall endeavor to participate in Trustee development opportunities to enhance their ability to fulfill their obligations.
- i) The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board or act as a spokesperson to the public on behalf of the Board unless expressly authorized by the Chair of the Board or Board of Trustees to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board. [amended pursuant to Reg. 312/24, section 2(1)(5), 2024]

## 1.5 Relationships

- a) Trustees shall speak as the voice of their entire community at the Board table, including people who do not have children in the school system.
- b) Trustees shall work with other Trustees in a spirit of respect, openness, courtesy, cooperation, and proper decorum, despite differences of opinion that may arise during debate.
- c) Trustees shall refrain from exerting any pressure on any Grand Erie District School Board staff that might result in any infringement, favored or unequal application of rules, regulations, policies or procedures, in respect of the management of the Grand Erie District School Board's assets, opportunities, human resources, or financial transactions.
- d) Trustees shall not intervene personally or express a position that might limit Grand Erie District School Board Management.
- e) Trustees are not permitted to attend any School or facility within the Grand Erie District School Board without the prior approval of the Director of Education or direction of the Board. This does not apply to the Grand Erie District School Board's Education Centre.
- f) Trustees are not permitted to communicate with Senior Board staff, without the prior approval of the Director of Education or direction of the Board. Senior Board staff includes Supervisory Officers, Principals, Vice-Principals and Managers.
- g) The Director of Education's approval in e) and f) will not be unreasonably withheld.

Sections e) and f) above do not apply to communications between Trustees and Senior Board staff that are congratulatory, expression of condolence, school events, matters covered by the Governance Policy 1 Public Concerns, forwarding a parent/caregiver/community member email, or work involving Board committees. For further clarity, nothing in subsections e) and f) shall impede a trustee from fulfilling the duties set out [Section 218.1](#) of the *Education Act*,

where such duties include attending a Board school and/or communication with Senior Board staff.

## 1.6 Conflict of Interest

- a) Trustees shall declare any pecuniary conflict of interest (direct, indirect, or deemed) in accordance with the [Municipal Conflict of Interest Act, RSO, 1990, c.M-50](#) provisions.
- b) Where a Trustee has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee:
  - i) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature related to the interest; and
  - ii) Shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - iii) Shall not attempt in any way before, during or after the meeting to influence the voting on the matter
- c) Where the meeting is in private session (in-camera), in addition to complying with the requirements listed in above, the Trustee will leave the meeting or the part of the meeting during which the matter is under consideration and the fact that the Trustee has left the meeting will be recorded in the minutes.
- d) At the next meeting that is open to the public, the declaration of conflict of interest shall be recorded in the minutes but not the general nature of that interest.
- e) At a meeting at which a Trustee discloses a conflict of interest, or as soon as possible afterwards, the Trustee shall file a written statement of the conflict of interest and its general nature with the Director of Education and Secretary of the Board (Section 3)
- f) All written statements of conflict of interest shall be maintained in a Declaration of Interest Registry on granderie.ca for four years.

## 1.7 Social Media

- a) Trustees shall take all reasonable steps to ensure that their personal social media usage:
  - i) Is accurate;
  - ii) Is not in breach confidentiality (refer to Section 1.3 herein);
  - iii) Respects all applicable laws and regulation, including but not limited those pertaining to copyright, disclosure and privacy;
  - iv) Does not reflect negatively on the work of the Board of Trustees;
  - v) Would not cause reputational harm to other Trustees, the Grand Erie District School Board, or any employee of the Grand Erie District School Board;
- b) Trustees shall refrain from using social media during a Board or committee meeting unless requested or permitted.

## 1.8 Annual Review

- a) This Code of Conduct shall be reviewed annually by the Governance Committee, for review and approval by the Board of Trustees.
- b) Training on this Code of Conduct shall be provided to each new Trustee as part of the new Trustee's orientation.
- c) The Code of Conduct Summary, as outlined at Section 2, shall be read at each Inaugural meeting.

## 2. Trustee Code of Conduct Summary

### 1. Integrity

- a) I will conduct myself in a manner that would not discredit or compromise the integrity of the Board. [amended pursuant to Reg. 312/24, section 1(2), 2024]
- b) I will ensure that students are considered first as the basis for decision making.
- c) I will render all decisions based on available facts and their independent judgement and shall refuse to surrender that judgement to individuals or special interest groups.
- d) I will accept that authority rests with the Board and that a Trustee has no individual authority.

### 2. Respect

- a) I will treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identify, gender expression, age, marital status, family status or disability. [amended pursuant to Reg. 312/24, section 1(3), 2024]
- b) I will express my individual opinions on issues under consideration by the Board. When expressing individual views, I will respect the differing points of view of colleagues, staff, students, and the public.
- c) I will treat other Trustees and staff of the Grand Erie District School Board with respect and in a cordial and professional manner, in writing and in action.

### 3. Confidentiality

- a) I will not disclose confidential information obtained or made available to me in my role as a Trustee except as authorized by law or by the Board. [amended pursuant to Reg. 312/24, section 2(1)(2), 2024]
- b) I will not use confidential information obtained or made available to me in my role as a Trustee in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or for the gain of my parent, spouse, or child [amended pursuant to Reg. 312/24, section 2(1)(3) and 2(2)], 2024]
- c) I will maintain confidentiality of privileged information discussed in closed sessions. Such information includes but is not limited to:
  - The security of the property of the school board;
  - Intimate, personal, or financial information about an identifiable individual;
  - The acquisition or disposal of a school site;
  - Negotiations with employees of the school board;

- Litigation affecting the school board.

#### 4. Responsibility

- a) Once the Board of Trustees has voted, I will be bound by the majority decision. I will be prepared to explain the rationale for the decision and ensure that it is understood, implemented, and monitored. If I wish to explain the minority position on a decision, I may do so provided it does not in any way undermine the implementation of the resolution.
- b) I will refuse direct or indirect hospitality, economic expressions of gratitude and/or gifts if a reasonable person might conclude that the gift could influence me in the performance of my duties other than gifts of a nominal value that are given as an expression of courtesy or hospitality and that are reasonably accepted in the circumstances. [amended pursuant to Reg. 312/24, section 2(1)(4), 2024]
- c) I will declare any pecuniary interest (direct, indirect, or deemed).
- d) I will not use or permit the use of Board resources for any purpose other than the business of the Board. [amended pursuant to Reg. 312/24, section 2(1)(1), 2024]
- e) I will carefully review all information packages in preparation for discussion at all scheduled meetings of the Board.
- f) I will base my actions on unimpeachable conduct, acting at all times with utmost good faith in accordance with my fiduciary duty.
- g) I will ensure that my comments are not personal, demeaning or disparaging with regard to board staff or fellow board members.
- h) I will endeavor to participate in Trustee development opportunities to enhance my ability to fulfill my obligations.
- i) I will ensure that when I express my opinions in public, I make it clear that I am not speaking on behalf of the Board of Trustees, and that such opinions in no way undermine the work of the Board.

#### 5. Relationships

- a) I will represent my constituents (including people who do not have children in the school system) at the Board table.
- b) I will work with other Trustees in a spirit of respect, openness, courtesy, cooperation, and proper decorum, despite differences of opinion that may arise during debate.
- c) I will refrain from exerting any pressure on any Grand Erie District School Board staff that might result in any infringement, favored or unequal application of rules, regulations, policies or procedures, in respect of the management of the Grand Erie District School Board's assets, opportunities, human resources, or financial transactions.
- d) I will never intervene personally or express a position that might limit Grand Erie District School Board Management.
- e) I will refrain from unannounced, unsanctioned or otherwise unapproved visits to a school or to another operational premise, or direction of non-Director of Education staff that was not approved by the Chair of the Board.

### 3. Trustee Declaration of Conflict of Interest

Pursuant to subsection 5.1 of the *Municipal Conflict of Interest Act*, a Trustee must file a written

statement in the form set out below, with the Secretary of the Board when making a declaration of conflict of interest, at any Meeting.

To: Secretary of the Board

I, Trustee Name, declare a potential (deemed, direct or indirect) conflict of interest with respect to:

Subject Matter/Agenda Item:

Meeting Date & Name:

I am making this declaration because (state the general nature of the conflict):

I confirm that I will not vote on the matter, I will not take part in discussion in respect to the matter, and I will not attempt in any way, whether before, during or after the meeting to influence the voting on the matter.

Trustee Signature:

Date:

Secretary of the Board Acknowledgement:

Received on:

Secretary of the Board Signature:

#### **4. Code of Conduct Complaints by Members of the Board**

##### **4.1 Notification of Alleged Breach of the Code of Conduct**

- a) A Trustee, who has reasonable grounds to believe that another Trustee of the Board has breached the Code of Conduct may notify the Chair of the Board unless the notice relates to the Chair's conduct in which case the Vice-Chair may be notified [Regulation 306/24, section 4(1)]. If the notice relates to the conduct of both the Chair and the Vice-Chair, the notice may be given to another member of the Board who is neither the complainant nor the subject of the complaint [Regulation 306/24, section 4(1)(b)].
- b) The Board member who provides notification of an alleged breach of the Code of Conduct must also provide a copy of the notification to the Director of Education [Regulation 306/24, section 4(2)].
- c) A notification of an alleged breach of the Code of Conduct must include:
  - (i) the name and contact information of the member alleging the breach;
  - (ii) the name and contact information of the member whose conduct is the subject of the notification;

- (iii) the date of the alleged breach;
  - (iv) a description of the alleged breach; and
  - (v) the provision of the Code of Conduct that was allegedly breached [Regulation 306/24, s. 4(3)].
- d) The person to whom the notification is made shall immediately provide a copy of the written notice to the member whose conduct is the subject of the alleged breach and to the entire Board [*Education Act*, section 218.3(3)].
  - e) No Trustee will give notice of an alleged breach if the allegation is frivolous or vexatious or in bad faith [Regulation 312/24]

#### **4.2 Referral to an Integrity Commissioner**

- a) If a matter is not resolved within 20 business days after the member who is alleged to have breached the Code of Conduct is notified, it must be referred to an Integrity Commissioner, who has the authority to define the scope of the investigation into the breach. [Regulation 306/24, s. 5; *Education Act*, s. 218.3(3)];
- b) The Integrity Commissioner will be appointed from a roster of candidates established by the Ministry of Education. If there is no roster available, the Board will appoint an Integrity Commissioner that has the qualifications set out in the applicable regulation [*Education Act*, s. 218.3(5) and (6)]
- c) The Board will pay all fees charged by the Integrity Commissioner [Regulation 306/24, s. 3]

#### **4.3 Investigation and Determination**

- a) The Integrity Commissioner will undertake any investigation in accordance with the time limits, requirements and authority set out in the *Education Act* and regulations.
- b) The Integrity Commissioner may refuse to commence an investigation if:
  - i) In the opinion of the Integrity Commissioner, the complaint is made in bad faith or is frivolous or vexatious; or
  - ii) The complaint was made more than 60 days after the alleged breach occurred or was discovered, whichever is later, unless the Integrity Commissioner is satisfied the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay [*Education Act*, s. 218.3(8)]
- c) If the Integrity Commissioner determines, following an investigation, that the member breached the Board's Code of Conduct, the Integrity Commissioner may impose sanctions in accordance with the *Education Act* and Regulations. The Integrity Commissioner shall provide the member whose conduct was the subject of the complaint and the Board with written notice of any determination that the member has or has not breached the Board's Code of Conduct and any sanctions imposed. [*Education Act*, s. 218.3(5)]

### **4.3 Appeal**

- a) Either the Board or the member whose conduct was the subject of the Integrity Commissioner's determination may appeal the determination, the sanctions imposed, or both. [*Education Act*, s. 218.3.2(1)]
- b) The Board or the member who appeals shall give written notice of the appeal to the other party and the Deputy Minister no later than 15 business days after receiving written notice of the Integrity Commissioner's determination or within such period of time as may be prescribed [*Education Act*, s. 218.3.2(3); Regulation 306/23, s. 6].
- c) The appeal shall be heard and determined by a panel of Integrity Commissioners appointed by the Deputy Minister or his/her delegate in accordance with the *Education Act* and Regulations. [*Education Act*, s. 218.3.2(4)].

### **4.4 Records and Publication**

- a) The Board will retain records and publish information on its website about matters referred to an Integrity Commissioner, a decision or determination of an Integrity Commissioner and the determination of an appeal panel as required under the *Education Act* and regulations.

### **4.5 Obstruction**

Anyone who intentionally interferes with or obstructs any investigation undertaken under this section will be subject to appropriate discipline and/or other available legal sanctions.

### **4.6 Reprisal**

No Trustee shall engage in reprisal or the threat of reprisal against (i) a member who gave notice of an alleged breach of the Code of Conduct or (ii) any person who provides Information about the alleged breach to the appointed Integrity Commissioner. [Regulation 312/24, s.4.2]

Any person who commits or attempts to commit any act of reprisal, as defined at Subsection 5.2 b) below, will be subject to appropriate discipline and/or available legal sanctions, and a report to the Board shall occur on such reprisal.

## **5. Reporting of Wrongdoing by Individuals not on the Board of Trustees**

### **5.1 General**

- a) The Trustees, individually and as members of the Grand Erie District School Board, are committed to ensuring that actions and operations are performed, with transparency to the extent permitted by law, accountability, honesty, and integrity.
- b) To that end, this section of the Trustee Code of Conduct imposes a duty on every employee, independent contractor, agent, and volunteer to Report, in confidence, any reasonable knowledge or suspicion of wrongdoing of any Trustee as defined herein. If warranted, the alleged wrongdoing will be investigated, and appropriate action will be taken on the report of the investigation.
- c) This section also encourages members of the public to report any knowledge or suspicion of wrongdoing.
- d) This section establishes that any person or legal entity reporting any wrongdoing reasonably and in good faith, ("Reporting Party"), shall not be subject to any reprisal as defined herein.
- e) For greater clarity, the role and relationships between the Board and the Reporting Party shall not, in any way, be adversely affected by any Report made pursuant to this section reasonably and in good faith.

## 5.2 Definitions of Wrongdoing and Reprisal

- a) "Wrongdoing" is defined as any action or inaction, past, present, or intended, by a Trustee which is contrary or prohibited by any Federal or Provincial Legislation, or Regulations enacted thereunder, Common Law, or Municipal Bylaw.

Wrongdoing also includes but is not limited to:

- i) Professional Misconduct as defined by relevant Professional Organizations;
  - ii) Intentional breach of Board Policies, Practices and Procedures;
  - iii) Instructing, counselling, or extorting anyone to commit an act of wrongdoing;
  - iv) Statutory or Common Law Conflicts of Interest;
  - v) Mismanagement or maladministration of Board operations;
  - vi) Dishonest or unethical behaviour; and
  - vii) Sexual misconduct of any nature or description.
- b) "Reprisal" is defined as any action, inaction, or threat of any such action or inaction against a Reporting Party by reason of a Report made under this section, including but not limited to:
    - i) Employment status;
    - ii) Working conditions;
    - iii) Legal relationship with the Board;
    - iv) Discipline; and
    - v) Threats, intimidation or bullying.

### **5.3 The Report of Wrongdoing**

- a) Unless as otherwise provided herein, reports of reasonable knowledge or reasonable suspicion of wrongdoing by a Trustee will be made promptly to the Chair of the Board. The Chair of the Board may designate an independent third party to receive such Report(s).
- b) In the event the Chair of the Board is the subject of the complaint, the Vice-Chair will assume all of the responsibilities in this section previously delegated to the Chair of the Board.

### **5.4 Content and Anonymous Report of Wrongdoing**

- a) The Report will be sent in writing or in electronic form to the Chair of the Board.
- b) The Report should contain the details of the alleged wrongdoing including specifics with regard to dates, times and potential witnesses to the wrongdoing. The Chair of the Board may decide not to proceed with an anonymous Report of Wrongdoing.

### **5.5 Assessment and Investigation**

- a) All reports will be directed to a third party, who will make an initial assessment regarding whether the stated wrongdoing satisfies the definition of wrongdoing and is not vexatious, frivolous or more appropriately directed to another venue for resolution, such as legal counsel, police, or another statutory authority.
- b) The preliminary assessment will be provided to the Chair of the Board in writing, and if warranted, an investigation will be conducted by the third party or legal counsel, in accordance with the principles of fairness, due process and natural justice.
- c) If the third party or legal counsel deems an investigation is not warranted, the complainant will be so notified.
- d) The Report and the identity of the Reporting Party will not be disclosed unless required by law.
- e) All documentation of any kind generated by an investigation, or any other action taken under this Policy, is confidential, unless disclosure is required by law, and such documentation will be securely retained by the independent third party who investigates the Report.

### **5.6 Receipt of Investigative Report**

- a) Upon receipt of the Report of the investigation, the Board of Trustees will determine, on the advice of legal counsel, whether any other legal authorities should be notified, to what extent the reporting party can be informed of the results of the investigation, and whether any other action under this section or otherwise should be taken.

- b) Where the Board of Trustees has determined a wrongdoing has occurred, the Board shall decide available legal sanctions including those within this Code.

### **5.7 Report to Board**

The Chair of the Board will report to the Board of Trustees annually if applicable on any investigation(s) of Reports of Wrongdoing.



# GOVERNANCE POLICY

Policy #5

## Director of Education Performance Appraisal

**Board Received:**

May 2024

**Review Date:**

May 2028

### 1.0 Policy Statement

In accordance with the authority granted to the Board of Trustees (Board) *under [Section 169.1 \(1\) \(h\) of the Education Act, R.S.O. 1990, c. E.2](#)*, the Board shall conduct an annual written performance review of the Director of Education.

Duties of the Director of Education include those enumerated at [Section 283.1 \(1\) of the Education Act](#).

### 2.0 Accountability

**[Section 169.1 \(1\) \(h\) of the Education Act and O. Reg. 83/24: DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL](#)** includes the Board's duty to evaluate the performance of the Director of Education. Specifically:

Every board shall, ...

- i. monitor and evaluate the performance of the board's Director of Education or the supervisory officer acting as the board's Director of Education, in meeting,
  - i. their duties under this Act or any policy, guidelines or regulation made under this Act, including the multi-year plan aimed at promoting student achievement and well-being, the effective stewardship of the board's resources, and effective and appropriate education programs to its pupils; and
  - ii. any other duties assigned by the board. ([Education Act, Ontario](#))

### 3.0 Ontario Regulation 83/24

#### Definitions

"evaluation cycle" means the period of time during which the performance of a director of education is appraised;

"full evaluation cycle" means an evaluation cycle that commences July 1 in a year and ends June 30 of the following year;

"interim evaluation cycle" means an evaluation cycle determined in accordance with section 4.

#### Performance appraisal committee

3.(1) No later than May 15 in each year, each Board shall establish a committee responsible for conducting a performance appraisal of the Director of Education for the board, composed of not fewer than three and not more than seven Board members, one of whom shall be elected by a majority of the committee to act as its Chair.

(2) If a Board is composed of three members and a vacancy occurs,

- (a) the Board shall appoint a member to the committee as soon as possible after the vacancy on the board is filled; and
- (b) despite subsection (1), the committee may be composed of two Board members until the vacancy is filled.

(3) The committee is responsible for conducting any performance appraisal required under this Regulation in respect of any of the Director of Education's evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year.

#### Timing of evaluation cycles

4. (1) A Director of Education whose start date in that role with a board is a date described in

Column 1 of the Table to this section shall have,

- a) an interim evaluation cycle that has an end date set out opposite the start date of the role in Column 2 of the Table; and
- b) a first full evaluation cycle that has a start date set out opposite the start date of the role in Column 3 of the Table.

(2) If a Director of Education has an interim evaluation cycle with a board, the interim evaluation cycle begins on their start date in that role with the board.

(3) After a Director of Education's first full evaluation cycle with a board, they shall have full evaluation cycles annually with that board.

Item	Column 1 Start date of role as Director of Education	Column 2 End date for interim evaluation cycle	Column 3 Start date of first full evaluation cycle
1.	Before March 1, 2024.	None	July 1, 2024
2.	On or after March 1, 2024, and on or before June 30, 2024.	June 30, 2025	July 1, 2025
3.	On or after July 1 in a year and on or before the last day of February in the following year.	The first June 30 following their start date.	The first July 1 following their start date.
4.	On or after March 1 in a year and on or before June 30 in that same year.	June 30 in the following calendar year.	July 1 in the following calendar year.

#### Actions to be taken during full evaluation cycle

5. (1) During a Director of Education's full evaluation cycle, **the person or entity** set out in Column 1 of the Table to this section shall take the actions set out opposite **the person or entity** in Column 2 of the Table on or before the date set out in Column 3.

(2) The action required by item 8 of the Table to this section shall not be taken before February 1 in the full evaluation cycle.

Item	Column 1 Person or entity	Column 2 Action	Column 3 Date
1.	Committee Chair and at least one other member of the committee	Meet with the Director of Education to develop and finalize their performance plan.	July 31
2.	Committee Chair	Provide a copy of the Director of Education's performance plan to every member of the Board.	August 15
3.	Chair of the Board	1. Provide written notice to the Minister that includes the following information, <ul style="list-style-type: none"> <li>i. the date that the person began their role as Director of Education for the board,</li> <li>ii. whether the steps set out in subsection 8 (1) are required to be taken during the current full evaluation cycle, and</li> <li>iii. confirmation that the Director of Education's performance plan has been put in place for the current full evaluation cycle.</li> </ul> 2. Post a copy of the confirmation on the board's website.	August 15
4.	Minister	If it is a full evaluation cycle in which the steps set out in subsection 8 (1) are required to be taken, provide written notice to the board and the Director of Education	December 1

		indicating whether the Minister intends to provide feedback under section 8.	
5.	Committee Chair	Request feedback from every member of the Board in respect of the Director of Education's progress toward implementing the actions and achieving the goals contained in the performance plan.	January 11
6.	Each member of the board	Provide any feedback requested in item 5 to the chair of the committee.	January 21
7.	Committee Chair and at least one other member of the committee	Meet with the Director of Education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	January 31
8.	Entity described in subsection 8 (1)	If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, perform the step described in paragraph 1 of subsection 8 (1).	April 30
9.	Entity described in subsection 8 (1)	If it is a full evaluation cycle in which an assessment is required to be performed under section 8, provide the report described in paragraph 2 of subsection 8 (1) to the committee and the Director of Education.	May 15
10.	Director of Education	Update the performance plan in accordance with subsection 9 (4).	June 10
11.	Committee Chair	Provide a copy of the draft performance appraisal report, prepared in accordance with section 10, in respect of the Director of Education to every member of the Board.	June 20
12.	Each member of the Board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

**Actions to be taken during interim evaluation cycle**

6. During a Director of Education's interim evaluation cycle, the person or entity set out in Column 1 of the Table to this section shall take the actions set out opposite the person or entity in Column 2 of the Table on or before the date set out in Column 3.

<b>Item</b>	<b>Column 1 Person or entity</b>	<b>Column 2 Action</b>	<b>Column 3 Date</b>
1.	Committee Chair and at least one other member of the committee	Meet with the Director of Education to develop and finalize their performance plan.	The date that is 30 days after the person's first day in the role of the Director of Education for the board.
2.	Committee chair	Provide a copy of the Director of Education's performance plan to every member of the Board.	The date that is 45 days after the person's first day in the role of the Director of

			Education for the board.
3.	Chair of the Board	1. Provide written notice to the Minister containing the following information, i. the date that the person began their role as Director of Education for the board, and ii. confirmation that the Director of Education's performance plan has been put in place for the current full evaluation cycle. 2. Post a copy of the confirmation on the board's website.	The date that is 45 days after the person's first day in the role of the Director of Education for the board.
4.	Committee Chair	Request feedback from every member of the Board in respect of the Director of Education's progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	The date that is 20 days before the date determined for item 6.
5.	Each member of the Board	Provide any feedback requested in item 4 to the Chair of the committee.	The date that is 10 days before the date determined for item 6.
6.	Committee Chair and at least one other member of the committee,	Meet with the Director of Education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	The closest weekday to a date that is midway between the date on which the action in item 3 is taken and final day of the interim evaluation period.
7.	Director of Education	Update the performance plan in accordance with subsection 9 (4).	June 10
8.	Committee Chair	Provide a copy of the draft performance appraisal report, prepared in accordance with section 10, in respect of the Director of Education to every member of the board.	June 20
9.	Each member of the Board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

**Actions to be taken after evaluation cycle**

7. (1) During the months of July and August that follow a Director of Education's interim or full evaluation cycle, the person or entity set out in Column 1 of the Table to this section shall take the actions set out opposite the person or entity in Column 2 of the Table on or before the date set out in Column 3.

(2) The meeting required by item 2 of the Table to this section shall not take place during the seven-day period that commences on the day that the Director of Education is provided with the draft performance appraisal report under item 1 of the Table.

<b>TABLE Item</b>	<b>Column 1 Person or entity</b>	<b>Column 2 Action</b>	<b>Column 3 Date</b>
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1.	Committee Chair	Provide the draft performance appraisal report for the interim or full evaluation cycle to the Director of Education	July 7
2.	Committee Chair and at least one other member of the committee	Meet with the Director of Education to: <ol style="list-style-type: none"> <li>i. review the actions implemented by the Director of Education to achieve the goals contained in the performance plan and discuss other matters relevant to the performance plan,</li> <li>ii. review and update the Director of Education's performance plan for the following evaluation cycle, if necessary,</li> <li>iii. review and discuss the committee's draft performance appraisal report, and</li> <li>iv. provide the Director of Education an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating.</li> </ol>	July 31
3.	Committee	1. Finalize the performance appraisal report, taking into consideration, among other things, <ol style="list-style-type: none"> <li>i. the feedback from the members of the Board and the Director of Education</li> <li>ii. the feedback set out in the report required by section 8, <i>if applicable</i>, and</li> <li>iii. the survey information mentioned in subparagraph 3 ii of subsection 10 (5).2. Provide the final performance appraisal report to the Board and the Director of Education.</li> </ol>	August 10
4.	Board	1. Provide written confirmation to the Minister that the performance appraisal for the interim or full evaluation cycle, as applicable, has been conducted and that the final performance appraisal report has been adopted by Board resolution. 2. If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, provide to the Minister a list of the community partners and stakeholders identified by the committee under paragraph 7 of subsection 8 (2) from whom feedback was requested. 3. Post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on the board's website.	August 15

**Bi-annual feedback**

8. (1) In a Director of Education's first full evaluation cycle, and every second full evaluation cycle after that, the Board shall ensure that an entity that has at least five years of experience conducting multi-source executive performance assessments takes the following steps:

1. Request feedback from the persons listed in subsection (2) in respect of the Director of Education's performance.
2. Prepare a written report summarizing and analyzing the feedback.

(2) The persons mentioned in paragraph 1 of subsection (1) are:

1. Each member of the Board.
2. Each student trustee of the Board.
3. Each member of every statutory, ad hoc, or other committee of the board.

4. Each staff member of the board who reports directly to the Director of Education.
5. Each parent member of the school council at each school of the board.
6. A representative nominated by each local employee association representing employees of the board.
7. A representative sample of community partners and stakeholders, as identified by the committee with input from the Director of Education.
8. If notice has been provided in accordance with item 4 of the Table to section 5, the Minister.

(3) When determining whether to provide feedback in response to a request made under subsection (1), the Minister shall consider the Director of Education's leadership and progress in respect of,

- a) achieving the goals set out in the multi-year plan developed in accordance with section 169.2 of the Act that relate to the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement); and
- b) maintaining or improving the reputation of and public confidence in the board in relation to advancing the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23.

(4) In preparing a report under clause (1) (b), the entity shall remove any words or names that would identify a parent or student, if a request is made to do so by the parent or student.

### **Performance plan**

9. (1) A performance plan required to be developed and finalized under section 5 or 6 in respect of an evaluation cycle shall include the following elements:

1. A list of the actions that the director of education will implement during the evaluation cycle to achieve each of the following goals:
  - i. Advance the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement).
  - ii. Manage human, capital and fiscal resources to achieve the goals identified in the board's multi-year plan developed under clause 169.1 (1) (f) of the Act.
  - iii. Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.
  - iv. Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.
  - v. Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.
  - vi. Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.
2. Identification of leadership competencies and practices needed to achieve the goals set out in paragraph 1 and actions that the Director of Education shall implement during the evaluation cycle to improve at least one of those competencies or practices.
3. One or more methods of,
  - i. determining whether the Director of Education successfully implemented the actions set out in the performance plan during the evaluation cycle, and
  - ii. measuring, qualitatively or quantitatively, the degree to which the actions achieved the goals set out in paragraph 1.
4. Any additional appraisal elements determined by the committee with input from the Director of Education and if the additional appraisal elements include additional goals, a list of the actions that the Director of Education will implement during the evaluation cycle to achieve those goals.

(2) The actions listed under paragraph 1 of subsection (1) shall include professional development activities that the Director of Education will undertake during the evaluation cycle.

- (3) The leadership competencies and practices identified under paragraph 2 of subsection (1) shall be described in accordance with any guideline issued by the Minister under subsection 287.6 (1) of the Act.
- (4) A performance plan update required under section 5 or 6 shall include,
  - a) a confirmation of which of the actions listed for the purposes of paragraphs 1, 2 and 4 of subsection (1) have been implemented by the Director of Education during the evaluation cycle.
  - b) a description of how each action that was implemented assisted in achieving the goals set out in paragraphs 1 and 4 of subsection (1), as applicable; and
  - c) for each action that was not implemented by the Director of Education, a rationale for why the action was not implemented.
- (5) The Director of Education and the Chair of the committee shall each sign the performance plan and each of them shall retain a copy for at least six years.

### **Performance appraisals and ratings**

10. (1) The committee shall conduct a performance appraisal of the Director of Education for the board by,
  - a) in respect of a full evaluation cycle, holding each meeting mentioned in items 1 and 7 of the Table to section 5 and the meeting mentioned in item 2 of the Table to section 7;
  - b) in respect of an interim evaluation cycle, holding each meeting mentioned in items 1 and 6 of the Table to section 6 and the meeting mentioned in item 2 of the Table to section 7; and
  - c) evaluating the Director of Education's success in implementing the actions and achieving the goals set out in the performance plan developed for the interim or full evaluation cycle.
- (2) Despite subsection (1), the performance of a director of education shall not be evaluated in respect of the following periods:
  1. A period when the Director of education is on an extended leave that has been approved by the Board.
  2. A period when the Director of Education is on secondment to a position other than that of Director of Education.
- (3) The performance appraisal shall be conducted in accordance with this Regulation and with such guidelines as the Minister may issue.
- (4) Based on the results of the performance appraisal, the committee shall assign one of the following performance ratings to the Director of Education:
  1. Meets all expectations.
  2. Meets most expectations.
  3. Meets some expectations.
  4. Does not meet expectations.
- (5) When determining which performance rating to assign to the Director of Education for the board, the committee shall consider the following factors:
  1. The extent to which the Director of Education worked diligently and consistently toward the implementation of the actions identified in the performance plan.
  2. The efforts made by the Director of Education to engage board staff, community partners and stakeholders, and others in the development of the goals and implementation of the actions identified in the performance plan.
  3. The degree of success the Director of Education had in achieving the goals set out in the performance plan, as informed by data available to the board including,
    - i. the feedback set out in the report required by section 8, if applicable, and
    - ii. the information collected by the surveys required by subsection 169.1 (2.1) of the Act in respect of the evaluation cycle, if applicable.
  4. The rationale provided by the Director of Education for the actions that were not implemented and the goals that were not achieved.
  5. The effectiveness of efforts made to overcome challenges faced by the Director of Education in implementing the actions identified in the performance plan.

6. The demonstrated ability and willingness of the Director of Education to address, in the future, the actions that were not implemented and goals that were not achieved.
- (6) The committee shall prepare a draft performance appraisal report summarizing the committee's evaluation, setting out the performance rating and providing an explanation for the rating.

### **Records to be kept by the Board**

11. Every Board that prepares or receives a document that is required to be prepared by the Board or provided to the Board under this Regulation shall keep the document for a period of at least six years from the date of the draft performance appraisal report to which the document relates.

### **4.0 Confidentiality**

The Director of Education Performance Appraisal is confidential and shall be conducted in private. In accordance with the *Education Act*, [Section 207\(2\) \(b\)](#), permitting closed committee meetings, in respect of an employee or prospective employee of the board. As such, details and materials related to the performance appraisal will remain confidential. Only information about the completion of the process and identification of goals and objectives shall be made public. All members of the Board shall maintain this confidentiality.

### **5.0 Dispute Resolution**

Should the Board of Trustees, as represented by the Director of Education Performance Appraisal Committee and the Director of Education fail to agree on the goals and objectives, the Evaluation Report, the Performance Improvement Plan (below), or the manner in which the Appraisal is conducted, the following process will be followed.

A three-member panel composed of the following individuals will be established:

- a. One (1) member of the panel will be selected by the Director of Education.
- b. One (1) member of the panel will be selected by the Chair of Director of Education Performance Appraisal Committee.
- c. The third member of the panel, an independent consultant, with expertise in mediation, and arbitration, will be selected by the other two (2) members who shall serve as Chair of the panel.

This panel will consider all relevant information presented by the Director of Education Performance Appraisal Committee, the Director of Education, and the independent consultant (if one was utilized by the Director of Education Performance Appraisal Committee), and any oral submissions made by any of the participants. After full consideration the panel shall render a decision on the matter in dispute. The panels' decision shall be final and binding on the Director of Education and the Board of Trustees.

### **6.0 Performance Improvement Plan**

In situations where the Board of Trustees determine the performance of the Director of Education to be materially deficient, a written Director of Education Performance Improvement Plan shall be created by the Director of Education Performance Appraisal Committee and the Director of Education and approved by the Board of Trustees that identifies:

- a) The criteria for the materially deficient rating.
- b) The identification and explanation of the area(s) or issue(s) of concern.
- c) The area(s) or issue(s) requiring attention, with association to the specific expectations of the position.
- d) Steps to be taken to correct the performance.
- e) Any coaching, development, or mentoring.
- f) Indicators of success.

The time to remedy or improve the materially deficient performance area(s) or issue(s) should be at least twelve (12) months unless otherwise agreed.

The Director of Education Performance Appraisal Committee will monitor the Director of

Education's progress on the overall area(s) or issue(s) of concern and take all reasonable steps to ensure that such area(s) or issue(s) are addressed in accordance with the terms agreed upon within the Plan.

If the Director of Education fails to meet the terms outlined in the Plan by the timelines outlined, the Board of Trustees may take further action, including, but not limited to coaching, remediation and dismissal.



## Grand Erie District School Board

**Education Centre:** 349 Erie Avenue, Brantford, Ontario N3T 5V3  
519-756-6301 | [www.granderie.ca](http://www.granderie.ca)

The Honourable \_\_\_\_\_  
Minister of Education  
c/o 13<sup>th</sup> Floor, 315 Front St. W.  
Toronto, ON M7A 0B8  
[educationequitysecretariat@ontario.ca](mailto:educationequitysecretariat@ontario.ca)

Date: [Click or tap to enter a date.](#)

This is to confirm that \_\_\_\_\_ began their role as Director of  
(Name of Director of Education)  
Education for the \_\_\_\_\_ on \_\_\_\_\_.  
(Name of school board) (Date)

### Performance Plan:

Yes, the Director of Education's performance plan has been put in place for the current  
\_\_\_\_\_ evaluation cycle and has been posted on our board's website.  
(interim or full)

Date of Performance Plan Completion: [Click or tap to enter a date.](#)

\_\_\_\_\_  
Signature of the Chair of the Board

\_\_\_\_\_  
Printed Name of the Chair of the Board



## Grand Erie District School Board

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 519-756-6301 | [www.granderie.ca](http://www.granderie.ca)

The Honourable \_\_\_\_\_  
 Minister of Education  
 c/o 13<sup>th</sup> Floor, 315 Front St. W.  
 Toronto, ON M7A 0B8  
[educationequitysecretariat@ontario.ca](mailto:educationequitysecretariat@ontario.ca)

Date: [Click or tap to enter a date.](#)

This is to attest that \_\_\_\_\_ has completed the  
 \_\_\_\_\_ (Name of school board)  
 \_\_\_\_\_ performance appraisal of their Director of Education \_\_\_\_\_  
 (interim or full) (Name of Director of Education)

in accordance with the Ontario Regulation 83/24 – Director of Education Performance Appraisal.

Bi-annual feedback:

- No, this evaluation cycle did not require the inclusion of bi-annual community partner/stakeholder feedback.
- Yes, this evaluation cycle included the required bi-annual community partner/stakeholder feedback, and the list of community partners and stakeholders invited to provide feedback is posted on the board’s website.

- Community partners and stakeholders:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Performance Appraisal Completion: [Click or tap to enter a date.](#)

\_\_\_\_\_  
 Signature of the Chair of the Board

\_\_\_\_\_  
 Printed Name of the Chair of the Board