

# AGENDA – EDUCATION, POLICY AND OPERATIONS COMMITTEE

Wednesday, November 10, 2021

Limestone Education Centre

220 Portsmouth Avenue, Kingston, ON

Link: <https://bit.ly/3EIPsNxLDSBEOCNov10>

## Public Meeting – 5:30 PM

Acknowledgement of Territory: “The Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.”

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DECLARATION OF CONFLICT OF INTEREST
4. REPORTS FOR INFORMATION
  - 4.1 Kingston Secondary School Integration Update – Associate Superintendent Hedderson (Pages 3-8)
  - 4.2 Renaming École Kingston East Elementary School (ÉKEES) – Superintendent McDonnell (Pages 9-11)
  - 4.3 Policy Feedback – Director Burra (Pages 12-22)
  - 4.4 Staff Attestation Update - Superintendent McWilliams - Verbal
5. REPORTS FOR ACTION  
None at this time.
6. UNFINISHED BUSINESS

7. NEW BUSINESS
8. CORRESPONDENCE
9. NEXT MEETING – February 10, 2022
10. ADJOURNMENT

## **ADMINISTRATIVE REPORT: KSS INTEGRATION COMMITTEE – REMOVAL OF CHATTELS FROM KCVI EDUCATION, POLICY & OPERATIONS COMMITTEE**

Date: November 10, 2021

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### **Purpose**

To provide Trustees with an update on the planned return, auction, sale, and removal of chattels from Kingston Collegiate & Vocational Institute (KCVI) in December 2021 – January 2022.

### **Background**

Kingston Secondary School (KSS) and the new Module Vanier opened December 15, 2020. It currently houses students in Grades 7 and 8 French Immersion (Vanier) and students in Grades 9-12 (KSS). Kingston Secondary School is a fully composite secondary school that was created with the closures of Queen Elizabeth Collegiate and Vocational Institute (QECVI) and KCVI.

The chattels remaining at KCVI, and in secure storage, are items that previously belonged to QECVI and KCVI. Throughout the school closure and opening process, students, school staff, community members, the KSS Integration Committee and a contracted archivist carefully considered which artefacts from QECVI and KCVI should be brought to the new school as a way to honour the legacies of these two school communities, which items could potentially be made available to other public institutions, which items could be returned to their owners or owner's family members or made available through public sale.

At the February 12, 2020 Board Meeting, a presentation by some of the Legacy Committee Working Group was provided to Trustees: "Kingston Secondary School – KCVI/QECVI Memorabilia" to review the work occurring to archive materials from the schools.

### **Current Status**

The KSS Integration Committee held its final meeting October 28, 2021 to discuss an update on the QECVI-KCVI Legacy Project and the sale of the remaining chattels at KCVI.

### **QECVI-KCVI Legacy Project**

A series of panels with selected artefacts will capture some of the visual history and information related to the history of secondary schools in Kingston, with particular attention to QECVI and KCVI. These panels will be placed on a backdrop in the form of an infinity symbol featured prominently on the wall within KSS between the administration offices and Library in the colours of QECVI and KCVI. The panels help share highlights of the history of the school community that was once together, separated as QECVI and KCVI, and has now come back together again at KSS. There will be a brief written explanation included to help communicate the significance of artefacts and photos, and it will also include QR codes that will allow people to access additional historical information from a website. This historical display can be used to help students, staff, and guests (post-pandemic) learn more about the diverse history of this school community (See Appendix A).

### **Remaining Chattels from QECVI, KCVI and Module Vanier**

School staff, students, the KSS Integration Committee, alumni, and a contracted archivist helped provide input over the last number of years to identify trophies, equipment, photographs, and other historical items of significance from QECVI, KCVI and Module Vanier that are now on display in a variety of areas at KSS.

Some significant pieces of artwork that were gifted to the schools in the past were placed in secure storage during the 2016-2017 school year for safe-keeping. These pieces of art could be part of a public art auction in the future. For example, there is an original Group of Seven painting that could potentially earn tens of thousands of dollars if made available to the public through an auction. The art is not in ideal condition because it has not been properly maintained over time. However, it could still potentially raise some funds with some of the other more valuable art removed from the two schools.

Where it was determined certain items should not move to KSS, these items were made available to the City of Kingston, local museums, and other museums across the country, to ascertain whether there was interest in any remaining historical artefacts, equipment, and furniture (e.g., old science equipment, historical school event programs, yearbooks, other artwork, furniture, antique water fountain). There was no interest from any other organization in taking possession of these items.

### **Next Steps**

Some remaining items of personal significance to alumni will be returned to their original owners, or owners' families, where we are able. For example, the photographs of former Head Boys and Head Girls will be made available where we have a contact.

There is a piece of artwork that hung in the Library at KCVI that is property of the Ministry of Education that will be returned to the Ministry.

Furniture in good condition that remains at KCVI will be made available to other schools in the Board and may be moved where it makes sense to do so (e.g., the cost to safely move the furniture to another location without damaging it is less than purchasing new furniture). The vast majority of furniture that was in good condition when KCVI was closed, now resides at KSS.

Other items of potential value will be sold directly to buyers of interest. For example, there are two grandfather clocks that may be of interest to antique dealers. Other older equipment, memorabilia, and resources (e.g., science equipment, yearbooks, programs from former musicals, older maps that would have rolled down in front of classroom chalkboards, trophies, etc.) will help form an online public auction.

The staff recommendation is that proceeds of the sale of any remaining chattels originally belonging to the QECVI and KCVI communities should be returned to the same communities now amalgamated at KSS. KSS has identified that the proceeds of the sale of any items would be used for bursaries/scholarships and program enhancements not covered by Ministry funding. This recommendation is consistent with the request from the leadership team at KSS/Module Vanier (see Appendix B), the Legacy Committee Working Group that archived materials, and is supported by almost all KSS Integration Committee members.

Staff will move forward with the planned return, auction, sale, and removal of chattels from KCVI by the end of December 2021.

## Recommendations

That Trustees receive this report for information.

**Prepared by:** Steve Hedderson, Associate Superintendent

**Reviewed by:** Krishna Burra, Director of Education

Appendix A – KSS Legacy Wall

Appendix B – Sale of Items at KCVI



# Appendix B



145 Kirkpatrick Street, Kingston, ON K7K 2P4  
P: 613-544-4811 | F: 613-544-8795  
E: [kings@limestone.on.ca](mailto:kings@limestone.on.ca) | [kss.limestone.on.ca](http://kss.limestone.on.ca)

18 October 2021

Dear Steve

We, the leadership team at Kingston Secondary School, are reaching out to you to share our collective wish regarding the proceeds from the sale of fixtures, furniture, and art from KCVI. Quite simply, it is our wish that all proceeds go to Module Vanier and the Kingston Secondary School community of learners.

Recently, there has been some discussion about disbursing the proceeds from the sale of these items throughout the district, thereby making the Limestone District School Board their general recipient. While we acknowledge that many other schools and school communities would like additional funds to support their individual projects, we feel that other income sources are available to fund those initiatives, namely the proceeds from the sale of the KCVI building itself, from which we at KSS would also hope to benefit.

However, the sale of personal property rather than real property is the issue that we would like to address with you herein. The legal term for these saleable items suggests that they are very much the personal property of KCVI, and therefore, by extension, should be that of Module Vanier and the Kingston Secondary School community of learners.

As you are aware, because of tender, demolition, and construction delays and the urgency to assume occupancy in the face of pandemic uncertainty, we find ourselves teaching and learning in an unfinished building in need of additional amenities without the resources to fund them. As a school, we are focusing on specific items to support classroom learning. For example:

### **Student Success & Pathways to Success:**

- a significant school trust and legacy fund to mitigate the grave inequities within our school community and to support equitable outcomes for students in all pathways (e.g., additional compensatory funds to support post-secondary applications; clothing, eyewear, groceries to stock our school food pantry to support students and their families living in poverty (this is beyond the auspices of our regular food sharing program); bursaries to support post-secondary participation for all students, compensatory funds to support the payment of IB fees, etc.)

*\* The pandemic has only exacerbated these inequities and the repercussions that all students and school communities will feel as we move out of this pandemic, which has disproportionately impacted those in lower socio-economic strata, will therefore impact Kingston Secondary School significantly. In light of this, we will need to enhance funding formerly provided by the Lions Club Bursary, which ended in 2021, and Pathways for Education funding, which has been reduced.*



**We're Putting  
Wellness First**



**We're Turning  
Innovation into Action**



**We're Committed  
to Collaboration**

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In the next few years, a portion of funds may be used to support other school and community enhancements that enrich the student experience and support a variety of program pathways.

For example:

**Co-curricular Needs:**

- a greenhouse and raised gardens (built by our students in construction to support our culinary and healthy & active living programs)

We, the leadership team at Kingston Secondary School, urge you to advocate for our need for additional funds to meet the potential that this extraordinary new school and learning space promises. We can only do that with these necessary additional funds to realise that promise. We would be thrilled to meet with you at your convenience should you wish to further discuss the merits of our plan for these monies and how they will support over 1,250 students at Module Vanier and Kingston Secondary School.

Respectfully,

The Leadership Team  
Kingston Secondary School

Darlene Scarlett, Principal  
Lonny Gibson, Vice-Principal  
Chris Morrow, Vice-Principal  
Kate Brennan, Vice-Principal (Module Vanier)  
Kelli Caravan, Head of Arts, Computers & Business  
Beverly Farahani, Head of Mathematics  
Beth Ford, Lead Student Success  
David Hannah, Head of English

Stephanie Howie, Head of Social Sciences  
Karen Irvine, Head of Science  
Adam Lynn, Head of Physical Education  
Matthew McLeod, Head of Technology  
Bonney Morris-Pocock, Head of Student Services  
Liane Penny, Head of Languages  
Adam Watson, IB Coordinator  
Joanne Whitfield, Teacher-Librarian

Limestone District School Board

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# ADMINISTRATIVE REPORT: RENAMING OF ÉCOLE KINGSTON EAST ELEMENTARY SCHOOL (ÉKEES)

## EDUCATION, POLICY & OPERATIONS COMMITTEE

November 10, 2021

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### Purpose

To provide Trustees with an update on the Renaming Process of École Kingston East Elementary School (ÉKEES).

### Background

In June 2021, Trustees of the Limestone District School Board voted unanimously to initiate a renaming process of École Sir John A MacDonald Public School. At the time, LDSB Chair Ruttan said the Board acknowledges the ongoing pain and harm the former name had caused within our school communities but particularly with Indigenous members. Chair Ruttan noted that “Renaming this school is one small step to demonstrate our commitment to Truth and Reconciliation, and having all students see themselves in Limestone.” It was determined that the interim name would be École Kingston East Elementary School (ÉKEES) which was the original construction name for the school site.

### Current Status

A Renaming Committee was convened in October 2021. As per LDSB Administrative Procedure 552, Naming/Renaming of Schools, the Renaming Committee will oversee the appropriate methods of consultation with all community stakeholder groups to select renaming options for ÉKEES. The Renaming Committee includes representation from students, families, staff, and community members with a particular emphasis on membership that includes those who self-identify as Indigenous.

The Renaming Committee is comprised of voting and non-voting members. Voting members include:

- 1 Principal
- 1 Teacher
- 1 Non-Teaching Staff

- 1 Student (Immersion Programming)
- 1 Student (English Programming)
- 1 Student who self-identifies as Indigenous
- 1 Parent/Guardian (Immersion Programming)
- 1 Parent/Guardian (English Programming)
- 1 Parent/Guardian who self-identifies as Indigenous
- 2 Community Members who self-identify as Indigenous (from the Indigenous Education Advisory Committee)

Non-Voting members include the area Trustee, Indigenous Student Trustee, Vice Principal of Indigenous Education, Elementary Indigenous Student Support and Engagement Teacher, and School Superintendent who will support the work of this committee.

The renaming process will follow a process like that used in previous school naming processes but with an emphasis on how and why the former name was harmful, and what name attributes would respect and honour the Indigenous experience. The Board's Indigenous Education Team will support a significant and age-appropriate education component for ÉKEES Kindergarten to Grade 6 students. Families and community members will also be provided with an education component to support their understanding of the renaming process.

The first meeting of the Renaming Committee occurred on November 2, 2021. At this meeting voting members approved the process to call for submissions. The initial call for names will be open to students, families, staff, and community members via an online submission process. The Renaming Committee will review all submissions and narrow submissions to a short list that honours equity, diversity, and inclusivity. Stakeholders will then be invited to submit their top three choices from among the short list. The Renaming Committee will review the feedback and select three to five names as per Administrative Procedure 552 for submission to the Board of Trustees for consideration. The final choice rests solely with the Board of Trustees.

### **Next Steps:**

**November 8-12, 2021**-Education Component and Resources provided to all students in Grades K-6 at ÉKEES and the LDSB community

**November 15-19, 2021**-First Survey Open

**November 30, 2021**-Second Renaming Committee Meeting (Short Listing)

**December 7-15, 2021**-Second Survey Open

**January 11, 2022**-Third Renaming Committee Meeting (Recommendations)

**February 23, 2022**-Report to Board of Trustees for decision

## Recommendations

That Trustees receive this report for information.

**Prepared by:** Alison McDonnell, Superintendent of Education

**Reviewed by:** Krishna Burra, Director of Education

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## ADMINISTRATIVE REPORT: POLICY FEEDBACK

### EDUCATION, POLICY, AND OPERATIONS COMMITTEE MEETING

DATE: November 11, 2021

#### Purpose

To provide Trustees with a summary of feedback focused on Policy 13 (Delegations and Submissions) and Bylaw Article III, Section 3 focused on Trustee Replacement.

#### Background

During the 2020-2021 school year, the Board of Trustees worked through a review of Board Operations that were included in Policy 9. The result was the adoption of LDSB Board Bylaws and associated appendices. However, the adoption of the Bylaws required a review of several policies to ensure alignment. The former Policy 9 sections related to Delegations and Submissions, and Trustee Replacement, remain in place until a revised policy is adopted. These sections are included as Appendix A.

At the EPOC meeting on October 6, 2021, Trustees approved edits to Policies 5, 7, 8, 10, 11, 20 and Appendix G from the Bylaws go to the Board for approval at the Board Meeting on October 27, 2021. These policies were formally approved at that meeting. However, at the EPOC meeting on October 2021, the Board decided to publicly consult regarding proposed edits to Policy 13 and Article III, Section 3 of the Bylaws. A portal on the LDSB website was made available for members of the public to share potential considerations for Policy 13 and Article III, Section 3 of the Bylaws between the evening of October 6, 2021 and October 27, 2021. The initial policy edits shared on October 6, 2021 for public input is included as Appendix B.

#### Current Status

Between October 6 – 27, 2021 five (5) submissions were made to the Board for consideration related to the two areas. While the five submissions have been shared with all Trustees, below is a summary of highlights from the feedback provided. The feedback is organized by each of the sections open for public input.

##### Board Policy 13: Delegations

- A clear timeline on when delegations will be heard.
- Ability to provide a delegation specific to a topic on the agenda.
- Rationale for refusing a delegation should be shared with all Trustees.
- A clear deadline for delegations, but with an opportunity to review the agenda prior to the deadline.

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- A timeline for additional delegations after the agenda has been published, for example 48 hours, or less, if they are relevant to the agenda.
- A standard amount of time for each delegation (suggested range from 5 to 10 minutes, prior to a chair extension) with a total allotted time for delegations at a Board Meeting.
- Provide options to Trustees for a response to a delegation such as... received for information, referred for staff follow up, referred to committee, referred to a future meeting, board response in a letter.
- Suggestion of a Question/Answer session with the Board as part of the meeting with clearly outlined parameters (sign up, submission of question, time limits, limits on debate, etc...). This will increase engagement.
- Use of a web form for delegation requests.
- Providing more notice regarding Board Meeting agenda items.
- Should broaden the number of people 'approving' delegations.
- More than one delegation should be acceptable on a topic, and delegations should be possible even after a decision is made.
- All delegations should be heard and occur at the next scheduled meeting without long delays.
- Decisions and scheduling of delegations should be made public.

#### Board Policy 13: Submissions

- Clear structure and format for official correspondence to become part of the official record.
- Ensuring privacy concerns are addressed in correspondence related to 'third parties.'
- Notification of the 'sender' needs to be provided to ensure they understand what occurs with the correspondence and/or why it is not being shared.
- Use of a web form for submissions.

#### Article III, Section 3: Trustee Vacancies

- Any process needs to be as publicly transparent as the regular election process and not occur in private.
- Public should be able to review candidates and provide feedback.
- Board should have to consider the person who came second if a trustee was not acclaimed.
- Selection committee should include the Director and perhaps just the Chair and Vice-Chair to provide a recommendation to the Board.
- A by-election should be required if a large balance of the term remains.
- There should be an open application process that includes criteria like connection to the community, interest in public education, and accountability for use of public resources.
- Applications should be made available on the board website so the public can review them.

### **Next Steps**

Based on this public feedback and any additional feedback provided by Trustees, staff will bring back additional edits to Policy 13 and Bylaw Article III, Section 3 for consideration and potential approval at a future EPOC meeting.

### **Recommendations**

That this summary report of feedback based on public input be received for information purposes, and Trustees share any additional feedback for further revisions related to these two sections.

**Prepared by:** Krishna Burra, Director of Education

**Reviewed by:** Krishna Burra, Director of Education

Attachments:

Appendix A: Policy 9 related to Delegations and Submissions and Trustee Vacancy.

Appendix B: Proposed Edits for Delegations and Submissions and Article III, Section 3 that were open for feedback.

## Appendix A

Policy 9 Sections related to Delegations and Submissions and Trustee Vacancy/Replacement:

### 17.0.0 Delegations and Submissions

- 17.1.0 Persons wishing to make submissions on educational issues to the Board or its committees will apply in person or in writing to the Secretary of the Board. The Secretary of the Board, in consultation with the Chair and the Agenda Setting Committee, will ascertain whether a Board committee or the whole Board should hear the submission and arrange to have the Board or committee advised, through the agenda process, of the substance of the presentation. The Secretary will ensure that all Trustees are aware of the delegation, the substance of the presentation and the names of presenters. Presenters will be heard as soon as practicable after they have applied to be heard.
- 17.2.0 A delegation shall designate not more than two people as spokespersons and no other member of the delegation shall address the Board or committee, except at the request of a Trustee, and the permission of the Chair.
- 17.3.0 In consultation with the Chair, the Secretary shall inform the delegation as to the time during the meeting when its spokesperson(s) shall be heard, and refer them to the details outlined in Policy 9, 17.0.0.
- 17.4.0 The complete and detailed presentation must be sent electronically to the Office of the Secretary to the Board at least four (4) business days prior to the meeting. At the meeting the presenter(s) will highlight the pertinent points in their presentation.
- 17.5.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. Following the presentation, the Chair will ask Trustees if there are any questions of clarification.
- 17.6.0 The Board and its committees shall take action on an issue addressed through delegations and submissions only when those issues appear as a result of the regular agenda process. All other issues shall be referred for decision to a later meeting of the Board, to consideration in private session (in-camera), when appropriate, or to the Director of Education for further action. The Secretary of the Board shall advise delegates of the action taken.

- 17.7.0 Any one delegation shall be permitted to make only one (1) presentation to the Trustees on any issue. When there are multiple delegations on the same topic, presentations may be combined or reduced. A delegation cannot make a presentation on a topic on which a decision has been made.
- 17.8.0 If, in the opinion of the Secretary, a delegation or person should not be heard by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.
- 17.9.0 At the discretion of the Chair, any parts of this regulation may be waived and, at the discretion of the Board, the decision of the Secretary may be overturned.

## **E. TRUSTEE VACANCY**

### 26.0.0 Filling a Vacancy on the Board

26.1.0 This policy establishes the process by which Limestone District School Board shall fill a vacancy on the Board when a Board member (Trustee) resigns, becomes ineligible or otherwise creates a vacancy on the Board during the term of the Board.

26.2.0 The *Education Act* in S. 221 allows a Board to fill a Trustee vacancy in one of two ways:

- i. require the municipality to hold a by-election; or
- ii. appoint a qualified person to the position.

26.2.1 A by-election may not be held after March 31 in a municipal election year, that is, within the last eight months of a Board's three-year mandate. All costs of a by-election are borne by the Board, in accordance with the *Municipal Elections Act* S. 7(3).

26.3.0 The *Education Act* does not specify the method of appointment of a Trustee.

### 26.4.0 Board Decisions

### 26.5.0 By-election

If the Board chooses to fill a Trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the Board



information regarding the implications of holding a by-election, including previous election results and estimated costs.

#### 26.6.0 Appointment Process

26.6.1 If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 60 days after the office becomes vacant.

26.6.2 The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a Board, and, therefore, to be appointed to a Board:

- i. qualified to vote for members of the Board;
- ii. a resident in the area of jurisdiction of the Board; and
- iii. not disqualified as outlined in S. 219(4), (5) and (7).

26.6.3 The Board may choose to appoint one of the unsuccessful Trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

26.6.4 If the Board chooses to offer the position to a broader range of electors, the following actions will occur:

- i. the vacancy shall be advertised in the local media;
- ii. persons interested in the position shall be required to submit an application in writing to the secretary of the Board;
- iii. persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience;
- iv. persons shall also submit a letter of intent outlining the reasons for wishing to serve on the Board and ways in which the individual can contribute to its overall effectiveness;
- v. applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- vi. applicants must sign consent forms and declaration of qualifications forms;
- vii. information packages including facts about Limestone District School Board, a copy of Policy 5 Trustee Code of Ethics, and a schedule of Board and committee meetings will be made available to the applicants;
- viii. applicants may request a public forum to review the role of a Trustee;
- ix. the applications will be available for review by the public if requested.

#### 26.7.0 Interview Process

- 26.7.1 Only candidates who have submitted written applications by the deadline date shall be interviewed.
- 26.7.2 Interviews shall be conducted on Board premises, which may include a school or the education centre.
- 26.7.3 The Secretary of the Board shall ask Trustees to indicate their intention about their attendance and participation in the interviews.
- 26.7.4 Trustees participating shall constitute an *ad hoc* selection committee. Committee membership shall be a minimum of three Trustees. The selection committee shall select its Chair from among its members. Only Trustees who have participated in all interviews shall vote on the committee recommendation. The selection committee shall make its recommendation to the Board at the next meeting of the Board.
- 26.7.5 The Secretary of the Board shall be the administrative liaison to the selection committee.
- 26.7.6 The selection committee shall establish its operating practices. These practices shall include a common set of questions for all applicants.
- 26.7.7 The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next opportunity following the appointment.



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## DELEGATIONS AND SUBMISSIONS

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### 1.0.0 Delegations ~~and Submissions~~

- 1.1.0 Persons wishing to make delegations on educational issues to the Board or its committees will apply in person or in writing to the Secretary of the Board. The Secretary of the Board, in consultation with the Chair and the Agenda Setting Committee, will ascertain whether a Board committee or the whole Board should hear the delegation and arrange to have the Board or committee advised, through the agenda process, of the substance of the presentation. The Secretary will ensure that all Trustees are aware of the delegation, the substance of the presentation and the names of presenters. Presenters will be heard as soon as practicable after they have applied to be heard. **Any delegation deemed slanderous will not be considered.**
- 1.2.0 A delegation shall designate not more than two people as spokespersons and no other member of the delegation shall address the Board or committee, except at the request of a Trustee, and the permission of the Chair.
- 1.3.0 In consultation with the Chair, the Secretary shall inform the delegation as to the time during the meeting when its spokesperson(s) shall be heard, and refer them to the details outlined in Policy 13.
- 1.4.0 **The Secretary shall inform the delegation that beyond questions for clarification, there will be no discussion or decision until a later date.**
- 1.5.0 The complete and detailed presentation must be sent electronically to the Office of the Secretary to the Board at least four (4) business days prior to Limestone District School Board meeting. At the meeting the presenter(s) will highlight the pertinent points in their presentation.
- 1.6.0 The complete presentation by any delegation shall not exceed five (5) minutes, exclusive of Trustee questions. **At the conclusion of the five minutes, the delegate may request up to an additional five minute extension, subject to the approval of the Chair.** Following the presentation, the Chair will ask the Trustees if there are any questions of clarification.
- 1.7.0 The Board and its committees shall take action on an issue addressed through delegations and submissions only when those issues appear as a result of the regular agenda process. All other issues shall be referred for decision to a later meeting of the Board, to consideration in private session (in-camera), when appropriate, or to the Director of Education for further action. The Secretary of the Board shall advise delegates of the action taken.

- 1.8.0 Any one delegation shall be permitted to make only one (1) presentation to the Trustees on any issue. When there are multiple delegations on the same topic, presentations may be combined or reduced. A delegation cannot make a presentation on a topic on which a decision has been made.
- 1.9.0 If, in the opinion of the Agenda Setting Committee, a delegation or person should not be heard by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.
- 1.10.0 At the discretion of the Chair, any parts of this regulation may be waived and, at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.

## **2.0.0 Submissions**

- 2.1.0 An individual may provide a written submission to the board by formally addressing a letter to the Chair of the Board. **Any submission deemed slanderous will not be considered.**
- 2.2.0 The Agenda Setting Committee shall determine when, and if, the submission will be included as internal/external correspondence as part of an upcoming Board agenda. Normally this would be the next scheduled meeting. Submissions received **within two (2) weeks of the next scheduled meeting will be deferred to a subsequent meeting.**
- 2.3.0 **If, in the opinion of the Agenda Setting Committee, a submission should not be considered by the Board or its committees, the Secretary shall advise the persons who are being refused, giving reasons in writing, and copy all Board members on the response. This communication shall appear as an item of information in the first agenda of the Board following the refusal.**
- 2.4.0 **At the discretion of the Chair, any parts of this regulation may be waived, and at the discretion of the Board, the decision of the Agenda Setting Committee may be overturned.**

Revised: July 2021

## Appendix B Cont'd

**Section 8. Duties of the Treasurer.** The Treasurer shall have all those duties and powers as set forth in the statutes of Ontario.

**Section 9. Death, Resignation, Incapacity, or Ineligibility of the Chair or Vice-Chair.** Upon death, resignation, incapacity, or ineligibility of the Chair or Vice-Chair, the Board shall fill the vacancy for the balance of the term by electing one of their own to the position at the first meeting after the vacancy occurs.

### ARTICLE III - BOARD OF TRUSTEES

**Section 1. Composition.** See Article I Board Composition, Section 1.

**Section 2. Terms.** See Article I Board composition, Section 1 subsection 1.1.

**Section 3. Vacancies on the Board.** A vacancy in a position of Trustee shall be filled by the Board in accordance with the provisions of the *Education Act* either by by-election or appointment.

3.0 ~~\_\_\_\_\_~~ **Guiding Considerations for Filling Trustee Vacancies on the Board:**

~~\_\_\_\_\_~~ (a) **Timing of the vacancy relative to the previous and subsequent elections;**

~~\_\_\_\_\_~~ (b) **Relative support of the second-place finisher in the previous election;**

~~\_\_\_\_\_~~ (c) **Financial cost associated with a by-election to fill the vacancy as outlined in 3.1;**

~~\_\_\_\_\_~~ (d) **Representation of a particular geographic area on the board; and**

~~\_\_\_\_\_~~ (e) **Diversity of representation on the board at the time of the vacancy.**

3.1 ~~3.1~~ **A final decision on filling the vacancy rests with the Board and requires the approval of a formal motion.**

3.13.2 ~~\_\_\_\_\_~~ **By-election.** If the Board chooses to fill a Trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the Board information regarding the implications of holding a by-election, including previous election results, and estimated costs.

3.23.3 ~~\_\_\_\_\_~~ **Appointment.** If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 90 days after the office becomes vacant but does not specify the method of appointment.

3.2.13.3.1 ~~\_\_\_\_\_~~ **Qualification.** The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a Board, and, therefore, to be appointed to a Board:

- a. qualified to vote for members of the Board;
- b. a resident in the area of jurisdiction of the Board; and
- c. not disqualified as outlined in S. 219(4), (5) and (7).

3.2.23.3.2 ~~\_\_\_\_\_~~ **Unsuccessful Trustee Candidate.** The Board may choose to appoint one of the unsuccessful Trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

3.2.23.3.3 ~~\_\_\_\_\_~~ **Broad Range of Candidates-Application and Interview Process:** If the Board chooses to offer the position to a broader range of electors, the following actions will occur:

- a. the vacancy shall be advertised in the local media;
- b. persons interested in the position shall be required to submit an application in writing to the secretary of the Board;
- c. persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience; persons shall also submit a letter of intent outlining the reasons for wishing to serve on the Board and ways in which the individual can contribute to its overall effectiveness;
- d. applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- e. applicants must sign consent forms and declaration of qualifications forms;
- f. information packages including facts about Limestone District School Board, a copy of Policy No. 5 Trustee Code of Conduct, and a schedule of Board and committee meetings will be made available to the applicants;
- g. applicants may request a public forum to review the role of a Trustee; and
- h. the applications will be available for review by the public if requested.

**3.2.43.3.4 Selection Committee & Interview Process.** If an application and interview process is utilized the following processes will be utilized. AA Selection Committee consisting of all trustees shall be responsible for providing a recommendation to the Board. The Selection Committee shall select its Chair from among its members. ~~Only candidates who have submitted written applications by the deadline date shall be interviewed. Ideally the interviews will be face to face but under extenuating circumstances and to ensure maximum attendance, the interviews may be conducted electronically.~~ The Selection Committee shall make its recommendation to the Board at the next meeting of the Board following the interviews. The Secretary of the Board shall be the administrative liaison to the Selection Committee. The Selection Committee shall establish its operating practices. ~~These practices shall include a common set of questions for all applicants.~~ The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next opportunity following the appointment.

**Section 4. Duties of the Board.** The Board shall have all duties as provided in the *Education Act*. It shall have the duties and powers to create and enforce Limestone District School Board policy. In addition, the Board shall have such further duties and powers as are set forth in the bylaws, special rules of order, the parliamentary authority.