

**COMMITTEE OF THE WHOLE**  
**JW Singleton Education Centre (Board Room), Burlington, ON**  
**Public Session Agenda**  
**Wednesday, September 14, 2022 – 6 p.m.**

**REVISED PUBLIC MEETING AGENDA**

1.0	Opening	5 minutes
1.1	Welcome, Call to Order and Roll Call	
1.2	Private Session <i>(if required)</i>	
1.3	Acknowledgement of Traditional Lands	
1.4	Approval of the Agenda	
2.0	Consent Agenda	5 minutes
2.1	Minutes, Committee of the Whole, June 8, 2022 <i>(attached)</i>	
3.0	Presentations & For Discussion	
3.1	Board & Committee of the Whole meeting schedule to end of term	5 minutes
3.2	Priorities for Committee of the Whole meeting October 19	30 minutes
	<u>Administrative Procedures</u>	5 minutes
3.2.1	<a href="#">Administrative Procedures Template Update</a> (J. Carrillo)	
3.3	Standing Committee Updates <i>(All)</i>	65 minutes
3.3.1	Governance Committee	
3.3.1.1	<a href="#">Board Governance By-Law</a>	
3.3.1.2	<a href="#">Filling a Trustee Vacancy Governance</a>	
3.3.1.3	<a href="#">Naming and Renaming Subcommittee</a>	
3.4	Subcommittee Updates <i>(All)</i>	10 minutes
3.5	Other Business	30 minutes
3.5.1	<a href="#">Training outcomes report and discussion</a>	
4.0	OBSPBA resolutions from other boards	15 minutes
5.0	Trustee Questions and Comments	10 minutes
6.0	<a href="#">Public Questions</a>	10 minutes
7.0	Adjournment	
7.1	Motion to Adjourn	

**Halton District School Board  
COMMITTEE OF THE WHOLE PUBLIC SESSION**

JW Singleton Education Centre, 2050 Guelph Line, Burlington, ON

**Wednesday, June 8, 2022 – 6 p.m.**

*This Board meeting was held electronically, via Google Meet.*

**MINUTES**

Present: K. Amos, D. Danielli, T. Ehl Harrison, H. Gerrits, A. Grebenc, J. Oliver, L. Reynolds, T. Rocha, M. Shuttleworth, and Student Trustee V. Widyalankara

Regrets: A. Collard, J. Gray, and Student Trustees: K. Bao

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**1. Opening**

*Welcome, Call to Order*

T. Ehl Harrison called the meeting to order at 6:03 p.m.

*Attendance and Roll Call*

T. Ehl Harrison conducted roll call amongst Trustees and noted trustees J. Gray and A. Collard were absent for the meeting.

*Acknowledgement of the Land*

D. Danielli honoured Halton's rich history and modern traditions of many First Nations and Métis. On behalf of the Board, acknowledgement and thanks was given to the Mississaugas of the Credit First Nation for sharing their traditional territory.

**2. Consent Agenda Items**

**2.1 *Approval of the Agenda***

T. Ehl Harrison noted a minor correction to the agenda for item 3.1 to read "Halton Learning Foundation". On a motion from L. Reynolds, the corrected agenda for June 8, 2022 was approved.

*Approval of the Minutes*

On a motion from T. Rocha, the minutes of May 11, 2022 were approved as distributed.

**Carried unanimously.**

*Order Paper*

T. Ehl Harrison called attention to the Order Paper.

**3. Presentations**

**3.1 *Halton Learning Foundation – Year End Summary***

Lesley Mansfield presented the Year End Summary on eliminating barriers to learning, the foundation's impact on students. L. Mansfield thanked everyone for supporting the work of the foundation. L. Mansfield responded to trustee questions.

K. Amos joined at 6:09 pm

**3.2 *By-law Update – Legal Opinion***

T. Ehl Harrison invited T. Rocha to speak on behalf of the Governance Committee regarding the legal opinion (memo) received on the Draft By-law review. G. Tuck-Kutarna from Miller-Thomson LLP, provided the following comments, in addition to legal review provided in the memo to trustees:

- Generally, there is value in including information in one place, rather than repeating information if it can be avoided; if it is necessary to include or restate statutory provisions use direct quotes.
- Where terms are defined within the document, the term may be capitalized everywhere within the document can help with readability and flow.

D. Danielli asked for comment about trustee absences. G. Tuck-Kutarna noted the exemption by motion from the provision in the Act that one is "deemed to resign" if absent recognizes that special circumstances may prevent one from attending and usefully participating, where full

participation may return in the future. Legal opinion is that the exemption is intended for those circumstances and not a meeting by meeting exemption; the exemption is not a cumulative exemption.

T. Rocha noted the included language was existing from a previous version of the By-law and asked how the Board should properly approve absences at the Board meetings. G. Tuck-Kutarna clarified that the approval is the exemption from being deemed to have resigned on three consecutive absences. The trustee who is absent is responsible to make the request and is not incumbent on fellow trustees to seek approval on their behalf. Trustees may request an exemption at any time (i.e. first, second, or third occurrence).

T. Rocha asked for clarification regarding the recommendation to include a title such as "Governance" by-laws. G. Tuck-Kutarna advised that the title provides clarity that the By-law covers Trustee Governance Operations or Governance Procedures.

J. Oliver joined the meeting at 6:50 p.m.

D. Danielli asked about Committees' purview to strike subcommittees and where subcommittees must report. G. Tuck-Kutarna responded that Governance Committee may be considered as a Policy and Procedure Review Committee; the Board must consider the efforts needed to complete its mandate so that it is properly resourced, which may require the striking of subcommittees. All committees and subcommittees report to the Board; authority and decision-making power remains with the Board of Trustees as a whole.

T. Rocha asked if By-laws must be reviewed on a scheduled time frame. G. Tuck-Kutarna responded By-law review cycle may be amended to "as needed" triggered by legislative or regulatory change, or at a specific request that something is not working.

J. Carrillo will revise the Draft By-law based on the legal opinion and discussion.

M. Shuttleworth experienced technical issues; left and re-joined the Google Meet meeting.

**T. Ehl Harrison called a brief recess at 8:03. p.m.**

**The meeting resumed at 8:08 p.m.**

### 3.3 *LTAP Update*

F. Thibeault provided an update on LTAP next steps and responded to trustee questions. The Draft LTAP will come to the Board in September and completed LTAP document is expected to be presented to the Board in October.

Going forward, the LTAP will come to Board in June, annually. This will allow Boundary Review updates to come to the Board in September.

### 3.4 *Administrative Policies & Procedures Update*

#### 3.4.1 *Indigenous Education Policy*

T. Ehl Harrison invited R. Eatough and S. Walker to speak to new Indigenous Education Policy and the process and engagement with Treaty Holders involved in drafting the policy.

As a new policy, a learning opportunity to dive into the key conceptual pieces within policy will be hosted by HDSB for staff and Trustees in the fall.

#### 3.4.2 *Equity & Inclusive Education Policy*

T. Ehl Harrison invited R. Eatough and S. Walker to speak to speak to the updated Equity & Inclusive Education Policy.

Items 3.4.1 and 3.4.2 will appear before the Board on June 15 for first reading and approval at subsequent meeting.

#### 3.4.3 *Accessibility Standards for Customer Service*

T. Ehl Harrison invited I. Gaudet to speak to Accessibility Standards for Customer Service. I. Gaudet responded to trustee questions.

T. Ehl Harrison requested that changes to APs are highlighted.

Review dates for APs may be aligned to Multi-Year Plan and/or legislated review timeframes.

3.4.4 *Board- Assigned Mobile Cellular Devices*

T. Ehl Harrison invited G. Truffen & R. Negoi to speak to the updated Board- Assigned Mobile Cellular Devices.

3.4.7 *Vendor Performance Management*

T. Ehl Harrison invited R. Negoi to speak to the updated Vendor Performance Management.

3.4.8 *Planned Student Behaviour Prevention, Management and Intervention (formerly Managing Violent and Aggressive Behaviour)*

T. Ehl Harrison invited C. Ruddock to speak to the updated Planned Student Behaviour Prevention, Management and Intervention (formerly Managing Violent and Aggressive Behaviour) AP.

C. Ruddock responded to trustee questions.

**T. Ehl Harrison called a recess at 8:29 p.m.**

**T. Ehl Harrison resumed the meeting at 8:40 p.m.**

3.4.5 *Safe Driving Procedure*

T. Ehl Harrison invited S. Taha to speak to the updated Safe Driving Procedure.

3.4.6 *Designated Early Childhood Educator (DECE) Performance Appraisal Process*

T. Ehl Harrison invited S. Taha to speak to the updated Designated Early Childhood Educator (DECE) Performance Appraisal Process.

V. Widyalankara joined the meeting at 8:42 p.m.

3.5 *Standing Committee updates*

3.5.1 *Board Self-Assessment*

T. Ehl Harrison provided an update to trustees that the Board Self-Assessment Committee's previous recommendations have been shared with J. Carrillo for information and implementation.

3.5.2 *Public Delegations Policy and Governance Procedure*

T. Rocha spoke on behalf of the Governance Standing Committee to suggested revisions to the Public Delegations Policy and Governance Procedure. Trustees discussed proposed revisions and feedback.

Trustees suggested the policy and procedure should be aligned to information published on the HDSB website.

Optional distribution of materials, by 10 am the day before a scheduled meeting through the Manager, Governance & Board Services.

J. Carrillo will share concern about matters related to employment to HDSB Senior Management.

This item is expected to return to the Board in September for review and approval.

3.6 *Subcommittee Updates (All)*

3.6.1 *Trustee Promotion and Onboarding*

A. Grebenc advised that website has been updated and material has been distributed to trustees for feedback.

3.6.2 *Naming and Renaming*

K. Amos provided an update on the ongoing work of the Naming and Renaming Subcommittee. There are two more meetings are scheduled until the end of the school year.

3.7 *Other Business*

3.7.1 *COTW agenda creation process*

J. Carrillo advised trustees regarding go-forward process for COTW agenda creation. Current process using agenda planning spreadsheet for gathering proposed agenda items will continue; draft agendas will be confirmed with the Vice-Chair.

4. OPSBA resolutions from other Boards

A. Grebenc followed up on an earlier request for feedback on resolutions or for items to bring forward at the next meeting.

5. Trustee Questions and Comments

There were no trustee questions or comments.

6. Public Questions

There were no public questions.

7. Adjournment

7.1 *Motion to adjourn*

D. Danielli moved to adjourn the meeting. 9:40 p.m.

*Jeanne Carrillo, Recorder*

**ORDER PAPER: Wednesday, September 14, 2022**

*(Items shaded and/or marked in bold have been completed, or approved by the Board,  
and will be deleted from the list prior to the next edition.)*

<b>Meeting Date</b>	<b>Motion</b>	<b>Responsibility</b>