HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

AGENDA

Regular Public Board Meeting **Tuesday, October 27, 2026**

Item		Responsibility	Page
1	Call to Order - 6:00 p.m.	K. Kramp	
2	Affirmation of Traditional Lands	K.Hambly	
3	Presentation		
	a) Foundations for the Future - School Practices Driving Sustained Growth	T. Elliott	3
4	Delegations	nil	
5	Roll Call	K. Kramp	
6	Approval of Agenda	K. Kramp	
7	Declarations of Conflict of Interest	K. Kramp	
8	Consent Agenda Items	K. Kramp	
	a) Regular Public Board Meeting Minutes - September 28, 2026		5
	b) Special Public Board Meeting - October 5, 2026		13
	c) Committee Meeting Minutes (for information only)		
	i) Physical Planning, Finance and Building - September 8, 2026		15
	ii) Governance and Policy - September 21, 2026		18
	d) Committee Meeting Reports		
	i) Special Education Advisory - September 24, 2026		23
	ii) Student Learning, Well-Being and Equity - October 5, 2026		24
	iii) Equity and Inclusivity Advisory Committee - October 7, 2026		25
	iv) Supervised Alternative Learning - October 7, 2026, October 21, 2026		26
	v) Parent Involvement Committee - October 21, 2026		27
9	Committee Meeting Reports with Recommendations		
	a) Governance and Policy Committee	K. Kramp	28
	i) By-Laws and Governance Directives		
	b) Physical Planning, Finance and Building - October 13, 2026	K. Hambly	93
	i) Signing Authority		
10	Student Voice	Student Trustees	
11	Chair's Report	K. Kramp	
	a) Invitation for Trustee Sharing		
12	CEO's Report	K. MacIver	
13	HPEDSB Staff Reports		
	a) EQAO Report	T. Elliott	94
	b) Equity Action Plan	T. Jones	98

14	Motion to Convene into Closed Committee of the Whole	nil	
15	Reconvene to Regular Public Board Meeting	nil	
16	Rise and Report from Committee of the Whole	nil	
17	Calendar of Events	K. Kramp	105
18	Correspondence	nil	
19	Unfinished Business	nil	
20	Trustee Motions for Consideration	K. Kramp	

First Motion:

That the Governance and Policy Committee include provisions in the proposed By-Laws respecting the electronic recording, retention and archiving of all Board and committee meetings, and the public availability of recordings of meetings or portions of meetings that are open to the public, consistent with applicable legislation and the Board's Records and Information Management requirements and Records Retention Schedule.

Mover: R. Prinzen
Seconder: E. Parsons

Second Motion:

That Governance Directive 7.2.4(c), Parent Involvement Committee, be reviewed and amended to ensure alignment and compliance with Ontario Regulation 612/00, with particular attention to PIC's statutory role in providing information and advice to the Board, and to establish clear procedures through which PIC's information, advice, recommendations and communications are brought before the Board and the Board's responses are communicated back to PIC.

Mover: R. Prinzen
Seconder: E. Parsons

21	Trustee Notice of Motion	nil	
22	Adjournment	K. Kramp	

Upcoming meetings:
November 16, 2026 (Inaugural)
November 23, 2026 (Organization)
January 25, 2027
February 22, 2027
March 30, 2027
April 26, 2027
May 25, 2027
June 21, 2027

It's a part of our Stinger School Culture

Assessment is a Shared, Daily Commitment to Student Growth

At Stirling Public School, assessment is not an isolated event, but a collective, daily practice embedded in our school culture.

Teachers, administrators, parents and support staff share a unified responsibility for monitoring student progress.

Simply Stated:

Data discussions happen daily, often and in all areas of our school. We are excited when results are good and we are curious when they are not - **it's what we do!**

It's about the *process*, not the *event.*

We Engage with the Data. We Share, Analyze and Question the Data. Then we make a Plan. This is where the Work begins.

Data is the foundation of our strategy. As a school, we collectively review reading, math, attendance, behavioural and daily progress data. This helps us quickly adapt instruction and deliver targeted support right when students need it.

Simply Stated:

We continuously analyze student data to drive **targeted interventions**, reassess progress, and refine instruction. This is an active, continuous cycle of improvement—**where the real excitement lives!**

SPS Stinger Belief

Our Collective Efficacy Drives Meaningful, Impactful Student Results

Our educational approach is defined by a strong sense of collective teacher efficacy—the proven belief that together, our staff can positively impact student learning. Through co-planning, shared assessments, conversations and targeted interventions, we translate this belief into tangible results.

- **Higher Student Engagement &** **Active participation fostered by targeted interventions.**

Simply Stated:

Together, we believe in our shared ability to positively impact learning, and through collaboration we translate that belief into real student success - **we believe we can make a difference!**

Members present:

Trustees: S. Binder, E. Charlton, K. Hambly, S. Lewis (v), S. Maracle, R. Prinzen, A. Robertson, R. Speck (v), K. Kramp

Student Trustee: E. De Luca, M. Nash

Chief Executive Officer: K. MacIver

Absent: E. Parsons, A. Maracle

Resources: M. Doyle, K. Dostaler, T. Elliott, D. McFarlane, B. Wilson

Presenters: Principal Kelly MacKay, Teacher; Ashley Tait, Teacher; Brian Hayes and Students: Marlie, Lauren, Sade and Amelia.

Minutes: T. Girard, Executive Assistant

1. **Call to Order**

   Chair Kramp called the meeting to order at 6:00 p.m.

2. **Affirmation of Traditional Lands -** Trustee Binder offered the Land Affirmation.

3. **Presentations**

   a) **HPE Learning Foundation**

   CEO MacIver introduced Kellie Brace and Chair of the HPE Learning Foundation Board Nancy Roberts. The HPE Learning foundation shared appreciation for the support and achievements of the Have you Heard Campaign.

   b) **Change Makers Challenge**

   The presenters from Tyendinaga Public School, composed of Principal Kelly MacKay, Intermediate Teacher Brian Hayes, Junior Teacher Ashley Tait, and students Marlie, Lauren, Sade, and Amelia, were introduced by Superintendent Elliott. During the presentation, the students described their experience constructing a tiny home for the Change Makers Challenge and expressed gratitude for the chance to apply critical thinking skills to solve real-world problems.

   Trustee Prinzen enters the meeting at 6:06pm.

   Committee Discussion:

   Clarification was sought on whether the initiative was intended for all students and schools or required individual registration. This is a board-wide opportunity designed primarily for intermediate students with junior students invited to participate. Trustees commended the students and staff of Tyendinaga Public School for their outstanding achievements in the program.

4. **Delegations -** nil

5. **Roll Call**

   Chair Kramp requested a roll call of committee members. All members were present except for Trustee Parsons who was absent due to illness and Student Trustee Maracle.

Motion:

To approve the absence of Trustee Parsons.

Mover: E.Charlton
Seconder: A. Robertson

Carried

6. Approval of agenda

CEO MacIver requests to withdraw report 13e from the Agenda.

That the agenda for the Regular Public Board Meeting be approved as amended.

Moved by: S. Binder
Seconded by: K. Hambly

Carried by 2/3 vote

7. Declaration of Conflict of Interest - nil

8. Consent Agenda Items

That the consent agenda be approved without discussion.

Moved by: A. Roberton
Seconded by: S. Maracle

Carried

9. Committee Reports with Recommendations

(a) Governance and Policy Committee

Report 9(a) highlights the September 21, 2026, Governance and Policy Committee meeting. Click here to access the report on page 21. Chair Kramp spoke to the following recommendations.

i) Recommendation: By-Law and Governance Directive

That the Hastings and Prince Edward District School Board approve the revised By-Laws and Governance Directives as presented and revoke Governance Directive: 7.2.2 Director's Performance Appraisal.

Moved by: K. Kramp
Seconded by: K. Hambly

Secondary Motion:
To lay on the table until Item 20 has been discussed.
Moved by: R. Prinzen
Seconded by: A. Robertson

Carried

The Chair of the Board moved this item to 20.1.

ii) Recommendation: Policy Advisory Committee

That the Hastings and Prince Edward District School Board establish a Policy Advisory Committee and approve Governance Directive 7.2.1 Policy Advisory Committee re: bullying as amended.

Moved by: K. Kramp
Seconded by: K. Hambly

Committee Discussion:
Clarification was sought regarding the appropriate reporting structure for this Directive and the assignment of the associated work. It was clarified that there is a requirement to establish and assess the need for a specific policy addressing bullying. Regarding the second bullet point, it was noted to strike the reference to the Governance and Policy Committee after the semicolon and update the wording to state that trustee representation from the Governance and Policy Committee is recommended for this committee.

Carried

iii) Recommendation: **Policy 12: Trustee Advocacy and External Committees**

That the Hastings and Prince Edward District School Board approve revised Policy 12: Trustee Advocacy and External Committees.

Moved by: K. Kramp
Seconded by: E. Charlton

Carried

iv) Recommendation: **Revisions to Annual Meeting Dates**

That the Hastings and Prince Edward District School Board amend the November Public Board Meetings, and the Governance and Policy Committee Meeting dates as follows:

- **Inaugural Board Meeting from November 23 to November 16, 2026**
- **Governance and Policy Committee from Monday, November 16 to Wednesday November 18, 2026**
- **Organizational Board Meeting from November 30 to November 23, 2026**

Moved by: K. Kramp
Seconded by: S. Binder

Carried

(b) Physical Planning, Finance and Building
Report 9(b) highlights the September 8, 2026, Physical Planning, Finance and Building Meeting. Click here to access the report on page 91. Trustee Hambly spoke to these recommendations.

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i) Recommendation: **Access to Surplus Funds**

That the Chair of the Board write a letter to the Minister of Education requesting approval for HPEDSB to use their surplus funds for staffing purposes.

Moved by: K. Hambly
Seconded by: R. Prinzen

Committee Discussion:
Clarification was sought on whether this reflected past practice, staff clarified that it falls outside of standard procedure. Clarification was sought if the proposal aligned with fiscal responsibility, HPEDSB staff noted that the motion relied on incomplete data.

Not Carried

ii) Recommendation: **Borrowing Resolution**

That the Hastings and Prince Edward District School Board approve the amendment in order to meet upcoming capital expenditures.

- **Authorizing the borrowing of a sum of up to $10,586,006 from the Canadian Imperial Bank of Commerce, in order to meet short-term borrowing requirements for various school improvements under the School Condition Improvement (SCI) Program (2026-2027).**

Moved by: K. Hambly
Seconded by: S. Binder

Carried

10. Student Voice
Student trustees provided updates on the recent Student Voice/CEO visits and how impactful these meetings were to bring understanding of citizenship.

11. Chair's Report
Chair Kramp thanked schools for hosting open houses to welcome families and requested community patience during staff reorganization for class size restrictions. Chair Kramp also noted the release of EQAO data and anticipated an upcoming discussion during the multi-year strategic plan update.

Trustees shared their opinion on the recent tragic events, and on events that have been happening throughout the Board. Including: cross-country runs, band performances, Truth and Reconciliation Day initiatives and Terry Fox runs across various schools.

12. CEO's Report
CEO MacIver addressed the community antisemitic shooting, emphasizing safety measures, mandatory Holocaust education in grade six social studies, expanded grade 10 history learning, mental health supports, and communication sent to staff and classrooms. CEO MacIver announced the student leadership conference scheduled for October 28th, 2026, at the Quinte Wellness Center,

an upcoming invitation to the legislature on October 2nd for the Duke of Edinburgh International Award of Canada hosted by Lieutenant Governor Edith Dumong, and various community recognitions including Prince Edward County Civic Recognition Award winners Thomas Rice, Audrey Maracle, Jessica Davis, and Spencer Henshaw**.**

13. HPEDSB Staff Reports

a) Enrolment Update

Superintendent McFarlane provided a verbal update on this item. District Enrollment update was provided. There was an increase in elementary registrations, and a slight decrease in secondary school enrollment. This results in some staff adjustments and hiring.

Committee Discussion:
Clarification was sought on elementary enrollment if this increase is on trend from previous years. Clarification was provided that we base information for staffing on pre-registrations.

b) Student and Family Support Office

Superintendent McFarlance provided an overview of this report. Click here to access the report on page 94.

Committee Discussion:
Clarification was sought on how many requests have been made to SFSO. Clarification was provided on the number of calls received. Further clarification was sought on whether or not their role, and how they typically handle/address family contact would change. Clarification was provided that their role would not change regarding how they refer concerns to HPEDSB staff.

Motion:

That the SWEL committee receive regular updates from the SFSO on the number and nature of complaints, resolution timelines, escalation levels and whether complaints identify recurring systemic issues.

Moved by: R.Prinzen
Seconded by: R. Speck

In a recorded vote trustees Prinzen and Speck voted for this motion. Trustees Lewis, Maracle, Robertson, Charlton, Hambly, Binder, Kramp and Student Trustees Nash and De Luca voted against this motion.

Not Carried

c) Multi-Year Strategic Plan 2025-2026 Year End Report

Superintendent Elliott and Dostaler spoke to this report. Click here to access the report on page 96.

Committee Discussion:
Trustees sought clarification on how the measures are determined. Clarification was provided on the process. Further clarification was sought on the Artificial Intelligence plan, and whether recent events have altered the way this will be implemented. Clarification was provided that our measures to safely implement has helped HPEDSB to be in a good position.

d) Summer Learning and Mental Health Supports
Superintendent Dostaler and Superintendent Elliott spoke to this report. Click here to access the report on page 106.

Committee Discussion:
Clarification was sought around the cost of Summer for Learning. It was clarified that no additional public funds are utilized to fund this program.

14. Motion to Convene into Closed Committee of the Whole

Motion to convene into a Closed Committee of the Whole at 8:32 pm.

Moved by: E. Charlton
Seconded by: A Robertson

Carried

15. Reconvene to Regular Public Meeting
The Regular Public Board Meeting resumed business at 9:47pm

16. Rise and Report from Committee of the Whole
Vice-Chair Charlton provided the following report, that the Committee of the Whole met on September 28, 2026 and discussed one audit, three facilities matters and a legal matter. There are 4 recommendations coming forward to the Board tonight.

First Motion:

That the Hastings and Prince Edward District School Board approve the 2026-2027 Regional Internal Audit Plan

Moved by: E. Charlton
Seconded by: A. Robertson

Carried

Second Motion:

That the Hastings and Prince Edward District School Board approve the declaration of Queen Victoria School, located at 46 Pine Street in Belleville, Ontario as not required for HPEDSB's current pupil accommodation needs or its pupil accommodation needs for the next 10 years, thus enabling mandatory disposition effective September 28, 2026 as per Ontario Regulation 374/23 Section 2.

Moved by: E. Charlton
Seconded by: A. Robertson

Carried

Third Motion:

That the Hastings and Prince Edward District School Board approve the declaration of Quinte Secondary School, located at 45 College Street West in Belleville, Ontario as not required for HPEDSB's current pupil accommodation needs or its pupil accommodation needs for the next 10 years, thus enabling mandatory disposition effective September 28, 2026 as per Ontario Regulation 374/23 Section 2.

Moved by: E. Charlton
Seconded by: A. Robertson

Carried

Fourth Motion:

That the Hastings and Prince Edward District School Board approve the declaration of Sir Winston Churchill, located at 301 MacDonald Avenue in Belleville, Ontario as not required for HPEDSB's current pupil accommodation needs or its pupil accommodation needs for the next 10 years, thus enabling mandatory disposition effective September 28, 2026 as per Ontario Regulation 374/23 Section 2.

Moved by: E. Charlton
Seconded by: S. Maracle

Carried

17. Calendar of Events
Upcoming events can be found in Report 17. To review the report, click here and go to page 113.

Motion

To postpone items 20 and 20.1 to the next regular public board meeting.

Moved By: E. Charlton
Seconded By: S. Maracle

Carried by 2/3 Vote

18. Correspondence - nil

19. Unfinished Business - nil

20. Trustee Motions for Consideration
Postponed to October Regular Public Board Meeting.

20.1 Recommendation: By-Law and Governance Directive
Postponed to October Regular Public Board Meeting.

21. Trustee Notice of Motion - nil

22. Adjournment
The meeting was adjourned at 9:52 p.m.

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Chair of the Board Kari Kramp	Secretary of the Board Katherine MacIver

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Members present: S. Binder, E. Charlton, K. Hambly, K. Kramp (v), S. Lewis (v), S, Maracle, R. Prinzen (v), A. Robertson

Absent: E. Parsons, R. Speck, A. Maracle, E. De Luca

Student Trustee: M. Nash

Resources: M. Doyle, D. McFarlane, B. Wilson, T. Elliott, K. Dostaler, T. Jones

Minutes: T. Girard

1. **Call to Order**
Vice- Chair Charlton called the meeting to order at 5:16 p.m.

2. **Affirmation of Traditional Lands**
Vice-Chair Charlton offered the Land Affirmation.

3. **Roll Call**
Vice-Chair Charlton requested a roll call of committee members. Trustee Parsons and Trustee Speck were absent.

Motion to approve the absence of Trustee Parsons and Trustee Speck.

Moved by: K. Hambly
Seconded by: **S**. Binder

Carried

4. **Approval of Agenda**
That the agenda for Monday, October 5, 2026 Special Board Meeting be approved as circulated.

Moved by: S. Binder
Seconded by: K. Hambly

Carried

5. **Declaration of Conflict of Interest**
None declared.

6. **Staff Reports**
(a) Policy 3: Board Member Honoraria and Expense Reimbursement

Recommendation:

That Hastings and Prince Edward District School Board approve revised Policy 3: Trustee Honoraria and Expense Reimbursement.

Mover: A. Robertson
Seconder: S. Binder

Carried

Committee Discussion:
Trustee identified a housekeeping item. Trustee sought clarification around the use of the Board office for meetings. It was clarified that these would go through the CEO office.

7. Adjournment

The meeting was adjourned at 5:23 p.m.

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Members present: S. Binder, E. Charlton (Vice-Chair), K. Hambly (Chair), S. Maracle (v), E. Parsons, R. Prinzen

Absent: K. Donnell

Resources: C. Bagshaw, J. Gunning, K. MacIver, D. McFarlane (v), B. Wilson

Minutes: J. McLaren, Executive Assistant

1. **Call to Order**
   Chair Hambly called the meeting to order at 3:35 p.m.

2. **Affirmation of Traditional Lands**
   Trustee Binder offered the Land Affirmation.

3. **Roll Call**
   Chair Hambly requested a roll call of committee members. All members were present, except Trustee Maracle.

4. **Approval of agenda**
   That the agenda for Monday, September 8, 2026 be approved.
   Mover: **E. Charlton**
   Seconder: **R. Prinzen**

   Carried

5. **Declaration of Conflict of Interest** – None declared.

6. **Delegations** — None.

7. **Approval of Minutes**
   Item 7(a) was requested to be moved to 7.1 after a mover and seconder was recognized.

   7.1 **Mover:** **R. Prinzen**
   Seconder: **E. Parsons**
   That the meeting minutes from Monday, June 8, 2026, be approved.

   An amended motion was proposed and tabled until CEO MacIver's arrival to the meeting.

   To strike "HPEDSB" on page 3 of the June 8, 2026 minutes under "Committee Discussion" and replace it with "CEO MacIver."

   Carried

8. **Report from Staff**
   (a) Capital Projects/Procurement Overview
   Superintendent Wilson and C. Bagshaw, Senior Manager, Facility Services provided an update on $500,000–$1,000,000 capital projects, including roof replacements at Bayside, Central Hastings and Herman Public School, an LSP renovation, and the East Side Secondary Culinary Arts Program. Roof projects are complete and Central Hastings remains on track for fall completion.

   Trustee Maracle joined the meeting at 3:54 p.m. and CEO MacIver joined at 3:55 p.m.

Committee Discussion:
Trustees asked about timeline impacts and were advised that the LSP renovation was prioritized over the Culinary Arts Program for school start readiness. Despite minor equipment delays, students will have access to the Culinary Arts space within weeks and construction decisions were made with school administrators to limit operational disruptions.

(b) Interim Financial Report as at July 31, 2026
Superintendent Wilson and Senior Manager Gunning discussed the report, indicating a forecasted net surplus of $517,537 up from $194,234. Higher spending on responsive education, seconded salaries and international programs was offset by capital reclassifications, increased funding and investment income.

Trustee Prinzen brought forward the following motion for consideration:

Mover: **R. Prinzen**
Seconder: **E. Parsons**
That the Chair of the Board write a letter to the Minister of Education requesting approval for HPEDSB to use their surplus funds for staffing purposes.

Carried

Committee Discussion:
Trustees inquired about using forecasted surplus funds for Educational Assistants, and it was advised that using surplus for ongoing staffing requires a deficit budget and a deficit recovery plan, warning against temporary fixes given declining enrolment and future financial risks associated with increased staffing levels. Trustees highlighted student advocacy, especially for students with autism, and securing funding.

(c) Borrowing Resolution
Superintendent Wilson and Senior Manager Gunning discussed the report, explaining that the amendment authorized borrowing $10,586,066 from the Canadian Imperial Bank of Commerce (CIBC) to facilitate short-term cash flow requirements for the School Condition Improvement (SCI) program, as the specific funding amounts were not known during the original resolution approval.

Motion:

That the Physical Planning, Finance and Building Committee recommend the Hastings and Prince Edward District School Board approve the amendment in order to meet upcoming capital expenditures.

- **Authorizing the borrowing of a sum of up to $10,586,006 from the Canadian Imperial Bank of Commerce, in order to meet short-term borrowing requirements for various school improvements under the School Condition Improvement (SCI) Program (2026-2027).**

Mover: **K. Hambly**
Seconder: **R. Prinzen**

Carried

Committee Discussion:
Trustees asked if the 2026–2027 funding was new or updated, and it was clarified that it was an amendment, creating an additional borrowing facility in addition to the previously approved borrowing facilities.

(d) ERP Update

Superintendent McFarlane provided a verbal update, noting that data validation and configuration are ongoing, with a focus on implementing automation to streamline current manual processes. While the implementation has taken longer than anticipated, the team is prioritizing accurate configuration settings and providing training to the payroll and human resources teams to ensure staff confidence upon the system's go-live later in the Fall.

Committee Discussion:

Trustees asked about project delays and costs, and it was explained that milestone-based contract payments protected HPEDSB against overpaying, with the main impact being staff time for data validation and system readiness. Trustees requested a future report comparing expected and actual financial outcomes for the two-year implementation.

(e) Enrolment Updates

Superintendent McFarlane provided a verbal update, reporting that student enrolment data collection is ongoing, with elementary enrolment trending positively as registration data is cleaned up. Secondary enrolment remains inconclusive due to ongoing registrations and resolving timetable conflicts. School teams are conducting attendance follow-ups and re-engagement strategies to support students with access to programming.

Committee Discussion:

Trustees inquired about feedback on the pre-Labour Day school startup, and it was noted that only 2-3 inquiries were received, as well as confirmation of alignment with neighbouring boards. Attendance metrics will be evaluated in late September to determine any impacts of the early start date.

9. Trustee Motions for Consideration (Introduced at previous meeting) – nil

10. Trustee Notice of Motion (Discussion for next meeting)

Trustee Charlton brought forward the following notice of motion.

Mover: **E. Charlton**
Seconder: **R. Prinzen**

The Physical Planning, Finance and Building Committee direct staff to conduct a comprehensive review of current management signing authority levels, specifically regarding the approval and awarding of construction contracts.

11. Adjournment

The meeting adjourned at 4:55 p.m

Members present: S. Binder, K.Hambly, K. Kramp (v), S. Lewis, R. Prinzen (v), A.Robertson (v)
Absent: E. Parsons

Student Trustee: M. Nash

Resources: K. MacIver

Minutes: T. Girard

1) **Call to Order**
Vice-Chair Hambly called the meeting to order at 3:30 p.m.

2) **Affirmation of Traditional Lands -** Vice-Chair Hambly offered the Land Affirmation.

3) **Roll Call**
Vice-Chair Hambly requested a roll call of committee members. Trustee Parsons was absent.

4) **Approval of agenda**

Motion:

That the agenda for September 21, 2026, be approved.

Moved by: S. Binder
Seconded by: S. Lewis

Carried

5) **Declaration of Conflict of Interest** - none declared.

6) **Approval of Minutes**

Motion:

That the meeting minutes from August 17, 2026, be approved.

Moved by: S, Binder
Seconded by: S. Lewis

Carried

7) **Delegations** - none

8) **Staff Reports**

a) **Board Self-Assessment Review**
Chair Kramp provided an overview of this report, and thanked Trustees for their participation in this review.

Committee Discussion:
Trustees sought clarification on the criteria for each of the levels. Clarification was provided that this information was available in the Matrix that each Trustee used to submit their responses.

b) By-Laws and Governance Directives

The proposed changes to By-Laws and Directives were presented to the committee for discussion.

Motion:

The the Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board add a By-Law in reference to maintaining meeting records for 6 years and be made available on the board website.

Moved by: R. Prinzen
Seconded by: A. Robertson

Committee Discussion:
Trustee sought clarification regarding whether there is any legislation stating that meetings need to be recorded. Clarification was provided that there is no known legislation requiring these recordings.

Not Carried

Motion:

The Governance and Policy Committee recommends that Hastings and Prince Edward District School Board approve the revised By-Laws and Governance Directives as presented and revoke Governance Directive: 7.2.2 Director's Performance Appraisal.

Moved by: S. Binder
Seconded by: S. Lewis

Committee Discussion:
Sought clarification on revoking Governance Directive 7.2.2 Director's Performance Appraisal. Clarification was provided that the work of the Director's Performance Appraisal would transition to the Governance and Policy Committee, and that the Policy would still be used to guide this work.

Secondary Motion:

The Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board approve the revised By-Laws and Governance Directives with 7.2.3(a) composition to include Chair, Vice-Chair and a minimum of 3 to a maximum of 5 trustees as long as it does not constitute a committee of the whole and revoke Governance and Directive: 7.2.2 Director's Performance Appraisal.

Moved by: S. Binder
Seconded by: R. Prinzen

Point of Order:
Trustee Prinzen raised a point of order on the order of motions. The chair ruled there was an original motion and an amendment and called the vote on the amended motion.

Committee Discussion:
Discussion on the composition of Governance and Policy was then had. Governance Directive (PIC) to be brought back to the next Governance and Policy committee.

Not Carried

The Committee returned to the main motion.

Carried

c) Policy Advisory Committee (20 minutes)
CEO MacIver provided an update on this report to include a draft governance directive for the policy advisory committee.

Motion:

That the Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board establish a Policy Advisory Committee and approve Governance Directive 7.2.1 Policy Advisory Committee re: bullying as amended.

Moved by: S. Binder
Seconded by: S. Lewis

Committee Discussion:
Clarification was sought on whether the Board would be setting the criteria that would determine the criteria of a new policy. Board Policy 7 would guide the work of this committee. Composition was discussed and clarification was provided on the rationale for the committee composition. Change the composition to 3-5 School Council Chairs

Carried

d) Board Policy 12: Trustee Advocacy and External Committees (10 minutes)
CEO MacIver reviewed the changes to board policy 12, highlighting that these changes were made to align this policy with Ministry directives.

Motion:

That the Governance and Policy Committee recommend that the Hastings and Prince Edward District School Board approve revised Policy 12: Trustee Advocacy and External Committees

Moved by: K. Kramp
Seconded by: A. Robertson

Committee Discussion:
Clarification was sought around the impact to regional meetings and the ability to host regional meetings. Clarification was provided that there can be no expense to the Board.

Carried

e) Proposed committee meeting schedules and work plan (15 minutes)
CEO MacIver provided the highlights to this report. It was clarified that should the committee not move forward with the proposed schedule changes, that changes to the November meeting series would still need to occur.

Motion:

That the Governance and Policy Committee recommend that the Hastings and Prince Edward District School Board approve the revised 2026-2027 Schedule of meetings and committee dates prepared by HPEDSB staff.

Moved by: K. Kramp
Seconded by: S. Lewis

Committee Discussion:
Trustee provided the perspective that not all school boards are decreasing the number of meetings. Clarification was provided that some boards are decreasing based on the work plan.

Not Carried

Motion:

That the Governance and Policy Committee recommend that the Hastings and Prince Edward District School Board, amend the November Public Board Meetings, and the Governance and Policy Committee Meeting dates as follows:

- **Inaugural Board Meeting from November 23 to November 16, 2026**
- **Governance and Policy Committee from Monday, November 16 to Wednesday November 18, 2026**
- **Organizational Board Meeting from November 30 to November 23, 2026**

Moved by: **S. Lewis**
Seconded by: **A. Robertson**

Carried

f) Regular Public Board Meeting, Draft Agenda (5 minutes)
The draft regular public board meeting agenda was presented and discussed. 9aiv will be removed from the Agenda.

Trustee Robertson departs the meeting at 5:00pm

Committee Discussion:
A trustee addressed whether preamble from notices of motion should be included in agenda packages. The committee discussed and decided that per previous practice preamble would not be included in formal agenda packages.

9) Trustee Motions for consideration - nil

10) Trustee Notice of Motion (Discussion for next meeting) - nil

11) Correspondence - nil

12) Adjournment - the meeting adjourned at 5:08pm.

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Chair of the Board Kari Kramp	Secretary of the Board Katherine MacIver

Decision ___ Information _X_

To: Hastings and Prince Edward District School Board

From: Shannon Binder and Stacey Lewis, Trustee Representatives

Re: Special Education Advisory Committee Highlights September 24, 2026

Purpose
To provide highlights from the Special Education Advisory Committee (SEAC) meeting held on September 24, 2026.

Highlights

- Received a verbal update on the *Words Matter* initiative, in partnership with Harmony Movement, focused on the impact of language in promoting citizenship, well-being, and safe environments.
- Received information on Ministry funding allocated to improve educational outcomes for students with special education needs by strengthening transition practices into, during, and out of school. A draft Transitions Guide was created to share best practices, processes, and procedures for student transitions into school, between schools/panels, and out of secondary school to work and the community.
- Received an update on the RISE Student Services software system. Starting October 15, 2026, Individual Education Plans will be sent to parents/guardians digitally via email. If a paper copy is preferred, parents/guardians may request one by contacting their child's classroom teacher.
- Received information on a 2026-2027 Special Education Review to rigorously evaluate specialized supports, academic fidelity, and fiduciary responsibility. The review utilizes two parallel streams consisting of systemic interest-holder consultations and specialized program audits for Elementary Resource Programs, Community Integration Programs, and Life Skills Programs.
- Received an update on Summer Learning and Mental Health Supports, which provided comprehensive learning opportunities and mental health supports to diverse student populations across elementary and secondary levels during the summer.
- A reminder of the invitation advertised to join the Special Education Advisory Committee for the 2026-2030 term, with applications submitted by October 23, 2026.
- Continued work on goal-setting and the following sub-committees:
    - Parent Engagement and Empowerment
    - Improve Communication and Collaboration
- The following correspondence was reviewed:
    - Thames Valley District School Board letter - June 22, 2026
    - Ministry of Education response letter - August 2026

Decision ___ Information _X_

To: Hastings and Prince Edward District School Board

From: Amanda Robertson, Student Learning, Well-being and Equity Committee, Chair

Re: Student Learning, Well-being and Equity Committee Highlights - October 5, 2026

Purpose
To provide highlights from the Student Learning, Well-being and Equity Committee meeting held on Monday, October 5th, 2026.

Highlights

- reviewed the EQAO Update Report
- reviewed the Attendance Report
- reviewed the Special Education Review Update
- reviewed the Student Achievement Plan Consultation Approach
- reviewed the Consistent Curriculum Resource Implementation in HPEDSB Report
- reviewed the Financial Literacy Report

The next Student Learning, Well-being and Equity Committee meeting is scheduled for Monday, November 2 , 2026.

To: Hastings and Prince Edward District School Board

From: Sandra Maracle, Trustee Representative
Stacey Lewis, Trustee Representative

Re: Equity and Inclusivity Advisory Committee Highlights – October 7, 2026

Purpose

To provide highlights from the Equity and Inclusivity Advisory Committee (EIAC) held on October 7, 2026.

Highlights - October 7, 2026

- reviewed terms of reference
- reviewed Multi-Year Strategic Plan:2025-2026 in Review
- discussed 2026-2027 planning forward:
    - Equity Action Plan
    - Safesay

The next EIAC meeting is scheduled for Wednesday, December 16, 2026.

Decision ___ Information _X_

To: Hastings and Prince Edward District School Board

From: Kandis Hambly, Trustee Representative
Ron Speck, Trustee Representative

Re: Supervised Alternative Learning Committee Highlights

Purpose
To provide highlights from the Supervised Alternative Learning (SAL) Committee held on various dates.

Highlights
- October 7, 2026 - 15 students approved for SAL
- October 21, 2026 -13 students approved for SAL

Decision __ Information _X_

To: Hastings and Prince Edward District School Board

From: A. Robertson, Trustee Representative, Parent Involvement Committee

Re: Parent Involvement Committee Highlights - October 21, 2026

Purpose
To provide highlights from the Parent Involvement Committee (PIC) meeting held on October 21, 2026.

Highlights
- Elected the Co-Chairs of the Parent Involvement Committee;
- Hastings Prince Edward Learning Foundation presented on the colour run for kids campaign;
- Superintendent Elliott presented on the Student Achievement Plan, and requested parents to complete the Your Voice Matters survey through ThoughtExchange;
- Pro Grant submissions were discussed, and a review sub-committee was determined;
- Information provided on where to access Parent Involvement Committee information; and
- Requested presentation topics for future meetings, requests will be submitted via shared drive.

The next meeting for the Parent Involvement Committee is Wednesday, November 18, 2026, at 6:00 p.m.

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

Decision _X__ Information _____

To: Hastings and Prince Edward District School Board

From: K. Kramp, Chair of the Governance and Policy Committee

Re: Governance and Policy Committee Meeting Highlights

Purpose

To provide highlights from the Governance and Policy Committee held on October 19, 2026 as well as the deferred recommendation from the September 21, 2026 meeting.

Highlights

- reviewed Policy 2: Board Governance,
- discussed Expression of Interest, for the Organizational Meeting,
- reviewed Governance Directive 7.2.4(c) Parent Involvement Committee, and
- reviewed the Advisory Committee Work Plan.

9(a)i Recommendation: By-Law and Governance Directives (from September 21, 2026)

That the Hastings and Prince Edward District School Board approve the revised By-Laws and Governance Directives as presented and revoke Governance Directive: 7.2.2 Director's Performance Appraisal.

Mover:
Seconder:

Appendixes:

Appendix A: Board By-Laws
Appendix B: Governance Directive:7.2.3(a) Governance and Policy Committee
Appendix C: Governance Directive:7.2.3(b) Physical Planning, Finance and Building Committee
Appendix D: Governance Directive:7.2.3(c) Student Learning, Well-Being and Equity Committee
Appendix E: Governance Directive:7.2.2 Director's Performance Appraisal (Revoke)

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

BY-LAWS

September 2026

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SECTION 1: GENERAL

1.1 Purpose of By-Laws

1.1.1 These By-Laws are enacted and administered by the Board of Trustees with support from the Director of Education and designated staff.

1.1.2 The By-Laws are the fundamental rules that support a policy model of governance and together, with the Rules of Order, prescribe the actions of Members and Student Trustees in Board and Committee Meetings and advance democratic decision-making through fair and respectful dialogue and debate.

1.1.3 The By-Laws are based on the following principles of effective governance:

(a) The majority of Members have the right to decide on a matter;
(b) The minority of Members have a right to be heard; and
(c) All Members and Student Trustees have the right to:

(i) appropriate information to assist in decision-making, unless prohibited by law;
(ii) efficient, effective and professional meetings;
(iii) be treated with respect and courtesy, and
(iv) equal rights, privileges and obligations.

1.2 Application and Scope

1.2.1 The Board will make every effort to ensure that these By-Laws are consistent and up to date with the most current legislative requirements. In circumstances where the By-Laws are found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

These By-Laws apply to all Members and to the following Committees comprised of Trustees only; Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s), as defined in Section 1.6.

Certain provisions apply to Student Trustees.

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

Advisory Committees, which include Trustees and Educational Community members, will follow Governance Directives approved by the Board, in accordance with Section 1.5.

1.2.2 The head office of the HPEDSB shall be the Education Centre located at 156 Ann Street, Belleville, Ontario.

1.2.3 The corporate seal and the official corporate logo are as approved by the Board and the seal shall bear the full official name of the Board.

1.3 Rules of Order

1.3.1 The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, any special rules of order the Board may adopt or legislation.

1.4 Amendments to By-Laws

1.4.1 Review Cycle

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

The Board's Governance and Policy Committee is authorized to consider and make recommendations to the Board regarding any amendments to the HPEDSB By-laws, including recommendations regarding amendments to the Governance Directives, and any Board special rules of order.

1.4.2 Advance Notice

Only the Governance and Policy Committee may give advance written notice of a By-Law amendment. No individual Member or Student Trustee may give advance written notice of a By-Law amendment.

Advance notice must be given at the previous regular Board Meeting for consideration to amend the By-Laws at a subsequent regular Board Meeting or Special Meeting.

1.4.3 Two-Thirds Vote Requirement

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

1.4.4 Housekeeping Changes

The Chief Executive Officer (CEO) or Designate may make any of the following non-substantive changes to the By-Laws:

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

1.4.5 Technical Errors and Omissions

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

1.5 Governance Directives for HPEDSB By-Laws

1.5.1 The Board may adopt Governance Directives to support good governance practices in alignment with the HPEDSB By-Laws.

1.5.2 Members and Student Trustees will abide by the provisions in the HPEDSB Governance Directives.

1.5.3 The Board's Governance and Policy Committee is authorized to consider and make recommendations to the Board regarding the amendment, repeal, replacement or addition of Governance Directives related to the HPEDSB By-Laws.

1.6 Definitions

For the purpose of these By-Laws, the following definitions will apply:

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

"Act" means the *Education Act*; the regulations thereunder, and any related Ministry of Education policies, directives, memoranda, etc.;

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

"Adjourn" means to end a meeting;

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

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

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

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

"Appeal Ruling of Presiding Officer" means to move a motion to appeal a ruling of the Presiding Officer regarding parliamentary procedure, including on a point of order, or applicability of these By-Laws, HPEDSB Governance Directives, HPEDSB policies or law;

"Board" or **"Board of Trustees"** means the collective governing body of the HPEDSB, constituted as a Board pursuant to the *Act*, including section 208(1) of the *Act*;

"Board Meeting" means a meeting of the "Board of Trustees";

"Board Work Plan" means a plan developed by the Chair and Director of Education and used by the Governance and Policy Committee and HPEDSB senior staff to schedule and monitor the Board's work at Board Committees;

"Call the (Previous) Question" means to end debate and vote on the motion that is before the Board or Committee; a motion to Call the (Previous) Question is not debatable and requires a Two-Thirds Vote;

"Chair" means the Chairperson of the Board;

"Chief Education Officer (CEdO)" means the employee appointed by the CEO who focuses on student achievement, pedagogy, and instructional responsibilities, holding a valid membership with the Ontario College of Teachers or equivalent qualifications.

"Chief Executive Officer (CEO)" or **"Director of Education"** or **"Director"** means the Chief Executive Officer and Secretary to the Board, responsible for financial and operational oversight as mandated by the *Education Act*. The board shall refer to this position as the CEO for all purposes, including public communications. The CEO is a member of the Board but can't exercise a binding vote on an item and is not a member when it comes to the Act 169.1 (1) (h) performance appraisal of DoE, 218.1 Duty of Board members, 218.2 Code of Conduct and paragraph 3 of subsection 171 (1) of the Act.

"Closed Session", which may be referred to as **"Private Session"**, means a Meeting or a portion of a Meeting of the Board or Committee, which is closed to the public in accordance with the *Act* and in accordance with Section 5.3.5 of these By-Laws;

"Code of Conduct" means the Board Members Code of Conduct for the Hastings and Prince Edward District School Board;

"Committee" means the following Committees comprised of only Board Members, established pursuant to these By-Laws, Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s);

"Committee Chair" means the chair of a Committee;

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

"Committee Vice-Chair" means the vice-chair of a Committee;

"Conflict of Interest Registry" means the registry of Trustees' conflict of interest declarations, established in accordance with the *Municipal Conflict of Interest Act*;

"Consent Agenda" means the portion of the Board Meeting with routine agenda items presented together and adopted at once without further debate. The Consent Agenda typically consists of matters that were discussed and voted on previously at a Committee and presented for approval by the Board and minutes of previous Board Meetings and Special Board Meetings;

"Delegate" means the individual who speaks or submits a written statement to a Standing Committee or Committee of the Whole as described in the Board's Governance Directive, Delegations and Community Engagement;

"Delegation" means the action of speaking or submitting a written statement by a Delegate to a Standing Committee, or Committee of the Whole Meeting as described in the Board's Governance Directive, Delegations and Community Engagement;

"Designate" means the person authorized to carry out certain and specific tasks on behalf of the **"Chief Executive Officer (CEO)"**, as appropriate;

"Director" or **"Director of Education"** means the Chief Executive Officer of the HPEDSB;

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

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

"Ex-Officio Member" means a member of a Committee by virtue of holding the office of the Chair of the Board or CEO. An Ex-Officio member is not a regular member of a Committee and does not through their attendance at a Committee Meeting increase the size of the Committee for the purposes of calculating a simple majority for Quorum purposes (i.e. the minimum number of regular members of a Committee necessary to conduct a Committee Meeting). Ex-Officio Members who are not the CEO have the same voting rights and privileges as a regular member of a Committee. The Chair and CEO are not an Ex-Officio member of any Statutory Committee;

"External Organization" means organizations external to the HPEDSB with Trustee representation by invitation;

"Governance Directive" means a set of rules for specific aspects of Board governance matters, including, but not limited to, the terms of reference for Committees, the Code of Conduct;

"HPEDSB" means the Hastings and Prince Edward District School Board;

"Inaugural Meeting" means the first annual Board Meeting at which the Board's Chair, Vice-Chair and members of the Governance and Policy Committee are elected;

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

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

"Majority Vote" means a voting threshold that requires the majority of the Members Present and voting (also stated as a majority of the votes cast) to pass a motion, unless otherwise prescribed in these By-Laws or Robert's Rules of Order;

"Meeting" means any meeting of the Board or its Committees (defined in Section 1.6);

"Member" means an elected, acclaimed or appointed Member of the Board of Trustees that may be referred to as a "Trustee" pursuant to the Act. The CEO is a Member of the Board as outlined in the *Act Section 283.0.2 and associated regulations.* A Student Trustee, has certain privileges and duties which are outlined in the *Act*;

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

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

"Official Record" means the complete and official record of agendas, minutes, reports and delegation submissions (where applicable), that is required for all HPEDSB Public and Private Board, Committee, Statutory and Advisory Committee Meetings, maintained by the Chief Executive Officer (CEO) or Designate;

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

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

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

"Organizational Meeting" means the first Board Meeting following the Inaugural Meeting at which Members are appointed to Committees (with the exception of the Governance and Policy Committee), Board Standing Committee Chair and Vice-Chair elections are held, Trustees are appointed to External Organizations and Statutory and Advisory Committee memberships are approved;

"Parliamentary Inquiry" is used when a Member wishes to ask the Presiding Officer a question about Parliamentary Procedure or the Rules of Order to understand the rationale for application

in the current Meeting/context. The Presiding Officer's response in this situation is an opinion, not a ruling, and therefore cannot be appealed. See also, *Point of Order and Appeal Ruling of Presiding Officer*;

"Point of Order" is used by a Member in a Board or Committee Meeting to address a perceived breach of law, parliamentary procedure, rules of order, or HPEDSB By-Laws, policies or Governance Directives;

"Postpone Indefinitely" means to postpone a motion under consideration, which, when postponed indefinitely, cannot be discussed or reintroduced at the same Meeting. The matter can only be brought up again at a later date in accordance with Section 5.34.4, *Failed Motion or Motion Previously Not Dealt With*;

"Present", for the purpose of these By-Laws, means in attendance at a Board or Committee Meeting, either physically or by electronic means, in accordance with O. Reg 463/97 and the *Act*. If joining by electronic means, present requires members to be visible on camera at all times;

"Presiding Officer" means the person who presides over a Board or Committee Meeting;

"Private Session" means **"Closed Session"**, as defined above;

"Public Session" means **"Open Session"**, as defined above;

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

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

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

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

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

"Refer" means to refer a matter for consideration to another body under the jurisdiction of the HPEDSB (e.g., the Board, a Committee, Statutory or Advisory Committee(s), or the Director of Education;

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

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

"Seconder" means a Member who is interested in discussing a motion, proposed by another Member at a Board or Committee Meeting. Seconding a motion does not necessarily indicate that the seconder favors the motion. "To Second" means to support the introduction of a motion for discussion and debate;

"Signing Officers" means those individuals with signing authority for the HPEDSB. See 2.8.1 ;

"Special Meeting" means a Meeting that is called to deal with time-sensitive matters (including matters that may require extensive time to consider) or Emergency Business, in accordance with Section 5.7 of these By-Laws;

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

"Statutory Committee" means any committee that the Hastings and Prince Edward District School Board is required to establish by law. The current Statutory Committees are: (1) Audit Committee, (2) Parent Involvement Committee (3) Special Education Advisory Committee, (4) Supervised Alternative Learning Committee, and (5) Student Discipline Committee;

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

"System Advisory Committee" is an operational committee created and managed by staff for which trustee representation may be requested. Membership is determined by board administration;

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

"**Temporary Absence"** means the Chair is unable to carry out their duties of the position of Chair for up to one month after which the Chair is deemed to vacate the position of Chair and a new Chair will be elected in accordance with the *Education Act.*

"Term of Office" means the period of time during which Trustees have been elected or appointed to serve, pursuant to the *Municipal Elections Act* and the *Act*;

"Trustee" means **"Member"**, as defined above;

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

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

"Year" means calendar year, unless otherwise indicated.

1.7 Borrowing By-Laws

1.7.1 From time to time the Ministry of Education requires school boards to establish long-term financing arrangements through the Ontario Financing Authority for multi-stage projects. The Ministry of Education funds the interest costs associated with this borrowing and requires that school boards authorize the long term financing through borrowing bylaws.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

2.1.1 The Board of Trustees is the collective governing body of the Hastings and Prince Edward District School Board. Its decision-making authority rests with the entire Board of Trustees and not with individual Trustees.

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

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

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

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

2.2 Trustees

2.2.1 Individual Trustees are required to do the following;

(a) Make and file with the Secretary of the Board the Declaration of Office;
(b) Sign the Code of Conduct acknowledgement and undertaking each year on or before the date of the Organizational Meeting;
(c) Attend and participate in Meetings of the Board and Committees, including Statutory and Advisory Committees of which they are a member;
(d) Carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Act*
(e) Bring the concerns of parents/guardians, students and the HPEDSB's supporters to the attention of the Board ;
(f) Comply with policies and guidelines governing Board's public communications including policies and guidelines governing Board members acting as representatives of the Board.
(g) Uphold the implementation of any Board resolution after it is passed by the Board;
(h) Entrust the day-to-day management of the HPEDSB to its staff through the Chief Executive Officer (CEO);
(i) Maintain a focus on student achievement and well-being;
(j) Consult with parents/guardians, students and the HPEDSB's stakeholders on the Board's Multi-Year Strategic Plan in the manner prescribed the Minister of Education and the *Act*;
(k) Comply with the Code of Conduct;
(l) Comply with the Minister of Education policies and guidelines for training;
(m) Declare any pecuniary interest, whether direct, indirect, or deemed, in accordance with the *Municipal Conflict of Interest Act* at Board and Committee Meetings, including Statutory and Advisory committee meetings;
(n) Not be Present at a Closed Session for matters where they have declared a conflict of interest; and
(o) Maintain confidentiality by not disclosing to anyone confidential information acquired by virtue of their office or during Closed Sessions.

2.2.2 Trustees shall comply with all binding expense and honoraria policies established by the Minister. Discretionary expenses are limited to essential role-related supports (e.g., standard technology) and mileage for board meeting attendance.

2.2.3 The Board is prohibited from using public funds to pay for trustees' external organization membership fees or non-essential conferences.

2.3 Board Chair and Vice-Chair

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

2.3.2 The Vice-Chair shall perform the duties of the Chair during a Temporary Absence of the Chair (except to be an Ex-Officio member of Standing Committees or otherwise a member of a committee of the Board or HPEDSB) (See 4.6.4 and 4.4.3) and act as liaison to the student senate and the Student Trustees.

The Board Chair;

(a) Presides over Meetings of the Board;
(b) Must be physically present in the meeting room for Board and Committee of the Whole Meetings, unless all schools of the HPEDSB are closed, as described in Regulation 463/97;
(c) Notwithstanding Section 2.3.3(b), is permitted to participate by electronic means in accordance with Section 5.12, "*Electronic Participation*", if their designate is the Presiding Officer of the Board or Committee of the Whole Meeting and is in person;
(d) Establishes Agendas for Board Meetings, in consultation with the Board's Chief Executive Officer (CEO) or Designate and the Governance and Policy Committee;
(e) Conducts Meetings in accordance with these Board By-Laws;
(f) Ensures that Members and Student Trustees have the information needed for informed discussion of the Agenda items;
(g) Acts as spokesperson to the public on behalf of the Board of Trustees, unless otherwise decided by the Board;
(h) Conveys the decisions of the Board to the Chief Executive Officer (CEO);
(i) Provides leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under the *Act*;
(j) Provides leadership to the Board in maintaining the Board's focus on the HPEDSB's mission and vision; and
(k) Assumes such other responsibilities as may be specified by the Board.

2.3.3 A Chair and Vice-Chair will be elected each year at the Inaugural meeting in accordance with the election process in Section 3.4. The term of office of the Chair and Vice-Chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election.

2.3.4 There is no limit to the number of terms a Chair or Vice-Chair may serve.

2.3.5 If a vacancy occurs in the office of the Chair or Vice-Chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be Chair or Vice-Chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a Chair or Vice-Chair at the next Inaugural Meeting or until their successor is elected. Any election will be conducted in accordance with the election process in Section 3.4.

2.4 Committee Chair or Vice-Chair

2.4.1 The Committee Chair or Vice-Chair (in the Chair's absence):

(a) Presides over Meetings of the Committee;
(b) Establishes Agendas for Committee Meetings, in accordance with Section 5.16;
(c) Conducts Committee Meetings in accordance with these Board By-Laws;
(d) Ensures that members of the Committee have the information needed for informed discussion of the Agenda items; and
(e) With the assistance of assigned staff, puts forward minutes and recommendations to the Board on behalf of the Committee.

2.4.2 A Standing Committee chair and vice-chair will be elected each year at the Inaugural Meeting or Organizational Meeting, as the case may be, in accordance with the election process in Section 3.4. The term of office of the Standing Committee chair and vice-chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election. There is no limit to the number of terms a Standing Committee chair or vice-Chair may serve.

2.4.3 If a vacancy occurs in the office of the Standing Committee chair or vice-chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be chair or vice-chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a chair or vice-chair for Standing Committees at the next Inaugural Meeting or Organizational Meeting, as the case may be, or until their successor is elected. Any election will be conducted in accordance with the election process in Section 3.4.

2.4.4 In the case of an Ad Hoc Trustee Committee, the terms of reference will specify when the chair and vice-chair of the committee will be elected, their term of office, and the process for filling a vacancy in those offices; and may specify that the committee chair and vice-chair may serve a term that coincides with the length of mandate of the Ad Hoc Trustee Committee or until their successors are elected

2.5 Student Trustees

2.5.1 Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students of the HPEDSB in the last two years of the intermediate division and in the senior division through their participation in Board and Committee Meetings. As outlined in the Act and Ministry of Education Directives, Student Trustees:

a) Have the same opportunities to participate at Meetings of the Board and Committees, including Advisory and Statutory Committees, as Members of the Board, except as restricted by the *Act*;
b) May request that a matter before the Board be put to a Recorded Vote;
c) Must disclose any conflict of interest in the same manner as a Member on a matter before the Board or one of its Committees on which the Student Trustee sits;
d) May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its Committees on which the Student Trustee sits, (subject to clause 2.5.1(c));
e) May suggest a motion on a matter before the Board or one of its Committees on which the Student Trustee sits which, if not moved by a Member, will be shown in the Minutes;
f) May attend Closed Session, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a member of a Statutory or Advisory Committee, an employee or prospective employee of the HPEDSB, and/or a pupil or their parent or guardian;
g) Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during Closed Session(s);
h) Must comply with the Code of Conduct for Board Members;
i) Have the same access to HPEDSB resources and opportunities for training as a Member;
j) Are entitled to receive an honorarium from HPEDSB, and to be reimbursed for out-of-pocket expenses as if they were Members, in accordance with the *Act*; and
k) Must resign from their position if they are absent from three (3) consecutive regular meetings of Board without being authorized by a resolution of the Board.

2.6 Chief Executive Officer (CEO)

2.6.1 The CEO is appointed by the Board and is responsible for financial and operational oversight. The CEO serves as Secretary to the Board.The Chief Executive Officer (CEO) has the additional duties prescribed in s.283.1 of the Act.

2.6.2 The CEO shall appoint a qualified employee as the Chief Education Officer (CEdO) to oversee pedagogy and student achievement, though the CEO may hold both roles concurrently if qualifications are met.

2.6.3 The termination of the CEO requires the prior written approval of the Minister of Education.

2.6.4 The CEO leads annual budget development and presides at the Inaugural Meeting until the Chair is elected.

2.6.5 As Secretary to the Board, the Chief Executive Officer (CEO) or Designate will:

a) Determine the times and location for the Meetings of the Board and Committees in conjunction with the Board of Trustees;
b) Keep a full and correct set of Minutes of every Board Meeting (including Special Meetings of the Board), and ensure that the Minutes are approved by the Board and signed by the Chair or Presiding Officer for the HPEDSB's Official Record;
c) Maintain the Board's complete Official Record, which includes minutes, agendas, reports and delegation submissions (where applicable) for all HPEDSB Public and Private Board, Special Board, Committee, Statutory and Advisory Committee meetings;
d) Provide copies of any reports requested by the Ministry of Education;
e) Give notice of all Meetings of the Board and Committees, including Statutory (where applicable) and Advisory Committees, to each of the Members and Student Trustees; and
f) Call a Special Board Meeting on the request, in writing, of a majority of the Members.

2.6.6 The Chief Executive Officer (CEO) may delegate their authority in writing to staff of the HPEDSB to carry out duties and responsibilities as defined by these By-Laws.

2.7 Treasurer

2.7.1 The superintendent of business for the HPEDSB shall be the chief financial officer and the treasurer of the HPEDSB and perform all the duties described in the Act and as assigned by the Board through policy or by the Chief Executive Officer (CEO) (the "Superintendent of Business").

2.8 Signing Officers

2.8.1 The Signing Officers of the HPEDSB for official purposes shall be one of the Chair or the Vice-Chair and one of the Chief Executive Officer or Superintendent of Business.

2.8.2 For current accounts, digital signatures of the Signing Officers may be substituted for the actual signatures of the Signing Officers.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.1 Scheduling of Inaugural Meeting

3.1.1 In an election year of the whole Board, the Inaugural Meeting will be held no later than seven days after the day on which the Term of Office of the Board commences. In each year thereafter, the Inaugural Meeting will be held on or after the anniversary of the date the term of office of the Board began.

3.2 Purpose of Inaugural Meeting

3.2.1 The purpose of the Inaugural Meeting will be:

(a) In an election year, after the Chief Executive Officer (CEO) reads into the record the official returns from the designated election officer or officers, to make and subscribe the Declaration for Members, as outlined in Section 209(1) of the *Act*;
(b) In an election year, as outlined in Section 209 (3) to provide members with an option to take and subscribe the Oath or Affirmation of Allegiance;
(c) To receive nominations and conduct the election for the Chair and Vice-Chair of the Board;
(d) Subject to Section 3.2.1(c), to confirm the automatic appointment of the newly elected Chair and Vice-chairas members of the Governance and Policy Committee and as its chair and vice-chair;
(e) Subject to Section 3.2.1(d), to receive nominations and conduct the election of the Governance and Policy Committee, three (3) additional members for the Governance and Policy Committee; and one student trustee
(f) To provide the newly elected Chair with an opportunity to deliver an inaugural address.

3.3 The Chief Executive Officer (CEO) as Presiding Officer

3.3.1 The Chief Executive Officer (CEO) will call the Inaugural Meeting to order and preside until the Chair of the Board is elected. In their absence, the Board shall designate the Presiding Officer, in accordance with the *Act*.

3.4 Election Process

3.4.1 The election process will be used to select a Member for each of the following positions of responsibility during the Inaugural and Organizational Meetings of the HPEDSB:

(a) Chair and Vice-Chair of the Board (Inaugural Meeting);
(b) Three Members of the Governance and Policy Committee, subject to Sections 3.2.1(d) and 3.2.1(e) (Inaugural Meeting); and
(c) Chair and Vice-Chair of two remaining Board Standing Committees (Organizational Meeting).

3.4.2 The election process for the HPEDSB will be as follows:

(a) Voting will be by secret ballot;

(b) A ballot vote may be taken by paper, electronic means (including fax, email, text, survey software to permit voting on-line or telephone) provided the means ensures the Member only voted once and can indicate a Member's choice without revealing how the individual Member voted, except to the scrutineer;

(c) Members participating in a meeting to elect candidates must be Present during the discussion leading up to any vote;

(d) Proxy voting is not permitted;

(e) The Chief Executive Officer (CEO) shall appoint scrutineers to conduct the election as necessary, but no fewer than two scrutineers shall be appointed;

(f) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;

(g) The Presiding Officer will call for nominations from Members for positions of responsibility described in Section 3.4.1;

(h) All nominations require a mover and a seconder;

(i) Candidates may nominate themselves;

(j) After each nominee is nominated, the Presiding Officer will ask nominees whether they accept the nomination;

(k) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;

(l) Where only one nomination is received for a position described in Section 3.4.1, the Presiding Officer will declare that Member acclaimed to the position;

(m) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;

(n) Following the motion to close nominations, the Presiding Officer will ask nominees who accepted the nomination to speak, in the order of nomination, for up to two minutes regarding their candidacy;

(o) In the event a Member nominated for office is not Present, the nominator or nominators shall satisfy the Presiding Officer that the Member's consent to nomination has been obtained;

(p) Nominees who have not already declared otherwise, may also decline a nomination at this time;

(q) The scrutineers will distribute ballots to the Members present in the Board room, and collect the ballots when completed by the Members;

(r) Members shall record one name of a valid candidate of their choice on the ballot

(s) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the name of the successful candidate with the Presiding Officer, who shall announce the name of the successful candidate to the Members;

(t) To be declared elected to any position, the winning candidate must receive a Majority Vote of ballots cast by Members;

(u) If no Member receives a clear majority, a second ballot shall be held. The names of the candidates shall be announced in order of the number of votes cast, beginning with the highest;

(v) Where a simple majority cannot be determined on the second ballot, and there are more than two candidates, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined. The scrutineers will share the name only of the candidate with the least votes with the Presiding Officer who shall announce the name before a new vote continues;

(w) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied after the Presiding Officer is advised of the names by the scrutineers and the Presiding Officer announces those names. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote.

(x) A Member who is participating remotely or is not Present and is a candidate who is part of a tie may appoint another Member or Board staff to draw lots on their behalf;

(y) In the case of a three or four way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;

(z) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots by the candidates, as outlined in the Act (or in the case of the candidate participating electronically or not Present, as drawn by an appointed Member or Board staff); and

(aa) The Presiding Officer will announce the name of the newly elected Board Chair following the final ballot or drawing of lots.

3.4.3 Following the election result for Board Chair, the newly elected Chair will preside at the Inaugural Meeting. The Board Chair will conduct the elections for Vice-Chair of the Board and for members of the Governance and Policy Committee, in accordance with the HPEDSB election process.

3.4.4 The Board Chair will conduct the elections for the chair and vice-chair of Board Standing Committees during the Board's Organizational Meeting, in accordance with the HPEDSB election process.

3.4.5 In accordance with the *Education Act,* the Board Chair may cast a vote for all elected positions.

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

3.5 Scheduling of Organizational Meeting

3.5.1 The Organizational Meeting will be held no later than seven days after the date of the Board's Inaugural Meeting, annually.

3.6 Purpose of Organizational Meeting

3.6.1 The purpose of the Organizational Meeting will be:

(a) To consider and approve the appointment of Members to Committees (defined in Section 1.6)as recommended by the Governance and By-Law Committee;
(b) To receive nominations and elect Members to the position(s) of chair and vice-chair of the Board's Standing Committees: Student Learning, Well-Being and Equity Committee, and Physical Planning, Finance and Building Committees; and
(c) To consider and approve Statutory and Advisory Committees' memberships. (where applicable);

3.6.2 The election or appointment of a chair and/or vice-chair of Ad Hoc Trustee Committees, or Statutory Committees or other Advisory Committees will be as described in its Governance Directive or applicable legislation.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.1 Establishment of Committees

4.1.1 The Board will consider and approve the Board's Committee Meeting schedule and composition on an annual basis, in accordance with Section 4.1.4 or at any other time, as required, subject to applicable legislation.

4.1.2 The Board may establish by resolution any committee it deems appropriate, including but not limited to Standing, Statutory, Ad Hoc Trustee Committees, or Advisory Committees, subject to applicable legislation.

4.1.3 The Board must approve terms of reference for all Committees (defined in Section 1.6), as well as Advisory Committees, which clearly outline the membership composition, including diversity of membership, where possible, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable).

4.1.4 Upon recommendation of the Governance and Policy Committee, the Board shall review annually, before the Inaugural Meeting, the terms of reference for all Committees and Advisory Committees and confirm, amend or repeal them. The advance notice and voting requirements applicable to the amendment of the By-Laws shall apply (Sections 1.4.2 and 1.4.3). If the recommendation is to confirm only a particular Committee, or Advisory Committee terms of reference advance notice and voting requirements do not apply.

4.1.5 The Board's Standing Committees, and the Committee of the Whole may recommend the striking of an Ad Hoc Trustee Committee or Advisory Committee to the Board for approval, subject to the provisions in Section 4.4.7.

4.2 Dissolution of Committees

4.2.1 The Board may dissolve any Committee (defined in Section 1.6), or Advisory Committee at the Inaugural or Organizational Meeting, or by resolution at any other time as required, subject to Section 4.1.3, and applicable legislation.

4.3 Role of Committees

4.3.1 Committees, including Advisory Committees (defined in Section 1.6), are not decision-making bodies and may only make recommendations to the Board for consideration and final approval. Recommendations will be provided in the form of a written report together with background information and rationale for the recommendation. A main motion to take a recommended action may be suggested by the Committee. A motion to adopt a Committee report is not in order unless that is the express intention of the Board.

4.3.2 All Committees, including Advisory Committees, are required to produce Minutes, which will be included in the Board's Official Record.

4.3.3 Minutes or records of Statutory Committees will be kept in accordance with the legislation applicable to each committee, and will be included in the Board's Official Record.

4.4 Membership of Committees

4.4.1 Members may be elected or appointed to Committees, as well as Statutory and Advisory Committees, at the Inaugural or Organizational Meeting(s), as the case may be, or as may be appointed by the Board from time-to-time, or as vacancies arise.

4.4.2 Each November prior to the Inaugural Meeting, every Member shall provide to the Chair their written expression of interest to serve as Chair; Vice-Chair; member of a Standing Committee, Ad Hoc Committee, Advisory Committee (where applicable), and Statutory Committee (where applicable) and chair and vice-chair of the Standing Committees.

4.4.3 Each Trustee shall serve on at least one Standing Committee and one other of the following committees as member or alternate member:

(a) Audit Committee
(b) Parent Involvement Committee
(c) Special Education Advisory Committee
(d) Supervised Alternative Learning Committee

4.4.4 All Trustees shall be members of the Student Discipline Committee and a minimum of three (3) Trustees shall serve on any hearing.

4.4.5 A Member whose term on a Committee, or Advisory Committee, has expired may be re-appointed to a subsequent term by the Board at the Inaugural/Organizational Meeting(s) each year.

4.4.6 Student Trustees may attend and participate in Committee Meetings in the same manner as Trustees(see 4.4.8) , subject to provisions contained in the *Act*.

4.4.7 The membership of an Ad Hoc Trustee Committee will be a) determined by the Board, or b) approved by the Board upon recommendation from a Standing Committee, Committee of the Whole, or Governance and Policy Committee.

4.4.8 A Trustee who is not a member or an Ex-Officio Member of a Committee cannot move a motion, vote or be counted towards Quorum, but may attend the Meeting and speak to a motion under consideration by the Committee but only after all members of a Committee have spoken and time permits (see 5.23.2).

4.4.9 The Board may appoint Trustees to serve on other agencies, boards and commissions, including those external to the HPEDSB, at the Organizational Meeting, or as it deems necessary or when requested, if supported by the Board and consistent with legislation.

4.5 Committee of the Whole

4.5.1 Committee of the Whole will be composed of all Members with full participation and voting privileges, as outlined in the *Act*. Student Trustees may also attend and participate, in accordance with legislation.

4.5.2 Quorum to hold a Committee of the Whole Meeting will be the presence of a simple majority of the Members as defined in Section 1.6.

4.5.3 The Board may convene a Committee of the Whole Meeting (Public or Private Session) to consider matters which require more informal and detailed discussion by all Members and Student Trustees:

(a) at any time, in accordance with the notice provisions in Section 5.16;
(b) at any time during a regularly scheduled Board Meeting or a Special Meeting, upon a Majority Vote by the Members; or
(c) in accordance with the Governance Directive, Delegations.

4.5.4 The Chair of the Board is the Chair for Committee of the Whole, The Presiding Officer for Committee of the Whole Meetings (Public and Private Sessions) will be the Board Vice-Chair.

4.6 Standing Committees

4.6.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish Standing Committees to consider matters related to education, finance, policy, and property as cited in the *Act*.

4.6.2 The Board's Standing Committees are as follows:

(a) Physical Planning, Finance and Building Committee;
(b) Governance and Policy; and
(c) Student Learning, Well-Being and Equity Committee.

4.6.3 Each Member will be appointed to at least one (1) Standing Committee, subject to the provisions in Section 4.6.4.

4.6.4 The Chair of the Board will be an Ex-Officio Member of each Standing Committee of which they are not a permanent member (as described in Section 4.6.3).

4.6.5 The Chief Executive Officer or designate will be an Ex-Officio Member of each Standing Committee of which they are not a permanent member (as described in Section 4.6.3).

4.6.6 Governance and Policy Committee membership will include the Board Chair who shall serve as its Committee Chair and the Board Vice Chair who will serve as the Committee Vice Chair.

4.6.7 Three (3)additional Trustees will also be elected to serve on the Governance and Policy Committee at the Inaugural Meeting, in accordance with the Board's election process, outlined in Section 3.4. During the term of the Board, best efforts will be made to have every Trustee serve on this committee at least once.

4.6.8 The terms of reference for the Board's Standing Committees are outlined in the Board's Governance Directives.

4.7 Statutory Committees

4.7.1 Statutory Committees are governed by applicable legislation. General information about the Board's *Statutory Committees* can be found in the Board's *Governance Directives*.

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

(a) Audit Committee (Ontario Regulation 361/10);
(b) Parent Involvement Committee (Ontario Regulation 612/00);
(c) Special Education Advisory Committee (Ontario Regulation 464/97);
(d) Supervised Alternative Learning Committees (Ontario Regulation 374/10); and
(e) Board Student Discipline Committee (*Education Act*, s.309 (12), and s.311.3 (9))

4.7.3 The Board designates the Governance and Policy Committee to fulfill the statutory requirements for the Director's Performance Appraisal as set out in Ontario Regulation 83/24. The appointment of members to this committee at the Inaugural meeting will be seen as fulfilling the requirement of appointing the committee by May of the next year.

4.8 Ad Hoc Trustee Committees

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

4.8.2 The Board, when establishing an Ad Hoc Trustee Committee, will approve the terms of reference, membership composition, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable).

4.8.3 The Ad Hoc Trustee Committee will make recommendations regarding its responsibilities to the Board, or through a Standing Committee to the Board, for approval.

4.8.4 The term of an Ad Hoc Trustee Committee will expire upon completion of its mandate, via Board motion or when a new committee is constituted at the Organizational Meeting each year, unless otherwise decided by the Board.

4.9 Advisory Committees

4.9.1 The Board may establish Advisory Committees to provide community advice on specified areas of HPEDSB policy, as well as on educational issues of community interest that are within the jurisdiction of the Board under the Act.

4.9.2 In accordance with Sections 4.1 - 4.4 inclusive, the establishment of an Advisory Committee will be approved by the Board and will prescribe the terms of reference, membership, composition, reporting mechanisms, as well as renewal and dissolution provisions (where applicable).

4.9.3 Trustees may be requested to join a System Advisory Committee established through the Director of Education.

4.9.4 The Board of Trustees does not establish membership of the System Advisory Committees.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

Board and Committee Meeting Rules

5.1 Scheduling a Meeting

5.1.1 A Meeting of a Quorum of Members whether held electronically or in person to materially advance the business of the HPEDSB is prohibited, unless a proper notice and Agenda are given and published in accordance with these By-Laws. Meetings can never be held by email, text or other written medium.

5.1.2 The Annual Schedule of Meetings will be prepared by the Governance and Policy Committee in consultation with the Chief Executive Officer (CEO) and the Committee Chairs or Vice-Chairs (in the Chair's absence) and approved by the Board no later than the June Board Meeting.

5.1.3 Subject to Section 5.1.4, Regular Board Meetings (Open Session) will generally be held on the fourth Monday of the month, at the head office (Section 1.2.2) or as otherwise determined by the Board beginning at 6:00 p.m., (except July and August), and except in June, when it will be held on the third Monday at 6:00 p.m. (to permit Trustee attendance at school graduations), unless otherwise indicated in the Board's Annual Schedule of Meetings, or approved by a Two-Thirds Vote of the Board .

5.1.4 If the fourth Monday of the month is a HPEDSB recognized statutory holiday, the Regular Board Meeting (Open Session) will be held on the next following Tuesday at 6:00 p.m. that is not a statutory holiday.

5.1.5 Subject to Section 5.1.3, Committee Meetings (Open Session) (except Ad Hoc Committees) will be held at a time when Board Meetings are not being held and as described in the Annual Schedule of Meetings, unless otherwise called by the Committee Chair in consultation with the Chair of the Board and the Chief Executive Officer (CEO) or Designate.

5.1.6 Special Meetings of the Board and its Committees may be scheduled from time-to-time, in accordance with Section 5.7 of these By-Laws.

5.1.7 Ad Hoc Trustee Committees and Advisory Committees will meet when required and at the call of the respective Committee Chair, in consultation with the Chair of the Board, the Chief Executive Officer (CEO) or designate and/or the Supervisory Officer assigned to support the committee.

5.2 Cancelling a Meeting

5.2.1 The Chair (or Vice-Chair in the Chair's absence) may cancel a Board or Committee Meeting in consultation with the Chief Executive Officer (CEO) or designate when there is:

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

5.3 Open (Public) Sessions

5.3.1 Unless all schools of the HPEDSB are closed pursuant the *Act,* in particular Regulation 463/97, members of the public are welcome to physically attend, as observers, any public Board or Committee Meetings, as well as Advisory and Statutory Committee meetings, as permitted in law and the Governance Directives (terms of reference).

5.3.2 The Board or Committee will pass a motion in order to convene into Closed (Private) Session (section 5.4).

5.3.3 No person will be excluded from a Meeting that is open to the public, except for: a) improper conduct in accordance with section 207(3) of the *Act*; b) as required pursuant to a sanction under the Code of Conduct; or c) as otherwise required by law.

5.3.4 No person will engage in conduct that is negative, critical, or derogatory towards any other person, or engage in any behaviour that is disruptive to the Meeting. Where a member of the public, a Trustee or a Student Trustee engages in such conduct, the Chair may advise the person to cease such behaviour, or the person may be required to leave the Meeting.

5.3.5 Recommendations made in any Board or Committee Meeting in Closed (Private) Session will not come into effect until approved at a Board Meeting (Open Session).

5.4 Closed (Private) Sessions

5.4.1 The Board will ensure the security and confidentiality of proceedings held during Closed (Private) Sessions, including when using electronic participation, in accordance with the *Act*.

5.4.2 At the appropriate time during a Board or Committee Meeting, a Member may move a motion to convene a portion of the meeting in Closed (Private) Session. The matter under consideration must be consistent with sections 207(2), 207(2.1), or 218.3(10) of the *Act* which permits Closed (Private) Sessions when the subject-matter involves:

(a) The security or property of the HPEDSB;
(b) The disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees, or a member of a Statutory or Advisory Committee, a current or prospective employee, a student, parent or guardian of the student
(c) Acquisition or disposal of a school site;
(d) Decisions in respect of negotiations with employees of the HPEDSB;
(e) Litigation affecting the HPEDSB; or
(f) An ongoing investigation under the Ombudsman Act respecting the HPEDSB; or
(g) As necessary to comply with the *Youth Criminal Justice Act* or the *Municipal Freedom of Information Act, including* solicitor and client privilege.

5.4.3 Any recommendations considered by the Members in a Closed (Private) Session, will be reported to the Board in an Open (Public) Session. A motion to Rise and Report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in Public Session. Discussion, opinions, and reports which are not specified in the Motion to Rise and Report will remain confidential.

5.4.4 The motion to Rise and Report will usually take place at a Public Board Meeting held on the same date as a Committee of the Whole Meeting in Closed (Private) Session. In exceptional circumstances, the motion to Rise and Report may occur at a Board Meeting held on a later date, pending the conclusion of a matter of business or other legal considerations.

5.4.5 The Chief Executive Officer (CEO) or Designate will maintain a complete set of Minutes during Closed (Private) Session(s), including recorded votes and declarations for the Board's Conflict of Interest Registry, where applicable.

5.4.6 Minutes and reports from all Closed (Private) Sessions will be included in the Board's Official Record and remain confidential.

5.5 Attendees at a Closed (Private) Session

5.5.1 Members of the public will be required to leave the meeting room before a Closed (Private) Session commences.

5.5.2 A Trustee or Student Trustee who declares a conflict of interest must withdraw from the Closed (Private) Session and leave the meeting room or otherwise disconnect from electronic participation for the entire discussion of the matter about which they have declared a conflict.

5.5.3 Sessions closed to the public may have individuals in attendance other than Trustees (e.g., HPEDSB senior staff as determined by the Chief Executive Officer (CEO) or Designate, or Delegates who have permission from the Presiding Officer and the Chief Executive Officer (CEO) or Designate to speak on a matter as described under Section 5.3.5 of these By-Laws) in accordance with the *Act*.

5.5.4 Student Trustees may attend Closed (Private) Sessions, except when discussion of a matter gives rise to conflict of interest (declared by the Student Trustee) or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a committee member, an employee or prospective employee of the Board, a student or their parent or guardian.

5.5.5 The Chief Executive Officer (CEO) or Designate will be Present in all Closed (Private) Sessions, except when the topic is the recruitment, hiring, termination or performance review of the Chief Executive Officer (CEO). In the absence of the Chief Executive Officer (CEO) or Designate or the Official Recording Secretary during a Closed (Private) Session, the Presiding Officer shall appoint any Member or other staff person to act as Secretary for that Meeting, in accordance with the *Act*.

5.6 Confidential Information

5.6.1 Matters discussed in Private Session must not be communicated to any person not Present at the Private Session, except to a HPEDSB Trustee or Student Trustee who otherwise would have been permitted to attend the Private Session, unless required by law or as necessary to seek legal advice. Deliberations may never be disclosed, even when the motion is made public.

5.6.2 Trustees and Student Trustees are required to maintain strict confidentiality around any issue that is dealt with in Closed (Private) Sessions even after they no longer hold the office, and are bound by the confidentiality and protection of privacy provisions under the *Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

5.7 Special Board and Committee Meetings

5.7.1 The Board may hold Special Meetings of the Board (as defined in Section 1.6) if called by the:

(a) Board Chair (or Vice-Chair in the Chair's absence), in consultation with the Chief Executive Officer (CEO) or Designate; or
(b) Chief Executive Officer (CEO) or Designate, at the written request of a majority of the Members of the Board.

5.7.2 Committee of the Whole and Committees may hold Special Meetings from time to time if called:

(a) By the Committee Chair (or Committee Vice-Chair in their absence), in consultation with the Board Chair and the Chief Executive Officer (CEO) or Designate; or
(b) By the Chief Executive Officer (CEO) at the written request of a majority of the Members of the Board.

5.8 Notice of Special Meeting and Agenda

5.8.1 The Chief Executive Officer (CEO) or Designate will notify all Members and Student Trustees, as applicable, in writing (or via e-mail communication) of a Special Meeting at least forty-eight (48) hours in advance of the Meeting, except if agenda item requires action sooner, and will include the Agenda for the Meeting with the notice.

5.8.2 Notice of a Special Meeting and the Agenda will be published on the HPEDSB's public website.

5.8.3 The Agenda for a Special Meeting will include only the time-sensitive or Emergency Business item(s) for which it was called, including a brief statement of the item(s) to be considered at the Meeting, including related materials when available, and indicating whether any part of the Meeting should be held in Public or in Private Session.

5.8.4 A matter that is not included on the Special Meeting Agenda cannot be considered, unless it also qualifies as time sensitive or Emergency Business and a Two-Thirds Vote of the Members Present and voting at the Meeting wish to consider the matter.

5.8.5 If such a matter is added to the Agenda of a Special Meeting, in order for any action taken to become legal, any motion(s) must be ratified by the Board at the next regularly scheduled Board Meeting or, in extreme circumstances, at another Special Meeting of the Board, properly called for that purpose, in accordance with the notice provisions in the HPEDSB By-Laws.

5.9 Board and Committee Meeting Minutes

5.9.1 The Chief Executive Officer (CEO) or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Board Meetings, including Special Meetings of the Board, which includes the following information:

(a) Trustee attendance, including specific notations when a Member enters a Meeting while in progress or permanently withdraws from a Meeting prior to adjournment;
(b) Amendments to the Agenda (if any), in accordance with Section 5.20.1;
(c) A brief summary of the discussion/rationale regarding Agenda Items (including oral and written reports) but will not be a verbatim transcript of the Meeting;
(d) Motions and related amendments;
(e) Recorded Votes; where applicable; and

(f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).

5.9.2 The Chief Executive Officer (CEO) or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Committees, including Advisory Committees. Minutes or records of Statutory Committee meetings will be kept in accordance with the legislation applicable to each committee. The following information will be included:

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

5.9.3 At each Board Meeting the Chief Executive Officer (CEO) or Designate will present:

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

5.10 Board Meeting Attendance and Vacancies

5.10.1 All members of the Board will be physically present in the meeting room of the Board at every regular meeting of the Board and every regular meeting of a Committee of the Whole Board in accordance with the Act.

5.10.2 A Trustee who will be absent from a regular Board Meeting should provide notification of their absence and the reason for non-attendance to the Chair of the Board and Director of Education as soon as reasonably practical in the circumstances.

5.10.3 In accordance with s. 228(1)(b) of the Education Act, when a Trustee is absent from a regular Board Meeting, the Board of Trustees shall pass a motion authorizing or not the Trustee's absence and the motion shall be recorded in the minutes of the meeting. This motion will be brought forward at the meeting that the Trustee was absent from or at the next regular Board Meeting, if extenuating circumstances.

5.10.4 It is the responsibility for each individual Trustee to consider their attendance in alignment with the potential implications for vacating a seat and as outlined in legislation and the By-Laws.

5.10.5 A member of the Board may participate in a regular meeting of the Board and regular meeting of a Committee of the Whole Board by electronic means instead of being physically present if the member:

(a) submits a request in writing and the reasons for the request to the Chair of the Board before the meeting begins; and
(b) receives written approval from the Chair or designate before the meeting begins.

5.10.6 If the member making the request is the Chair of the Board, the Chair shall submit the request and reasons to the Vice-chair of the Board, or if there is no Vice-chair, to another member of the Board.

5.10.7 The Chair, Vice-chair, or other member, as applicable may approve a request if they are satisfied that one or more of the following circumstances exist:

(a) 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.
(b) Weather conditions do not allow the member to travel to the meeting location safely.
(c) The member cannot be physically present at a meeting due to health-related issues.
(d) The member has a disability that makes it challenging to be physically present at a meeting.
(e) The member cannot be physically present due to family responsibilities in respect of,
    (i) the member's spouse,
    (ii) a parent, stepparent or foster parent of the member or the member's spouse,
    (iii) a child, stepchild, 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.

5.10.8 A trustee who is approved to attend electronically will be considered as present and will be noted in the minutes as attending electronically with a (v).

5.10.9 The Chair shall not approve a request if approving the request would result in fewer than one member of the Board, in addition to the Chair of the Board or their designate being physically present in the meeting room.

5.10.10 The Vice-chair or other member of the Board shall not approve a request unless the Chair's designate will be physically present in the meeting room.

5.10.11 Trustees are not required to attend in person for a period of time, if all schools of the Board are closed pursuant to an order made by:

(a) the Minister under section 5(1) of the Act,
(b) a Medical Officer of Health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act,
(c) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2(4) of the Emergency Management and Civil Protection Act; or
(d) the Lieutenant Governor in Council under clause 4 (1)a of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.

5.10.12 The period referred to in 5.10.9 is determined as follows:

(a) If an order is made before September 1, 2025 and continues to apply on that date, the period starts on September 1, 2025 and ends 60 days after the order ceases to apply.
(b) If an order is made after September 1, 2025 the period starts on the day the order is made and ends 60 days after the order ceases to apply.

5.10.13 When a seat becomes vacant under the terms of section 228 of the Act, the provisions of the *Act* will apply with respect to filing such vacancy.

5.11 Committee Meeting Attendance and Vacancies

5.11.1 At a Committee, with the exception of Committee of the Whole, a Trustee loses their Committee membership if they are absent, without authorization of the Committee, from three (3) consecutive regular Committee Meetings unless schools are closed as described in Section 5.10.14.

5.11.2 A Committee vacancy will be reported to the Board in the next Committee report.

5.11.3 The Board will appoint a Member, where possible, to fill a Committee vacancy that occurs for any reason.

5.12 Electronic Participation

5.12.1 Except as provided below, HPEDSB will provide an opportunity to Members and Student Trustees when requested by any one of them, and approved, to participate electronically in any Board and Committee Meetings in accordance with the provisions of the *Act* and, in particular, Ontario Regulation 463/97 – Electronic Meetings. The electronic means shall be provided in such a way that the rules governing conflict of interest of Members and Student Trustees are complied with. The request to participate electronically and the approval must meet the requirements outlined in section 5.10 and in accordance to Reg. 463/97. The electronic means permitted shall permit the Member or Student Trustee to hear and be heard by all other participants in the meeting.

5.12.2 A Member, Student Trustee or Committee member approved to participate electronically shall have all the rights permitted to them as if participating in a meeting in person.

5.12.3 The Board may refuse to provide a Member or Student Trustee with electronic means of participation in Meetings, where to do so is necessary to ensure:

(a) the security and confidentiality of proceedings that are closed to the public and/or Student Trustees, or
(b) compliance with section 5.10; or
(c) compliance with the rules governing conflict of interest of Members and Student Trustees.

5.12.4 The Board will ensure the security and confidentiality of electronic participation in proceedings held during Closed Session, including that members of the public do not participate in any proceedings that are closed to the public and that Student Trustees do not participate in proceedings that are closed to the public under clause 2017 (2) (b) of the *Act*. The Member or Student Trustee participating by electronic means shall be in a private and/or secure location.

5.12.5 Members and Student Trustees attending the Meeting electronically must advise the Presiding Officer when joining a Meeting to be deemed present at a Meeting and must have their cameras on for the duration of the meeting.

5.12.6 Members and Student Trustees who leave a Meeting, whether temporarily or permanently, before the Meeting is declared adjourned by the Presiding Officer will advise the Presiding Officer and the Official Recording Secretary.

5.12.7 Subject to Section 5.10, and in accordance with Regulation 463/97, at every Board Meeting (including Special Meetings of the Board) or Committee of the Whole Meeting, the following persons must be physically present in the meeting room of the HPEDSB unless all schools of the HPEDSB are closed, as described in of Regulation 463/97;

a) the Chair or designate;
b) at least one additional Member of the Board; and
c) the Chief Executive Officer or Designate.

5.12.8 Subject to Section 5.10, and in accordance with Regulation 463/97, at every Committee Meeting, except Committee of the Whole Meetings, the following persons must be physically present in the meeting room of the HPEDSB unless all schools of the HPEDSB are closed, as described in Regulation 463/97:

a) the Committee Chair or designate;
b) one additional member of the Committee must be present; and
c) The Chief Executive Officer or Designate.

5.12.9 All Members or Student Trustees participating via electronic means who are not speaking must use the mute function on their device. Members and Student Trustees will make every effort to avoid disrupting a meeting by turning personal and electronic devices to a non-audible function, reducing all background noise and refraining from private conversations.

5.12.10 HPEDSB shall provide members of the public with electronic means as described on its public-facing website for participating in meetings of the Board and Committees that are open to the public. When a Delegate is participating in a Standing Committee or Committee of the Whole Meeting, the electronic means must permit members of the public to hear and be heard by all other participants in the meetings.

5.13 Presiding Office

5.13.1 The Chair (or Vice-Chair in their absence) or Committee Chair (except for Committee of the Whole Meetings as the Vice-Chair the Presiding Officer for those meetings (see 4.5.4 (or Committee Vice-Chair) will act as the Presiding Officer at a Meeting of the Board or Committee, as the case may be.

5.13.2 In the absence of a Presiding Officer, as prescribed in Section 5.13.1, the Board or Committee will elect another Member to preside in the interim.

5.13.3 No Member of the Board or a Committee will preside at a Meeting during the consideration of a motion when that Member has declared a conflict of interest.

5.13.4 A Presiding Officer pursuant to the *Act* (s.207 (3)) may expel or exclude from any meeting of the Board, Committee, or Advisory Committee any person (including a Member or Student Trustee) who has been guilty of improper conduct at the meeting. In the case where the person is participating electronically, the electronic means will be disconnected.

5.14 Quorum

5.14.1 There must be a Quorum throughout every Board and Committee Meeting in order for the Board to conduct business. Members who cannot attend Board and Committee Meetings shall advise the Chief Executive Officer (CEO) or Designate as early as possible if the Member is unable to attend such meetings. If the non-attendance will cause the Board or Committee to not have Quorum at a Meeting, then the Chief Executive Officer (CEO) or Designate will notify the Chair and all Members and Student Trustees that the Meeting is cancelled.

5.14.2 Where a Member is participating electronically, through approval described in section 5.10, their attendance will be included for Quorum as long as they remain Present and electronically connected to the Meeting.

5.14.3 If a Quorum is Present, a Meeting will commence within thirty (30) minutes of the Meeting start time as shown in the Agenda.

5.14.4 If a Quorum is not Present within thirty (30) minutes after the start time shown in the Meeting Agenda, the names of the Members Present will be recorded, and the Meeting will be cancelled.

5.14.5 At a Board or Committee Meeting, if a Quorum is lost during the course of the Meeting, the Meeting will stand in recess. If Quorum cannot be re-established within fifteen (15) minutes of the recess due to a loss of Quorum, the Meeting will stand adjourned.

5.14.6 An Ex-Officio Member will be counted towards Quorum at a Committee Meeting.

5.15 Land Affirmation

5.15.1 All Board and Committee Meetings will include an affirmation of the Traditional Territories/Ancestral Lands of Aboriginal peoples recited by the Presiding Officer or a Trustee at Board Meetings or member of a Committee at Committee Meetings.

5.16 Board and Committee Meeting Agendas and Notice Requirements

5.16.1 The Agenda(s) for a Board Meeting, Special Meeting of the Board, Special Meeting of the Committee of the Whole, and a Committee of the Whole Meeting (Public or Private Session) will be determined by the Board Chair in consultation with the Chief Executive Officer (CEO) or Designate and the Governance and Policy Committee.

5.16.2 The Agenda for a Standing Committee Meeting (Public or Private Session) will be determined in accordance with Section 5.18.2, by the Standing Committee Chair, in consultation with the Board Chair and the Supervisory Officer assigned to support the Committee's work.

5.16.3 The Agenda for Ad Hoc Trustee Committee Meetings (defined in Section 1.6), including Public or Private Session, will be determined by the Committee Chair, in conjunction with the Supervisory Officer (or designate) assigned to support the Committee's work.

5.16.4 The Chief Executive Officer (CEO) or Designate will provide by electronic mail or delivered to their home, Members and Student Trustees with notice of all Board and Committee Meetings (excluding Special Meetings (See S.5.8)), including the Agenda and related materials, 96 hours prior to the Meeting. Statutory holidays will not affect this requirement. All notices, information and materials delivered to the electronic mail address of Members and Student Trustees shall be deemed to have been received once sent.

5.16.5 The electronic mail address described in Sections 5.8.1 and 5.16.4 is deemed to be the official HPEDSB electronic mail address provided to the Member or Student Trustee for the sole purpose of fulfilling their duties under the *Act*.

5.16.6 Any official Board materials/information delivered to a Member's or Student Trustee's home shall be deemed to have been received when delivered to the address on the Member's Official Nomination Paper (until such time as a Member notifies the Secretary to the Board in writing of a new official home address). Student Trustees will provide the Chief Executive Officer (CEO) or Designate with an official home address upon their appointment to the position and will notify the Chief Executive Officer (CEO) or Designate, in writing, of any changes to their official home address.

5.16.7 Notice of Board and Committee Meetings and Agendas will be published on the HPEDSB's public website in accordance with the timelines prescribed in Section 5.16.4.

5.17 Regular Board Meeting – Order of Business

5.17.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.

5.17.2 At a regular Board meeting, the following is the typical Order of Business:

(a) Call to Order
(b) Land Affirmation
(c) Roll Call
(d) Approval of the Agenda
(e) Declarations of conflict of interest
(f) Consent Agenda (Matters to be Decided Without Discussion, including approval of Minutes from Previous Board and Special Board Meeting(s); receipt for information only of any committee minutes and new reports; any Committee recommendations, etc.)

(g) Reports from Trustees appointed to External Organizations
(h) Committee reports and consideration of any recommended motions (if not contained in Consent Agenda)
(i) Statutory Committee reports and motion to refer any recommendations to appropriate Board Committee for consideration and recommendation to the Board
(j) Advisory Committee reports
(k) Ad Hoc Trustee Committee reports
(l) Chair's report
(m) Chief Executive Officer (CEO)'s report and consideration of any recommended motions
(n) Any HPEDSB staff reports and consideration of any recommended motions
(o) Motion to Convene into Committee of the Whole (Closed Session) if applicable
(p) Rise and Report from Committee of the Whole (Closed Session) if applicable
(q) Calendar of Events
(r) Correspondence
(s) Unfinished business (means business that comes over from a previous regular Board Meeting as a result of that meeting having adjourned without completing its order of business and without scheduling an adjourned meeting to complete it)
(t) Trustee Motions for Consideration (Introduced at a Previous Meeting)
(u) Trustee Notices of Motion (Discussion for Next Meeting)
(v) Adjournment

5.18 Regular Standing Committee Meeting - Order of Business

5.18.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.

5.18.2 At a regular Standing Committee Meeting, the following is the typical Order of Business:

(a) Call to Order
(b) Land Affirmation
(c) Roll Call
(d) Approval of the Agenda
(e) Declarations of conflict of interest
(f) Approval of Minutes from Previous Meeting
(g) Delegations
(h) Staff reports
(i) Trustee Motions for Consideration (Introduced at a Previous Meeting)
(j) Trustee Notices of Motion (Discussion for Next Meeting)
(k) Adjournment

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

5.19.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.

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

(a) Call to Order
(b) Land Affirmation
(c) Roll Call
(d) Approval of the Agenda
(e) Declarations of conflict of interest
(f) Consent Agenda (Matters to be Decided Without Discussion, including approval of Minutes from Previous Committee of the Whole Closed (Private) and Special Committee of the Whole Closed (Private) Meeting(s); receipt for information only of any closed (private) committee minutes)
(g) Delegations
(h) Committee reports from Committee Closed (Private) Session and consideration of any recommended motions
(i) Staff reports
(j) Trustee Motions for Consideration (Introduced at a Previous Meeting)
(k) Trustee Notices of Motion (Discussion for Next Meeting)
(l) Motion to rise and report to Board of Trustees in a Public Board or Special Meeting
(m) Adjournment

5.20 Agenda Amendments at Board and Committee Meetings

5.20.1 Agendas for a Board or Committee Meeting may not be amended at the Meeting, or after the notice of the Meeting and Agenda has been circulated to Members, unless the item qualifies as time sensitive or Emergency Business (defined in section 1.6) and the amendment to the Agenda is confirmed by a Two-Thirds Vote. This does not preclude a motion to amend the Order of Business on the Agenda, which requires a Majority Vote.

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

5.21 Consent Agenda (Board Meeting Only)

5.21.1 The Consent Agenda consists of routine agenda items and may include items that were discussed and voted on previously at a Committee and are presented to the Board for approval and minutes of previous Board Meetings and Special Board Meetings. Routine agenda items may be presented together and adopted at once by the Members without further debate.

5.21.2 The Consent Agenda will be prepared for Board Meetings as part of Agenda development (see 5.16).

5.21.3 If a Member or Student Trustee requests a separate discussion on an action item or motion proposed in the Consent Agenda at the time of the Board Meeting, the matter will be removed from the Consent Agenda. Minutes of Committee Meetings shall not be removed from a Consent Agenda because they are being received for information only.

Board and Committee Meeting Parliamentary Procedure

5.22 Debate

5.22.1 The Presiding Officer will maintain a list of Members and Student Trustees who wish to speak to a motion and will control who speaks and when, in accordance with these By-Laws and Rules of Order.

5.22.2 The Presiding Officer will recognize a Member or Student Trustee to speak by referring to them as Trustee [last name] or Student Trustee [last name] and indicating that the Member or Student Trustee has the floor. A Member or Student Trustee may not speak to a motion until recognized by the Presiding Officer.

5.22.3 Members, Student Trustees and any other participants in a Meeting will address their comments through the Presiding Officer.

5.22.4 Members and Student Trustees will confine their comments to the merits of the motion being considered.

5.22.5 The Presiding Officer may rule a question out of order if a Member or Student Trustee has already asked substantially the same question in another form.

5.22.6 The Presiding Officer is entitled to move or second a motion, but only once they have relinquished or passed the role of Presiding Officer to another Member. Should the Presiding Officer move a motion, having relinquished their role as Presiding Officer, they may not preside over the Meeting again until the motion has been dealt with.

5.22.7 At any time before a motion is put to a vote, a Member or Student Trustee may request that the motion be read aloud.

5.22.8 Once the Presiding Officer calls for the vote on the motion, there shall be no further discussion.

5.23 Speaking Time

5.23.1 At Board Meetings, a Member or Student Trustee may speak twice to each motion for up to two(2) minutes each time. No Member or Student Trustee make speak the second time until all Members or Student Trustees who wish to speak on the motion have done so. A Member or Student Trustee may speak longer than two (2) minutes only upon a Majority Vote permitting it. The mover of the motion has the option to speak first and last to it.

5.23.2 At Committee Meetings, a member of the Committee may speak an unlimited number of times to each motion for up to five (5) minutes each time. The mover of the motion has the option to speak first and last to it. Members and Student Trustees who are not members of the Committee may only speak after all members of the Committee have spoken and only if time permits.

5.24 Ending Debate

5.24.1 At Board Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question. This is in order only after the Presiding Officer has confirmed that all Members and Student Trustees wishing to speak to the motion have had an opportunity to do so in accordance with 5.23.

5.24.2 No Member or Student Trustee will speak on a motion to Call the Previous Question.

5.24.3 A motion to Call the Previous Question will be decided by a Two-Thirds Vote.

5.24.4 If a motion to Call the Previous Question is supported by a Two-Thirds Vote, no further debate can take place and the Presiding Officer will immediately put the pending motion to a vote.

5.24.5 At Committee of the Whole and Standing Committee Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question, but only after all Members of the Committee and Student Trustees who are entitled to speak have had an opportunity to speak once.

5.25 Voting

5.25.1 A Member who is Present at a Meeting is entitled to vote once on each motion under consideration, unless disqualified from voting.

5.25.2 The Chief Executive Officer who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.

5.25.3 A Student Trustee who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.

5.25.4 Trustees who are not members of a Committee are not entitled to vote. Student Trustees who are not members of a Committee are not entitled to suggest a motion. Only Committee Members and Ex-Officio Members may vote at Committee Meetings.

5.25.5 If the motion contains related parts, a Member may move a motion to divide the motion, and if passed, a vote on a part or parts is done separately.

5.25.6 When a motion is put to a vote, the Presiding Officer will first call votes in favour of, votes against and, finally, any abstentions.

5.25.7 After a vote is taken, the Presiding Officer will declare whether the motion was carried or defeated.

5.25.8 A tie vote means the motion is defeated, except on a motion as to whether a ruling of the Presiding Officer is to be sustained.

5.25.9 Except where otherwise provided in this By-Law or Robert's Rules of Order, the basic requirement for approval of an action is a Majority Vote.

5.26 Recorded Votes

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

5.27 Motions

5.27.1 A matter to be considered by the Members at a Meeting will be in the form of a motion directly related to an item on the Agenda and will require a mover and seconder.

5.27.2 Any Member (including an Ex-Officio Member) Present at a Meeting, may move or second a motion related to an item on the Agenda or Emergency Business, unless disqualified from participating due to a conflict of interest or otherwise disqualified from voting.

5.27.3 A motion that has been moved and seconded may, without permission of the Members of the Board or Committee, be withdrawn, or a minor amendment made by the mover of the motion, until the Presiding Officer states the motion prior to opening the floor to debate.

5.27.4 A Member who moved a motion may also withdraw it from consideration after the motion is stated and before the vote is taken on the motion, provided that the seconder or no other Member Present objects to the motion being withdrawn.

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

5.28 Notice of Motion

5.28.1 A Member may request that a Notice of Motion be included in the Agenda for a Board or Standing Committee meeting as advance notification of a matter to be considered at a subsequent meeting.

5.28.2 A Notice of Motion will be submitted:

(a) in writing with a seconder to the Governance and Policy Review Committee; a minimum of three (3) working days prior to the meeting for inclusion in the Agenda; or

(b) verbally at a regular Board meeting or Standing Committee meeting. This notice will require a seconder at the meeting.

5.28.3 A Notice of Motion will not be debated at the same meeting at which it is introduced.

5.28.4 The Notice of Motion will be considered at the subsequent Board or Standing Committee meeting where it was introduced and may be:

(a) debated;

(b) referred to a more appropriate Committee; or

(c) referred to the Chief Executive Officer or Designate for consideration or follow-up.

5.28.5 Any action taken under Section 5.28.4(b) must be in accordance with the terms of reference for Board Standing Committees, as outlined in Section 4.6.

5.28.6 A Notice of Motion may be withdrawn by the Member at any time before debate begins on the motion. This may occur after the motion has been moved, seconded and stated by the Presiding Officer.

5.29 Motions - Order of Precedence

5.29.1 A Main Motion is the starting point for the Board or a Committee to make a decision. This is also known as the main question. It must be disposed of before another Main Motion is introduced.

5.29.2 Any secondary motion (identified as privileged and subsidiary motions in Section 5.29.3) may be introduced by a Member (or suggested by a Student Trustee) during a Meeting and will be considered and disposed of in the order of precedence listed below and in the Parliamentary Procedure Chart appended to these By-Laws. As a result, there may be a few pending motions on the floor at one time but only one question can be disposed of at a time and in accordance with the order of precedence below.

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

Privileged Motions:

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

Subsidiary Motions:

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

5.30 Ruling a Motion Out of Order

5.30.1 The Presiding Officer may rule a motion out of order if it is contrary to legislation, parliamentary procedure, or HPEDSB By-Laws, policies, or Governance Directives.

5.30.2 If a Presiding Officer rules a motion out of order, the Presiding Officer will state the reason and, where applicable, the legislation, parliamentary procedure, or HPEDSB By-Laws, policies, or Governance Directives.

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

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

5.31 Amendments to a Motion

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

5.31.2 Motions commonly used that are not amendable include:

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

5.31.3 An amendment, to be in order, must:

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

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

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

5.32 Motion to Refer

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

(a) The Board;
(b) A Committee (defined in Section 1.6);
(c) The Chair;
(d) The Director of Education or Designate; or
(e) A Statutory or Advisory Committee.

5.33 Motion to Reconsider

5.33.1 A motion to reconsider a decision passed at a Board Meeting may only be reconsidered at that same Meeting and therefore, does not require prior notice to do so and is not subject to the restriction in Section 5.34.1. The motion to reconsider is not the same as the motion that may be reconsidered. The motion to reconsider requires a separate Majority Vote to pass prior to the reconsideration and voting on the original motion.

5.33.2 The debate on the motion to reconsider is a discussion about whether to reconsider and not about the subject of the motion that may be reconsidered. Debate on the original motion will take place following the motion to reconsider, if it passes.

5.33.3 The motion to reconsider can only be made by a Member who voted for the prevailing side of the original motion. A Member who did not vote on the original motion cannot move the motion to reconsider. A motion to reconsider cannot be amended or reconsidered.

5.33.4 If the motion to reconsider passes, the original motion will be placed on the floor and dealt with like any other original or new motion and as if the original motion had not been voted on at all.

5.33.5 Notwithstanding this section, Robert's Rules of Order prescribes a higher voting threshold that must be followed for a motion to reconsider a By-Law Amendment, Section 1.4.3.

5.34 Motion to Rescind or Amend Something Previously Adopted

5.34.1 A previous decision of the Board cannot be rescinded or amended if:

(a) it has already been carried out or cannot be undone; or
(b) until at least twelve (12) months after the decision was made, or for the remainder of the current four-year term of the Board, whichever is the shorter time, unless a motion passes by a Two-Thirds Vote to do otherwise.

5.34.2 A decision of the Board made at a previous Board Meeting cannot be rescinded or amended unless the proposed rescission or amendment is included in an Agenda.

5.34.3 The amendment, repeal and/or replacing of these By-Laws will follow the process determined in Section 1.4 of these By-Laws and Robert's Rules of Order.

5.34.4 A failed motion, or a motion not previously dealt with because it was postponed indefinitely, (or similarly worded motion on the same topic) cannot be brought forward again for consideration at the same Meeting or for at least 12 months after the motion failed or was postponed.

5.35 Point of Order

5.35.1 A Member may rise to a Point of Order when they believe any of the following have been breached or overlooked; the HPEDSB By-Laws, Rules of Order, Governance Directives, Board policies or legislation related to a motion.

5.35.2 A Member may interrupt a speaker who has the floor to raise a Point of Order. The Point of Order does not require a seconder and is not debatable. It cannot be amended or reconsidered.

5.35.3 The Point of Order must be clearly stated by the Member with reasons and, where applicable, with specific reference to the particular By-Law provision, Rule of Order, Governance Directive, policy or legislation.

5.35.4 The Presiding Officer rules on the Point of Order or may allow the Board of Trustees to decide the point.

5.35.5 The Presiding Officer may declare a recess in order to review the Point of Order before making a ruling.

5.36 Question of Privilege

5.36.1 If a Member is of the opinion that a pressing situation is affecting the rights or privileges of the Board, or of an individual Member or Student Trustee, a Member can Raise a Question of Privilege, which permits them to interrupt the Meeting to state an urgent request or motion.

5.36.2 The Question of Privilege must be clearly stated by the Member with reasons.

5.36.3 If the Presiding Officer is unable to address the question quickly and informally, the Chair may make a ruling on whether or not to permit the Question of Privilege.

5.37 Appeal the Ruling of the Presiding Officer

5.37.1 A Member may interrupt the Meeting to introduce a motion to appeal the ruling of the Presiding Officer, which requires a Majority Vote to overturn a decision of the Presiding Officer.

5.37.2 If the appeal from the decision of the Presiding Officer results in a tie vote, the Presiding Officer's decision on the Point of Order will be upheld.

5.37.3 The Presiding Officer may speak first and last on the motion to appeal and does not have to leave the chair to do so.

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

5.38 Lay on the Table

5.38.1 A motion to lay on the table is used in a Meeting to temporarily set aside a pending motion in order to take up more pressing business at that particular time. If the intention is to postpone the motion indefinitely then that motion should be used. If the intention is to postpone a motion to a certain time, then that motion should be used. If the motion to lay on the table is made with improper intentions, the Presiding Officer will clarify the motion based on the mover's intent and, if in order at the time, puts the question not on *Lay on the Table*, but on *Postpone Indefinitely* or *Postpone to a Certain Time*, as the case warrants.

5.38.2 Once the pressing business is finished, a motion to take from table may be made or the Presiding Officer may assume the motion and with unanimous consent of the Members, resume with the motion.

5.38.3 If the motion is not taken from the table before the end of the Meeting, then it dies but can be renewed again because it was never dealt with.

5.39 Extending Meeting Time

5.39.1 No Board or Committee Meeting will continue beyond 11 p.m. unless approved by a Majority Vote. The motion to continue the Meeting beyond 11:00 p.m. may specify that the meeting only continue until the item under discussion is complete, or until certain additional agenda items are completed, or specify a time for the adjournment of the Meeting.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

6.1 Public Participation in Board and Committee Meetings

6.1.1 The HPEDSB Annual Schedule of Meetings will be published on the HPEDSB's public website.

6.1.2 Members of the public are welcome to physically attend as observers any public Board or Committee Meetings, as well as Advisory and Statutory Committees, as permitted by law.

6.1.3 The HPEDSB shall provide members of the public with electronic means as described on its public-facing website for participating in meetings of the Board and Committees that are open to the public. When a Delegate is participating in a Standing Committee or Committee of the Whole Meeting, the electronic means must permit members of the public to hear and be heard by all other participants in the meetings.

6.1.4 When all schools of HPEDSB are closed as described in of Regulation 463.97, the public will be provided with electronic access to any public meetings outlined in Section 6.1.1.

6.2 Delegations

6.2.1 Members of the public are welcome to request Delegate status to share their views with Trustees regarding subject matter that falls within the Board's governance responsibilities.

6.2.2 Individuals who wish to appear as a Delegate should consult the Board's Governance Directive, Delegations and Community Engagement, appended to these By-Laws. The Directive provides detailed information about submitting a *Delegation Request Form*, as well as specific responsibilities for trustees, staff and Delegates throughout the process.

6.2.3 Delegations from members of the public may be scheduled at a Board Standing Committee Meeting, Committee of the Whole Meeting, Regular Public Board Meeting, or as otherwise indicated in Section 6.2.5.

6.2.4 Delegation presentations will not be received:

(a) by individuals or commercial enterprises who wish to promote products or services to the Board;
(b) regarding personal issues related to the Delegate, a staff member or a student;
(c) regarding employment issues that are covered under HPEDSB collective agreements or other employment contracts;

(d) about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
(e) prior to the Delegate pursuing any other Board processes that currently exist (including those outlined in Board Policy or Procedure to address their concern(s);
(f) about matters that are currently the subject of a complaint to the Ontario Ombudsman or are under investigation or review by that Office, the HPEDSB pursuant to a HPEDSB policy or procedure or legislation, or the Code of Conduct;
(g) regarding matters that are not within the jurisdiction of the HPEDSB;
(h) twice within a 12-month period, unless the subject matter has changed substantially; or
(i) regarding subjects for which there are other opportunities for the Delegate to provide input to the Board, such as School Accommodation Review Meetings, the Budget Development Process, the Board's Multi-Year Strategic Planning Process, etc.

6.2.5 The Governance and Policy Committee will consider all Delegation requests and is authorized to take any of the following actions:

(a) schedule the Delegation for any future Board Standing Committee Meeting that has responsibility for the subject matter described in the Delegation Request Form;
(b) refer the Delegation to staff, through the Director of Education, for follow-up;
(c) for appropriate subject matter that is not included in the Terms of Reference for any Board Standing Committee, or which may apply to all Board Standing Committees, schedule the Delegation for a Committee of the Whole Meeting or Regular Public Board Meeting, (such date to be determined by the Governance and Policy Committee, in consultation with the Delegate);
(d) make the final determination regarding the scheduling of the Delegation in Open or Closed Session, in accordance with the confidentiality provisions contained in Sections 207(2), 207(2.1) and 218.3 (10) of the Education Act; or
(e) deny any Delegation requests that do not meet the requirements prescribed in the HPEDSB Governance Directive, Delegations and Community Engagement.

6.3 Conflict of Interest Registry

6.3.1 Members have a responsibility to disclose any pecuniary conflict of interest, whether direct, indirect or deemed in accordance with the *Municipal Conflict of Interest Act* at Board and committee Meetings by filing a written statement with the Chief Executive Officer (CEO) or Designate. In Closed (Private) Session, Members must withdraw from and not be Present in the meeting room or participate via electronic means when a matter about which they have declared a conflict is being discussed.

6.3.2 The Director of Education or Designate will:

(a) File the written statement by the Member in the HPEDSB's Conflict of Interest Registry;
(b) Record the conflict of interest in the Minutes of the public Board or committee Meeting;
(c) Record the conflict of interest in the Minutes of a Closed or Private Session Meeting and also in the Minutes of the next Public Board Meeting; and
(d) Make the HPEDSB's Conflict of Interest Registry available for public review.

6.4 Board Members' Code of Conduct

6.4.1 The Board will adopt a Code of Conduct and enforcement process for its Members and Student Trustees and review it after each Municipal Election, in accordance with the *Education Act* and Ontario Regulation 312/24 *Members of School Boards – Code of Conduct*.

6.4.2 The Code of Conduct, that support the Board's commitment to meeting high standards of conduct by Trustees and Student Trustees are provided in the Governance Directives appended to these By-Laws.

6.4.3 The Chief Executive Officer is not considered a member of the board for purposes related to The Board Members' Code of Conduct as stated in the *Act 283.0.2*

SECTION 7: GOVERNANCE DIRECTIVES

7.1 Board Members' Code of Conduct

7.2 Committees

7.2.1 Advisory Committees

7.2.2 Ad Hoc Trustee Committees
- 7.2.2. Trustee Director's Performance Appraisal Ad Hoc Committee

7.2.3 Standing Committees
- 7.2.3 (a) Governance and Policy Committee
- 7.2.3 (b) Physical Planning, Finance and Building Committee
- 7.2.3 (c) Student Learning, Well-Being and Equity Committee

7.2.4 Statutory Committees
- 7.2.4 (a) Audit Committee
- 7.2.4 (b) Board Student Discipline Committee
- 7.2.4 (c) Parent Involvement Committee
- 7.2.4 (d) Special Education Advisory Committee
- 7.2.4 (e) Supervised Alternative Learning Committee

7.3 Public Participation and Delegations

- 7.3 Public Participation and Delegations
- Public Participation and Delegation Request Form

SECTION 8: RESOURCE DOCUMENTATION

8.1 Legislation

- *Education Act*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

8.2 Other Documents

- Robert's Rules of Order

8.3 Parliamentary Procedure Chart

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

7.2.3(a) Governance and Policy Committee

Committee Classification:	**Board Standing Committee** **HPEDSB By-Laws**
Composition:	**Board Chair, Vice-Chair** **Three (3) additional Trustee Members** **CEO is an Ex Officio Member**
Reporting Structure:	**Reports Directly to Board**
Term:	**One-Year Term** **Appointed at the Board's Inaugural Meeting**
Administrative Support:	**Chief Executive Officer**
Approved:	**October, 2022**
Revision Dates:	
Resources:	***Education Act***

Governance Directive

The Hastings and Prince Edward District School Board By-Laws outline the membership composition, operating rules and parliamentary procedure for the Governance and Policy Committee.

If this Governance Directive is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

Terms of Reference

- to consider and make recommendations to the Board regarding the development, review revision or elimination of Board policy,
- to entrust the implementation of Board policy, through operational procedures, to the Director of Education,
- to consider and make recommendations to the Board regarding the addition, amendment, repeal or replacement of Governance Directives and of any portion of the HPEDSB By-Laws, oversee and enforce the Board member Code of Conduct,
- to recommend trustee appointments to Board Committees for approval at the Board's Annual Organizational Meeting, including Statutory, Advisory and Ad Hoc Committees as required, to recommend to the Board the process for filling any trustee vacancies which may occur on Board Committee(s), as well as Statutory and Advisory Committee, in accordance with applicable legislation,
- to monitor and revise, with staff, the Board's Annual Work Plan for scheduling Board and committee reports, with particular emphasis on information and progress reports regarding the achievement of goals in the Multi-Year Strategic Plan, as well as annual reports from Board committees that are required by legislation.

- to oversee the development of Board, Special Board, Committee of the Whole, Inaugural and Organization Meeting agendas, working with the Director of Education and Board Services staff,
- to receive, consider and schedule delegation requests at Board Standing Committee meetings or to refer such requests to staff or another Board committee for action, information or follow-up,
- to oversee the preparation of the Annual Schedule of Meetings in consultation with the Director and the Committee Chairs or Vice-chairs (in the Chair's absence), and have the Annual Schedule of Meetings approved by the Board no later than the June Board meeting,
- To fulfill the requirements of evaluating the performance of the Chief Executive Officer (or Director of Education) as set out in Ontario Regulation 83/24 and board policy.
- to consider and recommend to the board the process that will be used for Trustee Determination and Distribution and related reports, in accordance with existing legislation,
- to receive and recommend to the Board any action(s) that may be required regarding formal correspondence addressed to the Board of Trustees from other school boards, the Ministry of Education, official government representatives, or other recognized educational associations,
- to oversee, with staff, the scheduling and delivery of Trustee Information Sessions and other professional learning opportunities for the Board of Trustees and Student Trustees,
- to ensure the Committee's deliberations are undertaken with the intent to achieve the goals of equity, decolonization, inclusion, anti-racism, anti-oppression and accessibility and in compliance with its obligations under the Ontario Human Rights Code and related policies,
- to provide all members of the educational community with an opportunity to provide input to the Committee so that its decision-making process and any subsequent recommendations are free from discrimination and adhere to the Ontario Human Rights Code and related policies in addressing historically and currently marginalized or underserved students or families,
- to ensure that the Committee's work supports the goals in the Board's Multi-Year Strategic Plan and the Board's Vision, Mission and Priorities,
- to provide official minutes and related recommendations to the Board for its consideration,
- to ensure that the Committee's work is conducted in an open and transparent manner (within the confidentiality provisions of the *Education Act*).

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

7.2.3(b) Physical Planning, Finance and Building Committee

Committee Classification:	**Board Standing Committee** **HPEDSB By-Laws**
Composition:	**Four (4) Trustees (minimum)** **Board Chair is an Ex Officio Member** **CEO is an Ex Officio Member**
Reporting Structure:	**Reports Directly to Board**
Term:	**One-Year Term** **Appointed at the Board's Organizational Meeting**
Administrative Support:	**Superintendent of Business Services** **Superintendent of Human Resources**
Approved:	**October, 2022**
Resources:	***Education Act***

Governance Directive

The Hastings and Prince Edward District School Board By-Laws outline the membership composition, operating rules and parliamentary procedure for the Physical Planning, Finance and Building Committee.

If this Governance Directive is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

Terms of Reference

- to provide oversight for physical planning, finance and building matters as aligns with legislation,
- to review and make recommendations to the Board for new schools and additions,
- to review and make recommendations to the Board to change school boundaries and school organizations,
- to review and make recommendations to the Board for major maintenance, repair, retrofit and replacement projects,
- to review and make recommendations to the Board to purchase, sell or lease sites or facilities, including seeking, permission from the Minister where required to consider the estimates as presented by the chief executive officer, together with a compliance attestation, and recommend them for adoption by the board without changes or to provide the chief executive officer with proposed changes to the estimates.
- to review and make recommendations to the Board on borrowing and investing of funds according to government regulation,
- to ensure compliance with legislation related to Trustee Expenses andTrustee Honoraria,
- to ensure the Committee's deliberations are undertaken with the intent to achieve the goals of equity, decolonization, inclusion, anti-racism, anti-oppression and accessibility and in compliance with its obligations under the Ontario Human Rights Code and related policies,

- to provide all members of the educational community with an opportunity to provide input to the Committee so that its decision-making process and any subsequent recommendations are free from discrimination and adhere to the Ontario Human Rights Code and related policies in addressing historically and currently marginalized or underserved students or families,
- to receive delegations, as scheduled by the Governance and Policy Committee, and in accordance with the Board's Governance Directive, Public Participation and Delegations,
- to ensure that the Committee's work supports the goals in the Board's Multi-Year Strategic Plan and the Board's Vision, Mission and Priorities,
- to provide official minutes and related recommendations to the Board for its consideration,
- to ensure that the Committee's work is conducted in an open and transparent manner (within the confidentiality provisions of the *Education Act*).

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

7.2.3(c) Student Learning, Well-Being and Equity Committee

Committee Classification:	**Board Standing Committee** **HPEDSB By-Laws**
Composition:	**Five (5) Trustees (minimum)** **Board Chair is an Ex Officio Member** **CEO is an Ex Officio Member**
Reporting Structure:	**Reports Directly to Board**
Term:	**One-Year Term** **Appointed at the Board's Organizational Meeting**
Administrative Support:	**Superintendent of Student Services** **Superintendent of Curriculum Services** **Superintendent of Innovation and Inclusion Services**
Approved:	**October, 2022**
Resources:	***Education Act***

Governance Directive

The Hastings and Prince Edward District School Board By-Laws outline the membership composition, operating rules and parliamentary procedure for the Student Learning, Well-Being and Equity Committee.

If this Governance Directive is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

Terms of Reference

- to consider matters related to student learning, achievement, equity and well-being,
- to review programs, processes and work plans to examine disparities in outcomes as they relate to student achievement and well-being for students who are most marginalized,
- to review and consider school year calendar,
- to review and consider the Student Achievement Plan and any other Ministry plan that requires endorsement

- to receive reports relating to the development of special education programs and make recommendations to the board concerning the need for and the impact of these special programs,
- to review and consider matters relating to the use of instructional and assistive technology to expand learning opportunities for all students and provide essential support for students with special education needs,
- to receive presentations, reports and updates relating to the progress of students, student discipline and school safety, and any other matters which influence the effectiveness of the schools,
- to receive reports from system advisory committees, related to the learning, achievement, equity and well-being responsibility of the committee,
- to review services required for supporting children's mental health priorities,
- to discuss with the CEO or designate any issue about educational programs and special education services, matters that might require the development of an administrative procedure,
- to encourage broader public awareness of the programs provided to support student achievement and well-being available in the Board's schools,
- to ensure the Committee's deliberations are undertaken with the intent to achieve the goals of equity, decolonization, inclusion, anti-racism, anti-oppression and accessibility and in compliance with its obligations under the Ontario Human rights Code and related policies,
- to provide all members of the educational community with an opportunity to provide input to the Committee so that its decision-making process and any subsequent recommendations are free from discrimination and adhere to the Ontario Human Rights Code and related policies in addressing historically and currently marginalized or underserved students or families,
- to receive delegations, as scheduled by the Governance and Policy Committee, and in accordance with the Board's Governance Directive, Public Participation and Delegations,
- to ensure that the Committee's work supports the goals in the Board's Multi-Year Strategic Plan and the Board's Vision, Mission and Priorities Policy.
- to ensure that the Committee's work is supported by relevant Board policy, where applicable,
- to provide official minutes and related recommendations to the Board for consideration,
- to ensure that the Committee's work is conducted in an open and transparent manner (within the confidentiality provisions of the *Education Act*).

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

DIRECTOR'S PERFORMANCE APPRAISAL COMMITTEE

Committee Classification:	**Ad Hoc Committee** **HPEDSB By-Laws**
Composition:	**Minimum of three Trustees**
Reporting Structure:	**Reports Directly to the Board**
Term:	**Expire upon Completion of Mandate**
Administrative Support:	**Chair of the Board**
Approved:	**April 10, 2024**
Retired:	
Resources:	

Governance Directive
The Hastings and Prince Edward District School Board By-Laws outline the creation and terms for Ad Hoc committees. This Governance Directive outlines the composition, terms of reference, reporting relationship and expected completion date for the Director's Performance Appraisal Ad Hoc Committee.

If this Governance Directive is inconsistent with or contradicts any legislation or regulation, the legislation or regulation will prevail.

Terms of Reference
The Committee will:

- be established by the Board of Trustees to oversee the Director's Performance Appraisal;
- adhere to HPEDSB By-Laws and Board Policy 4: Corporate Board Job Description, section 5(d) Evaluate the director in the first year of service and annually or biannually after that;
- be comprised of a minimum of three HPEDSB trustees and will include all trustees who indicate their interest at the March 25, 2024, Regular Board Meeting;
- conduct business in closed sessions under Education Act section 207 (2) b;
- maintain strict confidentiality throughout the process;
- elect a chair at the first meeting using the process described in the HPEDSB's By-Laws, section 3.4 Election Process;
- committee work plan to be determined;
- report and make a recommendation to the Board no later than June 30, 2024,
- excuse any committee member should a Conflict of Interest be declared at any time;
- ensure the Committee's deliberations are undertaken with the intent to achieve the goals of equity, decolonization, inclusion, anti-racism, anti-oppression, and accessibility and in compliance with its obligations under the Ontario Human Rights Code and related policies;
- ensure that the Committee's work supports the goals in the Board's Multi-Year Strategic Plan and the Board's Vision, Mission, and Priorities.

To: Hastings and Prince Edward District School Board

From: K. Hambly, Chair of Physical Planning, Finance and Building Committee

Re: **Physical Planning, Finance and Building Committee Highlights October 13, 2026**

Purpose
To provide highlights and recommendations from the Physical Planning, Finance and Building Committee (PPFB) meeting held on October 13, 2026.

Highlights - October 13, 2026

- reviewed the 2025-26 Long Term Capital Accommodation Plan and provided the opportunity for committee feedback on the layout and formatting of the 2026-27 draft;
- reviewed the Trustee Expenses for the 2025-26 School Year; and
- discussed a Motion for Consideration to conduct a comprehensive review of current signing authority levels for construction contracts with a recommendation to the Board for approval.

Recommendations

9(b)i. Comprehensive Review

That the Hastings and Prince Edward District School Board direct staff to conduct a comprehensive review of current management signing authority levels, specifically regarding the approval and awarding of construction contracts.

Mover:
Seconder:

Decision ___ Information _X_

To: Hastings and Prince Edward District School Board Members

From: Tina Elliott, Superintendent of Education, Curriculum Services

Re: **EQAO Update**

Purpose
To provide an overview of the board's 2025-2026 EQAO results, aligned to the Multi-Year Strategic Plan mission to educate and empower students with skills for success.

Link to Strategic Plan
This report aligns to all priorities within the 2025–2030 Multi-Year Strategic Plan.

Background
EQAO assessments are administered annually to students in grades 3, 6, 9, and 10. Grades 3 and 6 assessments cover reading, writing, and math. The Grade 9 EQAO focuses only on mathematics and had to account for 10-15% of students' final evaluation, this past school year. The Grade 10 Ontario Secondary School Literacy Test (OSSLT) is a graduation requirement. All tests are delivered digitally. EQAO results, combined with other data, help inform school and system goal setting and actions to improve student learning and monitoring of achievement progress across HPEDSB schools and over time.

Current
School and system teams are currently analyzing EQOA data sets for areas of strength and further inquiry within the past year and longitudinally. This analysis is part of the system collaborative inquiry focus in determining what actions we can take when our practices are not working for students. This data is a snapshot in time yet provides valuable information as part of the system's data literacy processes.

The following summary provides an overview of ongoing analysis of current 2026 EQAO results (Appendix A) for grades 3, 6, 9 and 10 participating students.

Strengths

- **Junior Reading:** Achieved the board's highest proficiency rate at 82% in 2026, successfully narrowing the performance gap with the provincial average (86%) to just 4 percentage points.
- **Junior Writing:** Reached a strong proficiency of 81% in 2026, also narrowing the gap with the provincial average (85%) to 4 percentage points.
- **OSSLT (Grade 10 Literacy):** Reached 76% proficiency among first-time eligible students in 2026, demonstrating strong secondary achievement and solid progress from previous years.

Areas of Further Inquiry

- **Grade 9 Destreamed Mathematics:** Stands at 45% in 2026 compared to the provincial average of 59%, maintaining the board's largest performance gap (-14%) and highlighting a key area for targeted instructional support.
- **Primary Writing:** Dropped to 59% in 2026, making it the only assessment area with an overall net decline and widening the gap with the province to 8%.

- **Primary Mathematics:** Stands at 58% in 2026, remaining 7 percentage points behind the provincial average of 65% and indicating a need for continued focus in early math intervention.

The summary below provides an overview of ongoing analysis of longitudinal trends for HPEDSB EQAO achievement from 2022-2026 for grades 3, 6, 9 and 10 participating students.

Strengths

1. **Junior Mathematics Growth:** Demonstrated the board's strongest improvement, jumping 12 percentage points from 33% in 2022 to 45% in 2026, which outpaced provincial growth (+5 points) and narrowed the gap.
2. **OSSLT Progress:** Showed strong, consistent gains, climbing 9 points from 67% in 2022 to 76% in 2026, outpacing provincial growth (+4 points).
3. **Junior Literacy Gains:** Both Junior Reading and Writing achieved steady net gains of 3 percentage points (reaching 82% and 81% respectively), successfully narrowing the gap with provincial averages.

Areas of Further Inquiry

1. **Primary Writing Decline:** Primary Writing was the only assessment area to show an overall net decline (-2 points, dropping from 61% to 59%), causing the gap with the province to widen to 8%.
2. **Primary Reading Stagnation:** Primary Reading remained flat overall at 69% between 2022 and 2026, while the provincial average increased to 75%, widening the performance gap to 6%.
3. **Grade 9 Math Provincial Gap:** Despite an 8-point recovery since 2022, Grade 9 Destreamed Mathematics stands at 45% compared to the provincial average of 59%, maintaining the board's largest performance gap (-14%).

Educators are actively using achievement data, including pre- and post-assessments, to prioritize instruction and evaluate strategy impact. Through professional networks, the system is sharing best practices for EQAO administration and student preparation, such as using practice materials and integrating thinking questions into daily and ongoing learning and assessments. This deliberate approach is expected to improve outcomes and systemic coherence.

These EQAO results, mirrored by classroom trends, attest to the intentional, precise work of educators and school leaders in adhering to the curriculum and high-impact practices. Student success is central to our MYSP. While EQAO is a snapshot, the results confirm that clear, focused attention generates success and builds a foundation for bright futures.

Next Steps

To sustain and see incremental growth, the board will refine, share, and scale successful, data-informed practices, enhancing collaboration and impact. We will continue to partner closely with the EQAO Outreach team for improving instructional practices and student achievement, and utilize system coaches and learning partners for in-class, side-by-side professional development, linking these actions to our Multiyear Strategic Plan and Student Achievement Plan priorities.

Appendix A

EQAO Results Over Time for Primary, Junior, Grade 9 Mathematics and Grade 10 OSSLT Assessments - Percentage of students achieving provincial average (Level 3 or 4)

Primary (Grade 3) Reading					
	2022	2023	2024	2025	2026
HPEDSB	69	68	65	72.2	69
Province	73	72	71	74.2	75
Primary (Grade 3) Writing					
	2022	2023	2024	2025	2026
HPEDSB	61	60	55	58.2	59
Province	65	65	64	64.6	67
Primary (Grade 3) Mathematics					
	2022	2023	2024	2025	2026
HPEDSB	57	56	56	60.1	58
Province	59	60	61	63.6	65
Junior (Grade 6) Reading					
	2022	2023	2024	2025	2026
HPEDSB	79	79	73	82.4	82
Province	85	84	82	85.6	86
Junior (Grade 6) Writing					
	2022	2023	2024	2025	2026
HPEDSB	78	78	70	82.2	81
Province	84	84	80	84.7	85
Junior (Grade 6) Mathematics					
	2022	2023	2024	2025	2026
HPEDSB	33	40	39	46.2	45
Province	47	50	50	51.4	52

Grade 9 Destreamed Mathematics					
	2022	2023	2024	2025	2026
HPEDSB	37	39	36	45.5	45
Province	52	54	54	58	59
Ontario Secondary School Literacy Test (OSSLT) Percentage of first-time eligible students achieving at the provincial average (Level 3 or 4)					
	2022	2023	2024	2025	2026
HPEDSB	67	75	74	74.4	76
Province	82	85	85	85.2	86

Decision ____ Information_X_

To: Hastings and Prince Edward District School Board Members

From: Tina Jones, Superintendent of Education, Innovation and Inclusion Services

Re: Equity Action Plan 2026-2030

Purpose
To bring forward the Equity Action Plan for HPEDSB 2026-2030.

Link to Strategic Plan
- Promoting Citizenship, Well-Being and Safe Environments

Background
The Equity Action Plan 2026-2030 was developed using Ontario's Equity Action Plan (2017), system inquiry questions, and the Ministry of Education Student Achievement Plan Priorities. Foundational data and input were gathered from student voice, various committees including EIAC, SWEL, IEC, PIC, and SEAC, and school climate surveys, alongside student achievement metrics.

Current Situation
Consultation outcomes were consolidated into five core priorities aimed at removing systemic barriers, accompanied by specific evaluation metrics:

- **Affirming Identities and Sense of Belonging:** Monitored via school climate surveys, exit surveys, and feedback from focus/listening groups.
- **Professional Learning (Human Rights Literacy for All Staff):** Tracked through professional development feedback, school climate surveys, and student/family focus groups.
- **Classroom Practice (Culturally Responsive and Relevant Pedagogy):** Evaluated using credit accumulation, graduation rates, EQAO results, and NTIP feedback.
- **Identifying and Addressing Systemic Barriers:** Assessed through SafeSay data, mental health training participation rates, and focus group feedback.
- **Community Voice and Caregiver Partnerships:** Measured by SafeSay data, exit surveys, and on-going focus group feedback.

Next Steps
The immediate focus is to communicate the core priorities and frameworks of the Equity Action Plan 2026-2030 at the upcoming K-12 leadership meeting and map out the next steps.

Appendix A:
Equity Action Equity Action Plan 2026-2030

Hastings and Prince Edward District School Board
Equity Action Plan 2026-2030

Vision: *Inspiring and innovating for a bright future.*
Mission: *We educate and empower students with skills for success.*

Introduction

At Hastings and Prince Edward District School Board (HPEDSB), we believe that every student and staff member deserves equitable, inclusive, safe and supportive spaces. We strive to create a community where everyone feels they truly belong.

The HPEDSB strategic plan outlines the district's core priorities and guides the work of staff. This Equity Action Plan builds on that foundation, putting the strategic commitments into motion. This alignment ensures that equity and inclusion remain embedded in daily operations, guiding our collective efforts toward a more equitable future for every student.

This Equity Action Plan is part of our commitment to making this vision a reality. We recognize that excellence in education is only possible when there is equity of opportunity and access for every person we serve. This means proactively working to eliminate discrimination and removing the systemic barriers so that all students can thrive and reach their full potential. The priorities, goals and actions in this plan empower staff, students and families to learn and take actionable steps and prioritize intentional, action-based priorities for the safety and well-being of students and staff.

The Equity Action Plan has been developed using Ontario's Equity Action Plan (2017), system inquiry questions and the Ontario Ministry of Education Student Achievement Plan Priorities, as well as the following data sources:

- Student voice
- School climate surveys
- School and community feedback

- Student achievement
- Equity and Inclusivity Advisory Committee
- Special Education Advisory Committee
- School leaders

Guiding questions for planning initiatives, events and learning

Why we use these guiding questions

At HPEDSB, excellence in education is only achieved when there is equity of opportunity and access for every person we serve. These guiding questions serve as a reflective framework to ensure that every initiative, community event and learning activity is intentionally designed to dismantle systemic barriers, minimize bias and cultivate spaces of authentic safety and belonging. By embedding these questions into our daily planning, we move from policy to practice, ensuring that our commitments to human rights, diverse representation and culturally responsive pedagogy actively shape the student experience.

Guiding questions for planning initiatives, events and learning	
Priority	**Guiding questions**
Affirming identities and sense of belonging	• How does the initiative, event or lesson ensure the inclusion of or access to inclusive language, quiet, prayer or spiritual space, dietary requirements, universal washrooms and/or accommodations related to mobility, sight, hearing and neurodiversity?
Professional learning: Human rights literacy for all staff	• How does the initiative, event, resource or lesson ensure activities and information minimize the impact of bias and/or prejudice and consider anti-oppression and marginalized groups or topics?
Classroom practice: Culturally Responsive and Relevant Pedagogy (CRRP) Identifying and Removing Systemic Barriers	• How does the initiative, event, resource, or lesson ensure activities and information are relevant to current historical, social and cultural issues and contexts, while also supportive of well-being as well as honour the lived experiences of students or participants? • How does the initiative, event, resource or lesson align with policies and procedures, ensure psychological and cultural safety while highlighting the appropriate representation

Guiding questions for planning initiatives, events and learning	
Community Voice and Family Partnerships	of groups and identities? ● How does the initiative, event, resource or lesson ensure activities and information provide multiple entry points and opportunities for feedback for participants to express their voice, feelings, thoughts and responses while fostering positive relationships with people from diverse backgrounds?

Equity Action Plan 2026-2030			
Priority	**Goal**	**Actions**	**Metrics**
Affirming Identities and Sense of Belonging	To create school cultures where every student sees themselves celebrated and reflected in their learning environment.	Expand *Words Matter* to school partnerships and integrate student voice and community partnerships to build system-wide citizenship. Increase student representation on school climate teams and on the system Equity Inclusivity Advisory Committee. Develop frameworks, templates, materials and resources to support school teams. Create an inventory of student affinity groups and actively support them through promotion, growth and shared direction.	School climate surveys Focus/listening group feedback (school, student, family, community partners) Exit surveys

Equity Action Plan 2026-2030

Priority	Goal	Actions	Metrics
Professional Learning: Human Rights Literacy for All Staff	To empower and ensure all staff are equipped with the knowledge and tools to uphold the human rights of every student and staff member.	Develop Professional Development guidelines and reflection tools for identity affirming and culturally responsive materials used to align with Procedure 210: Learning Material Selection, Purchase and Approval. Build student capacity for intercultural understanding, empathy and mutual respect and develop and implement Kindergarten to Grade 12 curriculum and learning resources as outlined in Truth and Reconciliation Call to Action 63. Increase system capacity for inclusion and equity by developing and implementing a human rights training module for all staff.	School climate surveys Family and student focus/listening groups Professional Development feedback
Classroom Practice: Culturally Responsive and Relevant Pedagogy (CRRP)	To strengthen instructional practices that honour students' lived experiences as the foundation for their future experiences, goals and success.	Deliver evidence and research-based programming to support and provide the necessary accommodations and fulfill the legal requirements of students with an Individualized Education Plan. Build system capacity for Procedure 388: Assessment, Evaluation and Reporting K-12 through staff training of trauma-informed pedagogy using school-based collaborative inquiry. Review materials and resources for cultural appropriateness and relevancy ensuring that they are not harmful. Use screening tools in math and literacy to provide timely interventions for students.	System calendar and school calendar alignment NTIP feedback Credit accumulation and graduation rates EQAO

Equity Action Plan 2026-2030

Priority	**Goal**	**Actions**	**Metrics**
Identifying and Addressing Systemic Barriers	To ensure our policies and procedures provide every student with a clear and accessible path to graduation.	Launch a barrier-free anonymous digital reporting tool for students, families and community members to safely provide information on incidents of hate, racism, trafficking and bullying. Develop and implement a Human Rights Policy. Issue an annual public statement, formally acknowledging the structural and systemic nature of Anti-Black discrimination and its impact on Black students and staff. Ensure pathways to care are transparent and utilize accessible, inclusive and culturally responsive language that reaches students, families and caregivers. Provide ongoing staff training in Applied Suicide Intervention Skills Training (ASIST). Review existing works groups, committees and learning communities for representation of interest holders and support them through promotion, growth and shared direction. Integrate mandatory, explicit equity and human rights goals directly into the performance review frameworks for all supervisors and school principals.	SafeSay Participation rates for mental health training Family and student focus/listening group feedback

Equity Action Plan 2026-2030

Priority	**Goal**	**Actions**	**Metrics**
Community Voice and Caregiver Partnerships	To unite schools and caregivers as partners in designing bright futures for students.	Facilitate ongoing community consultations (conversations, listening groups, digital tools) with underserved groups using a feedback tool. Collaborate with partners, students, families and caregivers on shared equity initiatives. Recognize commemorative days and priority days while also implementing inclusive practices year-round. Acknowledge and recognize students' lived experiences and life outside of school including jobs, sports, family responsibilities and cultural commitments. Promote accessible support materials for parents and caregivers ("Together to Learn", workshops, speakers) and gather feedback to continue to provide and improve relevant opportunities to families.	SafeSay Family and student focus/listening group feedback System calendar and school calendar alignment Exit surveys

Decision ___ Information _X_

CALENDAR OF EVENTS

Department Initiatives	**Name of Event**
Curriculum Services	• November - Financial Literacy Month • November 3-30th - OSSLT Fall Administration Window • November 10, 2026 - Term 2: Civics/Careers • November 17, 2026 - Mid-Term Report Cards Available (Aspen) • November 18, 2026 - Elementary Progress Reports • November 20, 2026 - Professional Development Day
Innovation and Inclusion Services	• November 23, 2026 - Words Matter Community Partner Conference (9:30-12:00pm) • November 25, 2026 - Words Matter Student Leadership Conference • December 2, 2026 - Words Matter Family and Caregiver Virtual Workshop (6-7:30pm)
Committee Dates	**Committee Name**
November 2, 2026	Student Learning, Well-Being and Equity Committee
November 4, 2026	Supervised Alternative Learning
November 9, 2026	Physical Planning, Finance and Building Committee
November 11, 2026	Audit Committee
November 16, 2026	Inaugural Meeting of the Board
November 18, 2026	Governance and Policy Committee
November 18, 2026	Parent Involvement Committee
November 18, 2026	Supervised Alternative Learning
November 19, 2026	Indigenous Education Committee
November 23, 2026	Organization Meeting of the Board
November 26, 2026	Special Education Advisory Committee
School	**Events**
Bird's Creek Public School	• November 11, 2026 - Remembrance Day assembly • November 16-19, 2026 - Break the Silence Campaign (bullying awareness and prevent week) • November 23, 2026 - Picture re-take day • November 27, 2026 - School Hot Lunch • November 30, 2026 - School Council Meeting
Easthill Elementary School	• November 3, 2026 - School Council Meeting • November 3, 2026 - Spirit Day • November 5, 2026 - School Hot Lunch • November 10, 2026 - Spirit Day • November 12, 2026 - School Hot Lunch • November 17, 2026 - Spirit Day • November 19, 2026 - School Hot Lunch • November 24, 2026 - Spirit Day • November 26, 2026 - School Hot Lunch • November Fundraiser: Wreaths and Planters • November Clubs: Choir, JEDI and Volleyball
Eastside Secondary School	• November 4, 2026 - Grade 8 Open House and Info Night • November 11, 2026 - Grade 8 Info Night at Quinte Mohawk

	● November 23, 2026 - Special Olympics Basketball
Frankford Public School	● November 6, 2026 - School Wide Build Your Own Fajita ● November 13, 2026 - Kindness Hero Day - Dress as a hero ● November 18, 2026 - Progress Reports go home ● November 20, 2026 - PA Day ● November 25, 2026 - Trip to see Sunrise on the Reaping ● November 27, 2026 - Spirit Day: Camo Day
Hermon Public School	● November 11, 2026 - Remembrance Day Assembly ● November 13, 2026 - Blue/Green Day - Support World Kindness
Kente Public School	● November 3, 2026 - School Bus Safety Sessions ● November 5, 2026 - School Photo Day
Marmora Public School	● November 10, 2026 - CHS visits Marmora for Gr. 8 Orientation ● November 11, 2026 - Remembrance Day assembly ● November 11, 2026 - School Council 5:30-6:30pm ● November 13, 2026 - Cozy Sweater Day ● November 24, 2026 - Grade 8 Day at CHS ● November 27, 2026 - Spirit Day - Camo Day
Massasauga-Rednersville Public School	● November 9, 2026 - Dental Screening ● November 10, 2026 - School Pictures ● November 11, 2026 - Remembrance Day assembly
Prince Charles Public School (T)	● November 16, 2026 - Parent Council Meeting ● November 16, 2026 - Picture Re-Take Day ● November 24, 2026 - Parent Teacher Interviews
Sophiasburgh Central School	● November 2, 2026 - County Kids Read Event ● November 9, 2026 - Photo Retake Day, Class Photos ● November 11, 2026 - Remembrance Day Assembly ● November 18, 2026 - Stirling Theatre (3 /4, 4 /5) ● November 25, 2026 - Grade 8. Panther for a Day (PECI) ● November 30, 2026 - Dental Screening JK, SK, Gr. 2
York River Public School	● November 3-6, 2026 - Tim Horton's In-Class Foundation Camp (Gr. 5&6) ● November 3, 2026 - School Council Meeting ● November 18, 2026 - Progress Reports go home ● November 19, 2026 - Retake and Sibling Photo Day ● November 20, 2026 - PA DAY ● November 27, 2026 - CTEP Parent Meetings