

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Our Mission:**

"Working together to engage students through meaningful learning and empower them to build the skills They need to be successful today and in the future".

**Our Vision:**

"To meet the needs of all learners while Sparking curiosity and joy in learning".

**Our Motto:**

"Small schools make a difference".

**Our Values:**

- "Positive, professional relationships & sense of team
- Kindness with expectations
- Learner mindset & dedication to ongoing innovation
- Belief that experience teaches, engages & connects".

**Regular Board Meeting 2025/09 A G E N D A**

Monday, August 25, 2025 – 6:30 p.m.

**Videoconference & Teleconference**

Microsoft Teams meeting - [Join the meeting now](#)

1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 748 107 371#

**Board Chair:** Pinky McRae

**Director:** Will Goodman

Location: Board Office, Videoconference & Teleconference

Recorder: G. Christianson

PART I: Regular Board Meeting

Section (A): – (open to public): 6:30 p.m.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) TBA

**1.0 Roll Call**

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brunskill, Dr. Megan						Nesbitt, Jason					
Fairservice, Dan ( <i>censure</i> )						Pristanski, Kal					
Jarvis, Allison						Michano, Julie					
Liscomb, Pat						Anthony, Miley (Student)					
McRae, Pinky						McLeod, Rylee (Student)					
Hardy, Pam						Vacant (Indigenous Student Trustee)					

<b><u>Board Administrators</u></b>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Goodman, William: <i>Director of Education</i>					
Leroux, Carole: <i>Superintendent of Education</i>					
Love-Jedruch, Flora: <i>Superintendent of Education</i>					
Marton, Alex: <i>Superintendent of Business</i>					
Balog, Tara: <i>Assistant Superintendent</i>					
Brewster, Annick: <i>Assistant Superintendent</i>					
Harris, Brent: <i>Manager of Financial Services</i>					
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>					
Dee, Christine: <i>Team Lead – Payroll Services</i>					
Chouinard, Connie: <i>Team Lead – Business Services</i>					
Nault, Denis: <i>Manager of Human Resources</i>					
Lucas, Jay: <i>Coordinator of Information Technology Services</i>					
Kitchener, Nick: <i>Manager of Information Technology</i>					
Renaud, Deana: <i>Mental Health Manager</i>					
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>					
Christianson, GerriLynn: <i>Executive Assistant &amp; Communications Coordinator</i>					
Zeleny, Lisa: <i>Executive Assistant</i>					

**2.0 Oath of Office**

- 2.1 2025-2027 Student Trustee  
Rilee McLeod: (Lake Superior High School)

**3.0 Regular Meeting Call to Order**

*That, the Superior-Greenstone DSB Regular Board Meeting on Monday, August 25, 2025, be called to order at \_\_\_\_\_ p.m.*

**4.0 Approval of Agenda**

*That, the agenda for the Superior-Greenstone DSB 2025/09 Regular Board Meeting, August 25, 2025, be accepted and approved.*

[\*\(Attached\)\*](#)

**5.0 Disclosures of Interest re: Open Session****6.0 Trustee Appointment: re Vacancy First Nation Trustee**

- 6.1 First Nations Trustee Appointment

*That, the Superior-Greenstone DSB appoint Pamela Hardy as First Nations Trustee, and that his appointment be effective for the period of August 25, 2025 through November 15, 2026.*

- 6.2 Pamela Hardy: Declaration & Oath of Office

**7.0 Minutes: Board Meetings and Board Committee Meetings**

- 7.1 Board Meeting Minutes

*That, the minutes of the following Board Meeting be adopted as presented:*  
 1. Regular Board Meeting 2025/08: June 23, 2025;

[\*\(Attached\)\*](#)

**8.0 Business Arising Out of the Minutes**

- 8.1 Notice of Amendment/Addition to Superior-Greenstone DSB Procedural Bylaw Report No. 55:

Trustee Code of Conduct Compliance with Regulatory Amendments

[\*\(Attached - W. Goodman\)\*](#)

In accordance with Superior –Greenstone DSB Procedural Bylaws, wherein amendments made to appendices of the Board's Bylaws must be preceded by notice. As such, notice is given to amend Appendix E, Code of Conduct for Members of the Superior-Greenstone District School Board.

**9.0 Delegations and/or Presentations**

- 9.1 Showcasing Learning: Summer Learning  
Presentation Titled: SGDSB Summer Learning Program and  
Anishinaabemowin Immersion Camps

*(Will Goodman,  
 Video Presentation)*

**10.0 Reports and Matters for Decision**

**11.0 Reports of the Business / Negotiations Committee**

Superintendent of Business: Alex Marton

11.1 Borrowing By-Law No. 158

(Attached – B. Harris/ A. Marton)

*That, Superior-Greenstone DSB approves Bylaw No. 158  
Being a By-Law to authorize the borrowing of up to  
10 million dollars (\$10,000,000.00).*

11.2 Report No. 56:  
Financial Services Restructuring

(Attached – A. Marton)

**12.0 Reports of the Director of Education**

Director of Education: William Goodman

12.1 Report No. 57:  
Student Census at SGDSB

(Attached – A. Jeethan/ W. Goodman)

**13.0 Reports of the Education Committee**

Superintendent of Education: Carole Leroux  
Superintendent of Education: Flora Love-Jedruch  
Assistant Superintendent: Tara Balog  
Assistant Superintendent: Annick Brewster

**14.0 New Business**

Board Chair: Pinky McRae

14.1 Board Committee Appointments

(P. McRae)

14.1.1 Indigenous Education Advisory Committee (IEAC)

*That, the Superior-Greenstone DSB Chair of IEAC be  
the Board's First Nation Representative, Pam Hardy.*

14.1.2 Special Education Advisory Committee (SEAC)

Note: Appointments to SEAC are effective for the Term of the Board.

1.	Megen Brunskill	Appointee
2.	Julie Michano	Appointee
3.	Pam Hardy	First Nations Representative
4.	Allison Jarvis	Alternate Appointee
5.	Pat Liscomb	Alternate Appointee

*That, the Superior-Greenstone DSB appoint First Nations  
Trustee Pam Hardy to the Special Education Advisory Committee.*

14.2 Board Chair

(P. McRae)

14.2.1 Reminder: Policy 211 – Electronic Meetings & Meeting Attendance

(Attached – P. McRae)

14.2.2 Correspondence: Trustee Learning Program Report

(P. McRae)

14.3 Trustee Associations and Other Boards

14.3.1 CSBA/OPSBA AGM Report

(P. McRae)

14.4 Trustee Activities

14.5 Ministry Updates for Trustees

(W. Goodman)

14.6 Future Board Meeting Agenda Items

**15.0 Notice of Motion****16.0 Observer Comments**

(Members of the public limited to 2-minute address)

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) TBA.

**17.0 Committee of the Whole Board (In-Camera Closed)**[\(Attached\)](#)**17.1 Agenda: Committee of the Whole Board – Closed**

**That,** the Superior-Greenstone DSB go into a  
Committee of the Whole Board Section B (Closed Session)  
at \_\_\_\_\_ p.m. and that this portion be closed to the public.

**17.2 Rise and Report from Closed Session**

**That,** the Superior-Greenstone DSB rise and report  
from the Committee of the Whole Board Section B (Closed Session)  
at \_\_\_\_\_ p.m. and that this portion be open to the public.

**18.0 Report of the Committee of the Whole Closed Section B**

- 18.1 That,** the Superior-Greenstone DSB Committee of  
the Whole, In-Camera Section B (Closed) Reports be adopted,  
including the confidential minutes from the meeting held as:  
1. Regular Board Meeting 2025/08: June 23, 2025;

[\(Attached\)](#)

- 18.2 Other Recommendations from Committee of the Whole Closed Session**  
(This section may be used as required coming out of closed session)  
**That,** the Superior-Greenstone DSB adopt the following  
recommendations as related to the confidential reports,  
which include:

- (list motions here which may apply)

**19.0 Adjournment**

**That,** the Superior-Greenstone DSB 2025/09 Regular Board Meeting,  
Monday, August 25, 2025 adjourn at \_\_\_\_\_, p.m.

**2025 - Board Meetings**

Board Office or Designated Site indicated in schedule. Time 6:30 p.m.

Monday, September 22, 2025 *Designate Site: B.A. Parker Public School	Monday, October 20, 2025	Monday, November 17, 20245 (1:00 p.m.) *Designate Site: Board Office
Monday, December 1, 2025		

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Regular Board Meeting 2025/09**

Committee of the Whole Board: Closed Session.

Monday, August 25, 2025

Board Office, 12 Hemlo Drive, Marathon, Ontario

**A G E N D A**

**Board Chair:** *Pinky McRae*

**Director:** *William Goodman*

*Location: Board Office, Videoconference & Teleconference*

*Recorder: G. Christianson*

PART II: Committee of Whole Board – Closed

*Section (B): In-Camera TBD.*

- |     |  |                                       |
|-----|--|---------------------------------------|
| 1.0 | <u>Disclosure of Interest: re Closed Session</u>   | (P. McRae)                            |
| 2.0 | <u>Approve Agenda: Committee of the Whole In-Camera (Closed)</u>                             | (P. McRae)                            |
| 3.0 | <u>In-Camera (closed) Meeting Minutes</u><br>1. Regular Board Meeting 2025/08: June 23, 2025 | <br><a href="#"><u>(Attached)</u></a> |



## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

### Our Mission:

"Working together to engage students through meaningful learning and empower them to build the skills They need to be successful today and in the future".

### Our Motto:

"Small schools make a difference".

### Our Vision:

"To meet the needs of all learners while Sparking curiosity and joy in learning".

### Our Values:

- "Positive, professional relationships & sense of team
- Kindness with expectations
- Learner mindset & dedication to ongoing innovation
- Belief that experience teaches, engages & connects".

## Regular Board Meeting 2025/08 M I N U T E S

Monday, June 23, 2025 – 6:30 p.m.

### Videoconference & Teleconference

Microsoft Teams meeting  
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 230 000 246#

**Board Vice-Chair:** Allison Jarvis

**Director:** Will Goodman

Location: SGDSB Learning Centre, Videoconference & Teleconference

Recorder: G. Christianson

PART I: Regular Board Meeting

Section (A): – (open to public): 6:30 p.m.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 8:44 p.m.

### 1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brunskill, Dr. Megan			x			Nesbitt, Jason			x		
Fairservice, Dan ( <i>censure</i> )				x		Pristanski, Kal	x				
Jarvis, Allison	x					Michano, Julie			x		
Liscomb, Pat			x			Krause, Zoey (Student)			x		
McRae, Pinky					x	Anthony, Miley (Student)					x
<i>First Nation Trustee(Vacant)</i>						Kentner, Anna (Student)			x		

<u>Board Administrators</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Goodman, William: <i>Director of Education</i>	x				
Leroux, Carole: <i>Superintendent of Education</i>	x				
Love-Jedruch, Flora: <i>Superintendent of Education</i>			x		
Marton, Alex: <i>Superintendent of Business</i>	x				
Balog, Tara: <i>Assistant Superintendent</i>			x		
Brewster, Annick: <i>Assistant Superintendent</i>	x				
Harris, Brent: <i>Manager of Financial Services</i>			x		
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>	x				
Dee, Christine: <i>Team Lead – Payroll Services</i>			x		
Chouinard, Connie: <i>Team Lead – Business Services</i>					x
Nault, Denis: <i>Manager of Human Resources</i>	x				
Lucas, Jay: <i>Coordinator of Information Technology Services</i>	x				
Kitchener, Nick: <i>Manager of Information Technology</i>			x		
Renaud, Deana: <i>Mental Health Manager</i>					x
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>			x		
Christianson, GerriLynn: <i>Executive Assistant &amp; Communications Coordinator</i>			x		
Zeleny, Lisa: <i>Executive Assistant</i>	x				

**Land Acknowledgement**

Assistant Superintendent, Tara Balog, provided the land acknowledgement for the ancestral and traditional territories of the Indigenous people on whose lands we gather upon. We recognize and honour the contributions of the Indigenous peoples for they hold the knowledge, traditions, and history of the land.

**Indigenous History Month and National Indigenous People Day on June 21**

The meeting began with recognizing that June is National Indigenous History Month—a time to honour and celebrate the rich cultures, traditions, and contributions of First Nations, Inuit, and Métis Peoples across Canada. We also celebrate National Indigenous Peoples Day that was on Saturday, June 21, a day that invites all of us to learn from and with Indigenous communities, and to reflect on the importance of Truth and Reconciliation in our daily work. As a board, we are committed to building respectful relationships, uplifting Indigenous voices, and creating inclusive spaces where all students feel a deep sense of belonging.

**Pride Month**

The board celebrated that June is Pride Month—a time to celebrate the diversity, strength, and resilience of 2SLGBTQIA+ communities. At Superior-Greenstone District School Board, we are committed to fostering safe, inclusive, and welcoming spaces for all students, staff, and families. Pride Month is an opportunity to affirm the identities of those who have historically been marginalized and to continue our work in promoting equity, belonging, and human rights for everyone in our school communities.

**2.0 Regular Meeting Call to Order****90/25***Moved by: Trustee M. Brunskill**Second: Trustee K. Pristanski*

**That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, June 23, 2025, be called to order at 6:37 p.m.

Carried**3.0 Approval of Agenda****91/25***Moved by: Trustee J. Nesbitt**Second: Trustee P. Liscomb*

**That**, the agenda for the Superior-Greenstone DSB 2025/08 Regular Board Meeting, June 23, 2025, be accepted and approved.

Carried**4.0 Disclosures of Interest re: Open Session**

There were no disclosures of interest provided at this time.

**5.0 Minutes: Board Meetings and Board Committee Meetings****5.1 Board Meeting Minutes****92/25***Moved by: Trustee M. Brunskill**Second: Trustee J. Michano*

**That**, the minutes of the following Board Meeting be adopted as presented:

1. Regular Board Meeting 2025/07: May 26, 2025;

Carried**5.2 Board Committee Meeting Minutes****5.2.1 Committee Meeting Minutes****93/25***Moved by: Trustee P. Liscomb**Second: Trustee K. Pristanski*

**That**, the minutes of the following Board Committee meetings be acknowledged as received:

1. Special Education Advisory Committee May 6, 2025
2. Board Audit Committee December 12, 2024 and April 9, 2025

Carried

**6.0 Business Arising Out of the Minutes**

Nil.

**7.0 Delegations and/or Presentations**

- 7.1 Showcasing Learning: George O'Neill Public School Experiential Learning  
 Director of Education Will Goodman provided an introduction to the video that has been prepared by George O'Neill Public School Vice-Principal Alysha Williams. The video highlighted and celebrated the exceptional experiential learning opportunities at GOPS. The Director also noted that the GOPS Drum group was a highlight of the Elders celebration recently at GCHS.
- 7.2 Excellence in Education: Schreiber Public School - Celebration of Growth And Partnerships  
 Vice-Principal Aaron Fewkes shared a powerful presentation celebrating growth and student success throughout the school year at Schreiber Public School. The school has focused on integration, inclusive scheduling, and a positive, student-centered culture. The launch of the Schreiber Public School Greenhouse was highlighted as a key initiative that fosters hands-on learning, community engagement, and food sustainability. The project is supported by many partnerships, including Costas Food market, Lakehead University, Pays Plat First Nation, and Schreiber Media Centre. Trustees expressed their gratitude and appreciation for the school's creativity, innovation, and commitment to student engagement and success.
- 7.3 Student Trustee Report: June 2025  
 Student Trustee Zoey Krause presented a pre-recorded summary of the year's activities that featured recordings by Student Trustee Miley Anthony. Highlights included participation in the Harmony Movement diversity and equity training, the OSTA Fall General Meeting and AGM, the introduction of the first Indigenous Student Trustee, collaboration between the Student Senate and Indigenous Youth Council, and attendance at the Seeds Conference in Calgary with Lakehead DSB. Zoey also noted ongoing efforts to increase Student Senate engagement through monthly challenges and tools like Menti. Trustees expressed gratitude for Zoey's leadership and dedication throughout the year and wished her well in her future endeavors.
- 7.4 Report No. 46: Indigenous Student Trustee Report: June 2025  
 Indigenous Student Trustee Anna Kentner delivered her final presentation at the meeting. She reflected on the successful planning of the Student Leadership Day and the positive feedback received. Anna shared that while an Indigenous Student Trustee has not yet been confirmed for next year, several students have expressed interest, and a successor is expected in September. She thanked the Board for fostering a welcoming environment and emphasized the importance of Indigenous student voices at both the school board and provincial levels. Trustees thanked Anna for her dedication and wished her success in her future endeavors.

**8.0 Reports and Matters for Decision**

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Special Education Advisory Committee (SEAC) Report  
 Superintendent Flora-Love Jedruch provided a report regarding the June 10, 2025, meeting. The committee received several presentations including updates from the multi-disciplinary team, Summer Learning program expansion. They also discussed professional development and supporting school transitions. The next meeting date is September 9<sup>th</sup>.
- 8.1.2 Occupational Health and Safety Committee (OH&SC) Report:  
 The last meeting was held on June 4, 2025. Trustee Nesbitt provided an report regarding the meeting. He noted that the committee discussed the implementation of a 3-year term for representatives and discussed school incident reports. The next meeting is scheduled for Wednesday October 15, 2025.



**8.1.3 Board Audit Committee Report**

Trustee Kal Pristanski provided a verbal report summarizing the June 12, 2025 Board Audit Committee meeting. The committee reviewed quarterly reports presented by Brent, received the external auditors' audit plan for the upcoming year, and heard a presentation from internal auditors on funding sources and associated risks. A clean audit report was presented with no recommendations received from our external auditors, reflecting strong financial controls and oversight. The next meeting is scheduled for October 2, 2025. Trustees expressed their appreciation for staff and acknowledged the high caliber of work within the organization.

**9.0 Reports of the Business / Negotiations Committee**

Superintendent of Business: Alex Marton

**9.1 Report No. 47: Baseline Staff Absence Data**

The Superintendent of Business Alex Marton provided a review of the Baseline Staff Absence Data report. As part of the Multi-Year Strategic Plan, the People and Culture department is prioritizing the improvement of staff attendance. The data highlights an overall increase in staff absences and the need for a renewed focus and strategic intervention. To address this, a formalized three-pillar approach is being implemented, aligned with PPM 1, and developed in collaboration with bargaining units. The approach includes enhancements to the disability support program, the implementation of a psychological health and safety framework, and system-wide strategies to foster a healthy work environment. These efforts aim to support staff well-being and improve attendance at both the school and board levels.

**9.2 Report No. 48: 2025-2026 Non-Union Central Staffing****94/25***Moved by: Trustee M. Brunskill**Second: Trustee J. Nesbitt*

**That,** the Superior-Greenstone DSB having Received Report No. 48, 2025-2026 Non-Union Central Staffing, approves the staffing as presented.

Carried**9.3 Report No. 49: 2025-2026 Principal and Vice-Principal Staffing****95/25***Moved by: Trustee P. Liscombe**Second: Trustee J. Michano*

**That,** the Superior-Greenstone DSB having Received Report No. 49, 2025-2026 Principal and Vice-Principal Staffing, approve the staffing as presented.

Carried**9.4 Report No. 50: School Board Estimates 2025-2026**

Superintendent of Business Alex Marton provided a detailed review of the 2025-2026 School Board Estimates report. He discussed the areas where enhancements have been made to the budget and the Ministry of Education funding. The Trustees expressed their gratitude for the excellent presentation of the materials and the timely submission of the budget to the Ministry. He noted the error in the report that noted a 3.5 FTE instead of the .5 FTE.

**96/25***Moved by: Trustee K. Pristanski**Second: Trustee M. Brunskill*

**That,** the Superior-Greenstone DSB having received Report No. 50, School Board Estimates for 2025-2026, adopts the Estimates for the 2025-2026 school year as presented.

Carried**10.0 Reports of the Director of Education**

Director of Education: William Goodman

**10.1 Report No. 51: Director's Monthly Report: June 2025**

The Director of Education presented the Monthly Report, which highlighted the celebration of growth and culture of high expectations and inclusivity across the system.

10.2 Report No. 52: 2025 Summer Break and Board Business**97/25***Moved by: Trustee J. Nesbitt**Second: Trustee J. Michano**That, the Superior-Greenstone DSB having received Report No. 52: 2025 Summer Break and Board Business, cancels the Regular Board meeting scheduled on Monday, July 14, 2025, and**That, Administration be authorized, in conjunction with available Trustees to conduct the business of the Board as the need may arise during July and August 2025.**Carried*10.3 Update: First Nation Trustee Vacancy

The Director shared an update regarding the appointment of a First Nation Trustee. The Board has received the required endorsement from our First Nation communities with whom we have an Education Service Agreement, and Pam Hardy will officially begin her role in August. A letter will be sent to communities after the response deadline and a formal announcement will be made at that time. Pam has expressed her excitement, and the Board looks forward to welcoming her as a valuable addition.

**11.0 Reports of the Education Committee***Superintendent of Education: Carole Leroux**Superintendent of Education: Flora Love-Jedruch**Assistant Superintendent: Tara Balog**Assistant Superintendent: Annick Brewster*11.1 Report No. 53: Superior-Greenstone DSB 2025-2026 Special Education Plan**98/25***Moved by: Trustee M. Brunskill**Second: Trustee J. Michano**✓ That, the Superior-Greenstone DSB having received Report No. 53, Superior-Greenstone DSB 2025-2026 Special Education Plan, approve the Special Education Plan, effective July 31, 2025.**Carried*11.2 Report No. 54: Math Achievement Action Plan**99/25***Moved by: Trustee P. Liscomb**Second: Trustee J. Michano**✓ That, the Superior-Greenstone DSB having Received Report No. 54, endorse the Math Achievement Action Plan as presented.**Carried***12.0 New Business***Board Vice- Chair: A. Jarvis*12.1 Board Chair12.1.1 Update: Trustee Fairservice Correspondence With Professional Development Facilitator

The Director provided an update regarding the status of the Professional Development sanction for the Trustee. The assigned facilitator continues to reach out on a monthly basis to encourage the Trustee's participation and has reiterated that the learning must occur as outlined, without negotiation or modification. The Trustee has expressed a desire to negotiate the terms, suggesting a reduced learning requirement. The facilitator has made it clear that she will not be negotiating the terms of the sanction. At this time, no professional learning has taken place.

12.1.2 Update: CSBA Virtual Conference July 3-4, 2025

Due to the Manitoba wildfires, the CSBA Conference will now be held virtually. Trustees who are interested in attending can reach out to the Director to request registration.

12.2 Trustee Associations and Other Boards12.2.1 Update: OPSBA AGM June 12-14, 2025

Trustee Nesbitt provided a verbal report regarding the Ontario Public School Board's Association that he and Chair McRae attended.

12.3 Trustee Activities

Trustees shared discussed their attendance at graduation ceremonies across the district.

12.4 Ministry Updates for Trustees

The Senior Leadership Team shared information regarding recent Ministry of Education updates. The group discussed the various areas where additional advocacy is recommended.

12.5 Future Board Meeting Agenda Items

Trustees were asked to please email the Board Chair or Director with any agenda requests for the next meeting.

**13.0 Notice of Motion**

13.1 Notice of Amendment/Addition to Superior-Greenstone DSB Procedural Bylaw

Report No. 55: Trustee Code of Conduct Compliance with Regulatory Amendments

In accordance with Superior –Greenstone DSB Procedural Bylaws, wherein amendments made to appendices of the Board's Bylaws must be preceded by notice. As such, notice is given to amend Appendix E, Code of Conduct for Members of the Superior-Greenstone District School Board. The motion regarding the Code of Conduct amendments and additions, will be brought forward to the August 25, 2025 Regular Board meeting.

**14.0 Observer Comments**

Nil.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 8:44 p.m.

**15.0 Committee of the Whole Board (In-Camera Closed)**

15.1 Agenda: Committee of the Whole Board – Closed

**100/25**

Moved by: Trustee J. Nesbitt Second: Trustee P. Liscomb

**That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at 8:44 p.m. and that this portion be closed to the public.

Carried

15.2 Rise and Report from Closed Session

**101/25**

Moved by: Trustee J. Michano Second: Trustee K. Pristanski

**That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at 8:52 p.m. and that this portion be open to the public.

Carried

**16.0 Report of the Committee of the Whole Closed Section B**

16.1 **102/25**

Moved by: Trustee P. Liscomb Second: Trustee J. Michano

**That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted, including the confidential minutes from the meeting held as:

1. Regular Board Meeting 2025/07: May 26, 2025.

Carried

16.2 Other Recommendations from Committee of the Whole Closed Session

**103/25**

Moved by: Trustee M. Brunskill Second: Trustee K. Pristanski

**That**, the Superior-Greenstone DSB approves the 2024-2025 Director's Performance Appraisal as presented.

Carried

**17.0 Adjournment**

**104/25**

Moved by: Trustee J. Nesbitt

Second: Trustee J. Michano

**That**, the Superior-Greenstone DSB 2025/08 Regular Board Meeting, Monday, June 23, 2025 adjourn at 8:53, p.m.

Carried

<b><u>2025 - Board Meetings</u></b>		
Board Office or Designated Site indicated in schedule. Time 6:30 p.m.		
Monday, August 25, 2025		
Monday, September 22, 2025 *Designate Site: B.A. Parker Public School	Monday, October 20, 2025	Monday, November 17, 20245 (1:00 p.m.) *Designate Site: Board Office
Monday, December 1, 2025		

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Regular Board Meeting 2025/08**

Committee of the Whole Board: Closed Session.

Monday, June 23, 2025

SGDSB Learning Centre, Red Rock, Ontario

**T O P I C S**

**Board Vice-Chair:** Allison Jarvis

**Director:** William Goodman

**Location:** SGDSB Learning Centre, Videoconference & Teleconference

**Recorder:** G. Christianson

PART II: Committee of Whole Board – Closed

Section (B): In-Camera 8:44 p.m.

- 1.0 Disclosure of Interest: re Closed Session
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed)
- 3.0 In-Camera (closed) Meeting Minutes  
*1. Regular Board Meeting 2025/07: May 26, 2025*
- 4.0 Personnel Item:

**Regular Board Meeting 2025-08**

Monday, June 23, 2025

**M I N U T E S**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR



## Superior-Greenstone District School Board Ministry Mandated Report



**Report No: 55**

**Date:** June 23, 2025

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Will Goodman, Director of Education

**SUBJECT:** Trustee Code of Conduct Compliance with Regulatory Amendments

### **Background**

The Ontario government has introduced new regulations under the Education Act, specifically O. Reg. 312/24 and O. Reg. 306/24, which mandate significant updates to the Trustee Code of Conduct for school boards across the province. These regulations outline obligations and prohibitions that must be integrated into each school board's code of conduct and introduce new requirements related to the appointment and role of integrity commissioners. Compliance with these regulations is mandatory, and all school boards must review and update their Trustee Code of Conduct by August 28, 2024, with changes implemented by August 31, 2024.

The Superior-Greenstone District School Board adopted these changes at the August 26, 2024 Board meeting. Our school board's current Trustee Code of Conduct closely aligns with the newly introduced requirements under O. Reg. 312/24, and key areas that were revised included:

**Board Member Obligation:** The current code now includes explicit language ensuring equal treatment of all persons without discrimination on various grounds.

**Prohibited Conduct:** Our current code contains many of the prohibited conducts included in the new regulation and have been reinforced explicitly in a new section entitled "Prohibitions".

**Public Accessibility:** The current code is available on the board's website, but it lacked a publicly accessible archive of previous versions and did not always indicate the effective dates of changes. These are now required under the new regulations and are now completed.

**Review Timelines:** Our board has scheduled the required review of the Trustee Code of Conduct within 30 days of O. Reg. 312/24 coming into force and thus, we will be in compliance with the new initial timeline. However, subsequent review timelines need to be planned and documented to ensure ongoing compliance. These have now been embedded into the Code of Conduct.

### **Current Situation**

With the introduction of O. Reg. 306/24, the board must prepare for the requirement of appointing an Integrity Commissioner and establishing procedures for handling alleged breaches of the code. The provisions in the Act establishing the investigation process for resolving trustee code of conduct complaints, was proclaimed on January 1, 2025. To support these provisions, Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged breaches of the Code of Conduct, has been filed and will come into effect on the same date. It sets out the rules and procedures for a clear, consistent and efficient Integrity Commissioner-led investigation process which will ensure that code of conduct complaints are addressed by experienced and impartial individuals.

The regulation establishes qualifications for Integrity Commissioners appointed by school boards to investigate code of conduct complaints. Provisions under the Act require school boards to appoint Integrity Commissioners from a roster of candidates established by the ministry. If a roster has not yet been established, school boards will be required to appoint an Integrity Commissioner that has the qualifications set out in regulation.

**Next Steps**

To ensure full compliance with the new regulations, it is recommended that the board take the following actions:

1. Review and approve the updated Code of Conduct through board approval.
2. Separate the Code of Conduct from the Trustee Procedural Bylaws document and allow it to exist as a separate document.

By taking these steps, our school board will not only meet the regulatory requirements but also reinforce the integrity and transparency of our governance practices.

**Administrative Recommendations/Summary**

*That the Superior-Greenstone DSB receive Report 55, Trustee Code of Conduct Compliance with Regulatory Amendments, as notice of amendment/addition to Superior-Greenstone DSB Code of Conduct.*

Respectfully submitted by:

Will Goodman,  
Director of Education



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# **SUPERIOR-GREENSTONE**

## **DISTRICT SCHOOL BOARD**

### **PROCEDURAL BYLAWS**

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Draft June 23, 2025



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Procedural BYLAWS

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(Credit: National Association of Parliamentarians NAP)

Appendix F Code of Conduct



## **PREAMBLE**

### **A. PURPOSE**

The following organizational bylaws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business by board members and staff.

These bylaws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

### **B. NAME OF THE BOARD**

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

### **C. JURISDICTION**

The area served by the Board shall be as delineated by Government Regulation and as it may be altered by Regulation from time to time.

### **D. BOARD STATUS**

Pursuant to section 58.5(1) of the *Education Act*:

“Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act”.

But, pursuant to section 58.6 of the *Education Act*:

“A district school board shall be deemed to be a local board and a school board for the purposes of the *Municipal Elections Act, 1996*”.



**BYLAWS OF THE  
SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**ARTICLE I - Name**

The name of this Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

**ARTICLE II - Purpose**

The purpose of the Superior-Greenstone District School Board shall be working together to engage students through meaningful learning and empower them to build the skills they need to be successful today and in the future.

**ARTICLE III - Definitions**

**Section 1. — Definitions**

- 1.1 **“Act”** means the *Education Act*, Revised Statutes of Ontario, as amended from time to time.
- 1.2 **“Ad Hoc Committee”** also referred to as a special committee, means a committee established by the Board, as the need arises, to consider a specific, assigned matter, and report back thereon to the Board by a fixed date.
- 1.3 **“Administrative Officers”** means the Director of Education as Secretary of the Board and the Superintendent of Business as Treasurer of the Board.
- 1.4 **“Appointed Members”** means members appointed by the Board to sit as members with full or partial rights and to include (a) First Nations representative(s) and (b) Student Trustee(s).
- 1.5 **“Board”** means the Superior-Greenstone District School Board.
- 1.6 **“Board Officers”** means the Chair, Vice-Chair, Secretary and Treasurer of the Board.
- 1.7 **“Bylaws”** means the document that contains an organization’s own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.
- 1.8 **“Chair”** means the Chair of the Board.



- 1.9 **“Committee Chair”** means a Chair of a committee of the Board.
- 1.10 **“Committee of the Whole”** means the Board meeting as a whole within the rules and regulations of a committee and open to the public unless, in accordance with the Education Act, the subject matter under consideration permits the meeting to be closed to the Public (“In-Camera”).
- 1.11 **“Director”** means Director of Education, Secretary of the Board and its Chief Executive Officer.
- 1.12 **“Elected Board Officers”** means the Chair and Vice-Chair of the Board.
- 1.13 **“Ex-Officio”** refers to a member who is permitted to act by virtue of office, with the right, but not the obligation, to participate in the proceedings of the committee, and is not counted in determining the number required for quorum or whether a quorum is present at a meeting.
- 1.14 **“Majority”** means more than half.
- 1.15 **“Majority vote”** (unqualified) means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.
- 1.16 **“Member”** means a Trustee, elected or appointed, of the Board.
- 1.17 **“Notice”** means the written announcement at the preceding meeting of a proposal to be brought before the Board at the following meeting or a special meeting called for the purpose to address the proposal.
- 1.18 **“Quorum”** means the number or proportion of members that must be present at a meeting of an organization to enable it to validly transact business.
- 1.19 **“Standing Committee”** means a committee established by the Board to consider, on an ongoing basis, a specific, fixed area of the Board’s operations.
- 1.20 **“Statutory Committee”** means any committee established by requirement of statute or regulation.
- 1.21 **“Sub Committee”** means any subcommittee established by a committee of the board (except a committee of the whole) which is responsible to and reports to the committee and not to the Board.
- 1.22 **“Vice-Chair”** means the Vice-Chair of the Board.



**ARTICLE IV - Members****Section 1. — Elected Trustees**

Elected Trustees are elected at a regular election in accordance with the *Municipal Elections Act*, 1996.

**Section 2. — First Nations Representative**

The First Nations Representative(s) is appointed to the board to represent the interests of the First Nation students and is deemed to be an elected member of the board, with all the rights, privileges and responsibilities of any other member in accordance with the *Education Act*.

**Section 3. — Student Trustee**

The Student Trustee is a pupil(s) enrolled in the senior division of a school of the board and elected by their peers in accordance with the *Education Act*.

Once elected, the Student Trustee attains a limited membership and term of office as outlined in the *Education Act* and referenced in Appendix C Regular Meetings.

**ARTICLE V - Officers****Section 1. — Elected Board Officers**

The elected board officers shall be a Chair and a Vice-Chair of the Board. These officers shall serve for a term of one year and until their successors are elected.

**Section 2. — Administrative Officers**

The Secretary of the Board shall be the Director of Education in accordance with the *Education Act*.

The Treasurer of the Board shall be the Superintendent of Business.

**Section 3. — Duties of Officers**

Officers shall perform duties as outlined in the *Education Act*, Provincial Regulation, Board Policy and Procedures, and as prescribed in these bylaws, special rules of order, and the parliamentary authority adopted by the Board as well as those outlined in Appendix E, Code of Conduct for Trustees.

Matters or procedures not specifically described in these bylaws, special rules of order, the adopted parliamentary authority, or procedures outlined in the attached appendices, shall be handled in a manner established by the Chair subject to unanimous consent or, if any objection, a majority vote. Any such procedure will be in effect only until the matter at hand is disposed of.



**ARTICLE VI - Meetings****Section 1. — Regular Meetings**

Regular Meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

**Section 2. — Annual Organizational Meeting**

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing board members to committees and for any other items of business deemed necessary.

**Section 3. — Inaugural Meeting**

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the *Education Act*.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

**Section 4. — Special Meetings**

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

**Section 5. — Quorum**

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

**Section 6. — Notice of Meetings**

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.



**Section 7. — Electronic Meetings**

It shall be possible and permitted for members, including appointed members, upon request to the Secretary of the Board, to participate using electronic means, so long as all members can simultaneously participate in the meeting and as outlined in Board Policy and Provincial Regulations. Electronic means must allow for secure two-way communication for any in-camera meetings.

Despite the availability of electronic meetings, attendance must comply with the provisions outlined in the *Education Act*.

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

- The distance from the Chair's current residence to the meeting location is 200 km or greater;
- Weather conditions do not allow the Chair to travel to the meeting location safely;
- The Chair cannot be physically present at a meeting due to health-related issues.

No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

**Section 8: — Minimum Requirements re Physical Presence in Board Meeting Room**

A member of a board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board in each 12-month period beginning December 1.

For the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

**ARTICLE VII - Elections****Section 1. — Elections**

All elections shall be conducted by ballot according to the balloting procedures outlined in Appendix B, Election Procedures. If only one person is nominated or elects to stand for a position, that member shall be declared elected by acclamation.

**Section 2. — Election Procedures**

The procedures at an Inaugural Meeting and succeeding Annual Organizational Meetings shall be in accordance with the *Education Act* and election procedures as outlined in Appendix B, Election Procedures.



**ARTICLE VIII - Committees****Section 1. — Statutory Committees**

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

**Section 2. — Standing Committees**

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Native Education Advisory Committee (NEAC), Occupational Health and Safety Committee (OH&S), Education Committee, and Business Committee.

**Section 3. — Ad Hoc (Special Committees)**

Ad Hoc Committees (Special Committees) may be established by the Board and comprised of individuals deemed necessary to provide input to the Board on a topic or group of topics as determined by the Board.

**Section 4. — Sub Committees**

Sub Committees may be established by committees of the Board to undertake specific assigned matter(s) and report back to the striking committee by a fixed date.

**Section 5. — Additional Committees**

Additional committees may be established by the Board, or as directed by regulation, as deemed necessary.

**Section 6. — Ex-officio**

The Chair and Vice-Chair of the Board shall be ex-officio members of all board committees, unless elected or appointed as members resulting in ex-officio status no longer applying.

**ARTICLE IX - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Superior-Greystone District School Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Board may adopt.





**ARTICLE X - Amendment of Bylaws**

Provisions within these bylaws may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the bylaws, by a 2/3 vote with notice.

Provisions within these bylaws may not be suspended.

Any reference to Acts or Regulations in these bylaws that require changes as a result of changes to Acts or Regulations shall be considered as written into the present bylaws with the new reference and alternate numbering, as required.

**ARTICLE XI – Amendment of Appendices**

Provisions within the attached appendices may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the appendices, by a 2/3 vote without notice or by a majority vote with notice.

Provisions within the attached appendices may be suspended by a 2/3 vote.

**April 18, 2016 Amendment of Appendices****Motion No. 50/16**

Moved by: Trustee M. Mannisto

Second: Trustee M. McIntyre

✓ **That**, the Superior-Greenstone DSB amend Appendix B, (Page 12) Committee Members to read as follows:

*“Elections: The Chair shall by way of members’ expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws.”*

**MOTION No. 51/16**

Moved by: Trustee M. McIntyre

Second: Trustee M. Fisher

✓ **That**, the Superior-Greenstone DSB amend Appendix A, (Page 9) Special Rules of Order as follows:

*“Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.”*

**November 19, 2018 Amendment of Appendices****Motion No. 151/18**

Moved by: Trustee G. Vallance

Second: Trustee M. Mannisto

✓ **That**, the Superior-Greenstone DSB approves the revision to Board Bylaws: Election Procedures - Appendix B: Procedure of Drawing Lots.

**September 16, 2024 Amendment of Appendices****Motion No. 117/24**

Moved by: Trustee J. Michano

Second: Trustee J. Nesbitt

✓ **That**, the Superior-Greenstone DSB approves the revisions to Board Bylaws: Appendix E, Code of Conduct for Members of the Superior-Greenstone District School Board, as presented.



## **Appendix A**

### **Special Rules of Order**

The following special rules of order adopted by the Superior-Greenstone District School Board shall take precedence over the parliamentary authority, that being the most current edition of Robert's Rules of Order Newly Revised (RONR), adopted by the Board.

**A. Ballot**

The results of a ballot vote will be announced, but not the count.

**B. Committee of the Whole**

The Chair of the Board shall chair the committee of the whole meeting.

**C. Debate**

Members may speak in debate twice up to two (2) minutes each time on any debatable motion. A motion to Limit or Extend Limits of Debate may be adopted by a 2/3 vote.

**D. Ex-officio**

While ex-officio members shall have all the rights to speak, they will not have voting rights and will not affect the quorum.

**E. Reconsideration**

The motion to reconsider will follow the current edition of RONR, with the following provision:

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for 6 months, unless the members, by a 2/3 vote, agree to do so.

**F. Notice**

Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.

*(Motion 51/16)*



## **Appendix B**

### **Election Procedures**

#### **Procedures**

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows.

#### **Secretary Assumes Chair**

The Secretary shall assume the Chair until the election of a Chair is concluded.

#### **Call to Order**

The Secretary shall:

- (a) call the meeting to order; and
- (b) if a quorum is present proceed to (c); or  
if no quorum is present proceed with available options:
  - i) Recess
  - ii) adjourn
  - iii) fix the time to which to adjourn
  - iv) take measures to acquire a quorum
- (c) in an election year, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members; and
- (d) declare the Board to be legally constituted when all members present have taken the declaration and oath, if taken, and they constitute a majority of all of the members of the Board.

#### **Ballots**

The Secretary shall have ballots prepared for each office.

Electronic secret voting shall be allowed. The voting member shall phone the scrutineer. The scrutineer shall fill in the ballot and place the ballot for the member.

#### **Scrutineer**

The Secretary shall designate two staff members to act as scrutineers.

#### **Elections**

The Secretary shall conduct the election for the Office of Chair by calling for nominations from the floor and each member so nominated shall indicate whether or not he/she will stand.

A seconder for a nomination is not required.



The following provisions shall apply.

- (a) **Acclamation**  
If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.
- (b) **Contested**  
Where more than one member stands, a vote shall be taken by secret ballot, and the member receiving the majority vote shall be declared elected.
- (c) **Addressing the Members**  
Time will be allocated for each candidate for the office of Chair and one (1) nominator for each candidate to address the Board in public session, if they chose to do so.
  - The nominator will be allowed up to two (2) minutes to speak.
  - The candidate will be allowed up to three (3) minutes to speak.
  - The time allowed will be strictly adhered to.
- (d) **No Majority on First Ballot**  
If no nominee receives a majority on the first ballot, the name of the member receiving the fewest votes shall be removed and the members shall proceed to vote anew, again by secret ballot, and so on until a Chair has been duly elected.
- (e) **Tie for Fewest Votes**  
If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be removed.
- (f) **Drawing Lots**  
In the event of an equality of votes for the position of Chair, a further ballot shall be taken. If, upon the second ballot the equality remains, the nominees shall draw lots to fill the position of Chair.

### **Procedures for Drawing Lots**

The names of these candidates will be placed in a box by the two scrutineers and will be drawn by one scrutineer to declare the successful candidate. This will take place in front of the candidates.

Ballots shall be prepared by the two scrutineers as follows and placed in a box:

- One ballot for each candidate that states the candidates name; the other(s) blank.
- A sufficient number of blank ballots will be added to ensure fairness. The total number of blank ballots will be two times the number of candidates (e.g. If there are two candidates, therefore there will be four blank ballots).
- In the case of a blank ballot being drawn, ballots will continue to be drawn by a scrutineer until a candidate's name is drawn. This candidate will be the successful candidate.
- A scrutineer will provide the ballot to the Secretary to announce.



## **Balloting**

The Secretary shall announce the results of any ballot, but shall not declare the count.

## **Assuming Chair**

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

## **Destroying Ballots**

Once the successful candidate for chair is declared and assumes the role, the chair shall announce that the ballots are to be destroyed. No vote is required.

## **Vice-Chair**

The Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

## **Committee Members**

### **Elections**

The Chair shall by way of members' expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws. *(Motion 50/16)*

### **Destroy Ballots**

Once the successful members are declared, the Chair shall announce that the ballots are to be destroyed.

### **Committee Chairs**

Committee Chair elections shall occur by ballot, unless by acclamation, at the first meeting of the committee.

## **Other Business**

Any other general business of the Board shall then be conducted.

## **Term of Office**

The term of office for all elected Board Officers shall be for one (1) year and until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual member shall serve as an Officer of the Board.



## **Appendix C**

### **Regular Meetings Of The Board Procedures**

#### **Agenda**

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an Administrator's discharge of duty under the *Education Act* and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

#### **Quorum**

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

#### **Member Absence**

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

#### **Agenda (Order of Business)**

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.



## **Unfinished Business**

If the adjournment of a meeting results in items of business on the Agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the Agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.

## **Participation of Appointed Members**

### First Nations Representative

Once appointed, the member representing First Nations is deemed to be an elected Member and, as such, has all the rights, privileges and responsibilities of any other member, and is subject to the same rules and regulations.

### Student Representative

Once elected, the Student Trustee attains only a limited membership, and the Student Trustee may:

- (a) regularly attend Board Meetings and the Committee of the Whole In-Camera Sessions, however will be excused from discussions related to the "Personnel" section of In-Camera Agendas and those related to students and/or their parent(s)/guardian(s);
- (b) request that items be placed on or added to the Agenda, subject to the approval of the Chair and/or the Director;
- (c) request that a matter before the Board, or one of its Committees on which the Student Trustee sits, be put to a recorded vote and, in that case, there shall be:
  - (i) a recorded, non-binding vote that includes the Student Trustee's vote; and
  - (ii) a recorded binding vote that does not include the Student Trustee's vote;
- (d) make presentations to the Board;
- (e) generally provide advice to the Board from the perspective of a student within the system;
- (f) sit on Board Committee Meetings as other Trustees; however, not on a Committee that requires one or more "Members of the Board". When Board Policy governs Committee membership, the Board could amend its Policy to allow a Student Trustee to sit on the Committee.

The Student Trustee may NOT:

- (a) move or second a motion; however, is entitled to suggest a motion on any matter at a Meeting of the Board, or of one of its Committees on which the Student Trustee sits and, if no Member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion;
- (b) participate in any Committee or Subcommittee dealing with employee matters;
- (c) serve as Chair or Vice-Chair.

## **Public Access to Meetings and Minutes**

### Meetings

All Meetings of the Board and its Committees shall be open public meetings except for those portions held In-Camera in accordance with the provisions of the *Education Act*.

### Minutes

Minutes of Regular Board Meetings shall be made available on the Board website.

## **Exclusion of Persons**

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

## **Temporary Chair**

If at any meeting there is no Chair or Vice-Chair present, the members present may by consensus appoint a member in attendance with the Director or designate to be the Chair for that Meeting.

## **Voting by Chair**

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all meetings of the Board and its Committees.

## **Presiding Officer's Participation**

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

## **Reconsideration**

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for six months, unless the members, by a 2/3 vote, agree to do so.





## **Appendix D**

### **DELEGATIONS**

#### **Conditions**

Persons or groups wishing to appear before the Board shall be permitted to do so, provided:

- (a) Subject Matter:  
is a matter within the jurisdiction of the Board; and
- (b) Request  
a request is received by the Chair or the Director or designate at least six (6) days prior to the meeting at which the delegation is requesting permission to be heard.

#### **Approval**

Requests from delegations by or on behalf of employees of the Board shall require the approval of the Board.

#### **Specifics**

Requests from delegations must specify the nature of the topic to be addressed, and the name of the spokesperson for the group.

#### **In Camera Topics**

Where the subject matter of the delegation involves matters that according to the *Education Act* are to be discussed in camera, the delegation will be included on the Agenda for the Committee of the Whole Board in Camera part of the Regular or Special Meeting.

#### **Handouts**

If a delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

#### **Exception**

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

#### **Refusal**

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Trustees at the same meeting.



**Referred to Committee**

The Chair or Director may assign a requested delegation to a Committee of the Board.

**Time Limit**

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

**Questions**

Questions of clarification may be asked by the members following a presentation.

**Decision**

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.



**Appendix E****Basic Parliamentary Information**

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**BASIC PARLIAMENTARY INFORMATION**

**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**  
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**PROCEDURE FOR HANDLING A MAIN MOTION**

What is Happening/Notes	The Chair Says/Does	Members Say/Do
<b>Obtaining and assigning the floor</b>		
A member rises when no one else has the floor		"Mr./Madame President/Chairman"
	Recognizes the member by name, title or nodding	
<b>How the motion is brought before the assembly</b>		
Member sits after		"I move that (or 'to')..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or 'to') ... Are you ready for the question?"	
<b>Consideration of the motion</b>		
See rules for debate (sidebar)		Debate
<b>The chair puts the question to a vote of the assembly</b>		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
<b>The chair announces the results of the vote</b>		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

**PRINCIPLES UNDERLYING PARLIAMENTARY LAW**

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

**RULES FOR DEBATE**

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.



**PERTINENT FACTS**

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

**MEANING OF SYMBOLS**

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$  Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- \* See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

**<sup>1</sup>TYPES OF AMENDMENTS**

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

**RANKING MOTIONS**

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
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**PRIVILEGED MOTIONS**

#	Fix the Time to Which to Adjourn		S		A	M	R
#	Adjourn		S			M	
#	Recess		S		A	M	
	Raise a Question of Privilege	I				+	
	Call for the Orders of the Day	I				+	

**SUBSIDIARY MOTIONS**

	Lay on the Table		S			M	R*
	Previous Question		S			$\frac{2}{3}$	R*
#	Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
	Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
#	Commit or Refer		S	D	A	M	R
	Amend <sup>1</sup>		S	D	A*	M	R
	Postpone Indefinitely		S	D		M	R*

**MAIN MOTIONS**

	S	D	A	M	R
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NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
INCIDENTAL MOTIONS						
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
Take from the Table		S			M	
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	*	R*
<sup>3</sup> Discharge a Committee		S	D	A	*	R*
<sup>4</sup> Reconsider	*	S	D*		M	

## NOTES

<sup>2</sup> Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

<sup>3</sup> An Incidental Main Motion which usually requires a majority vote with previous notice, a  $\frac{2}{3}$  vote without previous notice, or a majority vote of the entire assembly/membership.

<sup>4</sup> Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

## FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a  $\frac{2}{3}$  vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.



### EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article\_ Section\_ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**BY-LAW No. 158**

A By-Law to authorize the borrowing from time to time of ten million dollars (\$10,000,000.00).

**WHEREAS** the total amount of the estimated revenues of the Superior-Greenstone District School Board as set out in its 2025-26 Estimates, not including revenues derivable from the sale of assets, borrowings, or issues of debentures or from surplus is Fifty Six Million Four Hundred and Fifty Five Thousand Five Hundred and Thirteen Dollars (\$56,455,513).

**AND WHEREAS** the Superior-Greenstone District School Board deems it necessary to borrow up to the sum of Ten Million Dollars (\$10,000,000.00) to meet, until the current revenue has been received, its current expenditures as defined by the Education Act for the 2025-26 fiscal year and the debt charges of the Board in such year.

**NOW THEREFORE BE IT RESOLVED**

**THAT** the Secretary and Treasurer are hereby authorized to borrow on behalf of the Superior-Greenstone District School Board from TD Canada Trust from time to time by way of overdraft or promissory note or bankers' acceptance a sum or sums not exceeding at any one time Ten Million Dollars (\$10,000,000.00) and to give on behalf of the Board, to the said Bank a promissory note or notes signed by the Secretary, Treasurer and/or Manager of Financial Services for the monies so borrowed with interest which rate shall be as notified by the Bank to the Treasurer from time to time.

**THAT** all sums borrowed pursuant to the authority of this resolution as well as all other sums borrowed in this year and in any previous year from the said bank for the aforesaid purposes shall, with interest thereon, be a charge upon the whole of the revenues of the Board for the current year and for all preceding years as and when such revenues are received.

**THAT** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes.

Read a First, Second and Third Time, this **25th** day of **August, 2025**.

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Chair

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Secretary to the Board



## Superior-Greenstone District School Board Budgetary Report



**Report No.:** 56

**Date:** August 25, 2025

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Alex Marton, Superintendent of Business

**SUBJECT:** Financial Services Restructuring

### **Background**

The Superior-Greenstone District School Board's Central Departments are facing increasing demands, including greater financial accountability, altered space requirements, ongoing facility modifications, expanded reliance on technology, and persistent staffing pressures.

To better balance these responsibilities, adding an elevated level of management within the business portfolio will strengthen support across these areas. This adjustment enhances safeguards for business continuity in the event of extended absences or future vacancies, while also supporting succession planning and the retention of key staff.

### **Current Situation**

We are recommending the following staffing changes to the Financial Services department. This transition will improve financial oversight, enhance budgeting and reporting accuracy, and distribute responsibilities more effectively. These changes are planned to be realized over a two-year period.

### **Year 1**

- Reduce the position of Manager, Financial Services
- Introduce the position of Assistant Superintendent of Business

### **Financial Impact**

The Board will utilize its previously approved staffing contingency of \$35,000, resulting in no net budget additions. The Assistant Superintendent of Business position carries increased responsibilities, including direct supervision of the Payroll Services department, labour management for support staff, and enhanced oversight of Board procurement.



## **Year 2**

To further strengthen operations, through attrition, the duties of the current Team Lead – Business Services would be restructured:

- Business Services Officer (1.0 FTE)
- Data Officer (0.5 FTE)

This restructuring creates a clearer pathway for advancement from entry-level to senior roles within the department, while introducing cost savings and providing renewed focus on key functions, including centralized procurement.

### **Projected Financial Impact**

- Add: Business Services Officer: \$88,684
- Add: Data Officer: \$44,342
- Less: Team Lead – Business Services: (\$105,769)
- Less: Projected Procurement Savings: (\$50,000)
- Net Cost: (\$23,085)

### **Next Steps**

Within the second year, the reorganization is expected to begin generating savings as responsibilities are consolidated and data management is streamlined. Initial estimates indicate annual savings of at least \$50,000 through procurement and data reporting efficiencies. These changes will provide long-term stability and reinforce succession planning, ensuring that the department can adapt effectively to staffing transitions.

The department will assess procurement centralization annually to monitor realized savings. Along with the projected savings, a dedicated procurement function is expected to reduce administrative burden of decentralized purchasing.

Looking forward, we anticipate a potential future expansion to two full-time officer roles, achieved through consolidating other related positions via attrition, resulting in further net cost savings to the Board.

### **Administrative Recommendations**

That the Superior-Greenstone DSB, having received Report No. 56: *Financial Services Restructuring*, receive this report for information.

Respectfully submitted by:

Alex Marton, Superintendent of Business



## Superior-Greenstone District School Board Ministry Mandated Report



**Report No: 57**

**Date:** August 25, 2025

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Anthony Jeethan, Human Rights and Equity Advisor

**SUBJECT:** Student Census at SGDSB

### **Background**

Under the direction of the Government of Ontario, per the *Education Equity Action Plan* and the *Anti-Racism Act, O. Reg. 267/18 (2017)*, school boards are required to collect, analyze and use voluntary student demographic data for the purposes of:

- Promoting inclusive and equitable learning environments in Ontario's publicly funded education system through evidence-informed decision-making on policies, training and targeted programs and supports;
- Meeting their responsibilities to protect and uphold human rights under the Ontario *Human Rights Code*; and
- Meeting their obligations under the *Data Standards for the Identification and Monitoring of Systemic Racism*, and in particular to identify, monitor and address:
  - Disproportionalities with respect to student course enrolment, suspensions, expulsions and exclusion and special education programs and services;
  - Disparities with respect to student achievement, well-being and sense of belonging.

### **Current Situation**

The Superior-Greenstone District School Board (SGDSB) "I AM: Student Census" (the Census) is a voluntary and confidential survey that was formally launched in June 2025. The purpose of the Census is to gather meaningful data about the diverse cultural and social identities of students to better understand and respond to their experiences within the school system. Information was collected through two approaches: parents and guardians completed the survey on behalf of students in Kindergarten to Grade 6, while students in Grades 7 to 12 completed the survey directly. This process ensures that the perspectives of all students, across a wide range of grade levels, are represented in the data.

The preliminary data sets remain confidential and are being carefully disaggregated to safeguard student privacy and protect individual identities. The initial analysis will provide an overview of baseline distributions and frequencies across a range of socio-demographic factors within the SGDSB student population. This early reporting is intended to establish a foundational understanding of the diversity within the system while ensuring that no individual student can be identified through the results.

### **Next Steps**

The preliminary data from the "I AM: Student Census" will be integrated with existing SGDSB student achievement and success data, including information on suspensions, Individual Education Plans (IEPs),

attendance, and other key indicators. Linking the Census results with these data sets will allow the Board to identify potential disparities and trends across different student groups.

This analysis will support evidence-based decision-making and strategic planning, ensuring that resources, policies, and programs are responsive to the diverse needs of students. The findings will be used to inform equity-focused initiatives, enhance student well-being, and strengthen inclusive practices across all schools within the Board.

Additionally, an employee version of the census will be conducted in January 2026.

**Administrative Recommendations**

*That the Superior-Greenstone DSB receive Report No. 63, Student Census at SGDSB – All Schools, for information.*

Respectfully submitted by:

Anthony Jeethan,  
Human Rights and Equity Advisor

Will Goodman  
Director of Education

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section	BOARD AND ADMINISTRATION	
Policy Name	ELECTRONIC MEETINGS and MEETING ATTENDANCE	211

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<i>Board Approved: September 1, 2025 January 22, 2019 December 5, 2011 March 12, 1999</i>	<i>Reviewed: February 4, 2025 November 6, 2018 September 26, 2011 November 22, 2004 February 22, 2005</i>	<i>Review By: December 2030</i>
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### ***POLICY***

In compliance with Ontario Regulation 313/24-Electronic Meetings and Meeting Attendance, all trustees will be required to be physically present for every regular meeting of the board and every meeting of the committee of the whole in each year of the term of office. Student Trustees are exempt from the requirement to attend meetings in person. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to clause 228(1)(e) of the Education Act.

The Superior-Greenstone District School Board will make provision for participation in meetings of the Board electronically. Members who participate electronically shall be deemed to be present at the meeting.

### ***RATIONALE***

The Superior-Greenstone District School Board is a large geographic area where, under certain circumstances, Board members are unable to physically attend Board meetings. Therefore, electronic access to regular meetings of the Board are provided.

### ***PROCEDURES***

#### **1.0 Definitions**

##### **1.1 Electronic Attendance**

Electronic attendance shall imply participation through tele-conferencing and/or video-conferencing.

##### **1.2 Member**

When the reference herein is "member" it is understood to include elected and appointed Trustees and the Student Representatives.

##### **1.3 Meeting Room**

When this policy makes reference to a "meeting room" it is understood to imply the usual and designated meeting locations of the Board ~~and its committees~~. The following persons shall be physically present in the meeting room of the board:

- a) The Chair of the board or their designate
- b) At least one additional member of the board,
- c) The Director of Education or their designate.

## 2.0 Requirements

Under provincial regulation the following shall apply:

### 2.1 Physical Attendance

#### 2.1.1 Board Meetings

It is required that at meetings of the Board and the Committee of the Whole Board that the following persons be physically present in the meeting room:

the Chair of the Board or designate, 1 Person

and,

at least one additional Member of the 1 Person

Board, and,

the Director of Education or designate 1 Person

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3 Persons

### 2.2 Exception to the Above

Members of the board may participate in a board meeting by electronic means if the member receives written approval before the meeting begins. The member may make a request to the Chair or designate based only on the following circumstances:

2.2.1 The distance from the member's current residence to the meeting location is 125 km or greater (one way);

2.2.2 Weather conditions do not allow the member to travel to the meeting location safely;

2.2.3 The member cannot be physically present at a meeting due to health related issues.

2.2.4 The member has a disability that makes it challenging to be physically present at a meeting.

2.2.5 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 member's spouse.

iii. A child, stepchild, foster child or child who is under legal guardianship of the member or 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.

2.3 The Chair shall not approve a request under Section 2.2 if approving the request would result in fewer than one member of the board, in addition to the Chair or their delegate, being physically present in the meeting room.

2.3 No more than half of Board Meetings in a 12-month period can be chaired electronically.

2.4 Minimum Attendance

A board member is automatically removed from the Board if he or she fails to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board in each twelve (12)-month period beginning November 15, 2022. If a board member is elected to fill a vacancy after November 15, 2022, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14.

2.5 Closures

If all schools of the board are closed under an order made in accordance with Ontario Regulation 463/97 then the requirement for the physical attendance at any meetings by a trustee or the Director of Education is not required in accordance with that Regulation and all trustees and student trustees may participate electronically as of right and without complying with 2.2 above. In those circumstances, the meeting room of the board or a committee of the board will not be open to permit physical attendance by members of the public.

2.6 Effectiveness

Electronic meetings must be designed and deemed to make positive contributions to the work of the Board. Their design must conform to the requirements of Reg.313/24, including the ability for all persons who are participating in the meeting to communicate with each other simultaneously and instantaneously.

2.7 Conditions for Access

Conditions for access to meeting electronically are to be governed by:

- a) the purpose and nature of the meeting, and,
- b) the composition of participants in the meeting.

2.8 Accessibility

All scheduled Regular Board meetings, including meetings of the Committee of the Whole, are accessible, upon request, via electronic means for all members and the general public at designated sites.

2.9 Conflict of Interest

At all meetings at which a trustee, including a student trustee, participates by electronic means, it is the responsibility of those trustees to comply with the requirements of the *Municipal Conflict of Interest Act, and Board Policies* including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as is necessary in order to so comply.

The Board shall ensure that appropriate processes are put in place to ensure the security and confidentiality of electronic participation in proceedings held during meetings that are closed to the public, including ensuring student trustees who participate through electronic means do not participate in any proceedings that are closed to the public under clause 207(2)(b) of the *Education Act (subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a trustee of the board or member of a committee, an employee or prospective employee of the board or a pupil or their parent or guardian)*.

### **3.0 Attendance**

#### **3.1 Deemed Present**

A member who participates in any meeting through electronic means as defined and described herein shall be deemed to be present at the meeting for the purpose of the Education Act and regulations.

#### **3.2 Verbal Roll Call**

When one or more members are in attendance electronically, the Roll Call shall be verbally taken and duly recorded.

#### **3.3 Ensuring a Quorum**

Members participating electronically shall notify the Chair of their departures, either temporary or permanent, from the meeting before absenting themselves in order that the Chair may ensure a quorum is maintained.