

2025-26

**COMMITTEE OF
THE WHOLE -
AGENDA**

WEDNESDAY, SEPTEMBER 17, 2025

4:00 P.M. TO 5:00 P.M.

BOARD ROOM / GOOGLE MEET

90 ONTARIO AVENUE, SAULT STE. MARIE, ON



Huron-Superior Catholic
DISTRICT SCHOOL BOARD



**COMMITTEE OF THE WHOLE –
AGENDA**

**Wednesday, September 17, 2025
Board Room / Google Meet**

Google Meet: <https://meet.google.com/qzf-uwyd-jty>

4:00 – 5:00 p.m.

Attendance: Sandra Turco (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Kerri Commanda, Tony D’Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Gary Trembinski

Fil Lettieri (Director of Education), Justin Pino

Guests:

Regrets:

Good Governance: *With a majority vote, the board can decide to go into committee of the whole board, generally called “committee of the whole.” This allows matters to be discussed in a less formal setting. Some boards will hold committee of the whole meetings to deal with matters that fall outside the purview of other committees or to hear from representatives of other levels of government. No minutes are to be taken during these sessions, and no decisions are to be made.*

Items		Discussion	Who / When
1.	Vote	<ul style="list-style-type: none"> A vote is to be held to determine if the session proceeds. 	All
2.	Prayer	<ul style="list-style-type: none"> Board prayer 	F. Lettieri
3.	Policy 2007 - Trustee Expenses	<ul style="list-style-type: none"> 	J. Pino
4.	Policy 6012 - Travel, Meals and Hospitality	<ul style="list-style-type: none"> 	J. Pino
5	Policy 1000 – Procedure By-Laws	<ul style="list-style-type: none"> 	F. Lettieri

God of grace and love,
Strengthen and sustain us as we continue to journey
as pilgrims of hope.

Guide us on the path to holiness
with the light of your love.

Inspire us to serve joyfully in the love of Christ
through the beautiful examples of the saints.

As we journey together in faith,
may we experience the peace of Christ
through the presence of one another.

We pray that all young people in our Catholic schools
may believe, and become empowered by,
these three important Gospel messages:

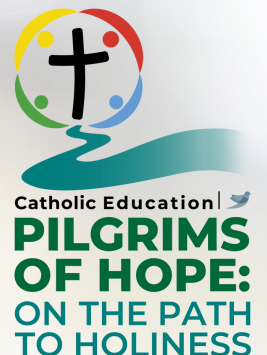
“God loves you!”

“Christ saves you!”

“The Holy Spirit lives in you!”

We ask this through Christ our Lord.

Amen.





Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: TRUSTEE EXPENSES **Approved:** Sept. 22, 2021

POLICY NO: 2007 **Page:** 1 of 1

The Huron-Superior Catholic District School Board will govern with a faith-filled, strategic perspective, continually improving its processes and capability to express its mission, on behalf of the Catholic community.

The Huron-Superior Catholic District School Board recognizes the need for trustees to attend meetings, conferences, conventions, workshops, and other board business and to be reimbursed for approved expenses. Attendance at such events is to be limited to the role of the individual trustee. All travel, meals, and hospitality reimbursements must conform within the Broader Public Sector Expense Directive.

The board is committed to:

- Providing trustees, in their role as stewards and guardians of Catholic education, with resources and supports to fulfill their obligations, as allowed through the *Education Act* and the parameters and guidelines of the Ministry of Education.
- Promoting financial integrity, accountability, and transparency.
- Clarifying the parameters and guidelines under which trustees will receive supports, equipment, services and reimbursements that will enable them to communicate with constituents regarding board affairs and educational matters; participate in various activities by virtue of their office; and fulfill their corporate and constituency responsibilities.

The overriding principle is that trustees will be reimbursed for reasonable expenses incurred on authorized board business in accordance with this policy.

ADOPTED Regular Meeting – September 22, 2021
Motion B-598

DISTRIBUTION
i) Trustees
ii) Administration
iii) Principals
iv) Communications



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES TRUSTEE EXPENSES

Purpose

The Huron Superior Catholic District School Board (HSCDSB) will reimburse trustees for expenses reasonably incurred in carrying out their responsibilities, while representing the interests of students, the community and/or the board. The board also recognizes that, during their term of elected office, trustees require support to effectively serve their constituents.

Definitions

The term “board” refers to the Board of Trustees, including members of the board elected or appointed in accordance with the *Ontario Municipal Elections Act*, and student trustees elected or appointed in accordance with the *Education Act* and HSCDSB policies. Duties and responsibilities of the board are defined under the *Education Act* and Ontario regulations.

Intended Outcomes

This policy and procedural guidelines are intended to ensure:

- Trustees who incur expenses while performing their duties on behalf of the board are reimbursed in a fair, consistent, and transparent manner.
- Compliance with the Ministry of Education School Board Expenditure Guidelines (2006: B15).
- Compliance with the *Broader Public Sector Expenses Directive*.

Administrative Procedures

This administrative procedure establishes criteria and processes for the reimbursement of expenses incurred by trustees while performing duties on behalf of the Huron-Superior Catholic District School Board. The board assumes no obligation in reimbursing expenses that are not in compliance with these procedures. All amounts paid are subject to budget restrictions set annually by the board and include expenditures from all sources of funding.

Responsibility

1. The Chair of the Board is responsible for the implementation of this policy and associated procedures, while ensuring compliance by trustees.
2. The Chair of the Board will inform the trustees of changes to mileage reimbursement rates on an annual basis and ensure that trustees have access to the most current electronic expense claim submission forms.
3. The Business Department, in communication with the Director of Education, will ensure approved expense claims are processed in a timely manner.
4. The Information Technology (IT) Department will coordinate the distribution of equipment and activation of services at the commencement of the trustees' term of office.

Equipment

At the beginning of each term of office, trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the board. The IT items will be offered according to the contracts and standards in place at the board for such items at the time of order and may include:

- Computer or tablet with software
- Printer
- Mobile device/phone
- Office supplies, such as paper and toner cartridges, as needed.

To ensure effective use of technology and security of the board's systems and data, all IT equipment will be loaded with the board's standard software applications, configuration, and security applications. Equipment purchased with board funds is considered board property and must be used solely for board-related matters. At the end of the trustee's term of office, all equipment provided must be returned to the board. Equipment that is being replaced must also be returned to the board.

Travel, Meals, and Hospitality Expenditures

Approval for Conferences of Professional Development

Attendance at conferences for professional development opportunities that incur a cost must be pre-approved by board resolution. In special circumstances, where it is not feasible to receive prior approval (e.g., a sudden meeting request from the ministry), all trustees will be informed by e-mail for concurrence and then subsequent approval will follow at the next board meeting.

The board will reimburse for eligible expenditures, accompanied by original detailed receipts, subject to that which follows.

Travel to Board Meetings / School Functions

For attendance at school functions or school visits considered voluntary for trustee participation, trustees will not be reimbursed for this travel without the approval of the board prior to the function occurring.

For attendance at board meetings (i.e., meetings called for attendance by the whole board), trustees will be reimbursed for travel to / from a trustee's residence to / from the board meeting location (e.g., Mount St. Joseph Catholic Education Centre in Sault Ste. Marie) by a kilometre rate established through board protocol.

In rare cases, if time does not allow for prior approval by the board, the Chair of the Board may grant this approval. In certain circumstances, where the board requires the attendance of a trustee for school, board or community functions, which are approved by the Chair of the Board, trustees will be reimbursed for travel. If the trustee is going on board business and the board feels it is necessary to have trustee attendance, this travel would be reimbursed, if approved in advance. Travel for board / committee meetings (e.g., SEAC, Focus on Faith) will be reimbursed by the board through established kilometre rates.

Accommodations

When accommodation is required, the Executive Assistant to the Director will normally make hotel reservations for trustees. Preference should be given to travel services and accommodation that provide specially negotiated rates, such as government rates.

Trustees are expected to stay in a standard-type room in a good standing hotel. The trustee is entitled to an individual room. Reimbursements will not be made for upgrades to hotel rooms or incidental expenses (e.g., mini-bar purchases, in-room movies).

Trustees are responsible for notifying the Executive Assistant to the Director, the Director, and the Chair of the Board via email about any required changes and cancellations to hotel reservations before the room is subject to cancellation fees. Trustees are responsible for all related fees incurred as a result of not adhering to cancellation deadlines.

Meals

Reimbursement amounts for meals will be provided in accordance with board Policy 6012 – Travel, Meals and Hospitality.

If meals are provided at the event or as part of the hotel booking, the trustee will not be eligible for reimbursement unless prior approval from the Chair of the Board is provided (e.g., if breakfast is provided at the hotel or conference, the trustee will not be eligible to submit expenses for breakfast on the date of the conference).

Transportation

Eligible airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals with detailed receipts showing proof of payment.

Trustees will be reimbursed for the first checked baggage fee charged by certain airlines. Trustees will not be reimbursed for additional checked baggage fees. Trustees will not be reimbursed for fees associated with overweight bags.

When vehicle travel is chosen, rental vehicle and associated gas expenses will be the preferred choice. Mid-sized vehicles must be reserved, unless a larger vehicle is required to accommodate the number of travelers sharing the vehicle.

If trustees travel with their own vehicle, mileage reimbursement will be paid based on separate board policy.

Note: Trustees will NOT be reimbursed for any traffic or parking tickets resulting from business travel. Costs of damage to personal vehicles, including insurance deductibles, will be the responsibility of the trustee.

Spouse

When the spouse or other person accompanies the trustee on board business, the board shall not incur any additional costs as a result of accommodation (i.e., single vs. double occupancy), meals or travel. Costs associated with another person will be at the individual's own expense.

If a trustee chooses to travel to a conference/meeting with their own vehicle where it is determined that air-travel would be the most economical, the trustee will be reimbursed at the economical air-travel rate. If a comparator air travel rate is available from another trustee's expense report, that rate will be used for reimbursement purposes.

Additionally, if a trustee extends their board related travel for personal reasons, the trustee will only be reimbursed for board related travel expenses. The Chair of the Board will determine which expenses are eligible in consultation with the Director of Education and Superintendent of Business.

Other

Reasonable costs for other travel expenses, such as telephone expenses and business Internet charges, shall be reimbursed at the discretion of the Chair of the Board.

Reimbursement Procedures / Reporting

In accordance with Policy 6012 – Travel, Meals, and Hospitality, trustees will be expected to pay the costs of travel when incurred and be reimbursed for eligible costs by submitting the appropriate form(s) within ten days of returning from the function. Expense reports submitted more than thirty calendar days after returning from the function will not be reimbursed.

Should there be a dispute about the eligibility of any expense, the trustee may contest the decision during a public session of the board.

HSCDSB will not provide travel advances.

Expense approvals required:

- The Director of Education and Superintendent of Business will review all trustees' (including the Chair of the Board) expense reports for compliance with board policy.
- The Chair of the Board will approve all trustee expense reports.
- The Vice Chair of the Board will approve the Chair of the Board's expense reports.

All documentation will be retained in accordance with the board's record retention guidelines.

Travel Reimbursement Through Ministry / Third Party:

HSCDSB recognizes there are times when a trustee will be travelling, and the expenses incurred are to be submitted to the Ministry of Education or a third party for reimbursement. When such a situation arises, the trustee is expected to follow the rules outlined in the ministry's or third party's expenditure policy. The ministry's or third party's expenditure policy will supersede HSCDSB's expenditure policy with regards to allowable reimbursable expenses and dollar amounts. The board must approve any travel that is considered reimbursable through the Ministry / third party. Expense report approvals will follow this policy.

In order to keep track of costs and ensure no duplication of trustee reimbursement, the ministry or third party should reimburse HSCDSB directly. Under no circumstance should a trustee receive a cheque from the ministry / third party directly.

In situations where the employee/board member is travelling, and the ministry / third party will reimburse HSCDSB, the following must be adhered to:

- The ministry / third party expense report is to be completed, with a copy submitted to the HSCDSB's Business Department. The Superintendent of Business will ensure both the original expense report and the copy are identical prior to any report being submitted to the ministry / third party and HSCDSB's Business Department.
- The ministry / third party expense report and original, itemized receipts will be submitted to the ministry / third party for HSCDSB to be reimbursed. This expense report must include expenses incurred by both the trustee and HSCDSB.
- The ministry / third party expense report and copies of itemized receipts will be submitted to HSCDSB for the trustee to be reimbursed. This is the only circumstance where copies of itemized receipts will be accepted. Expense reports must be submitted within ten business days after each trip.
- HSCDSB will reimburse the trustee.
- HSCDSB will be reimbursed by the ministry / third party.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: TRAVEL, MEALS AND
HOSPITALITY

Approved: March 28, 2007

Revised: September 18,
2025

POLICY NO: 6012

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board recognizes the need for trustees and employees (hereinafter referred to as claimants) to attend meetings, conferences, conventions, workshops, and other Board business and be reimbursed for approved expenses. School Board expenditures for travel, meals, and hospitality must be reasonable and transparent. Attendance is to be limited to the role of the individual trustee or employee.

The Board aspires to follow the Broader Public Sector Expense Directive as it relates to travel, meals and hospitality reimbursement.

ADOPTED Regular Meeting of the Board March 28, 2007
Motion B-186

REVISED Regular Meeting of the Board April 20, 2011
Motion B-47

REVISED Regular Meeting of the Board December 12/12
Motion B-107

REVISED Regular Meeting of the Board November 15/17
Motion B-194

REVISED Regular Meeting of the Board September 17/25
Motion B-

DISTRIBUTION

- i.) Trustees
- ii) Administration
- iii) Principals
- iv) Teaching Personnel
- v) Non-Teaching Personnel



PROCEDURAL GUIDELINES TRAVEL, MEALS AND HOSPITALITY

Approval:

The Director of Education or designate will review and authorize approved attendance prior to the function for employees. A Conference Application must be completed and submitted for approval for any travel outside of your home location.

Trustee travel will be approved by Board resolution.

Accommodations:

When accommodation is required, preference should be given to travel services and accommodation that provide specially negotiated rates (such as government rates). Reimbursements will not be made for upgrades to hotel rooms or incidental expenses such as: mini-bar and in-room movies, cost for additional guests in room (double occupancy), unless sharing with another board employee who has been approved to travel. The Board will reimburse claimants for eligible expenditures, accompanied by original detailed receipts.

Meals:

Meals will be reimbursed on at the established meal allowance rate on a per meal basis, regardless of the actual meal costs. A meal allowance rate recognizes that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, the allowance rate is reimbursed. Taxes and gratuities are included in the meal allowance rates. Receipts are not required to be submitted or retained. Meals must be purchased in order to be able to submit a claim for reimbursement. Meal allowance reimbursement will only be provided for meals which are not provided for by the event.

If travelling for one meal period, the claimant will only be reimbursed for the established meal allowance for that particular meal. For example, if breakfast and lunch are included in a conference fee, only a dinner allowance may be claimed.

Reimbursement allowances for meals will be based on the following limits:

Breakfast	\$15.00 per day
Lunch	\$25.00 per day
Dinner	\$35.00 per day

Based on the above rates, the daily maximum reimbursement allowance is \$75.00.

The above amounts are inclusive of all taxes and reasonable gratuities.

Breakfast is not eligible on the first day of travel or if included in hotel rate. Dinner on return day eligible if it is not reasonable to be home by 6:00 pm.

The employee's supervisor has to approve the meal allowance amount per day. The meal allowance amount will be issued upon completion of the travel. No cash advances will be provided.

Alcohol cannot be claimed and will not be reimbursed.

Transportation/Travel Within the Board:

All employees are responsible to get to a Huron-Superior Catholic District School Board worksite each day. The Board will not pay travel for employees to get to/from work each day.

Once at work, if an employee is required to move within worksites, the employee will be reimbursed at the current kilometrage rate. The board's kilometrage matrix (Appendix A) will govern actual kilometers travelled from one board worksite to another within the board's jurisdiction.

Transportation/Travel Outside the Board:

Eligible airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals with detailed receipts showing proof of payment. All expenses need to be reasonable and within the expectation that expenses need to be kept to a minimum.

Usage of a rental vehicle and associated gas expenses are expected by the Board when these costs are less than kilometrage reimbursement, unless there is a good reason to not follow this practice. Prior approval from an immediate supervisor will be required. It is noted that claimants will be reimbursed for the lesser of kilometrage rate or the most economical travel alternative and claimants are expected to car pool to common destinations whenever possible. Passenger names must be listed on the claim form. For example, if there is a van booked to take multiple participants to an event and one person takes his/her own vehicle, while two take the van, the person who took his/her vehicle will be reimbursed only one third of the cost of the van.

If the claimant must take his/her own vehicle (as approved by an immediate supervisor), kilometrage will be paid based on the current board rate. The board rate will be a per kilometer rate equivalent to the Canada Revenue Agency (CRA) rate. This allowance paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.

Costs of damage to personal vehicles including insurance deductibles will be the responsibility of the trustee or employee.

Attempting to work around this policy to obtain reimbursement is considered fraudulent and could result in progressive discipline, up to and including dismissal.

Spouse/Family Member:

When the spouse or other person accompanies the trustee or employee on Board business, the Board shall not incur any additional costs as a result of accommodation (single vs double occupancy), meals or travel. Costs associated with another person will be at the individual's own expense.

Expense Claim Reports:

Trustee and employees will be reimbursed for eligible costs by submitting a Statement of Travel Expense form to the Business Department within 10 days of returning from the function.

Expense claim reports for all travel must be submitted to and approved by the Director of Education or designate. In the case of the Director of Education, his/her expense reports must be approved by the Chair of the Board. Expense reports must be accompanied by detailed receipts and event itinerary/agenda when applicable. Expense claim report procedures for trustees are based on separate board policy.

Advances:

Huron-Superior Catholic District School Board will not provide Travel advances.

Other:

Reasonable costs for other expenses such as telephone expenses and business internet charges shall be reimbursed at the discretion of the Director of Education or designate.

Hospitality for Non-Board Individuals:

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at Board expense to people who are not engaged in work for the board. Functions involving only people who work for the board are not considered Hospitality expenses. Examples of Hospitality expenses are:

- Engaging in discussion of official Board matters with National, International or Charitable Organizations or honouring distinguished people for their service.

Hospitality expenditures (which may include alcohol), will be reasonable and approved by the Director of Education or designate **prior** to the occurrence of the expense. Expenditures must be supported by detailed receipts. The names of individuals entertained, their roles and the nature of the hospitality are to be clearly stated. The reasonable consumption of alcohol may be included as hospitality.

Consultants and Other Contractors:

Under no circumstances can hospitality, incidentals or food expenses be considered allowable expenses for consultants and/or contractors.

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.



KILOMETRAGE MATRIX

KILOMETRAGE SUMMARY Sault Ste. Marie ONE WAY	BOARD OFFICE / MSJC	HOLY CROSS	HOLY FAMILY	OLOL	ST. BASIL	ST. FRANCIS	SMFT	ST. PAUL	SMC	HALC	St. Kateri Outdoor Learning Ctr
BOARD OFFICE / MSJC		3.1	9.2	8.0	2.6	10.0	4.8	2.7	3.4	2.3	10.7
HOLY CROSS			10.6	8.8	6.3	10.6	2.4	4.7	6.1	4.9	13.1
HOLY FAMILY				2.0	6.9	1.7	12.0	7.3	6.6	6.0	4.3
OUR LADY OF LOURDES					4.3	2.8	10.7	6.0	5.4	4.3	4.7
ST. BASIL						6.4	6.3	2.6	3.4	1.1	8.6
ST. FRANCIS							12.7	8.0	7.4	7.6	6.8
ST. MARY F.I.								4.7	6.4	6.6	16.4
ST. PAUL									1.6	3.6	10.6
ST. MARY'S COLLEGE										4.6	10.1
HALC											8.2
St. Kateri Outdoor Learning Ctr											

KILOMETRAGE SUMMARY Area ONE WAY	Sault Ste. Marie	Blind River	Chapleau	Elliot Lake	Espanola	Hornepayne	Massey	Sudbury	Toronto	Wawa	White River
Sault Ste. Marie		143	313	200	240	424	213	307	686	228	317
Blind River			246	67	98	663	70	164	644	366	466
Chapleau				303	343	342	316	409	789	140	234
Elliot Lake					96	620	67	160	640	424	612
Espanola						661	27	71	461	464	663
Hornepayne							633	727	1066	202	111
Massey								94	474	436	626
Sudbury									387	629	618
Toronto										910	998
Wawa											94
White River											



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE:	PROCEDURE BY-LAWS	Approved	April 15, 1998
		Amended	February 19, 2025
POLICY NO:	1000	Page:	1 of 9

POLICY

FIRST MEETING OF THE BOARD

1. That the first meeting of the Board for each new term shall be held at the Board Office no later than fifteen days after the day on which the term of office of the Board commences, at 19:15 hours.
2. The inaugural meeting may be preceded by a mass organized by the Secretary of the Board.
3. At such meeting, the Secretary shall call the meeting to order.
4. The Secretary shall certify that the members have met all procedural requirements and are eligible to take office and declare the Board legally constituted.
5. With the Secretary presiding, or in his/her absence, a pro-tem Chairperson chosen by an open vote of the Board, the Board shall proceed to elect a Chairperson for the ensuing year.
6. The election of the Chairperson and Vice-Chairperson is undertaken annually.
7. The Secretary presiding or the pro-tem Chairperson shall name the scrutineers for the election of the Chairperson.
8. The Secretary shall then conduct the election for the office of the Chairperson of the Board, in the following manner:
 - a) The Secretary shall call for nominations.
 - b) Each nominee, in reverse order of his/her nomination, will be given an opportunity to address the Board for up to three (3) minutes.
 - c) Voting shall be conducted by secret ballot.
 - d) The member receiving a clear majority of the votes cast by all members present shall be declared elected.
 - e) Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chairperson is elected.
 - f) In case of equality of votes, the candidates shall draw lots to fill the position.
 - g) The Secretary shall announce the results of the ballot by declaring the name of the member who has received a clear majority of the votes cast and shall not declare the count.

9. The Chairperson shall then conduct the election for the office of Vice-Chairperson using the same procedure as set out in Article 8.
10. At the first meeting of each year, the Board shall determine the committees of the Board for the year.
11. The Chairperson of the Board will annually request, at the December Board meeting, that all members who wish to serve on committees submit an email, within one week's time, to the presiding Chairperson, the committees on which they would most like to serve, in order of preference. The Chairperson shall appoint board members to a committee if it is deemed to be in the Board's best interests, and where possible, give preference to members who have not yet served on individual committees.
12. The cheque signing authorities of the Board shall be any two of the Chairperson of the Board or the Vice-Chairperson of the Board, and the Secretary or the Treasurer of the Board. For all other business of the Board, the signing authorities shall be the Chairperson of the Board or the Vice-Chairperson of the Board and the Secretary of the Board or such other designate as the Board may, by special resolution, appoint.
13. If any vacancy occurs in the office of the Chairperson or Vice-Chairperson, the members shall elect one of themselves as Chairperson or Vice-Chairperson in the same manner as before at the first meeting after the vacancy occurs.

MEETINGS OF THE BOARD

14. The Regular Meeting of the Board shall be held as indicated, in advance, at a place designated by the Board at the previous regular meeting unless otherwise ordered by the Chairperson of the Board, or in the case of inclement weather, in which case the Board will meet at the same hour and place on the next following day which shall not be a statutory or civic holiday. In the event that circumstances warrant that a regular meeting of the Board should be cancelled, the Secretary of the Board shall cancel such meetings following consultation with the Chairperson.
15. The Regular Meetings of the Board may be preceded by a mass organized by the Secretary of the Board.
16. Notice for every meeting of the Board shall be given by electronic means to each trustee and the public at least forty-eight hours (excluding Saturdays and Sundays) prior to the time of the meeting. Notice will also be posted on the Board website.
17. Copies of reports to be presented at any meeting of the Board shall be forwarded with the notice of such meeting. The consideration of reports sent or presented at a later date will be placed on the agenda at the discretion of the Board as determined by a simple majority vote.
18. A special meeting of the Board may be called by the Chairperson or, in his/her absence, the Vice-Chairperson or, in his/her absence, the Secretary of the Board. Notices of such meeting shall be given in accordance with Article 16 above.
19. A special meeting of the Board shall be held at the date and time fixed by the Chairperson within seven days if s/he receives the written request of at least three trustees.
20. The notice of every special meeting of the Board shall state all business to be transacted or considered thereat, and no other business shall be considered unless all the members of the Board present agree unanimously.

21. At all meetings of the Board, regular and special, the presence of a majority of all the members constituting the Board shall be necessary to form a quorum. For greater clarity, a majority is half of the trustees plus one.
22. In the absence of a quorum, after 20 minutes of the appointed start or during the course of any Board meeting, no business can be legally transacted and it shall be the responsibility of the presiding Chairperson and Secretary to record the lack of a quorum and end all business transactions until the next regular or special meeting. Discussion of other agenda items will continue.
23. The Board shall not remain in session later than 23:00 hours unless so determined by a simple majority of the members present.
24. A person or a delegation wishing to appear before or present a brief to the Board shall apply in writing and shall submit a copy of the brief on or before 12:00 noon of the seventh working day before the meeting.
25. A written application and the accompanying brief shall state the matter on which the submission is to be made, the organization or interested parties to be represented, and the authority of the spokesperson. No more than two persons may act as spokespersons.
26. Subject to Article 27, all regular and committee meetings of the Board shall be open to the public.
27. The following matters shall be dealt with at in-camera meetings:
 - a) The security of the property of the Board.
 - b) The disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or his/her parents or guardians.
 - c) The acquisition or disposal of a school site.
 - d) Decisions in respect of negotiations with employees of the Board.
 - e) Litigation or possible litigation affecting the Board.
 - f) An ongoing investigation by the Ontario Ombudsman.
 - g) Those determined to be private according to the Freedom of Information and Protection of Privacy Act.
28. Provision of Electronic Meetings - the Board will hold such meetings in accordance with Section 208.1 of the Education Act, , Regulation 313/24 and Regulation 463/97 and Board Policy 2000 Electronic Meetings promulgated thereunder. a) At every regular meeting of the Board or of a regular committee of the whole Board, all trustees must be physically present in the meeting room. A trustee may participate in a meeting by electronic means instead of being physically present if the trustee receives written approval from the Chairperson of the Board before the meeting begins. The Chairperson shall not approve a request if the request would result in fewer than one Trustee, in addition to the Chairperson of the Board being physically present in the room.
29. During the 12-month period beginning November 15th each year, the Chairperson shall be physically present in the meeting room of the Board for at least half of the meetings of the board, whereas all other trustees shall be present in the meeting room of the Board for at least 3 regular meetings. The Secretary of the Board must be physically present in the meeting room for each meeting of the Board and each meeting of a committee of the Board.

RULES OF ORDER

30. The Chairperson of the Board, or in his/her absence, the Vice-Chairperson or designate, shall preside at all meetings of the Board. He/she shall call the meeting to order at the hour appointed and shall preserve order and decorum and decide upon all questions of order, and he/she shall cause the Secretary of the Board to record the names of all members present.
31. In case of the unexpected absence of both the Chairperson and the Vice-Chairperson, for ten minutes after the hour appointed, as soon as a quorum shall be present, the Board shall choose a pro-tem Chairperson.
32. The pro-tem Chairperson so chosen shall preside only until the Chairperson or Vice-Chairperson arrives or the immediate business at hand is completed.
33. A similar procedure shall be followed in the case of the absence of the Secretary of the Board.
34. The Secretary of the Board shall be responsible for preparing an agenda for each meeting of the Board and distributing it no fewer than three working days before the meeting. A copy of the agenda shall be forwarded to the Chairperson and Vice-Chairperson one week prior to the meeting. The Chairperson, or in his/her absence, the Vice-Chairperson, may request a meeting before the final publication of the agenda. Board members wishing to include any item shall forward the item to be received at the Board Office no later than 12:00 noon on the Monday preceding the Board meeting. All reports submitted after the deadline may be placed on the agenda at the discretion of the Board by a simple majority vote.
35. Items which have been referred to committees may only be placed on the agenda after consultation with the Chairperson of the committee.
36. The order of business will, as far as possible, deal with items requiring action in the first part of the agenda and information items in the latter part of the agenda.
37. The order of business for meetings of the Board:
 - a. Call to Order, Land Acknowledgement and Opening Prayer;
 - b. Adoption of Order of Business;
 - c. Disclosure of Pecuniary Interest and the General Nature Thereof;
 - d. New Business;
 - e. Confirmation of Minutes;
 - f. Business Arising from the Minutes;
 - g. Presentations;
 - h. Committee Reports;
 - i. Administrative Reports Requiring Action;
 - j. Information Items;
 - k. Ten minute question and answer period on agenda items for those in attendance;
 - l. Upcoming events;
 - m. Closing Prayer
 - n. Adjournment.

BY-LAWS, POLICIES AND RESOLUTIONS OF THE BOARD

38. All amendments, alterations, or additions to the by-laws shall be made by giving due notice thereof in writing, setting forth the proposed amendments, alterations or additions. Such notice shall have been given at a meeting previous to that at which the same comes up for consideration unless confirmed by a two-thirds majority of all members of the Board present.
39. Every by-law must be confirmed by a simple majority of all members of the Board who are present.
40. Every by-law of the Board, upon approval, shall be signed by the Chairperson and countersigned by the Secretary.
41. Every policy of the Board must be confirmed by a simple majority of all members of the Board present.
42. All amendments, alterations or additions to Board policies must be confirmed by a simple majority of all members of the Board present.
43. Motions of the Board which are not by-law or policy motions may be confirmed by a simple majority.

RULES OF CONDUCT OF MEETINGS OF THE BOARD

44. Except for supplementary or modified rules adopted by the Board, "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority for all meetings of the Huron-Superior Catholic District School Board. A copy of this authority shall be readily available to Board members.
45. "Robert's Rules of Order, in Brief" shall be provided to all new trustees at their first meeting and if needed, to each trustee at the beginning of their term of office.
46. When the Chairperson is called upon to decide a point of order or practice, he/she shall, before deciding, state the rule applicable to the case and may give reasons for his/her decision.
47. The ruling of the Chairperson shall be final, subject only to an appeal by the Board member. The question whether the Chairperson shall be sustained shall then be put by the Secretary of the Board and decided without debate. To overrule a decision by the Chairperson, it shall be necessary for a simple majority of the members present to vote in favour thereof.
48. The Chairperson should make every effort to maintain an appearance of impartiality so that members of both sides of any issue can feel confident that they will receive fair treatment. The Chairperson does not participate in debate on any issue unless he or she gives up the chair until the issue is disposed. The Chairperson votes only when either the vote is by ballot or the Chairperson's vote will change the result of the vote.
49. Any member desiring to speak shall indicate by upraised hand and upon recognition by the Chairperson, who shall call the member by name, the member may then address the Chairperson.
50. When two or more members attempt to speak at the same time, the Chairperson shall name the member who is to speak.

51. Every member shall confine himself/herself to the question in debate and shall avoid all discourteous language.
52. No member shall be interrupted while speaking, except to be called to order by a member for transgression of the rules of the Board, in which case he/she shall remain silent until the point of order has been decided by the Chairperson. A member so interrupting shall speak to the point of order or in explanation only.
53. When a member is speaking, no other member shall pass between him/her and the Chairperson.
54. A member called to order by the Chairperson may explain and appeal to the Board, which if appealed to, shall decide the point of order, but without debate, and the decision of the Chairperson shall be overruled only by a simple majority vote of the members present in favour thereof. If there is no appeal, the decision of the Chairperson shall be final.
55. Any member may request the motion under discussion to be read for his/her information at any time in the course of debate, provided that no such request shall be made so as to interrupt a member speaking to the question.
56. After a motion is read, it shall be deemed to be in possession of the Board and may only be withdrawn by the joint request of the mover and seconder.
57. With leave of the Chairperson, a member may read a motion and only after it is seconded, speak to it.
58. No motion or amendment shall be debated or be put to a vote unless the same be in writing and seconded, except that, formal motions to adopt reports, to refer, to postpone, to lay on the table, to put the previous question, to file, to go into committee of the whole Board, to rise and report, adjourn or such as the Chairperson shall not so require, may be made verbally.
59. No member, unless strictly in explanation, shall, without leave of the Board, speak more than once upon any question or motion, except the proposer of a substantive motion and he/she shall be permitted to reply.
60. No member shall speak longer than five minutes on the same question, without leave of the Board by simple majority.
61. When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, may be considered and voted upon separately.
62. During any meeting, a member may request the Chairperson to report progress on any question under consideration.
63. No member of the Board shall have more than one vote as Chairperson or otherwise, either at Board meetings, in committee of the whole, or in any committee. Any question on which there is an equality of votes shall be deemed to be negative. The members shall indicate their vote by clearly upraised hands.
64. No vote shall be taken by ballot or any other method of voting. An allowable exception shall be when nominating and electing the Chairperson and Vice-Chairperson of the Board or the Chairpersons of Board committees at the first meeting of the year or when a vacancy exists.

65. At any time, any member may request a recorded vote. Any member may also have their reasons recorded as to why they voted as they did, so long as it is in writing and presented to the Chairperson of the Board, after it is read aloud, and prior to the vote being called. The written reasons will be incorporated into the minutes of the board.
66. A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of members in their respective capacities, shall take precedence over all other business and may be moved without notice.
67. When a motion is under debate, the only motion in order shall be: to adjourn, to lay on the table, to put the previous question, to postpone, to refer, to amend, which shall have precedence in the order above named, and the first, second and third shall be decided without debate.
68. A motion to adjourn shall be in order, except when a member is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated.
69. No second motion to adjourn shall be made until some business shall have been transacted after the first motion shall have failed.
70. A motion to lay on the table only is not debatable; but a motion to lay on the table with any other condition is subject to debate and amendment.
71. When a question has been laid on the table, it shall not be taken up again at the same meeting, except by vote in favour thereof by a simple majority of the members present.
72. The motion for the previous question shall preclude all further amendment or debate, and shall be submitted by the Chairperson in this form: "Shall the main question in debate be now put?" If adopted, the Chairperson shall at once proceed to put the main question first putting any amendments pending, to the vote of the Board.
73. A question having been postponed indefinitely shall not be taken up again at the same meeting.
74. After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.
75. An amendment modifying the subject of a motion shall be in order but an amendment relating to a different subject shall not be in order.
76. All amendments shall be put in the reverse order in which they shall be moved.
77. Every amendment submitted shall be in writing and be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on an amendment is decided in the affirmative, the main question as amended shall be put to a vote.
78. The yeas and nays shall not be recorded upon any question unless requested by at least one member, and such request must be made before the Chairperson calls upon the members to vote upon the same.
79. All ordinary votes at meetings shall be taken by show of hands, and the result shall be declared by the Chairperson, but if his/her declaration be questioned, the members voting

shall rise and stand until they have been counted.

80. After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of a simple majority of the members present, provided that the members constitute a quorum, be reconsidered during the same meeting, or may be reconsidered (with the consent of a simple majority of the members present) at any meeting held thereafter, provided any member shall give notice to that effect in writing at a previous regular meeting.
81. A motion to reconsider, being once made after motion at a previous Board meeting and decided in the negative, shall not again be entertained during the current year or within a period of four months, whichever is the lesser, unless approved unanimously by a quorum of the Board.
82. When a member has moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided.
83. No resolution of the Board shall be rescinded at any subsequent meeting unless a notice of motion to rescind it be given and read at a prior meeting, but such notice may be dispensed with, provided a simple majority of a quorum of the members vote in favour thereof.
84. Petitions and communications on any subject within the purview of a committee shall be referred by the Chairperson to the proper committee without motion, but, the Board may, if a simple majority of the members present vote in favour thereof, enter upon the immediate consideration and disposition thereof. No discussion of the main question shall be allowed until the motion for immediate consideration has been decided in the affirmative.
85. No member shall use offensive words in or against the Board or any member thereof or reflect upon any vote of the Board.
86. Any member who resists the rules of the Board, disobeys the decision of the Chairperson or of the Board on points of order, or makes any disorderly noise or disturbance may, unless he/she makes apology, be ordered by the Chairperson to leave his/her seat for the remainder of the meeting, and in case of his/her refusal to do so, he/she may, on the order of the Chairperson, be removed from the Board Room and Board Office.
87. In addition to the provisions specified in the order of business, the Board may resolve itself into committee of the whole Board upon any matter brought under its consideration and such meetings may be closed.
88. All Rules of the Board shall be observed in committee of the whole.

COMMITTEES OF THE BOARD

89. Members of the Board may be asked to serve on a committee and the Chairperson of the Board or the Vice-Chairperson shall be, ex-officio, a member of all committees.
90. All committees of the Board shall report to the Board in writing and the Chairperson of the committee or designate shall sign and present the report. Committee meeting minutes are acceptable as a report to the Board.
91. The rules of the Board shall be observed in all meetings of committee, so far as applicable.
92. Meetings of any committee may be called by the Chairperson of the committee thereof whenever he/she shall consider it necessary to do so.

93. Every meeting of a committee shall be called by a notice forwarded by the Secretary of the committee to reach each committee member at least twenty-four (24) hours before such meeting or by personal notice not later than three hours before such meeting.
94. A meeting of any committee may also be held upon notice given by the Chairperson thereof publicly at any meeting of the Board.
95. Whenever all the members of any committee shall be present at any one time and place, they may, by agreement, without any notice, hold a meeting of the committee.
96. A majority of the members of the committee will constitute a quorum.
97. The Chairperson of a committee shall preside at every meeting thereof, and shall vote on all questions submitted, but shall have no second casting vote and in case of an equal division the question shall be decided in the negative.

GENERAL PROVISIONS

98. A member who willfully discloses information discussed in-camera by the Board will be named and his/her conduct will be subject to Board Policy 2010 Trustee Code of Conduct.
99. No person, other than a member of the Board, shall be allowed to address the Board without permission of the Chairperson.
100. Nothing in these by-laws shall contravene any acts or regulations of the Ministry of Education.
101. All past by-Laws, policies and resolutions of predecessor Boards which refer to procedures outlined in this by-law shall be considered revoked upon the passing of this Procedure By-Law.

<u>ADOPTED</u>		<u>DISTRIBUTION</u>
	Regular Meeting of the Board April 15, 1998 Motion B-49	i) Trustees
<u>AMENDED</u>	Regular Meeting of the Board May 15, 2002 Motion B-51	ii) Administration
<u>AMENDED</u>	Regular Meeting of the Board May 16, 2012 Motion B-40	
<u>AMENDED</u>	Regular Meeting of the Board August 27, 2014 Motion B-81	
<u>AMENDED</u>	Regular Meeting of the Board November 14, 2018 Motion B-306, 307, 308, 309, 310, 311, 312, 313, 314, 316, 317, 318	
<u>AMENDED</u>	Regular Meeting of the Board December 12, 2018 Motion B-324, 325	
<u>AMENDED</u>	Regular Meeting of the Board February 19, 2025 Motions B-952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964	
