

Durham Catholic District School Board  
650 Rossland Road West  
Oshawa, Ontario L1J 7C4

*Catholic Education: Learning & Living in Faith*

# INAUGURAL BOARD MEETING



**Monday, December 4, 2017**  
**Catholic Education Centre**  
**650 Rossland Road West, Oshawa**

6:15 p.m.

***Celebration of the Eucharist***

Most Reverend Bishop Vincent Nguyen  
St. Francis of Assisi Chapel  
Catholic Education Centre

7:00 p.m.

***Inaugural Board Meeting***

Catholic Education Centre Board Room

***Social***

following the Inaugural Board Meeting



## **OPENING PRAYER**

***Lord Jesus, be present at this Inaugural Board Meeting.***

***We are privileged to have been given the responsibility to oversee  
the education of the students in our Catholic schools.***

***Give us the courage to go to you in time of doubt.***

***Give us the courage to be servants to the students and to those  
who serve in our schools.***

***Give us the courage to speak our mind on issues that go against  
our Catholic values.***

***Give us the courage to respect one another with reverence and humility  
on material issues.***

***Give us the courage to seek out and to find the solution to all of our problems.***

***Give us the courage to be an example to the people we represent  
by the way we live our lives.***

***We ask this in the Name of Jesus, Our Lord.***

***Amen***



Durham Catholic District School Board

## INAUGURAL BOARD MEETING

Monday, December 4, 2017  
Catholic Education Centre  
650 Rossland Road West, Oshawa

### AGENDA

- A. CALL TO ORDER** Anne O'Brien  
Director of Education/Secretary Treasurer
- a.1 Memorials and Prayer Most Reverend Bishop Vincent Nguyen  
a.2 Acknowledgement of Traditional Territory,  
a.3 Roll Call and Apologies Anne O'Brien  
Director of Education/Secretary Treasurer
- B. WELCOME** Anne O'Brien  
Director of Education/Secretary Treasurer
- C. SERVICE OF DEDICATION OF THE ROMAN CATHOLIC TRUSTEE**
- c. 1 Rite of Renewal of Trustee Most Reverend Bishop Vincent Nguyen
- D. COMMENTS FROM CHIEF EXECUTIVE OFFICER** Anne O'Brien  
Director of Education/ Secretary Treasurer
- E. PRESENTATION OF THE GAVEL TO OUTGOING CHAIR** Anne O'Brien  
Director of Education/ Secretary Treasurer
- F. ELECTION FOR CHAIR OF THE BOARD** Anne O'Brien  
Director of Education/Secretary Treasurer
- f.1 Nominations  
f.2 Candidates' comments  
f.3 Voting for the Chair of the Board  
f.4 Acceptance speech by the Chair of the Board
- G. ELECTION FOR VICE CHAIR OF THE BOARD** Chair of the Board
- g.1 Nominations  
g.2 Candidates' comments  
g.3 Voting for the Vice Chair of the Board  
g.4 Acceptance speech by Vice Chair of the Board

**H. APPROVAL OF BUSINESS SECTION OF THE AGENDA**

**I. BUSINESS**

- |     |   |   |
|-----|---|---|
| i.1 | Appointment of Honourary Chair of the Board | 4 |
| i.2 | Approval of Signing Officers of the Board   | 5 |
| i.3 | Re-Appointment of External Auditor          | 6 |

**J. INFORMATION AND ANNOUNCEMENTS**

- |     |   |   |
|-----|---|---|
| j.1 | Rite and Renewal of Trustees – General Working By-Law<br>Section 2.2.2 (Appendix 2) | 7 |
| j.2 | General Working By-Law – article 2 Sections 2.1 – 2.10.9                            | 9 |

***Guests are invited to join Trustees and Staff  
following the meeting for a social hour***

**K. ADJOURNMENT**

**L. CLOSING PRAYER**

2017 Board of Trustees	
Janice Oldman	Town of Ajax
Monique Forster	Town of Ajax
Kathleen LeFort	Townships of Brock/Scugog/Uxbridge
Theresa Corless	City of Oshawa
Paul Pulla	City of Oshawa
Jim McCafferty	City of Pickering
Tricia Chapman	Town of Whitby
John Rinella	Town of Whitby
Student Trustees 2017/2018	
Aaron Paul	Maggie Malkin



Durham Catholic District School Board

## MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 4, 2017

Subject: **Appointment of Honourary Chair of the Board**

---

### **RECOMMENDATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board approve the appointment of His Excellency Bishop Vincent Hieu Nguyen as Honourary Chair of the Board for the period December 1, 2017 to November 30, 2018."

AOB:vk



## Durham Catholic District School Board

### MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 4, 2017

Subject: **Approval of Signing Officers of the Board**

---

### **RECOMMENDATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board approve that the Signing Officers of the Board shall be two (2) in number as follows:

- one (1) of either the Chair of the Board or the Vice Chair of the Board; and
- one (1) of either the Secretary/Treasurer (Director of Education) or the Superintendent of Business."



## Durham Catholic District School Board

### MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 4, 2017

Subject: **Re-Appointment of External Auditor**

Origin: Ryan Putnam, Superintendent of Business and Chief Financial Officer

---

#### **RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board approve the re-appointment of Collins Barrow Kawarthas LLP as External Auditor for the period of December 1, 2017 to November 30, 2018."

#### **RATIONALE:**

At the April 24, 2017 Board meeting Collins Barrow Kawarthas LLP was appointed Board Auditor for a five year term from July 1, 2017 to June 30, 2022. At the December 4, 2017 Inaugural Board meeting, Trustees are required to confirm the re-appointment of its External Auditor for the upcoming year. As per the mandate of the Audit Committee, the Committee affirmed Collins Barrow Kawarthas LLP and passed a motion recommending re-appointment.

AOB:RP:vk



## Durham Catholic District School Board

### RITE OF RENEWAL OF TRUSTEES

Bishop or designate	Ladies and gentlemen, will you reaffirm your personal commitment to strive to live according to the Gospel of Jesus Christ and to live this Gospel in union with your brothers and sisters in the community of the Catholic Church?
Board Member-elect	With the help of God's grace and the support of each other, we reaffirm our commitment.
Bishop or designate	Will you respect and honour the confidence placed in you by parents and electors through a conscientious effort to promote Christian values in our schools?
Board Member-elect	We will.
Bishop or designate	Will you show leadership in helping the children in our schools come to a knowledge of the love of God in their lives?
Board Member-elect	We will.
Bishop or designate	As people in whom parents and electors have placed their trust for the formal education of our children, will you provide both leadership and assistance as we all strive to fulfill our responsibilities?
Board Member-elect	We will.
Bishop or designate	Will you attempt to work together in a spirit of co-operation, mutual respect and charity as trustees of Catholic Education in your own community?
Board Member-elect	We will.



## RITE OF RENEWAL OF TRUSTEES

-2-

Bishop  
or designate

On behalf of myself and the priests in Durham Region, I pledge you our support and pray that you will exercise your responsibilities with wisdom and grace.

Board  
Member-elect

Amen.

Bishop  
or designate

May God look upon you with kindness and give you His grace.

Board  
Member-elect

Amen.

Bishop  
or designate

May Almighty God Bless You, in the name of the Father, the Son and the Holy Spirit.

Board  
Member-elect

Amen.



# **GENERAL WORKING BY-LAW NUMBER 2016**

**INAUGURAL MEETING, REGULAR MEETING  
FOLLOWING**

**Article 2 Sections 2.1 – 2.10.3**

**Appendix 2**

## ARTICLE 2 ANNUAL MEETING, INAUGURAL MEETING, REGULAR MEETING FOLLOWING

### 2.1 Date of Annual Meeting

Subject to any statutory requirement, the BOARD shall, at or before the last regular Meeting in November in each calendar year, fix a DAY and time for an Annual Meeting of the BOARD for the following YEAR;

- 2.1.1 provided however that the Inaugural Meeting to be held in the calendar year in which all TRUSTEES are elected at the regular election or acclaimed under *Municipal Elections Act* shall be held not later than the 8th day of December.

### 2.2 Service of Dedication of the Roman Catholic Trustee

At or immediately before the commencement of each Annual or Inaugural Meeting of the BOARD, all TRUSTEES shall participate in the Service of Dedication of the Roman Catholic Trustee:

- 2.2.1 prior to the Inaugural Meeting, or in circumstances of a mid-term appointment or by election, the Service of Dedication shall take place during the Celebration of the Sacrifice of the Mass immediately prior to the Inaugural Meeting, and shall be, unless and until otherwise provided by resolution, the "Commissioning of Catholic Trustees" substantially in the form set out in **Appendix 1**; and
- 2.2.2 prior to the Annual Meeting, the Service of Dedication shall take place at the beginning of the Annual Meeting and shall be, unless and until otherwise provided by resolution, the "Rite of Renewal of Trustees" substantially in the form set out in **Appendix 2**.

### 2.3 Procedure at Inaugural Meeting

The procedure at the Annual or Inaugural Meeting of the BOARD, subject to other By-laws, shall be as set out in §2.6 [Election of Chair of the BOARD] through §2.9 [Elections].

### 2.4 Presiding Officer at the Annual or Inaugural Meeting

The Presiding Officer at the Annual or Inaugural Meeting shall be:

- 2.4.1 the Chief Executive Officer of the BOARD until the first of the persons below who is present is elected;

- 2.4.2 the Chair of the BOARD upon election to office, if present;
- 2.4.3 in the absence of the Chair of the BOARD, the Vice-Chair of the BOARD upon election to office, if present;
- 2.4.4 in the absence of the Chair of the BOARD and the Vice-Chair of the BOARD, the TRUSTEE present who shall have been elected by the TRUSTEES present to be chair of the Annual or Inaugural Meeting.

## 2.5 Preliminary Proceedings

The Presiding Officer shall:

- 2.5.1 read memorials and open the meeting with a prayer;
- 2.5.2 during the Inaugural Meeting, read the returns of any elections, following which the newly elected TRUSTEES shall take their places;
- 2.5.3 during the Inaugural Meeting, attest that each TRUSTEE has taken a Declaration of Office and Oath of Allegiance, as required by the *Education Act*;
- 2.5.4 read apologies and call the Roll;
- 2.5.5 during the Inaugural Meeting, declare the Board legally constituted.

## 2.6 Election of Chair of the BOARD

The Presiding Officer shall then proceed with the election of the Chair of the BOARD, which shall be conducted in accordance with the provisions of §2.9 [Elections].

## 2.7 Election of Other Officials

The Presiding Officer may proceed with the election of the Vice-Chair of the BOARD which shall be conducted in accordance with the provisions of §2.9 [Elections].

## 2.8 Other Appointments

The Presiding Officer shall then proceed with the election of persons who are to be appointed to local boards and other organizations, which elections shall be conducted in accordance with the provisions of §2.9 [Elections].

## 2.9 Election Process

The election of TRUSTEES and others to positions required to be filled by the BOARD shall be conducted by the Presiding Officer as follows:

- 2.9.1 nominations shall be sought, for each of which shall be moved and seconded;

- 2.9.2 after the nominations for the position have been closed and before the vote is taken, each candidate who has not already so declared and in the sequence nominated, shall declare whether or not such candidate will serve;
- 2.9.3 if there are two or more nominations for any position, the election shall be conducted by ballot in paper form, signed by the TRUSTEE casting the ballot;
- 2.9.4 with the approval of the BOARD, two returning officers shall be appointed, the duties of whom shall include the distribution and counting of the ballots;
- 2.9.5 the returning officers, in the presence of the Presiding Officer, shall ensure that ballots are collected and counted accurately;
- 2.9.6 after the ballots have been counted, both the vote count and how each MEMBER voted shall be announced by the secretary of the Meeting
- 2.9.7 after each ballot has been counted in any round of balloting, the name of every candidate receiving no votes, and the name of the candidate otherwise receiving the lowest number of votes shall be dropped, and the balloting shall so continue until a candidate has received a majority of the votes of the TRUSTEES present;
- 2.9.8 at any time that there are three or more names remaining on a ballot and two or more nominees are tied with the least number of votes, a vote shall be taken to decide which of such tied nominees shall remain on the list of names to be voted upon in the next round of voting;
- 2.9.9 where all of the votes are divided equally between two, or equally among three or more, candidates for any office, such candidates shall draw lots to fill the position.

#### 2.10 Selection of COMMITTEES – First Regular Meeting After Inaugural

- 2.10.1 Following the Annual or Inaugural Meeting, the TRUSTEES shall submit to the Chair of the Board a list of the COMMITTEES on which they desire to serve. The submission shall rank the order of preference;
- 2.10.2 Upon receipt of the submission of all TRUSTEES, the Chair of the Board shall prepare a draft list identifying which TRUSTEES will serve on which COMMITTEES. To the extent possible, the Chair will accommodate the Trustees' preference and ensure the equitable distribution of Trustees on each COMMITTEE;
- 2.10.3 At the first regular Meeting of the BOARD following the Annual or Inaugural Meeting, the CHAIR shall present the draft COMMITTEE list to the Board for approval by resolution following which each COMMITTEE shall determine which TRUSTEES shall serve as the Chair and Vice-Chair of such COMMITTEE at the first Committee Meeting. Unless otherwise determined by the TRUSTEES, the selection shall be made in the manner set out in §2.9 [Elections].

## 2.11 TRUSTEE Vacancy

In the event that a TRUSTEE Vacancy occurs before the end of a TRUSTEE'S term:

- 2.11.1 where a majority of TRUSTEES remain in office, the majority shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant in accordance with the TRUSTEE Vacancy Voting Procedure attached as **Appendix 3** to these By-laws.
- 2.11.2 where a minority of TRUSTEES remain in office, a by-election shall be held to fill the vacancy, in the same manner as an election of the board.



## **CLOSING PRAYER**

*Dear God,*

*We come to you today to seek the peace that you alone can give.*

*Strengthen us in our work as we seek to build a peaceful community.*

*You have given us a unique opportunity as Catholic leaders  
to set the overall tone within our Catholic school system.*

*Guide us, as we are called to be spiritual leaders,  
to be role models for others.*

*Help us to provide an environment which reflects a deep respect  
for every person within our school community.*

*Give us patience and a sense of humour, because it takes time  
to teach children the skills necessary to solve problems.*

*As we journey to build a peaceful community, let us remember  
that the very essence of who we are is based on the principle  
that your Son Jesus lives within each of us.*

*This we ask in His name, in whom all peace resides.*

*Amen*

## **Board Chairs 1969 – 2015**

### ***The Ontario County Roman Catholic Separate School Board***

1969	George Sciuk
1970	John Blakeley
1971-73	Terry O'Connor

### ***The Durham Region Roman Catholic Separate School Board***

1974	Ivan Wallace
1975-76	Shane Coburn
1977-78	Stanley Kolesnik
1979-80	Joseph Corey
1981-82	James Brady
1983	Edward Marks
1984	Larry O'Leary/ Tom Simmons
1985-86	Sally Longo
1987	Edward Marks
1988	Tia Woodcroft
1989-91	Catherine Tunney
1992-93	Tom Oldman
1994	Kevin Ashe
1995-97	Tom Oldman

### ***Durham Catholic District School Board***

1998	Jim McCafferty
1999	Mary Ann Martin
2000	Fran Pereira
2001	Frederick Jones
2002-2007	Mary Ann Martin
2008-2010	Jim McCafferty
2011 (Dec 2010 – Mar 2011)	Kathleen LeFort
2011 (Mar 2011 – Dec 2011)	Jim McCafferty
2011-2012	Jim McCafferty
2012-2013 (2012 – Mar 2014)	Karen Valentine
2014 (Apr – Nov 2014)	Christopher Leahy
2015	Jim McCafferty
2016	Theresa Corless
2017	John Rinella