



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

General Working By-Law Committee Meeting

Agenda

Tuesday, April 27, 2021
7:00 p.m.

Virtual Meeting

For livestreaming of this Committee Meeting, click link:

<http://dcdsb.ca/ByLawCommittee>

St. Francis of Assisi Catholic Education Centre
650 Rossland Road West
Oshawa, ON L1J 7C4

Main Telephone Number: (905) 576-6150

Toll Free: 1-877-482-0722

Main Fax Number: (905) 721-8239

Board Web Site: www.dcdsb.ca



If you require accessibility related accommodations for attendance at this meeting, please notify the meeting organizer in advance of the meeting date so that arrangements can be made.



General Working By-Law Committee Meeting Agenda

Apr 27, 2021 7:00 PM EDT

Table of Contents

1.Call to Order	
1.1. Acknowledgement of Traditional Territory.....	2
1.2. Memorials and Prayer - Jim McCafferty	
1.3. Roll Call and Apologies	
2.Approval of Agenda	
2.1. Changes to Printed Agenda	
2.2. Approval of Agenda	
3. Announcements	
4.Notice of Motions	
5.Declarations of Interest	
5.1. Declaration of Conflict of Interest	
6.Actions to be Taken	
6.1. Approval and Signing of Minutes of the General Working By-Law Committee Meeting of March 23, 2021.....	3
6.2. Business Arising from the General Working By-Law Committee Meeting of March 23, 2021	
7.Business	
7.1. General Working By-Law Review	
8.Adjournment	
9.Closing Prayer	



Land Acknowledgement

We here in the Durham Region respectfully acknowledge that we are on the traditional lands of the Mississaugas of Scugog Island.



General Working By-Law Committee – Open Session Minutes

Durham Catholic District School Board

March 23, 2021 at 7:00 p.m.

Virtual Meeting

Committee Members Present

Trustee R. De Souza (Chair), Trustee J. McCafferty (Vice Chair), Trustee M. Ste. Marie

Staff Present

T. Barill, Director of Education

Guest Present

G. Tuck Kutarna, Miller Thomson LLP

1. Call to Order

Chair De Souza called the meeting to order at 7:01 p.m.

1.1. Acknowledgement of Traditional Territory

Chair De Souza acknowledged Traditional Lands and Territory

1.2. Memorials and Prayer

Chair De Souza offered the opening prayer keeping in mind all special intentions.

1.3. Roll Call and Apologies

All committee members were present.

2. Approval of Agenda

2.1. Changes to Printed Agenda

None

2.2. Approval of Agenda

Motion:

WBL2021-03-23-01 - Approval of Agenda

"THAT the General Working By-Law Committee approve the agenda for the March 23, 2021 Committee meeting."

Motion moved by J. McCafferty and motion seconded by M. Ste. Marie.

CARRIED

Minutes of the General Working By-Law Committee Meeting

Tuesday, March 23, 2021

Page 2 of 5

3. Announcements

None

4. Notice of Motions

None

5. Declarations of Interest

5.1. Declaration of Conflict of Interest

None

6. Actions to be Taken

6.1. Approval and Signing of Minutes of the General Working By-Law Committee Meeting of February 23, 2021

Motion:

WBL2021-03-23-02 - Approval and Signing of Minutes

"THAT the General Working By-Law Committee approve the Minutes of the General Working By-Law Committee Meeting of February 23, 2021."

Motion moved by J. McCafferty and motion seconded by M. Ste. Marie.
CARRIED

6.2. Business Arising from the General Working By-Law Committee Meeting of February 23, 2021

None

7. Business

7.1. General Working By-Law Review

The committee provided a list of proposed revisions and items for consideration.

Mission, Vision and Values

Move these statements to the Resource section in OnBoard

Article 1 Interpretation

- Agreed that first meeting in December shall be referred to as the 'Annual Meeting.'
- Agreed that first meeting in December following a municipal election of that year shall be referred to as the 'Inaugural Meeting.'
- Committee of the Whole – definition clarified.
- Include: Student Trustee definition

Article 2 Inaugural and Annual Meetings

Section 2.7 Seating

Include: the Chair determines seating '*for trustees.*'

Article 3 Board Meetings

Section 3.1 Regular Meetings of the Board

Include: Policy meetings (four per year)

Section 3.2 Special Board Meetings of the Board

Include: agenda distribution one day prior for Special Board Meetings.

Include: Chair can set date on 24 hours notice

Section 3.3 Committee of the Whole Board Meeting In Camera

Option to bring forward discussion items that are not privileged information.

Section 3.4 Notice of Meetings

Change: 48 hours notice to 24 hours notice for Special Meetings

Section 3.5 Trustee Attendance

Section to be revised due to changes in regulation on electronic meetings

Appendix C

Discussion took place on Order Paper. The Order Paper could fall under 'Business Arising.'

Appendix A

No motion is required to receive and file a report. Consider putting these reports under Staff Reports in the agenda.

Article 4 Committees

Section 4.2 Standing Committees

Changes to Standing Committees:

- Change the following to Ad Hoc: Board Award of Merit, Outstanding/Home School Communication, Trustee Youth Award and General Working By-Laws
- Remove: Transportation Consortium and Student Senate – they have their own governance
- Add Appointments: Transportation Consortium Governance, Children's Foundation, Student Senate, Indigenous Education Advisory Circle, Equity Advisory.

Agreed that a regular review of Standing Committees should take place at the first meeting of the Board.

Minutes of the General Working By-Law Committee Meeting

Tuesday, March 23, 2021

Page 4 of 5

Section 4.4 Terms of Reference

At its first meeting of the year, each Committee shall review its terms of reference.

Agreed that supplemental resource documents should be moved to OnBoard.

Section 4.7 Committee Meetings

Agendas for Committee meetings shall be posted and distributed to trustees no later than three business days prior to the meeting.

Article 10 Protocol for Debate

Robert's Rules of Order shall govern. Remove those sections that are found in Robert's Rules and retain the following sections that are not:

- 10.3 Time Limit on Speakers
- 10.4 Time Limit on Debate
- 10.5 Procedure When Time Limit Expires

Article 11 Voting

Section 11.2 Methods of Voting

Discussion took place regarding methods of voting. G. Tuck Kutarna advised that it was preferable that a standard method be adopted and that it not be changed randomly as that could be seen as a method of controlling the vote.

Section 11.7 Recorded Vote

A recorded vote may only be used at a meeting of the board or meeting of committees upon the request of not less than three trustees entitled to vote on the matter, provided that the request is made before the vote is called.

Next Steps:

- At the next meeting the Committee will review and finalize the re-drafted By-Law document.
- G. Tuck Kutarna will forward the Committee samples of Code of Conduct documents for their review.
- An additional meeting will be scheduled to review supplemental documents

Minutes of the General Working By-Law Committee Meeting

Tuesday, March 23, 2021

Page 5 of 5

8. Adjournment

Motion:

WBL2021-03-23-03 - Adjournment

"THAT the March 23, 2021 meeting of the General Working By-Law Committee
by adjourned."

Motion moved by J. McCafferty and motion seconded by M. Ste. Marie. CARRIED

9. Closing Prayer

Chair De Souza offered the closing prayer.

The meeting adjourned at 9:05 p.m.

Robert De Souza, Chair
Durham Catholic District School Board

Tracy Barill, Director of Education
Durham Catholic District School Board

Recording Secretary: L. Beckstead