



# Kawartha Pine Ridge District School Board

## Administrative Regulation

**Regulation Name: Regional School Councils**

**Regulation Code: B-6.2.1**

Section: Board and Community

Policy Code Reference: B-6.2

Established:

Revised or

Reviewed: DRAFT March 3, 2025

---

### 1. Objective

The objective of this regulation is to identify the roles and responsibilities of regional school councils. Regional school councils are expected to operate within Board policies and procedures and comply with all relevant legislation, including the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### 2. Definitions

#### Regional School Council

The three regional school councils (Clarington, Northumberland and Peterborough) are support and advisory bodies to school councils and the Board working to promote quality education for students.

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Board of Trustees

The elected governance branch of the Board.

#### Designate

A person authorized to carry out certain and specific tasks on behalf of another member, as appropriate.

#### Family of Schools

A group of schools consisting of one secondary school and the elementary schools that send graduated students to that secondary school. The family of schools is overseen by a superintendent of education who is responsible for providing advice and guidance to principals in carrying out their responsibilities.

#### MOE

Ministry of Education

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School Community

The school community includes, but is not limited to, students, parents/guardians/caregivers/families, staff members and members of the local community.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

**3. Application**

This regulation applies to Kawartha Pine Ridge District School Board staff and members of the school community who are involved in regional school council associations.

**4. Responsibility**

The family of schools' superintendent, or designate, is responsible for overseeing the organization of school councils and related meetings.

Members of regional school councils are responsible for operating within Board policy and procedure, and all applicable legislation.

The Board recognizes supervisory officers and/or principals as the Board's representatives and responsible for decisions under the Education Act and Ministry of Education Regulations, and Board policy and administrative regulations.

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this administrative regulation.

**5. Procedure****5.1 Regional School Councils – Membership****5.1.1**

Members of a regional school council shall include the chairperson or designate from all school councils within the region. The designate must be an elected or appointed non-staff member of the school council. Only members of a regional school council within the region shall be voting members.

5.1.2

A representative to the regional school council shall be determined by election/appointment at a regular local school council meeting.

5.1.3

Resource/liaison to a regional school council shall include:

5.1.3.1

Principal representation.

5.1.3.2

At least one trustee representative.

5.1.3.3

At least one superintendent.

5.1.4

The term of office for elected/appointed positions shall be one year. Members may seek additional terms of office.

5.1.5

There will be no honorarium paid to members of a regional school council.

5.1.6

Regional school councils may have an executive. Election of the officer(s) and roles and responsibilities will be as outlined in the association's constitution.

5.1.7

Local trustees will receive a copy, in advance, of regional school councils' agendas and a copy of the minutes of such meetings.

**5.2 Regional School Councils - Roles and Responsibilities of Members**

5.2.1

The chairperson of the regional school council shall:

5.2.1.1

Call regional school council meetings in consultation with the superintendent(s).

5.2.1.2

Prepare the agenda for regional school council meetings as outlined in the association's constitution/guidelines.

5.2.1.3

Chair regional school council meetings.

5.2.1.4

Ensure that minutes of regional school council meetings are recorded, maintained and distributed.

5.2.1.5

Participate, or ensure participation, in information and training programs.

5.2.1.6

Maintain open, on-going communication with the Board, local area trustee(s) and superintendent(s).

5.2.1.7

Ensure that there is regular, on-going communication with school councils.

5.2.1.8

Adhere to Board policies and administrative regulations.

5.2.1.9

Encourage school council representation.

5.2.1.10

Encourage and facilitate participation in Board-wide meetings where applicable.

5.2.1.11

Act in good faith.

5.2.2

Members of the regional school council shall:

5.2.2.1

Participate in regional school council meetings.

5.2.2.2

Participate in information and training programs.

5.2.2.3

Act as a link between the regional school council and the school council.

5.2.2.4

Follow Board policies and procedures and comply with applicable legislation.

5.2.2.5

Act in good faith.

5.2.3

Resource/liaison to the regional school council shall:

5.2.3.1

Facilitate the establishment of the regional school council and assist in its operation.

5.2.3.2

Support and promote the regional school councils activities.

5.2.3.3

Participate in regional school council meetings.

5.2.3.4

Participate and act as a resource regarding information and training programs.

5.2.3.5

Seek input from the regional school council in areas, including but not limited to, those it has been assigned advisory responsibility.

5.2.3.6

Act as a resource concerning laws, regulations, Board policies, and collective agreements (e.g., Education Act, and Freedom of Information and Protection of Privacy Act).

5.2.3.7

Obtain and provide, where reasonable, information as required by the regional school council to enable it to make informed suggestions and advice.

5.2.3.8

Maintain open, on-going communication with the chairperson of the regional school council.

5.2.3.9

Assist the regional school council in communicating with the school councils.

5.2.3.10

Encourage the participation of chairpersons or designates of school councils.

5.2.3.11

Ensure that the regional school council follows Board policies and procedures.

5.2.3.12

Act in good faith.

**6. Related Policies, Administrative Regulations or Procedural Documents**

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

B-6.1 School Councils (to be updated)

B-6.2 Regional School Councils (to be updated)

Administrative Regulations

B-6.1.1 School Councils (to be hyperlinked)

## **7. Reference Documents**

Legislation:

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Regulation 298 of the Revised Regulations of Ontario, 1990 \(Operation of Schools – General\)](#)

[Ontario Regulation 612/00, School Councils](#)

DRAFT