

**Adopted:** June 19, 2013 (Motion M13-0175)  
**Revised:** October 2017; January 2020; December 2021;  
November 2023; February 2024  
**Review Date:** November 2027

## 1. Objective

This procedure is made pursuant to the Halton District School Board's (HDSB) Student Trustee Policy and outlines specific directives to be followed.

## 2. Specific Directives

### 2.1. Qualifications

2.1.1. Student Trustees must be entering or enrolled full-time in the senior division (Grade 11 or 12) of a secondary school of the HDSB, or be an exceptional pupil in a special education program for whom the HDSB has reduced the length of the program under subsection 3(3) of Regulation 298.<sup>1</sup>

### 2.2. Disqualifications

2.2.1. Student Trustees will be disqualified from service when they:

2.2.1.1. cease to be a student in the HDSB;

2.2.1.2. are absent from three consecutive regular meetings of the Board without permission of the Board;

2.2.1.3. are convicted of an indictable offense;

2.2.1.4. breach the confidentiality of the HDSB;

2.2.1.5. are suspended from school for a serious violation of the behaviour code;

2.2.1.6. fail to fulfill their contractual promise and duties as the Student Trustee

2.3. A student who ceases to be qualified to act as a Student Trustee shall be deemed to have resigned from the position.

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<sup>1</sup> (Education Act) O.Reg 7/07 S.5

### 3. Roles and Responsibilities

#### 3.1. Student Trustees

- 3.1.1. must demonstrate confidentiality and discretion at all times,
- 3.1.2. will attend public Board meetings,
- 3.1.3. can attend Committee of the Whole meetings,
- 3.1.4. will adhere to HDSB policies, procedures, by-laws and comply with all relevant legislation including the Education Act, Municipal Freedom of Information and Protection of Privacy Act and the Ministry of Education Attendance and Conflict of Interest Guidelines for Student Trustees,
- 3.1.5. will bring student perspectives directly to the Board and will represent the views of the Student Senate when participating in Board discussions,
- 3.1.6. will have the right to participate in the examination and discussion of matters brought to the Board,
- 3.1.7. will serve as Student Senate Co-Chairs, and will keep Student Senate informed of issues of interest and concern,
- 3.1.8. will support Student Senators in their role as conduit to their respective student bodies.

### 4. Meetings of the Board

#### 4.1. Student Trustees

- 4.1.1. will advise the Chair in writing if they will not be in attendance at a Board meeting, along with a reason for their absence.
- 4.1.2. have the right to a non-binding recorded vote.
- 4.1.3. are not eligible to independently move a motion but are eligible to recommend a motion(s) or submit notices of motion with the sponsorship of a Trustee.
- 4.1.4. may, with sponsorship of a Trustee, request an amendment to a motion already on the floor, or may request a motion be made in response to an item on the agenda. If no Trustee moves the suggested motion, the record shall show the suggested motion.
- 4.1.5. are not entitled to be present at a meeting that is closed to the public under clause 207 (2)(b).

### **5. Term of Office**

- 5.1. The term starts on August 1 of the year in which the Student Trustees are elected and ends on July 31 of the following year.
- 5.2. Student Trustees can stand for re-election for an additional term providing they continue to meet all qualifying requirements.

### **6. Vacancies**

- 6.1. In the event a Student Trustee is not able to complete their term of office, the vacancy shall be filled by a by-election. O Reg. 7/07, s. 7.

### **7. Honoraria**

- 7.1. Student Trustees shall receive \$2,500 for each complete year they hold office.
- 7.2. Any Student Trustee holding office for a portion of the year, shall receive a pro-rated honorarium according to the proportion of the term for which the Student Trustee held office.

### **8. Expenses, Resources and Training**

- 8.1. As per the limitations outlined in the Trustee Expenses Policy and Governance Procedure, Student Trustees shall:
  - 8.1.1. be reimbursed for expenses incurred in fulfilling their role.
  - 8.1.2. have access to a range of HDSB resources and opportunities for training and professional development.

### 9. Student Trustee Mentors

- 9.1. Up to two Trustees may be designated as Student Trustee Mentors upon Board approval of the Striking Committee report.
- 9.2. Student Trustee Mentors will provide orientation to Student Trustees prior to the start of the new school year, and guidance throughout the year. Orientation should focus on governance and procedural matters.

### 10. Legal References

- 10.1. Education Act, section 55 Student Trustees
- 10.2. ON Reg 7/07 Student Trustees; ON Regulation 298 Operation of Schools -- General

### 11. Related Board References

- 11.1. Board Governance By-Law
- 11.2. Trustee Expenses Policy
- 11.3. Trustee Expenses Governance Procedure
- 11.4. Trustee Honoraria Policy
- 11.5. Trustee Code of Conduct Policy
- 11.6. Policy and Procedure Framework Policy
- 11.7. Appointments to Committees and Other Roles Policy - Student Trustee Mentor Terms of Reference
- 11.8. Reference
- 11.9. Student Trustee Policy
- 11.10. Student Trustee Election Administrative Procedure
- 11.11. Student Trustee Oath of Office
- 11.12. Student Trustee Orientation Part 1: The Boardroom
- 11.13. Student Trustee Orientation Part 2: Beyond the Boardroom

### Summary of Changes

February 2024 - Clarity regarding Student Trustee Expenses was added to align with the Trustee Expenses Policy and Governance Procedure (Sections 8.1, 11.2, 11.3).