

Appointments to Committees and Other Roles

Governance Procedure

Adopted: May 2019 (M19-0007)
Revision Date: May 2026
Review Date: May 2030

1. PURPOSE

- 1.1. To provide guidelines with respect to the various types of Board committees:
 - Statutory Committees
 - Non-Statutory Committees
 - Standing
 - Ad hoc
 - Committee of the Whole Board.
- 1.2. To describe the process for Trustee appointments to staff, community and provincial committees, and other roles.

2. APPOINTMENTS AND RESIGNATIONS

2.1. General

- 2.1.1. Trustee membership on committees must be fewer than the quorum of the Board (i.e. with a Board of 11 Trustees, no more than five Trustees may serve on the same committee). The only exception to this is the Committee of the Whole Board, of which all Trustees are members.

2.2. Appointments

- 2.2.1. Following the organizational meeting each year, the Chair and Vice-Chair shall develop a consultative Striking Committee process, with Trustees for appointments to committees and other roles (e.g. Inspire Awards, etc.).
- 2.2.2. Additional Striking Committee processes may be undertaken at any point during the year to appoint roles requiring a different start of term, to identify members for a newly struck committee, or to fill a vacancy. In the case of a vacancy, the Striking Committee will, as soon as is practicable, convene to fill the vacancy.
- 2.2.3. The Striking Committee process shall seek to balance responsibilities and opportunities amongst Trustees, and take into consideration each Trustee's:
 - areas of interest;
 - background and expertise;
 - relevant committee experience;

Appointments to Committees and Other Roles

Governance Procedure

- availability; and
 - prior committee attendance (if seeking reappointment).
- 2.2.4. This process will also include consultation with the Director regarding staff-led committees and other roles.
- 2.2.5. A Trustee shall not be appointed to a role for which they have not expressed an interest and a willingness to serve.
- 2.2.6. The appointment of the Ontario Public School Boards' Association Voting Delegate and Alternate Voting Delegate, who formally act on behalf of the HDSB at Regional Council Meetings and meetings of the Membership, will be made annually, at least one month prior to the OPSBA Annual General Meeting.
- 2.2.7. The appointment of the Director's Performance Appraisal Co-Chairs will be made annually, in September.
- 2.2.8. Appointments will be approved by resolution of the Board at the first Board meeting after the Striking Committee has completed its work. The Chair shall notify all committee Chairs of new appointments.

2.3. Resignations

- 2.3.1. If a Trustee member wishes to resign from an appointed role at any time, they may do so by providing the Chair of the committee and the Chair of the Board with written notice of their resignation.
- 2.3.2. A Trustee is expected to attend the majority of meetings for any committee they are appointed to.
- 2.3.3. A Trustee shall be deemed to have resigned from any statutory committee if they do not fulfill their attendance requirements as specified in regulation. For all standing committees, if a Trustee is absent without being authorized by committee resolution for:
- Two consecutive meetings for a committee that meets four or fewer times during the year; or
 - At least three meetings AND the majority of regular meetings since the start of the committee's term for a committee that meets five or more times during the year.
- The Committee Chair shall notify the Chair of the Board of a deemed resignation and the Trustee will receive written notice from the Chair of the Board.

Appointments to Committees and Other Roles

Governance Procedure

- 2.3.4. The Chair of a standing committee is responsible for monitoring absences. If a member is within one absence of a deemed resignation, the Committee Chair will confirm with the member the requirement under 2.3.2 and inquire if the member seeks to remain on the committee.

3. STATUTORY COMMITTEES

3.1. General

- 3.1.1. The Education Act and Regulations made under the Act require the HDSB to constitute the following:
- Special Education Advisory Committee (SEAC);
 - Student Discipline Committee;
 - Audit Committee;
 - Parent Involvement Committee (PIC);
 - Supervised Alternative Learning Committee.
- 3.1.2. The terms of reference for each of these committees are prescribed by the Act and applicable Regulations, and may be further described in a separate procedure.
- 3.1.3. This procedure applies to statutory committees only to the extent that the terms herein do not conflict with statutory or regulatory requirements, or the provisions of a procedure pertaining to a particular committee.
- 3.1.4. Under Section 169 of the Act, every school board fulfills this responsibility by committee.
- 3.1.5. SEAC, PIC and Audit Committee meetings shall incorporate the Acknowledgement of Traditional Lands in their agendas at the start of each meeting.

3.2. Appointments

- 3.2.1. Trustees shall be appointed as members of the Special Education Advisory Committee and the Audit Committee for the length of the Board's term.
- 3.2.2. Trustees shall be appointed as members of the Student Discipline Committee, Parent Involvement Committee and Supervised Alternative Learning Committee during the annual Striking Committee process.

Appointments to Committees and Other Roles

Governance Procedure

4. NON-STATUTORY COMMITTEES

4.1. General

- 4.1.1. In addition to statutory committees, the Act provides that the Board may also establish committees that are: a) composed of Trustees, to make recommendations to the HDSB in respect of education, finance, personnel and property; and b) to include persons who are not Trustees, in respect of matters other than education, finance, personnel and property.
- 4.1.2. Unless otherwise approved by resolution of the Board, no person other than a Trustee may be appointed to a non-statutory committee that is formed for the purpose of making recommendations to the Board in respect of education, finance, personnel and property.
- 4.1.3. A resolution to form a committee shall state the following which will collectively form the committee's terms of reference:
 - the purpose of the committee;
 - the scope of the committee's work; and
 - the date by which the committee will report to the Board and frequency of committee reports.
- 4.1.4. A Trustee who has not been appointed as a committee member may attend a committee meeting provided that the Trustee identifies themselves as a non-member and does not vote. The Trustee may not participate in meeting discussions, except at the invitation of the committee Chair.
- 4.1.5. A Student Trustee may be appointed as a non-voting participant and may attend all public session meetings of a non-statutory committee.
- 4.1.6. Committees may provide reports or recommendations to the Board but may not make any decision or take any action which could bind the Board.
- 4.1.7. A committee's recommendation to the Board must be approved by the majority of the committee members, by a vote conducted in accordance with the Board's rules of order or by consensus, as described in the Board Governance By-law.
- 4.1.8. A committee may not issue any public statement on behalf of the Board, and may not undertake any activity or discussion of a matter which falls outside its terms of reference.
- 4.1.9. Committee meetings may be convened by the committee Chair or upon the written request of a majority of committee members, unless otherwise agreed upon by the committee members.

Appointments to Committees and Other Roles

Governance Procedure

- 4.1.10. Committee members shall receive written or electronic notice of a committee meeting by no later than 48 hours prior to the meeting or by unanimous agreement by its members, which shall include an agenda, as well as sufficient background information for members to participate meaningfully in the discussion of agenda items.
- 4.1.11. All non-statutory committee and working group meetings are subject to the Section 207(1) requirement that all meetings must be open to the public unless the matter under discussion is covered by S.207(2) or (2.1).
- 4.1.12. The presence of a majority of Trustee members of a committee at a meeting shall constitute a quorum. The meeting shall not proceed or continue should quorum not be present.
- 4.1.13. A committee member is entitled to participate in committee meetings in person or by electronic means, and when so participating shall be deemed to be present at the meeting for purposes of the Act and its Regulations and in accordance with the Board Governance By-law.
- 4.1.14. The committee Chair shall provide reports to the Board.

4.2. Standing Committees

- 4.2.1. The Board may approve by resolution the formation of one or more Standing Committees, to provide reports and/or recommendations in an ongoing manner regarding a specific area of Board responsibility.
- 4.2.2. The membership and Chair(s) of a Standing Committee will be determined through the annual Striking Committee process. The members of each Standing Committee may appoint a Vice-Chair at the committee's first meeting.
- 4.2.3. Unless otherwise stated by resolution of the Board, the term of a Standing Committee will be renewed annually on the anniversary of the Board's term, taking into account any recommendations of the committee, which shall include a rationale, goals and projected outcomes for the renewal period.
- 4.2.4. Notwithstanding the foregoing, the Board may resolve to dissolve a Standing Committee at any time.
- 4.2.5. At the request of the Board, the Director may appoint staff to provide resources or administrative support, information and expertise.
- 4.2.6. Trustees currently have the following Standing Committees:
 - Board Assessment and Development
 - Financial Advocacy
 - Policy, By-law and Governance

Appointments to Committees and Other Roles

Governance Procedure

4.3. Ad Hoc Committees

- 4.3.1. The Board may approve by resolution the formation of an ad hoc committee. A resolution shall state the following which shall collectively form the committee's terms of reference:
 - the purpose of the ad hoc committee;
 - the scope of the ad hoc committee's work;
 - the composition (i.e. the number of staff and Trustees) of the ad hoc committee; and
 - the date by which the ad hoc committee will report to the Board.
- 4.3.2. Notwithstanding the foregoing, the Board may resolve to dissolve an ad hoc committee at any time.
- 4.3.3. At the request of the Board, the Director may appoint staff to provide resources or administrative support, information and expertise.
- 4.3.4. The Chair and Vice-Chair of the Board will determine the Trustee membership of ad hoc committees as outlined in section 2.2 above. Staff may also be members of an ad hoc committee. Staff membership will be determined by the Director.

5. COMMITTEE OF THE WHOLE

5.1. General

- 5.1.1. The agenda shall be the responsibility of the Vice-Chair, in consultation with the Chair and the Director, taking into account any requests from Trustees. The agenda will be in the format appended hereto.
- 5.1.2. All meetings shall be open to the public, except where matters listed in Section 207(2) of the Education Act, s. 207 (2.1) of the Act are to be discussed, at which point the Board may close the meeting to the public and resolve itself into a Committee of the Whole Board in Private Session.
- 5.1.3. All Trustees are members.
- 5.1.4. The Director or designate shall attend all meetings.
- 5.1.5. The presence of a majority of Trustees shall constitute a quorum. The meeting shall not proceed or continue should quorum not be present.
- 5.1.6. A Trustee is entitled to participate in meetings in person or by electronic means, if in accordance with the Board Governance By-law, and when so participating shall be deemed to be present at the meeting for purposes of the Act and its Regulations.
- 5.1.7. If deemed reasonable and appropriate, the Committee of the Whole shall authorize by resolution a Trustee's absence from a Committee of

Appointments to Committees and Other Roles

Governance Procedure

the Whole meeting, in keeping with the attendance requirements of the Act.

- 5.1.8. The Committee of the Whole does not have the authority to make decisions which bind the Board.
- 5.1.9. Meetings shall be chaired by the Vice-Chair; in their absence, the Chair shall preside.
- 5.1.10. At the time appointed, the Presiding Officer shall call the meeting to order. They shall preserve decorum and enforce Robert's Rules of Order.
- 5.1.11. In the event that neither the Vice-Chair nor the Chair are present at five minutes after the hour appointed for the start of a meeting, the Director shall call the meeting to order, provided there is a quorum present, and the Board shall choose a Trustee as a Presiding Officer pro-tempore, until such time as either the Vice-Chair or the Chair arrives.

5.2. Notice of Meetings

- 5.2.1. The Director, or delegate, shall notify the public of all Committee of the Whole Board by posting the agenda on the HDSB's website and the Board public calendar, no less than 120 hours before the time of the meeting.
- 5.2.2. Notice of all Committee of the Whole Board meetings, together with the agenda and reports referenced therein, shall be delivered to Trustees no less than 120 hours before the time of the meeting.

5.3. Public Session

- 5.3.1. The Board's Committee of the Whole may meet in public session for the purpose of:
 - engaging in general discussion on matters relating to the HDSB and its delivery of educational services;
 - receiving updates from the Director and the Chair;
 - and such other matters which are suitable for a meeting of the Committee of the Whole.
- 5.3.2. The Director or designate, shall serve as Secretary. The Secretary shall ensure minutes are taken at each meeting, and that a copy of the minutes are presented for approval at the next Committee of the Whole meeting.

Appointments to Committees and Other Roles

Governance Procedure

5.4. Private Session (In Camera)

- 5.4.1. Motions read in Private Session will be brought forward to a Board Meeting for ratification.
- 5.4.2. Depending on the subject matter of the motion, not all motions will be read in their entirety in Public. The category of the privacy matter will be used instead. The Report number, if one exists, will be included in the Public motion to ratify.
- 5.4.3. The Committee of the Whole may meet in Private session to discuss matters relating to sections 207(2) and 207 (2.1) of the Act. The Committee of the Whole will not meet on days when a regular meeting of the Board or Committee of the Whole is not permitted, in accordance with the Board Governance By-law
- 5.4.4. Private Session shall generally follow Public Session of the Board Meeting. The placement of Private Session on a meeting agenda can be modified on an ad-hoc basis, as determined by the Chair and Vice-Chair, in consultation with the Director of Education.
- 5.4.5. Audio or video recording devices may not be used by anyone at any Private Session or closed meeting.
- 5.4.6. Private Session shall be chaired by the Vice-Chair, or in the absence of the Vice-Chair, the Chair. If the Chair is also absent it will be chaired by an alternate Trustee elected by the Board, who will make any motion(s) in Public Session to adopt the recommendations of agenda items from the Private Session.
- 5.4.7. Student Trustees are not permitted to be present at a meeting that is closed to the public under clause 207(2)(b).
- 5.4.8. The Director or designate, shall serve as Secretary. The Secretary shall ensure minutes are taken at each meeting, and that a copy of the minutes are presented for approval at the next Committee of the Whole meeting in Private Session.

6. NOTICE OF MEETINGS

- 6.1. Notice of committee meetings and their agendas will be posted on the HDSB's public-facing website no less than 48 hours before the time of the meeting.

Appointments to Committees and Other Roles

Governance Procedure

7. COMMITTEE AGENDAS

- 7.1. Committee agendas will not be amended after their delivery to the committee members and posting on the HDSB's website, except to deal with an urgent matter that cannot be dealt with at the next regular meeting of the committee or to deal with a non-material matter.
- 7.2. A motion of the committee to amend the agenda must first pass by a two-thirds majority of those present and voting, or quorum, whichever is greater. The minutes of the meeting shall reflect the fact of the amendment and why the agenda was amended.

Appointments to Committees and Other Roles

Governance Procedure

Related Statutes

Education Act, RSO 1990 c E.2, at Section 55 Student Trustees

S.57.1 (Special Education Advisory Committees)

S.207(2) (Closing of certain committee meetings)

S.208.1 (Regulations: electronic meetings)

S.218.1 Duties of board members

S.309 (Appeal of suspension)

S.311 (Notice of suspension)

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56, Part II
“Protection of Individual Privacy”

Related Regulations

Regulation 464/97 Special Education Advisory Committees

Regulation 361/10 Audit Committee

Regulation 612/00 School Councils and Parent Involvement Committees

Regulation 374/10 Supervised Alternative Learning and Other Excusals From Attendance At School

Regulation 463/97 Electronic Meetings and Meeting Attendance

Related Board Policies and Procedures

Board Governance By-law

Director’s Performance Appraisal Review Governance Procedure

Director’s Roles, Responsibilities, and Annual Performance Review Policy

Director’s Roles and Responsibilities Governance Procedure

Inspire Awards Policy and Governance Procedure

Policy and Procedure Framework Policy

Privacy and Information Management Policy

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX A

Committee of the Whole Meeting Agenda Public Session

Day Month, Year

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON TIME

1. Opening
 - 1.1. Call to Order and Attendance
 - 1.1.1. Motion to authorize Trustee absence (if required)
 - 1.2. Acknowledgement of Traditional Lands
 - 1.3. Approval of the Agenda
2. Declarations of Possible Conflict of Interest
3. Approval of the Minutes
 - 3.1. Minutes of Committee of the Whole [previous meeting date]
4. Delegations / Presentations
 - 4.1. Delegations
 - 4.2. Presentations
5. Discussion Items
 - 5.1. Discussion Item
6. Committees and Other Roles
 - 6.1. Standing Committees
 - 6.1.1. Board Assessment and Development
 - 6.1.2. Financial Advocacy
 - 6.1.3. Policy, By-law and Governance
 - 6.2. Other Committees and Roles
7. Trustee Questions of Clarification
8. Trustee News
9. Adjournment

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX B

Committee of the Whole Meeting Agenda Private Session

Day Month, Year

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON TIME

1. Opening
 - 1.1. Call to Order and Attendance
 - 1.2. Approval of the Agenda
2. Declarations of Possible Conflict of Interest
3. Consent Agenda
 - 3.1. Approval of Consent Agenda Action items
 - 3.1.1. Minutes of Committee of the Whole Private Session [date]
 - 3.2. Receipt of Periodic Information items on consent
 - 3.2.1. Outstanding Action Items*
 - 3.2.2. Information Item Reports
 - 3.2.3. Items as needed
4. Action Items
 - 4.1. Action item #1
5. Communication to the Board
 - 5.1. For information
 - 5.2. Notice(s) of Motion
 - 5.3. Director's Report
 - 5.4. Chair's Update
 - 5.5. Trustee Questions of Clarification
 - 5.6. Trustee News
6. Rise into Public

*Only on a Regular Board meeting night

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX C TEMPLATE STRIKING COMMITTEE REPORT

STATUTORY COMMITTEES

- Audit (4 Year Term) - [3 Trustees]
- Parent Involvement Committee (PIC) - [1+1 Trustees]
- Special Education Advisory Committee (SEAC) (4 year term) - [2+2 Trustees]
- Supervised Alternative Learning - [1+1 Trustees]
- Suspension and Expulsion Committee* - [3 Trustees]

STANDING COMMITTEES

- Board Assessment and Development - [up to 5 Trustees]
- Financial Advocacy - [up to 5 Trustees]
- Policy, By-law and Governance- [up to 5 Trustees]

TRUSTEE-LED COMMITTEES AND OTHER ROLES

- Director's Performance Appraisal Committee** - [up to 5 Trustees (1 Chair)]***
- Halton Student Transportation System - [1 Trustee]
- Inspire Awards Co-ordinators** - [2 Trustees]
- Ontario Public School Boards' Association (OPSBA) Delegate - [1+1 Trustees]
- Student Trustee Mentor(s) - [1+1 Trustees]
- Trustee Code of Conduct Alternate(s) - [at least 1 Trustee]

STAFF-LED COMMITTEES

- Accessibility - [1+1 Trustees]
- Environmental Leadership and Sustainability Committee (2 year term) - [1+1 Trustees]
- Human Rights Equity Advisory Committee - [2 Trustees]
- Mental Health Strategy Advisory Committee - [1+1 Trustees]
- Multi-Year Plan Steering Committee - [4 Trustees]
- School Year Calendar Committee - [1+1 Trustees]

*All Trustees can be called as alternates.

**Policy and Governance Procedures must be adhered to.

***DPA Co-Chairs must be decided annually, in September.

The Chair is an ex-officio member of all Board committees.

Trustees may also sit on long-term and ad hoc sub-committees throughout their terms.

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX D

Terms of Reference

Board Assessment and Development Standing Committee

Purpose

The Board Assessment and Development Standing Committee will guide reflection on current governance practices and may make recommendations to enhance efficiency, collaboration and professional development to support Trustees in their governance role.

Responsibilities

- Develop strategies for the Board to assess current governance practices and processes.
- Facilitate Board self-assessment annually and maintain a repository of the results for the purposes of benchmarking and comparison.
- Analyze the assessment results and develop recommendations for continuous improvement.
- Provide newly appointed Trustees with an onboarding package and professional development opportunities prior to the start of their term.
- Promote growth by providing the Board at least one professional development opportunity per academic year focused specifically on the role of the Trustee, as this is essential to good governance and enables Trustees to govern effectively on a day-to-day basis.
- Ensure the professional development opportunities that are recommended to the Board reflect the key areas of focus identified in the Multi-Year Strategic Plan to enable Trustees to effectively govern in alignment with the MYSP.

Meetings

- The Committee will meet three times per calendar year at a minimum.

Reporting

- Provide oral or written reports at Committee of the Whole meetings. These reports may contain recommendations for consideration at an upcoming Board meeting.
- Provide an annual report to the Board giving an overview of the committee's activities and recommendations at the end of each year of the Board's term.

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX E

Terms of Reference Financial Advocacy Standing Committee

Purpose

- Enhance public awareness and understanding of the HDSB's budget constraints due to provincial funding limitations.
- Work with local MPPs to elevate the HDSB's concerns regarding provincial funding at the Ministry of Education.
- Develop a working relationship with the Minister of Education to find solutions to funding pressures.

Meetings

- The Committee will meet three times per calendar year at a minimum.

Reporting

- The Committee will report to the Board no less than twice per academic year, and more frequently depending on workload.
- Reports shall contain recommendations for consideration by the Board.

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX F

Terms of Reference

Policy, By-law and Governance Standing Committee

Purpose

- Review policies, governance procedures, and the board governance by-law.
- Create new policies and governance procedures when required.
- Oversee the governance document review cycle to ensure documents are reviewed in a timely manner.

Meetings

- The Committee will meet three times per calendar year at a minimum.

Reporting

- The Committee will report to the Board no less than twice per academic year, and more frequently depending on workload.
- Reports shall contain recommendations for consideration by the Board.

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX G

Terms of Reference

Ontario Public School Boards' Association (OPSBA) Delegate

The Delegate shall:

- Represent the Board at OPSBA Annual and Special meetings of the membership and Regional Council meetings;
- Be a conduit of information between the Board and OPSBA. Specifically:
 - Share meeting agenda packages with Trustees prior to meetings, seeking input and feedback;
 - Present concerns and opinions identified by Trustees at meetings;
 - Share a meeting summary with Trustees after each meeting;
 - Provide formal and informal reports to the Board regarding OPSBA activities and initiatives;
 - Keep senior administration informed of OPSBA issues, which may include sharing reports and position papers;
 - Ensure OPSBA is kept informed of HDSB needs, important issues and events;
 - Inform Trustees of Regional Meetings, Symposiums, Annual General Meetings, surveys, and other conference opportunities, and invite their participation;
 - Inform Trustees of opportunities to participate in Work Teams and ad hoc committees
- Be prepared to respond to matters at OPSBA meetings that would reflect the position of the Board;
- Be aware of and understand items under consideration at OPSBA meetings of the membership and Regional Council meetings;
- Be aware of, adhere to, and uphold the OPSBA Code of Conduct Policy and Enforcement Procedure;
- Ensure the Alternate Delegate is present if they are unable to attend and vote at meetings of the membership and Regional Council meetings;
- Understand that they are to have one vote, on behalf of their Member Board, and that proxy voting is not permitted (Note: Votes will be weighted in accordance with the OPSBA General By-Law, policy and/or procedure, as the case may be);
- Consider and vote for the positions of President, Vice-President, Regional Chair, Regional Vice-Chair, and Regional Council representatives on Core Issue Work Groups (CIWG) on behalf of the Board; and
- Participate in advocacy activities at the provincial level.

References:

www.opsba.org/wp-content/uploads/2023/03/AGM-OPSBARolesResponsibilitiesGuide.pdf

For more information on OPSBA please visit <https://www.OPSBA.org>

Appointments to Committees and Other Roles

Governance Procedure

APPENDIX H

Terms of Reference Student Trustee Mentor

1. Role

Student Trustee Mentors are elected Trustees who support Student Trustees in their role. Mentors provide Student Trustees with support at Board meetings, share information on board related matters and guide them in their governance of the Student Senate. Operational resources are to be provided by the staff mentors.

2. Responsibilities

New Student Trustee Orientation:

- Provide guidance and orientation to Student Trustees prior to the start of the new school year. Orientation should focus on governance and procedural matters as included in the following Student Trustee Orientation Part 1: The Boardroom
- Ongoing Support:

- Answer relevant questions from Student Trustees;
- Create a welcoming atmosphere, such that Student Trustees feel more comfortable speaking at the Board table;
- Encourage Student Trustees to share thoughts at the Board table;
- Provide Student Trustees with objective and pertinent information about topics discussed at the Board table;
- Meet with Student Trustees as needed throughout their term;
- Ensure Student Trustees have the resources they need to better provide student voice to the Board;
- Act as a resource to Student Trustees in agenda setting priorities for Student Senate for the year, including pertinent items of a governance nature and associated timelines;
- Attend Student Senate meetings when required to act as a resource for non-operational questions and to support Student Trustees as needed with board governance procedural questions and concerns. Student Senate Meeting dates to be determined in September (generally one evening per month from October to May).
- Review and provide input on Student Senate draft documents prior to them being presented to the Board of Trustees or other audiences, upon request.

3. Membership

Student Trustee Mentors consist of two elected Trustees who are appointed by the Board of Trustees at the annual Striking Committee meeting. All other Trustees are expected to assist Student Trustees and are encouraged to attend Student Senate meetings.

Appointments to Committees and Other Roles

Governance Procedure

Revision History

Summary of Changes effective October 26, 2022

1. Grammar, spelling, general housekeeping, and simplification of language changes have been made throughout.
2. Added Appointments section to differentiate between committees and other commitments.
3. All Committee of the Whole items moved from the By-laws and inserted here.
4. Added Working Groups section.
5. Added Striking Committee Report template.
6. Added all Standing Committee Terms of Reference created to date.

Summary of Changes effective January 25, 2023

1. Appendix E -Governance Document Review Standing Committee Terms of Reference updated.

Summary of Changes effective March 22, 2023

1. Appendix F - Trustees' Professional Development Standing Committee Terms of Reference updated.

Summary of Changes effective April 19, 2023

1. Appendix D - Board Self-Assessment Standing Committee Terms of Reference updated.

Summary of Changes effective May 17, 2023

1. Section 4.2 Standing Committees section updated.
2. Appendices A & B (Committee of the Whole Public and Private agenda templates) updated.

Summary of Changes effective June 21, 2023

1. Appendix A - deleted "Public Questions" from Agenda Template.

Summary of Changes effective November 1, 2023

1. Document name has been changed from Committees and Appointments Governance Procedure to Appointments to Committees and Other Roles Governance Procedure to better reflect the content within.
2. Throughout the document, references to "other roles" and "any appointed role" have been added to ensure the procedure fully covers the various roles Trustees may have.
3. 2.1.1 has been added to this section to reduce duplication throughout the document.
4. 2.1.4 has been edited to include a written notice to the Trustee.
5. 2.2.3 has been edited for clarity.
6. 2.3.2 and 2.3.3 have been added to fully cover the various roles Trustees may have.

Appointments to Committees and Other Roles

Governance Procedure

7. 3.2.2 and 4.2.2 have been edited to clarify the timing of appointments.
8. 4.1.3 and 4.2.7.1 have been edited to include scope of work.
9. 4.1.10 has been edited to reflect the reality of timelines.
10. 4.1.11 has been added to this section to reduce duplication throughout the document.
11. 4.2.7 and 4.2.7.3 have been clarified regarding the formation of working groups.
12. 4.3.1 has been removed as not all ad hoc committees provide recommendations.
13. 4.3.2 has been edited to include ad hoc committee composition.
14. 4.3.5 has been added to clarify ad hoc committee membership.
15. 5.3.4 has been edited to include the word "generally" for cases in which no Public Session is required.
16. Appendix B has been edited to replace "OPSBA Updates" with "Trustee Updates"
17. Appendices D, E, F and H have had redundant phrasing removed.
18. The Committees and Appointments Policy has been renamed Appointments to Committees and Other Roles Policy in alignment with the Governance Procedure.

Summary of Changes effective June 5, 2024

1. Section 2.1 outlines the changes to the timing of the appointment to OPSBA and Director's Performance Appraisal Committee;
2. Section 5.2 changes include the publication of Committee of the Whole Agendas from 96 hours to 120 hours;
3. Section 5.3 removes Trustee Professional Development from Committee of the Whole to align with our current practice, and removes references to the day and time of meetings;
4. Section 5.4 removes references to the day and time of Committee of the Whole Private Session meetings, clarifies that Private Session will generally follow Public Session, and aligns the procedure for when the Vice-Chair is absent with our current practice;
5. Appendix C changes include the timing of appointments to Ontario Public School Boards' Association (OPSBA) and Director's Performance Appraisal Committee;
6. Appendix G removes the alternate for OPSBA; and
7. Housekeeping changes.

Summary of Changes effective October 1, 2024

1. Appendix A - replace "6. Trustee Comments and Questions" with "6. Trustee Questions of Clarification", and add "7. Trustee News"
2. Appendix B - replace "4.6 Trustee Questions and Comments" with "4.6 Trustee Questions of Clarification", and add "4.7 Trustee News"
3. Section 4.2.6 - add Financial Advocacy under "Trustees currently have the following Standing Committees:"
4. New Appendix E to include Financial Advocacy Standing Committee Terms of Reference in alphabetical order and renumbering of subsequent appendices in the GP.

Appointments to Committees and Other Roles

Governance Procedure

Summary of Changes effective May 5, 2026

1. Allow for a striking committee process to occur more than once during the year for roles that require a start date that is not aligned with the annual organizational meeting.
2. Clarified meeting attendance expectations for trustees serving on committees and other roles, including clarification that regulations apply to membership on statutory committees.
3. Changed the number of absences after which a trustee is deemed to have resigned from a standing committee and clarified the procedure to effect a deemed resignation. This includes a duty for the Committee Chair to notify a trustee if they are at risk of accruing too many absences.
4. Changed the requirement for a committee agenda to be posted from two business days in advance to 48 hours in advance.
5. Updated standing committees references and appendices to only include: Board Assessment and Development, Financial Advocacy, and Policy, By-law and Governance.
6. The role of OPSBA Director has been updated to OPSBA Delegate and the Terms of Reference for that role were also revised.
7. Instituting a procedure for trustees to approve absences from Committee of the Whole meetings, if appropriate.
8. Housekeeping updates.