

# Appointments to Committees and Other Roles

## Governance Procedure

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<b>Topic:</b>	<b>Appointments to Committees and Other Roles Governance Procedure</b>
<b>Adopted:</b>	May 2019 (M19-0007)
<b>Revision Date:</b>	May 2024
<b>Review Date:</b>	May 2028

### 1. PURPOSE

- 1.1. To provide guidelines with respect to the various types of Board committees:
  - Statutory Committees
  - Non-Statutory Committees
    - Standing
      - Working Groups
    - 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

#### 2.1. General

- 2.1.1. Trustee membership on committees and working groups 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 or working group). The only exception to this is the Committee of the Whole Board, of which all Trustees are members.
- 2.1.2. A Trustee shall not be appointed to a role for which they have not expressed an interest and a willingness to serve.
- 2.1.3. A Trustee may resign from any appointed role at any time by providing the Chair of the committee, and the Chair of the Board with written notice of their resignation.
- 2.1.4. A Trustee shall be deemed to have resigned from any appointed role if they are absent for more than three consecutive meetings, or from more than three meetings in any twelve month period. The Trustee will receive written notice of their deemed resignation from the Chair of the Board.

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- 2.1.5. The Board shall fill a vacancy caused by a resignation or deemed resignation at the earliest opportunity, in accordance with the appointment process described herein.

### **2.2. Annual Appointments**

- 2.2.1. The Chair and Vice-Chair shall develop a consultative Striking Committee process, annually on the anniversary of their term, with Trustees for appointments to committees and other roles (e.g. Trustee Mentor, Inspire Awards, etc.) balancing responsibilities and opportunities amongst Trustees, and taking into consideration each Trustee's:
- areas of interest;
  - background and expertise;
  - relevant committee experience; and
  - availability.
- 2.2.2. This process will also include consultation with the Director regarding staff-led committees and other roles.
- 2.2.3. The appointment of the Ontario Public School Boards' Association member will be made annually, at least one month prior to the OPSBA Annual General Meeting, using the process outlined in 2.2.1, in accordance with the Ontario Not for Profit Corporations Act "ONCA".
- 2.2.4. The appointment of the Director's Performance Appraisal Co-Chairs will be made annually, in September.
- 2.2.5. Annual appointments will be approved by resolution of the Board by the first Board meeting after the Striking Committee has completed its work.

### **2.3. Other Appointments**

- 2.3.1. The Chair shall advise the Board of any other requests for Trustee representation, and shall invite expressions of interest for any such appointments.
- 2.3.2. When a committee is newly struck, appointments (taking into consideration the criteria outlined in section 2.2) will be approved by resolution of the Board soon thereafter.
- 2.3.3. Working group appointments will be formed by the associated Standing Committee (see section 4.2.7.4).

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### **3. STATUTORY COMMITTEES**

#### **3.1. General**

- 3.1.1. The Education Act and Regulations made under the Act require the Board 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 is 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 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 (SEAC) 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.

### **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 a) composed of Trustees, to make

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- 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. No person other than a Trustee may be appointed to non-statutory committees that are formed for the purpose of making recommendations to the Board in respect of education, finance, personnel and property, unless otherwise approved by resolution of the Board.
- 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 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 By-laws.
- 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.
- 4.1.10. Committee members shall receive written or electronic notice of a committee meeting by no later than two business days prior to the meeting or by unanimous agreement by its members, which shall

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- 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, its Regulations, and the Board's Electronic Meetings Policy.
  - 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 shall appoint a Secretary and 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 Self-Assessment
  - Financial Advocacy
  - Governance Document Review
  - Trustees' Professional Development Planning

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4.2.7. As needed, working groups may be formed to work on a specific matter for a limited time. Working groups are formed by, and will report to, the standing committee.

4.2.7.1. The Chair of the Standing Committee will request participation from the Board of Trustees, providing the following information which shall collectively form the working group's terms of reference:

- the purpose of the working group;
- the scope of the working group's work; and
- the date by which the working group is expected to have completed the scope of work.

4.2.7.2. Working groups will provide feedback to the standing committee. The standing committee shall provide updates/reports to the Board on behalf of the working group. The standing committee may also provide opportunities for feedback at Committee of the Whole Board meetings.

4.2.7.3. The Chair(s) (and Vice-Chair) of the applicable standing committee will determine the membership of working groups taking into consideration the criteria outlined in section 2.2. At least one member of the standing committee will be a member of the working group. The members of the working group will be included as authors of the report from the standing committee.

4.2.7.4. S.171(1) restrictions limit membership to Trustees where the subject matter is education, finance, personnel and property.

### 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.

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- 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) or s. 218.3 (10) of the Act are to be discussed, at which point the Board may close the meeting to the public or 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, and the Director 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, and when so participating shall be deemed to be present at the meeting for purposes of the Act, its Regulations, and the Board's Electronic Meeting Policy.
- 5.1.7. The Committee of the Whole does not have the authority to make decisions which bind the Board.
- 5.1.8. Meetings shall be chaired by the Vice-Chair; in their absence, the Chair shall preside.
- 5.1.9. At the time appointed, the Presiding Officer shall call the meeting to order. They shall preserve decorum and enforce Robert's Rules of Order.

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- 5.1.10. 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, 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 Committee of the Whole will generally meet once per month.
- 5.3.3. 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 provided to the Trustees at the next Board meeting.

### **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



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- 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 will generally meet in Private once per month to discuss matters relating to sections 207(2), 207 (2.1) or 218.3 (10) 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, section 4.1.3.
  - 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 provided to Trustees at the next Committee of the Whole meeting in Private Session.

## **6. NOTICE OF MEETINGS**

- 6.1. Notice of committee and working group 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.

## **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

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or to deal with a non-material matter. 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.

### 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

### Related Board Policies and Procedures

Electronic Meetings Policy

Inspire Awards Policy and Governance Procedure

Director's Performance Review Governance Procedure

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

Director's Roles and Responsibilities Governance Procedure

Policy and Procedure Framework Policy

Privacy and Information Management Policy

Board Governance By-law

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### **APPENDIX A**

Committee of the Whole Meeting Agenda Public Session

Day Month, Year

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON 6 p.m.

1. Opening
  - 1.1. Call to Order and Attendance
  - 1.2. Acknowledgement of Traditional Lands
  - 1.3. Approval of the Agenda
  - 1.4. Declarations of Possible Conflict of Interest
2. Approval of the Minutes
  - 2.1. Minutes of Committee of the Whole [previous meeting date]
3. Delegations / Presentations
  - 3.1. Delegations
  - 3.2. Presentations
4. Discussion Items
  - 4.1. Discussion Item
5. Committees and Other Roles
  - 5.1. Standing Committees
    - 5.1.1. Board Self-Assessment
    - 5.1.2. Financial Advocacy
    - 5.1.3. Governance Document Review
    - 5.1.4. Trustees' Professional Development Planning
  - 5.2. Other Committees and Roles
6. Trustee Questions of Clarification
7. Trustee News
8. Adjournment

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### **APPENDIX B**

Committee of the Whole Meeting Agenda Private Session

Day Month, Year

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON 6 p.m.

1. Opening
  - 1.1. Call to Order and Attendance
  - 1.2. Approval of the Agenda
  - 1.3. Declarations of Possible Conflict of Interest
2. Consent Agenda
  - 2.1. Approval of Consent Agenda Action items
    - 2.1.1. Minutes of Committee of the Whole Private Session [date]
  - 2.2. Receipt of Periodic Information items on consent
    - 2.2.1. Order Paper
    - 2.2.2. Information Item Reports
    - 2.2.3. Items as needed
3. Action Items
  - 3.1. Action item #1
4. Communication to the Board
  - 4.1. For information
  - 4.2. Notice(s) of Motion
  - 4.3. Director's Report
  - 4.4. Chair's Update
  - 4.5. Trustee Updates
  - 4.6. Trustee Questions of Clarification
  - 4.7. Trustee News
5. Rise into Public

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### 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]
- Student Discipline and Suspension Appeals\* - [3 Trustees]
- Supervised Alternative Learning - [1+1 Trustees]

#### STANDING COMMITTEES

- Board Self Assessment - [up to 5 Trustees]
- Governance Document Review - [up to 5 Trustees]
- Trustee Professional Development Planning- [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) Director - [1 Trustee]\*\*\*\*
- 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 and Well-Being - [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.

\*\*\*\*OPSBA Director must be decided annually, at least one month prior to the AGM. Their one year term starts and ends at the AGM.

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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.

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### **APPENDIX D**

#### Terms of Reference Board Self-Assessment Standing Committee

##### Purpose

The purpose of the Board Self-Assessment Standing Committee is to guide reflection on current governance practices, decision making processes, and professionalism and make recommendations for improvement and goals in alignment with the Multi-Year Strategic Plan.

##### Responsibilities

- To develop mechanisms for Trustees to assess their current governance practices, processes and professionalism, which may include surveys, interviews, and observation, among other best practices.
- To utilize the self-assessment tools to annually engage relevant parties, including but not limited to the entire Board of Trustees.
- To analyze the results and develop recommendations for continuous improvement and goals for the upcoming year.
- To provide annual updates and a full public report at the end of Term to the Board of Trustees.
- To create and update a repository of mechanisms and reports for future Standing Committees and Boards of Trustees to utilize for benchmarking and comparison purposes.

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### **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.



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### **APPENDIX F**

#### Terms of Reference

#### Governance Document Review 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.

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### **APPENDIX G**

#### Terms of Reference

#### Trustees' Professional Development Planning Standing Committee

##### Purpose

As per the Board Committees Governance Procedure which states that 'the Board may from time to time approve by resolution the formation of one or more standing committees, to provide reports and/or recommendations in an area of Board responsibility,' the Trustees' Professional Development Planning Standing Committee was formed on April 21, 2020 by Board Motion.

The HDSB Multi-Year Strategic Plan identifies key areas of focus for the HDSB. Trustees' Professional Development opportunities should reflect these areas in order that Trustees can effectively govern in alignment with the Multi-Year Strategic Plan with confidence.

Newly appointed Trustees will be given an onboarding package, and professional development opportunities, prior to the start of their term.

Trustees need to be able to govern effectively on a day-to-day basis. In order to promote growth, at least one Professional Development opportunity per academic year should be focussed specifically on the role of the Trustee as this is essential to good governance.

##### 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 the emerging needs.
- Reports may contain recommendations for consideration by the Board.

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### **APPENDIX H**

#### Terms of Reference

#### Ontario Public School Boards' Association (OPSBA) Director

The Board of Directors is responsible for:

- Serving, as a collective, as the principal source of policy and political direction and the major decision-making body of the Association;
- Approving amendments to the OPSBA Constitution and By-laws prior to confirmation of such amendments by the membership at the Annual General Meeting;
- Appointing an external Auditor, if a vacancy occurs between Annual General Meetings
- Approving budgets, financial statements and establishing membership fees;
- Bestowing OPSBA Honorary Life Membership;
- Appointing liaison members to the Core Issue Work Groups, as required; and
- Establishing ad hoc work groups as required, which include, where appropriate, representatives from OPSBA's five Regions (North, West, East, Central East, Central West)

The Board of Directors meets:

- Customarily four times a year;
- At the call of the President; or
- On the written request of 10 of its members.

Terms of Reference

- Prepare for and attend Board of Directors meetings;
- Share the Meeting Agenda packages with Trustees prior to meetings, highlighting the sections that might be of greatest interest to the HDSB, and seeking input and feedback. Present the concerns and opinions identified by Trustees to the Board of Directors;
- Share the 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;
- Represent the HDSB as the Voting Delegate at the AGM, and at a board meeting prior to the AGM solicit direction on how to vote with respect to resolutions and elections

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- 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
- Participate in advocacy activities at the provincial level; and
- Share central collective bargaining updates from OPSBA at Board private session, and formally seek direction from Trustees regarding ratification of specific contracts

### References:

<https://www.opsba.org/wp-content/uploads/2021/04/RolesResponsibilitiesGuide.pdf>

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

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### APPENDIX I

#### 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 all Student Senate meetings 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.

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### 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.

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### 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.

# Appointments to Committees and Other Roles

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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.
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"



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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.