

REPORT TITLE:	2025 Board Committee Appointments
REPORT NUMBER:	9. 2)BD-01-2025
DESTINATION:	Board Meeting #01
DATE:	November 20, 2024
AUTHOR OF REPORT:	Frances Bagley, Director of Education and Secretary-Treasurer of the Board
TYPE OF REPORT:	INFORMATION

Background:

1. Each year the Board Chair is required to appoint members and name the Chair for Committees, as well as determine the areas of responsibility when required.
2. As indicated in Board Procedural Bylaw *Section 5:03*, the Board Chair shall be an Ex Officio member of all Standing and Ad Hoc committees appointed by the Board and in *Section 6:03*, the Board Vice-Chair may act as an alternate Ex Officio committee member at the request of the Board Chair.

Comments:

3. Statutory Committees:

a) **Audit Committee**

Section 8:01 a) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Statutory Committee in place as per Ontario Regulation 361/10 named the Audit Committee will be responsible for roles and function of the Audit Committee as prescribed in legislation. The Audit Committee will be composed of three Board members and two persons who are not Board members."

-Legislative requirements are:

"If the board has eight or more board members, but less than fifteen, the audit committee shall consist of five members, including three board members and two persons who are not board members."

- **Three trustees are required to be appointed.**

b) **(Catholic) Parent Involvement Committee (CPIC)**

Section 8:01 b) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Statutory Committee in place as per Ontario Regulation 612/00 named the Parent Involvement Committee (PIC). The PIC known locally as the Catholic Parent Involvement Committee (CPIC) includes one Board Member and shall operate according to the approved CPIC bylaws and Ontario Regulation 612/00."

This committee was established by the Board in 2006 and includes 2 parent representatives from each of the 9 regions of the board (the regions are assigned based on secondary schools and their feeder schools) and advises the Board on ways to increase parent engagement. The CPIC includes **one trustee**, and one supervisory officer designated by the Director of Education.

- **One trustee is required to be appointed and one alternate trustee will be appointed.**

c) **Discipline Committee**

Section 8:01 c) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Statutory Committee in place as required by Ontario Regulation 472/07 and Part XIII Behaviour, Discipline and Safety of the Ontario Education Act named the Discipline Committee will be responsible for

- **The Chair will appoint three trustees on an as needed basis throughout the year.**

d) **Special Education Advisory Committees (SEAC)**

Section 8:01 d) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Statutory Committee in place as required by Ontario Regulation 464/97 named the Special Education Advisory Committee (SEAC) will include the appointment of two trustees and two alternate trustees to the committee."

-Legislative requirements are:

"The number to be appointed by the board under Clause (1) c. shall be the lesser of,

- a) three; and*
- b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number."*

"Where the number of members appointed is less than three, one alternate, as appointed by the board from among its own members, for each member is required."

- **Two trustees are required to be appointed and two alternate trustees will be appointed.**

e) **Supervised Alternative Learning (SAL) Committee**

Section 8:01 e) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Statutory Committee named the Supervised Alternative Learning (SAL) will be in place in place as per Ontario Regulation 374/10 with one trustee appointed to the committee."

- Legislative requirements are:

2. (2) *A committee shall be composed of such persons, not fewer than three, as may be appointed by a board in each year, and a quorum of a committee shall consist of,*

- a) **a trustee;***
- b) a supervisory officer who qualified as such as a teacher and is employed by the board, or, where the board does not employ a supervisory officer, the appropriate provincial supervisory officer for the area in which the board has jurisdiction; and*
- c) at least one person who is not an employee of the board in addition to those referred to in clauses a) and b)."*

Supervised Alternative Learning is a programming option under the *Education Act* that allows an alternative learning pathway for secondary students who have attained the age of fourteen years who are not experiencing success in the mainstream.

- **One trustee is required to be appointed and one alternate trustee will be appointed.**

f) **Director's Performance Appraisal Committee**

Section 8:01 f) of the Board's Procedural Bylaw Section 8:00 "Board Committees" reads as follows: "A Statutory Committee named the Director Performance Appraisal Committee (DPA) will be in place as per Ontario Regulation 83/24."

- **The Chair shall appoint no fewer than three (3) trustees and not more than seven (7) trustees.**

4. **Standing Committees:**

a) **Accessibility Planning Committee**

Section 8:01 g) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Standing Committee named the Accessibility Planning Committee will be in place pursuant to the Ontario Accessibility for Ontarians Disabilities Act (AODA), with one trustee appointed to the committee."

- **One trustee will be appointed.**

b) **Board Policy Review Committee**

Section 8:01 h) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Standing Committee named the Board Policy Review Committee will be responsible for the annual review of the Board Procedural Bylaw and Board Policy Statements. The Board Vice Chair shall serve as the Chair of the Board Policy Review Committee together with three trustees as appointed."

- **Board Vice-Chair and three trustees will be appointed.**

c) **Selection Committee-Audit**

Section 8:01 i) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows: "A Standing Committee named the Selection Committee-Audit will be responsible for identifying persons who are not Board members as potential candidates for appointment to the Board's Audit Committee. The selection committee shall be composed of the Director of Education, the Superintendent of Policy, Finance and Business Services and the Chair of the Board or their designate."

- **The Board Chair will be appointed.**

d) **Budget Focus Committee**

Section 8:01 j) of the Board's Procedural Bylaw 8:00 "Board Committees" reads as follows; "A Standing Committee named the Budget Focus Committee will be responsible for making recommendations to the Board concerning the development of the annual budget, and on any aspects of the Board's financial affairs. The Budget Focus Committee will be comprised of three (3) Trustees as appointed by the Chair of the Board. The Director of Education and the Superintendent who has oversight of the board budget will also serve on the committee."

- **The Board Chair will appoint three trustees.**

5. **Ad Hoc Committees**

Section 8:02 of the Board's Procedural Bylaw reads: "An Ad Hoc Committee may be appointed by resolution of the Board specifying the function of the committee, the number of members, with the understanding the committee will recommend its own dissolution when its task is complete."

- a) In the past, trustee representatives from Simcoe Muskoka Catholic District School Board and Simcoe County District School Board have met on occasion to discuss issues of mutual interest. Past practice has been to appoint three (3) members to sit on this Committee with the Board Chair sitting as joint Task Force Chair.

- **The Board Chair and two trustees will be appointed.**

b) **OCSTA Resolutions Committee**

Each year trustees have the opportunity to submit resolutions to the Ontario Catholic School Trustees' Association (OCSTA) for consideration to be presented at the OCSTA Annual General Meeting. The Board Chair appoints trustees to the ad hoc committee.

- **The Board Chair will appoint two to three trustees.**

6. **Other:**

a) **Simcoe County Student Transportation Consortium (SCSTC):**

The Simcoe County Student Transportation Consortium has a Board of Directors in place which includes one trustee representative.

- **One trustee will be appointed.**

b) **Personal Services Contract Committee (Executive Compensation)**

The Board approved the establishment of this committee (as a legislated committee eligible for the trustee stipend) in 2017 with a mandate to:

- i) to review the personal services contracts of members of the Education Leadership Council, and to make recommendations to the Board of Trustees for approval
- ii) to steer the work of the Executive Compensation Framework for ELC members
- iii) the Executive Compensation Framework process was frozen in August 2018 pending government review.

- **The Board Chair, Vice-Chair and one additional trustee are appointed.**

c) **Celebrating Excellence Committee**

The Board approved the establishment of this committee in 2017 to plan and lead the annual Celebrating Excellence board event scheduled for an agreed upon date, in May.

- **The Board Chair will appoint a minimum of two trustees.**

7. **Representation on Committees**

- a) **Boundary Review Committees** are established when the Board approves a boundary review. In this case, trustee(s) who represent the area(s) under review will be appointed to the appropriate Boundary Review committee.
- b) **Pupil Accommodation Review Committees** are established when the Board approves a pupil accommodation review. In this case, trustee(s) who represent the area(s) under review will be appointed as Ad Hoc Committee members to the appropriate Pupil Accommodation Review committee.
Currently, there is a moratorium on Pupil Accommodation Reviews.

8. **Student Trustee Appointment to Committees**

Section 4.0 of Governance and Planning Policy GP-19 Guidelines indicates:

“Even though the student trustees are non-voting members of the Board, they will have the opportunity to participate at Board and committee meetings. However, where legislation requires that a committee must include one or more “members of the Board”, a student trustee may not count as one of these.

If the composition of a committee is governed solely by Board motion and the motion provides that the committee consists of, for example, three trustees and three non-trustees, the Board may amend the composition to allow a student trustee to replace one of the three trustees.”

- **Student Trustees Harlyn Grenier and Mirari Ubani will be appointed to Committees by the Board Chair.**

9. The 2024 Committee list is attached for reference (Appendix A).

Trustees have the opportunity to advise the Board Chair of their committee preferences by Friday, November 22, 2024. A report from the Chair advising of committee appointments will be presented at the Special Board Meeting #01 on Wednesday, November 27, 2024.

Conclusion:

This report is provided to the Board for information.