



BYLAW

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Committees of the Board

Board Received: January 29, 2018

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Statutory Committees

The Board is required under the Education Act and its Regulations to establish the following committees:

- 1. Special Education Advisory Committee (SEAC)**
The Board shall establish a Special Education Advisory Committee, in accordance with Regulation 464/97, a regulation made under the *Education Act*
- 2. Supervised Alternative Learning (SAL) and Other Excusals from Attendance at School Committee**
The Board shall establish a Supervised Alternative Learning for Excused Pupils Committee, in accordance with Ontario Regulation 308; a regulation made under the *Education Act*.
- 3. Student Discipline Committee**
Matters related to student suspensions and expulsions which have been directed to the Board will be referred to a sub-committee of the whole Board as permitted under the Education Act, Section 308 (7).
- 4. Audit Committee**
The Board shall establish an Audit Committee in accordance with Ontario Regulation 361/10; a regulation made under the *Education Act*.
- 5. Parent Involvement Committee**
The Board shall establish a Parent Involvement Committee in accordance with the Parent Engagement Policies of the Ministry of Education (Ontario Regulation 330/10).

The Terms of Reference for Statutory Committees shall be consistent with the associated Regulations and are attached in Appendix A.

Standing Committees

The Board will establish Standing Committees to provide advice to the Board. The work of a Standing Committee is on-going from year-to-year. The following Standing Committees will be established at the Inaugural Meeting of the Board:

- Accessibility Committee
- Brantford Joint Use Committee
- Director's Review Committee
- Indigenous Education Advisory Committee (IEAC)
- Native Advisory
- Privacy Information Management
- Quality Accommodations Committee
- Safe and Inclusive Schools
- School Year Calendar
- Student Transportation Services Brant Haldimand Norfolk

The Board may create and eliminate Standing Committees based on the needs of the Board. The Terms of Reference for Standing Committees are attached in Appendix B.

Ad Hoc Committees

The Board may establish Ad Hoc Committees to provide advice to the Board.

Ad Hoc Committees are created to collect and analyze information around an identified issue, to evaluate the information, and to make recommendations to the Board. Unless otherwise described in Regulation, By-Law or policy, the Board shall determine the membership and terms of reference for the Ad Hoc Committee. Upon completing its report an Ad Hoc Committee will be disbanded.

The operating guidelines for Ad Hoc Committees are:

1. Ad Hoc Committee may request information reports from staff or other resources personnel.
2. Ad Hoc Committees will provide opportunities for public and staff input, if such opportunities are part of the mandate of the Committee.
3. Only members of the Ad Hoc Committee (or their designated alternates) may participate in the deliberations of the Committee. Student Members and Student Trustees may participate fully in the discussions of the Committee. On issues that come to a vote, committee members (or designates) may vote. Student Members and Student Trustees are non-voting members but may have their position officially recorded in the minutes
4. Decisions of the Ad Hoc Committee will be reached through consensus, to the greatest extent possible.

Role of Trustees on Committees of the Board

Trustee representation on statutory and standing committees is referenced in the Terms of Conditions for each committee. A Striking Committee meets immediately following the annual Organizational Meeting of the Board to nominate representation on Committees of the Board. The role of Trustees on Committees of the Board is as follows:

- To represent the Board of Trustees
- To respond to Trustee questions arising from the minutes of the committee as appropriate
- To attend all meetings of the committee(s) to which they are assigned.

If an individual Trustee is unable to attend a scheduled committee meeting they are to contact the committee alternate where applicable. Where there is not a designated alternate or if the alternate is not available the Trustee representative will contact the Chair of the Board who will seek to find a replacement for that meeting.

If a Trustee is unable to continue to represent the Board on a committee, they are to communicate this to the Chair of the Board in writing. The Chair of the Board will then reconvene the Striking Committee to choose another Trustee for the committee for the duration of the term.

APPENDIX A

Special Education Advisory Committee
(Ontario regulation 464/97 made under the Education Act)
Terms of Reference

1.0 Statement of Purpose and Responsibility

The Special Education Advisory Committee makes recommendations to the Board regarding matters related to the establishment, development and delivery of special education programs and services. All meetings of SEAC shall be open to the public and shall be held at a location that is accessible to the public.

2.0 Committee Composition

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

2.1 A member of SEAC, unless a Native representative, must be:

- a Canadian citizen,
- 18 years of age,
- a resident within the jurisdiction of the Board, and
- a public school board elector.

A person is not eligible to be a member of SEAC if he/she is employed by the Board.

2.2 One representative from no more than twelve local associations appointed by the Board. Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the board which further the interest and well-being of exceptional children or adults and one alternate for each representative of local associations/agencies, where possible.

2.3 Two trustees appointed by the Board and two alternates.

2.4 Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees.

2.5 One Native representative and one alternate.

2.6 The total number of members of SEAC should not exceed 20.

3.0 Committee Operating Procedures and Scope

3.1 The term of members of the committee shall be the same as the term of the Board of Trustees.

3.2 In September of an election year, the Superintendent of Education with responsibility for Special Education shall commence a recruitment process for a new roster of SEAC members. All current SEAC members will be involved in this process and will submit a proposed roster to the board of Trustees for approval by the November Board meeting.

3.3 There shall be a minimum of ten meetings per year excluding July and August.

Meetings may occur by electronic means. All meetings are open to the public.

- 3.4 Minutes will be taken at all meetings and distributed to members. Once approved by members of SEAC, minutes will be distributed to the Board of Trustees.
- 3.5 Recommendations from SEAC to the Board can occur at any time providing a majority of SEAC members approve the recommendation.
- 3.6 A majority of the members of SEAC is a quorum, and a vote of the majority of the members is necessary for a recommendation to be approved to move forward to the Board.
- 3.7 Every member present at a meeting, or his/her alternate when attending a meeting in his/her place, is entitled to one vote.
- 3.8 In January of each year SEAC will select both a Chair and Vice-Chair of the committee. Both the Chair and Vice-Chair positions should not be held by a trustee at the same time.
- 3.9 Vacancies:
 - a) If any Local Organization / Agency Representative SEAC member vacates their position, the organization will be asked for a representative to replace the vacancy by the Superintendent responsible for Special Education.
 - b) If the Native Representative SEAC member vacates their position, the Superintendent responsible for Special Education will liaise with the Six Nations Community to find a replacement.
 - c) If any Community Representative SEAC member vacates their position, the Superintendent responsible for Special Education will review previous applications, and if necessary, initiate a recruitment process.
 - d) New recruits will be recommended to the Board as a member of SEAC.
- 3.10 Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the establishment, development and delivery of Special Education programs and services.

4.0 **Role of the Board of Trustees**

- 4.0 Provide the opportunity to the committee to participate in the Board's annual review of its Special Education Plan.
- 4.1 Provide the opportunity to the committee to participate in the Board's annual budget process as it relates to special education.
- 4.2 Provide the opportunity to the committee to review the financial statements of the board as they relate to special education.
- 4.3 Ensure the Superintendent with responsibility for Special Education will provide orientation sessions and arrange for knowledgeable persons to provide information during regular meetings.
- 4.4 Receive and review the minutes of the committee.
- 4.5 Appoint trustees and alternates. Approve membership to SEAC

- 4.6 May solicit and will take in to consideration the recommendations from SEAC with regard to matters that relate to special education programs and services
- 4.7 In the case of recommendations/motions from SEAC, the Superintendent responsible for Special Education will provide a response to the outcome of the Board recommendation/motion in a timely fashion.

5.0 Role of SEAC Members

- 5.1 Attend regular meetings. If a SEAC member is unable to attend a meeting, that member needs to notify the alternate, where one exists for that position to attend instead. If an alternate is unavailable, the SEAC member should notify the secretary and the Chair of SEAC that there will not be a representative at the meeting.
- 5.2 If a member of SEAC misses three consecutive meetings without notice, the member's position will be disqualified, and a new member will be appointed as laid out in section 3.9.
- 5.3 A member of SEAC may resign their position at any time by providing a letter, in writing, to the Chair of SEAC with a copy to the Superintendent responsible for Special Education.
- 5.4 To be well informed about the role of SEAC and expectations set out for SEAC by legislation.
- 5.5 To acquire and maintain a working knowledge of the special education programs and services provided by the board.
- 5.6 In the case of members representing local organizations, to represent effectively the organizations by which they were nominated to SEAC, by ensuring that they are expressing the concerns of their organizations and not their own personal concerns. In addition, to provide their organizations with a report on relevant SEAC proceedings.
- 5.7 To represent the interests of all students of the board receiving special education programs and services from the perspective they bring as parent and/or community partner.
- 5.8 To be respectful, responsible, build positive relationships and to act with integrity in keeping with the values of the Board and to ensure smooth operation of SEAC.
- 5.9 In the interest of avoiding a perception of conflict of interest, SEAC members should state their conflict and abstain from speaking and voting on any recommendation that might be perceived as a conflict to them or their organization.

6.0 Role of School Board Personnel

- 6.1 The Administrative Assistant to the Superintendent responsible for Special Education, attends SEAC meetings to record the minutes of SEAC and to produce and distribute minutes and agendas. Draft minutes will be reviewed by the Chair before distribution. Agendas will be developed by the Superintendent responsible for Special Education and the Chair and Vice-Chair of SEAC, with input from members as appropriate.

Materials for meetings will be distributed ahead of each SEAC meeting to provide members with time to prepare for the meetings.

- 6.2 The Superintendent responsible for Special Education will attend SEAC meetings to provide information on special education programs and services. The Superintendent of Business Services or an alternate will attend SEAC meetings as deemed necessary to provide information and obtain feedback on the annual budget process as it pertains to special education.
- 6.3 The Principal-Leader of Special Education will attend SEAC meetings on a regular basis, and may act as alternate to the Superintendent if the Superintendent is unable to attend a scheduled meeting.
- 6.4 Other board personnel will be made available to SEAC to address their area of expertise in the Board.
- 6.5 Board personnel do not vote at SEAC.

7.0 Making Recommendations to the Board of Trustees

- 7.1 A recommendation made by SEAC to the Board requires a mover and a seconder.
- 7.2 A recommendation can be made through the approved minutes of the SEAC meeting or more immediately by the Superintendent responsible for SEAC directly to the Board of Trustees and presented by the Superintendent responsible for SEAC.

Supervised Alternative Learning and Other Excusals from Attendance at School Terms of Reference

1.0 Statement of Purpose and Responsibility

Supervised Alternative Learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals. The Committee considers each application and forwards the results of its deliberations, in writing, to the parent and/or pupil as appropriate, and a copy to the school and appropriate Attendance Counsellor.

2.0 Committee Composition

A SAL Committee shall be comprised of:

2.1 One Trustee

2.2 One Superintendent of Education (Superintendent may designate an individual that he/she considers appropriate to act in his or her place as a member of the Committee without the approval of the Board.)

2.3 One person who is not an employee of the Board

3.0 Committee Operating Procedures and Scope

3.1 The Committee shall meet a minimum of once per month, if required.

3.2 The Committee shall, after reviewing the plan and/or interviewing the pupil, his/her parent/legal guardian and, where the Committee considers it appropriate, any other person:

- a) reject the application, in which case the pupil shall attend school as required under the Act, or
- b) approve the application, in which case the Committee shall prescribe a program directed toward the pupil's best interest.
- c) modify the application, in which case the Committee shall prescribe a program directed toward the pupil's best interest.

3.3 The secretary of the Committee shall notify, in writing, the principal, the school attendance counsellor and the parent and/or pupil as appropriate, of the decision of the Committee.

3.4 The Committee, through the Superintendent of Education, shall provide a report to the Board once each year.

4.0 Role of the Board

4.1 Receive the annual report at the September Committee of the Whole Board No. 2

4.2 Appoint Trustee members.

Student Discipline Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

The Student Discipline Committee is appointed by the Board in accordance with the Education Act and Board Policies SO7 and SO6. The Committee will hear student suspension appeals and recommendations for student expulsions.

2.0 Committee Composition

The Student Discipline Committee shall be comprised of:

- 2.1 Three Trustees as appointed by the Board,
- 2.2 One Trustee will be appointed as a first alternate,
- 2.3 All other Trustees will be appointed as second alternates,
- 2.4 The Director of Education will act as a resource to the committee.

3.0 Committee Operating Procedures and Scope

- 3.1 The committee shall meet as needed to hear and decide upon student suspension appeals and recommendations for student expulsions.
- 3.2 All meetings will be closed to the public and held in-camera.
- 3.3 The agenda will be prepared by the Director of Education.
- 3.4 A report with recommendations will be presented at the meeting.
- 3.5 The committee will make a decision on the suspension appeal or recommendation for student expulsion in accordance with Board policies and procedures.
- 3.6 Students and/or parents will be informed of the committee's decisions at the conclusion of the hearing if at all possible.
- 3.7 Minutes will be taken.
- 3.8 Meetings will operate in accordance with Board policies and procedures.

4.0 Role of the Board

- 4.1 Appoint Trustee members.

Audit Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

Ontario Regulation 361/10 of the Education Act requires that all school boards establish an audit committee to assist the board of trustees in fulfilling its duties related to governance and oversight. The Audit Committee is a committee of the board and will report to the board of trustees, as such all final decisions rest with the board of trustees.

The Audit Committee duties include reviewing:

- the financial reporting process
- internal controls
- internal auditing
- external auditing
- compliance matters
- risk management
- any other board proposed activity

2.0 Committee Composition

As per Ontario Regulation 361/10 of the Education Act, the Audit Committee shall be comprised of:

2.1 Three trustees appointed by the Board

2.2 Two persons who are not Board members

2.3 A member of the Audit Committee who is not a board member is eligible to be appointed only if he or she,

2.3.1 has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;

2.3.2 is not an employee or officer of the board or any other board at the time of his or her appointment;

2.3.3 does not have a conflict of interest at the time of his or her appointment; and

2.3.4 was identified by the selection committee as a potential candidate for appointment to the Audit Committee.

3.0 Selection Committee

The Board selection committee for the purpose of identifying persons who are not board members as potential candidates for appointment to the board's audit committee shall be composed of the director of education, the senior business official of the board and the chair of the board or a board member designated by the chair.

4.0 Committee Operating Procedures and Scope

- 4.1 At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the board, or non-board members appointed to the committee.
- 4.2 The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.
- 4.3 The term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed three years.
- 4.4 The audit committee of the board has duties, as set out in Ontario Regulation 361/10 of the Education Act, to review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
 - 4.4.1 the financial reporting process
 - 4.4.2 internal controls
 - 4.4.3 internal auditing
 - 4.4.4 external auditing
 - 4.4.5 compliance matters
 - 4.4.6 risk management
 - 4.4.7 any other board proposed activity; and to
 - 4.4.8 recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
- 4.5 In carrying out its functions and duties, an audit committee has the power to:
 - 4.5.1 with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;
 - 4.5.2 meet with or require the attendance of board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
 - 4.5.3 where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or board members, other than board members who are members of the committee;
 - 4.5.4 require the board's internal or external auditor to provide reports to the committee; and
 - 4.5.5 have access to all records of the board that were examined by the internal or external auditor.

- 4.6 The audit committee of a board shall meet at least three times in each fiscal year at the call of the chair of the committee, and at such other times as the chair considers advisable.
- 4.6.1 The first meeting of the audit committee in each fiscal year shall take place no later than September 30.
- 4.7 Each member of the audit committee has one vote.
- 4.8 The audit committee shall make decisions by resolution.
- 4.9 In the event of a tie vote, the chair is entitled to cast a second vote.
- 4.10 A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee.
- 4.11 The chair of the audit committee shall ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting.
- 4.12 Any code of conduct of the board that applies to board members also applies to members of the audit committee who are not board members in relation to their functions, powers and duties as members of the committee.
- 4.13 A person shall not receive any remuneration for serving as a member of the audit committee.
- 4.14 Every member of the audit committee shall, when he or she is appointed to the committee for the first time and at the first meeting of the committee in each fiscal year, submit a written declaration to the chair of the committee declaring whether he or she has a conflict of interest.
- 4.14.1 A member of an audit committee who becomes aware after his or her appointment that he or she has a conflict of interest shall immediately disclose the conflict in writing to the chair
- 4.14.2 If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.
- 4.14.3 If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting by reason of subsection 4.15.2, the remaining members shall be deemed to constitute a quorum for the purposes of the vote.
- 4.14.4 If a potential benefit is declared under subsection 4.15.2, a detailed description of the potential benefit declared shall be recorded in the minutes of the meeting.

- 4.15 The audit committee shall submit to the board on or before a date specified by the board an annual report that includes,
- 4.15.1 the annual or multi-year audit plan of the board's internal auditor;
 - 4.15.2 a description of any changes made to a plan since the last report of the committee;
 - 4.15.3 a summary of the work performed by the internal auditor since the last annual report of the committee, together with a summary of the work the auditor expected to perform during the period, as indicated in the plan; and
 - 4.15.4 a summary of risks identified and findings made by the internal auditor.
- 4.16 The audit committee shall submit a report on the matters discussed to the board following each meeting of the committee.

- An annual report will be submitted at the Board's Inaugural Meeting, that includes,
- 4.16.1 a summary of the work performed by the committee since the last report;
 - 4.16.2 an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
 - 4.16.3 a summary of the matters addressed by the committee at its meetings;
 - 4.16.4 the attendance record of members of the committee; and
 - 4.16.5 any other matter that the committee considers relevant.

Grand Erie Parent Involvement Committee Terms of Reference

1.0 Purpose

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

A parent involvement committee of a board shall achieve its purpose by:

- (i) sharing effective practices to help engage all parents in their children's learning,
- (ii) identifying and reduce barriers to parent engagement at the system level,
- (iii) providing information and advice to the board on parent engagement, and
- (iv) communicating with and supporting school councils of schools of the board.

2.0 GEPIC Membership

The committee shall be composed of:

- (i) School Council Chair or an Alternate Parent from each school is considered a member.
 - Each parent member must be the parent of a pupil enrolled in a school of the Board.
 - Employees of the Board may serve as parent members and must inform the Committee of their employment at the first committee meeting they attend
- (ii) A parent to be recommended by the Special Education Advisory Committee
- (iii) A parent to be recommended by the Native Advisory Committee
- (iv) Community members (a maximum of three)
- (v) The Director of Education
- (vi) Two Trustees
- (vii) Manager of Communications and Community Relations
- (viii) Two Principals – One elementary principal and one secondary principal
- (ix) Optional GEPIC members may include: one elementary teacher, one secondary teacher, one non-teaching board employee.

Parents shall be the majority of members.

3.0 Responsibilities of GEPIC

The GEPIC's responsibilities are to:

- (i) share effective practices to help engage all parents in their children's learning,
- (ii) identify and reduce barriers to parent engagement at the system level,
- (iii) provide information and advice to the board on parent engagement;
- (iv) communicate with and support school councils of schools.
- (v) determine, in consultation with the director of education, how ministry funding, if any, for parent engagement initiatives is to be allocated

4.0 **GEPIC Committee Operating Procedures and Scope**

- 4.1 A report on the work of the committee shall be presented to the Grand Erie District School Board in June of each school year.
- 4.2 The committee will operate using a consensus model
- 4.3 Minutes will be taken at all meetings and be made available to School Councils and presented to Trustees of the Grand Erie District School Board in draft form to ensure timely reporting to Trustees
- 4.4 The Chair or Co-chairs will be selected by the committee and must be a parent representative. The Chair will be selected at the first meeting of each school year.
- 4.5 The term of a parent member shall not exceed two years. An extension may be approved by the committee. There is no minimum term.
- 4.6 Staff representatives will provide information, support and direction as requested by the committee. In addition, staff will facilitate the work of the committee as requested.

5.0 **Meetings**

- 5.1 GEPIC shall meet at least four times in each school year.
- 5.2 A GEPIC meeting cannot be held unless,
 - (i) a majority of the members present at the meeting are parent members;
 - (ii) the director of education, or the person designated under subsection 46(1), is present
 - (iii) the member of the board who sits on the committee, or the person designated under subsection 46(2), is present.
- 5.3 All meetings of GEPIC shall be open to the public and shall be held at a location that is accessible to the public.

6.0 **Voting**

Only parent members and community representative members are entitled to vote.

7.0 **Minutes and Financial Records**

GEPIC must keep minutes of all of its meetings and oversee records of all of its financial transactions. The minutes shall be retained in accordance with the policies of the Board.

8.0 **Role of the Board**

- 8.1 Appoint two Trustee members.
- 8.2 Ensure that parent members constitute a majority of the members and community representatives shall not be members or employees of the board.
- 8.3 Support the work of the committee.
- 8.4 Receive the annual report of the Parent Involvement Committee.

9.0 Consultation by Board

9.1 The Board may solicit and take into consideration the advice of GEPIC with regard to matters that relate to improving student achievement and well-being.

9.2 The Board shall inform GEPIC of its response to advice provided to it by the committee.

10.0 Consultation by Parent Involvement Committee

GEPIC may solicit and take into consideration the advice of school councils and parents of pupils enrolled in schools of the board with regard to matters under consideration by the Committee.

Accessibility Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

The Integrated Accessibility Standards Regulation (an amendment to the AODA) requires that, at least once every five years, the Grand Erie District School Board must develop a plan that describes the measures that the Grand Erie will be taking to identify, remove and prevent barriers and enhance accessibility for people who work, learn and participate in the Board community and environment. On an annual basis, a status report must be prepared on the progress of the measures presented in the multi-year plan.

In Grand Erie, an Accessibility Committee has been created to inform decision making in regards to Grand Erie's progress towards the goals in the Multi-Year Accessibility Plan.

2.0 Committee Composition

The Accessibility Committee is comprised of:

- 2.1 One Human Resources representative
- 2.2 One Facilities Services representative
- 2.3 One Information Technology representative
- 2.4 One Special Services/Student Support Services representatives
- 2.5 One Trustee
- 2.6 One Transportation Services representative
- 2.7 One Communications representative
- 2.8 One Elementary administrator
- 2.9 One Secondary administrator
- 2.10 One Supervisory Officer
- 2.11 One Representative from the community representing people with disabilities
- 2.12 Other member(s) as determined by the committee

3.0 Committee Operating Procedures and Scope

- 3.1 The committee shall meet at the call of the Chair
- 3.2 The committee shall develop a multi-year plan at least once every five years.
- 3.3 The committee shall create an annual progress report in accordance with legislation
- 3.4 The committee shall present each multi-year plan and annual progress report to Special Education Advisory Committee for information and feedback

4.0 **Role of the Board**

- 4.1 Appoint a Trustee member
- 4.2 Approve each multi-year plan at the appropriate November Board meeting
- 4.3 Receive as information the annual progress report.

APPENDIX B

City of Brantford Joint Use Advisory Committee Terms of Reference

1.0 Composition

Grand Erie District School Board	2	elected	+ 1 staff = 3
Brant Haldimand Norfolk Catholic District School Board	2	elected	+ 1 staff = 3
Parks, Recreation and Waterfront Advisory Board	2	appointed	+ 2 staff = 4
City of Brantford	1	elected	+ 0 staff = 1

Total 11

1.1 In addition, each school board names one staff member as an alternate.

2.0 Committee Voting Structure

Grand Erie District School Board	2 votes
Brant Haldimand Norfolk Catholic District School Board	2 votes
Parks, Recreation and Waterfront Advisory Board	2 votes
City of Brantford	1 votes

Total 7

2.1 A simple majority of votes shall be sufficient to carry any motion.

2.2 Five members shall constitute a quorum, subject to:

Of the five members that constitute a quorum, that at least one member from each of the four bodies voting structure be included, except that when the City of Brantford representative is absent from a meeting, a Parks Advisory Board or staff representative shall be appointed to vote on behalf of the City representative.

2.3 Voting shall be restricted to the elected or appointed members of the various agencies, except that staff members and/or alternative shall be permitted to vote in the case or cases of absence of elected or appointed members.

2.4 Each individual group shall determine the order in which the appropriate staff member(s) shall vote in the case of the absence of their regular members.

2.5 Any class of member shall be eligible to hold the office of the chairmanship, which shall be decided at the first meeting of the committee held in each calendar year.

2.6 Meetings held quarterly, unless the Chair indicates a lack of topics to discuss. A minimum of two (2) meetings is to be held each year or at the call of the Chair as necessary.

2.7 Responsibility for secretarial and agenda preparation to be decided at the first meeting of each year.

3.0 Guidelines

- 3.1 Committee to provide an opportunity for the member organizations to discuss common areas of concern and to recommend proposals to their respective authority for a more coordinated development in the City of Brantford.
- 3.2 Committee to discuss all proposed policy changes by a member organization which would affect any member organization or committee, so that each member organization has an opportunity for input prior to decision.
- 3.3 Committee to investigate cost-sharing of joint development and or maintenance of school / park / community centre sites or other publicly-funded facilities.
- 3.4 Committee members to report any planned acquisitions, development or sale of lands.
- 3.5 Committee to share capital budget forecast and priority projects lists on a yearly basis.
- 3.6 Committee to consider any matter referred to it by a member, or a member organization.
- 3.7 Costs of operating the committee, such as secretarial services, office supplies, meetings, etc., to be assembled at the end of each year and shared equally by the member organizations, namely:

The Grand Erie District School Board
Brant Haldimand Norfolk Catholic District School Board
Parks, Recreation and Waterfront Advisory Board
City of Brantford

Director's Performance Appraisal Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

The Director's Performance Appraisal Committee shall conduct the annual appraisal of the Director of Education in accordance with By-Law 25

2.0 Committee Composition

The Director's Performance Appraisal Committee shall be comprised of:

- 2.1 The Chair of the Board
- 2.2 The Vice-Chair of the Board
- 2.3 Two other Trustees appointed by the Board
- 2.4 The Director of Education

3.0 Committee Operating Procedures and Scope

- 3.1 The committee shall meet as set out in Appendix A of By-law 25
- 3.2 The committee will meet with the Director of Education to confirm an agreement regarding the assessment criteria
- 3.3 The Chair of the board will lead the appraisal process
- 3.4 The Committee will ensure that the appraisal rubrics are distributed
- 3.5 A written report will be shared with the Director of Education and the Board of Trustees.

4.0 Role of the Board

- 4.1 Appoint committee members as required
- 4.2 Complete appraisal rubrics
- 4.3 Receive the report of the committee

APPENDIX B

Indigenous Education Advisory Committee Terms of Reference

1.0 **Mandate**

To promote, enhance and improve Indigenous Education for all students.

2.0 **Statement of Purpose and Responsibilities**

The Indigenous Education Advisory Committee will:

- i. advise, consult and collaborate on how best to improve Indigenous student outcomes
- ii. provide advice on initiatives including, but not limited to, student programs, native studies, student retention and alternative education programs
- iii. advocate both provincially and locally for specific needs of Indigenous students
- iv. provide input into supports to build capacity of educators to develop strategies to improve the integration of Indigenous perspectives in the classroom and school community
- v. identify community issues that impact education
- vi. reflect the opinions and interests of the groups represented by the members of the committee
- vii. report back to the stakeholders they represent
- viii. make recommendations from IEAC to the Board at any time providing a consensus of community members are present to approve the recommendation

3.0 **Committee Composition**

The Indigenous Education Advisory Committee (IEAC) shall be comprised of:

- 3.1 Native Trustee
- 3.2 Trustee appointed by the Board
- 3.3 Representative from the Six Nations Elected Council or Alternate
- 3.4 Six Nations Confederacy Council Representative
- 3.5 Director of Education – Mississaugas of the Credit (MCFN) or Alternate
- 3.6 Mississaugas of the Credit Education Pillar Lead
- 3.7 Additional Representative from MCFN
- 3.8 Metis Representative(s)
- 3.9 Representation from no more than 5 local associations. Local association is defined as an association or organization that operates locally within the area of jurisdiction of the board which further the interest of Indigenous education.
- 3.10 Up to 10 Parent /Family Designate(s)
- 3.11 Up to 2 advocates to Indigenous Education as approved by the Indigenous Education Lead – Teacher Consultant and Chair of IEAC

4.0 Committee Operating Procedures

- 4.1 In the spring of each year IEAC will select a Chair of the committee.
- 4.2 The Indigenous Education Lead – Teacher Consultant shall prepare the meeting schedule and agendas for each meeting.
- 4.3 A total of five meetings will take place annually – October, December, February and April and June.
- 4.4 Meetings may alternate between day and evening.
- 4.5 The committee will operate using a consensus model.
- 4.6 Meeting Minutes will be provided to all members
- 4.7 Role of staff – Board staff may be called upon to support this committee.

5.0 Role of Staff

Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the advisory role of the committee.

6.0 Role of the Board

- 6.1 Appoint Trustee members.
- 6.2 Ensure that Indigenous parent/Family designate(s) and community members constitute a majority of the Committee.
- 6.3 Support the Work of the Committee.
- 6.4 Receive and Review the Minutes of the Committee.
- 6.5 To respond to any recommendations from IEAC.

APPENDIX B

Native Advisory Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

The purpose of the Native Advisory Committee of the Board is to represent the interests of pupils from Six Nations of the Grand River Territory in maintaining quality educational services purchased through the Education Services Agreement and to ensure that the Board is appropriately advised in matters related to the education of these pupils.

2.0 Committee Composition

The Native Advisory Committee shall be composed of:

- a) The Six Nations Trustee to the Board
- b) One Trustee of the Board
- c) One Six Nations community representative to be appointed by Six Nations of the Grand River Territory
- d) Grand Erie District School Board Education Director or Board designate responsible for Indigenous Education
- e) Native Advisor to the Board
- f) Native Education Services staff
- g) Community Liaison Worker
- h) Indigenous Education Lead for the Board
- i) Six Nations Federal school's representative
- j) Principal of host school
- k) Indigenous student representatives of the host school

Standing invitation to resource members:

- Representatives appointed by Six Nations Band Council
- Representatives appointed by Haudenosaunee Confederacy Council
- Education Director or designate of the Mississauga of the Credit First Nation
- Principals from the six Grand Erie Secondary schools that Indigenous Services Canada provides bussing to (Brantford Collegiate Institute, Cayuga SS, Hagersville SS, McKinnon Park SS, Pauline Johnson CVS, Tollgate Technological Skills Centre)

3.0 Committee Operating Procedures and Scope

The Native Advisory Committee shall:

- 3.1 Be chaired by the Six Nations Trustee.
- 3.2 Hold six meetings during the school year (October, November, December, February, April, May), on a rotational basis at one of the following schools – Pauline Johnson Collegiate, Brantford Collegiate Institute, Hagersville SS, McKinnon Park SS, Cayuga SS, Tollgate Technological Skills Centre.
- 3.3 Designate one of the regular meetings as annual Education Services Agreement review meeting.
- 3.4 Facilitate formal meetings between Six Nations of the Grand River Territory and the Board as such may be requested.

- 3.5 Make recommendations for presentation to the Board on matters regarding the development and/or implementation of programs and services, facilities, Board policies and special services purchased through the Education Services Agreement with respect to pupils from Six Nations of the Grand River Territory.
- 3.6 Provide advice to the Board for specific initiatives related to native studies, Haudenosaunee languages, student retention, and alternative education programs and social justice and equity education.
- 3.7 Provide advice to the Board regarding the implementation of special services purchased through the Education Services Agreement and shall periodically provide evaluations of such services in accordance with the terms and conditions of the Education Services Agreement.
- 3.8 Respond to the Board on requests for advice and recommendations on any matters which the Board may present to the committee.
- 3.9 Act as a body for the hearing of concerns from the Six Nations of the Grand River Territory community in respect to services provided by the Board to pupils from Six Nations of the Grand River Territory covered by the Education Services Agreement and shall advise and make recommendations to the Board regarding common concerns.
- 3.10 Committee decision-making will be based on a consensus model.

4.0 **Role of the Board**

- 4.1 Receive and consider recommendations submitted to it in writing by the Committee and shall prepare a response to the committee in writing within a reasonable time frame.
- 4.2 Seek the advice and recommendations of the Committee when developing new policies or when amending existing policies of the Board which may affect pupils from Six Nations of the Grand River Territory.
- 4.3 Appoint a trustee member to the committee.
- 4.4 Provide as resource, persons from senior administrative positions as needed
- 4.5 Any changes to the Terms of Reference are to be approved by the Board.

APPENDIX B

Privacy Information Management Committee Terms of Reference

1.0 Statement of Purpose and Responsibilities

The Privacy Information Management Committee shall review the Accountability Interoperability Framework; implement a Privacy Program; and, make recommendations to the Board.

2.0 Committee Composition

The Privacy Information Committee shall be comprised of:

- 2.1 Two Trustees
- 2.2 Superintendent of Education
- 2.3 System Research Leader
- 2.4 FOI Coordinator
- 2.5 HR Manager/Coordinator
- 2.6 IT Manager/Supervisor
- 2.7 Elementary Administrator
- 2.8 Secondary Administrator
- 2.9 Manager of Communication & Community Relations

3.0 Committee Operating Procedures and Scope

- 3.1 The committee's role includes reviewing the Privacy Framework and working toward implementing a Privacy Program.
- 3.2 Frequency or number of meetings – The committee shall meet a minimum of three times per year.
- 3.3 Minutes – The minutes shall be the responsibility of the Superintendent.
- 3.4 Co-Chair – The Superintendent and System Research Lead responsible for this committee.
- 3.5 Role of staff – Board staff may be called upon to support this committee.
- 3.6 The committee, through the Superintendent of Education, shall provide a report to the Board at the committee of the whole meeting as required.

4.0 Role of the Board

- 4.1 Receive the report as provided.
- 4.2 Consider Privacy Information Committee recommendations.
- 4.3 Appoint Trustee members.

Quality Accommodations Committee Terms of Reference

1.0 Statement of Purpose and Responsibility

To develop and maintain a Quality Accommodations Plan that maximizes benefits for all students.

2.0 Committee Composition

The Quality Accommodations Committee shall be comprised of:

- 2.1 Trustees (2)
- 2.2 Director
- 2.3 Superintendent of Business
- 2.4 Superintendent of Education
- 2.5 School Principal Representatives (at least one from each panel)
- 2.6 Manager of Facility Services
- 2.7 Manager of Communications and Community Relations
- 2.8 Planning Officer

3.0 Committee Operating Procedures and Scope

- 3.1 The committee shall meet at least twice per school year or more frequently as needed.
- 3.2 The committee's role includes, but is not limited to; review of demographic and enrolment projection data; identification of capital needs; development of accommodation strategies
- 3.3 The committee, through the Superintendent of Business, shall provide a report to the Board each a minimum of two times per year with respect to the pupil accommodation facilities of the Board and an update on the Board's Five Year Capital Plan.
- 3.4 The committee, through the Superintendent of Business will make recommendations to the board for the approval of a multi-year Business Plan to address pupil accommodations.

4.0 Role of the Board

- 4.1 Receive the semi-annual reports.
- 4.2 Consider Business Plan recommendations.
- 4.3 Appoint Trustee members.

APPENDIX B

Safe and Inclusive Schools Committee Terms of Reference

1.0 Mandate

- 1.1 The Safe and Inclusive Schools Committee promotes and supports policies, programs and practices that create safe and inclusive learning environments for all.
- The Committee coordinates interventions at the Board and community level to promote healthy social climates in schools, which are naturally less inclined to support bullying behaviours.
 - The Committee provides ongoing equity and inclusion training for staff and students.
 - The Committee uses its expertise to help guide decision-making in schools.
- 1.2 The Committee shall meet a minimum of five times per year to review Board policies, address current equity issues, and coordinate training sessions.

2.0 Committee Composition

Membership of the Safe and Inclusive Schools Committee includes, but is not limited to:

- 2.1 One Trustee (and alternate)
- 2.2 Superintendent of Education responsible for Safe and Inclusive Schools
- 2.3 Elementary administrator(s)
- 2.4 Secondary administrator(s)
- 2.5 Safe Schools Social Worker
- 2.6 Safe Schools Child & Youth Worker
- 2.7 Elementary teacher(s)
- 2.8 Secondary teacher(s)
- 2.9 Mental Health and Well-being Lead
- 2.10 Professional Support Services representative
- 2.11 Teacher Consultant – English Language Learner
- 2.12 Teacher Consultant - Indigenous Education
- 2.13 Human Resources representative

Resource personnel for consultation purposes:

- Information Technology
- Transportation
- Parents
- Union representatives
- Crown Attorneys
- Police Services
- Community partner agencies
- Student Success
- Elementary Program

3.0 Committee Operating Procedures and Scope

- 3.1 The committee will review all Grand Erie policies and procedures out for comment through an Equity and Inclusion lens.
- 3.2 The committee will consult with school administrators in the development of practices that ensure safety and promote equity and inclusivity.
- 3.3 The committee will review the profiles of student applications to the Brant Community Response Table, the Haldimand Norfolk Community Mobilization and the Six Nations High Risk Committee.
- 3.4 The committee will use stakeholder feedback to determine appropriate training sessions and strive to be inclusive in offering training opportunities.
- 3.5 The committee will monitor and address human rights issues.
- 3.6 The committee, through the Superintendent of Education, will provide minutes of meetings to the Board.
- 3.7 The committee will have co-chairs, one being a school administrator and the other being a member of the Safe Schools Team.
- 3.8 Committee decision-making will be based on a consensus model.
- 3.9 The committee will review annually the Violence Threat/Risk Assessment protocol, police protocol, and representation on the community mobilization tables.
- 3.10 The committee will vet funding applications related to equity, inclusion and student safety.

4.0 Role of the Board

- 4.1 Appoint Trustee representatives to the Safe and Inclusive Schools Committee.
- 4.2 Receive minutes of committee meetings as information.

School Year Calendar Committee Terms of Reference

1.0 Statement of Purpose and Responsibilities

- 1.1 The School Year Calendar Committee shall review the Ministry of Education's requirements and expectations for the school year calendar and in accordance with Regulation 304 of the Education Act:
 - (i) state the school or schools in which the calendar is to be followed;
 - (ii) identify each day of the school year as an instructional day, a professional activity day or a board designated holiday.
- 1.2 The Superintendent of Education shall meet with the coterminous School Board to discuss and coordinate the proposed schedule to coincide with transportation routes.
- 1.3 Stakeholders shall take proposed calendars back to respective employee groups for their input.
- 1.4 The Committee shall report to the Board and request approval of the calendars.

2.0 Committee Composition

The School Year Calendar Committee shall be comprised of:

- 2.1 Two Trustees
- 2.2 One Student Trustee
- 2.3 Superintendent of Education
- 2.4 OSSTF Representation
- 2.5 ETFO Representation
- 2.6 CUPE Representation
- 2.7 Elementary Administrator
- 2.8 Secondary Administrator
- 2.9 PSSP Representation
- 2.10 Parent Representation (Elementary)
- 2.11 Parent Representation (Secondary)
- 2.12 Recording Secretary

3.0 Committee Operating Procedures and Scope

- 3.1 Frequency or number of meetings — The committee shall set its own meeting schedule based on need.
- 3.2 Reporting guidelines and reporting frequency — The committee shall report to the Board for approval of the proposed calendar at the second committee of the whole meeting in February of every year.
- 3.3 Voting procedures — The committee shall operate using the consensus model.

- 3.4 Minutes — The minutes shall be the responsibility of the Superintendent.
- 3.5 Chair — The Superintendent responsible for this committee.
- 3.6 Role of staff — Board staff may be called upon to support this committee.

4.0 Role of the Board

- 4.1 Approve the proposed calendars.
- 4.2 Appoint Trustee members.
- 4.3 Share the approved calendar with Brant Haldimand Norfolk Catholic District School Board, Six Nations of the Grand River and Mississaugas of the New Credit First Nation.
- 4.4 Share the approved calendar with our communities.

APPENDIX B

**Student Transportation Services of Brant Haldimand Norfolk (STSBHN)
Board of Directors
Terms of Reference**

1.0 Statement of Purpose and Responsibility

The STSBHN Governance Committee will develop protocols for the transportation consortia, review current policies and practices; and make recommendations to all three Boards for policies, procedures and areas for improved efficiency.

2.0 Committee Composition

The STSBHN Governance Committee shall be comprised of:

- 2.1 One trustee or designate from the Grand Erie District School Board
- 2.2 One trustee or designate from the English Catholic Board
- 2.3 One trustee or designate from the French Catholic Board
- 2.4 The Director or designate from each board responsible for transportation
- 2.5 The Supervisor of Business or designate from each board responsible for transportation
- 2.6 The Manager of the Transportation Consortia
- 2.7 Other resource personnel as required

3.0 Committee Operating Procedures and Scope

- 3.1 Review and approve the annual STSBHN administrative operating and capital budgets subject to the approval of the Consortia members
- 3.2 Approve an annual plan setting out proposed service delivery efficiencies and anticipated cost savings for each Board for the coming year and to approve and publish a year-end report comparing actual performance to planned performance for the year
- 3.3 Interview and appoint the Manager of the Transportation Consortia
- 3.4 Provide input to the annual performance review of the Manager of the Transportation Consortia
- 3.5 Review and recommend improvements and changes to the STSBHN Agreement
- 3.6 Mediate and resolve any unresolved issues brought forward by the Administrative Team
- 3.7 Refer issues to the Administrative Team (three Superintendents of Business and the Manager of the Transportation Consortia)
- 3.8 The committee shall meet at least three times a year (rotating chair established during first meeting of year)

- 3.9 At the discretion of each Board, one, two or three of that Board's appointed members may attend any meeting of the Governance Committee with the attending members having a weighted vote of 1, 1.5 or 3 votes, respectively, as the case may be.
- 3.10 The committee, through the Superintendent of Business, shall provide a report to the Board as necessary
- 3.11 The Manager of the Transportation Consortia will serve as Secretary to the Governance Committee.

4.0 Role of the Board

- 4.1 Receive the annual report of the Student Transportation Services of Brant Haldimand Norfolk
- 4.2 Appoint Trustee members