

**YORK CATHOLIC DISTRICT SCHOOL BOARD
AGENDA
SPECIAL BOARD MEETING
Monday, May 12, 2025
7:30 pm**

Watch the Board Meeting
STREAM
event on our YCDSB TV Channel:
<http://bit.ly/YCDSB-TV>

LAND ACKNOWLEDGEMENT

*We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us.
We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it.
We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.*

- | | | | |
|-----|--|--------------|----|
| 1. | OPENING PRAYER / LAND ACKNOWLEDGEMENT | E. Crowe | |
| 2. | ROLL CALL | J. De Faveri | |
| 3. | APPROVAL OF NEW MATERIAL | E. Crowe | |
| 4. | APPROVAL OF THE AGENDA | E. Crowe | |
| 5. | DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING | E. Crowe | |
| 6. | DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING | E. Crowe | |
| 7. | APPROVAL OF THE PREVIOUS MINUTES | | |
| 8. | BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING | | |
| 9. | CHAIR'S REPORT / UPDATE / INSPIRATIONAL MESSAGES | | |
| 10. | OCSTA BOARD OF DIRECTOR'S UPDATE | | |
| 11. | DIRECTOR'S REPORT / UPDATE | | |
| 12. | STUDENT TRUSTEES' REPORT | | |
| 13. | RECOGNITIONS / OUTSIDE PRESENTATIONS | | |
| 14. | DELEGATIONS | | |
| 15. | JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS | | |
| 16. | ACTION ITEM(S) (including Committee Reports) | | |
| | a) Approval of Terms of Reference for Four (4) Board Committees | E. Crowe | 2 |
| | (i) Terms of Reference: Audit Committee | | 4 |
| | (ii) Terms of Reference: Safe Schools Suspension and Expulsion Committee | | 17 |
| | (iii) Terms of Reference: Supervised Alternative Learning Committee | | 22 |
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| | b) Approval of Two Additional Trustees to Safe Schools Suspension and Expulsion Committee | E. Crowe | 35 |
| | c) Approval of Report No. 2025:13 Special Committee of the Whole (May 12) | M. Iafrate | |
| 17. | DISCUSSION ITEM(S) | | |
| 18. | INFORMATION ITEM(S) | | |
| 19. | NOTICES OF MOTION
<i>(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)</i> | | |
| 20. | FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION | | |
| | PRAYER TO ST. MICHAEL THE ARCHANGEL
<i>St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly Hosts, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.</i> | | |
| 21. | | | |
| 22. | ADJOURNMENT | E. Crowe | |

**Lord our God,
Give us a great desire to seek You daily
and refresh our soul and spirit
with Your Word.
Thank You for the times You have
with fellow believers.
Help bring us together in unity.
Amen**

REPORT

York Catholic District School Board

Report To: Special Board

From: Elizabeth Crowe, Chair of the Board

Date: May 12, 2025

Re: **Approval of Terms of Reference for 4 Board Committees:**
Audit Committee
Safe Schools Suspension and Expulsion Committee
Supervised Alternative Learning Committee (SAL)
Special Education Advisory Committee (SEAC)

EXECUTIVE SUMMARY:

This report is to recommend Terms of Reference (TOR) for 4 Board committees: Audit Committee, Safe Schools Suspension and Expulsion Committee, Supervised Alternative Learning Committee (SAL), and Special Education Advisory Committee (SEAC).

BACKGROUND INFORMATION:

In the fall of 2024, the Director of Education and Chair of the Board became aware that some of the Board's statutory committees did not have Terms of Reference. A review was undertaken to ensure that we were compliant with the Education Act. As a result, TORs were developed for the Safe Schools Suspension and Expulsion Committee and the Supervised Alternative Learning Committee. The Audit Committee and SEAC TORs needed updating and re-formatting.

Once these TORs are passed some existing processes/ practices will be changed.

Of note, the Board's Safe Schools Committee is not a statutory committee, but a standing committee formed by the Board to meet its statutory obligation to hear suspension appeals and expulsions. Each Trustee member has to have their own alternate, and therefore if the TOR passes, we will be appointing additional alternates.

There is no legislative requirement for the length of term for Trustees on the Audit Committee. Surveying other Boards, we are the only Board with a one year term. Other boards have 2 and 4 year terms. Embedded in the proposed TOR is a 2 year term with appointments at the August Board meeting in the 1st and 3rd year of the Trustee term. The Trustee training Modules that are mandated by the Ministry strongly recommend training for Audit Committee members. The move to a 2 year term that aligns with the Board's fiscal year (as per the Regulation) will allow for more continuity and public confidence.

RECOMMENDATION

THAT the Board approve a 2 year term for Trustee members of the Audit Committee, to be appointed at the Regular August Board meeting in the 1st and 3rd year of a trustee term.

THAT the Board approve the revised Terms of Reference of the Audit Committee to be effective immediately.

THAT the Trustees on the Audit Committee on September 1st, 2024 finish their term on August 31st, 2025.

THAT the Trustees appointed to the Audit Committee at the November 2024 Inaugural board meeting start their term on September 1st 2025.

THAT the Board approve the Terms of Reference of the Safe Schools Suspension and Expulsion Committee (Safe Schools) effective immediately

THAT the Board approve the Terms of reference of Supervised Alternative Learning Committee (SAL) to be effective immediately

THAT the Board approve the revised Terms of reference of the Special Education Advisory Committee (SEAC) effective immediately.

Prepared and Submitted by: Elizabeth Crowe, Chair of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

(the “**Board**”)



AUDIT COMMITTEE TERMS OF REFERENCE

(these “**Terms of Reference**”)

1. **ROLE AND RESPONSIBILITIES**

The Audit Committee is a statutory committee of the Board constituted in accordance with Section 253.1 of the *Education Act* and Ontario Regulation 361/10 – *Audit Committees* (“**O. Reg. 361/10**”).

The role of the Audit Committee is to assist the board of trustees in fulfilling its governance and oversight responsibilities with respect to the financial matters of the Board.

The responsibilities of the Audit Committee include reviewing: financial reporting processes, internal controls, internal auditing, external auditing, compliance matters, risk management, and any other Board-proposed activity.

The Audit Committee shall fulfil all its duties under and has all the powers granted to it by O. Reg. 361/10, an excerpt of which has been attached as Schedule A hereto.

2. **MEMBERSHIP COMPOSITION**

The Board shall appoint the following individuals to be members of the Audit Committee:

- three (3) trustees of the Board (the “**Trustee Members**”); and
- two (2) members who are not trustees of the Board (the “**Non-Trustee Members**”).

Positions for Non-Trustee Members shall be advertised publicly on the Board’s website. Qualified candidates will be interviewed and recommended for appointment to the Board by a selection committee composed of the Director of Education, the Chief Financial Officer, and the Chair of the Board (or a trustee designated by the Chair of the Board) for appointment by the Board.

An individual is eligible to be appointed as a Non-Trustee Member of the Audit Committee if such individual:

- (a) has accounting, financial management or other relevant business experience that would enable such individual to understand the accounting and auditing standards applicable to the Board;
- (b) is not an employee or officer of the Board or of any other school board at the time of such individual's appointment;
- (c) does not have a conflict of interest arising from a parent, child or spouse of such individual being employed by the Board at the time of such individual's appointment;
- (d) is a resident of York Region;
- (e) supports the mission, vision and values of the Catholic school system; and
- (f) is a separate school elector.

In furtherance of ensuring public confidence in the decisions of the Audit Committee and the Board, a trustee of the Board who has a parent, child or spouse employed by the Board shall not be considered for appointment to the Audit Committee due to potential or actual conflicts of interest and the appearance of bias.

3. CHAIR

At the first meeting of the Audit Committee in each fiscal year (September 1 to August 31 of each year), the members of the Audit Committee shall elect the chair of the Audit Committee (the "**Committee Chair**") for the fiscal year of the Board from among members of the Audit Committee in accordance with the election process for committees set-out in the Board's Operational By-law (the "**By-law**"), as may be amended from time to time.

If at any meeting of the Audit Committee the Committee Chair is not present, the members present may elect a chair for that meeting. If the position of Committee Chair is vacated pursuant to Section 5, the members of the Audit Committee shall, at the next meeting of the Audit Committee, elect a new Committee Chair for the remainder of the Committee Chair's term in accordance with the election process for committees set-out in the Board's By-law.

4. TERM

Subject to the By-law, the Trustee Members shall be appointed by the Board at the regular August Board meeting on the first and third year of the Board of Trustees' term of office for a term of two (2) years, unless their position is vacated earlier pursuant to Section 5 or if their replacement is appointed by the Board of Trustees.

Subject to the By-law, the Non-Trustee Members shall be appointed by the Board at the applicable regular August Board meeting for a term of three (3) years, unless their position is vacated earlier pursuant to Section 5 or if their replacement is appointed by the Board of Trustees, and may be reappointed for more than one (1) term. Non-Trustee Members may only be reappointed for more than two (2) terms if the Board has advertised the position for at least thirty (30) days and after thirty (30) days, the selection committee does not identify any potential candidates.

When the term of a member of the Audit Committee expires, they continue to be a member until a successor is appointed or the member is reappointed.

5. VACANCIES

A Trustee Member vacates such Trustee Member's position on the Audit Committee if:

- such Trustee Member is convicted of an indictable offence;
- such Trustee Member is absent from two (2) consecutive regular meetings of the committee and the Audit Committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- such Trustee Member ceases to be a trustee of the Board; or
- such Trustee Member resigns.

A Non-Trustee Member vacates such Non-Trustee Member's position on the Audit Committee if:

- such Non-Trustee Member is convicted of an indictable offence;
- such Non-Trustee Member is absent from two (2) consecutive regular meetings of the committee and the Audit Committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- such Non-Trustee Member becomes an employee or officer of the Board or of any other board;
- it is discovered that such Non-Trustee Member had a conflict of interest arising from a parent, child or spouse of such Non-Trustee Member being employed by the Board at the time of such Non-Trustee Member's appointment and failed to disclose it; or
- such Non-Trustee Member resigns,

Any vacancies on the Audit Committee arising after an election of trustees of the Board shall be filled at the inaugural meeting of the Board that follows such election. All other vacancies on the Audit Committee shall be filled as soon as possible. A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.

6. QUORUM

A quorum shall consist of a majority of the members of the Audit Committee and shall include at least one (1) Non-Trustee Member. If a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the meeting shall record the names of the members present and the meeting shall be called anew within seven (7) days, at the call of the Committee Chair. In the event that at the called anew meeting, a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the

meeting shall record the names of the members present and such meeting shall stand adjourned. Whenever a quorum is no longer present at a meeting, the chair of the meeting shall immediately adjourn the meeting and the foregoing provisions respecting a quorum not being present shall apply.

7. MEETING FREQUENCY AND AGENDA

The Audit Committee shall meet a minimum of three (3) times in each fiscal year at the call of the Committee Chair, and at such other times as the Committee Chair considers advisable. The first meeting of the Audit Committee in each fiscal year shall take place no later than September 30 of that year.

Subject to the *Education Act*, in the process of setting the meeting agenda, the chair of the Audit Committee may invite individuals to speak at Audit Committee meetings, and any such engagement shall be included in the meeting agenda.

The notice of all regular meetings of the Audit Committee and the agenda for such meetings shall be prepared and delivered in accordance with the requirements under the By-law. The Committee Chair shall ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting.

8. VOTING

The Audit Committee shall make decisions by resolution, which shall be determined by a majority of the votes cast by the Audit Committee members present at such meeting. The chair of the meeting may vote with the other members of the Audit Committee. Each member of the Audit Committee present and eligible to vote at such meeting shall have one (1) vote. In the event of a tie, the Committee Chair (if present) or otherwise the chair of the meeting, shall cast a second vote.

9. ELECTRONIC MEETINGS

The Board shall provide members of the Audit Committee with electronic means for participating in one or more meetings of the Audit Committee. The electronic means provided by the Board shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously. At every regular meeting of the Audit Committee, the following persons must be physically present in the meeting room:

- the Committee Chair or their designate, provided that the Committee Chair or their designate may participate in the meeting by electronic means if at least one (1) member of the Audit Committee, who is a Trustee Member, is physically present in the meeting room; and
- the Director of Education or their designate.

Members participating using electronic means will be included for quorum purposes as long as they remain electronically connected to the meeting. To ensure quorum is maintained, members using electronic means to participate in the meeting shall inform the chair of the meeting about their intentions to leave the meeting, either on a temporary or permanent basis. Should technical difficulties arise, where participating members affected by the disruption are no longer deemed

present at the meeting, the chair of the meeting shall assess whether a quorum is present. The minutes of the meeting shall indicate the time and duration of the disruption. In the event the technical difficulties cannot be rectified, it is the responsibility of the participating members to notify the chair of the meeting at their earliest opportunity.

Members of the Audit Committee using electronic means to participate in such meetings shall:

- ensure the security and confidentiality of all materials, discussions and decisions;
- comply with the requirements of the *Municipal Conflict of Interest Act*;
- be able to hear and be heard by all participants of the meeting and shall follow the protocol for electronic meetings enforced by the chair of the meeting; and
- shall, if possible, turn their cameras on when speaking and will not use any chat functions in video conferencing applications to extend debate.

A member of the Audit Committee who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in attendance at the meeting. Minutes of the meeting will record the names of the members who participated in the meeting using electronic means.

Notwithstanding any other provision in these Terms of Reference, these Terms of Reference shall be subject to the *Education Act*, Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance* and the By-law, as each may be amended from time to time, which shall prevail over these Terms of Reference in the event of conflict.

10. ATTENDEES

Audit Committee meetings shall comply with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* in all respects.

The Board shall ensure that the meeting room of the Audit Committee shall be open to permit physical attendance by members of the public at every regular open meeting of the Audit Committee. The Audit Committee shall also stream its open meetings online for the public.

Subject to these Terms of Reference, only members of the Audit Committee may speak, exercise a binding vote, count towards quorum or move to pass a resolution/motion at a meeting of the Audit Committee.

Members of the public who wish to speak at open meetings must submit a formal delegation request in accordance with the Board's Delegation Policy.

Persons that are not members of the Audit Committee ("**Observers**") may attend open meetings to observe. Any Observer who interrupts, disrupts or otherwise engages in improper conduct at an Audit Committee meeting may be excluded from the meeting.

Trustees of the Board that are not Trustee Members and student trustees of the Board (unless the subject matter under consideration relates to clause 207(2)(b) of the *Education Act*) (collectively, "**Non-Committee Members**") may attend closed meetings of the Audit Committee

and receive the agenda and materials for such closed meeting, unless (i) the Audit Committee exercises its powers under Section 11 to meet without the presence of such persons, or (ii) such Non-Committee Member has a conflict of interest relating to the subject matter under consideration. For greater certainty, Non-Committee Members may not speak, exercise a binding vote, count towards quorum nor move to pass a resolution/motion at a meeting of the Audit Committee.

Audit Committee meetings shall be open to the public, unless the subject-matter under consideration at the meeting involves a matter under Subsection 207(2) or 207(2.1) of the *Education Act*.

11. DOUBLE CLOSED MEETINGS

The Audit Committee has the power to:

- (a) meet with or require the attendance of trustees of the Board, the Board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the Board at meetings of the Audit Committee, and require such persons or entities to provide any information and explanation that may be requested by the Audit Committee from time to time in connection with carrying out its functions and duties; and
- (b) where the Audit Committee determines it is appropriate, on a case-by-case basis in its reasonable discretion and determined by resolution, meet with the Board's external or internal auditor, or with any staff of the Board, without the presence of other Board staff or trustees of the Board, other than Trustee Members, in connection with carrying out its functions and duties.

12. REMUNERATION AND COMPENSATION

A person shall not receive any remuneration for serving as a member of the Audit Committee.

13. CONFLICT OF INTEREST AND CODE OF CONDUCT

The Trustee Code of Conduct also applies to Non-Trustee Members in relation to their functions, powers and duties as members of the Audit Committee.

Every member of the Audit Committee shall, when they are appointed to the Audit Committee for the first time and at the first meeting of the Audit Committee in each fiscal year, submit a written declaration to the Committee Chair declaring whether they have a conflict of interest. Pursuant to subsection 4(2) of O. Reg. 361/10, a person has a conflict of interest if his or her parent, child or spouse is employed by the Board.

A member of an Audit Committee who becomes aware after their appointment that they have a conflict of interest, as defined in subsection 4(2) of O. Reg. 361/10, shall immediately disclose the conflict in writing to the Committee Chair.

In furtherance of ensuring public confidence in the decisions of the Audit Committee and the Board, an Audit Committee member shall not continue in that role if a parent, child or spouse of such Audit Committee member becomes employed by the Board during their term, resulting in a conflict of interest. In such circumstances, the Board will request the resignation of the Audit

Committee member and, if necessary, may pass a resolution to remove and replace the Audit Committee member in the interest of public trust and accountability.

If a member of the Audit Committee or their 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.

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 due to a potential benefit as described above, the remaining members shall be deemed to constitute a quorum for the purposes of the vote.

If a potential benefit is declared, a detailed description of the potential benefit declared shall be recorded in the minutes of the meeting.

14. RESOURCES

The Director of Education or their designate shall act as resource personnel for the Audit Committee, together with any other resource personnel provided by the Board or required for the Audit Committee to perform its mandate.

15. REPORTING

The Audit Committee shall satisfy all reporting obligations that are required by it in Schedule A hereto, as well as submit to the Board an annual report to be included in the regular August Board meeting each year, or at such other time as the Board may specify from time to time, that includes:

- any annual or multi-year audit plan of the Board's internal auditor;
- a description of any changes made to such plan since the last report of the Audit Committee;
- a summary of the work performed by the internal auditor since the last annual report of the Audit Committee, together with a summary of the work the auditor expected to perform during the period;
- a summary of risks identified and findings made by the internal auditor; and
- a summary of any enrolment audits planned by the internal auditor.

The Audit Committee shall submit a report to the Board in each fiscal year to be included in the regular August Board meeting each year, or at such other time as the Board may specify from time to time, that includes:

- a summary of the work performed by the Audit Committee since the last report;
- an assessment by the Audit Committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;

- a summary of the matters addressed by the Audit Committee at its meetings;
- the attendance record of members of the Audit Committee; and
- any other matter that the Audit Committee considers relevant.

16. REVIEW AND AMENDMENTS

Annually, the Audit Committee shall, at their first meeting in a fiscal year, review these Terms of Reference. No amendments to these Terms of Reference shall be made without first obtaining the approval of the Board of Trustees. If no amendments are required, these Terms of Reference shall continue to apply without further approval from the Board of Trustees.

Date of Approval:

Date of Last Amendment:

Date of Last Review:

Schedule A

Extract from O. Reg. 361/10

The mandate of the Audit Committee shall be in accordance with the duties and powers of the Audit Committee as outlined in O. Reg. 361/10 as follows:

Duties of an audit committee

9. (1) An audit committee of a board has the following duties related to the board's financial reporting process:

1. 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:
 - i. Relevant accounting and reporting practices and issues.
 - ii. Complex or unusual financial and commercial transactions of the board.
 - iii. Material judgments and accounting estimates of the board.
 - iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,
 - i. the results of the annual external audit,
 - ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,
 - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
 - iv. any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.
3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.

6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
8. To ask the external auditor about any other relevant issues. O. Reg. 361/10, s. 9 (1).

(2) An audit committee of a board has the following duties related to the board's internal controls:

1. To review the overall effectiveness of the board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks. O. Reg. 361/10, s. 9 (2).

(3) An audit committee of a board has the following duties related to the board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.
7. To review with the director of education, a senior business official and the internal auditor,
 - i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,

- ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
- iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit. O. Reg. 361/10, s. 9 (3).

(4) An audit committee of a board has the following duties related to the board's external auditor:

- 1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
- 2. To review the external auditor's audit plan, including,
 - i. the external auditor's engagement letter,
 - ii. how work will be co-ordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources, and
 - iii. the use of independent public accountants other than the external auditor of the board.
- 2.1 To make recommendations to the board on the content of the external auditor's audit plan and on all proposed major changes to the plan.
- 3. To review and confirm the independence of the external auditor.
- 4. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.
- 5. To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
- 6. To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation. O. Reg. 361/10, s. 9 (4); O. Reg. 204/15, s. 2.

(5) An audit committee of a board has the following duties related to the board's compliance matters:

- 1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
- 2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.

3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.
4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met. O. Reg. 361/10, s. 9 (5).

(6) An audit committee of a board has the following duties related to the board's risk management:

1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing. O. Reg. 361/10, s. 9 (6).

(7) An audit committee of a board shall report to the board annually, and at any other time that the board may require, on the committee's performance of its duties. O. Reg. 361/10, s. 9 (7).

(8) An audit committee shall make all reasonable efforts to ensure that a copy of this Regulation is posted on the board's website. O. Reg. 361/10, s. 9 (8).

Powers of an audit committee

10. In carrying out its functions and duties, an audit committee of a board has the power to,

- (a) with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;
- (b) 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;
- (c) 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;
- (d) require the board's internal or external auditor to provide reports to the committee; and

(e) have access to all records of the board that were examined by the internal or external auditor. O. Reg. 361/10, s. 10.

YORK CATHOLIC DISTRICT SCHOOL BOARD
(the “**Board**”)



**SAFE SCHOOLS SUSPENSION AND EXPULSION COMMITTEE TERMS OF
REFERENCE**

(these “**Terms of Reference**”)

1. ROLE AND RESPONSIBILITIES

The Safe Schools Suspension and Expulsion Committee (the “**Safe Schools Committee**”) is a standing committee of the Board constituted by the Board in accordance with Subsections 309(12) and 311.3(9) of the *Education Act*.

The role of the Safe Schools Committee is to hear appeals of student suspensions and to hear recommendations made by a principal respecting the expulsion of a student within the jurisdiction of the Board.

The responsibilities of the Safe Schools Committee include:

- hearing and making decisions with respect to appeals relating to student suspensions made by a principal of a school within the jurisdiction of the Board in accordance with and after consideration of the factors set-out in Policy 202 - *Safe Schools – Student Discipline* and its addendums (“**Policy 202**”);
- hearing and making decisions with respect to student expulsion recommendations made by a principal of a school within the jurisdiction of the Board in accordance with and after consideration of the factors set-out in Policy 202;
- ensuring that all parties to a meeting or a hearing are treated fairly and given an opportunity to make full submissions to the committee; and
- carrying out other responsibilities as assigned by the Board from time to time relating to student discipline or otherwise required of the Safe Schools Committee pursuant to Policy 202.

2. MEMBERSHIP COMPOSITION

The Board shall appoint the following individuals to be members of the Safe Schools Committee to exercise and perform powers and duties on behalf of the Board under Sections 309 and 311.3 of the *Education Act*, subject to these Terms of Reference and Policy 202:

(a) three (3) trustees of the Board; and

(b) one (1) alternate trustee of the Board for each trustee of the Board appointed under (a) above.

Where a trustee member cannot attend a meeting or a hearing of the Safe Schools Committee, the member shall so notify their alternate. Where an alternate receives such notice, they shall attend the Safe Schools Committee meeting or hearing and act at the meeting or hearing in the member's place. If the alternate is also unable to attend due to extraordinary circumstances, the trustee member may notify one of the other alternates that they and their alternate are unable to attend and where such other alternate receives such notice, such alternate shall attend the Safe Schools Committee meeting or hearing and act at the meeting or hearing in the member's place.

3. CHAIR

At the first meeting of the Safe Schools Committee after November 14 of each year, the members of the Safe Schools Committee shall elect the chair of the Safe Schools Committee for the year from among members of the Safe Schools Committee in accordance with the election process for committees set-out in the Board's Operational By-law (the "**By-law**"), as may be amended from time to time.

If at any meeting of the Safe Schools Committee the chair is not present, the members present may elect a chair for that meeting.

4. TERM

The members of the Safe Schools Committee shall be appointed annually by the Board at the inaugural meeting of the Board after November 14 of each year, for a one (1) year term in accordance with the By-law, as may be amended from time to time, unless their position is vacated earlier or if their replacement is appointed by the Board of Trustees.

Notwithstanding the foregoing, if the term of office of a member of the Safe Schools Committee who has participated in a suspension appeal meeting or expulsion hearing expires before a decision is given, their term shall be deemed to continue, but only for the purpose of participating in such decision and for no other purpose, and provided further that they remain a trustee of the Board.

5. VACANCIES

A Safe Schools Committee member will be deemed to have vacated their seat upon ceasing to be a trustee of the Board or until they have resigned.

If a seat on the Safe Schools Committee becomes vacant, the Board shall appoint a trustee of the Board to fill the vacancy for the remainder of the term. Until the seat is filled, the alternate for the member shall act in place of the member.

6. QUORUM

A quorum shall consist of three (3) members of the Safe Schools Committee.

7. MEETING FREQUENCY AND PROCEDURE

Meetings and hearings of the Safe Schools Committee shall be at the call of the chair, as required.

Meeting or hearings of the Safe Schools Committee relating to an appeal of a student suspension shall be held within fifteen (15) school days of receipt by a supervisory officer designated by the Board to receive such notices of appeals of student suspension from a person who is entitled to appeal such suspension, unless the parties to the meeting or hearing agree on a later meeting or hearing date.

The meeting and hearing timelines and procedures of the Safe Schools Committee shall comply with the requirements of the *Education Act* and its regulations and Policy 202, as each may be amended from time to time.

8. DECISIONS

The decision of a majority of the members of the Safe Schools Committee that attended a meeting or a hearing, made in accordance with Policy 202 and the *Education Act*, is the decision of the Safe Schools Committee and the Board.

All decisions of the Safe Schools Committee shall be rendered and provided for in accordance with the *Education Act* and its regulations and Policy 202, as each may be amended from time to time.

9. ELECTRONIC MEETINGS

At the request of any member of the Safe Schools Committee, the Board shall provide electronic means for participating in one or more meetings or hearings of the Safe Schools Committee. The electronic means provided by the Board shall permit all persons participating in the meeting or hearing to communicate with each other simultaneously and instantaneously. At every regular meeting of the Safe Schools Committee, the following persons must be physically present in the meeting room:

- the chair or their designate, provided that the chair or their designate may participate in the meeting by electronic means if at least one (1) member of the Safe Schools Committee, who is a trustee of the Board, is physically present in the meeting room; and
- the Director of Education or their designate.

Members participating using electronic means will be included for quorum purposes as long as they remain electronically connected to the meeting. To ensure quorum is maintained, members using electronic means to participate in the meeting shall inform the chair of the meeting about their intentions to leave the meeting, either on a temporary or permanent basis. Should technical difficulties arise, where participating members affected by the disruption are no longer deemed present at the meeting, the chair of the meeting shall assess whether a quorum is present. The minutes of the meeting shall indicate the time and duration of the disruption. In the event the technical difficulties cannot be rectified, it is the responsibility of the participating members to notify the chair of the meeting as soon as possible.

Members of the Safe Schools Committee using electronic means to participate in such meetings shall:

- ensure the security and confidentiality of all materials, discussions and decisions;
- comply with the requirements of the *Municipal Conflict of Interest Act*;
- be able to hear and be heard by all participants of the meeting and shall follow the protocol for electronic meetings enforced by the chair; and
- shall, if possible, turn their cameras on when speaking and will not use any chat functions in video conferencing applications to extend debate.

A member of the Safe Schools Committee who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in attendance at the meeting. Minutes of the meeting will record the names of the members who participated in the meeting using electronic means.

The Safe Schools Committee shall not hold an electronic meeting or hearing if a party satisfies the Safe Schools Committee that holding an electronic rather than an oral hearing is likely to cause the party significant prejudice. The foregoing does not apply if the only purpose of the meeting or hearing is to deal with procedural matters.

Notwithstanding any other provision in these Terms of Reference, these Terms of Reference shall be subject to the *Education Act*, Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance* and the By-law, as each may be amended from time to time, which shall prevail over these Terms of Reference in the event of conflict, and Policy 202, as it may be amended from time to time.

10. ATTENDEES

Other than for the election of the chair of the Safe Schools Committee, Safe Schools Committee meetings and hearings shall be closed to the public.

At Safe Schools Committee meetings and hearings, alternate members of the Safe Schools Committee shall not attend nor have the powers granted to them in their capacity as Safe Schools Committee members unless they are attending the Safe Schools Committee meeting or hearing in accordance with Section 2 (as an alternate where notice has been received) or Section 5 (in the case of a vacancy) of these Terms of Reference.

The parties to the Safe Schools Committee meetings or hearings that are not Safe Schools Committee members shall be those parties set out in the *Education Act* and Policy 202. The Safe Schools Committee may invite such other persons to speak or be present at Safe Schools Committee meetings or hearings in accordance with Policy 202.

11. REMUNERATION AND COMPENSATION

A person shall not receive any remuneration for serving as a member of the Safe Schools Committee.

12. RESOURCES

The Director of Education or their designate shall act as resource personnel for the Safe Schools Committee, together with any other resource personnel provided by the Board or required for the Safe Schools Committee to perform its mandate.

13. REPORTING

The Safe Schools Committee does not regularly report to the Board but will produce an annual Safe Schools Committee report summarizing their work for the preceding year, which will be presented at the regular August meeting of the Committee of the Whole Board.

14. REVIEW AND AMENDMENTS

Annually, the Safe Schools Committee shall, at their first meeting after November 14, review these Terms of Reference. No amendments to these Terms of Reference shall be made without first obtaining the approval of the Board of Trustees. If there are no changes to these Terms of Reference, no approval is required from the Board of Trustees.

Date of Approval:

Date of Last Amendment:

Date of Last Review:

YORK CATHOLIC DISTRICT SCHOOL BOARD
(the “**Board**”)



SUPERVISED ALTERNATIVE LEARNING COMMITTEE TERMS OF REFERENCE
(these “**Terms of Reference**”)

1. ROLE AND RESPONSIBILITIES

The Supervised Alternative Learning Committee (the “**SAL Committee**”) is a statutory committee of the Board constituted in accordance with Section 6 of Ontario Regulation 374/10 – *Supervised Alternative Learning and Other Excusals from Attendance at Schools* (“**O. Reg. 374/10**”).

The role of the SAL Committee is to make decisions at meetings regarding supervised alternative learning (“**SAL**”) by students of the Board.

The responsibilities of the SAL Committee include:

- considering the excusal of students who are at least fourteen (14) years old from compulsory attendance at a school within the jurisdiction of the Board and determining whether a SAL plan is required to be developed;
- considering any SAL plan (with any modifications that the SAL Committee may deem necessary) and determining whether students are approved to participate in such SAL plan, as modified, if applicable;
- reviewing individual student circumstances and making determinations regarding SAL opportunities for students who may be excused from compulsory attendance at school;
- reconsidering and making determinations with respect to previous SAL Committee decisions, if requested by a parent of a student subject to such decision, regarding such student’s participation in a SAL program;
- considering a recommendation to renew a SAL plan and determining whether to renew same; and
- communicating decisions of the SAL Committee to the applicable parties pursuant to O. Reg. 374/10.

2. MEMBERSHIP COMPOSITION

The Board shall appoint the following individuals to be members of the SAL Committee:

- one (1) trustee of the Board (the “**Trustee Member**”) and one (1) alternate trustee of the Board;
- one (1) supervisory officer qualified as such as a teacher and employed by the Board (the “**Superintendent Member**”); and
- at least one (1) individual who is not a trustee or employee of the Board, nominated by other members of the SAL Committee (the “**External Member**”).

The supervisory officer appointed above may designate an individual that the supervisory officer considers appropriate to act in his or her place as a member of the SAL Committee without the approval of the Board.

3. CHAIR

The Trustee Member shall be the chair of the SAL Committee. In the absence of the Trustee Member, their alternate shall serve as chair of the SAL Committee.

4. TERM

The trustee members of the SAL Committee shall be appointed annually by the Board at the inaugural meeting of the Board after November 14 of each year, for a one (1) year term in accordance with the Board’s Operational By-law (the “**By-law**”), as may be amended from time to time, unless their position is vacated earlier or if their replacement is appointed by the Board of Trustees.

The other members of the SAL Committee shall be appointed to such position until their replacement is appointed by the Board or when their seat is vacated.

5. VACANCIES

The SAL Committee members will be deemed to have vacated their seat upon ceasing to hold the qualifications to be eligible for appointment to the SAL Committee or when they resign.

If a seat on the SAL Committee becomes vacant, the Board shall appoint a qualified person to fill the vacancy in accordance with Section 2 of these Terms of Reference for the remainder of the term. Until the seat is filled, the alternate for the member, if any, shall act in place of the member.

6. QUORUM

A quorum shall consist of a majority of the members of the SAL Committee, which must include the Trustee Member or their alternate and the Superintendent Member or their designate. If a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the meeting shall record the names of the members present and the meeting shall be called anew within seven (7) days, at the call of the chair. In the event that, at the called anew meeting, a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the meeting shall record the names of the members

present and such meeting shall stand adjourned. Whenever a quorum is no longer present at a meeting, the chair shall immediately adjourn the meeting and the foregoing provisions respecting a quorum not being present shall apply.

7. MEETING FREQUENCY AND AGENDA

The SAL Committee shall schedule regular meeting dates each month. If in a month, no notice, request or referral is received by the SAL Committee within the required periods, the regular meeting of the SAL Committee that month shall be cancelled. The SAL Committee shall meet within twenty (20) school days of receiving a referral from a principal of a school within the Board's jurisdiction referring a student to the SAL Committee (a "**Referral**"), an Ordered Plan (as hereafter defined) or a request for reconsideration from a principal pertaining to a previous SAL Committee decision (a "**Reconsideration Request**"). Notwithstanding the foregoing, the SAL Committee may hold a meeting on a date that is later than twenty (20) school days after receipt of a Referral, an Ordered Plan or a Reconsideration Request if:

- the parent of the student makes a written request for a later date; or
- the parent of the student consents.

Every meeting begins with a prayer, welcome and introductions, and an explanation of "SAL status" and the SAL process.

8. NOTICE OF MEETING

The SAL Committee shall give notice of the meeting (including, without limitation, any meeting as a result of a Reconsideration Request) (a "**Notice**") to the following:

- all SAL Committee members;
- the student;
- the parent of the student;
- the principal of the student's school;
- any member of the staff of the school or the Board who was listed by the principal in the Referral or Ordered Plan, as applicable, and in the opinion of the SAL Committee may have information that is relevant to the Referral or Ordered Plan, as applicable; and
- any other individual who, in the opinion of the SAL Committee, has information that is relevant to the Referral or Ordered Plan, as applicable.

An individual who receives notice has a right to attend and be heard at the SAL Committee meeting.

9. VOTING

Every SAL Committee member, or their alternate (if the committee member is not present), that is present and eligible to vote is entitled to one (1) vote. The chair may vote with the other members of the SAL Committee and any motion on which there is an equality of votes is lost.

The SAL Committee shall make decisions at meetings by resolution, which shall be determined by a majority of the votes cast by the SAL Committee members present at such meeting.

With respect to any SAL application, the decision of a majority of the members of the SAL Committee is the decision of the SAL Committee.

10. ALTERNATES

Where a member for whom an alternate has been appointed cannot attend a meeting of the SAL Committee, the member shall so notify the alternate. Where an alternate receives such notice, they shall attend the SAL Committee meeting and act at the meeting in the member's place.

11. ELECTRONIC MEETINGS

At the request of any member of the SAL Committee, the Board shall provide electronic means for participating in one or more meetings of the SAL Committee. The electronic means provided by the Board shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously. At every regular meeting of the SAL Committee, the following persons must be physically present in the meeting room:

- the Trustee Member (i.e. the chair of the SAL Committee) or their alternate; and
- the Director of Education or their designate (i.e. the Superintendent Member or their designate).

Members of the SAL Committee using electronic means to participate in such meetings shall:

- ensure the security and confidentiality of all materials, discussions and decisions;
- comply with the requirements of the *Municipal Conflict of Interest Act*;
- be able to hear and be heard by all participants of the meeting and shall follow the protocol for electronic meetings enforced by the chair; and
- shall, if possible, turn their cameras on when speaking and will not use any chat functions in video conferencing applications to extend debate.

A member of the SAL Committee who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in attendance at the meeting. Minutes of the meeting will record the names of the members who participated in the meeting using electronic means.

Notwithstanding any other provision in these Terms of Reference, these Terms of Reference shall be subject to the *Education Act*, Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance* and the By-law, as each may be amended from time to time, which shall prevail over these Terms of Reference in the event of conflict.

12. DECISION

After the SAL Committee considers a Referral or Ordered Plan, as applicable, it shall make a decision as follows:

- If a SAL plan (a “**Plan**”) was submitted to the SAL Committee, the committee shall,
 - approve participation by the student in SAL as described in the Plan;
 - modify the Plan and approve participation by the student in SAL as described in the Plan, as modified; or
 - not approve participation by the student in SAL.
- If a Plan was not submitted to the SAL Committee, the committee shall,
 - require the principal of the student’s school to cause a Plan to be developed for the student (an “**Ordered Plan**”), inclusive of any additional directions of the SAL Committee; or
 - not approve participation by the student in SAL.

Within five (5) school days after a meeting, the SAL Committee shall provide the student, the parent of the student and the principal of the student’s school with its written decision together with any other determinations or documents required under O. Reg. 374/10.

The SAL Committee shall also provide the parent of the student (as well as the student with respect to paragraph 3 below, if applicable) with the following:

1. If the SAL Committee approved participation by the student in SAL, information about the right to reconsideration and the reconsideration process (unless the meeting was in connection with a Reconsideration Request).
2. If the SAL Committee did not approve participation by the student in SAL,
 - i. information about the right to reconsideration and the reconsideration process (unless the meeting was in connection with a Reconsideration Request), and
 - ii. information about the right to make a request for a Referral pursuant to O. Reg. 374/10.
3. If the SAL Committee required the principal to cause a Plan to be developed,
 - i. information about the parent’s right to provide input in the course of developing the Plan,
 - ii. a statement that the parent will receive a copy of the Plan when it is submitted to the SAL Committee,
 - iii. a statement that the parent may provide materials to the SAL Committee for the SAL Committee’s use in considering the Plan and how those materials should be provided,
 - iv. a statement that the parent will receive notice from the SAL Committee of the time and place of the meeting to consider the Plan, and

- v. information setting out the parent's rights to (A) have a support person attend a meeting, (B) request for a meeting date later than twenty (20) school days, and (C) attend and be heard at the meeting.

13. RENEWALS

Within twenty (20) school days after the day the SAL Committee receives a recommendation from the principal of a student's school it would be in the student's best interests to renew a Plan that is compliant with the requirements of O. Reg. 374/10, the SAL Committee shall,

1. renew the student's Plan;
2. renew the student's Plan with specified modifications; or
3. require the principal to refer the student to the SAL Committee.

The SAL Committee may only renew the student's Plan in accordance with the following:

1. For non-semestered schools, the Plan may be renewed for a maximum of one (1) school year in total.
2. For semestered schools, the Plan may be renewed for a maximum of one (1) school year or two (2) consecutive semesters in total.

14. ATTENDEES

SAL Committee meetings shall be closed to the public.

At SAL Committee meetings, alternate members of the SAL Committee shall not attend nor have the powers granted to them in their capacity as SAL Committee members unless they are attending the SAL Committee meeting or hearing in accordance with Section 2 (as an alternate where notice has been received) or Section 5 (in the case of a vacancy) of these Terms of Reference.

The parties to the SAL Committee meetings or hearings that are not SAL Committee members shall be those parties set out in O. Reg. 374/10. The SAL Committee may invite such other persons to speak or be present at SAL Committee meetings or hearings in accordance with O. Reg. 374/10.

15. REMUNERATION AND COMPENSATION

A person shall not receive any remuneration for serving as a member of the SAL Committee.

16. RESOURCES

The Director of Education or their designate shall act as resource personnel for the SAL Committee, together with any other resource personnel provided by the Board or required for the SAL Committee to perform its mandate.

17. REPORTING

The SAL Committee does not regularly report to the Board but will produce an annual SAL Committee report summarizing their work for the preceding year, which will be presented at the regular August meeting of the Committee of the Whole Board. The SAL Committee may request updates from any applicable principal or vice principal of a school within the Board's jurisdiction to inform a semester-end or year-end Board report.

18. REVIEW AND AMENDMENTS

Annually, the SAL Committee shall, at their first meeting after November 14, review these Terms of Reference. No amendments to these Terms of Reference shall be made without first obtaining the approval of the Board of Trustees. If there are no changes to these Terms of Reference, no approval is required from the Board of Trustees.

Date of Approval:

Date of Last Amendment:

Date of Last Review:

YORK CATHOLIC DISTRICT SCHOOL BOARD
(the “**Board**”)



SPECIAL EDUCATION ADVISORY COMMITTEE TERMS OF REFERENCE

(these “**Terms of Reference**”)

1. ROLE AND RESPONSIBILITIES

The Special Education Advisory Committee (the “**SEAC**”) is a statutory committee of the Board constituted in accordance with Section 57.1 of the *Education Act* and Ontario Regulation 464/97 – *Special Education Advisory Committees* (“**O. Reg. 464/97**”).

The role of the SEAC is to make recommendations to the trustees of the Board regarding matters related to the establishment, development and delivery of special education programs and services for exceptional pupils of the Board.

The responsibilities of the SEAC include:

- participating in and advising the Board with respect to its annual review of its special education plan and making recommendations, as necessary;
- participating in and advising the Board with respect to its annual budget process as it relates to special education and making recommendations, as necessary; and
- reviewing the financial statements of the Board, as they relate to special education.

2. MEMBERSHIP COMPOSITION

The Board shall appoint the following individuals to be members of the SEAC:

- one (1) representative from each of the local associations, not to exceed twelve (12) local associations, that operates within the area of jurisdiction of the Board, as nominated by the local association, who must be:
 - o eighteen (18) years of age;
 - o a resident within the area of jurisdiction of the Board;
 - o a separate school elector; and
 - o not employed by the Board.

- one (1) alternate for each representative appointed under clause (a) above, as nominated by the local association;
- two (2) trustees of the Board; and
- one (1) alternate trustee of the Board for each trustee of the Board appointed under (c) above.

The Board may additionally appoint one (1) or more members to the SEAC who are not representatives of a local association, trustees of the Board, nor members of another committee of the Board.

The current local association membership is comprised of:

- Association for Bright Children, Ontario
- Autism Ontario – York Region
- Community Living York South
- Down Syndrome Association of York Region
- Early Intervention Services of York Region
- Easter Seals Ontario
- Learning Disabilities Association, York Simcoe
- York Hills Centre for Children, Youth, and Families

3. CHAIR AND VICE-CHAIR

The members of the SEAC shall annually, at their first meeting after November 14 and in accordance with the election process for committees set-out in the Board's Operational By-law (the "**By-law**"), as may be amended from time to time, elect one (1) member as chair and one (1) member as vice-chair of the SEAC. The vice-chair shall assist the chair and shall act for the chair at SEAC meetings in the chair's absence. Subject to the By-law and Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance* ("**O. Reg. 463/97**"), the chair or, in the absence of the chair, the vice-chair, shall preside at SEAC meetings. Subject to the By-law and O. Reg. 463/97, if at any SEAC meeting, the chair and vice-chair are not present, the SEAC members present may elect a chair for that meeting.

4. TERM

Subject to Section 5, the members of the SEAC shall be appointed for a term equal to the term of office of the trustees of the Board and until a new board of trustees is organized.

5. VACANCIES

Subject to the *Education Act*, O. Reg. 464/97 and O. Reg. 463/97, the SEAC members will be deemed to have vacated their seat upon:

- conviction of an indictable offence;
- absence from three (3) consecutive regular meetings of the SEAC without authorization by resolution entered in the minutes (or for alternates absence from three (3) consecutive regular meetings of the SEAC in which such alternate was provided notice to attend in place of the SEAC member that such alternate is an alternate for without authorization by resolution entered in the minutes);
- ceasing to hold the qualifications to be eligible for appointment to the SEAC; or
- such member resigns.

If a seat on the SEAC becomes vacant, the Board, in accordance with O. Reg. 464/97, shall appoint a qualified person to fill the vacancy for the remainder of the term. Until the seat is filled, the alternate for the member, if any, shall act in place of the member.

6. QUORUM

A quorum shall consist of a majority of the members of the SEAC, which shall include at least one (1) member who is a trustee of the Board. If a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the meeting shall record the names of the members present and the meeting shall be called anew within seven (7) days, at the call of the chair. In the event that at the called anew meeting, a quorum is not present within thirty (30) minutes (or such longer time as may be agreed upon by the members then present) after the time appointed, the secretary for the meeting shall record the names of the members present and such meeting shall stand adjourned. Whenever a quorum is no longer present at a meeting, the chair shall immediately adjourn the meeting and the foregoing provisions respecting a quorum not being present shall apply.

7. MEETING FREQUENCY AND AGENDA

The SEAC shall meet at least ten (10) times in each school year. The regular meetings of the SEAC shall generally occur monthly from September to June, as determined by the SEAC. The SEAC may also meet at the call of the chair.

Subject to the *Education Act*, in the process of setting the meeting agenda, the chair of the SEAC may invite individuals to speak at SEAC meetings, and any such engagement shall be included in the meeting agenda.

The notice of all regular meetings of the SEAC and the agenda for such meetings shall be prepared and delivered in accordance with the requirements under the By-law. The dates and times of the SEAC meetings shall be publicized by the Board on the Board's website.

8. VOTING

The SEAC shall make decisions by resolution, which shall be determined by a majority of the votes cast by the members present and eligible to vote at such meeting. Every member present

and eligible to vote at a meeting, or their alternate when attending a meeting in their place, is entitled to one (1) vote. The chair may vote with the other members of the SEAC.

9. ALTERNATES

Where a member for whom an alternate has been appointed cannot attend a meeting of the SEAC, the member shall so notify the alternate and the recording secretary for the meeting. Where an alternate receives such notice, they shall attend the SEAC meeting and act at the meeting in the member's place.

10. ELECTRONIC MEETINGS

The Board shall provide members of the SEAC with electronic means for participating in one or more meetings of the SEAC. Notwithstanding the foregoing, for clarity, alternate members of the SEAC (including alternate local association members and alternate trustee members) that are not attending the meeting as an alternate pursuant to Section 9 shall not be provided with electronic means for participating in such meetings other than what is provided to the public.

The electronic means provided by the Board shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously. At every regular meeting of the SEAC, the following persons must be physically present in the meeting room:

- the chair or their designate, provided that the chair or their designate may participate in the meeting by electronic means if at least one (1) member of the SEAC, who is a trustee of the Board, is physically present in the meeting room; and
- the Director of Education or their designate.

Members participating using electronic means will be included for quorum purposes as long as they remain electronically connected to the meeting. To ensure quorum is maintained, members using electronic means to participate in the meeting shall inform the chair of the meeting about their intentions to leave the meeting, either on a temporary or permanent basis. Should technical difficulties arise, where participating members affected by the disruption are no longer deemed present at the meeting, the chair of the meeting shall assess whether a quorum is present. The minutes of the meeting shall indicate the time and duration of the disruption. In the event the technical difficulties cannot be rectified, it is the responsibility of the participating members to notify the chair of the meeting as soon as possible.

Members of the SEAC using electronic means to participate in such meetings shall:

- ensure the security and confidentiality of all materials, discussions and decisions;
- comply with the requirements of the *Municipal Conflict of Interest Act*;
- be able to hear and be heard by all participants of the meeting and shall follow the protocol for electronic meetings enforced by the chair; and
- shall, if possible, turn their cameras on when speaking and will not use any chat functions in video conferencing applications to extend debate.

A member of the SEAC who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in attendance at the meeting. Minutes of the meeting will record the names of the members who participated in the meeting using electronic means.

Notwithstanding any other provision in these Terms of Reference, these Terms of Reference shall be subject to the *Education Act*, Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance* and the By-law, as each may be amended from time to time, which shall prevail over these Terms of Reference in the event of conflict.

11. ATTENDEES

SEAC meetings shall comply with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* in all respects.

The Board shall ensure that the meeting room of the SEAC shall be open to permit physical attendance by members of the public at every regular open meeting of the SEAC. The SEAC shall also stream its open meetings online for the public.

Subject to these Terms of Reference, only members of the SEAC may speak, exercise a binding vote, count towards quorum or move to pass a resolution/motion at a meeting of the SEAC.

Members of the public who wish to speak at open meetings must submit a formal delegation request in accordance with the Board's Delegation Policy.

Persons that are not members of the SEAC (“**Observers**”) may attend open meetings to observe such meetings. Any Observer who interrupts, disrupts or otherwise engages in improper conduct at a SEAC meeting may be excluded from the meeting by the chair.

SEAC meetings shall be open to the public, unless the subject-matter under consideration at the meeting involves a matter under Subsection 207(2) or 207(2.1) of the *Education Act*.

12. REMUNERATION AND COMPENSATION

A person shall not receive any remuneration for serving as a member of the SEAC.

13. RESOURCES

The Director of Education or their designate shall act as resource personnel for the SEAC, together with any other resource personnel provided by the Board or required for the SEAC to perform its mandate.

14. REPORTING

The SEAC shall:

- provide minutes of the meeting to SEAC members outlining SEAC motions, actions items and Board responses; and
- provide committee reports to the Board on a monthly basis and in accordance with the requirements of the By-law.

15. REVIEW AND AMENDMENTS

Annually, the SEAC shall, at their first meeting after November 14, review these Terms of Reference. No amendments to these Terms of Reference shall be made without first obtaining the approval of the Board of Trustees. If there are no changes to these Terms of Reference, no approval is required from the Board of Trustees.

Date of Approval:

Date of Last Amendment:

Date of Last Review:

REPORT

York Catholic District School Board

Report To: Special Board

From: Elizabeth Crowe, Chair of the Board

Date: May 12, 2025

Report: **Appointment of Two Additional Trustees to Safe Schools Suspension and Expulsion Committee**

BACKGROUND SUMMARY:

The Boards Safe Schools Committee is a standing committee formed by the Board to meet its statutory obligation to hear suspension appeals and expulsions.

Each Trustee member has to have their own alternate, and therefore if the Terms of Reference passes, we will be appointing additional alternates.

RECOMMENDATION:

THAT the following alternate Members be appointed:

<u>Alternate Member</u>	<u>Current Member</u>
Carol Cotton	Elizabeth Crowe
Jennifer Wigston	Angela Grella
Angela Saggese	Maria Iafrate

Prepared/Submitted by: Elizabeth Crowe, Chair of the Board