



CATHOLIC DISTRICT SCHOOL  
BOARD OF EASTERN ONTARIO

# Committee Terms of Reference

**UPDATED: April 2024**

# Committee Terms of Reference

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## TERMS OF REFERENCE

COMMITTEE NAME:	Audit Committee
TYPE:	Statutory
MANDATE:	To make recommendations to the Board in accordance with its' regulatory duties as defined in Ontario Regulation 361/10
RESPONSIBILITY:	<p>To perform the following duties:</p> <ul style="list-style-type: none"><li>i) to review the board's financial reporting process, the results of the annual external audit and make recommendations to the Board of Trustees regarding approval of the annual audited financial statements</li><li>ii) to review the overall effectiveness of the board's internal controls, the scope of the internal and external auditor's reviews of the board's internal controls and any significant findings and recommendations</li><li>iii) to review the internal auditor's mandate, activities, findings, and recommendations</li><li>iv) to discuss with the board's officials the board's significant financial risks, and the measures the officials have taken to assess, monitor and manage these risks.</li><li>v) to review the external auditor's audit plan, meet on a regular basis with the external auditor and make recommendations to the board on the appointment, replacement, or dismissal of the external auditor.</li><li>vi) to review the effectiveness of the board's system for monitoring compliance with legislative requirements and to obtain regular updates from the Director of Education, Supervisory Officers, and legal counsel regarding compliance matters.</li></ul>
MEMBERSHIP:	<p>Trustees (2) - appointed for a 4-year term, one of whom serves as Chair.</p> <p>Two (external) non- members of the Board of Trustees appointed for a three-year term</p>
TIME FRAME:	On-going

ACCOUNTABILITY: Catholic District School Board of Eastern Ontario

MEETINGS: At least three times annually

RESOURCES: This committee will be supported by the following resource persons:

- The Superintendent of Business
- The external auditors
- The regional internal audit team
- An administrative assistant

## TERMS OF REFERENCE

COMMITTEE NAME:	Appeal Tribunal Committee
TYPE:	Ad-hoc
MANDATE:	To hear a recommendation for expulsion or receive a Minutes of Settlement Expulsion Document and render a decision.
RESPONSIBILITY:	<p>To conduct an expulsion hearing as required under legislation or to convene a review of a Minutes of Settlement Expulsion Document.</p> <p>To reach a decision regarding the evidence, argument, and submission.</p>
MEMBERSHIP:	<p>Trustees (3) who do not have prior involvement in the matter before the committee, one of whom serves as Chair.</p> <p>This committee will be supported by the following resource persons:</p> <ul style="list-style-type: none"><li>- The Superintendent of Safe Schools</li><li>- Principals, as required</li><li>- An administrative assistant</li></ul>
TIME FRAME:	On-going
ACCOUNTABILITY:	Catholic District School Board of Eastern Ontario
MEETINGS:	As required
RESOURCES:	<p>Statutory Powers and Procedures Act</p> <p>Education Act</p> <p>Policy 801, Safe Schools - Suspension, Expulsion, and Appeal</p> <p>Safe Schools Resources and Procedures Manual</p>

## **TERMS OF REFERENCE**

**COMMITTEE NAME:** Faith and Equity Advisory Committee

**TYPE:** Advisory

**MANDATE:** To provide a discussion forum for all partners in Catholic Education to collaboratively plan, review, and implement the mission of the Board: Inspired by the teachings of Jesus Christ, we transform the world with justice and peace through Catholic education.

To review and make recommendations regarding resources and opportunities to support the Religious Education and Family Life curriculum and faith development;

To provide advice on the implementation of the Ministry of Education's Equity and Inclusive Education Strategy;

To provide a forum for discussion and consultation in order to identify and enhance the Catholic identity of the Board in the Equity and Inclusive Education policy;

To monitor progress toward the achievement of the goals identified in the Board's Equity and Inclusive Education implementation plan.

**RESPONSIBILITIES:** To make recommendations to the Board regarding matters related to instruction in Religious Education, Family Life, and ongoing faith development;

To make recommendations to the Board regarding initiatives which promote tolerance and respect for all people while remaining faithful to the tenets of Roman Catholicism.

**MEMBERSHIP:** Trustees (2) one of whom serves as Chair  
**TWO YEAR TERM** Student Trustee

Board Mental Health Lead

Faith Animator

CPCO Eastern Region President

MLL Consultant

CUPE President currently or designate

OECTA President currently or designate

Parent Representative (from PIC Committee)

First Nation, Métis, and Inuit Education Grad Coach

Two Community Representatives – Parents representing Black community

Human Resources Representative

Chair of North Grenville Pride

This committee will be supported by the following resource persons:

- The Superintendent of Schools with the responsibility for Religious Education and Equity Education
- An administrative assistant

ACCOUNTABILITY:

Catholic District School Board of Eastern Ontario

MEETINGS:

Three times per school year from and as called by the Committee Chairperson.

RESOURCES:

Catholic Social Teachings

[CDSBEO Framework for Policy Development](#)

Code of Canon Law

Institute for Catholic Education resources

Eastern Ontario Catholic Curriculum

Corporation resources

Canadian Conference of Catholic Bishops resources

Assembly of Catholic Bishops of Ontario resources

Achieving Excellence: A Renewed Vision for Education in Ontario, April 2014

Ontario Catholic School Graduate Expectations

Ontario Human Rights Code

Canadian Charter of Rights and Freedoms

Ministry of Education: Caring and Safe Schools, 2010

Ministry of Education: Creating Pathways to Success, 2013

Ministry of Education: Equity and Inclusive Education in Ontario's Schools,

Guidelines for Policy Development and Implementation, 2014

Ministry of Education: Foundations for a Healthy School, 2014

Ministry of Education: Growing Success, 2010

Ministry of Education: Learning for All, 2013

Ministry of Education: Ontario First Nation, Metis, and Inuit Education Policy

Framework, 2007

Ministry of Education: Many Roots, Many Voices: Supporting English language learners in every classroom: A practical guide for Ontario educators, 2005

Ministry of Education: Ontario School Kindergarten to Grade 12, Policy and Program Requirements, 2011

Ontario Catholic Religious Education Policy Document Grades 1 – 8, Institute for Catholic Education, 2012

Ontario Catholic Religious Education Policy document, 9-12

Ontario Family Life Education Policy document, 1-8

Ontario Family Life Education Policy document, 9-12

School Effectiveness Framework, 2013

Fully Alive program

Growing in Faith, Growing in Christ program

Ontario Mental Health and Addiction Strategy

Respecting Difference, A Resource for Catholic Schools in the Province of  
Ontario,  
Ontario Catholic School Trustees' Association, 2012  
School Mental Health Ontario  
Supporting Minds: An Educator's Guide to Promoting Student's Mental  
Health and Well-being, 2013



## **TERMS OF REFERENCE**

<b>COMMITTEE NAME:</b>	Good Samaritan Trust Fund
<b>TYPE:</b>	Advisory
<b>MANDATE:</b>	<p>Many community resources are provided to CDSBEO students on behalf of external agencies, community groups and local Parishes. The CDSBEO recognizes that existing resources do not always fulfil every individual circumstance.</p> <p>As a result, the GSTF has been established to help students whose needs are not met through existing charity organizations. The mission of the GSTF is in keeping with the mission of Jesus Christ, whose primary concern was for the poor and marginalized. The GSTF will support those in our Catholic Schools whose learning and well-being would be enhanced by the benefits it would provide. Examples abound in our Catholic School communities, and the GSTF aims to help in these types of situations.</p> <p>In keeping with all CDSBEO initiatives, the GSTF will assist in the building of a visible Catholic community working together in the interest of Catholic education.</p>
<b>RESPONSIBILITY:</b>	<p>To review and approve GSTF applications as outlined in the GSTF By-laws.</p> <p>To review financial reports and maintain accountability of funds.</p>
<b>MEMBERSHIP:</b>	<p>The Board of Directors shall consist of representation from the CDSBEO Board of Trustees, CDSBEO Board Officials, CDSBEO Employee Associations and community volunteers from each county of the Board, as follows:</p> <ul style="list-style-type: none"><li>a) Two members of the CDSBEO Board of Trustees</li><li>b) 4 Board employees as follows: representative from the Religious Education and Family Life and Equity &amp; Inclusion Department, School Principal, OECTA representative and CUPE representative</li><li>c) Five (5) representatives from the five (5) regions of the CDSBEO (Leeds, Grenville, Lanark, Prescott-Russell, and Stormont-Dundas-Glengarry) one of whom serves as Chair</li></ul> <p>The Superintendent of Business of the CDSBEO shall act as ex-officio</p>

members of the Board of Directors.

A person appointed as a member of the GSTF Board of Directors holds office from the date he or she is appointed until the date he or she submits a written notice of resignation from the board to the secretary of the GSTF board.

TIME FRAME: On-going

ACCOUNTABILITY: Catholic District School Board of Eastern Ontario

MEETINGS: A minimum of one meeting is to be held each year.

RESOURCES: C7:1 By-laws of the Good Samaritan Trust Fund

## TERMS OF REFERENCE

COMMITTEE NAME:	Governance
TYPE:	Standing
MANDATE:	To provide a forum that could focus on one governance topic at a time and allow for more time to receive reports, question practitioners, obtain input from system personnel, etc., prior to recommending Board action.
RESPONSIBILITY:	To provide a forum that could focus on one topic at a time and allow for more time to receive reports, question practitioners, obtain input from system personnel, etc., prior to recommending Board action. It is the responsibility of the Committee to make recommendations to the Board regarding matters including, but not limited to, staffing and other matters that significantly impact on budget priorities; curriculum and program updates, processes, or changes; design, maintenance, delivery, and application of Information Technology; management of school generated funds; reviewing consortia proposals (i.e. transportation, purchasing, etc.), Health and Safety regulations, and due diligence.
MEMBERSHIP:	Trustees (7) Chaired by Chair of the Board Student Trustees (2) This committee will be supported by the following resource persons: The Director of Education The Superintendents of the Board An administrative assistant
ATTENDANCE:	If a committee member is absent from three consecutive meetings without being excused by motion of the committee, the member will be removed from the committee.
TIME FRAME:	On-going
ACCOUNTABILITY:	Catholic District School Board of Eastern Ontario
MEETINGS:	Meet once per month
RESOURCES:	External Auditors Legal Counsel

## TERMS OF REFERENCE

COMMITTEE NAME:	Parent Involvement Committee
TYPE:	Advisory
MANDATE:	To support, encourage, and enhance parent engagement at the Board level in order to improve student achievement and well-being.
RESPONSIBILITY:	<p>To develop strategies and initiatives that the Board can use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.</p> <p>To advise the Board on ways to use the strategies and initiatives referred to above.</p> <p>To communicate information from the Ministry, our Catholic School Councils, and parents of pupils of the Board.</p> <p>To work with our Catholic School Councils and, through the Director of Education, with employees of the Board to:</p> <ul style="list-style-type: none"><li>(i) promote the goals of Catholic education,</li><li>(ii) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,</li><li>(iii) identify and reduce barriers to parent engagement,</li><li>(iv) help ensure that schools of the Board create a welcoming environment for parents of its pupils, and</li><li>(v) develop skills and acquire knowledge that will assist the Parent Involvement Committee and Catholic School Councils of the Board.</li></ul> <p>To determine, in consultation and in keeping with the Board’s policies, how funding, if any, is provided under the Education Act for parent involvement as described in section 27 and the above clauses is to be used.</p>
MEMBERSHIP:	Parents (8) –two-year term (one representing each of the regions) one of whom serves as Chair Counties of Stormont Dundas County of Grenville Counties of Prescott and Russell County of Glengarry County of Leeds - two members County of Lanark - Smith Falls & Perth

County of Lanark - Almonte & Carleton Place

Trustees (2) - one year term

This committee will be supported by the following resource persons:

- The Superintendent of Religious Education and Equity
- An administrative assistant or executive assistant

TIME FRAME: On-going

ACCOUNTABILITY: Catholic District School Board of Eastern Ontario

MEETINGS: Meet four times per year, plus one regional event.

RESOURCES: Regulations 303 and 612  
Legal Counsel  
Ministry of Education documents  
CDSBEO Catholic School Council Guidelines

## TERMS OF REFERENCE

COMMITTEE NAME:	Policy Committee
TYPE:	Standing
MANDATE:	To assist in the development, management, and review of Board policies. The Committee will be responsible for making recommendations to the Board on all policies and administrative procedures in a timely manner.
RESPONSIBILITY:	<p>To recommend new policy initiatives to the Board.</p> <p>To consider draft policies and administrative procedures prepared by staff and make recommendations to the Board.</p> <p>To receive all draft policies and administrative procedures for discussion and offer suggestions for consideration.</p> <p>To consider the input that has been sought and received from all stakeholders prior to all policies being referred to the Board for approval.</p> <p>To provide a regular process for policy review and evaluation.</p> <p>To ensure the maintenance of accurate and current records of all Board policies.</p>
MEMBERSHIP:	<p>Trustees (7) one of whom serves as Chair Student Trustees (2)</p> <p>This committee will be supported by the following resource persons:</p> <ul style="list-style-type: none"><li>– The Director of Education</li><li>– The Superintendents of the Board</li><li>– An administrative assistant</li></ul>
ATTENDANCE:	If a committee member is absent from three consecutive meetings without being excused by motion of the committee, the member will be removed from the committee.
TIME FRAME:	On-going
ACCOUNTABILITY:	Catholic District School Board of Eastern Ontario
MEETINGS:	Meet once per month, with the exception of July and August.
RESOURCES:	Legal Counsel

## TERMS OF REFERENCE

COMMITTEE NAME: Special Education Advisory Committee (SEAC)

TYPE: Statutory

MANDATE: To make recommendations to the Board in respect of any matters affecting the establishment, development and delivery of Special Education programs and services for exceptional pupils of the Board. O.Reg. 374/10

RESPONSIBILITY: To participate in the Board's annual review of its Special Education Plan.

To participate in the Board's annual budget process as it relates to special education.

To review the financial statements of the Board as they relate to special education.

To review Board policy as it relates to special education.

MEMBERSHIP: Membership as set out in Regulation 464/97:  
FOUR YEAR TERM

1. (a) Subject to subsections (2) and (3), one representative from each the local associations that operates locally within the area of each jurisdiction of the Board, as nominated by the local association and appointed by the Board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association, and appointed by the Board;
- (c) such number of members from among the Board's own members determined under subsection (4), as appointed by the Board; as is
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of First Nation Métis and Inuit pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).
2. The Board shall not appoint more than 12 representatives under clause (1) (a).

MEMBERSHIP:  
(cont'd.)

3. Where there are more than 12 local associations within the area of jurisdiction of the Board, the Board shall select the 12 local associations that shall be represented.
4. The number to be appointed by the Board under clause (1) (c) shall be the lesser of:
  - (a) three; and
  - (b) 25 per cent of the total number of members of the Board, rounded down to the nearest whole number (2 trustees one of whom acts as Chair, and Chairperson of the Board ex-officio).
5. For the purposes of clause (1) (f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board.
6. A person is not qualified to be nominated or appointed to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.
7. A person is not qualified to be nominated or appointed if the person is employed by the board.
8. A member of a Special Education Advisory Committee vacates his or her seat if he or she,
  - (a) is convicted of an indictable offence;
  - (b) absents themselves without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or
  - (c) ceases to hold the qualifications to be appointed to the committee.

This committee will be supported by the following resource persons:

- The Superintendent of Special Education
- The Principal of Special Education
- An administrative assistant

TIME FRAME: On-going

ACCOUNTABILITY: Catholic District School Board of Eastern Ontario

MEETINGS: The committee shall meet at least 10 times in each school year.  
RESOURCES: Ontario Regulation 464/97 Special Education Advisory Committees Legal Counsel



## TERMS OF REFERENCE

COMMITTEE NAME:	Supervised Alternative Learning (SAL) Committee
TYPE:	Statutory
MANDATE:	In accordance with Ontario Regulation 374/10, the Catholic District School Board of Eastern Ontario will establish a committee of the Board to make decisions at meetings regarding supervised alternative learning by pupils of the Board.
RESPONSIBILITY:	The Committee will review and approve Supervised Alternative Learning Plans to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience which enables the student to progress towards achieving their other education and life goals. The SAL Committee will review its decision when a request for reconsideration is received.
MEMBERSHIP: ONE YEAR TERM	Trustee (1); and Trustee (1) to serve as an alternate The Superintendent of Schools with responsibility for Student Success who serves as Chair Community Member (1)  This committee will be supported by the following resource persons: <ul style="list-style-type: none"><li>– Principals and Consultants, as required</li><li>– An administrative assistant</li></ul>
TIME FRAME:	Within 20 days of the receipt of a referral to the SAL Committee, the Committee must meet.
ACCOUNTABILITY:	Approval of Supervised Alternative Learning Status for Students and Plans
MEETINGS:	As specified in the timelines outlined in Regulation 374/10; Supervised Alternative Learning and Other Excusals from Attendance at School Board Policy 817 and its Administrative Procedure
RESOURCES:	Ontario Regulation 374/10 Board Policy 817 and Administrative Procedure AP-S- 817 Ministry of Education document, Supervised Alternative Learning: Policy and Implementation

## **ADDDITIONAL REPRESENTATION BY TRUSTEES**

COMMITTEE NAME: Student Transportation of Eastern Ontario (STEO) Board of Directors

RESPONSIBILITY: STEO is a non-for-profit/non-share corporation for the purposes of: (1) continuing to provide common services to their respective students and pupils and (2) continuing to provide services to each other School Boards who may wish to contact with the Corporation for such services. The membership consists of two trustees from CDSBEO and two trustees from the coterminous school board.

Meetings take place at the office of STEO approximately every three months.

Its Board of Directors oversees transportation for approximately 30,000 students on over 600 vehicles, travelling over 100,000 kms daily, to over 150 sites and schools across Eastern Ontario including Lanark, Leeds and Grenville, Stormont, Dundas, Glengarry, and Prescott-Russell.