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## COMMITTEES OF THE BOARD

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In its attempts to govern the system in an effective and efficient manner, the members of the Board may establish such standing and other committees as it deems necessary. The purpose, powers and duties, and membership of each committee shall be approved by the Board as required.

All Trustees may attend Board Committee meetings and participate in discussions. However, non-Committee members attending Board Committee meetings may not vote on items before the Committee and do not count towards Committee quorum.

### 1.0.0 Development of Committee Structure

The Board shall at its Initial Meeting establish the committee structure for the Board as described in Appendix G of the LDSB Procedural Bylaws. The membership of all committees shall be determined at the Nominating Committee meeting and reported out as per LDSB Procedural Bylaws, Appendix G, and shall continue for the duration of the one-year session of the Board.

1.1.0 All Board and Committee Chairs shall be provided, upon request, with annual training to support their understanding and requirements of their specific roles and responsibilities.

### 2.0.0 Quorum

The presence of a majority of all appointed members of the committee is necessary to form a quorum. It is the duty of the Chair to determine that a quorum is present.

#### 2.1.0 Reduced Quorum in Committees

2.1.1 The Vice-Chair may be called upon by the Chair of any Board Committee to attend a Committee meeting as an alternative member to ensure quorum is achieved.

2.1.2 A member who anticipates that attendance at a number of consecutive meetings will not be possible, shall inform the committee in advance of such likelihood and the committee for the period of such anticipated absence, and solely for the

purpose of calculating quorum as described in Section 2.0.0 above, may reduce the committee membership by one.

#### 2.2.0 Limits on Reduced Quorum

No committee shall reduce its total membership by more than two members or one-third, whichever is the lesser, in accordance with the provisions of Section 2.1.0 for the purposes of calculating a quorum.

#### 2.3.0 Fifteen Minute Rule

If a quorum is not present within fifteen minutes after the time set for the committee meeting, and in the absence of a definite extension agreeable to all members present, the meeting shall adjourn and the recording secretary shall record the names of the members then present.

#### 2.4.0 Actions Possible if No Quorum

The only actions which can be undertaken in the absence of a quorum are to fix the time to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

#### 2.5.0 Adjournment When Quorum Lost

The committee shall adjourn a convened meeting whenever a quorum is no longer present and the recording secretary shall then record the time of adjournment and the names of the committee members then present.

#### 3.0.0 Committees of the Board

A statutory or standing committee is a committee established by the Board to perform a continuing function. The committee shall remain in existence indefinitely.

#### 3.1.0 Committees Established by Policy

All committees of the Board shall be established according to the terms of this policy, which include the purpose, powers and duties, membership and meetings of each committee.

#### 3.1.1 Reports Directly to Board

A committee, unless otherwise defined in this policy, reports directly to the Board and may have matters referred to it by the Board. The minutes of all committees shall be included in the Board Agenda package after being approved at the committee level.

3.1.2 For Community Advisory Committees (ESAC and SEAC), minutes shall be vetted by the Community committee, prior to adoption by the Board.

#### 4.0.0 **Committee of the Whole Board**

When it is required by law, or when the Board on motion of a member decides that it would be appropriate to discuss a matter in the Committee of the Whole Board, the Board, by motion, shall resolve itself into Committee of the Whole Board.

##### 4.1.0 Rules to Apply

The rules of debate as outlined in Procedural Bylaws, Appendix B shall apply to debate in Committee of the Whole Board.

##### 4.2.0 Chair of Committee of the Whole

The Chair of the Board may appoint another member to be the Chair during the Committee of the Whole Board if he/she wishes to discuss the issue at hand.

##### 4.3.0 Limitations on Debate

Debate in the Committee of the Whole Board shall be strictly limited to the subject referred to the Committee of the Whole Board.

##### 4.4.0 Rise and Report

At the conclusion of its business, the Committee of the Whole Board shall, on motion of one of its members, rise and report its findings to the Board, which shall deal with such report in the same fashion as any committee report.

#### 5.0.0 **Types of Committees—Statutory Committees**

Statutory committees are specifically required by legislation.

##### 5.1.0 Special Education Advisory Committee

###### 5.1.1 Purpose:

- The Special Education Advisory Committee (S.E.A.C.) is an advisory committee to Limestone District School Board and may make recommendations to the Board in any matter affecting the establishment and development of special education programs and services in respect of

exceptional students of the Board. This committee provides an avenue for community involvement and receives advice and input from the community.

- The Special Education Advisory Committee is mandated by *Ontario Regulation 464/97*.

#### 5.1.2 Powers and Duties:

- To become aware of the special education programs and services of the Board that are provided to meet the needs of all exceptional students within the Board;
- To facilitate the exchange of information and ideas among the committee members representing the local associations, the Director and/or designates, and the Board;
- To make recommendations to the Board about special education programs and services for exceptional students of the Board;
- To provide information to the local associations about the Special Education Advisory Committee (S.E.A.C.);
- To recommend to the Board the annual review of the special education plan in accordance with Ministry legislation; and
- To participate in a special education program review and provide recommendations to the Board.

#### 5.1.3 Membership:

- Two Trustees, one alternate; elected on a four year term at the inaugural meeting of the Board [Reg 464/97];
- One representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
- One alternate for each representative appointed, as nominated by the local association and appointed by the Board;
- The Director and/or designates;
- One or more additional members who are neither representatives of a local association nor members of the Board or another committee of the Board, not to exceed three, and appointed by the Board.
- All members are appointed by the board for a four-year term that coincides with the four-year term of trustees. If a vacancy occurs mid-term, the board will convene a subcommittee consisting of the two trustee representatives on the Special Education Advisory Committee and the Chair of the Board. The Vice Chair shall be the alternate to this sub-committee. The subcommittee will review all applications and make a recommendation for appointment to the board and the board shall appoint the member.

#### 5.1.4 Meetings:

- The committee shall meet at least ten times in each school year

5.1.5 In the absence of a quorum, an information only session may be considered following an adjournment. A report from such information session will be made at the next regular constituted meeting.

#### 5.2.0 Student Suspension Appeals Committee, Minutes of Settlement Committee, Expulsion Hearing Committee

The Student Suspension Appeals Committee, Minutes of Settlement Committee and Expulsion Hearing Committee shall function in accordance with the terms of Sections 308, 309, 311 of the *Education Act*. The powers and duties, membership and meeting requirements are as outlined in Policy 13 (Student Suspension Appeals, Minutes of Settlement, Expulsion Hearings, Expulsion Appeals).

#### 5.3.0 Supervised Alternative Learning Committee

##### 5.3.1 Purpose:

- The Supervised Alternative Learning Committee considers applications made on behalf of students of at least fourteen years of age up to the age of school leaving.
- The committee considers whether or not to approve learning programs that involve full-time or part-time employment at an approved work station; completion of a life skills course; or other studies acceptable to the committee.
- The Supervised Alternative Learning Committee functions in accordance with the terms of *Ontario Regulation 308*.

##### 5.3.2 Powers and Duties:

- The Supervised Alternative Learning Committee shall consider the application of any parent/guardian to have their child participate in a S.A.L. program. The committee shall also consider any oral or written submission made by any person in support or opposition to the application. The committee may require the principal or any other employee of the Board to report to the committee regarding the child for whom the application is made.

##### 5.3.3 Membership:

- At least three members, including a member of the Board; the Director of Education or designated supervisory officer; and at least one person who is not an employee of the Board.

#### 5.3.4 Meetings:

- Called upon receipt of an application for a S.A.L. program.

#### 5.4.0 Audit Committee

##### 5.4.1 Duties:

- To oversee the financial accounting and reporting activities of the Board;
- To oversee the external audit function;
- To oversee the internal control system of the Board;
- To oversee the internal audit function;
- To oversee the Board's compliance monitoring systems; and
- To oversee the Board's risk management system.
- To review and recommend approval to the Board of the annual financial statements

Ontario Regulation 361/10 – Audit Committees outlines specific responsibilities for each of the duties outlined above.

##### 5.4.2 Membership:

- The Audit Committee shall consist of three (3) Trustees and two (2) external members. External members shall have accounting, financial management or other relevant business experience that would enable them to understand the accounting and auditing standards applicable to the Board;
- The term of office for a Trustee member of the Audit Committee shall be four (4) years;
- The term of office for an external member of the Audit Committee shall be a maximum of three (3) years;
- There shall be no remuneration paid to a member serving on the Audit Committee; and
- Members of the Audit Committee can be reimbursed for eligible expenses in accordance with section 3.0.0 of Board Policy 10 – Trustee Honoraria and Expenses.

##### 5.4.3 Meetings:

- The Chair of the Audit Committee shall be a member of the Committee, elected by the members of the Audit Committee at the first meeting of the committee in each fiscal year.

- Meetings will be held at least three (3) times each year and at such other times as the Chair deems it necessary to fulfill the duties of the Committee.

#### 5.5.0 Parent Involvement Committee (PIC)

##### 5.5.1 Purpose:

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

##### 5.5.2 Powers & Duties

- To provide information and advice on parent engagement to the Board
- To communicate with and support parents/guardians of students of the board, and school councils of schools of the board.
- To undertake activities to help parents/guardians of pupils of the board support their children's learning at home and at school

##### 5.5.3 Membership

- One trustee, one alternate
- One chair, or two co-chairs
- One representative from each family of schools
- Up to three community members, as outlined in the PIC Bylaws
- Director of Education or designate

##### 5.5.4 Meetings

- The parent involvement committee shall meet at least four times in each school year.

#### 6.0.0 Types of Committees—Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature. The following committees will be designated as standing committees for Limestone District School Board. Normally committees meet on the same day on a regular monthly basis. The meeting dates are chosen annually at the Board meeting in December

##### 6.1.0 Committee of the Whole (Education Policy and Operations Committee)

##### 6.1.1 Purpose:

- To be responsible to the Board for developing the Board's aims and objectives and for the delivery of appropriate programs
- To ensure that all employees of the Board are valued and treated with respect, that the principles of fairness and equity are practiced, and that the provisions of all current employment and labour laws and Board agreements are implemented.
- To make recommendations to the Board on aspects of building and property management
- To make recommendations to the Board on aspects of Board operations
- To make recommendations to the Board regarding the Tri-Board Student Transportation Services Inc.

### 6.1.2 Powers and Duties: Education

- To review, evaluate and recommend to the Board the aims and objectives of education for its jurisdiction and the means whereby these aims and objectives may be achieved
- To examine, through the Director of Education, matters relating to programs and program delivery within the Board
- To receive, from time to time through the Director of Education, reports relating to the development of special education programs and make recommendations to the Board concerning the need for, and the impact of these special provisions
- To advise the Board to ensure that an effective educational program is available for continuing and community education
- To receive, through the Director of Education, presentations and reports relating to the progress of pupils, discipline, and any other matters which influence the effectiveness of the schools
- To study reports and recommend to the Board any action bearing on the Board, which, in the interest of education in Limestone District School Board, is deemed necessary and appropriate
- To review the minutes of all administrative committees under the Director's jurisdiction which deal with educational program planning, delivery or evaluation, and may make appropriate recommendations to the Director on these minutes
- To appoint task forces or subcommittees to deal with committee responsibilities and duties

### Powers and Duties: Human Resources

- To develop and review policies and monitor the success of administrative procedures related to the management of the Board's human resources and programs that provide benefits and services to employees



- To consider and make recommendations to the Board of education regarding human resource matters that are not currently addressed in Board policy, if required, using the process described in Policy 12 Policy Making
- To discuss with the Director any issue about human resource matters that might require the development of an administrative procedure
- To appoint task forces or subcommittees to deal with committee responsibilities and duties

#### Powers and Duties: Operations

- To make recommendations on the purchase and sale of land and buildings
- To review and make recommendations to the Board regarding the scope of capital projects and contracts for construction
- To review annually the Capital Expenditure Forecast for submission to the Ministry of Education
- To review the operations and maintenance program for all Board-owned and operated facilities
- To keep the Board informed regarding all facility matters and make recommendations to the Board on facility work plans and capital plan requests

#### 6.1.3 Membership:

- A committee of the Whole Board
- The Chair of this Committee shall normally be the Vice-Chair of the Board

#### 6.1.4 Meetings:

- A minimum of seven times per school year
- Additional meetings as required

#### 6.2.0 Budget Committee

##### 6.2.1 Purpose:

- To make recommendations to the Board concerning development of the annual budget, and on aspects of the Board's financial affairs

##### 6.2.2 Powers and Duties:

- To provide direction on budget development

- To provide direction as to budget application when significant adjustments are required
- To consider recommendations from other committees for items to be included in the budget
- To analyze the various drafts of the proposed budget and develop a final draft of the budget for presentation to the Board
- To present to the Board a recommended budget each year

#### 6.2.3 Membership:

- A committee of the Whole Board

#### 6.2.4 Meetings:

- Chaired by the Vice-Chair of the Board
- At the call of the Chair as required during the budget process

### 6.3.0 Policy Committee

#### 6.3.1 Purpose:

To ensure that the policies of the Limestone DSB reflect the governance structure, mission, values and strategic directions of the Board, and to ensure policies are aligned with current legislation and system needs.

#### 6.3.2 Powers and Duties:

- To develop and approve policies that outline how the district will successfully function.
- To develop and approve policy statements that meet the criteria identified by the district and Ministry of Education.
- To review district policies at least every three years or more frequently where required to ensure they reflect the desired purpose, respond to changing system needs, or ensure legislative compliance.

#### 6.3.3 Membership:

- A committee of the whole Board
- The Chair of this Committee shall be the Chair of the Board

#### 6.3.4 Meetings

- The Committee shall meet as required during the school year, with a minimum of 1 meeting per year

#### 6.4.0 Environmental Sustainability Advisory Committee

##### 6.4.1 Purpose:

The Environmental Sustainability Advisory Committee (ESAC) is an advisory committee of the Limestone District School Board that provides an avenue for community involvement and receives advice and input from the community. The committee may make recommendations to the Board regarding the establishment and development of education programs and practices of the Board that are related to environmental sustainability. Specifically, the purpose of the ESAC is: to promote environmental sustainability education and awareness throughout the Limestone District School Board;

- to promote and pursue environmentally sustainable procedures, practices, operations and initiatives throughout the Limestone District School Board;
- to build system capacity for environmental sustainability through enhanced partnerships; and
- to foster understanding of, and commitment to, the principles of environmental sustainability among Limestone District School Board trustees, staff, students, parents/guardians, school councils and the public.

##### 6.4.2 Powers and Duties:

- To facilitate the exchange of information and ideas among committee members and their respective organizations about environmental sustainability education, initiatives and practices of the Board.
- To increase awareness and understanding among committee members and their respective organizations about the environmental education, initiatives and practices of the Board.
- To seek advice and input from key stakeholders related to environmental sustainability education, initiatives and practices.
- To respond to the considerations of Limestone District School Board trustees, staff, students, parents/guardians, school councils and the public, and engage them in the sustainability process.
- To provide input into the Board Strategic Plan with regard to environmental sustainability.
- To make recommendations to the Board about environmental sustainability education, initiatives and practices.
- To advise in the development and review of guidelines, policies, procedures and communications that recognize, enable and promote environmental sustainability throughout the Board.
- To report to the Board subsequent to each ESAC meeting, and as requested by the Board.

##### 6.4.3 Membership:

The Board shall invite in writing all of the external organizations listed below to designate their representatives and alternates prior to the start of each annual term. Designated representatives shall be appointed to the Environmental Sustainability Advisory Committee by the Board for an annual term. Where an organization chooses not to provide a delegate the quorum shall be based on the final number of appointed members for the year.

- one representative from the KFL&A Public Health
- one representative from local environmental sustainability organizations, not to exceed 12
- one additional community member who is not a representative of a local association
- one representative from the Limestone District School Board School Council Liaison Committee
- Minimum 1 student trustee or designate from the Inter-School Council
- Two Trustees
- one community member Co-Chair elected annually by the Committee
- One alternate for each representative, nominated by each organization and appointed by the Board
- The Director or designate(s), including one lead staff person (non-voting) and resource persons as required (non-voting)

#### 6.4.4 Meetings:

A minimum of three times per school year.

#### 6.4.5 Quorum:

In the absence of a quorum, an information only session may be considered following an adjournment. A report from such information session will be made at the next regular constituted meeting.

#### 6.5.0 Indigenous Education Committee (IEC)

##### 6.5.1 Purpose

The role of the Indigenous Education Committee is to advise and make recommendations to the Board on matters relating to the education, well-being, and achievement of First Nations, Metis, and Inuit students while working collaboratively with the Limestone District School Board to support Indigenous students, families and educators.

##### 6.5.2 Responsibilities

The responsibilities of the Indigenous Education Committee will be as follows:

- A.** Advise and assist with the implementation of Limestone District School Board (LDSB) Action Plan on Indigenous Education.
- B.** Advise and assist the Board of Trustees in its commitment to provide an equitable, inclusive, transparent education and work environment for First Nations, Métis, and Inuit students and staff.
- C.** To provide strategic advice on implementing the Truth and Reconciliation Calls to Action, specifically Calls to Action pertaining to education: 10, 62 & 63.
- D.** Advise and assist to ensure that all Indigenous days of significance are respected.
- E.** To act as a resource to provide informed and current knowledge of First Nations, Métis, and Inuit perspectives to support informed decision making within Limestone District School Board.
- F.** To liaise with caregivers and community members as needed to ensure equitable and inclusive education and work environment for First Nations, Metis, Inuit students and staff.
- G.** Responding to other initiatives as they arise within the educational community.

### 6.5.3 Membership

Participation in the Committee is voluntary. The defining characteristics of the individuals who will hold a seat on the Indigenous Education Committee are as follows:

- A.** First Nations, Métis, and Inuit caregivers from the Limestone District School Board (LDSB) are welcome to join or attend the Committee meetings. Ideally there would be a balance between rural and urban as well as elementary and secondary parents/caregivers.
- B.** First Nations, Métis, and Inuit community representatives from their respective territories within the Limestone District School Board (LDSB).
- C.** Board staff aligned to Indigenous Education.
- D.** A Trustee representative (or alternate), Indigenous Trustee representative, and Indigenous Student Trustee representative.
- E.** Community Stakeholders with an understanding of education and an interest in promoting Indigenous student success and well-being.

### 6.5.4 Meetings

The committee shall meet at least five times in each school year. In the absence of a quorum, an information only session may be considered following an adjournment. A report from such an information session will be made at the next

regular constituted IEC meeting. All minutes from committee meetings will be submitted at the next regular constituted board meeting.

#### 6.5.5

Quorum for IEC is established when 20% of the Indigenous Education Committee is present and fifty percent (50%) of those in attendance are Indigenous.

#### 6.6.0 Awards Committee

##### 6.6.1 Purpose:

To oversee and ensure appropriate formal recognition of students, staff, volunteers and other stakeholders of the Limestone District School Board.

##### 6.6.2 Powers and Duties:

- To establish and oversee reasonable equitable criteria and process for the recognition of students, staff, volunteers and other stakeholders, including but not limited to The Barry C. O'Connor Excellence in Support Staff Awards, Limestone Student Achievers Awards, Outstanding Service Awards and The J.C. McLeod Excellence in Teaching Awards.
- To review the procedures associated with such awards at least once during a four-year period.
- To direct the distribution of nomination process guideline.
- To review each nomination received, and select recipients based on established criteria.

##### 6.6.3 Membership:

- Appointed annually at the Initial/Inaugural meeting of the Board each December
- Shall consist of a minimum of three Trustees, plus one alternate
- The Chair of the Board shall be an ex-officio member of this Committee and will have voting privileges
- The Director or designate shall serve as lead staff person (non-voting)

##### 6.6.4 Meetings:

Meetings shall be held approximately two weeks prior to the April and May Board meetings where each award is presented, to review and select recipients from nominations. The dates of the selection meetings shall be identified at the annual

Committee of the Whole Board (Caucus) meeting held in November or December. Additional meetings as required to review awards criteria and process.

#### 7.0.0 Types of Committees—Special Committees

From time to time, the Board may establish committees for special purposes that may be either ongoing or *ad hoc*. The Board may appoint *ad hoc* committees to deal with specific tasks. An *ad hoc* committee serves only until the task is completed, at which time the committee is disbanded. A report on the activities of the committee shall be provided to the Board annually at the regular Board meeting in November, or more frequently, as needed.

#### 7.1.0 Purpose, Duties and Powers

In establishing such other committees, the motion shall specify the purpose, duties and powers, membership and meeting requirements of the proposed committee and the date when a final report is anticipated.

#### 7.2.0 Must Report Before End of Term

No committee will be established for which its powers and duties will require a final report later than the end of the four-year term of the Board.

#### 7.3.0 Consolidation/Closure of Educational Facilities Study Committee (*See Policy 15*)

#### 7.4.0 Director's Review Committee

##### 7.4.1 Purpose:

- To provide an evaluation for the Director of Education.

##### 7.4.2 Powers and Duties:

- To use the Director's job description and the district's Strategic Plan as the basis for the evaluation;
- To review the annual report(s) of the Director on the action the Director has taken in the system; and
- To present an evaluation report for review and approval by the Board.

##### 7.4.3 Membership:

- Chair
- Vice-Chair
- Two other Trustees

- The Director
- The Vice-Chair of the Board shall be the Committee Chair

#### 7.4.4 Meeting:

- The appraisal committee shall be convened by a Board motion either annually or every two years (*See Policy 2*)
- Meetings shall be called by the Committee Chair as needed during the appraisal period

#### 7.5.0 Board Review/Self-Evaluation Committee

##### 7.5.1 Purpose:

- To review the governance function of the Board;
- To complement the development process and review of the Strategic Plan

##### 7.5.2 Powers and Duties:

- To review the action the Board has taken during the preceding twelve months;
- To review the Board's success in fulfilling its defined role and in developing and maintaining effective Board/Director relations

##### 7.5.3 Membership:

- Committee of the Whole
- The Director

##### 7.5.4 Meeting:

- Annually or every two years (*See Policy 2*)

#### 8.0.0 Duties of Committee Chairs

8.1.0 Where applicable, committee Chairs shall follow the policy statements that govern the role of the Board Chair. The Rules of Order as set out in the LDSB Procedural Bylaws, shall apply to all committees of the Board to the extent they are appropriate.

8.2.0 The Chair shall set the agenda and review requests for information for the committee meetings in consultation with the Director or Director's designate. In addition, committee Chairs are encouraged to attend such functions on behalf of the Board as designated by the Chair of the Board.



### 9.0.0 Resource Personnel

The Director or the Director's designate shall appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

#### Legal References:

*Education Act S. 8 (26) School Closing; S. 21 Attendance Excused without Transportation; S. 57 Special Education Advisory Committees; S. 170-171 Powers of Boards; S. 190 Transportation of Pupils ;S. 252 Financial Statements; S. 253 Appointment of Auditor; S. 283 General Report of Chief Executive Officer; S. 308 (4) Appeal of a Suspension; S. 309 (9) Expulsion Hearing by Board; S. 311 Appeal of Expulsion*  
*Labour Relations Act*  
*Regulation 306 Special Education Programs and Services*  
*Regulation 308 Supervised Alternative Learning for Excused Pupils*  
*Regulation 464/97 Special Education Advisory Committees*

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