



VIOLENCE IN THE WORKPLACE

Legal References:	<i>Ontario Occupational Health and Safety Act Education Act Safe Schools Act</i>
Related References:	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Policy Board Policy 1008 - Equity & Inclusion Policy Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury Administrative Procedure 3780 - Violence in the Workplace</i>
Effective Date:	<i>May, 2007</i>
Revisions:	<i>January 31, 2011, June 11, 2012, September 19, 2016</i>
Reviewed:	January 15, 2018

1. Preamble

The Waterloo Region District School Board ("the Board") is committed to providing a working and learning environment free from workplace violence including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the Board will not tolerate any incidents of this kind against or by any employee or any other person.

This policy applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.

2. Definitions:

2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
- c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*

3. Application

- 3.1. This policy applies to all Board employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board, but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate legislation, regulations and Board policy and procedure including but not limited to the Education Act (Section XIII), Safe School Policy (6000), Code of Conduct (6001), Equity and Inclusion Policy (1008), and Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk of Injury.

4. Guidelines

- 4.1. The Board, as the employer, will comply with all aspects of the Occupational Health and Safety Act that apply to the organization.
- 4.2. The Board is committed to developing and maintaining a program to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the Board may be required to implement proactive measures to promote a violence-free workplace.
- 4.3. The Board will assess the risk of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the Occupational Health and Safety Act.
- 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
- 4.5 This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



HOLDING OF PUBLIC MEETINGS

Legal References: *Education Act, Section 207 and Division E – Education Development Charges*

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: September 12, 2016

1. Preamble

1.1 It is the policy of the Waterloo Region District School Board to:

- 1.1.1 encourage engagement at public meetings in order to facilitate communication between itself and its constituents;
- 1.1.2 differentiate clearly between meetings sanctioned by the Board and those held by Board members or employees in connection with their duties or responsibilities;
- 1.1.3 approve, by formal motion, all public meetings which it conducts, sponsors, or sanctions.



HOLDING OF PUBLIC MEETINGS

Legal References: [Education Act, Section 207](#) and [Division E – Education Development Charges](#)

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *September 12, 2016, **January 15, 2018***

1. Preamble

1.4 It is the policy of the Waterloo Region District School Board to:

- 1.1.4 encourage engagement at public meetings in order to facilitate communication between itself and its constituents;
- 1.1.2 differentiate clearly between meetings sanctioned by the Board and those held by Board members or employees in connection with their duties or responsibilities;
- 1.1.3 approve, by formal motion, all public meetings which it conducts, sponsors, or sanctions.



COMMUNITY USE OF SCHOOLS

Legal References:	<i>Education Act, Section 171 (24); Section 234 (1)</i> <i>Smoke-Free Ontario Act</i>
Related References:	<i>Administrative Procedure 3085 – Safe Welcome Program</i> <i>Administrative Procedure 4230 – Open Flames</i> <i>Administrative Procedure 4360 – Principals of Business Conduct for Board Employees</i> <i>Administrative Procedure 4985 – Community Use of Schools</i> <i>Administrative Procedure 4990 – Community Planning and Facility Partnerships</i> <i>Ministry of Education Memorandum 2006: B13 Community Use of Schools Program</i> <i>Board Policy 1011 – Community Planning and Facility Partnerships</i> <i>Board Policy 6000 – Safe Schools</i> <i>Board Policy 6001 – Code of Conduct</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>March 23, 2015, September 12, 2016</i>
Reviewed:	

1. Preamble

- 1.1 The Waterloo Region District School Board values and encourages community use of schools according to the guidelines and agreements as approved by the Board for such use, recognizing that:
 - 1.1.1 the primary responsibility of the Board is to provide quality education to students at each of its facilities;
 - 1.1.2 legislation and regulations allow a school board to make school buildings and premises available for any educational or lawful purpose it deems proper, provided there is no cost to the Board;
 - 1.1.3 the community use of schools program is administered on a cost recovery basis;
 - 1.1.4 use by the community shall not interfere with the proper conduct of school and Board programs nor with the security and maintenance of Board's properties; and
 - 1.1.5 all users will be required to respect the property of the Board and abide by the terms and conditions set out in their rental permit.



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 - 1.1.5 all users will be required to respect the property of the Board and abide by the terms and conditions set out in their rental permit.



OUTDOOR EDUCATION/ OFF CAMPUS EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Education Funding (B5) Memo, March 29, 2012</i> <i>Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, 2009</i> <i>Administrative Procedure 1580 – Off-Campus – Categories 1, 11 & 111</i> <i>Administrative Procedure 1590 – Transportation – Off-Campus</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>June 15, 2015, September 19, 2016</i>
Reviewed:	

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to endorse student participation in well-planned off campus and outdoor educational projects consistent with financial resources available, recognizing that:
 - 1.1.1 current educational thought emphasizes the importance of outdoor education as a holistic method of education used to enrich the school curriculum through effective utilization of the natural environment;
 - 1.1.2 it is desirable to encourage teachers and students to learn through practical experience and observation outside the classroom, as well as in the classroom;
 - 1.1.3 outdoor learning activities for students provided by the Waterloo Region District School Board should be offered in collaboration with community agencies and partners, where possible.
 - 1.1.4 consideration be given to accessibility, equity and inclusion when planning off-campus and outdoor education trips.



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Related References:	<i>Education Funding (B5) Memo, March 29, 2012</i> <i>Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, 2009</i> <i>Administrative Procedure 1580 – Off-Campus – Categories 1, 11 & 111</i> <i>Administrative Procedure 1590 – Transportation – Off-Campus</i>
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Report to Committee of the Whole

January 15, 2018

Subject: Long Term Fiscal Sustainability and Stability Task Force Quarterly Update

Recommendation

This report is for the information of the Waterloo Region District School Board (Board).

Status

The Long Term Fiscal Sustainability and Stability Task Force (known as Fiscal Task Force) consists of the following members:

- Natalie Waddell, Trustee
- Kathi Smith, Trustee
- Sharlene McHolm, WREA Representative
- Cathy Vollmer-Ashley, SSPA Representative
- Scott Lomax, Coordinating Superintendent, Student Achievement & Well-Being
- Lila Read, Coordinating Superintendent, Student Achievement & Well-Being
- Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board

The members in attendance at each meeting are as follows:

Members

Member's Name	Sep 12/17	Oct 3/17	Dec 5/17
Natalie Waddell, Trustee	X	X	X
Kathi Smith, Trustee			X
Sharlene McHolm, WREA Rep			X
Cathy Vollmer-Ashley, SSPA Rep	X	X	X
Scott Lomax, Coordinating Superintendent, Student Achievement & Well-Being		X	X
Lila Read, Coordinating Superintendent, Student Achievement & Well-Being	X	X	X
Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer	X	X	X

X – Present

Others in Attendance

Name	Sept 12/17	Oct 3/17	Dec 5/17
Benoit Bourgault, General Manager, STSWR	N/A	X	N/A
Ian Gaudet, Controller, Facility Services	N/A	X	N/A

X – Present

The committee has met monthly to discuss cost pressures identified in the previous school year and identify strategies to address them. Additionally, guests have presented to the committee on topics including transportation and route planning, as well as renovations and utility costs.

As part of the committee's work in preparing the Board's budget for the 2018-19 school year, the Fiscal Task Force has begun working on a survey which will be posted to the Board's public website for the purpose of soliciting public feedback. The survey will be made available from February 2018 to March 2018 with the final dates to be confirmed at a future date. The feedback gained from the survey will be analyzed by the Fiscal Task Force and integrated into the budget process for the 2018-19 school year as applicable.

Background

By way of a Board motion passed on June 23, 2014, the Fiscal Task Force was formed. The Fiscal Task Force was mandated to undertake discussions and consider options and solutions to ensure the long term sustainability and stability of the Board. The Fiscal Task Force's Terms of Reference require quarterly updates to the Board of Trustees.

Financial implications

No financial implications.

Communications

The budget survey will be posted on the Board's website in February 2018. Communications Services will assist in raising awareness of the survey.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
in consultation with Coordinating Council.



Report to Committee of the Whole

January 15, 2018

Subject: 2018 Board Committee Memberships

Recommendation

That the Waterloo Region District School Board approves the 2018 Board Committee Membership Structure as outlined in Appendix A of the report titled "2018 Board Committee Memberships" dated January 15, 2018.

Status

On December 18, 2017, the Chairperson, Vice-Chairperson and Past Chairperson, along with the Manager of Corporate Services, met to review the responses and provide the recommendations as attached. (Appendix A)

Background

On November 23, 2017, trustees received a copy of the 2018 Trustee Committee Membership Preference Survey and were asked to submit their committee preferences to the Manager of Corporate Services by November 27, 2017.

Financial implications

No financial implications.

Communications

The new committee membership structure will be communicated to staff responsible for these committees through the Office of the Chairperson.

Prepared by: Stephanie Reidel, Manager of Corporate Services
on behalf of Chairperson Scott McMillan
in consultation with Coordinating Council (Board).

WATERLOO REGION DISTRICT SCHOOL BOARD
2018 - BOARD COMMITTEE MEMBERSHIP

<p>Special Education Advisory Committee</p> <p><i>Appointed for 4 Years 2 Trustees & 2 Alternates Meets Monthly 2nd Wednesday</i></p> <ul style="list-style-type: none"> • J. Hendry • C. Watson • T. Martin (Alt) • M. Ramsay (Alt) 	<p>Student Program Review and SAL</p> <p><i>Appointed Annually At least 4 Trustees Meets as required</i></p> <ul style="list-style-type: none"> • C. Harrington • C. Millar • K. Smith • N. Waddell • C. Watson 	<p>Discipline Committee</p> <p><i>Appointed Annually Chairperson & Trustees Meets as required</i></p> <ul style="list-style-type: none"> • C. Harrington (T) • T. Martin (M) • S. McMillan (M & T) • C. Millar (M & T) • M. Ramsay (M & T) • K. Smith (M & T) • C. Waterfall (M&T) • C. Watson (M) • K. Woodcock (T)
<p>Board Audit Committee</p> <p><i>Appointed for 4 Years 3 Trustees Meets 3 times per year</i></p> <ul style="list-style-type: none"> • K. Smith (Chair) • C. Harrington • K. Woodcock • S. McMillan (Ex Officio) 	<p>Parent Involvement Committee</p> <p><i>Appointed Annually 1 Trustee Meets as required</i></p> <ul style="list-style-type: none"> • K. Smith 	<p>Agenda Development Committee</p> <p><i>Appointed Annually Chairperson, Vice-Chair, Past Chair & 2 Trustees Meets Monthly- 1st Monday</i></p> <ul style="list-style-type: none"> • S. McMillan (Chair) • T. Martin (Vice-Chair) • K. Woodcock (Past Chair) • C. Waterfall (Jan to May) • N. Waddell (Jun to Dec) • PLUS: One trustee rotating alphabetically
<p>Student Trustee & Student Senate Mentor</p> <p><i>Appointed Annually 1 Trustee Meets as required</i></p> <ul style="list-style-type: none"> • C. Millar 	<p>Equity and Inclusion Advisory Group</p> <p><i>Appointed Annually 2 Trustees Meets as required</i></p> <ul style="list-style-type: none"> • C. Waterfall • C. Millar (Alt) 	<p>School Year Calendar Committee</p> <p><i>Appointed Annually 1 Trustee Meets as required</i></p> <ul style="list-style-type: none"> • K. Woodcock

<p>Accessibility Committee</p> <p><i>Appointed Annually 2 Trustees Meets as required</i></p> <ul style="list-style-type: none"> • J. Hendry • K. Smith 	<p>Ad Hoc Nutrition Committee</p> <p><i>Appointed Annually 2 Trustees Meets as required</i></p> <ul style="list-style-type: none"> • N. Waddell • C. Watson 	<p>Fiscal Task Force</p> <p><i>Appointed Annually 2 Trustees Meets monthly</i></p> <ul style="list-style-type: none"> • N. Waddell • C. Watson
<p>Internet Content Filtering Working Committee</p> <ul style="list-style-type: none"> • K. Woodcock • Student Trustees 		
<p>Huron Natural Area Advisory Committee</p> <p><i>Appointed Annually Vice-Chairperson Meets as required</i></p> <ul style="list-style-type: none"> • T. Martin 	<p>Waterloo Education Foundation Inc.</p> <p><i>Appointed for 4 Years 2 Trustees Meets as required</i></p> <ul style="list-style-type: none"> • S. McMillan • T. Martin 	<p>Early Years Advisory Group</p> <p><i>Appointed Annually 1 Trustee Meets as required</i></p> <ul style="list-style-type: none"> • C. Waterfall



Report to Committee of the Whole

January 15, 2018

Subject: Motion for an Ad Hoc Committee to Study a Full Year Program in Secondary Schools

Recommendation

That the Waterloo Region District School Board strike an Ad Hoc Committee to study the opening of full-year program in one school in Cambridge and one school in Kitchener; and

That the program be scheduled to begin in September 2018 for the 2018-2019 school year; and

That the programs operate for a minimum of two years with a full evaluation of the program in year two.

Status

This report contains a Notice of Motion served by Trustee K. Smith at the June 26, 2017, Board Meeting and was supported by Trustees M. Ramsay and N. Waddell.

The Terms of Reference for this committee are attached as Appendix A.

Background

Trustee K. Smith served a Notice of Motion requesting that an Ad Hoc Committee be struck to study the opening of two full-year programs in WRDSB Secondary Schools.

Financial implications

The financial implications are not known at this time.

Communications

If approved by trustees, a communication plan would be developed to support this recommendation.

Prepared by: Stephanie Reidel, Manager of Corporate Services
on behalf of Trustee K. Smith and in
consultation with Coordinating Council (Board)

Ad-Hoc Committee Terms of Reference

1. Name: Secondary School Full Year Programs Ad-Hoc Committee

- 1.1. Related Legislation - Education Act
- 1.2. Related policies/bylaws – Related Board Policies, WRDSB Bylaws
- 1.3. Alignment with Board Strategic Plan — this ad-hoc committee is to be aligned with the WRDSB strategic plan.
- 1.4. Type of committee - Board Ad-Hoc Committee

2. Purpose/Mandate/Goals

- 2.1. Focus – The purpose of the ad-hoc committee is to review and consider the possibility of opening two full year programs in secondary schools. One program in Kitchener and one program in Cambridge beginning in the 2018-19 school year.
- 2.2. Powers and Responsibilities – The following responsibilities outline the work the ad-hoc committee will do:
 - Plan the process by which the ad-hoc committee will review and make recommendations;
 - Provide regular update/milestone reports regarding the work of the Ad Hoc Committee at Committee of the Whole meetings;
 - Develop a final report with recommendations and present it to the Board of Trustees for consideration.

3. Authority/Jurisdiction/Responsibilities

This ad-hoc committee is responsible to the Board of Trustees. All recommendations must be brought to the board for discussion and final approval.

- 3.1. Individual members - Must attend meetings of the ad-hoc committee prepared and with assigned tasks completed as required.
- 3.2. Chair – The chairperson will be selected to lead the work of the committee.
- 3.3. Board personnel – The ad-hoc committee will have access to assistance as reasonably required via assignment of staff by the Director of Education.

4. Membership

- 4.1. Composition/Stakeholders - The ad-hoc committee will consist of:
 - Director of Education
 - Coordinating Superintendent of Business Services
 - two Superintendents of Student Achievement and Well-Being
 - three trustees
 - three parent representatives
 - three community representatives
- 4.2. Term – The term for the ad-hoc committee is to open a school in September 2018.
- 4.3. Appointment process – A call for trustee volunteers will be issued with the terms of reference immediately. The Chairperson of the Board of Trustees, in consideration of other committee duties of trustees, will appoint trustee ad-hoc committee members from the volunteers responding to the call. The Director of Education will appoint the staff members of the ad-hoc committee. The committee will work to recruit parents, students and community partners.
- 4.4. Vacancies – If vacancies arise among the ad-hoc committee membership, for either a trustee or staff representative, the Chairperson of the Board of Trustees and the Director of Education will appoint/designate replacement ad-hoc committee members.

5. Role of Board Personnel/Staff

- 5.1. Restrictions of membership – Staff members appointed to the ad-hoc committee will be restricted to those appointed by the Director of Education. Staff will have an opportunity to return to their schools to discuss the possible focus for that school.
- 5.2. Trustee members will be chosen from those who respond to the Call for Volunteers.
- 5.3. Personnel and services – Support for the ad-hoc committee, if required, will be appointed by the Director of Education.

6. Meetings

- 6.1. Access To Meetings - The ad-hoc committee meetings will be open and can be attended by any member of the Board of Trustees. Input by all trustees will be encouraged; however, any ad-hoc committee decisions made by way of vote will be restricted to ad-hoc member participation only.
- 6.2. Peel District School Board will host a tour of three schools that are 'year round' schools in order to learn about the structure and provide for discussion with school administration and students.

The goal would be to invite schools to apply for this program and provide a presentation on year-round schooling. Expressions of interest from schools would be presented by December and the successful schools would be selected in January with a goal to begin the program in schools in September 2018.

- 6.3. Election of Chairs — The committee members will elect a chairperson at the first meeting of the group.
- 6.4. Quorum - The ad-hoc committee will operate under the same quorum as the Board of Trustees per By-law 4.6.
- 6.5. Voting - Decisions of the ad-hoc committee will be made by consensus and collaborative in nature. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution that the whole group can support.
- 6.6. Communications/distribution of Minutes and Agenda – Notes containing action items only with assigned responsibility will be taken at meetings of the ad-hoc committee and distributed to committee members after the meeting. Agendas for meetings will be developed by the co-chairs of the ad-hoc committee and distributed to all members at least three business days prior to the meeting.
- 6.7. In camera meetings – This committee should not require in camera sessions. If, due to unforeseen circumstances, in camera meetings are required, the co-chairs of the ad-hoc committee can call said meeting and report the occurrence and reasons why to the Board of Trustees.

7. Reporting

- 7.1. Committee Reports to Whom - The ad-hoc committee reports to the Board of Trustees through the ad-hoc committee co-chairs or through an appointed committee member.
- 7.2. Format of Committee Report Back - The ad-hoc committee will provide verbal and/or written reports, including presentations and other visuals as required.
- 7.3. Time Frame of Committee Report Back - The ad-hoc committee will report progress to the Board of Trustees on a regular basis and provide a final report with recommendations.

8. Deliverables/Results

- 8.1. Board of Trustees approval of the recommendations contained in the final report.



Report to Committee of the Whole

January 15, 2018

Subject: Motion Re: Ad Hoc Committee to Review Partnerships & New Programs in Secondary Schools

Recommendation

That the Waterloo Region District School Board undertake a review to develop new models for secondary schools to attract and retain students; and

That partnering with outside organizations, municipal partners and post-secondary institutions be considered; and

That an Ad-Hoc Committee conduct this review and be comprised of parents, students, staff and community partners; and

That an update and timeline for implementation be provided to the Board of Trustees by May 2018.

Status

This report contains a Notice of Motion served by Trustee K. Smith at the June 26, 2017, Board Meeting and was supported by Trustees N. Waddell and M. Ramsay.

The proposed terms of reference for this committee are attached as Appendix A.

Background

Trustee K. Smith served a Notice of Motion requesting an Ad Hoc Committee be struck to develop new models for secondary schools to attract and retain students and partnership opportunities.

Financial implications

The financial implications of this motion for the WRDSB are unknown at this time.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services on behalf of Trustee K. Smith and in consultation with Coordinating Council (Board).

Ad-Hoc Committee Terms of Reference

1. Name: Secondary Program Model & Partnership Ad-Hoc Committee

- 1.1. Related Legislation - Education Act
- 1.2. Related policies/bylaws – Related Board Policies, WRDSB Bylaws
- 1.3. Alignment with Board Strategic Plan — this ad-hoc committee is to be aligned with the WRDSB strategic plan.
- 1.4. Type of committee - Board Ad-Hoc Committee

2. Purpose/Mandate/Goals

- 2.1. Focus – The purpose of the ad-hoc committee is to review and consider the possibility of partnering with existing municipal organizations (Communitech, Perimeter Institute, Google etc.) and possible municipal partners and post-secondary institutions. The goal of the committee is to provide program models and schools that attract students.
- 2.2. Powers and Responsibilities – The following responsibilities outline the work the ad-hoc committee will do:
 - Plan the process by which the ad-hoc committee will review and make recommendations;
 - Provide regular update/milestone reports regarding the work of the Ad Hoc Committee at Committee of the Whole meetings;
 - Develop a final report with recommendations and present it to the Board of Trustees at the last Committee of the Whole Meeting in May 2018 for consideration.

3. Authority/Jurisdiction/Responsibilities

This ad-hoc committee is responsible to the Board of Trustees. All recommendations must be brought to the board for discussion and final approval.

- 3.1. Individual members - Must attend meetings of the ad-hoc committee prepared and with assigned tasks completed as required.
- 3.2. Chair – Two co-chairs will be selected to lead the work of the committee. One representative from the education system and one chair from the broader community or a trustee.
- 3.3. Board personnel – The ad-hoc committee will have access to assistance as reasonably required via assignment of staff by the Director of Education.

4. Membership

- 4.1. Composition/Stakeholders - The ad-hoc committee will consist of trustees, parents, students, staff (all levels) and community partners.
- 4.2. Term – The term for the ad-hoc committee is to end of May 2018.
- 4.3. Appointment process – A call for trustee volunteers will be issued with the terms of reference immediately. The Chairperson of the Board of Trustees, in consideration of other committee duties of trustees, will appoint trustee ad-hoc committee members from the volunteers responding to the call. The Director of Education will appoint the staff members of the ad-hoc committee. The committee will work to recruit parents, students and community partners.
- 4.4. Vacancies – If vacancies arise among the ad-hoc committee membership, for either a trustee or staff representative, the Chairperson of the Board of Trustees and the Director of Education will appoint/designate replacement ad-hoc committee members.

5. Role of Board Personnel/Staff

- 5.1. Restrictions of membership – Staff members appointed to the ad-hoc committee will be restricted to those appointed by the Director of Education. Staff will have an opportunity to return to their schools to discuss the possible focus for that school.
- 5.2. Trustee members will be chosen from those who respond to the Call for Volunteers.
- 5.3. Personnel and services – Support for the ad-hoc committee, if required, will be appointed by the Director of Education.

6. Meetings

- 6.1. Access To Meetings - The ad-hoc committee meetings will be open and can be attended by any member of the Board of Trustees. Input by all trustees will be encouraged; however, any ad-hoc committee decisions made by way of vote will be restricted to ad-hoc member participation only.
- 6.2. The first two meetings of the ad-hoc committee will be comprised of staff and trustees to examine and discuss existing program offerings.
- 6.3. Election of Chairs — The ad-hoc committee members will elect co-chairs at the first meeting of the group.
- 6.4. Quorum - The ad-hoc committee will operate under the same quorum as the Board of Trustees per By-law 4.6.
- 6.5. Voting - Decisions of the ad-hoc committee will be made by consensus and collaborative in nature. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution that the whole group can support.

- 6.6. Communications/distribution of Minutes and Agenda – Notes containing action items only with assigned responsibility will be taken at meetings of the ad-hoc committee and distributed to committee members after the meeting. Agendas for meetings will be developed by the co-chairs of the ad-hoc committee and distributed to all members at least three business days prior to the meeting.
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- 7.2. Format of Committee Report Back - The ad-hoc committee will provide verbal and/or written reports, including presentations and other visuals as required.
- 7.3. Time Frame of Committee Report Back - The ad-hoc committee will report progress to the Board of Trustees on a regular basis. A final report and recommendations will be presented to the Board of Trustees at the last Committee of the Whole meeting of May 2018.

8. Deliverables/Results

- 8.1. Board of Trustees approval of the recommendations contained in the final report.