

January 11, 2021

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held via video conference, on **Monday, January 11, 2021, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

01	Board Policy G500 - Director of Education Executive Limitations/Requirements	Chairperson
11	Board Policy 2005 - Parent/Caregiver/Guardian Support	L. Read
13	Board Policy 2011 - Sun Safety and Shading	B. Lemon / M. Gerard

Reports

Discussion - Impact of Bill 197 on Suspensions & Verbal Update	Chairperson / B. Lemon
Discussion - 2021-22 Education Funding Consultation	Chairperson

Board Reports

17	Ad Hoc School Resources Officer (SRO) Review Committee - Terms of Reference Recommendations	Trustee S. Piatkowski
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Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



DIRECTOR OF EDUCATION EXECUTIVE LIMITATIONS/REQUIREMENTS

Legal References:	<i>Education Act</i>
Related References:	<i>Board Policy G200 – Governance Policy – Roles and Responsibilities;</i> <i>Board Strategic Plan;</i> <i>System Success Plan;</i>
Effective Date:	<i>May 2006</i>
Revisions:	January 11, 2021 , June 22, 2015
Reviewed:	

1. Preamble

The Director of Education is the Board's senior staff person through which the Board of Trustees directs the delivery of public education in the district. This position is also Secretary to the Board of Trustees. The following Executive Limitations/Requirements define the authority to act associated with this position in the fulfillment of its roles and responsibilities. They also represent accountabilities that will be assessed in the annual performance evaluation of the Director of Education.

2. General Authority to Act

- 3.1 The Director of Education has the authority to act as per the following directives:
 - 3.1.1 The Education Act of the Province of Ontario
 - 3.1.2 Policy directives of the Ministry of Education
 - 3.1.3 Board policies
 - 3.1.4 The position description for the Director of Education / Secretary of the Board
 - 3.1.5 As directed by a motion of the Board of Trustees consistent with the above-noted directives.
- 3.2 The Director of Education will not operate in any manner or make decisions that contravene applicable legislative or statutory requirements or directives, Board policies, human rights codes or relevant other laws and government policies.
- 3.3 The Director of Education will act in a manner that at all times respects the dignity and integrity of each individual that comes in contact with the Waterloo Region District School Board (**WRDSB**); ensuring respectful, fair and equitable treatment; and ensuring district rate payers, parents/guardians, students and staff are effectively informed of their rights, are listened to and are provided information on how to put forward their perspectives, ideas and view points within approved Board policies.

3. Academic Excellence

- 4.1 To annually prepare an **Operational Plan (also known as a Board Improvement Plan)**~~System Success Plan~~ for the district for Board approval that facilitates the achievement of Ministry directives and policies, **aligns to** the Board's Strategic Plan and includes innovative educational programming and strategies. The Plan is also to contain objectives, appropriate measures and monitoring report processes.
- 4.2 To develop an organizational culture of academic excellence across the organization by supporting innovation, staff training and development, recognition of efforts and outcomes, promotion of and support for educational learning opportunities and forums and other strategies.

- 4.3 To have in place, comprehensive professional development programs for all staff categories, updating it regularly to reflect ongoing changes in curriculum requirements, teaching methodologies, management techniques, health and safety directives and related operational requirements.
- 4.4 To directly participate and support staff participation in educational forums, research activities, planning and policy initiatives, curriculum development programs and related initiatives that will both increase the Board's educational knowledge and capacity and share with other Boards of Education and educational bodies, ~~Waterloo Region District School Board~~ **WRDSB's** experiences, knowledge and outcomes.
- 4.5 To continually research educational learning methodologies, trends and related information and data, ensuring its provision across the staff in support of the ongoing development of the ~~Board~~ **WRDSB's** educational plans and services (i.e.: literacy, special education transitions beyond secondary school, etc.). As well, undertake a presentation on this topic when appropriate to the Board of Trustees.

5. Financial

- 5.1 To present to the Board of Trustees for their consideration, a draft budget for each fiscal year that:
 - 5.1.1 Is prepared consistent with the requirements of the Education Act, Ministry directives and the financial policies of both the government and the Board, and in a format acceptable to the Board of Trustees.
 - 5.1.2 Incorporates the priorities of the Board's Strategic Plan and **Operational Plan (also known as a Board Improvement Plan)** System Success Plan objectives.
 - 5.1.3 Ensures an evident focus on maximizing operational efficiencies and revenue opportunities.
- 5.2 To ensure the Board of Trustees, at a minimum, receives a quarterly update of the financial statements and position of the Board for their review and direction, with a minimum of two financial year-end projections per fiscal year at the six and nine month periods.
- 5.3 To undertake financial expenditures, on an ongoing basis, that are consistent with the ~~Board~~ **WRDSB's** budget as approved by the Board of Trustees, or as specifically directed by the Board of Trustees.
- 5.4 To authorize the reallocation of funds within the approved ~~Board~~ **WRDSB** budget as long as the net financial operating position of the budget remains as approved by the Board, is consistent with Ministry financial requirements and does not distort Board of Trustee budget priorities.
- 5.5 To ensure that all use of ~~Board~~ **WRDSB** financial reserves and all capital funded projects are approved by the Board of Trustees prior to the use of these funds.
- 5.6 To not authorize ~~Board~~ **WRDSB** expenditure commitments beyond the ~~Board~~ **WRDSB's** ability to fund them, including payroll requirements.
- 5.7 To complete real property acquisitions and disposals based on Board of Trustee approval.
- 5.8 To ensure all financial reporting and payment requirements to government bodies are completed in total, within the required timelines and current fiscal year accounts.
- 5.9 To have in place payroll, accounting and other financial procedures so as to ensure they meet the ~~Board~~ **WRDSB's** financial commitments and reporting requirements; and protect the security of the funds and assets under the ~~Board's~~ **WRDSB** control.
- 5.10 To ensure that the appropriate financial supports are in place in the ~~Board~~ **WRDSB's** budget to facilitate Board of Trustee requirements related to meetings, minutes,

documentation and records management, an annual external audit, Trustee educational opportunities, Trustee communications and similar requirements.

6. Policies

- 6.1 To implement all Board of Trustee approved policies, ensuring that the appropriate training, communications and related initiatives are completed to inform staff and others on an effective and timely basis.
- 6.2 To ensure that all monitoring reports identified within Board policies or directed by the Board of Trustees are completed as per Board policy or directive requirements and timelines.
- 6.3 To identify to the Board of Trustees significant breaches of policy, along with the remedial action taken or to be taken.

7. Board of Trustee Support and Communications

- 7.1 To inform the Board of Trustees of any significant incident, event or other consideration that could negatively impact the liability, credibility or safety of the **WRDSB Board** or its students and staff, or for which Trustees need to be effectively prepared for in order to fulfill their roles.
- 7.2 To ensure adequate supports are in place for the calling of Board of Trustee and associated Board and committee meetings, the taking of minutes and notes, their distribution and records management as per the Board's Committees Policy.
- 7.3 To update the Board of Trustees, at In Camera, Committee of the Whole and Board Meetings on emerging educational opportunities, challenges, trends and related strategic information, data, etc., related to government policy and funding changes, relevant community initiatives and associated insights and impacts, (i.e.: EQAO results).

8. Leadership

- 8.1 To ensure that all practices and activities of the **WRDSB Board** are ethical, legal and protect the integrity and reputation of the **WRDSB Board**.
- 8.2 To ensure that a Supervisory Officer of the **WRDSB Board** is appointed to cover for regular leaves of the Director of Education, and identify that person to the Chair **or designate**, ~~Vice Chair, Past Chair and the organization.~~ The Supervisory Officer appointed could vary time to time.
- 8.3 To ensure that a **plan is in place to identify a** minimum of two senior staff individuals ~~are identified to the Chair, Vice Chair and Past Chair of the Board of Trustees,~~ who are trained and capable to substitute when the Director of Education is unavailable to fulfill the position's responsibilities due to an emergency situation. ~~The Board Chair or designate will enact the Board's Emergency Director of Education Policy in such cases.~~
- 8.4 To deal with the Board of Trustees as a whole except when responding to individual Trustee requests for information or responding to Committee and Task Force requests.
- 8.5 To officially speak on behalf of the **WRDSB Board** as per the Board's Communication Policy on considerations associated with the Board, and not considerations associated with the Board of Trustees.
- 8.6 To prepare a **an Operational Plan (also known as a Board Improvement Plan)** ~~System Success Plan~~ and objectives for Board of Trustee consideration each fiscal year that facilitates the implementation of the Board's Strategic Plan and priorities.

9. Human Resources

- 9.1 To report to the Board of Trustees at each ~~Board Committee of the Whole~~ meeting on new hires, promotions, terminations and resignations for information purposes.
- 9.2 To present Principal and Vice Principal appointment recommendations to the Board of Trustees for **information** approval.
- 9.3 To develop Supervisory Officer recruitment processes ~~that involve between two and four Trustees in the selection process~~, and to present selection recommendations to the Board of Trustees for approval.
- 9.4 To adjust the Director of Education's compensation program based solely on Board of Trustees approval.
- 9.5 To ensure staff, at all levels, are paid within the appropriate compensation levels as negotiated in union contracts or as per Board of Trustee approved non-union compensation programs, with any compensation considerations outside of these parameters being approved by the Board of Trustees based on a recommendation from the Director of Education.
- 9.6 To ensure that any offers of employment, whether permanent, part time or contractual, are consistent with Board approved Human Resource Policies or as approved by the Board of Trustees if outside these policies.
- 9.7 To ensure the consistent application of all negotiated labour agreements as per the terms and conditions of these agreements once approved by the parties involved.
- 9.8 To receive Board of Trustee direction on all employee group negotiations prior to initiating negotiations, and to not deviate from Board of Trustee directions and parameters without Board of Trustee approval.
- 9.9 To effectively communicate, on an ongoing basis, that the **WRDSB** ~~Board~~ does not tolerate discrimination, harassment or similar behaviours, and to have in place, the appropriate communications and training programs that support understanding and compliance of Board policies in this regard, the rights of individuals and the processes and procedures individuals can pursue if they believe they have experienced such behaviours.

10. Liabilities and Staffing

- 10.1 To ensure that no **WRDSB** ~~Board~~ contracts for supplies and services are entered into for more than five years without Board of Trustee approval.
- 10.2 To have in place, and to update annually, a Health and Safety Program for the **WRDSB** ~~Board~~ that is based on legislative requirements, site inspections, incident assessments and other relevant inputs.
- 10.3 To ensure that the **WRDSB** ~~Board~~ has appropriate emergency response programs in place for each of its facilities that are updated annually and for which initial and repeat training and testing is undertaken.
- 10.4 To ensure that ~~B~~**building** ~~C~~**condition** ~~S~~**studies** are completed on each facility at a minimum of every ten years or if significant structural issues are identified between ~~B~~**building** ~~C~~**condition** ~~R~~**report** periods.
- 10.5 To ensure that a Disaster Recovery Strategy is in place and is regularly updated, unless directed otherwise by the Board of Trustees, for all **WRDSB** ~~Board~~ technology, computer and related operational components.
- 10.6 To ensure that a theft deterrent / loss prevention program is in place for all **WRDSB** ~~Board~~ equipment, supplies, materials, etc, and that losses are regularly monitored, reported on to senior management and responded to in order to minimize losses.

- 10.7 To ensure that the **WRDSB** Board has in place, active insurance coverage for loss and liability, as well as Board of Trustee and staff indemnification, at levels reflective of current risk parameters.

Draft



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PARENT/GUARDIAN OR CAREGIVER SUPPORT

Legal References:	<i>Education Act</i>
Related References:	<i>Board Policy G100 – Governance Policy – Foundations</i> <i>Board Policy G200 – Governance Policy - Roles and Responsibilities</i> <i>Administrative Procedure 1410 – Parent Support</i> <i>Standards of Behaviour for the School Community (JHSC, 2014)</i>
Effective Date:	<i>September 25, 2006</i>
Revisions:	<i>March 6, 2017, May 14, 2018, January 11, 2021</i>
Reviewed:	

1. Family Communication with Schools

- 1.1 The Waterloo Region District School Board (**WRDSB**) recognizes that, from time to time, parents/guardians or caregivers (hereafter referred to as “parents”) of students may need the support **of a third party individual during a meeting with WRDSB staff to** in order ~~that they can adequately address~~ **and advocate for** their child’s interests **and needs**. This support may be necessary while parents are attending meetings with staff employed by the Waterloo Region District School Board (WRDSB) at schools, in community spaces, or at the Education Centre. Parents have the right to have a representative of their choosing in attendance at meetings with **WRDSB** staff, subject to this policy and the provisions established in the related procedures. **Parents should inform the WRDSB staff member in advance that a third party individual will be in attendance at the meeting.** Administrative Procedure 1410 - Parent Support, contains steps to guide parents if they have a concern about a school matter. All participants are expected to treat one another with dignity and respect at all times, especially when there is a disagreement.
- 1.2 Parents may contact trustees at any time. Trustees will facilitate the communication process between the parent and the appropriate **WRDSB** staff member. Trustees shall direct the parent to Administrative Procedure 1410, **and these steps** which should be followed in resolving any concerns, ~~or to the appropriate person or applicable step in the process (dependent upon the steps the parent has already undertaken to resolve the concerns at the time the trustee is contacted).~~ Trustees are not to act as a representative of the parent **or student** /caregiver or guardian at a meeting between parents and **WRDSB** staff.



PARENT/GUARDIAN OR CAREGIVER SUPPORT

Legal References: *Education Act*

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SUN SAFETY AND SHADING

Legal References:	<i>Education Act</i>
Related References:	<i>Policy 2000 Environmental Values</i> <i>Administrative Procedure 4140 Severe Weather Conditions (Bus Cancellation – Student Dismissal – School Closing)</i> <i>Shade Audit Information Guide and Tool, Region of Waterloo</i>
Effective Date:	January 2012
Revisions:	March 2015
Reviewed:	June 13, 2016, March 20, 2017, June 11, 2018, January, 2021

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (Board) to promote public health through the development of a culture of sun safety through education, communication and action.

2. Sun Safety

- 2.1 The Board recognizes that exposure to ultraviolet radiation (UVR) poses an identified health risk (such as skin cancer) to children and adults.
- 2.2 The Board recognizes that the strategic provision of shade:
- reduces the urban heat island effect by reducing the temperature of hard surfaces including paved areas and parking lots
 - enables children to play in outdoor environments while protecting them from the harmful impact of UVR.
- 2.3 The Board acknowledges the important role of communicating and promoting sun safety awareness and protective strategies to students, parents and staff which include:
- 2.3.1 The potential ill effects of sun exposure
- 2.3.2 Protective Strategies:
- providing shaded areas for outdoor activities
 - wearing protective clothing (long sleeved shirts and long pants and tightly woven fabrics)
 - wearing hats with wide brims, visors and/or back flaps
 - wearing UV protective sunglasses
 - using sunscreens
 - using portable shade devices
- 2.4 The Board recognizes the importance of the provision of shade, either natural (trees or other appropriate vegetation) or constructed, as an essential element in the planning and design of new or renovations to board facilities. When plans for school construction, additions or renovations include the removal of healthy trees from the school property, the overall communication process should inform and allow input from school communities and surrounding neighbours.
- 2.5 In addition, existing school sites should be reviewed periodically to ensure that appropriate shaded areas are being provided for children.

- 2.6 The Board supports and encourages schools and school councils to develop school based greening solutions to address ongoing sun safety behaviours and shading initiatives.
- 2.7 The Board acknowledges and accepts its responsibility in the community to participate in the development and support of a Region Wide Shade Policy with community partners.

Draft



SUN SAFETY AND SHADING

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Report to Committee of the Whole

January 11, 2021

**Subject: Ad Hoc School Resource Officer (SRO) Review
Committee: Terms of Reference
Recommendations**

Recommendation

That the Waterloo Region District School Board approve the recommended changes to the Ad Hoc School Resource Officer (SRO) Review Committee Terms of Reference as presented at the January 11, 2021 Committee of the Whole Meeting

Status

In reviewing the Terms of Reference for the SRO Review Ad Hoc Committee, Trustees and Staff on the Committee identified some areas for improvement and clarification. The suggested changes appear below.

2.1 Focus

Adding the following paragraph:

The committee will meaningfully engage Indigenous, Black, and racialized communities in the district, staff, students, parents, Board committees, alumni, community groups and members of the public in conducting the review.

4.1 Composition/stakeholders

Adding an additional member, as follows:

Community Representative from the Black, Indigenous and racialized communities and/or organizations in the district (1)

4.3 Appointment process

Adding the following wording to indicate how the additional committee member would be identified:

The Community Representative from the Black, Indigenous and racialized communities and/or organizations shall be identified from among applications submitted through a public call for expressions of interest by the three Trustee representatives on the committee, in consultation with the Superintendent as designated by the Director of Education and the Human Rights and Equity Advisor.

5.1 Quorum

Changing quorum to reflect the increase in the number of committee members:

Quorum for committee members shall be 11 out of 20 members.

Background

The Terms of Reference for the Ad Hoc School Resource Officer (SRO) Review Committee are included as Appendix A.

The following motion was approved at the October 19, 2020 Committee of the Whole and ratified at the October 26, 2020 Board Meeting:

That the Waterloo Region District School Board strike an ad hoc committee to review the School Resource Officer (SRO) program and the Board's relationship with the Waterloo Regional Police that incorporates:

- The origins and history of the program;
- The current scope of the program;
- Data on the role played by SROs (number and type of interactions, number of arrests of students, etc.);
- Possible rationales for discontinuing the program;
- Possible rationales for continuing the program, whether in its current form or in some other form;
- Information from other school boards on their relationship to their local police service and any changes that they may be contemplating to that relationship; and

That the committee consist of

- Trustees (3)
- Student Trustee (1)
- Superintendent (1), to be designated by the Director of Education

- The System Administrator responsible for student discipline (1)
- The Human Rights and Equity Advisor (1)
- Secondary Principal or Vice-Principal (1)
- Elementary Principal or Vice-Principal (1)
- Teachers (3)
- Child and Youth Worker (1)
- Parents (3)
- Students (3); and

That the committee consult as widely as possible with staff, students, parents, Board committees (including the Equity and Inclusion Advisory Group), alumni, community groups and members of the public in conducting their review and preparing their report.

Financial implications

Financial implications are not known at this time.

Communications

If approved, the Terms of Reference will be revised to include any recommendations.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Vice-Chair S. Piatkowski, in consultation with Coordinating Council

**Terms of Reference: Ad Hoc Committee on SRO program and WRDSB/WRPS
relationship**

- 1. Name: Ad Hoc Committee on the School Resource Officer (SRO) program and the relationship between the Waterloo Region District School Board (WRDSB) and the Waterloo Regional Police Service (WRPS)**

Abbreviated to: Ad Hoc Committee on SRO program and WRDSB/WRPS relationship

1.1. Related legislation

Education Act, as amended (Ontario Regulation 472/07 - Suspension and Expulsion of Pupils);
 Keeping Our Kids Safe at School Act;
 Progressive Discipline and School Safety Act;
 Accepting Schools Act;
 Early Childhood Educators Act;
 Child Care and Early Years Act;
 Ontario Human Rights Code;
 Canadian Charter of Rights and Freedoms; and
 Provincial Code of Conduct.

1.2. Related policies/bylaws

Board Policy 1004 - Harassment Policy;
 Board Policy 1008 - Equity and Inclusion Policy;
 Board Policy 1009 - Violence in the Workplace;
 Board Policy 6000 - Safe Schools;
 Board Policy 6001 - Code of Conduct;
 Board Policy 6008 - Student Discipline;
 Board Policy 6009 - Bullying Prevention and Intervention;
 Administrative Procedure 1300 - Delegation of Authority;
 Administrative Procedure 1260 - Student Discipline;
 School Board Police Protocol, 2016;
 Traumatic Response Protocol, 2013; and
 Threat Risk Assessment Protocol.

1.3. Alignment with Board Strategic Plan

The work of this committee aligns with the following Strategic priorities:

- Our students experience a sense of belonging in a caring learning environment that addresses their well-being;

- Our staff is equipped with the skills and resources to support every child in their learning journey;
- Our staff is supported in their wellness as they promote and model wellness for our students;
- Our students, staff and community are supported by creative and collaborative problem-solving;
- Our school communities are encouraged to learn by exploring new and innovative projects, ideas and approaches.

1.4. Type of committee (statutory, board (standing/ad hoc) community (standing/ad hoc/appointment))

Ad Hoc / Community

1.5. Definitions

The School Resource Officer Program is described as follows on the Waterloo Regional Police Service website (<https://www.wrps.on.ca/en/our-community/youth-programs.aspx>):

“The Waterloo Regional Police Service (WRPS) School Resource Officer (SRO) program consists of 10 Constables who are specifically assigned to high schools and elementary schools in Waterloo Region. The goals of the program are to develop a positive relationship between youth and police, reduce youth victimization and partner with school staff to proactively address student, family and school issues. SROs are there to provide schools with a reliable and consistent point of contact within the Waterloo Regional Police Service.”

2. Purpose/Mandate/Goals

2.1 Focus

The committee will review and provide recommendations on the School Resource Officer (SRO) program and the Board's relationship with the Waterloo Regional Police Service.

2.2 Powers and responsibilities

The committee will review:

- The origins and history of the program;
- The current scope of the program;
- Data on the role played by SROs (number and type of interactions, number of arrests of students, etc.);
- Possible rationales for discontinuing the program;

- Possible rationales for continuing the program, whether in its current form or in some other form;
- Information from other school boards on their relationship to their local police service and any changes that they may be contemplating to that relationship.

3. Authority/Jurisdiction/Responsibilities

3.1 Individual members

The committee shall consist of Trustees, Board employees and parents, students as set out below. It shall be responsible to and report to the Board of Trustees.

3.2 Chairperson

The Committee shall be co-chaired by a Trustee (chosen at the inaugural meeting of the committee) and the Superintendent

3.3 Board personnel

The committee shall be supported by administrative support staff designated by the Director of Education.

4. Membership

4.1 Composition/stakeholders

The committee shall consist of

Trustees (3)

Student Trustee (1)

Superintendent (1), to be designated by the Director of Education

The System Administrator responsible for student discipline (1)

The Human Rights and Equity Advisor (1)

Secondary Principal or Vice-Principal (1)

Elementary Principal or Vice-Principal (1)

Teachers (3)

Child and Youth Worker (1)

Parents (3)

Students (3)

4.2 Term

The committee shall hold its first meeting before the end of December 2020 and shall make recommendations by the end of December 2021. Following reporting, it may wish to hold a further meeting or meetings to discuss next steps.

4.3 Appointment Process

Trustees and the Student Trustee on the committee are to be designated by the Chair of the Board, in consultation with Trustees.

The Superintendent on the committee is to be designated by the Director of Education.

Principals on the Committee are to be designated by the Superintendent on the committee.

Teachers and the Child and Youth Worker on the committee shall be chosen in consultation with bargaining units.

Parents are to be recruited in consultation with PIC/WRAPC

Students are to be recruited in consultation with Student Trustees and the Student Senate

4.4 Vacancies

In the event of a vacancy, the same process used for initial recruitment shall be followed. Given the limited mandate and timeline for the committee, the committee shall have the discretion to leave vacant positions unfilled, providing all voices are being represented.

5. Role of Board Personnel/Staff

5.1 Restrictions of membership

See above.

5.2 Personnel and services

See above.

6 Meetings

6.1 Access to meetings

Meetings of the shall be open, with the exception of any items deemed in camera.

6.2 Election of chairperson and vice-chairperson

The committee shall be co-chaired by a Trustee elected at the first committee meeting and the Superintendent on the committee.

6.3 Quorum

Quorum for committee members shall be 10 out of 19 members.

6.4 Voting

Each member of the committee shall have one vote. Committee members must be present at meetings in order to exercise their vote.

6.5 Communications/distribution of minutes and agenda

The agenda and minutes of committee minutes shall be distributed to committee members, Trustees and the senior leadership team.

6.6 In camera meetings

Committee discussions shall be held in-camera if they involve specific incidents or individuals.

7 Reporting

7.1 Committee reports to whom

The committee shall report to the Board of Trustees.

7.2 Format of committee report back

Reporting shall be in writing.

7.3 Time frame of committee report back

The committee shall prepare recommendations to the Board of Trustees by the end of December 2021, unless an extension is granted.

8 Deliverables/Results

Requested/required committee output

The Board shall prepare recommendations to the Board of Trustees.