



# Committee Terms of Reference

**November 27, 2018**

## **Vision**

Achieving Excellence in Catholic Education

LEARN • LEAD • SERVE

## **Mission**

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body, and spirit of all.

# Committee Terms of Reference

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## TERMS OF REFERENCE

COMMITTEE NAME:	Accessibility for All Committee
TYPE:	Advisory
MANDATE:	To advise and assist the Board and schools in promoting and facilitating barrier-free facilities.
RESPONSIBILITY:	<p>To review current initiatives and successes in identifying, removing, and preventing barriers.</p> <p>To develop and review checklists that identify the ideal attributes that all School Board buildings should consider in order to be inclusive and barrier-free.</p> <p>To set priorities and develop strategies to address barrier removal and prevention. To monitor progress through reports from Committee members.</p> <p>To review, revise and publish the Annual Accessibility Plan on a yearly basis.</p>
MEMBERSHIP: (TWO YEAR TERM)	<p>Trustee (1) Manager of Communications and Freedom of Information/Protection of Privacy Manager of Human Resource Services, or representative Manager of Plant Student Transportation Services of Central Ontario (STSCO) representative (1) Manager of Information Technology, or representative Principal (1) Special Education Advisory Committee (SEAC) member (1) Community Agency representative (1) Others as deemed necessary by the Committee</p> <p>This committee will be supported by the following resource persons:</p> <ul style="list-style-type: none"><li>- The Superintendent of Special Education Services</li><li>- the Principal of Section 23</li><li>- an Administrative Assistant or Secretary</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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board

MEETINGS: Meetings will take place three times per year and occur during the day

RESOURCES: Community Organizations and Agencies  
Principals  
Support Staff

## 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 carry out the following duties:</p> <ul style="list-style-type: none"><li>i) to review with the director of education, a senior business official and the external auditor 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 with the director of education, a senior business official and the internal auditor</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 to 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</p> <p>Two (external) non- members of the Board of Trustees appointed for a three year term</p>
TIME FRAME:	On-going

ACCOUNTABILITY: Peterborough Victoria Northumberland and Clarington Catholic District School Board

MEETINGS: At least three times annually

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

- The Director of Education or designate
- The external auditors
- The regional internal audit team
- An administrative assistant

## TERMS OF REFERENCE

**COMMITTEE NAME:** Catholic Parent Engagement 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:** To develop strategies and initiatives that the Board and the Director of Education can use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.

To advise the Board and the Director of Education on ways to use the strategies and initiatives referred to above.

To communicate information from the Ministry, our Catholic School Councils, and parents of pupils of the Board.

To work with our Catholic School Councils and, through the Director of Education, with employees of the Board to:

- (i) promote the goals of Catholic education,
- (ii) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
- (iii) identify and reduce barriers to parent engagement,
- (iv) help ensure that schools of the Board create a welcoming environment for parents of its pupils, and
- (v) develop skills and acquire knowledge that will assist the Parent Involvement Committee and Catholic School Councils of the Board.

To determine, in consultation with the Director of Education and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and the above clauses is to be used.

**MEMBERSHIP:** Parents (12) –two year term (two representing each of the family of schools that feeds into each of the secondary schools)

Trustee (1) - one year (December 1 to November 30)

Principal (1) - two years

Board Chaplain/Faith Animator

Two community representatives

The director representative for the Ontario Association for Parents for Catholic Education

This committee will be supported by the following resource persons:

- The Director of Education
- An administrative assistant or executive assistant

TIME FRAME: On-going

ACCOUNTABILITY: Peterborough Victoria Northumberland and Clarington Catholic District School Board

MEETINGS: Meet four times per year, plus one set of regional meetings and two general assembly meetings with all Catholic School Council Chairs and principals.

RESOURCES: Regulations 303 and 612  
Legal Counsel  
Ministry of Education documents



## TERMS OF REFERENCE

COMMITTEE NAME:	Chairperson's Committee
TYPE:	Standing
MANDATE:	To correlate activities of the Board, prepare Board agendas, and assign items to the appropriate standing committees, and to be responsible for all residual items not specifically applicable to a standing committee
RESPONSIBILITY:	<p>To recommend procedures and structures for the effective functioning of the Board</p> <p>To receive recommendations from all standing committees and list them on the agenda for the regular Board meeting</p> <p>To liaise with municipalities, other boards, and the Ministry of Education</p>
MEMBERSHIP:	<p>Board Chairperson Board Vice-chairperson Trustee (1) - as elected by the Board</p> <p>This committee will be supported by the following resource persons: – The Director of Education</p>
TIME FRAME:	On-going
ACCOUNTABILITY:	Peterborough Victoria Northumberland and Clarington Catholic District School Board
MEETINGS:	Meet once per month (the Monday of the week before the monthly Board meeting), and as called by the Board Chairperson
RESOURCES:	Board By-laws Legal counsel Principals

## TERMS OF REFERENCE

COMMITTEE NAME:	Committee-of-the-Whole
TYPE:	Standing
MANDATE:	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.
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) Student Trustees (2)  This committee will be supported by the following resource persons: <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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board
MEETINGS:	Meet once per month
RESOURCES:	External Auditors Legal Counsel

## TERMS OF REFERENCE

COMMITTEE NAME:	Expulsion Hearing 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 (5) who do not have prior involvement with the matter before the committee</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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board
MEETINGS:	As required
RESOURCES:	Statutory Powers and Procedures Act Education Act Policy 801, Safe Schools - Suspension, Expulsion, and Appeal Safe Schools Resources and Procedures Manual

## TERMS OF REFERENCE

COMMITTEE NAME: Faith and Equity Committee

TYPE: Advisory

MANDATE: To provide a discussion forum for all partners in Catholic Education to collaboratively plan, review and implement the catechetical mission of the Board: *Catechesis is nothing other than the process of transmitting the Gospel, as the Christian community has received it, understands it, celebrates it, lives it and communicates it in many ways. (General Directory for Catechesis, #105) Evangelization is, therefore, the mission of the Church; that is she must proclaim the good news of salvation to all, generate a new creation in Christ through Baptism, and train [students] to live knowingly as children of God. (#7 The Catholic School, 1977)*

To review regularly progress toward goals in the PVNC Catholic Board Improvement Plan for Student Achievement and Well-being, in particular as they relate to living our Catholic faith, and to make recommendations to support these goals;

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 will assume the role of Chair for this Committee  
(Two-year Term) Student Trustee  
Board Mental Health Lead  
Chaplaincy Leader  
Elementary Principal/Vice-Principal Secondary Principal/Vice-Principal  
Community Outreach Coordinator  
Learning Support Services Representative (2) (Including Religious Education Consultant and ESL Teacher)

CUPE Representative (2) OECTA Representative (2)  
Parent Representative (from CPEC Committee) Bishop's  
Representative  
Clergy Representation  
First Nation, Métis, and Inuit Education Consultant  
Special Education Consultant  
Catholic Women's League Representative Development and Peace  
Representative Knights of Columbus Representative  
New Canadian Centre Representative  
Community and Race Relations Committee of Peterborough  
Representative

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:** Peterborough Victoria Northumberland and Clarington Catholic District  
School Board

**MEETINGS:** Three times per school year from 6:30 p.m. - 8:30 p.m., and as called  
by the Committee Chairperson.

**RESOURCES:** Catholic Social Teachings  
Code of Canon Law  
Institute for Catholic Education resources  
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  
Supporting Minds: An Educator's Guide to Promoting Student's Mental Health and Well-being, 2013

## TERMS OF REFERENCE

COMMITTEE NAME:	First Nation, Métis, and Inuit Education Advisory Committee
TYPE:	Advisory
MANDATE:	To provide advice and guidance on the implementation of the Ontario First Nation, Métis and Inuit Education Policy Framework document which addresses the objectives of improved Indigenous student achievement and well-being, and the engagement of all students in increased knowledge and appreciation of contemporary and traditional First Nation, Métis and Inuit rich histories, traditions, cultures and perspectives.
RESPONSIBILITY:	To make recommendations to the Board on the implementation of the Ontario First Nation, Métis and Inuit Education Policy Framework with respect to improving Indigenous student achievement and well-being, and engaging all students in increased knowledge and appreciation of contemporary and traditional First Nation, Métis and Inuit rich histories, traditions, cultures and perspectives.
MEMBERSHIP: (TWO YEAR TERM)	Superintendent of Learning with responsibility for Indigenous Education Indigenous Education Lead (Consultant) Secondary student representatives Trustee Principals/Vice-principals - Elementary and Secondary (2) Elementary and Secondary Permanent Teachers (2) Parent representatives O.E.C.T.A. representatives (2) C.U.P.E. representative First Nation, Métis, and Inuit Community representatives Board Consultants  This committee will be supported by the following resource persons: – Director of Education – 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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board

MEETINGS: Meet Minimum of four (4) times per year and as called by the Chairperson of the First Nation, Métis, and Inuit Education Committee

RESOURCES: Legal Counsel  
Ministry of Education Curriculum Documents



## TERMS OF REFERENCE

**COMMITTEE NAME:** French as a Second Language Advisory Committee

**TYPE:** Advisory

**MANDATE:** To provide a forum for representation from all system stakeholders.

To advise on the delivery and success of French as a Second Language programs in the Board.

To serve as a liaison to other community groups in matters pertaining to French as a second language curriculum matters.

**RESPONSIBILITY:** To make recommendations to the Board regarding matters related to French as a Second Language programs.

**MEMBERSHIP:** Trustee (1)  
(TWO YEAR TERM) Principals/Vice-principals - Elementary and Secondary  
Teachers - Elementary and Secondary  
Parents  
Secondary Student(s)  
O.E.C.T.A. Representatives (2)  
C.U.P.E. Representative  
Consultant - Learning Support Services

This committee will be supported by the following resource persons:

- Superintendent of Schools responsible for French as a Second Language
- French as a Second Language Consultant
- 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:** Peterborough Victoria Northumberland and Clarington Catholic District School Board

**MEETINGS:** Meet 2-3 times per year and as called by the Chairperson of the French as a Second Language Committee

**RESOURCES:** Legal Counsel  
Ministry of Education Curriculum Documents

## TERMS OF REFERENCE

COMMITTEE NAME:	Policy Development 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) 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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board
MEETINGS:	Meetings are held four times per year - September or October, November or December, March or April, and May or June, and as called by the Chairperson of the Policy Development Committee.
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 (4 year term) as set out in Regulation 464/97:

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, 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 himself or herself 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 Section 23
- An administrative assistant

TIME FRAME: On-going

ACCOUNTABILITY: Peterborough Victoria Northumberland and Clarington Catholic District School Board

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 Peterborough Victoria Northumberland and Clarington Catholic District School Board 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 his or her 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 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

## TERMS OF REFERENCE

COMMITTEE NAME:	Suspension Appeal Committee
TYPE:	Ad-hoc
MANDATE:	To hear a suspension appeal and render a decision.
RESPONSIBILITY:	To hear and determine a suspension appeal.  To reach a decision regarding the evidence, argument, and submissions made at a suspension appeal hearing.
MEMBERSHIP:	Trustees (3) who do not have prior involvement with the matter before the committee  This committee will be supported by the following resource persons: <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:	Peterborough Victoria Northumberland and Clarington Catholic District School Board
MEETINGS:	As required
RESOURCES:	Statutory Powers and Procedures Act Education Act Legal Counsel Policy 801, Safe Schools - Suspension, Expulsion, and Appeal