



**POLICY SECTION:** TRUSTEES  
**SUB-SECTION:**  
**POLICY NAME:** STUDENT TRUSTEE  
**POLICY NO:** T. 02

<b>Date Approved:</b> April 18, 2007	<b>Date of Next Review:</b> May 2023	<b>Dates of Amendments:</b> January 26, 2012 – Board; February 23, 2012 – Board; January 24, 2013; February 19, 2015; May 2, 2018
<b>Cross References:</b> <i>Education Act, S. 55, Student Trustees, O. Reg. 07/07</i> Trustee Services and Expenditures T.17 Ministry of Education “Student Trustees: Attendance and conflict of Interest Guidelines” (April 13, 2007)		
Appendix A - Rights and Responsibilities of a Student Trustee Appendix B – Process for Election of the Student Trustee		

**Purpose**

This Policy provides for the direct representation of the interests of students on the Board in accordance with the provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.

**Scope and Responsibility**

The policy applies to the election of two Student Trustees and their terms of reference, as well as rules of engagement while participating at Board and Committee meetings. The Director of Education, with the assistance of the Superintendent of Education for Curriculum and Accountability, is responsible for this policy.



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**Alignment with MYSP:**

Strengthening Public Confidence

Excellence in Governance

Fostering Student Achievement and Well-Being

**Policy**

In accordance with the provisions of the Education Act, the Toronto Catholic District School Board will establish and maintain two, full-year Student Trustee positions on its Board of Trustees.

**Regulations**

1. The Toronto Catholic District School Board shall establish two Student Trustee positions to represent the interests of all students. Student Trustees must be enrolled in the senior division of the Board.
2. The Student Trustees may participate in TCDSB Board and Committee meetings, both in public and private session. A Student Trustee is not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee of the board or a pupil or his/her parent or guardian. Student Trustees are not considered elected members of the Board and are therefore not entitled to exercise a binding vote, not eligible to move or second motions but are entitled to suggest a motion and are entitled to require that a vote be recorded and have their vote recorded.
3. The student trustees will serve two successive one-year terms beginning on August 1 of the year in which he or she is elected and end on July 31 of the



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following year of election, following a transition period from May until July 31, in the first year of election.

4. Only one trustee will be elected each year. Each student trustee will be elected in April of their second year of secondary school, thus commencing their two year term to begin August 1.
5. The student trustee elected may not be from the same secondary school as the incumbent student trustee.
6. The Student Trustees will serve as the Co-Chairs of the Catholic Student Leadership Impact Team (CSLIT). The CSLIT will hold at least one meeting per month during the school year.
7. A student trustee must resign from their position if they are absent from three (3) consecutive regular meetings of the board without being authorized by a resolution of the board. Authorizations by resolution must be provided to student trustees in the same manner as they are to board members and must be recorded in the meeting minutes. Student trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing or other electronic means.
8. Where a vacancy occurs with one Student Trustee, the second Student Trustee will continue with his/her duties and the Director of Administrative Affairs of CSLIT shall fulfill the duties of a Student Trustee for the balance of the Student Trustee's term or until such time as a by-election is held and a new Student Trustee is elected.
9. Each secondary school will be entitled to put forward one candidate for election to one of the positions of Student Trustee in any given year.



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10. Each candidate for the position of Student Trustee shall meet the following qualification criteria:

- (i) be a Roman Catholic student enrolled at a Toronto Catholic District School Board secondary school, and during his or her term of office must be a full-time student or is an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools—General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced;
- (ii) be elected by the local student body;
- (iii) receive the written approval of his/her parent(s)/guardian(s), unless 18 years of age, to stand for election and also present a letter of reference from a teacher, guidance counsellor or Principal; and
- (iv) maintain a grade average that will contribute to his/her successful graduation at the time of becoming a candidate for the position.

11. The Superintendent of Education, Curriculum and Accountability Department or designate, shall establish procedures and include suitable orientation to assist the Student Trustees in fulfilling their roles and responsibilities.

12. The Student Trustees will provide a verbal report and/or written report at each regular Board meeting.

13. A Student Trustee may be disqualified from holding office for one or more of the following reasons:

- (i) serious violation of the TCDSB Trustees' Code of Conduct;



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- (ii) disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee of the TCDSB or a student or his/her parent or guardian;
- (iii) commission of a serious breach of his/her school's code of conduct;
- (iv) demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the Student Trustee.

14. Student Trustees shall be entitled to reimbursement of out-of-pocket expenses as if they were members of the Board.

15. Student Trustees shall be paid an honorarium of \$2,500 for a complete term of office, consistent with the provisions of the Education Act, which shall be prorated if the Student Trustee holds office for less than a full term.

16. Student Trustees have the same status as a Board member with respect to access to Board resources and opportunities for training.

17. The successful candidates elected/appointed to the position of Student Trustee will have prescribed rights and responsibilities. ([\*hyperlink to Appendix A: Rights and Responsibilities of the Student Trustee\*](#))

18. The procedure for election of Student Trustees is determined by the Board. ([\*hyperlink to Appendix B: Election of the Student Trustee\*](#))

19. Student Trustees shall be required to wear their school uniform or business attire when attending Board or Committee meetings, representing the Board at either internal or external board-related business meetings, or when meeting with other students in the Board in the capacity of student trustee.



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20. The opportunity to earn a secondary school credit towards the Ontario Secondary School Diploma in the area of Co-operative Education, consistent with Ministry of Education policies and procedures, will be offered to the Student Trustees.

21. The board shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.

### **Evaluation & Metrics**

The “Ratification of Student Trustee Nominees” report will be brought to the Student Achievement Committee in May of each year.