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Title: **TRUSTEE APPOINTMENTS**

Adopted: October 13, 2015

Reviewed: March 2018

Revised: February, 2022

Authorization: Education Act Section 219, 228

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## **POLICY**

It is the Policy of the Bloorview School Authority (Bloorview) that:

- The Trustee appointment process shall be fair and transparent, and will promote diversity and equality of opportunity
- Formal interviews shall be conducted in order to select potential candidates
- The formal interviews shall be conducted by an interview committee of the Board who will then report recommendations to the Board
- The interview committee will take into consideration any gaps in the Board's composition to address the overall competencies and diversity of the Board when planning the interview process and recommendations to the Board
- The core competencies required of Trustees shall include:
  - Knowledge of, experience with, or particular interest in special education;
  - Professional expertise, for example in business, healthcare, finance or education;
  - Demonstrated ability to communicate effectively, both orally and in writing;
  - Interpersonal skills to work effectively in a team;
  - Excellent analytical and problem-solving skills;
  - Other skills, as relevant to the needs of the Board (e.g., treasurer experience) and:
  - Commitment to Bloorview's goals and services.
- The principles of diversity and inclusion required of a trustee may include:
  - Representative voice and/or experience of the school community's cultural and ethnic diversity
  - Experience and/or impact of personal, family or colleague challenges with disabilities
  - Respectful communications and language towards all members of the school and board community to allow fair and equal representation of ideas, thoughts and communications.

## PROCEDURES

- 1) The Board is comprised of seven Trustees, appointed by the Minister of Education (Minister), for a term of four years.
- 2) Appointments to the Board are based on recommendations submitted to the Minister by the Board Chair, acting on behalf of the Board. The Board should have broad representation, including parents of children with special needs and those who have experience in business, healthcare and education.
- 3) The term of office for Board members is 4 years beginning on the first day of December following the election of publicly elected school board trustees. Any vacancies that occur during the 4-year period will result in a new appointment for the remainder of the term applicable to the other Board members. There is no limit to the number of terms that Trustees may be appointed.
- 4) An individual who applies to become a Trustee must be qualified as specified in the Education Act as amended or replaced from time to time (Act) .

Qualifications under the Act include:

- The person is a resident in the area of jurisdiction of the board.

Disqualifications include:

- The person is an employee of a district school board or school authority;
- The person ceases to hold the qualifications required by the Act; and
- The person is convicted of an indictable offence.

- 5) Potential candidates are nominated by submitting their CV to demonstrate interest to the current Board Chair with emphasis on qualifications, experiences and skill sets that would be beneficial to the Board.
- 6) The Nomination process is as follows

### Stage 1: Recruitment

Trustee vacancies will be advertised by the Board through various avenues, such as word of mouth, Bloorview websites and local newspapers to reach a broad pool of potential candidates.

Core competencies will be communicated to potential candidates during the recruitment process.

Consideration should be given in the recruitment process where there are gaps in the current board with respect to diversity of experience, capabilities and identities of members.

### Stage 2: Formation of an Interview committee

An interview committee shall be formed to conduct formal interviews of the candidates. The interview committee is to be comprised of 3 – 5 individuals who are Bloorview stakeholders and who have experience and knowledge in special education. These individuals should also be committed to public education and knowledgeable about Bloorview.

The Supervisory Officer will facilitate the process.

Stage 3: Matrix

Candidates will complete a Skills/Experience Matrix which is consistent with the backgrounds and competencies deemed desirable for the Board

Stage 4: Interviewing

The interview committee will conduct formal interviews in order to select potential candidates. The Chair of this committee will convey the recommendations of this committee to the Board.

Stage 5: Recommendation of the Board

The Board will recommend to the Minister a candidate for each vacant position. The Board will also provide a complete list of all candidates for the position and a ranking of each candidate in order of preference for the position.

The Board Chair will send a recommendation package to the Minister for approval. The recommendation package includes the following:

- Written recommendation by the Board Chair; and
- Reason for vacancy

The package can be sent electronically to [SpecialEducation@ontario.ca](mailto:SpecialEducation@ontario.ca) or mailed to:

Ministry of Education, Special Education Policy and Programs Branch,  
900 Bay Street, 18<sup>th</sup> Floor, Mowat Block,  
Toronto, ON  
M7A 1L2

7) Process following the Board submission of recommendations to the Minister.

Stage 1: Recommended candidates

Recommended candidates must submit an application to the Public Appointments Secretariat (PAS). Each candidate is required to complete an application and a Personal and Conflict of Interest Disclosure Statement (PCOID).

The Application Form may be found on the [PAS website](#).

Stage 2: Final Steps

The appointments will be confirmed by letter signed by the Minister.

## 8) Reappointment Process

When considering a re-appointment, the Board or committee considering the application should weigh the benefits of expertise gained through experience against the views that new appointees can bring. Circumstances such as the timing of a re-appointment, the availability of other qualified individuals interested in and willing to accept an appointment, the expertise and availability of the incumbent, the ongoing workload of Bloorview and the time required to train a new appointee should all be taken into consideration.

Any incumbent being considered for re-appointment to the Board cannot participate on the interview committee that is making recommendations to the Board related to re-appointment, or participate in the Board's decision-making concerning their potential re-appointment.

The Board Chair will send a letter of recommendation to the Minister, along with an updated CV and letter from the incumbent, confirming their willingness to serve.

If the Board has recommended re-appointment of the Board Chair as a Trustee, the Board Chair will provide a written confirmation to the Minister indicating his/her willingness to serve.

If required, trustees recommended for re-appointment will complete the PAS process

## 9) Resignations/Retirements

In cases where a Trustee resigns, both the PAS and Minister must be notified as soon as possible. A revocation ministerial letter is prepared for the outgoing Trustee and a copy is provided PAS.

The Board Chair must notify Ministry of any plans to fill Trustee vacancies and the timing of the associated anticipated request to the Minister to make appointments.