

Student Trustees on the Halton Catholic District School Board	
Adopted: September 15, 1998	Last Reviewed/Revised: December 20, 2022
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: VI-15 Student Trustees on the Halton Catholic District School Board	

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.

Application and Scope

This policy applies to the process of electing Student Trustees to the Board.

References

[Education Act, Ontario Regulation 07/07](#)

[Education Act s8\(1\)](#)

[Municipal Conflict of Interest Act 1997](#)

[Ontario Regulation 298 \(Operation of Schools – General\)](#)

Principles

- The education of students in the HCDSB's Catholic schools is a shared responsibility involving home, school, parish and the extended Catholic educational community.
- The HCDSB endorses the principle of providing for the direct representation of the interests of students on the Board.
- The HCDSB endorses a process whereby student representation is determined in an open and democratic manner.
- The HCDSB endorses student representation on the Board as a means of fostering the development of future Catholic and/or community leaders.
- A student trustee is a model of servant leadership for the HCDSB community.

- A student trustee will be excluded from any matters where they have a conflict of interest in accordance with the Municipal Conflict of Interest Act 1997, as amended.

Requirements

- This policy and the associated *Administrative Procedure VI-15 Student Trustees of the Halton Catholic District School Board* shall be in accordance with 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.
- Qualified student nominees will hold qualifications and endorsements as stated below:
 - a letter of endorsement from the school principal;
 - a letter of endorsement from the school Student Council;
 - full-time student, in good standing, and must be at least a senior in Grade 11 by September 1st of the subsequent year;
 - a history of leadership interest as exhibited, for example, through work on the student senate, the student council, social justice groups, parish youth organizations, liturgical programming and/or music ministry; community youth organizations is helpful, but not mandatory;
 - beginning knowledge of current key issues affecting Catholic education; and
 - be actively supportive of the distinctive character, philosophy and goals of Catholic education, respect the faith and traditions of the Catholic Church, and support the Mission, Vision and Values of the Halton Catholic District School Board.
- Catholic students may also provide a letter of endorsement from their parish priest confirming active parish membership and regular mass attendance.
- A person is qualified to act as a student trustee if they are enrolled in the senior division of a school of the HCDSB and are:
 - a. a full-time student; or
 - b. an exceptional student in a special education program for whom the HCDSB 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 student would be a full-time student of the program had not been reduced.
- Each secondary school is expected to elect a qualified senior student nominee to the group of prospective student trustees who will be interviewed and voted into office by the Student Senate. Schools not advancing a nominee shall provide a written rationale to the Superintendent of Education.
- Three student trustees shall be elected to the Board. No two students shall be from the same municipality.

- The student trustee(s) shall be elected by the Student Senate no later than February 28 in each school year, with the understanding that each will begin their term of one school year from August 1st in the year they are elected.
- A student trustee(s) of the HCDSB will participate at meetings of the Board and at meetings of Committees of the Board in accordance with Ontario Regulation 07/07 made under the Education Act. Subsection 55(5) of the Act provides that a student trustee(s) may attend all closed (*in camera*) meetings, with the exception of those “*when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the HCDSB or Committee, an employee or prospective employee of the HCDSB or a student or their parent or guardian.*”
- Student trustees are not considered elected members of the Board and therefore not entitled to a binding vote – that is, their vote is not included in the official vote count; however, a student trustee does have the right to have their vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a Board, or any of its committees, be put to a vote, in which case there must be two votes:
 - 1) a non-binding vote that includes the student trustee’s vote; and
 - 2) a recorded binding vote that does not include the student trustee’s vote.

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

- In the event a student trustee does not complete the term of appointment, the HCDSB will hold a by-election.
- Upon completion of their respective terms of appointment, each student trustee(s) shall, subject to Board approval, be acknowledged for service to the Board in the following manner:
 - each individual will be provided with a letter of commendation signed by the Chair of the Board; and
 - each individual will be awarded an honorarium/scholarship of \$2,500.00 and other such forms of recognition or support as may be determined by the Board. If a student holds office for a portion of a year, \$2500 pro-rated according to the portion of the year the student holds office
- The student trustee(s) shall remain in good standing at a Halton Catholic District School Board secondary school for the entire school year of their appointment(s).
- Student trustees will be asked to sign an oath of office that states they will undertake as their duty as a student trustee of HCDSB to support the Mission, Vision and Values of the Halton Catholic District School Board and the denominational rights and privileges of Roman Catholics, as recognized by the law and guaranteed by section 93 of the Constitutional Act 1867.



APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board