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Title: **TRUSTEE APPOINTMENT**  
Adopted: October 13, 2015  
Reviewed: March 2018  
Revised:  
Authorization: Education Act Section 219, 228

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## **POLICY**

It is the Policy of the Bloorview School Authority that:

- The Trustee appointment process shall be conducted in an open and transparent manner,
- Formal interviews shall be conducted in order to select potential candidates,
- The formal interviews shall be conducted by a hiring committee of the board who will then report recommendations to the board and that,
- The core competencies required of trustees shall include:
  - Knowledge of, and experience with, special education;
  - Professional expertise, for example in business, healthcare and finance;
  - 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 position (i.e. treasurer); and
  - Commitment to Board's goals and services

## **PROCEDURES**

- 1) The Board is comprised of seven Trustees, appointed by the Minister of Education, for a term of four years.
- 2) Appointments to the Board are based on recommendations submitted to the Minister by the Chair of the Board, acting on behalf of the Board. The Board should have representation including parents of children with special needs and representatives who have experience in business, healthcare and education.

- 3) The term of office for Hospital-based School Authority Board members is the same as that for all publicly elected school board trustees, i.e. 4 years beginning on the first day of December following the election. Any vacancies that occur during the 4 year period will result in a new appointment for the remainder of the term. There is no limit to the number of terms that trustees may be appointed unless the Order establishing the Hospital-based School Authority Board specifies one.
- 4) An individual who applies to become a trustee must be qualified as specified in the Education Act sections 219 and 228.

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;
  - 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 of Trustees through various avenues, such as word of mouth, School Authority websites and local newspapers to reach a broad pool of potential candidates.

#### 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 School.

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

Stage 5: Recommendation of the board

The School Authority board will recommend to the Minister of Education a recommendation 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 Chair of the Board of Trustees will send a recommendation package to the Minister for approval. The recommendation package includes the following:

- Resume of each candidate
- 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  
Attention: Hospital-based School Authority Board Appointments.

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](#).

Each candidate is required to complete an application, a Personal and Conflict of Interest Disclosure Statement (PCOID).

The PCOID must be downloaded, completed and mailed to:

Public Appointments Secretariat  
Room 2440, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W4

Telephone: 416-327-2640

#### Stage 2: Final Steps

The Public Appointments Secretariat (PAS) will send the PAS Application and the Personal and Conflict of Interest Disclosure Statement (PCOID) to the Minister, through the Deputy Minister's Office. The Ministry will then contact the Board of Trustees notifying them of the appointment(s). 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 of the incumbent, the ongoing workload of the Hospital-based School Authority Board 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 of Trustees cannot participate on the hiring committee that is making the decision related to the re-appointment.

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

If the Board Chair appointment is coming to an end and the board of trustees has recommended re-appointment, the Board Chair will provide a written confirmation to the Minister indicating his/her willingness to serve.

Re-appointments do not have to apply through PAS again.