# BD-2051 Trustee Roles and Responsibilities in TLDSB Policy

Approval date:2026
Review date: 2030

Lead department: CEO's Office

## 1. Policy

School Board Trustees are publicly elected officials in Ontario. Individual Trustees are accountable to the public for the collective decisions of the Board of Trustees. To support public transparency and accountability, it is important that members of the public have a fulsome understanding on the roles and responsibilities of a Trustee.

The primary role of the Trustee is centered around supporting effective board governance. Governance is the framework and process for decision-making that holds leaders responsible for modeling and exercising ethical leadership.

This policy outlines a number of specific duties and responsibilities of a Trustee and references the legislative authority and/or board policy that supports the Trustee role.

Generally, the role of the Trustee is linked to the following:

- hiring the Chief Executive Officer (CEO), and conducting annual performance appraisals,
- holding the CEO accountable for the goals and commitments as outlined in the Multi-Year Strategic Plan,
- ensuring financial accountability of the board as a public organization by participating in the budget process,
- assisting the public to navigate operational concerns with the appropriate staff member(s);
- attending and participating in board meetings, committee meetings and committee of the whole meetings to support public accountability and transparency related to the actions and decisions of the board.
- Attend school and board events by invitation, and attend community events to share information and receive feedback related to the board.

## 2. Scope

This policy applies to elected Trillium Lakelands District School Board (TLDSB) Trustees.

## 3. Terms and definitions

**Board:** Trillium Lakelands District School Board (TLDSB)

**CEO:** Chief Executive Officer (the *Education Act* also refers to the CEO as the Secretary of the Board or the Director of Education)

**Trustee:** A duly elected or appointed member of a district school board

## 4. Administrative procedure

### 4.1 Legislated duties of Trustees

Under section 218.1 of the *Education Act,* a Trustee shall:

- Carry out their responsibilities in a manner that assists the board in fulfilling its duties under the Act and the regulations and guidelines issued under the Act including but not limited to the board's duties under section 169.1
- Attend and participate in meetings of the board including meetings of board committees of which they are a member
- Consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f)
- Bring concerns of parents, students and supporters of the board to the attention of the board
- Uphold the implementation of any board resolution after it is passed by the board
- Entrust the day-to-day management of the board to its staff through the board's CEO
- Maintain focus on student achievement and well-being
- Comply with the board's code of conduct.

Trustees are required to carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*. S. 169.1, S. 170, S. 171, S. 176, and S 218.1

### 4.2 General Responsibilities of Trustees

Trustee responsibilities in TLDSB include:

**a)** Promoting Student Achievement and well-being

Trustees are responsible to hold the CEO accountable to the student achievement and well-being goals established under the Multi-Year Strategic Plan.

Trustees work as part of a cohesive team to make decisions that are in the best interest of all students under the guidance of the legislation, regulations, and policy.

**b)** Accountability to and collaboration with the community

Trustees are responsible for communicating the decisions of the board back to constituents, for promoting and supporting positive culture and engagement across the board, and for facilitating effective communication between board staff and parents/guardians.

As part of the Board of Trustees, individual Trustees should model and support a culture that reflects the Trustee's Code of Ethics and the Trustee/ Staff Protocol (as outlined under

the Trustee Code of Conduct)

The Trustee role in relation to working with the community is outlined in:

- BD-2300 Communication and Collaboration with Parents/Guardians Procedure
- BD-2009 Committees for Suspension Appeals and Expulsion Hearings Policy
- BD-2007 and BD-2008 District School Council/ Parent Involvement Committee Policy and Procedure

Trustees receive feedback from staff, students, and communities through a variety of channels, including, but not limited to: email, phone calls, at meetings, or through survey results.

Committee participation is another avenue through which Trustees participate in, and stay informed of the actions of the board. Trustees report on the work of board statutory and standing committees at public meetings of the board in alignment with the TLDSB By-Laws, the regulations associated with statutory committees, and the standing and statutory committee terms of reference.

Regulations specific to statutory committees for all school boards in Ontario Include:

- Ontario Regulation 612/200 School Councils and Parent Involvement Committees
- Ontario Regulation 361/10 Audit Committees
- Ontario Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School
- Ontario Regulation 464/ 97 Special Education Advisory Committees

Information related to committees in TLDSB can be found on the TLDSB website and in the TLDSB Organizational By-laws.

**c)** Overseeing the work of the CEO

Trustees are responsible for hiring the CEO , for holding the CEO accountable to the goals in the Multi-Year Strategic Plan, for completing requirements related to the CEO's performance appraisal as outlined in O. Reg 83/24: Director of Education Performance Appraisal, and for working with the CEO relation to board governance and planning for board meetings and meetings of committees of the board.

The Trustee role in relation to working with the CEO is outlined in:

- The Education Act
- Ontario Regulation 312/24 Members of School Boards- Code of Conduct
- Ontario Regulation 83/24: Director of Education Performance Appraisal
- BD-2045 Trustee Code of Conduct Policy
- HR-1550 Director's Performance Appraisal Policy

**d)** Strategic Planning

Trustees are responsible for participating in the development of the TLDSB Multi-Year Strategic Plan and in engaging in the ongoing monitoring of the strategic plan via regular progress updates from the CEO.

The Multi-Year Strategic Plan provides an overall direction for the priorities of the board over time. The multi-year strategic plan includes a mission statement, guiding principles, goals, associated actions to assist the board to achieve the set goals, and commitments that will guide the implementation of the plan.

TLDSB's Multi-Year Strategic Plan can be accessed at tldsb.ca/strategic-plan/

**e)** Fiscal responsibility and effective stewardship of the board's resources

Trustees are responsible for effective stewardship of the board's resources and for ensuring that the board budget supports the goals as outlined in the Multi-Year Strategic Plan.

Trustees are engaged in board fiscal processes through participation in committees where budget is being discussed and established

Information related to the role of the Trustee regarding board finances can be found in:

- The Education Act
- School Boards Collective Bargaining Act
- Ontario Regulation 361/10 Audit Committees
- Ontario Regulation 312/24 Members of School Boards- Code of Conduct
- TLDSB Organizational By-laws
- BD-2045 Trustee Code of Conduct
- TLDSB Audit Committee Terms of Reference
- TLDSB Finance and Administration Committee Terms of Reference

**f)** Monitoring compliance in relation to the Education Act, Regulations, and Policy

Trustees are responsible for monitoring the CEO and to self-monitor the Board of Trustees in relation to compliance with all education-related provincial legislation and regulations.

Trustees are also responsible holding the CEO accountable to adhering to all TLDSB policies. All TLDSB are published publicly and can be accessed at: tldsb.ca/policies

Furthermore, in addition to all other TLDSB policies and procedures referenced in this document, Trustees are responsible to self-monitor compliance with the following general TLDSB policies and procedures:

- Code of Conduct Policy and Procedure (applies to all individuals in the school community)
- Appropriate Use of Technology and Technology Services Policy and Procedure (applies to all individuals accessing TLDSB technology)
- Corporate Credit Cards Policy and Procedure
- Criminal Records Check/ Vulnerable Sector Check Policy and Procedure
- Duty to Report Children in Need of Protection Policy and Procedure
- Naming of Schools Policy and Procedure
- Policy Development Policy and Procedure
- Privacy Information Management and Access to Information Policy and Procedure

Trustees are also responsible to self-monitor in relation to the following TLDSB policies and

procedures that are specific to Trustees:

- Organizational By-laws;
- HR-4550 Annual Evaluation of the Director of Education Policy
- BD-2055 Advocacy Policy
- BD-2045 Trustee Code of Conduct Policy
- BD-2001 Reimbursement of Trustee Expenses Policy
- BD-1999 Trustee Honoraria Policy
- BD-2110 Trustee Use of Resources During and Election Policy
- BD-2005 Student Representation on the Board Policy

**g)** Developing, reviewing and implementing policy

Trustees work with the senior team and other relevant staff to develop policy in response to Ministry of Education Policy and Program Memorandums (PPMs) or based on local priorities.

Trustees are responsible for working in collaboration with senior staff on:

- the development of new board policy
- reviewing the effectiveness of existing policy, and making amendments
- ratifying new policies and changes to existing policy via motion at a public meeting of the board,
- monitoring the implementation of policies in alignment with the board's goals as outlined in the Multi-Year Strategic Plan.

Policies reflect the commitment of the board and serve as statements of principles, values, and intent. Policies are not operational in nature.

**h)** Engaging in professional development opportunities

Trustees are responsible for remaining current and informed on changes in the education sector.

Various in-board professional development opportunities are available to support Trustee learning and development.

Trustee professional development is also supported via the annual Board of Trustees self-assessment process.

If you require this information in an accessible format, contact Communications Services at info@tldsb.on.ca.