



**AD HOC BOARD AND DIRECTOR EVALUATION  
COMMITTEE  
Report No. 24-076**

**9 May 2024**

**TERMS OF REFERENCE - DIRECTOR AND BOARD PERFORMANCE  
APPRAISAL COMMITTEE**

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**PURPOSE:**

1. To seek approval of the Terms of Reference for the Director and Board Performance Appraisal Committee in response to *Ontario Regulation 83/24: Director of Education Performance Evaluation*.

**STRATEGIC LINKS:**

2. Effective governance is a crucial feature within the social responsibility pillar of the 2023-2027 Strategic Plan, and creating definitive terms of reference for the Committee enhances efficiency, consistency, and transparency in decision-making. This ultimately supports the Board in effectively fulfilling its oversight and governance responsibilities.

**CONTEXT:**

3. The Board initially established the Committee for Board Self-Evaluation and Director's Performance Evaluation on 30 August 30 2004, and has since overseen the organization and management of these evaluation processes. However, recent legislative changes, notably the enactment of the [Better Schools and Student Outcomes Act, 2023](#), which amended the *Education Act*, have necessitated a shift in evaluation procedures. These amendments, including the inclusion of "directors of education" in the list of individuals subject to performance appraisal regulations, prompted the introduction of [Ontario Regulation 83/24 - Director of Education Performance Appraisal](#) in March 2024. Consequently, the Board's current evaluation practices, as outlined in [Policy P.051.GOV Evaluation of Director of Education and Secretary of the Board](#), and [Policy P.130.GOV Evaluation Process for the Board of Trustees](#), may require refinement to align with the new regulatory framework. Formalizing the terms of reference and potentially renaming the committee would ensure compliance with the updated regulations.

## KEY CONSIDERATIONS:

### 4. Current Committee Structure

The District, through the policy and board resolution, has an established Ad Hoc Committee which is responsible for the Director Performance Evaluation Process. The committee oversees the process for both the director and the Board's own evaluation. The membership includes the Chair and Vice Chair as ex officio members, plus three trustees. The appointments are made at the Board Organizational meeting.

On 14 November 2024 the Board appointed Trustees Bell, Aziz and Nash, in addition to Trustees Scott and Milburn who are ex-officio members.

### 5. New Committee Requirements

The new regulation requires Boards to establish a committee which is responsible for conducting the performance appraisal of the director of education. Under the regulation, the required composition of the committee is consistent with our current structure. However, the mandate of the committee needs to be updated to align with the regulation.

### 6. Revised Terms of Reference

A draft of the revised Terms of Reference, attached as Appendix A, is provided for review and approval by the committee. The document outlines the purpose, structure, and responsibilities of the Committee, providing clear guidance for members.

Having well-defined terms of reference for committees such as the Director and Board Performance Appraisal Committee ensures clarity and accountability in conducting the required appraisals. It establishes a structured framework for carrying out both appraisal processes.

## RESOURCE IMPLICATIONS:

7. There are no costs associated with the adoption of formal terms of reference for the Committee. Costs associated with the work of the committee will be shared in staff reports to the committee and relate primarily to the comprehensive evaluation requirements as defined in regulations and Board policy.

## COMMUNICATION/CONSULTATION ISSUES:

8. No external consultation is required on this process.

## **RECOMMENDATION:**

- A. THAT the Terms of Reference for the Director and Board Performance Appraisal Committee attached as Appendix A, be approved;
- B. THAT the existing Ad Hoc Committee for Board Self Evaluation and Director Performance Evaluation Processes be renamed the Director and Board Performance Appraisal Committee with the roles and responsibilities outlined in the Terms of Reference.

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Michèle Giroux  
Executive Officer, Corporate Services

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Pino Buffone  
Director of Education

## **APPENDICES**

[Appendix A: Terms of Reference - Director and Board Performance Appraisal Committee](#)