



## Ontario Catholic School Trustees' Association

Box 2064, Suite 1804  
20 Eglinton Avenue West  
Toronto, Ontario M4R 1K8  
T. 416.932.9460 F. 416.932.9459  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Beverley Eckensweiler, *President*  
Michelle Griepsma, *Vice President*  
Nick Milanetti, *Executive Director*

January 30, 2020

### MEMORANDUM

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT: Membership: Boards' Special Education Advisory Committee**

---

A number of boards have expressed an interest in receiving background information on Special Education Advisory Committees of boards ("SEAC") membership matters. This memorandum outlines key requirements for membership on a boards' SEAC.

SEAC committees are statutory committees mandated by the Education Act. Section 57.1 (1) states that, "every district school board shall establish a Special Education Advisory Committee". Subsection 57.1 (3) grants cabinet the power to make regulations governing the structure and function of SEACs.

Regulation 464/97 under the Education Act describes in detail the composition, policies and procedures of SEACs and the duties of school boards to support these committees. In terms of the length of membership on a SEAC, subsection 6 of the regulation states:

Subject to section 7, each of the persons appointed to a Special Education Advisory Committee of a board shall hold office during the term of office of the members of the board and until a new board is organized.<sup>1</sup>

The school board appoints SEAC members. They serve for the term of office of board members and until a new board is organized. **A new SEAC is formed every four years following the election of the board of trustees.**<sup>2</sup>

### Composition of a SEAC

A SEAC for a school board is composed of the following:

---

<sup>1</sup> See <https://www.ontario.ca/laws/regulation/970464>

<sup>2</sup> See <http://www.edu.gov.on.ca/eng/general/elemsec/speced/seac/members.html>

- Representatives and alternates for these representatives from up to 12 local associations. The local associations must be affiliated with associations or organizations that:
  - are incorporated;
  - operate throughout Ontario;
  - further the interests and well-being of one or more groups of exceptional children or adults; and,
  - do not represent professional educators.
- The lesser of 3 or 25 percent of the total number of board trustees rounded down to the nearest whole number.
- Where 1 or 2 board trustees are appointed to the SEAC, each trustee has an alternate appointed, however where the number is 3 or greater there are no alternates appointed.
- One or two persons to represent the interests of First Nations students attending board schools under a tuition agreement.
- One or more additional member, sometimes called members at large, may be appointed who are neither representative of a local association nor trustees of another committee of the board.
- Alternates, for local association members, are able to attend and participate in SEAC meetings if the local association member cannot be present.

SEAC members must be qualified to vote for members of the board and must be a resident in their jurisdiction. Members appointed to represent First Nations students do not need to meet this requirement as the students are attending the board schools under a tuition agreement.

Employees of a school board are not eligible for membership on the SEAC of the board that employs them. However, they can be members of another school board's SEAC as long as they are eligible to vote for members of that school board.1

A member of a SEAC is removed if he or she:

- is convicted of an indictable offence;
- misses three consecutive regular meetings of the committee without being authorized to do so by a resolution entered in the minutes; and/or
- ceases to hold the qualifications to be appointed to the committee.

If you have any questions, please contact me at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).