



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# **BOARD MEETING AGENDA**

**Monday, 02 December 2019**

**Organizational Meeting**

**7:00 p.m. Public**

**PLEASE NOTE DATE AND TIME**

**Board Room  
Administration Building  
133 Greenbank Road  
Ottawa, Ontario**

Prasith Wijeweera  
Student Trustee

Ganaaboute Gagné  
Student Trustee

Lyra Evans  
Trustee Zone 9

Keith Penny  
Trustee Zone 8

Jennifer Jennekens  
Trustee Zone 7

Erica Braunovan  
Trustee Zone 10

Mark Fisher  
Trustee Zone 11

Sandra Schwartz  
Trustee Zone 12

Chris Ellis  
Trustee Zone 6

Rob Campbell  
Trustee Zone 6

Wendy Hough  
Trustee Zone 4

Donna Blackburn  
Trustee Zone 3

Christine Boothby  
Trustee Zone 2

Lynn Scott  
Trustee Zone 1

For further information on this agenda or how the Board meeting works, please contact Nicole Guthrie, Senior Coordinator, Board Services at (613) 596-8211 ext. 8643 or [nicole.guthrie@ocdsb.ca](mailto:nicole.guthrie@ocdsb.ca)

### **ABOUT THE BOARD:**

- The Board of Trustees is the formal decision making body of the Ottawa-Carleton District School Board. For the 2019-2020 school year, the Board is scheduled to meet on the fourth Tuesday of the month, during the school year at 7:30 pm.

### **ABOUT THE BOARD AND COMMITTEE MEETING AGENDAS:**

- The Ottawa-Carleton District School Board posts complete Committee of the Whole, public agendas and reports on the website at least ten days prior to the respective meeting.
- Meeting agendas and reports for Board meetings is posted on the website on the Friday prior to the respective meeting.
- For more information on schedules and agendas please see [https://ocdsb.ca/board/board\\_meetings](https://ocdsb.ca/board/board_meetings).

### **HOW TO APPEAR AS A DELEGATION OR ASK A QUESTION AT A MEETING:**

- The following rules apply to members of the public who would like to address the Board at a public meeting:
  - If registered by the Thursday prior to the meeting, providing a written submission, and a first appearance on the subject, (up to a 4 minute delegation); or
  - If registering prior to the start of the meeting using the sign-up sheet (up to a 2 minute delegation).
- To pre-register your delegation, you must submit a written statement to Nicole Guthrie on your issue by 4:00 pm on the Thursday prior to the release of the agenda package. Your written statement will be included in the agenda package. If you would like to pre-register, please contact Nicole Guthrie, Senior Coordinator, Board Services at (613) 596-8211, ext. 8643, or [nicole.guthrie@ocdsb.ca](mailto:nicole.guthrie@ocdsb.ca)
- At the beginning of each Board meeting, a maximum of 20 minutes will be allotted for delegations.

### **PURPOSE OF IN CAMERA MEETINGS:**

- Under provincial law, *"A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:*
  - (a) the security of the property of the board;*
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;*
  - (c) the acquisition or disposal of a school site;*
  - (d) decisions in respect of negotiations with employees of the board; or*
  - (e) litigation affecting the board."*



## BOARD PUBLIC AGENDA

**Monday, December 2, 2019, 7:00 pm**

**Board Room**

**Administration Building**

**133 Greenbank Road**

**Ottawa, Ontario**

	<b>Pages</b>
1. O Canada - Elena Bentsen, Sir Robert Borden High School Student	
2. Call to Order - Director of Education and Secretary of the Board	
3. Opening Remarks - Lois McCallum, Métis Elder	
4. Approval of the Agenda	
5. Director's Annual Report to the Community, 2018-2019	
6. Appointment of Election Assistants- Director of Education	2
7. Election of the Chair of the Board - Director of Education relinquishes the Chair	4
8. Election of Vice-Chair of the Board	6
9. Election or Appointment of Chair of Committee of the Whole, Budget	8
10. Report from the Board (In Camera)	
11. Election or Appointment of Trustee Members to Statutory Committees	
11.1 Special Education Advisory Committee (SEAC) (3 three-year)	10
11.2 Audit Committee (1 one-year and 1 two-year)	16
11.3 Parent Involvement Committee (PIC) (1 member and 1 alternate)	26
11.4 Supervised Alternative Learning Committee (SAL) (1 member and 1 alternate)	40

12.	Election or Appointment of Trustees to Ad Hoc Committees	
12.1	Ad Hoc Committee for Board Self-Evaluation Process & Director Performance Evaluation Process (3 members)  <i>(Chair and Vice-Chair are ex-officio members and are not included in the number of trustees appointed)</i>	46
12.2	Community Member Recognition Awards Selection Ad Hoc Committee (3 members)  <i>(Chair and Vice-Chair are ex-officio members and are not included in the number of trustees appointed)</i>	58
13.	Election or Appointment of Trustees to Special Purpose Committees	
13.1	Advocacy Strategy Committee (up to 4 members)  <i>(Chair and Vice-Chair are ex-officio members, and are not included in the number of trustees appointed)</i>	62
13.2	Ottawa Student Transportation Authority (OSTA) (1 member, two-year term and 2 alternates)	66
13.3	Ottawa-Carleton Education Network (OCENET) (2 members)	72
13.4	School Active Transportation Support Network Steering Committee (1 member)	78
14.	Election or Appointment of Trustee and Alternate for Agenda Planning Meetings (2 members and 1 alternate)	82
15.	Election or Appointment of Alternate Trustees for Code of Conduct Duties (2 alternates)	86
16.	Election or Appointment of Trustee Mentor for Student Trustees (1 member)	100
17.	Selection of Trustee Non-voting Volunteers for Other OCDSB Committees Including Advisory Committees  <i>(Chair is ex-officio for all Advisory Committees)</i>	
17.1	Student Senate (1 member and 1 alternate)	106
17.2	Advisory Committee for Extended Day and Child Care Programs (1 member)	112
17.3	Advisory Committee on the Arts (1 or more members)	120
17.4	Alternative Schools Advisory Committee (ASAC) (1 or more members)	126
17.5	Advisory Committee on Equity (ACE) (up to 2 members)	128
17.6	Indigenous Education Advisory Council (1 member)	138

17.7 Environmental Education Steering Committee (1 member)

146

18. Motion to Destroy Ballots

19. Adjournment





### Rules Regarding Organizational Meeting

#### Organizational Meeting

- 8.2 (a) Annually, the Board shall hold a meeting in the first week of December which shall be known as the organizational meeting.
- (b) The organizational meeting of the Board shall be held on such date and at such time as agreed by a majority of Board members, as prescribed in legislation or by regulation.
- (c) At the appointed hour, the Director shall call the meeting to order and, in the year following a municipal election, shall read into the record the official returns from the designated municipal election officer, whereupon the elected members shall take their places and subscribe to declarations of office and oaths of allegiance as prescribed in legislation. The Director shall preside until a Chair has been elected.

#### Election or Appointment of Members

- 8.3 (a) The Director shall appoint such assistants to conduct the election as necessary, but no fewer than two.
- (b) The Board shall proceed to elect the following in order and by separate elections:
- i. Chair of the Board;
  - ii. Vice-Chair of the Board;
  - iii. Chairs of Standing Committees (if required); and
  - iv. Chair of Committee of the Whole Budget.
- (c) The Board shall then proceed to elect or appoint members or other persons to such standing, statutory, ad hoc, special purpose, or other committees as have been established, and its representatives to other organizations and agencies. Where it has been determined that selection to committee membership or as Board representative is by means of election, the procedure outlined in 8.3 (d) shall be followed.
- (d) Nominations shall be received from the floor and shall be seconded. A member may move or second his or her own nomination. In the event a member nominated for office is not present, the nominator or nominators shall satisfy the presiding officer that the member's consent to nomination has been obtained. The vote shall take place by closed ballot.

- (e) Election shall require a majority of valid votes cast. If no member receives a clear majority, a second ballot shall be held. Should no member receive a clear majority on the second ballot, the name of the person receiving the fewest votes shall be dropped from the ballot and the members shall vote anew and so continue until a member receives a majority vote. The Director shall announce the results of the vote for the election of the Chair, but shall not declare the count. The Chair shall announce the results of the votes for all subsequent offices, but shall not declare the count.
- (f) Where during an election a tie vote occurs, a second ballot shall be held between or amongst the members involved in the tie, to break the tie. If a vote results again in a tie, the members involved shall draw cards to determine the results, using Bridge Convention to determine ranking of cards.
- (g) To ensure continuity of the work of an ad hoc committee, the trustee membership of any ad hoc committee that has not completed its mandate as of the date of the Board's annual organizational meeting shall remain the same until the mandate of the committee has been completed, with the proviso that trustee members shall be replaced at the time of the annual Board organizational meeting if:
  - i. the basis for their membership in the ad hoc committee changes as a result of the election or appointment of the Chair or Vice-Chair of the Board and Chairs of Standing Committees, thereby creating a vacancy among the non-*ex officio* trustee members, or
  - ii. a member tenders his or her resignation from the ad hoc committee as of the date of the annual Board organizational meeting.

Notwithstanding the principle of continuity noted herein, the appointment of members to an ad hoc committee must be confirmed by the newly elected board at the start of a new term of office.

- (h) By resolution of the Board, all ballots shall be destroyed after the elections have been completed and the results declared.
- (i) If a vacancy should arise in any of the above offices during the course of the term of office, the Board shall elect another member to fulfill the unexpired term in the manner set out above.





<b>Board Organizational Meeting – December 2, 2019</b>			
<b>Appointment/Election Form</b>			
<b>Position</b>	Chair of the Board		
<b>Number To Be Appointed</b>	1 trustee		
<b>Appointment Authority</b>	<i>Education Act, § 208 (5) Election of Chair</i>		
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020		
<b>Ex-officio position(s)</b>	None		
<b>Eligibility Requirements</b>	Any member of the Board		
<b>Mandate</b>	OCDSB By-laws & Standing Rules, § 6.2 The Chair shall: <ul style="list-style-type: none"> <li>• In consultation with the Director, prepare and approve the agenda for all regular, special or extraordinary meetings of the Board;</li> <li>• Call the meetings of the Board to order having established that quorum is present, and preside thereat; and</li> <li>• Sign such corporate documents as require signature of the chair.</li> </ul>		
<b>Other Relevant Information</b>	Chair is ex-officio member of all standing, ad hoc and advisory committees. Chair is an alternate member on the Ottawa Student Transportation Authority (OSTA), if required.		
<b>Nominees (<i>All require a mover and a seconder</i>)</b>			
<b>Number</b>	<b>Name</b>	<b>Moved by</b>	<b>Seconded by</b>
1.			
2.			
3.			
4.			
5.			
<b>Candidate Appointed</b>			





## Board Organizational Meeting – December 2, 2019 Appointment/Election Form

<b>Position</b>	Vice-Chair of the Board		
<b>Number To Be Appointed</b>	1 trustee		
<b>Appointment Authority</b>	<i>Education Act, § 208 (7) Election of Vice-chair</i>		
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020		
<b>Ex-officio position(s)</b>	None		
<b>Eligibility Requirements</b>	Any member of the Board		
<b>Mandate</b>	<p>OCDSB By-laws &amp; Standing Rules, § 6.3 The Vice-Chair shall:</p> <ul style="list-style-type: none"> <li>Fulfill the duties of Chair when the Chair is temporarily absent or otherwise unable to perform the duties of office; and</li> <li>Preside at meetings of the Board as a Committee of the Whole.</li> </ul>		
<b>Other Relevant Information</b>	<p>Vice-Chair is ex-officio member of:</p> <ul style="list-style-type: none"> <li>Ad Hoc Committee for Board Self-Evaluation Process &amp; Director Performance Evaluation Process;</li> <li>Agenda Planning Meetings</li> <li>Community Member Recognition Awards Committee; and</li> <li>Vice-Chair is an alternate member on the Ottawa Student Transportation Authority (OSTA), if required.</li> </ul>		
<b>Nominees (<i>all require a mover and a seconder</i>)</b>			
<b>Number</b>	<b>Name</b>	<b>Moved by</b>	<b>Seconded by</b>
1.			
2.			
3.			
4.			
5.			
<b>Candidate Appointed</b>			





Board Organizational Meeting – December 2, 2019 Appointment/Election Form			
<b>Position</b>		Chair, Committee of the Whole, Budget	
<b>Number To Be Appointed</b>		1 trustee	
<b>Appointment Authority</b>		OCDSB By-laws and Standing Rules	
<b>Term of Appointment</b>		December 2, 2019 – November 30, 2020	
<b>Ex-officio position(s)</b>		None	
<b>Eligibility Requirements</b>		Any member of the Board	
<b>Mandate</b>		<p>OCDSB By-laws &amp; Standing Rules, § 9.5 (a):            The Board may establish a special purpose Committee of the Whole Budget for budget deliberations comprised of all twelve trustee voting members and such non-voting representatives in accordance with Policy P.010: GOV Community Involvement in Board Standing Committees. The Board may appoint a trustee member(s), other than the Vice-Chair of the Board, to fulfill the duties of the Committee of the Whole Budget Chair.</p>	
<b>Other Relevant Information</b>		<p>Committee of the Whole, Budget will meet for the purpose of the annual budget deliberations at the administration office.  <b>NOTE: Next meeting is scheduled for 3 February 2020.</b></p>	
<b>Nominees (<i>all require a mover and a seconder</i>)</b>			
<b>Number</b>	<b>Name</b>	<b>Moved by</b>	<b>Seconded by</b>
1.			
2.			
3.			
4.			
<b>Candidate Appointed</b>			





Board Organizational Meeting – December 02, 2019 Appointment/Election Form	
<b>Position</b>	Member, Special Education Advisory Committee (SEAC)
<b>Number To Be Appointed</b>	3 trustees
<b>Appointment Authority</b>	<i>Education Act § 57.1 (1) and Ontario Regulation 464/97, OCDSB By-laws and Standing Rules, Policy P.019.GOV.</i>
<b>Term of Appointment</b>	December 2, 2019– November 14, 2022
<b>Ex-officio position(s)</b>	None
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	<p>Policy P.019.GOV: § 3.1: (attached)</p> <p>The Special Education Advisory Committee shall:</p> <ul style="list-style-type: none"> <li>(a) make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional pupils of the Board;</li> <li>(b) participate in the Board's annual review of its Special Education Comprehensive Plan;</li> <li>(c) participate in the Board's annual budget process as it relates to Special Education; and</li> <li>(d) review the Board's financial statements related to Special Education.</li> </ul>
<b>Other Relevant Information</b>	<p>SEAC shall normally report to the Board through Committee of the Whole.</p> <p>SEAC shall meet at least 10 times during the school year usually on the third Wednesday of the month (wherever possible) in the evening at the Administration building.</p> <p>In accordance with the Education Act appointed trustee members to SEAC shall be paid \$50.00 for attendance at SEAC meetings (Ontario Regulation 357/06).</p> <p><b>Note: First meeting is scheduled for 04 December 2019</b></p>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidates Appointed</b>	1.
	2.
	3.








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**POLICY P.019.GOV**
**TITLE: SPECIAL EDUCATION ADVISORY COMMITTEE**

**Date issued: 29 May 2006**  
**Last revised: 23 April 2019**  
**Authorization: Board: 29 May 2006**

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**1.0 OBJECTIVE**

To establish a Special Education Advisory Committee (SEAC) as required by the *Education Act* and Ontario Regulation 464/97.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Local association** means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators, but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults (Ontario Regulation 464/97, Section 1).
- 2.2 **Additional members** means members who are neither representatives of a local association nor members of the board or another committee of the board (Ontario Regulation 464/97, Section 2(5)).

**3.0 POLICY**
Terms of Reference

- 3.1 The Special Education Advisory Committee shall:
- a) make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional pupils of the Board;
  - b) participate in the Board's annual review of its Special Education Plan;
  - c) participate in the Board's annual budget process as it relates to Special Education; and
  - d) review the Board's financial statements related to Special Education.

## 4.0 SPECIFIC DIRECTIVES

### Composition

- 4.1 The Board shall appoint three trustees to the Special Education Advisory Committee.
- 4.2 A representative and alternate member nominated by each of the following associations and organizations shall be appointed by the Board for the duration of the term of the Board:
- a) the following local associations (a maximum of 12 may be selected under Ontario Regulation 464/97 in accordance with Section 2 (1) and (2)):
    - (i) Association for Bright Children, Ottawa Region Chapter (ABC)
    - (ii) Down Syndrome Association, National Capital Region (DSA)
    - (iii) Learning Disabilities Association of Ottawa-Carleton (LDAO-C)
    - (iv) Ontario Association for Families of Children with Communication Disorders (OAFCCD)
    - (v) Autism Ontario, Ottawa Chapter
    - (vi) Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD)
    - (vii) VOICE for Hearing Impaired Children (VOICE)
    - (viii) Easter Seals Ontario
    - (ix) VIEWS for the Visually Impaired
  - b) the following additional association (that is, under Ontario Regulation 464/97 Section 2 (5), "one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board"):
    - (i) Ottawa-Carleton Assembly of School Councils (OCASC)
- 4.3 Upon the recommendation of a committee consisting of trustees, the Board shall appoint up to three community representatives for the duration of the term of the Board.
- 4.4 All members and alternates of the Committee must be eligible to vote for the members of the Board, be resident to the jurisdiction of the Board, and not be employees of the Board.
- 4.5 If a member is absent for three consecutive regular meetings without prior authorization by resolution, the member relinquishes his/her seat.
- 4.6 If a member association is without representation for six months, the association will lose its membership on the Committee. An association which has relinquished its membership in this manner may reapply at a later date, if there is renewed interest.
- 4.7 Vacancies on the Committee shall be filled upon approval by the Board of an eligible candidate nominated by the association.
- 4.8 In the event of a community representative vacancy during the four year term, the Board shall reconsider a community representative application(s) who interviewed during the most recent selection process for community representatives.

- 4.9 If both the representative and the alternate of a member organization are present, only the representative may participate in the meeting and vote.
- 4.10 In addition to the membership appointed under paragraphs 4.1 to 4.3, the Committee shall include a non-voting representative from each of the following groups:
- a) Council for Exceptional Children
  - b) Ottawa-Carleton Elementary Teachers' Federation
  - c) Ontario Secondary School Teachers' Federation
  - d) Professional Student Services Personnel
  - e) Ottawa-Carleton Secondary School Administrators' Network
  - f) Ottawa-Carleton Elementary Operations Committee
  - g) Ontario Secondary School Teachers' Federation -Educational Assistants

Non-voting representatives may participate in the discussion, but may not make or vote on motions.

#### Quorum

- 4.11 Quorum shall be the majority of the appointed members.

#### Reporting Procedure

- 4.12 The Special Education Advisory Committee shall normally report to the Board through the Committee of the Whole. Notwithstanding this reporting structure, the Committee of the Whole may review and comment on the reports and/or any recommendations from the Special Education Advisory Committee, but cannot alter the recommendations or reports.

In addition, the Special Education Advisory Committee may send a report with recommendations directly to the Board or to the Committee of the Whole Budget where the normal reporting procedures would not allow for timely consideration of the recommendations by the Board.

- 4.13 The Special Education Advisory Committee shall have the right to appoint a non-voting representative to the Committee of the Whole and the Committee of the Whole, Budget.

#### Meetings

- 4.14 Where SEAC has an appointed representative on a committee, it is expected that SEAC will participate in discussion on an issue through their representative during deliberation on the item and shall not appear before the committee as a delegation or as a public questioner.
- 4.15 The Special Education Advisory Committee shall meet at least ten times during the school year.

- 4.16 A notice of each regular meeting shall be provided to all members of the Committee at least five (5) days before the meeting.

## **5.0 REFERENCE DOCUMENTS**

*Education Act*, 1998, § 57

Ontario Regulation 464/97

Board By-laws and Standing Rules: Standing, Special Purpose and Ad Hoc Committees

Policy P.010.GOV: Community Involvement on Board Standing Committees

PR 538 GOV: Appointment of Community Representatives and Local Associations to the Special Education Advisory Committee



## Board Organizational Meeting – December 2, 2019 Appointment/Election Form

<b>Position</b>	Member, Audit Committee
<b>No. To Be Appointed</b>	3 trustee members: 2 trustees to be appointed (NOTE: Trustee Penny is already a member of the Audit Committee. He was appointed in 2018 for a two-year term ending November 30, 2020)
<b>Appointment Authority</b>	Education Act § 253, Reg. 360/10, OCDSB By-laws and Standing Rules, Policy P.016.GOV.
<b>Term of Appointment</b>	1. December 2, 2019 – November 30, 2020 (one year term) 2. December 2, 2019 – November 30, 2021 (two year term)
<b>Ex-officio position(s)</b>	None. (All Trustees are entitled to participate in debates and receive materials except where the committee determines it is appropriate to meet without the presence of other board staff or board members, other than board members who are members of the committee, Reg. 360/10 § 10(c))
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	The duties of the Committee are outlined in Policy P.016.GOV, Audit Committee, in sections 4.12 to 4.17. Please see attached policy.
<b>Other Relevant Information</b>	The committee meets approximately six times per year in the evenings at the administration building. One trustee member shall be selected by the other members of the Committee to be Chair of the Audit Committee at the first meeting. Trustee members shall be paid \$50.00 for attendance at Audit Committee meetings (Ontario Regulation 367/06) <b>Note: The first meeting is scheduled for 03 February 2020.</b>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
<b>Candidate(s) Appointed</b>	1.
	2.
	3.






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**POLICY P.016.GOV**
**TITLE: AUDIT COMMITTEE**
**Date issued: 12 March 1998**
**Last revised: 29 September 2015**
**Authorization: Board: 29 September 2015**


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**1.0 OBJECTIVE**

To govern the composition, operation and reporting responsibilities of the Audit Committee.

**2.0 DEFINITIONS**

In this policy:

- 2.1 **Audit committee** refers to the statutory committee established in accordance with Ontario Regulation 361/10 and the *Education Act*.
- 2.2 **Board** refers to the Board of Trustees.
- 2.3 **District** refers to Ottawa-Carleton District School Board.
- 2.4 **External auditor** refers to an auditor appointed by a Board under subsection 253 (1) of the *Act* to perform the duties referred to in subsection 253 (4) of the *Act*.
- 2.5 **Internal auditor** refers to the manager of the audit team funded by the province, who for eastern Ontario school districts, examines and evaluates the Board's records and procedures related to risk management, internal controls and governance processes and makes recommendations on ways to improve those processes or such other individual as is appointed by the Board to fulfill these duties.
- 2.6 **Regulation** refers to Regulation 361/10, which establishes and governs audit committees in school districts.
- 2.7 **Reporting entity** refers to, with respect to a board, an organization that is required to prepare reports for the purposes of the Board regarding the organization's financial affairs and resources.
- 2.8 **Selection committee** refers to the committee charged with recommending appointment of external candidates to the Board for approval.

### 3.0 POLICY

#### Policy Statement

- 3.1 The Board is committed to fulfilling its fiduciary role to ensure the effective use of resources in support of student achievement and well-being. An effective audit committee as prescribed in Regulation 361/10 will assist the Board in fulfilling its duties related to governance and oversight, through its review of processes and recommendations to the Board for the improvement of those processes.
- 3.2 The Audit Committee will review and make recommendations to the Board with respect to three main areas, namely:
  - a) Financial reporting and liaison with the external auditor;
  - b) The status of internal controls and the work of the internal auditor; and
  - c) The District's risk management practices.

#### Guiding Principles

- 3.3 In fulfilling its duties, the Audit Committee and its members will adhere to the Ottawa-Carleton District School Board (OCDSB) Code of Conduct and ensure that its activities comply with other governing legislation, such as the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Audit committees are given broad powers by the *Education Act* in their role of supporting the Board of Trustees. When exercising these powers, the committee will respect the roles of staff and trustees in the effective governance of the organization.

### 4.0 SPECIFIC DIRECTIVES

#### Composition of the Committee

- 4.1 The Audit Committee shall consist of three (3) trustees, elected at the Board's annual organizational meeting and two (2) external members. In order to assist with continuity, one trustee will be appointed for a two year term.
- 4.2 The external members will be appointed for three year terms. In order to assist with continuity, these terms will be offset by one year.
- 4.3 To be eligible for appointment as an external member, a person must meet the requirements outlined in the regulation, namely:
  - a) They have accounting, financial management or other relevant business experience that would enable them to understand the accounting and auditing standards applicable to the Board;
  - b) They are not an employee of the District, or officer of the Board, or of any other Board at the time of their appointment;
  - c) They do not have a conflict of interest, defined as having a parent, child or spouse employed by the District; and



- d) They were identified by the selection committee as a potential candidate for appointment to the Audit Committee.
- 4.4 The selection committee shall be composed of the Director of Education, the Chief Financial Officer and the Chair of the Board, or another trustee designated by the Chair.
- 4.5 Should an external member become ineligible during their term, they shall resign from the committee. The Board shall appoint a replacement for the balance of the term, who may be selected from the most recent panel of candidates for the position, without the need for re-advertising should that be the will of the Board.

#### Operation of the Committee

- 4.6 At its first meeting following the Board's organizational meeting, the committee will elect a chair from among the Audit Committee members.
- 4.7 Three committee members, one of whom is an external member, shall constitute quorum.
- 4.8 The Audit Committee of the Board shall meet at least three times in each fiscal year at the call of the chair of the committee, and at such other times as the chair considers advisable.
- 4.9 The first meeting of the Audit Committee in each fiscal year shall take place no later than September 30.
- 4.10 Each member of the committee shall have one vote. In the event of a tie the chair of the committee may vote again.
- 4.11 The OCDSB Code of Conduct, insofar as it applies to trustees, shall also apply to the external members in relation to their duties as members of the committee.

#### Duties of the Committee

- 4.12 With respect to the District's financial reporting process, the committee has the following duties:
  - a) To make recommendations to the Board on the content of annual or multi-year external audit plans and on all proposed major changes to the plan;
  - b) To review with the Director of Education, the Chief Financial Officer and the external auditor the Board's financial statements, with regard to the following:
    - i. relevant accounting and reporting practices and issues;
    - ii. complex or unusual financial and commercial transactions of the Board;
    - iii. material judgments and accounting estimates of the Board; and
    - iv. any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the Board;
  - c) To review with the Director of Education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the Board:
    - i. the results of the annual external audit;

- ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information;
    - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit; and
    - iv. any significant disagreements between the external auditor and the Director of Education or a senior business official and how those disagreements were resolved;
  - d) To review the Board's annual financial statements and consider whether they are complete, are consistent with any information known to the Audit Committee members and reflect accounting principles applicable to the Board;
  - e) To recommend, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements;
  - f) To review with the Director of Education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the Audit Committee under generally accepted auditing standards;
  - g) To review with the external auditor material written communications between the external auditor and the Director of Education or a senior business official;
  - h) To ask the external auditor whether the financial statements of the Board's reporting entities, if any, have been consolidated with the Board's financial statements; and
  - i) To ask the external auditor about any other relevant issues.
- 4.13 With respect to the Board's internal controls, the committee has the following duties:
- a) To review the overall effectiveness of the Board's internal controls; and
  - b) To review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the Board's staff to those findings and recommendations.
- 4.14 To discuss with the Board's officials the Board's significant financial risks and the measures the officials have taken to monitor and manage these risks.
- 4.15 With respect to the internal auditor, the committee has the following duties:
- a) To review the internal auditor's mandate, activities, staffing and organizational structure with the Director of Education, a senior business official and the internal auditor;
  - b) To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans;

- c) To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit;
  - d) To review at least once in each fiscal year the performance of the internal auditor and provide the Board with comments regarding his or her performance;
  - e) To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website;
  - f) To meet on a regular basis with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed; and
  - g) To review with the Director of Education, a senior business official and the internal auditor:
    - i. significant findings and recommendations by the internal auditor during the fiscal year and responses of the Board's staff to those findings and recommendations;
    - ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information; and
    - iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.
- 4.16 With respect to compliance matters, the committee has the following duties:
- a) To review the effectiveness of the Board's system for monitoring compliance with legislative requirements and most usually with the Board's financial and reporting policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the Director of Education, supervisory officers or other persons employed in management positions to address the non-compliance;
  - b) To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings;
  - c) To review the Board's process for communicating any codes of conduct that apply to Board members or staff of the Board to those individuals and the Board's process for administering those codes of conduct;
  - d) To obtain regular updates from the Director of Education, supervisory officers and legal counsel regarding compliance matters; and
  - e) To obtain confirmation by the Director of Education and supervisory officers that all statutory requirements have been met.

- 4.17 With respect to risk management, the committee has the following duties:
- a) To ask the Director of Education, a senior business official, the internal auditor and the external auditor about significant risks, to review the Board's policies for risk assessment and risk management and to assess the steps the Director of Education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks. This may include the identification of risks by the committee.
  - b) To perform other activities related to the oversight of the Board's risk management issues or financial matters, as requested by the Board;
  - c) To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing; and
  - d) To recommend to the Board a schedule for cyclical reports on the matters referred to in 4.16 (d) and (e) and 4.17 (a).

#### General

- 4.18 From time to time the Board may, by resolution, refer other items to the committee for its consideration and recommendations and report on any such referred items in the annual report.
- 4.19 The Audit Committee shall submit to the Board on or before a date specified by the Board an annual report that includes:
- a) Any annual or multi-year audit plan, including enrolment audit plans, of the Board's internal auditor;
  - b) A description of any changes made to a plan referred to in clause (a) since the last report of the committee;
  - c) A summary of the work performed by the internal auditor since the last annual report of the committee, compared to a summary of the work the auditor expected to perform during the period, as indicated in the plan referred to in clause (a); and
  - d) A summary of risks identified and findings made by the internal auditor.
- 4.20 The Board shall submit a copy of the annual report to the Minister in each fiscal year on or before a date specified by the Minister.
- 4.21 The Audit Committee shall submit a report to the Board in each fiscal year on or before a date specified by the Board, and at any other time as may be requested by the Board, that includes:
- a) A summary of the work performed by the committee since the last report;
  - b) An assessment by the committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;

- c) A summary of the matters addressed by the committee at its meetings;
  - d) The attendance record of members of the committee; and
  - e) Any other matter that the committee considers relevant.
- 4.22 Meetings of the Audit Committee shall be held in public unless there are matters that are to be dealt with in camera, in accordance with the OCDSB's policies and the *Education Act*. In those cases where matters are dealt with in camera, trustees who are not members of the committee are entitled to attend. Should the committee choose to exclude non-members under the provisions of the Regulation, the reasons for such exclusion must be documented in the committee's minutes and shared with the Board as soon as practical.

## 5.0 REFERENCE DOCUMENTS

*Education Act of Ontario and Regulations under the Education Act*  
*Ontario Regulation 361/10*  
*Ministry of Education Guideline on Audit Committee Reporting*  
*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*  
 Policy P.125.SCO: School Board Code of Conduct





Board Organizational Meeting – December 2, 2019 Appointment/Election Form		
<b>Position</b>	Member, Parent Involvement Committee	
<b>No. To Be Appointed</b>	2 trustees (1 member and 1 alternate)	
<b>Appointment Authority</b>	Ontario Regulation 330/10, Parent Involvement Committee By-laws and Standing Rules, 17 October 2018	
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020	
<b>Ex-officio position(s)</b>	N/A	
<b>Eligibility Requirements</b>	Any member of the Board.	
<b>Mandate</b>	The mandate of the Parent Involvement Committee is to support, encourage and enhance parent engagement at the District level in order to improve student achievement and well-being.	
<b>Other Relevant Information</b>	Committee meets approximately six times per year usually in the evenings at the administration building. Trustee members of PIC shall be paid \$50.00 for attendance at PIC meetings (Ontario Regulation 357/06) <b>Note: The next meeting is scheduled for 15 January 2020.</b>	
<b>Nominees (nominations/volunteers)</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
4.		
5.		
<b>Candidates Appointed</b>	1.	
	2.	
	3.	







## By-Laws and Standing Rules Parent Involvement Committee

BEING the rules governing the establishment and composition of the Ottawa-Carleton District School Board (OCDSB) Parent Involvement Committee under *Ontario Regulation 330/10 School Councils and Parent Involvement Committee* of the *Education Act* of Ontario, which rules shall apply to the structure and proceedings of the Parent Involvement Committee (PIC), henceforth known as the Committee, from 1 October 2011, unless or until amended by resolution of the Committee.

### Interpretation

In these By-Laws and standing rules:

**Community Representative** means a resident of the City of Ottawa who has an interest in supporting public education who has been appointed to the Committee;

**Director** means the Director of Education/Secretary of the Board and Chief Executive Officer of the OCDSB;

**District** means the Ottawa-Carleton District School Board;

**Parent** means a parent/guardian of a pupil who is enrolled in a school of the OCDSB; and

**Parent Member** means a Parent who is appointed to serve on the committee for a specified term.

### Mandate

- 1.0 The mandate of the Committee is to support, encourage and enhance parent engagement at the District level in order to improve student achievement and well-being.

### Purpose

- 2.0 The Committee will achieve its purpose by:
  - a) providing information, advice and recommendations on parent engagement to the Board of Trustees;

- b) communicating with and supporting school councils; and
- c) undertaking activities and working with partners and agencies to help parents of pupils of the OCDSB to support their children's learning at home and at school.

2.1 The Committee shall:

- a) develop strategies and initiatives that the Board of Trustees and the Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b) advise the Board of Trustees and the Director of Education on the use of strategies and initiatives, as referred to above, that could support engaging parents and improve student achievement and well-being;
- c) communicate information from the Ontario Ministry of Education to school councils and parents of pupils of the District;
- d) work with school councils and parents of students of the OCDSB and may work with partner agencies and, through the Director of Education, with employees of the District to:
  - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning;
  - (ii) identify and reduce barriers to parent engagement;
  - (iii) help ensure that OCDSB schools create a welcoming environment for parents of its pupils; and
  - (iv) develop skills and acquire knowledge that will assist the Committee and school councils of the District with their work.
- e) determine, in consultation with the Director of Education and in keeping with the OCDSB's policies, how funding, if any, provided under the *Education Act* for parent involvement, is to be used.

2.2 The Committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the District with regard to matters under consideration by the Committee.

### **Membership**

3.0 The Committee shall be comprised of up to 18 members, a majority of whom shall be Parent Members, including:

- a) thirteen (13) voting members; and
  - b) up to five (5) non-voting members.
- 3.1 Voting members shall include:
  - a) ten (10) Parent Members; and
  - b) three (3) Community Representatives.
- 3.2 Non-voting members shall include:
  - a) the Director of Education or designate; and
  - b) One (1) trustee appointed by the Board of Trustees.
- 3.3 Non-voting members may include:
  - a) One (1) elementary or secondary principal or vice-principal;
  - b) One (1) elementary or secondary teacher; and
  - c) One (1) employee of the District, other than a principal, vice principal or teacher.
- 3.4 The Director of Education of the OCDSB may:
  - a) delegate any of his or her powers or duties as a member of the Committee to a supervisory officer employed by the District, and
  - b) designate a supervisory officer of the board to attend a meeting of the Committee in his or her place.
- 3.5 The Trustee member may:
  - a) delegate any of his or her powers or duties as a member of the Committee to the alternate trustee member appointed by the Board of Trustees; and
  - b) if unable to attend a meeting, have the alternate trustee attend that meeting of the Committee in his or her place.

Notwithstanding the above, the Trustee member may delegate his or her powers or duties to another member of the Board of Trustees where the alternate trustee member is not able to attend.

- 3.6 Employees of the OCDSB are eligible for appointment to the position of Parent Member but not to the position of Community Representative. Where an employee is appointed as a Parent Member he or she shall at his or her first Committee meeting, inform the Committee of his or her employment with the OCDSB.

- 3.7 Members of the Board of Trustees are not eligible to be a Community Representative or a Parent Member of the Committee.

### **Membership Criteria**

- 4.0 All members are expected to have a strong interest in and commitment to public education, student achievement and well-being and be able to represent the views of a wide variety of parents.
- a) Eight (8) Parent Members shall be selected based on their knowledge, skills, and experiences in one or more of the following areas:
    - (i) public education;
    - (ii) community engagement;
    - (iii) equity and inclusion strategies; and
    - (iv) public policy and/or communications.
  - b) Two (2) Parent Members shall be appointed as representatives from the following groups/organizations:
    - (i) two (2) Parent Members named by the Ottawa Carleton Assembly of School Council (OCASC); one (1) of who may be the Chair or Vice-Chair of the OCASC.
  - c) Three (3) Community Representatives shall be selected based on their ability to provide a broad community based perspective and should meet one or more of the following criteria:
    - (i) demonstrated connection to and/or knowledge of the OCDSB;
    - (ii) active participation in a community group, organization or business that has as part of its mandate an interest in education, community development or social service;
    - (iii) interest in and/or ability to link the OCDSB school community with external community groups or organizations;
    - (iv) ability to represent broad societal or community perspectives; and
    - (v) experience or demonstrated interest in educational issues.
- 4.1 The Committee may invite representatives of District committees, including but not limited to: Standing Committees (i.e., COW and COW Budget), Statutory Committees (e.g., SEAC, Audit and SALEP) or Advisory Committees (e.g., Arts Advisory) to attend meetings (as necessary) to provide expertise on those particular topics or issues related to the work of the Statutory, Standing or Advisory Committee.

### **Term of Office**

- 5.0 The members of the Committee shall be appointed before November 15 of each school year for a term of office beginning December 01 and ending November 30.
- 5.1 The eight (8) Parent Members of the Committee shall be appointed to serve a term of office of either one (1) or two (2) years and, wherever possible, members shall be appointed for a two-year term.
- 5.2 The two (2) Parent Members appointed by OCASC shall be appointed for a term of office of one (1) year.
- 5.3 The term of office for Community Representatives shall be two (2) years.
- 5.4 The term of office for the Board member and alternate Board member shall be determined by the Board.
- 5.5 A member of the Committee may be re-appointed to the Committee for more than one term subject to the Committee's appointment process.

### **Appointments of Members**

- 6.0 Annually the Committee shall review its membership needs and, when required, create a Membership Sub-Committee.
- 6.1 The Membership Sub-Committee shall include the Chair, Vice Chair, the Director of Education or designate, a Parent Member and may include a Community Representative.

#### **Appointment of Parent Members**

- 6.2 The Membership Sub-Committee shall post a notice inviting applications for appointment to the position of Parent Member, as required.
- 6.3 The posting of notice shall be done through a variety of methods to ensure awareness of the application process by the entire jurisdiction of the District. The notice shall include:
  - a) a summary of the position, including the term of office of the appointment;
  - b) the process for making an application;
  - c) the deadline for the application; and

- d) the name and contact information of the person(s) responsible for managing the process.
- 6.4 All applicants will be required to provide:
- a) a written expression of interest outlining his or her interest in public education as well as his or her knowledge and skills in one or more of the areas noted in s. 4.0 (a) of these by-laws; and
  - b) a written confirmation that he or she is a parent of a pupil enrolled in an OCDSB school;
- 6.5 The Membership Sub-Committee may choose to interview prospective candidates and/or request and check references.
- 6.6 Upon the close of the application period, the Membership Sub-Committee shall review the applications and provide the names of the recommended candidate(s) to the Committee for ratification.
- 6.7 In making the recommendation(s) the Membership Sub-Committee shall take into consideration:
- a) the knowledge, skills and experience of the current Committee membership;
  - b) the knowledge, skills and experience of the applicants;
  - c) the balance of elementary and secondary perspectives on the Committee;
  - d) the geographic representation of urban, suburban and rural perspectives from across the District;
  - e) the unique needs to parents of special education students; and
  - f) the knowledge and ability to add the perspective of diverse communities as referenced in Policy P.098.CUR Equity and Inclusive Education.

#### Appointment of OCASC Representatives

- 6.8 For the two (2) Parent Members who are representatives of OCASC, the Committee shall seek the names of appointees from the Chair of OCASC.
- 6.9 The names of the Parent Member representatives of OCASC shall be provided to the Committee for ratification.

#### Appointment of Community Representatives

- 6.10 As required, the Committee shall discuss possible candidates/candidate associations who could serve as Community Representatives in accordance with section 4.0 (c).
- 6.11 Staff shall send letters to those candidates exploring their interest to sit on PIC and appoint a representative to the Committee.
- 6.12 Where the number of the interested candidates exceeds the number of vacancies in the Community Representative position; the Membership Sub-Committee shall make a recommendation to the Committee to select associations that best meet its needs.
- 6.13 Wherever possible, the Community Representatives should also be parents of a pupil enrolled in a school of the OCDSB.
- 6.14 Community Associations may also appoint an alternate to replace the named representative if the representative is unable to attend a meeting. Temporary substitution of a representative by a duly authorized alternate during the course of a meeting shall be allowed.
- 6.15 The names of the Community Representatives, and the alternates if applicable, shall be provided to the Committee for ratification.
- 6.16 An appointment to the Committee is of no effect unless the person agrees to the appointment.

#### Election of Chairs and Vice Chairs

- 6.17 The Committee shall elect a Chair and a Vice Chair from amongst its Parent Members.
- 6.18 The Chair and Vice Chair shall be Parent Members of the Committee who have been appointed to serve a two-year term. Where a nominee to the office of Chair is a member serving a one-year term, his or her term may be extended for a second year and on appointment he or she shall be deemed to be a member with a two (2) year term.
- 6.19 A member may not serve more than two (2) consecutive terms as Chair.
- 6.20 An individual who has served one (1) term or two (2) consecutive terms as Chair of the Committee may be re-elected as Chair provided at least one two-year term has elapsed since his or her last term as Chair.

#### Vacancies

- 7.0 A vacancy in the membership of the Committee does not prevent the Committee from exercising its authority.

- 7.1 A member shall lose their seat if absent from three consecutive regular meetings of the Committee without notice.
- 7.2 In the event that a Parent Member or Community Representative appointed to the Committee vacates his or her position during the appointed term, the Committee may appoint another individual to the position for the remainder of the term.
- 7.3 Vacancies in positions may be advertised. Methods of advertising may include, but are not limited to:
  - a) advertisements in newsletters of District schools or school councils;
  - b) advertisements in newspapers with general circulation in the geographic jurisdiction of the District;
  - c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the District;
  - d) notices in schools of the District; and
  - e) notices on the OCDSB's website and where possible on District schools websites.
- 7.4 Where there is a vacancy in the position of Chair or Vice Chair, the Committee shall elect from amongst the Parent Members.
- 7.5 Individuals appointed as a result of a vacancy shall hold the position until the original term for that position expires.

### **Roles and Responsibilities of Members**

- 8.0 All members of the Committee shall:
  - a) promote and encourage parent engagement and the work of the Committee in the OCDSB;
  - b) review all relevant material prior to the Committee meetings;
  - c) attend and participate in the Committee meetings; and
  - d) participate in Committee and Sub-Committee initiatives as required.
- 8.1 In addition to the above, a Community Representative and/or a Parent Member who is a representative of OCASC shall act as a liaison between



the Committee and his or her community group, organization or committee.

- 8.2 The Chair shall:
- a) plan the agenda in collaboration with the Director;
  - b) chair the Committee meetings;
  - c) act as a spokesperson for the Committee in communicating with the Director of Education, the Board and the public; and
  - d) ensure that notice of each meeting is provided to all members of the Committee.
- 8.3 The Vice-Chair shall assume the duties of the Chair in the event the Chair is unavailable.

### **Meetings**

- 9.0 The Committee shall meet at least six (6) times in each school year.
- 9.1 All meetings of the Committee will be open to the public, except in accordance with s. 207 of the *Education Act*, and be held at a location that is accessible to the public.
- 9.2 The first Committee meeting of the term shall not be held until after the appointments for the term have been made.
- 9.3 Notice of each meeting shall be deemed to be provided to all members of the Committee at least five (5) days before the meeting. Notice may be provided to each member by e-mail or regular mail; by telephone call; and by posting to the District website. Notice by regular mail is deemed to be provided five (5) days before the meeting if it is mailed five (5) days before the meeting.
- 9.4 A meeting of the Committee cannot be held unless:
- a) a majority of the members present at the meeting are Parent Members;
  - b) the Director of Education, or designate, is present; and
  - c) the Trustee, or designate, is present.
- 9.5 Committee members are expected to attend all Committee meetings. A member who participates in the meeting through electronic means shall be deemed to be present.

- 9.6 Additional employees of the District, as determined on an as needed basis, may be invited to attend, participate, and act as a resource to the Committee in a non-voting capacity.
- 9.7 The rules of order for the conduct of meetings of the Committee shall follow these by-laws. In any situation for which there is no specific provision in these by-laws, the OCDSB By-Laws and Standing Rules shall apply for matters of interpretation, the Committee shall adopt as its parliamentary authority the latest edition of Procedures for Meetings and Organizations by M. K. Kerr and H. W. King, Carswell Legal Publications, Toronto.
- 9.8 Wherever possible, the Committee shall conduct its business through a collaborative decision making process.
- 9.9 When the Committee votes on a matter, only Parent Members and Community Representatives are entitled to vote.
- 9.10 In the event of a tie, the motion is defeated.

### **Sub-Committees**

- 10.0 The Committee may, as it deems necessary, create sub-committees to make recommendations to the Committee. The sub-committees must include at least one (1) Parent Member of the Committee and may include non-members.

### **Professional Conduct**

- 11.0 Members of the Committee have a duty to make decisions consistent with Ministry and District policies and procedures in the best interests of students in compliance with the requirements of relevant legislation and regulations.
- 11.1 Members will not act in order to gain financial or other material benefit personally.
- 11.2 Members will respect the privacy of individuals in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. When meeting, members shall not discuss personal information relating to parents, students, school boards/trustees, or other personnel or council members.
- 11.3 In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by mediation.

### **Minutes and Financial Records**

- 12.0 The Committee will keep minutes of all of its meetings and records of all of its financial transactions, if any, in accordance with the policies and procedures of the District.
- 12.1 The minutes of the Committee's meetings and the records of its financial transactions will be available for examination at the Administration Building by any person in accordance with the records retention schedule.
- 12.2 The minutes of the Committee will be posted on the OCDSB website and will be sent electronically to the chair of each school council. The minutes posted on the website will remain on the website for four years.
- 12.3 A person shall not receive any remuneration for serving as a member of the Committee with the exception of an honorarium for a member of the Board of Trustees as stipulated in section 191 of the *Education Act*.
- 12.4 Committee members may be reimbursed for incidental expenses incurred as a result of their work on the Committee. Invoices for expenses related to his or her role shall be submitted and reimbursed in accordance with the financial policies of the OCDSB.

### **Summary of Activities**

- 13.0 The Committee will annually submit a written summary of the Committee's activities to the Board of Trustees and to the Director of Education.
- 13.1 The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement was spent.
- 13.2 The Director of Education will provide the summary of activities to the school councils and post the summary of activities on the District website.

### **Amendments to By-Laws and Standing Rules**

- 14.0 These By-Laws and Standing Rules may be amended only by approval of two-thirds (2/3) of all voting members present, at a regular or special meeting of the Committee, provided that advance notice in writing has been given to all Committee members.

Approved by the Parent Involvement Committee: 17 October 2018





## Board Organizational Meeting – December 2, 2019

### Appointment/Election Form

<b>Position</b>	Member, Supervised Alternative Learning Committee (SAL)
<b>Number To Be Appointed</b>	2 trustees (1 member and 1 alternate)
<b>Appointment Authority</b>	<i>Education Act</i> § 21 and Ontario Regulation 374/10, OCDSB By-laws and Standing Rules, Policy P.044.CUR.
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	None
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	<p>Policy P.044.CUR § 3.3 and 4.7:</p> <p>The purpose of SAL is to assist students in returning to secondary school or proceeding to one of the five post-secondary options including: apprenticeship training, college, independent living, university, or the workplace.</p> <p>The Committee shall meet with the students, parents/guardians and any others it considers appropriate for the purposes of determining whether:</p> <ul style="list-style-type: none"> <li>(a) the application, including the SALP should be approved; or</li> <li>(b) the application should be approved with modifications to the SALP allowing the student to participate in SAL according to the modified SALP; or</li> <li>(c) the application is not approved, in which case, the student is expected to return to regular attendance at school.</li> <li>(d) If no SALP was submitted, the Committee may require the creation of a SALP to support the student's participation in SAL.</li> </ul>
<b>Other Relevant Information</b>	<p>The meeting schedule is dependent on applications received and in the last year, meetings have typically been held monthly in the afternoon at the Administration building.</p> <p>In accordance with the <i>Education Act</i>, the appointed trustee member to SAL shall be paid \$50.00 for attendance at SAL meetings (Ontario Regulation 357/06).</p>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
<b>Candidates Appointed</b>	1. Member:
	2. Alternate:






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**POLICY P.044.CUR**
**TITLE: SUPERVISED ALTERNATIVE LEARNING**

**Date issued: 15 May 1998**  
**Last revised: 08 May 2012**  
**Authorization: Board: 11 May 1998**

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**1.0 OBJECTIVE**

To establish a process to provide Supervised Alternative Learning as a retention strategy to assist parents/guardians of students who are fourteen years of age or older and of compulsory school age (up to age 18) in finding the learning program best suited to their child's needs and interests.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Community Representative** means a community member who is not a Board of Trustees member or an employee of the District.
- 2.2 **District** means the Ottawa-Carleton District School Board (OCDSB).
- 2.3 **Primary Contact Person** means an employee of the District assigned to carry out the functions of the Supervised Alternative Learning in respect of the student.
- 2.4 **Supervised Alternative Learning (SAL)** refers to an individualized learning program or alternative learning experience to provide students who have significant difficulties with regular school attendance to progress toward obtaining an Ontario secondary school diploma or achieving his or her other education or life goals.
- 2.5 **Supervised Alternative Learning Plan (SALP)** refers to a plan developed for a SAL student which includes the student's educational and life goals, an outline of activities the student will participate in and contact information for those supporting the SAL.
- 2.6 **Student** refers to a pupil of the District that is at least 14 years old and of compulsory school age (up to age 18).

**3.0 POLICY**

- 3.1 The District is committed to meeting the learning needs of students and shall make available a variety of retention strategies to help students continue their education.
- 3.2 SAL shall be considered as a retention strategy, particularly in those situations where other measures to help a student continue their education have not been effective.
- 3.3 The purpose of SAL is to assist students in returning to secondary school or proceeding to one of the five post secondary options including: apprenticeship training, college, independent living, university, or the workplace.
- 3.4 A request for SAL shall be made by the school principal where, after consultation with the school staff, the student and parent/guardian it is determined that a SAL is the most appropriate learning opportunity for the student. Where the request for a SAL is made by the principal, the parents/guardians should be in full support of the application.
- 3.5 The parent/guardian of a student may make a request for SAL. Such requests shall be directed to the school principal.
- 3.6 All requests for SAL shall be completed in the prescribed format as established in Ontario Regulation 374/10 and detailed in Procedure PR.654.CUR-Supervised Alternative Learning.
- 3.7 All requests for SAL shall include a plan for a program that is in the student's best interest, reflects his or her own input and supports the student in meeting his or her learning goals. The plan shall include all of the required elements detailed in Procedure PR.654.CUR Supervised Alternative Learning.

## 4.0 SPECIFIC DIRECTIVES

- 4.1 The Board of Trustees shall establish a SAL Committee (the Committee) for the purpose of reviewing all SAL applications. The Committee shall review circumstances of each application to ensure that the proposed program is appropriate to the student's needs and interests.
- 4.2 Where an application for a SAL has been submitted to the Committee, the Superintendent of Instruction or designate shall ensure that the application is distributed and a meeting of the Committee is scheduled in accordance with the timelines and notice provisions established in Ontario Regulation 374/10 and detailed in Procedure PR.654.CUR-Supervised Alternative Learning.

### Committee Composition

- 4.3 The Committee shall be composed of the following members:
  - a) one trustee and an alternate, both appointed by the Board of Trustees;
  - b) the Director of Education or a designated alternate appointed by the Director of Education; and
  - c) one Community Representative and alternate, neither of whom is a member of the Board of Trustees or employee of the District.



- (i) The Community Representative and alternate shall be selected by the other members of the Committee and shall be appointed for the duration of the term of the Board of Trustees.

4.3.1 A School/District Social Worker and Student Success Program lead (or alternate) may also attend and participate in the committee meetings but shall not have voting rights.

4.4 The Committee shall designate one of its members as Chair.

#### Committee Meetings:

- 4.5 A meeting of the Committee may be held only when all three members of the Committee or their alternates are present.
- 4.6 The Committee shall give notice of the meeting to the required participants in accordance with the established timelines as outlined in Procedure PR.654.CUR Supervised Alternative Learning.
- 4.7 The Committee shall meet with the students, parents/guardians and any others it considers appropriate for the purposes of determining whether:
- a) the application, including the SALP should be approved; or
  - b) the application should be approved with modifications to the SALP allowing the student to participate in SAL according to the modified SALP; or
  - c) the application is not approved, in which case, the student is expected to return to regular attendance at school.
  - d) If no SALP was submitted, the Committee may require the creation of a SALP to support the student's participation in SAL.
- 4.8 The Committee shall provide the student, parent/guardian, Primary Contact Person and the Principal with its decision on the application with any modifications (if applicable), as well as the parent/guardians right to ask the Committee to reconsider its decision within the required timeframe and process outlined in Ontario Regulation 374/10 and Procedure PR.654.CUR Supervised Alternative Learning.
- 4.9 Before the expiry of the SALP, if the principal feels it is in the best interest of the student to continue with SAL, the principal shall submit a recommendation to the Committee to renew the plan. If the principal feels that the SALP should be terminated, the principal shall provide written notice of the termination to the student, parent/guardian, the Committee and Primary Contact Person.
- 4.10 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy in accordance with Ontario Regulation 374/10.

## **5.0 REFERENCE DOCUMENTS**

*The Education Act, Regulation 374/10*

## Board By-laws and Standing Rules, Annex



<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Member, Ad Hoc Committee for Board Self-Evaluation and Director Performance Evaluation Processes
<b>No. To Be Appointed</b>	3 trustees
<b>Appointment Authority</b>	Board Motion – Minutes 30 August 2004 attached
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	Chair and Vice-chair of the Board
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	The mandate of the Ad Hoc Committee for Board Self Evaluation Process and Director Performance Evaluation Process is to make recommendations regarding an effective evaluation strategy, schedule, and evaluation instruments; to implement, manage and monitor the ongoing evaluation strategy; to assess the process used; and to make recommendations to enhance the future evaluation processes.
<b>Other Relevant Information</b>	Committee meets approximately six times per year, as required, during the day, at the administration building.
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidates Appointed</b>	1.
	2.
	3.





OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## EXCERPT FROM:

**Board Meeting  
30 August 2004**

### 351 Establishment of Committee for Board Self-Evaluation and Director's Performance Evaluation

The Board had before it Report No. 04-251 recommending the establishment of a committee to oversee the Board Self-Evaluation Process and the Director's Performance Evaluation.

Trustee Scott, seconded by Trustee Spice, moved as follows:

- A. THAT the Board establish a Committee for the Board Self-Evaluation Process and the Director's Performance Evaluation consisting of the Chair, the Vice-Chair and three other board members.
- B. THAT the Board confirm the appointment of three additional trustee members.

In response to a query by Trustee Moen regarding the participation of the Chair of the Human Resources Committee, Director Rachlis noted that the Director of Education has more involvement with the Chair and Vice-Chair of the Board.

An amendment by Trustee Moen to expand the mandate of the Committee to include oversight for the board self-evaluation process was accepted as friendly.

An amendment by Trustee Scott to revise Part B to replace "confirm the appointment of three additional trustee members" with "appoint three additional trustee members in addition to the chair and vice-chair to the committee." was accepted as friendly.

The following motion was carried:

- A. THAT the mandate for the committee for the Director's Performance Evaluation be expanded to include oversight for the board self-evaluation process
- B. THAT the Board appoint three additional trustee members in addition to the chair and vice-chair to the committee.

On a motion by Trustee Funicello, seconded by Trustee Brockington, Trustees Libbey, Moen and Scott were appointed as the three additional members.





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**POLICY P.051.GOV****TITLE: EVALUATION OF DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD****Date Issued: September 2004****Last Revised: 28 March 2017****Authorization: Board: 08 March 2004**

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**1.0 OBJECTIVE**

To establish the parameters and process for the evaluation of the Director of Education and Secretary of the Board.

**2.0 POLICY**

2.1 The Director of Education shall be formally evaluated annually by the Board with all Board Members participating in the evaluation process. The annual evaluation process shall be supported by a comprehensive evaluation undertaken at least once in every contractual term of employment.

- 2.2 The purpose of the evaluation is to:
- a) ensure the accountability of the Director in undertaking his or her responsibilities as the Chief Executive Officer of the school district;
  - b) monitor the contribution of the Director to the achievement of the strategic plan; and
  - c) to assist the Board and Director in identifying areas where the Director can improve his or her performance and the overall leadership of the school district.

To this end, the evaluation shall focus on affirmations, and, where appropriate, redirection.

2.3 The evaluation of the Director shall be aligned with and based on duties as assigned in provincial statutes, regulations, policies and guidelines and on a current job description for the position of Director of Education and Secretary to the Board.

2.4 The evaluation of the Director shall use a performance-based assessment system-and shall emphasize the need for and require the presentation of evidence.

- 2.5 The observable evidence shall be in a manageable form and limited to the amount sufficient to provide a fair, clear and accurate representation of the performance of the Director.
- 2.6 The role expectations, evidence and quality indicators used to assess performance shall be identified in the Director's Performance Assessment Guide. The Performance Assessment Guide is intended to clarify for the Director the performance expectations that are held by the Board. The Board shall use this guide to evaluate the performance of the Director in relation to job expectations.
- 2.7 The Performance Assessment Guide shall include role expectations, evidence and quality indicators based on the Director's responsibilities as outlined in the job description:
  - a) Educational Leadership
  - b) Strategic Focus and Policy Implementation
  - c) Communications and Community Relations
  - d) Human Resources and Professional Development
  - e) Fiscal Accountability
  - f) Strong Relationship with Provincial Officials, including Advocacy for the OCDSB's needs

### **3.0 SPECIFIC DIRECTIVES**

#### Comprehensive Evaluation

- 3.1 A comprehensive performance evaluation of the Director shall be undertaken at least once in every contractual term of employment. The comprehensive evaluation of the Director may be undertaken at the same time and in conjunction with the comprehensive board evaluation or at a separate time. At the start of each evaluation cycle, the Board shall decide whether or not a comprehensive evaluation will be undertaken for that year.
- 3.2 The comprehensive evaluation shall seek input from the Board, the Director and other stakeholders. The input shall be obtained through a questionnaire, which will ask participants to evaluate the Director based on the framework of the Performance Assessment Guide.
- 3.3 The information collected through the questionnaire shall be compiled by an external resource and submitted to the Board and Director for review and discussion. The purpose of collecting the input is to assist the Board in evaluating the performance of the Director in accordance with section 2.2 of this policy.
- 3.4 The questionnaire shall be established by the Board in consultation with the Director and shall be reviewed during the employment contract unless otherwise directed by the Board.



Annual Evaluation

- 3.5 The annual evaluation will include the submission of a report to the Board from the Director based on the Performance Assessment Guide.
- 3.6 The objective of the report is to provide evidence of the Director's performance based on the expectations, evidence and quality indicators identified in the Performance Assessment Guide.
- 3.7 The Director and the Board will meet with a facilitator to discuss the Director's accomplishments and opportunities for professional growth and/or areas of focus using the report as the basis for the discussion. At the mutual agreement of the Board and the Director, this discussion may take place without a facilitator.
- 3.8 The Board will provide to the Director, a written summary of the facilitated discussion and any professional growth and/or areas of focus identified for the pending academic year.

Mid-Year Evaluation

- 3.9 A mid year discussion (formal report not required) on progress towards areas of focus for attention will be held at a time mutually agreed upon by the Board and the Director;

Evaluation Process and Timelines

- 3.10 The evaluation cycle shall include the following:
  - a) A meeting of the Ad Hoc Committee on Board and Director Evaluation Processes will be convened in May each year to:
    - (i) discuss the Director evaluation process and timelines for that evaluation cycle, and determine whether a comprehensive evaluation is required;
    - (ii) review the Director's Job Description and the Performance Assessment Guide to determine whether any revisions are required;
    - (iii) to establish the selection process for a facilitator; and
    - (iv) where a comprehensive evaluation is required, to discuss the stakeholders to be included in the consultation, the process, including the questionnaire, and timelines to be followed.

Any changes to the job description or Performance Assessment Guide shall be completed prior to the end of June.

- b) The Director will prepare a report to the Board outlining the evidence in support of his or her work for the academic year just completed and will identify opportunities for growth for the pending academic year. The report will be submitted to the Board by 30 September. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.
- c) A facilitated meeting between the Director and the Board will be held no later than mid-October to discuss the Director's accomplishments and opportunities for professional growth and/or areas of focus using the report as the basis for the discussion. At the mutual agreement of the Board and the Director, this discussion may take place without a facilitator.

- d) By October 31, the Board will provide to the Director, a written summary of the facilitated discussion and any areas of growth identified, as well as establish any clear measures and objectives for the year.
- e) By November 15, the Director will provide a written response to the Board on the summary and growth areas provided which will include further information and/or any clarification previously requested by the Board, if applicable.
- f) Upon approval of the final evaluation report by the Director and the Board, the evaluation report will be signed by the Director and the Board Chair no later than November 30.

#### Other

3.11 Support for the above-noted process, inclusive of the preparation of the Director's report and facilitation of the Board evaluation discussions, will be carried out by an external facilitator / consultant mutually approved by the Board and Director.

3.12 The timelines outlined in this policy are subject to change at the mutual agreement of the Board and the Director.

## **4.0 APPENDICES**

Appendix A Job Description, Director of Education and Secretary of the Board

Appendix B Performance Assessment Guide

## **5.0 REFERENCE DOCUMENTS**

*Education Act, 1998, § 283*




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## POLICY P.130.GOV

### TITLE: EVALUATION PROCESS FOR THE BOARD OF TRUSTEES

**Date Issued: July 2008**

**Last Revised: 28 March 2017**

**Authorization: Board: 10 June 2008**

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## 1.0 OBJECTIVE

To establish an evaluation process for the Board of Trustees that values the importance of strategic leadership, accountability and professional development of the Board and of the individual trustee, for the effective governance of the school district.

## 2.0 DEFINITIONS

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **District** means the Ottawa-Carleton District School Board.
- 2.3 **Governance** is the way in which the Board provides leadership, stewardship and oversight of the school district and its resources.
- 2.4 **Trustee** means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

## 3.0 POLICY

- 3.1 The Board of Trustees shall establish a formal evaluation process which includes an annual reflection process, whereby all members of the Board participate in a facilitated discussion to assess progress and opportunities for growth.
- 3.2 The Board annual reflection process shall encourage both the evaluation of the Board as an entity and the self-evaluation of each individual member of the Board.
- 3.3 The evaluation process shall include a comprehensive evaluation undertaken once in every four year term of office. The comprehensive evaluation shall be supported by an annual reflection process.
- 3.4 The purpose of the Board comprehensive evaluation is to:
  - a) assist the Board in identifying areas where the Board can improve its effectiveness;

- b) monitor the contribution of the Board to the achievement of the strategic plan; and
  - c) identify opportunities for the ongoing professional development of the Board and its members.
- 3.5 The purpose of the annual reflection is to encourage individual members of the Board to:
- a) assess their individual effectiveness as a member of the Board;
  - b) reflect on their personal contribution to the success of the Board as a whole; and
  - c) identify opportunities for professional development.
- 3.6 The comprehensive evaluation of the Board and the annual reflection shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines, and in the roles and responsibilities document for the Board and the Board Member, and the Board's contribution to the strategic plan.

## 4.0 SPECIFIC DIRECTIVES

### Comprehensive Evaluation

- 4.1 The comprehensive evaluation shall include input from the Board, the Director and other stakeholders about the performance of the Board. The input shall be obtained through a questionnaire which will ask participants to evaluate the Board as an entity.
- 4.2 The information collected through the questionnaire shall be compiled by an external resource and submitted to the Board for discussion. The purpose of collecting the input is to assist the Board in identifying areas where the Board can improve its effectiveness and to provide input to the Board on the development, implementation and achievement of the strategic plan.

### Annual Reflection

- 4.3 A facilitated discussion will be held designed to improve the overall performance of the Board by assisting members to reflect on their individual and collective accomplishments as trustees and as a Board, to build on their strengths and assess their need for continuing education.

### Evaluation Cycle

- 4.4 The evaluation cycle shall be as follows:
- i) A comprehensive evaluation shall occur at the mid-point in every four year term of office;
  - ii) The questionnaire for the comprehensive evaluation shall be distributed to stakeholder groups in the spring;
  - iii) The questionnaire data shall be compiled by an external resource and a summary report on the data prepared for discussion by the Board at the annual reflection meeting in August/September;

- iv) The Board shall reflect on the feedback from the comprehensive evaluation to direct any further research or information, and incorporate any changes into its key strategic plan objectives for the coming year;
- b) Annual Reflection
  - i) On an annual basis, including a year when the comprehensive evaluation is conducted, a facilitated discussion will be scheduled for members of the Board in late August each year; and
  - ii) The Board and Director will meet to discuss the feedback from the facilitated discussion in late August/September and establish key areas of focus for the Board based on the feedback and the strategic plan for the coming school year;
- c) Key areas of focus shall be confirmed by Board motion by end of September each year; and
- d) Upon Board approval of the key areas of focus, the Ad Hoc Committee for the Board Evaluation Process and the Director Performance Evaluation Process shall convene a meeting within a two month period to discuss the evaluation process and any revisions that may be required.

## 5 REFERENCE DOCUMENTS

*Education Act*, Ontario, 1998, § 283

Board Policy P.051.GOV: Evaluation of Director of Education and Secretary of the Board

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.073.GOV: Board Member Code of Ethics

Job Description for Board Member





<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Member, Community Member Recognition Awards Selection Ad Hoc Committee
<b>No. To Be Appointed</b>	Up to 3 trustees
<b>Appointment Authority</b>	OCDSB Policy P.013.GOV: Community Member Recognition Awards Program
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	Chair & Vice-Chair of the Board
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	To review nominations and make final decisions with respect to award recipients under the Community Member Recognition Awards Program (excluding the Chair's Award, which shall continue to be selected by the Chair).
<b>Other Relevant Information</b>	The Committee will meet following the closing date for nominations to select the award recipients (typically in April each year).
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidates Appointed</b>	1.
	2.
	3.







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**POLICY P.013.GOV****TITLE: COMMUNITY MEMBER RECOGNITION AWARDS PROGRAM****Date Issued: 14 April 2011****Last Revised:****Authorization: Board: 12 April 2011**

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**1.0 OBJECTIVE**

To provide a framework to demonstrate the Ottawa-Carleton District School Board's (OCDSB) support and appreciation for the contribution of community members, including parents, volunteers, businesses and others, through the establishment of a formal awards recognition program, including the criteria for eligibility, nominations, and presentation of various awards.

**2.0 POLICY**

- 2.1 The District values and appreciates the contributions of community members, including parents, community volunteers, businesses and others and wishes to recognize those contributions through the establishment of a formal recognition program.
- 2.2 The District is committed to developing and maintaining a formal community recognition awards program to implement this policy, as more specifically set out in Procedure PR.636.GOV-Community Member Recognition Awards Program.

**3.0 SPECIFIC DIRECTIVES**

- 3.1 The Director of Education, or designate, will issue a call for nominations for Community Member Recognition Awards annually through the appropriate normal channels.
- 3.2 Nominations for an award under the Community Member Recognition Awards Program may be submitted in accordance with the procedures established to implement this policy.
- 3.3 A Community Member Recognition Awards Selection Committee shall be established annually as an ad hoc committee of the Board, for the sole purpose of reviewing nominations and making final decisions with respect to award recipients under the Community Member Recognition Awards Program (excluding the Chair's Award, which shall continue to be selected by the Chair). The members of the Committee will be the Chair, the Vice-Chair and up to three additional Trustees members appointed by the

Board. The Committee will meet following the closing date for nominations to select the award recipients.

- 3.4 Award recipients shall be selected by the Committee (or the Chair in the case of the Chair's award) in accordance with the established selection process and criteria.
- 3.5 Every three years, the Committee will also review the Community Member Recognition Awards Program, including the awards, criteria, eligibility for nomination and so on, and recommended changes, if any, will be presented to the Board for approval.
- 3.6 The Director is authorized to develop procedures to implement this policy.

## **4.0 REFERENCE DOCUMENTS**

Policy P.099.HR: Employee Recognition

Procedure PR.621.HR: Employee Recognition

Procedure PR.636.GOV: Community Member Recognition Awards Program



<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Member, Advocacy Strategy Committee
<b>No. To Be Appointed</b>	Up to 4 trustees
<b>Appointment Authority</b>	Board Motion – Minutes 23 April 2019
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	Chair of the Board and Vice-Chair
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	The mandate of the Advocacy Strategy Committee is to meet to prioritize advocacy issues and develop key messaging.
<b>Other Relevant Information</b>	Committee will meet at the call of the Chair at least once annually.
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidates Appointed</b>	1.
	2.
	3.



**EXCERPT FROM:****Board, 23 April 2019****7.5.b     Re-establish the Ad Hoc Advocacy Committee as a Special Purpose Committee**

Trustee Boothby, moved the recommendation in substitution for Trustee Scott.

**Moved by**                      Trustee Boothby

**Seconded by**                Trustee Braunovan

- 1. THAT the current Ad Hoc Committee to Develop an Advocacy Strategy be reconstituted as a Special Purpose committee to be known as the Advocacy Strategy Committee;**
- 2. THAT the membership of the Advocacy Strategy Committee comprise the chair and vice-chair of the board (ex officio) and up to four additional trustees;**
- 3. THAT the mandate of the Advocacy Strategy Committee be**
  - i. to develop an annual advocacy strategy for board approval;**
  - ii. to develop advocacy positions for board approval; and**
  - iii. to advise and support the chair on specific advocacy issues and key messaging as needed and in a timely way;**
- 4. THAT the Advocacy Strategy Committee meet at least once annually and on an as-required basis at the call of the Chair of the committee or at the request of the chair of the board; and**
- 5. THAT the current members of the Ad Hoc Committee to Develop an Advocacy Strategy appointed on 3 December 2018 be confirmed as members of the new Advocacy Strategy Committee for the term ending 30 November 2019.**

A recorded vote was held and was carried unanimously by those present:

FOR: Trustees Boothby, Braunovan, Blackburn, Campbell, Ellis, Lyra Evans, Hough, Jennekens, Penny, Schwartz and Scott  
(11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

**CARRIED**





OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## Building Brighter Futures Together at the Ottawa-Carleton District School Board



### Board Organizational Meeting – December 2, 2019

#### Appointment/Election Form

<b>Position</b>	Member, Board of Directors, Ottawa Student Transportation Authority (OSTA)
<b>Number To Be Appointed</b>	Positions: 2 trustees and 2 alternates To be appointed: 3 trustees (1 member for a two year term and 2 alternates for a one year term) (NOTE 1: <i>Trustee Blackburn was appointed to the OSTA Board of Directors in 2018 for a two-year term ending November 30, 2020</i> ) (NOTE 2: <i>The Chair and Vice-Chair may also serve as alternates if no appointed alternates are available.</i> )
<b>Appointment Authority</b>	Ministry/OCDSB/OCSB Consortium Plan and Policy P.127.TRA, Ottawa Student Transportation Authority
<b>Terms of Appointment</b>	Two year term with appointments being made in alternating years, as specified in Sections 5.3 and 5.4 of Policy P.127.TRA. 1. December 2, 2019 – November 30, 2021 (member, two year term) 2. December 2, 2019– November 30, 2020 (alternate) 3. December 2, 2019 – November 30, 2020 (alternate)
<b>Ex-officio position(s)</b>	Nil
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	OSTA is a separate, incorporated entity formed to benefit the OCDSB and the Ottawa Catholic School Board and its students by providing safe, effective and efficient student transportation services: The Board shall assign responsibility to the Board's representatives to: a) develop strategic direction and policy for OSTA; b) establish and perform ongoing reviews of the organizational structure and remuneration schedules of the employees of OSTA; c) Receive and review reports on the achievement of goals identified in the Service Level Agreement; d) Seek a financial mandate from the OCDSB Board. If a financial mandate for the current budget year is not available, the previous year's budget mandate shall be applied; e) Consult with the Board prior to any vote for material cost overruns of greater than 1 percent of the Board's financial mandate, or \$500,000 whichever is less, for transportation, excluding those costs resulting from bus route adjustments that are in keeping with the transportation policies until a service level agreement is executed; f) Reviewing and approving the annual budget of OSTA; g) Approving the cost sharing formulae between partner boards for transportation services;

	h) Establishing and performing ongoing reviews; and i) fostering and facilitating inter-board cooperation and sharing of information between OSTA and the OCDSB.
<b>Other Relevant Information</b>	Meetings are held monthly at 5:30 pm at Confederation Education Centre. <b>Note: The OSTA Annual General Meeting is scheduled for Monday, 9 December 2019.</b>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
<b>Candidates Appointed</b>	1.
	2.
	3.
	4.






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**POLICY P.127.TRA**
**TITLE: OTTAWA STUDENT TRANSPORTATION AUTHORITY**
**Date Issued: June 2009**
**Last Revised: 24 November 2015**
**Authorization: Board: 22 June 2009**


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**1.0 PURPOSE**

To establish the authority of the Ottawa Student Transportation Authority to act as the Board's agent with respect to the provision of transportation services to students of the Ottawa-Carleton District School Board (OCDSB).

**2.0 DEFINITIONS**

In this policy,

- 2.1 Board means the Board of Trustees of the Ottawa-Carleton District School Board (OCDSB).
- 2.2 District means the Ottawa-Carleton District School Board (OCDSB).
- 2.3 Ottawa Student Transportation Authority (OSTA) means a consortium established jointly by the Ottawa Catholic School Board and the Ottawa-Carleton District School Board.

**3.0 RESPONSIBILITY**

- 3.1 The Director of Education or designate will ensure that the structure of operating and/or service level agreements with the Ottawa Student Transportation Authority (OSTA) satisfy the requirements of the Ministry of Education.
- 3.2 The General Manager of OSTA will ensure that transportation services are provided to OCDSB students in the most effective and efficient manner possible.

**4.0 POLICY**

- 4.1 The Board shall recognize the Ministry of Education requirement for the provision of safe, effective and efficient student transportation services through a consortia delivery model.

- 4.2 The Board shall recognize the Ottawa Student Transportation Authority (OSTA), a consortium established jointly by the Ottawa Catholic School Board and the Ottawa-Carleton District School Board, as its agent for the provision of student transportation services.
- 4.3 OSTA shall provide transportation services to OCDSB pupils-as detailed in a service level agreement.
- 4.4 The Board shall establish transportation service standards to be included in the Service Level Agreement (SLA) with OSTA, including, but not limited to:
  - a) Eligibility standards based on distance, address (home or childcare), and program;
  - b) bell times over ten minutes; and
  - c) accessible transportation for students with special needs.
- 4.5 The components and service standards of the Service Level Agreement (SLA) shall be presented to the Board prior to its execution.

## 5.0 SPECIFIC DIRECTIVES

### Appointments

- 5.1 In accordance with OSTA By-Laws, the Board shall have four representatives appointed to the OSTA Board of Directors, including:
  - a) Director of Education;
  - b) Chief Financial Officer; and
  - c) Two trustees.
- 5.2 In addition, the Board shall appoint two trustees to serve as alternate representatives to the OSTA Board of Directors. The Chair and Vice-Chair of the Board may serve as alternates if no appointed representatives are available.

### Term of Office

- 5.3 Each appointed trustee representative shall normally be appointed for a two-year term. The terms shall be off-set by a year. Appointments will be made annually by the Board.
- 5.4 Each appointed alternate trustee representative shall be appointed for a one-year term. Appointments will be made annually by the Board.

### Delegated Authority

- 5.5 The Board is responsible for establishing service eligibility standards for the transportation of its students. The Board shall delegate responsibility for service delivery standards to OSTA, including, but not limited to:
  - a) Student transportation;
  - b) Empty seat management;
  - c) Stop distances from home;
  - d) Bell time changes of 10 minutes or less;
  - e) Hazard zones;
  - f) Weighted vehicle loading capacity; and
  - g) Transportation for students in joint custody arrangements and having two homes.

- 5.6 The Board shall assign responsibility to the Board's representatives to:
- a) develop strategic direction and policy for OSTA;
  - b) establish and perform ongoing reviews of the organizational structure and remuneration schedules of the employees of OSTA; and
  - c) Receive and review reports on the achievement of goals identified in the Service Level Agreement.

#### Financial Accountability

- 5.7 Prior to approving the annual OSTA budget, or interim budget adjustment, the Board's representatives shall,
- a) Seek a financial mandate from the OCDSB Board. If a financial mandate for the current budget year is not available, the previous year's budget mandate shall be applied; and
  - b) Consult with the Board prior to any vote for material cost overruns of greater than 1 percent of the Board's financial mandate, or \$500,000 whichever is less, for transportation, excluding those costs resulting from bus route adjustments that are in keeping with the transportation policies until a service level agreement is executed.

#### Financial Mandate

- 5.8 In their capacity as OSTA Board members, the Board's representatives are responsible for:
- a) Reviewing and approving the annual budget of OSTA;
  - b) Approving the cost sharing formulae between partner boards for transportation services; and
  - c) Establishing and performing ongoing reviews.

#### Communications

- 5.9 The Board's representatives are responsible for fostering and facilitating inter-board cooperation and sharing of information between OSTA and the OCDSB. This includes reporting regularly to the Board of Trustees and ensuring that the Board is aware of any major initiatives, challenges, and issues facing the OSTA Board of Directors.

#### Consultation

- 5.10 The District shall work in partnership with OSTA in undertaking major consultations with the stakeholder communities. Where required, the parties will collaborate.

#### Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- 5.11 The District is responsible for the confidential records of all its students. However, in keeping with the provisions of existing legislation, the Board will delegate the authority for care, custody, control and the responsibility for transportation records to OSTA. The District will work with the OSTA General Manager to manage requests under MFIPPA as required. This includes transportation records under the custody and control of OSTA.
- 5.12 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

## **6.0 REFERENCE DOCUMENTS**

Board Policy P.084.SCO: Student Safety Patrols

Board Policy P.040.SCO: Withdrawal of Transportation Privileges

Board Procedure PR.556.TRA: Student Transportation

Board Procedure PR.530.SCO: Withdrawal of Transportation Privileges



<b>Board Organizational Meeting – December 2, 2019</b>		
<b>Appointment/Election Form</b>		
<b>Position</b>	Member, Ottawa-Carleton Education Network (OCENET)	
<b>No. To Be Appointed</b>	2 trustees	
<b>Appointment Authority</b>	Policy P.015.GOV (attached) OCENET By-Law No. 1, Board of Directors (excerpt attached)	
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020	
<b>Ex-officio position(s)</b>	None	
<b>Eligibility Requirements</b>	Any member of the Board.	
<b>Mandate</b>	OCENET is a separate, incorporated entity formed to benefit the OCDSB and its students by generating revenues: a) through the sale of OCDSB products, programs and services; and b) by recruiting, accepting and placing fee-paying students in the OCDSB.	
<b>Other Relevant Information</b>	OCENET Board meetings are generally held twice a year in early December and in early April or May.	
<b>Nominees (nominations/volunteers)</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
4.		
<b>Candidates Appointed</b>	1.	
	2.	






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**POLICY P.015.GOV**
**TITLE: THE OTTAWA-CARLETON EDUCATION NETWORK INC. (OCENET)**

**Date issued: 17 April 1998**  
**Revised: 02 December 1998**  
**Authorization: Board: 14 April 1998**

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**1.0 PURPOSE**

To provide for the continuation of a separately incorporated entity, the Ottawa-Carleton Education Network Inc. (OCENET), to generate revenue for the benefit of the Ottawa-Carleton District School Board (OCDSB) and its students.

**2.0 POLICY**

- 2.1 The Board recognizes OCENET as a separate, incorporated entity formed to benefit the OCDSB and its students by generating revenues:
- a) through the sale of predecessor (CBE and OBE) and OCDSB products, programs and services;
  - b) by recruiting, accepting and placing fee-paying students in the OCDSB.

**3.0 SPECIFIC DIRECTIVES**

- 3.1 The operations of OCENET shall be governed by the by-laws of the corporation.
- 3.2 OCENET shall provide an annual audited financial report to the Board at fiscal year-end.
- 3.3 The Board reserves the right to review the operations of OCENET following receipt of this annual financial report.
- 3.4 OCENET shall have access to the entire OCDSB to achieve its objectives.
- 3.5 OCENET shall be the sole agent for the products, programs and services of the former OBE and CBE and the Ottawa-Carleton District School Board.
- 3.6 OCENET shall be the sole agent for recruiting, accepting and placing students who are visitors within the meaning of the *Immigration Act* (Canada) or who are in possession of a student authorization issued under that Act pursuant to section 49(6) of the *Education Act* (hereinafter referred to as "section 49(6) students") into the OCDSB.

- 3.7 OCENET shall establish a fee structure for section 49(6) foreign students attending elementary and secondary schools in the OCDSB which shall include the tuition fee to the Board as prescribed under the *Education Act*.

## **4.0 REFERENCES**

*Education Act*, 1998, § 49 (6), 170-171, 181  
*Immigration Act* (Canada)  
Ontario Regulation 81/97  
Board Policy P.021.FIN: Admission of Foreign Students  
OCENET By-laws



## BOARD OF DIRECTORS

### 4.1 *Board of Directors*

The role of the Board is to govern the organization. Subject to the provisions of any special resolution changing the number of directors, the affairs of the Corporation shall be managed by a Board of Directors (herein referred to as the "Board") consisting of a maximum of 7 voting Board Members, each of whom at the time of their election or within ten (10) days thereafter and throughout their term of office, will be a member of the Corporation.

#### 4.1.1 *Composition of Board*

- Up to three members from the community and private sector
- Two Trustees of the Ottawa Carleton District School Board as appointed annually by the Ottawa-Carleton District School Board Of Trustees
- The Director of Education, Ottawa-Carleton District School Board (ex-officio)
- One Senior staff member of the Ottawa-Carleton District School Board
- Executive Director, the Ottawa Carleton Education Network Inc. (non-voting)

The term of office for the 3 members of the community and private sector shall be decided by the Board of Directors and shall be reviewed annually. .

### 4.2 *Qualification*

Each director shall:

- 4.2.1 be at the date of the election of the person as, and thereafter remain throughout the term of office, a member of the Corporation who is qualified by the terms of section 8.2 to hold office;
- 4.2.2 be at least eighteen (18) years of age;
- 4.2.3 not be an undischarged bankrupt nor a mentally incompetent person; and
- 4.2.4 be a Canadian resident within the meaning of the *Income Tax Act (Canada)*, as same may be amended from time to time.

If a person ceases to be a member of the Corporation or becomes bankrupt or a mentally incompetent person, the person thereupon ceases to be a director, and the vacancy so created may be filled in the manner prescribed by section 4.5.

### 4.3 *Representation*

The election of directors shall take place at each annual general meeting of the Corporation by the members of the Corporation.





Board Organizational Meeting – December 2, 2019 Appointment/Election Form		
<b>Position</b>	Member, School Active Transportation Support Network Steering Committee	
<b>No. To Be Appointed</b>	1 trustee	
<b>Appointment Authority</b>	Board 24 June 2013	
<b>Terms of Appointment</b>	December 2, 2019 to November 30, 2020	
<b>Ex-officio position(s)</b>	Nil	
<b>Eligibility Requirements</b>	Any member of the Board.	
<b>Mandate</b>	<ul style="list-style-type: none"> <li>a. To establish a strategic direction for the School Active Transportation (SAT) Support Network that reflects priorities and commitments from each partner in the network.</li> <li>b. To establish Key Performance Indicators (KPI) that would determine the success of the SAT Support Network.</li> <li>c. To examine policies within their own organization, and at partner organizations, and make recommendations which individual representatives may take back to their respective organizations for evaluation and potential amendment.</li> <li>d. To review results of KPI data analysis and recommend changes to ensure continuous improvement of the SAT Support Network.</li> <li>e. To champion the SAT Support Network and other active transportation initiatives at their respective organizations and in the community at large.</li> <li>f. To review funding requirements for activities undertaken by the SAT Support Network and recommend and /or secure funding sources.</li> </ul>	
<b>Other Relevant Information</b>	Meetings will occur on a quarterly basis, or less if so determined by the Steering Committee's terms and conditions. A mix of daytime and evening meetings would be an option in order to accommodate availability of representatives.	
<b>Nominees (nominations/volunteers)</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
4.		
5.		
<b>Candidates Appointed</b>	1.	
	2.	



## **School Active Transportation Charter**

Walking, cycling, mobility devices, and many other forms of human-powered transportation, are currently used by thousands of students to get to school every day. These students, and their families, experience the benefits of using active modes of transportation in their mental and physical health and well-being, are better prepared to learn, and feel more connected to their communities.

As educators, and service-providers, it is within our power and responsibility to provide programs that support and promote safe, active and sustainable transportation for students today and for years to come. This charter reflects the principles of Ontario's Foundation for a Healthy School.

### **Physical and Mental Well-Being**

Daily exercise leads to a healthier body and mind, and a life-long commitment to taking care of oneself.

### **Safety and Accessibility**

Using a proactive approach to identify and address active transportation barriers and hazards with school and other community partners promotes safety for all travelers.

### **Enhanced Learning**

Physical activity, particularly before school, enhances the student's ability and desire to learn.

### **Leadership**

From School Board representative to student, every individual in the school and the community has the opportunity to "lead by example", and encourage others to participate in active transportation.

### **Community Cohesion and Appreciation**

Walking together, and appreciating the outdoors together, promotes community cohesion and greater care for the environment in which we live.

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**EXCERPT FROM:**

**Board Meeting  
24 June 2013**

135. b. iii. 3. Confirmation of the Trustee Representative to the School Active Transport Network Steering Committee

**Moved by Trustee Blackburn seconded by Trustee Funicello,  
THAT the appointment of Trustee Kavanagh to the School  
Active Transportation Support Network steering committee be  
confirmed.**

**- Carried, by consent –**



Board Organizational Meeting – December 2, 2019 Appointment/Election Form	
<b>Position</b>	Trustee and Alternate Trustee to work with the Chair and Vice-Chair to discuss agenda planning matters.
<b>No. To Be Appointed</b>	2 trustee (member and alternate)
<b>Appointment Authority</b>	Board By-laws and Standing Rules, Section 8.8, attached
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	Chair and Vice-Chair of the Board
<b>Eligibility Requirements</b>	Any member of the Board
<b>Mandate</b>	The purpose of agenda planning meetings is to facilitate the development of the annual agenda cycle and governance priorities, monitor the application of Board governing policies, review meeting agendas for compliance, timing and content, and review monthly meeting feedback and annual evaluation.
<b>Other Relevant Information</b>	Chair, Vice-Chair and trustee-at-large (or alternate) meets bi-weekly on Wednesdays at 12:30 p.m. in the administration building. <b>Note: First meeting scheduled for 04 December 2019.</b>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidates Appointed</b>	1.
	2.
	3.







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**EXCERPT FROM:****OCDSB By-laws and Standing Rules  
Revised 20 November 2018****8.0 MEETINGS OF THE BOARD**

- 8.8 The Board recognizes the importance and value of the planning the annual agenda cycle with respect to governance priorities, including monitoring the application of Board governance policies, reviewing meeting agendas for compliance, timing and content, reviewing monthly feedback and meeting effectiveness, and responding as necessary to emerging Board issues.

The Board shall annually appoint one trustee elected at large and one alternate who will work with the Chair and the Vice-Chair to discuss agenda planning matters and ensure effective agenda planning.





<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Alternate Trustees for Code of Conduct Duties
<b>No. To Be Appointed</b>	2 trustees (alternate)
<b>Appointment Authority</b>	Policy P.073.GOV Board Member Code of Conduct
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	None
<b>Eligibility Requirements</b>	Any member of the Board, with the exception of the Chair or Vice-Chair
<b>Mandate</b>	Section 4.2: Each year, the Board shall appoint two trustees to serve as alternate trustees to be used when the circumstances warrant that one or both trustees are needed in place of the Chair and/or Vice-Chair of the Board to carry out any of the duties required under this Code of Conduct.
<b>Other Relevant Information</b>	Alternates may be called up to investigate an informal or formal complaint made by a trustee against another trustee, as required.
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
<b>Candidates Appointed</b>	1.
	2.






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**POLICY P.073.GOV**
**TITLE: BOARD MEMBER CODE OF CONDUCT**

**Date issued: June 1999**  
**Revised: 26 April 2016**  
**Authorization: Board 10 May 1999**

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**1.0 OBJECTIVE**

To establish a standard of conduct and a mechanism for managing inappropriate conduct for Ottawa-Carleton District School Board members in discharging their duties as the legislative officers of the Board entrusted with the duty as fiduciaries to act at all times with the utmost good faith and respect in the best interests of the organization.

**2.0 DEFINITION**

In this policy,

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **Conflict of interest** exists when the decisions and/or actions of a trustee during the course of exercising his/her duties are affected by or perceived by another party or person to be affected by the trustee's personal, financial or business interest or the personal, financial or business interests of a relative, friend, and/or business associate of the trustee.
- 2.3 **District** means the Ottawa-Carleton District School Board.
- 2.4 **Fiduciary duty** means legal responsibility for what belongs to another, that is, trusteeship.
- 2.5 **Formal Review Process** means the process whereby a written, signed complaint of an alleged breach is formally investigated and a written response has been provided to the Board.
- 2.6 **Informal Review Process** means the process whereby the Chair of the Board meets with a trustee informally, and in private, to discuss an alleged breach and any remedial measures to correct the offending behaviour.
- 2.7 **Respect** means honouring oneself and others through words and actions, supporting diversity of beliefs, and treating the world and everything in it with dignity.

- 2.8 **Trustee** means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*, and includes student trustees who are elected by the Student Senate and Students' President Council to represent the interests of students on the Board.

### 3.0 POLICY

#### Code of Conduct

- 3.1 The Board believes that the conduct of its members is integral to the quality of work, the reputation and the integrity of the Board of Trustees.
- 3.2 All members of the Board shall be governed equally by this code of conduct and are expected to uphold the letter and spirit of this Code of Conduct.
- 3.3 The Code of Conduct shall apply to members of the Board with respect to issues raised by, and amongst, members of the Board.

#### Compliance with Legislation

- 3.4 Board members shall discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder, and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
- 3.5 Board members shall recognize that they are not immune from liability for illegal or negligent actions or for statements which may be considered libel or slander made in the course of a meeting or published (including publication by electronic means).

#### Integrity and Dignity of Office

- 3.6 Board members shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.7 Board members shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students of the entire District.
- 3.8 Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when representing the Board, attending Board events, or while on Board property.
- 3.9 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.

#### Avoidance of Personal Advantage and Conflict of Interest

- 3.10 Board members shall declare any direct or indirect pecuniary interest in a matter before the Board.
- 3.11 Board members shall not accept a gift, hospitality or benefits from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift,

hospitality or benefit could influence the member when performing his or her duties to the Board.

- a) Notwithstanding the above, in limited circumstances where it would be impolite or otherwise socially inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the Board and reported to the Chair or Vice-Chair, but may not be taken home for the trustee's home or personal use or enjoyment.
  - b) Acceptable gifts include holiday gifts such as fruit baskets or candy, inexpensive advertising and promotional materials such as pens or key chains, inexpensive awards to recognize service and accomplishment in civic, charitable, educational or religious organizations such as nominal gift certificates to book stores.
- 3.12 Board members shall not use the office of trustee or the resources of the District for personal gain, or to advance their interests or the interests of any family member or person or organization with whom or with which the member is associated.
- 3.13 Board members shall not use their office to obtain employment with the District for themselves or a family member.
- 3.14 Board members shall not use their office or any benefits derived therefrom for the purpose of seeking election or re-election to office.

#### Civil Behaviour

- 3.15 Board members shall not engage in conduct that would discredit or compromise the integrity of the Board during meetings of the Board or at any other time.
- 3.16 Board members shall not make allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, in bad faith or vindictive in nature against another member of the Board.
- 3.17 When expressing individual views, Board members shall respect the differing points of view of other Board members, staff, students and the public.
- 3.18 Board members shall, at all times, act with decorum and shall be respectful of other Board members, staff, students and the public.
- 3.19 All Board members shall endeavour to work with other Board members and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.
- 3.20 All Board members shall have regard for, and model, the behavioral expectations referenced in Policy P.012.GOV, Board Governance, Policy P.125.SCO, School Board Code of Conduct, and Policy P.009.HS: Respectful Workplace (Harassment Prevention).
- 3.21 All members of the Board shall understand their responsibility for contributing to a respectful workplace, and make every reasonable effort to resolve issues arising as a result of friction, conflict or disagreement in a respectful and professional manner that contributes to a healthy and productive workplace.

Respect for Confidentiality

- 3.22 Board members shall maintain the confidentiality of privileged information discussed in closed sessions.
- 3.23 Board members shall not use/disclose confidential information for any purpose, including for personal gain or to the detriment of the Board.
- 3.24 Board members shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Board member becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.
- 3.25 Board members shall ensure that any personal information collected, used or disclosed by him or her is done in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 3.26 A Board member's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions extends beyond their term as a trustee. Inappropriate use of confidential information may constitute a criminal breach of trust contrary to section 122 of the Criminal Code (Canada).

Upholding Decisions

- 3.27 All Board members shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 3.28 Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's By-Laws and Standing Rules, can be brought by a Trustee.
- 3.29 A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 3.30 Each Trustee shall comply with Board policies, procedures, By-Laws and Standing Rules.
- 3.31 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

**4.0 SPECIFIC DIRECTIVES**Role of the Chair/Presiding Officer

- 4.1 The Code of Conduct applies equally to all Board members including the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read Vice-Chair.



- 4.2 Each year, the Board shall appoint two trustees to serve as alternate trustees to be used when the circumstances warrant that one or both trustees are needed in place of the Chair and/or Vice-Chair of the Board to carry out any of the duties required under this Code of Conduct.
- 4.3 In no circumstance shall the trustee(s) who brought the complaint of a breach of the Code of Conduct or the trustee who is alleged to have breached the Code be involved in the management or administration of the review of the complaint.
- 4.4 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- 4.5 Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting shall be deemed to have breached this Code.
- 4.6 The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise his/her powers in a fair and impartial manner having due regard for every trustee's opinion or views.
- 4.7 The Chair of the Board or Presiding Officer shall follow the Board's By-Laws and Standing Rules. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.
- 4.8 Persistent improper use of the rules of order by the Chair or Presiding Officer is deemed to be a breach of this Code.
- 4.9 A Board member who believes that another Board member's behavior has been egregious, shall raise his or her concern with that Board member.
- 4.10 Where a conflict arises between Board members, opportunities for resolution should be sought, or may be presented, by the parties to the conflict in order to resolve the matter.

#### Identifying a Breach of the Code

- 4.11 A Board member who has reasonable grounds to believe that another Board member has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board through the Chair of the Board.

- 4.12 Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the alleged breach comes to the knowledge of the trustee reporting the alleged breach. Notwithstanding the foregoing, in no circumstance shall a review of an alleged breach of the Code be initiated after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- 4.13 There are two methods for conducting an investigation of an allegation of a breach of the Code of Conduct:
- i. Informal Review Process; or
  - ii. Formal Review Process.
- 4.14 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated using the Informal Review Process. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a trustee to a breach of the Code is to assist the trustee in understanding his/her obligations under the Code. Only serious and/or recurring breaches of the Code by a trustee should be investigated following the Formal Review Process.

#### Informal Review Process

- 4.15 The Chair of the Board, on his/her own initiative, or at the request of a trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a trustee of the Board who is alleged to have breached the Code, to discuss the alleged breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss possible remedial measures to correct the offending behaviour. The informal review process is conducted in private.
- 4.16 As a remedy, the parties may agree to a remedial measure that is appropriate to the nature of alleged breach, for example, an apology.
- 4.17 If the Chair of the Board and the trustee alleged to have breached this Code cannot agree on a remedy, a formal complaint may be brought against the trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Review Process below.

#### Formal Review Process

- 4.18 A Trustee who has reasonable grounds to believe that another trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:
- a) the name of the trustee who is alleged to have breached the Code;
  - b) a statement of fact about the alleged breach of the Code;
  - c) information as to when the breach came to the trustee's attention;
  - d) the grounds for the belief by the trustee that a breach of the Code has occurred;
- and

- e) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

If a written complaint is filed with the Chair of the Board then a Formal Review shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Review Process.

- 4.19 The Chair of the Board shall provide to all trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

#### Refusal to Conduct Formal Review

- 4.20 If the Chair and Vice-Chair of the Board are of the opinion that the complaint is:
- a) out of time;
  - b) trivial, frivolous, vexatious;
  - c) not made in good faith; or
  - d) there are no grounds or insufficient grounds for a formal review, a formal review shall not be conducted.

A confidential report stating the reasons for not conducting a formal review shall be provided to all trustees of the Board.

If the Chair and Vice-Chair of the Board cannot agree on the above then a full formal review shall be conducted.

- 4.21 If an allegation of a breach of the Code of Conduct, on its face, is with respect to the non-compliance of a Board policy with a separate and more specific complaints resolution procedure, the allegation shall be processed under that procedure.

#### Steps of Formal Review

- 4.22 If a formal review of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by:
- a) The Chair and Vice-Chair of the Board, if appropriate (see Section 4.1); or
  - b) Any two of the Chair, Vice-Chair and the alternate trustees (see Sections 4.2 and 4.3); or
  - c) An outside consultant chosen by the Chair and Vice-Chair.
- 4.23 The Chair and Vice-Chair shall determine if the formal review will be undertaken by an outside consultant.
- 4.24 Regardless of who undertakes the formal review, it shall be undertaken using the following steps:
- a) Procedural fairness and the rules of natural justice shall govern the formal review. The formal review will be conducted in private and, to the extent possible, protecting the confidentiality of the parties involved.

- b) The formal review may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the Code of Conduct.
  - c) The trustee who is alleged to have breached the Code of Conduct shall receive details of the allegation and have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal review and in writing.
  - d) It is expected that the formal review will be conducted within a reasonable period of time which will depend on the circumstances of the case. The trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of time as the investigators deem appropriate in the circumstance.
  - e) If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal review, the formal review will continue in his/her absence.
- 4.25 Once the formal review is complete, the investigators shall provide a confidential draft copy of their report containing the findings of fact to the trustee who is alleged to have breached the Code of Conduct and the trustee who brought the complaint for their written comment to the investigator(s). The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two trustees shall have up to ten (10) days (or such greater period of time as deemed appropriate by the investigators) from the receipt of the draft report to provide a written response.
- 4.26 The final report of the investigators shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.
- 4.27 If the Chair and Vice-Chair of the Board when conducting the formal review cannot agree on the final finding of facts, it shall be referred to an outside investigator to complete the formal review.

#### Suspension of Formal Review

- 4.28 If the investigators, when conducting the formal review, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal review shall be suspended until the police investigation, charge or matter under another *Act* has been finally disposed of. This shall be reported to the rest of the Board of trustees.

#### Decision

- 4.29 The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees shall be made as soon as practical after receipt of the final report by the Board.
- 4.30 The Board shall consider only the findings in the final report when voting on the decision and sanction. No trustee shall undertake his/her own investigation of the matter.

- 4.31 The determination of a breach of the Code of Conduct and the imposition of a sanction must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolution and the reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board elected or appointed.
- 4.32 Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- a) the security of the property of the Board;
  - b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
  - c) the acquisition or disposal of a school site;
  - d) decisions in respect of negotiations with employees of the Board; or
  - e) litigation affecting the Board.
- 4.33 The trustee who is alleged to have breached the Code of Conduct:
- a) may be present during the deliberations;
  - b) shall not participate in the deliberations;
  - c) shall not be required to answer any questions at that meeting; and
  - d) shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.
- 4.34 The trustee who filed the complaint may vote on the resolution to determine whether or not there is a breach and/or the imposition of a sanction.
- 4.35 The trustee who is alleged to have breached the Code shall not, in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except to appeal after the decisions have been made.

### Sanctions

- 4.36 If the Board determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
- 4.37 If the Board determines that a Board member has breached this Code of Conduct, the Board may impose one or more of the following sanctions:
- a) censure of the Board member;
  - b) barring the Board member from attending all or part of a meeting of the Board or a meeting of a committee of the Board; or
  - c) barring the Board member from sitting on one or more committees of the Board, for the period of time specified by the Board, not to exceed six months.

- 4.38 The Board shall not impose a sanction that is more onerous than the above but may impose one that is less onerous such as a warning. The Board has no power to declare the trustee's seat vacant.
- 4.39 A Board member who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to the members of the public.
- 4.40 A sanction barring a trustee from attending all or part of a meeting shall be deemed to be authorization for the trustee to be absent from the meeting, and therefore, not in violation of the *Education Act* regarding absences from meetings.

#### Appeal

- 4.41 If a Board determines that a Board member has breached this Code of Conduct, the Board shall:
- a) give the Board member written notice of the determination and of any sanction imposed by the Board;
  - b) the notice shall inform the Board member that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice has been received by the Board member; and
  - c) consider any submissions made by the Board member and shall confirm or revoke the determination within 14 days after the submissions are received from the Board member.
- 4.42 If the Board revokes a determination any sanction imposed by the Board is also revoked.
- 4.43 If the Board confirms a determination that a Board member has breached this Code of Conduct, the Board shall, within the 14 days above, confirm, vary or revoke the sanction(s) imposed by the Board.
- 4.44 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made by the Board.
- 4.45 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Board members elected or appointed.
- 4.46 The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Board member alleged to have breached the Code of Conduct shall not vote on those resolutions. The Board member who brought the complaint may vote.

- 4.47 The Board member who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
- 4.48 If appropriate, the original sanction may be stayed pending consideration of the appeal by the Board of the determination or sanction.

#### Administrative Matters

- 4.49 The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:
- a) Make a determination that a Board member has breached this Code of Conduct;
  - b) Impose a sanction on a Board member for a breach of this Code of Conduct;
  - c) Confirm or revoke a determination regarding a Board member's breach of this Code of Conduct; and
  - d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Board member's breach of this Code of Conduct.
- 4.50 The meeting may be closed to the public if the breach or alleged breach involves:
- a) The security of the property of the Board;
  - b) The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
  - c) The acquisition or disposal of a school site;
  - d) Decisions in respect of negotiations with employees of the Board; or
  - e) Litigation affecting the Board.
- 4.51 A Board member who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above with regard to the alleged breach(s).
- 4.52 In an election year, a Code of Conduct complaint respecting a trustee who is seeking re-election shall not be initiated during the period 1 September and ending after the first Board meeting following the election. If the trustee who is the subject of the complaint is not re-elected, no review shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.
- 4.53 The Statutory Powers Procedure Act does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*. No formal trial-type hearing will be conducted.
- 4.54 Nothing in this Code of Conduct prevents a Board member's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

## **5.0 REFERENCE DOCUMENTS**

The *Education Act* of Ontario and Regulations under the *Education Act*  
*Municipal Conflict of Interest Act*, 1996

*Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M56  
School Board Handbook, Ontario Public School Boards' Association (OPSBA), 1998  
OCDSB By-laws and Standing Rules,  
Board Policy P.012.GOV: Board Governance  
Board Policy P.025.GOV: Board Member Conflict of Interest  
Board Policy P.125.SCO, School Board Code of Conduct  
P.009.HS: Respectful Workplace (Harassment Prevention)  
Board Procedure PR.625.HR: Corporate Code of Conduct for Business Relationships





<b>Board Organizational Meeting – December 2, 2019</b>		
<b>Appointment/Election Form</b>		
<b>Position</b>	Trustee Mentor for Student Trustees	
<b>No. To Be Appointed</b>	1 trustee	
<b>Appointment Authority</b>	Board minutes – 1 December 2003	
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020	
<b>Ex-officio position(s)</b>	None	
<b>Eligibility Requirements</b>	Any member of the Board.	
<b>Mandate</b>	<p>On December 1, 2003 the Board adopted the following motion, “THAT the Board appoint a Trustee Mentor for the Student Trustees to provide assistance to the student trustees on protocol and other issues”.</p> <p>A Trustee Mentor for Student Trustees has been appointed since 2003.</p>	
<b>Other Relevant Information</b>	Policy P.017.GOV, Student Trustees	
<b>Nominees (nominations/volunteers)</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
<b>Candidate Appointed</b>	1.	

<b>Confirmed</b>	Moved by:	Seconded by:
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**POLICY P.017.GOV**
**TITLE: STUDENT TRUSTEES**
**Date Issued: 16 April 2004**
**Last Revised: 26 June 2017**
**Authorization: Board: 13 April 2004**


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**1.0 OBJECTIVE**

- 1.1 To provide for matters relating to Student Trustees in accordance with the *Education Act* and its regulations.
- 1.2 To establish opportunities for students to become informed and involved in Board governance.
- 1.3 To provide for the payment of honoraria for Student Trustees and resources for Student Trustees to fulfill their responsibilities.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **District** means the Ottawa-Carleton District School Board.
- 2.3 **Student Trustee** means an elected student representative to the Board.
- 2.4 **Student Presidents' Council** means the organization composed of student presidents and co-presidents from each secondary school.
- 2.5 **Student Senate** means a committee comprised of one student voting representative per secondary school (grades 10, 11 or 12) that advises Student Trustees and represents students on Board Standing and Advisory Committees.
- 2.6 **Student Trustee Candidate** means a student elected by students at their secondary school to seek election for the office of Student Trustee.

**3.0 POLICY**

- 3.1 Student Trustees are elected student representatives responsible for promoting and advancing the interests of pupils.
- 3.2 The Board shall have two Student Trustees.
- 3.3 The Board recognizes the value and mentorship that comes when a Student Trustee serves two consecutive terms. Whenever possible, a Student Trustee serving their first-year is encouraged

to consider seeking election for a second term of office in accordance with election directives and qualifications below.

- 3.4 A Student Trustee's term of office begins on August 1 of the year in which the student is elected and ends on July 31 of the following year.
- 3.5 Appropriate Board documents and reasonable access to the District's electronic mailing system shall be provided to Student Trustees.

## **4.0 SPECIFIC DIRECTIVES**

### **Elections**

- 4.1 Every Secondary school shall hold an election for the position of Student Trustee Candidate before April 15 in each year.
- 4.2 Where students express interest in running for Student Trustee Candidate elections, each secondary school shall directly elect one Student Trustee Candidate.
- 4.3 The District shall hold an election for the office of Student Trustee no later than April 30 in each year.
- 4.4 Student Trustees shall be elected from the list of Student Trustee Candidates. The elections shall be done indirectly by a plurality of votes of the combined-incumbent Student Senate and the incumbent Student Presidents' Council. Each member of the Student Senate shall be entitled to one vote. Each secondary school's delegation of presidents shall be entitled to one vote.
- 4.5 As per the Board's by-laws, in the event of a tie vote, a second ballot shall be held between or amongst the members involved in the tie, to break the tie. If a vote results again in a tie, the members involved shall draw cards to determine the results, using Bridge Convention to determine ranking of cards.
- 4.6 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and the Student Senate and Student Presidents' Council shall jointly elect a replacement through a by-election from the list of elected Student Trustee Candidates.

### **Qualifications**

- 4.7 A Student Trustee must be elected from the list of Student Trustee Candidates.
- 4.8 A Student Trustee must be a full-time pupil of the District in the senior division.
- 4.9 A Student Trustee may not be serving a sentence of imprisonment in a penal or correctional institution.
- 4.10 A Student Trustee will be disqualified if the student is absent without approval of the Board from three consecutive regular Board meetings which s/he has been designated to attend.
- 4.11 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position. If a Student Trustee fails to resign for disqualification purposes, the Student Trustee shall be removed from office by the Director of Education or Designate.

- 4.12 If a Student Trustee wishes to resign, the student must notify the Board Chair and the chair of the Student Senate in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

### **Meetings of the Board**

- 4.13 A Student Trustee shall have the same opportunities as a member of the Board for participation at meetings of the Board, including Committee of the Whole and Committee of the Whole – in camera, with the exception of a meeting that is closed to the public where the subject matter under consideration involves the disclosure of intimate, personal, or financial information in respect of a member of the Board, or committee, an employee or prospective employee of the District, or a pupil or his or her parent or guardian (clause 207 (2) (b) of the *Education Act*).\*
- 4.14 A Student Trustee may speak to any matter before the Board, in accordance with the Board Governance Bylaws. Such participation shall provide for a student perspective to be heard at the table, and for feedback to students regarding Board discussions and Board decisions.
- 4.15 When representing the views of the majority of the members of the Student Senate, the Student Trustee shall so indicate.
- 4.16 A Student Trustee is able to attend a standing or advisory committee meeting of the Board. However, a Student Trustee shall not replace the role of the Student Senate members appointed in accordance with P.010.GOV: Community Involvement on Board Standing Committees.
- 4.17 A Student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
- 4.18 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, and if no member of the Board moves the suggested motion, the record shall show the suggested motion.
- 4.19 Student Trustees may indicate during Board debate or at the conclusion of debate prior to wrap-up their views on a motion under consideration and may request that their views be recorded in the minutes of the Board meeting.
- 4.20 A Student Trustee is entitled to require that a matter before the Board be put to a recorded vote, and in that case there shall be:
- a) a recorded non-binding vote that includes the Student Trustee's vote; and
  - b) a recorded binding vote that does not include the Student Trustee's vote.

### **Resources and Training, Honorarium, and Reimbursement of Expenses**

- 4.21 A Student Trustee shall have the same status as a Board member with respect to access to Board resources and opportunities for training.
- 4.22 A Student Trustee shall receive the maximum honoraria prescribed in the *Education Act* and/or regulations issued thereunder. The honorarium may be paid as a scholarship upon conclusion of the term.
- 4.23 The honoraria shall be prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.

- 4.24 The District shall reimburse Student Trustees for reasonable out-of-pocket expenses in accordance with Board member policy and procedures.
- 4.25 Student Trustees shall conform to the Code of Conduct required of Board members.
- 4.26 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.
- 4.27 The Student Senate shall advise the Board as soon as possible following an election or by-election of the names of the Student Trustees elected and the District shall provide the Ministry with such names, not later than 30 days after the date of the election or by-election.

## 5.0 REFERENCE DOCUMENTS

The *Education Act*, § 55; 191.2 and *Education Act* Regulation 7/07

Board By-Laws and Standing Rules

Board Policy P.004.GOV: Board Member Honoraria

Board Policy P.010.GOV: Community Involvement on Board Standing Committees

Board Policy P.039.FIN: Travel, Meal and Mileage Claims

Board Policy P.113.GOV: Student Senate

Board Procedure PR.503.GOV: Trustee Expenses for Professional Development, Constituency Communications and Support Services



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## Building Brighter Futures Together at the Ottawa-Carleton District School Board



### Board Organizational Meeting – December 2, 2019 Appointment/Election Form

<b>Position</b>	Non-voting member, Student Senate	
<b>No. To Be Appointed</b>	2 trustees (1 member and 1 alternate)	
<b>Appointment Authority</b>	Board minutes – 10 May 2004 Board Policy P.113.GOV Student Senate (attached)	
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020	
<b>Ex-officio position(s)</b>		
<b>Eligibility Requirements</b>	Any member of the Board.	
<b>Mandate</b>	<p>(a) to advise the Student Trustees in matters relating to students of the Ottawa-Carleton District School Board and the business of the Board;</p> <p>(b) to elect two of the student members, to serve as Student Trustees;</p> <p>(c) to elect student members from the Senate as observers at Board standing and advisory committees;</p> <p>(d) to determine a process for communicating information to their student councils and to the students at their schools and, where appropriate, feeder schools; and</p> <p>(e) to advise the Board as soon as possible following an election or by-election of the names of the student trustees elected as well as the names of members of the Student Senate appointed to Board standing and advisory committees.</p>	
<b>Other Relevant Information</b>	Meeting monthly during school year. <b>Note: First meeting scheduled for 5 December 2019.</b>	
<b>Nominees (nominations/volunteers)</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
4.		
5.		
<b>Candidates Appointed</b>	1. member:	
	2. alternate:	








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**POLICY P.113.GOV**
**TITLE: STUDENT SENATE**
**Date Issued: June 2007**
**Last Revised: 26 June 2017**
**Authorization: Board: 12 June 2007**


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**1.0 OBJECTIVE**

To establish a Student Senate (SS) that will provide opportunities for students to become informed and involved in Board governance and to understand the issues and operation of public education.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **District** means the Ottawa-Carleton District School Board.
- 2.3 **Student Trustee** means an elected student representative to the Board.
- 2.4 **Student Presidents' Council** means the organization composed of student presidents and co-presidents from each secondary school.
- 2.5 **Student Senate** means a committee comprised of one student voting representative per secondary school (grades 10, 11 or 12) that advises Student Trustees and represents students on Board Standing and Advisory Committees.
- 2.6 **Student Trustee Candidate** means a student elected by students at their secondary school to seek election for the office of Student Trustee.

**3.0 POLICY**

- 3.1 The Board shall establish a Student Senate whose mandate shall be:
  - a) to advise the Student Trustees in matters relating to students of the Ottawa-Carleton District School Board and the business of the Board;
  - b) to promote student voice and to encourage students, particularly students in grades 9 and 10, to consider opportunities for student governance; such as student council, Student Senate, and Student Trusteeship;
  - c) to elect two of the Student Trustee Candidates to serve as Student Trustees;

- d) to elect student members from the Senate as observers at Board standing and advisory committees;
  - e) to determine a process for communicating information to their student councils and to the students at their schools and, where appropriate, feeder schools; and
  - f) to advise the Board as soon as possible following an election or by-election of the names of the student trustees elected as well as the names of members of the Student Senate appointed to Board standing and advisory committees.
- 3.2 A member of the Student Senate shall:
- a) represent the interests of students at Student Senate meetings; and
  - b) liaise, represent and gather information with and to their Student Councils and to the students at their schools and, as appropriate, to feeder schools on topics pertaining to students and their schools which have been discussed at Senate meetings, as well as other matters of interest to students and their schools.
- 3.3 The term of office for a member of the Student Senate will begin on August 1 of the year in which the member is elected and ends on July 31 of the following year. A member can be re-elected in accordance with elections directives and qualifications below.

## 4.0 SPECIFIC DIRECTIVES

### Senate Membership

- 4.1 The Senate will consist of:
- a) one student voting member from each secondary school in grades 10, 11, or 12, to be known as members of the Student Senate;
  - b) two non-voting Student Trustees;
  - c) two non-voting Board members as determined by the Board, one to serve as member and one as an alternate;
  - d) one school administrator (principal or vice-principal) appointed by the Director of Education as staff advisor; and
  - e) the Director of Education or designate as administrative liaison.

### Meetings of the Student Senate

- 4.2 The elected Student Trustees shall co-chair the Student Senate.
- 4.3 Members of the Student Senate are expected to attend meetings of the Student Senate. A member of the Senate, excluding the Co-Chairs, who participates in a meeting by electronic means is considered to be-present at the meeting and will be recorded in the attendance for the meeting. Given that the member must be able to be heard and hear all other participants in the meeting, audio-teleconferencing will be the electronic means used.
- 4.4 Prior to the end of the school year, the newly elected members of the Student Senate will meet with the incumbent Senate members for in-service preparation and to define the Senate's internal structure for the coming school year.

### Meetings of the Board and its Committees

- 4.5 The representative of the Student Senate elected to a standing and/or an advisory committee may speak to any matter before such committee, in accordance with the Governance Bylaws. Such participation shall provide for a student perspective to be heard at the table and for feedback to students regarding committee decisions.
- 4.6 Appropriate Board documents shall be provided to members of the Student Senate.

#### Quorum

- 4.7 A quorum exists if members of the Student Senate from 35% or more of the secondary schools and one Board member or administrator are present at a duly scheduled meeting of the Senate.

#### Budget

- 4.8 A budget for the operation of the Senate will be established annually and managed by the staff advisor to the Senate in the Board's approved expenditure budget from which members of the Student Senate shall be reimbursed for out-of-pocket expenses incurred in fulfillment of their responsibilities, and in accordance with Board policies and procedures.

#### Election of Student Senators

- 4.9 Each secondary school shall describe in its Student Council's constitution a process for electing the school's member of the Student Senate, and shall provide that the members of the Student Senate shall be a member of the school's Student Council.
- 4.10 Students will be elected by May 31 of each year to represent the school for the coming school year as student members on the Student Senate.
- 4.11 Each school's election process shall also describe a replacement process should a student member resign from the Senate, fail to maintain regular attendance or otherwise become disqualified to serve as a member of the Student Senate.

#### Qualifications

- 4.12 A member of the Student Senate is disqualified from office and the position is deemed vacant if:
- a) the student is no longer enrolled as a full-time student in a secondary school of the Board; or
  - b) the student is absent from three consecutive meetings without just cause of the Student Senate or from three consecutive regular meetings of a Board committee which s/he has been designated to attend.
- 4.13 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

## **5.0 REFERENCE DOCUMENTS**

The *Education Act*, § 55; 191.2 and *Education Act Regulation 07/07*

Board By-Laws and Standing Rules

Board Policy P.004.GOV: Board Member Honoraria

Board Policy P.010.GOV: Community Involvement on Board Standing Committees

Board Policy P.017.GOV: Student Trustees

Board Policy P.018.GOV: Electronic Meetings of the Board and Committees

Board Policy P.039.FIN: Travel, Meal and Mileage Claims

Board Procedure PR.503.GOV: Trustee Expenses for Professional Development, Constituency Communications and Support Service





<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Non-voting member for Advisory Committee for Extended Day and Child Care Programs
<b>No. To Be Appointed</b>	1 trustee
<b>Appointment Authority</b>	Board Policy P.111.GOV
<b>Term of Appointment</b>	December 2, 2019 – November 30, 2020
<b>Ex-officio position(s)</b>	None
<b>Eligibility Requirements</b>	Any member of the Board.
<b>Mandate</b>	<p>Policy P.111.GOV § 3.1:</p> <ol style="list-style-type: none"> <li>1. Provide ongoing advice to the Board on the management, delivery and implementation of the extended day child care programs;</li> <li>2. Advise with respect to the development of policy with regard to extended day programming and child care to ensure successful delivery of programming for early learners;</li> <li>3. Establish a forum for stakeholders to collaborate and share experience across related sectors;</li> <li>4. To be an advocacy voice for excellence in extended day initiatives across the District; and</li> <li>5. Ensure that the members and representatives have current public information about extended day, child care and full-day kindergarten to communicate to their communities in Ottawa.</li> </ol>
<b>Other Relevant Information</b>	<p>Meetings are held four times per year in the evening at the Administration building.</p> <p><b>Next meeting is scheduled for 29 January 2020 at 7:00 p.m.</b></p>
<b>Nominees (nominations/volunteers)</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
<b>Candidate Appointed</b>	1.






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## POLICY P.111.GOV

### TITLE: **ADVISORY COMMITTEE FOR EXTENDED DAY AND CHILD CARE PROGRAMS**

**Date issued: 28 January 2014**

**Last revised:**

**Authorization: Board: 28 January 2014**

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## 1.0 OBJECTIVE

To establish an advisory committee for extended day and child care programs to assist the Board of Trustees to meet its commitment to the provision of quality programming in extended day and child care programs.

## 2.0 DEFINITIONS

In this policy,

- 2.1 **Day Care Programs** means programs which cater to children who are not yet of school-age (toddler, preschool) for whom care will be provided during the day, during the school year, and in the summer.
- 2.2 **Extended Day Program** means the program delivered to school-age children between the ages of 4 and 12 before school, after school, over the Christmas holidays, during March Break, and over the summer.
- 2.3 **Child Care Council** means the formal council of representative child care providers from across the city.
- 2.4 **Community Partners (Child Care Agencies)** means child care agencies who have entered in agreements with the District to deliver extended day or day care programs on behalf of the District.
- 2.5 **District** means the Ottawa-Carleton District School Board.

## 3.0 POLICY

- 3.1 The Advisory Committee for Extended Day and Day Care Programs shall:
  - a) Provide ongoing advice to the Board on the management, delivery and implementation of the extended day child care programs;
  - b) Advise with respect to the development of policy with regard to extended day programming and child care to ensure successful delivery of programming for early learners;

- c) Establish a forum for stakeholders to collaborate and share experience across related sectors;
- d) To be an advocacy voice for excellence in extended day initiatives across the District; and
- e) Ensure that the members and representatives have current public information about extended day, child care and full-day kindergarten to communicate to their communities in Ottawa.

## 4.0 SPECIFIC DIRECTIVES

- 4.1 Participation in the Committee shall be voluntary and open to individual members of the District community and to stakeholder organizations with an interest in early learning programs.
- 4.2 The Committee shall be comprised of 16 members.
- 4.3 Voting members shall include:
  - a) Five parents of elementary school-age children enrolled in schools across the District to the extent possible to be broadly reflective of a diversity of school communities and a diversity of experiences with the extended day and child care programs offered in District schools;
  - b) One representative from the Parent Involvement Committee (PIC);
  - c) One representative from the Ottawa-Carleton Assembly of School Councils (OCASC);
  - d) One representative from the Special Education Advisory Committee (SEAC); and
  - e) One representative from the Advisory Committee on Equity (ACE).
- 4.4 Non-voting members shall include:
  - a) One trustee as appointed by the Board of Trustees;
  - b) One Superintendent of Instruction or designate appointed by the Director;
  - c) One representative from the Child Care Council;
  - d) Three community partners (child care agencies); and
  - e) One representative from Ontario Secondary School Teachers Federation Student Support Professionals Bargaining Unit.
- 4.5 Support staff to the Committee shall be assigned by the Director or designate and may include:
  - a) One elementary school principal;
  - b) System Principal of Early Learning; and
  - c) Manager of Early Learning.



Roles and Responsibilities of Members

- 4.6 All members of the committee shall:
- a) Demonstrate a commitment to the delivery of excellence in early learning and child care programs in the District through the work of the Committee;
  - b) Attend committee meetings;
  - c) Review all relevant material(s) prior to the meetings;
  - d) Participate in Committee and sub-committee work as required; and
  - e) Provide input and/or feedback and raise issues as is the duty of a representative of a Board Special Purpose, ad-hoc or advisory committee.
- 4.7 The Chair of the Committee shall:
- a) plan the agenda in consultation with the Superintendent of Instruction or designate;
  - b) chair the committee meetings;
  - c) act as the spokesperson and representative of the committee in communicating with the Director of Education, Board of Trustees and the public; and
  - d) review the minutes with the secretary before circulating them to members.

Term of Office

- 4.8 The term of office of a voting member shall be two years. The term of office will begin on December 01 and end November 30. Members may serve no more than two consecutive terms of office.

Elections and Appointments

- 4.9 Members of the committee shall be elected or appointed before the first committee meeting of the school year which shall be held no later than October 31 of each year.
- 4.10 The Committee shall:
- a) elect a Chair and Vice-Chair for one year from the voting community members for a one year term; and
  - b) subject to the election or appointment process, allow a member of the Committee to be re-elected or re-appointed to the position of Chair or Vice-Chair for more than one term.
- 4.11 The Committee shall review its membership annually. A membership sub-committee of three to five members that must include two members of the executive shall post a notice to initiate an "invitation of interest" for voting members and an application process for community and non-voting members.

Sub-Committee

- 4.12 The Committee shall establish a sub-committee to review its membership annually. The sub-committee shall include three to five members, including Chair and/or Vice-Chair.
- 4.13 The sub-committee shall establish a process for the appointment of new members which includes:

- a) expressions of interest from persons interested in being parent/guardian members;
  - b) expressions of interest from community partners (child care agencies);
  - c) requests for nominees to represent PIC, OCASC, SEAC and ACE and the Child Care Council; and
  - d) requests to the Director of Education or designate for the names of staff representatives on the Committee.
- 4.14 All notices, requests and invitations for expressions of interest shall include:
- a) a summary of the position, including the term of office of the appointment;
  - b) describe the process for making an application;
  - c) note the deadline for application;
  - d) provide the name and contact information of the person(s) responsible for managing the process; and
  - e) be posted through a variety of methods to ensure awareness of the application process throughout the jurisdiction of the District. Such methods may include, but are not restricted to, advertisements in District newsletters, advertisements in newspapers, notices in schools, notices on the District's website, and on school websites.
- 4.15 The sub-committee shall review all applications and shall make a recommendation to the Committee for appointments.
- 4.16 The Committee shall have final approval of the appointment of all voting members, and non-voting members, unless otherwise specified.

#### Vacancies

- 4.17 A vacancy in the membership of the Committee does not prevent the Committee from delivering on its mandate.
- 4.18 In the event that a voting member vacates his or her position during the appointed term, the Committee may appoint another individual to the position for the remainder of the term.
- 4.19 To replace a non-voting member, the Board or District shall appoint another individual to the position for the remainder of the term.

#### Meetings

- 4.20 The Committee shall meet at least six times per school year.
- 4.21 All meetings of the Committee shall be open to the public and be held in a location that is accessible.
- 4.22 Notice of each regular meeting shall be provided to all members of the Committee at least five days before the meeting. Notice may be by email, by telephone and/or by posting to the District website.

- 4.23 A meeting cannot achieve quorum unless a majority of voting members are present. Majority is 50 percent plus one.
- 4.24 Non-voting members of the Committee shall have all the rights and obligations of voting members except that they may not move, second, or vote on a motion and they are not part of the count for quorum.
- 4.25 The rules of order for the conduct of meetings shall be consistent with the OCDSB By-laws and Standing Rules.

#### Reporting Requirements

- 4.26 The Committee shall provide an annual report to the Board of Trustees in June of each year. This report shall summarize the activities and achievements of the Committee over the year and outline its plans for the upcoming year.

## **5.0 REFERENCE DOCUMENTS**

*Education Act* and Regulations

OCDSB By-laws and Standing Orders

Board Policy P.001.GOV: Policy Development and Management

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.065.GOV: Advisory Committees to the Board





Board Organizational Meeting – December 2, 2019 Appointment/Election Form		
<b>Position</b>	Non-voting member, Advisory Committee on the Arts	
<b>No. To Be Appointed</b>	1 or more trustees	
<b>Appointment Authority</b>	Volunteer	
<b>Term of Appointment</b>	December 2, 2019 to November 30, 2020	
<b>Ex-officio position(s)</b>	Chair	
<b>Eligibility Requirements</b>	Any member of the Board	
<b>Mandate</b>	<p>The Advisory Committee on the Arts (ACA) promotes the arts as a vital component of learning for OCDSB students. The ACA helps: champion the arts: dance, drama, music and visual arts, enrich arts programs and celebrate teaching excellence. The ACA is an independent advisory committee to the OCDSB. Its members include parents, teachers, school administrators, trustees, municipal staff, and representatives of the local arts community.</p>	
<b>Other Relevant Information</b>	<p>Policy P.065.GOV            To provide advice, recommendations and support to the Board.            The ACA meets on the fourth Monday of each month (with some exceptions) at 7:00 pm, at Fisher Park Public School.  <b>Note: First meeting scheduled for January 27, 2020</b></p>	
<b>Volunteers</b>		
<b>Number</b>	<b>Name</b>	
1.		
2.		
3.		
4.		
5.		
<b>Candidate Appointed</b>	1.	






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**POLICY P.065.GOV**
**TITLE: ADVISORY COMMITTEES TO THE BOARD**
**Date issued: August 1998**
**Last Revised: 25 November 2014**
**Authorization: Board: 25 November 2014**


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**1.0 OBJECTIVE**

To provide for the establishment of advisory committees to provide advice, recommendations and support to the Board.

**2.0 POLICY**

- 2.1 The Board welcomes the advice and support of advisory groups which:
  - a) serve as a forum for involving significant constituencies and experts with a major interest in education, and which are not adequately represented by existing groups such as school councils; and
  - b) promote educational goals recognized by the Board as having a clear benefit for a significant number of its students.
- 2.2 Advisory committees shall provide advice to the Board through an appropriate Standing Committee.
- 2.3 When determining membership, electing a chair and such other officers as may be appropriate, and conducting meetings and activities, each advisory committee shall operate in an open and democratic manner, and in accordance with the policies and procedures of the Board.
- 2.4 Trustees and staff may be non-voting members of any approved advisory committee to the Board. The Chair of the Board shall be, ex officio, a member of all advisory committees approved by the Board.

**3.0 SPECIFIC DIRECTIVES**

- 3.1 Upon review of its proposed mandate, composition, objectives and anticipated activities, an advisory committee may be recommended by the appropriate Standing Committee to the Board for approval.

3.2 Each approved advisory committee listed in Attachment 1 of this policy shall provide an annual report to the Board through the June meeting of the Committee of the Whole summarizing its activities and achievements during the past year, and providing for the coming year a proposed plan of activities, membership and, for inclusion on the Board meeting calendar, a proposed meeting schedule.

3.3 In accordance with 3.1 above, when submitting the committee's annual report to the Board, the following items shall be included in the submission:

- a) confirmation of the election, by the June Committee of the Whole meeting of each school year, of a chair for the following year [name of chair to be included];
- b) evidence that, by 1 June of the current year, the committee has invited new members to join for the following year through two or more of the following avenues:
  - (i) public service announcements placed with the media;
  - (ii) articles or advertisements in community newspapers across the jurisdiction;
  - (iii) inserts in the Board's regular paid advertisements in Ottawa daily newspapers;
  - (iv) postings to the District web site.

*Note:* Internal communications, for example minutes of advisory committee meetings, do not satisfy the requirements of 3.3 above.

3.4 Advisory committees listed in Attachment 1 of this policy which fail to submit by the June Committee of the Whole meeting of the current year the annual report required in 3.3 above, including:

- a) a proposed plan of activities;
- b) proposed membership for the following year, which shall include members of the public at large recruited in accordance with 3.3 b) of this policy; and
- c) a proposed meeting schedule for the following year,

shall be deemed to have completed their mandate, and shall not be recognized by the Board as advisory committees for the following school year.

3.5 By 30 June of each year, following a review of each advisory committee's annual report, the Board may renew or discontinue any advisory committee.

3.6 The Board shall support its approved advisory committees by providing:

- a) reasonable electronic and other access by the chair of each committee to publicly available agenda materials and other information; and
- b) permission to book available meeting space in Board facilities provided there is no additional cost to the Board.

Staff support will not be provided to advisory committees.



- 3.7 Subject to annual budget deliberations, provision of a budget for distribution of agenda and meeting materials may be considered for any advisory committees currently approved by the Board.
- 3.8 When a new group seeks approval for advisory committee status, the group shall submit a plan outlining a proposed mandate and terms of reference to the appropriate Standing Committee of the Board. This plan shall include proposed activities and objectives, and shall provide for annual recruitment of members, election of a chair, and reporting to the Board in accordance with 3.1, 3.2 and 3.3 of this policy.

## **4.0 APPENDICES**

Attachment 1: Board-approved Advisory Committees

## **5.0 REFERENCE DOCUMENTS**

*Board By-laws, Committees, Section 18.0*

*Board By-laws and Standing Rules, Annex 2*

Board Policy P.010.GOV: Community Involvement on Board Standing Committees



P.065.GOV

Attachment 1

Advisory Committees to the OCDSB  
- As Confirmed by the Board 24 September 2012 –

1. Arts Advisory Committee
2. Alternative Schools Advisory Committee
3. Advisory Committee on Equity



<b>Board Organizational Meeting – December 2, 2019</b>	
<b>Appointment/Election Form</b>	
<b>Position</b>	Non-voting member, Alternative Schools Advisory Committee
<b>No. To Be Appointed</b>	1 or more trustees
<b>Appointment Authority</b>	Volunteer
<b>Term of Appointment</b>	December 2, 2019 to November 30, 2020
<b>Ex-officio position(s)</b>	Chair
<b>Eligibility Requirements</b>	Any member of the Board
<b>Mandate</b>	To provide advice, recommendations and support to the Board.
<b>Other Relevant Information</b>	<p>Policy P.065.GOV, Advisory Committees to the Board            The ASAC normally meets on the third Monday of each month, with some exceptions, at 7:00 pm at various locations.</p> <p><b>Note: First meeting scheduled for December 16, 2019.</b></p>
<b>Volunteers</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidate Appointed</b>	1.





Board Organizational Meeting – December 2, 2019 Appointment/Election Form	
<b>Position</b>	Non-voting member, Advisory Committee on Equity (ACE)
<b>No. To Be Appointed</b>	Up to 2 trustees
<b>Appointment Authority</b>	Volunteer
<b>Term of Appointment</b>	December 2, 2019 to November 30, 2020
<b>Ex-officio position(s)</b>	Chair
<b>Eligibility Requirements</b>	Any member of the Board
<b>Mandate</b>	<p>P.065.GOV, Advisory Committees to the Board            Policy P.008.GOV, Advisory Committee on Equity, Section 1            The Advisory Committee on Equity (ACE) assists the Board of Trustees in its commitment to provide an equitable and inclusive educational and work environment which supports student achievement and well-being.            It also provides strategic policy and program advice on matters of diversity, including but not limited to: ancestry, culture, ethnicity, gender, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation, and socio-economic status which support student learning and the development of citizenship.</p>
<b>Other Relevant Information</b>	<p>Policy P.065.GOV            Advisory Committees to the Board.            Meetings are typically held on the fourth Thursday of each month in the evening at the Administration building.  <b>Note: First meeting scheduled for January 23, 2020.</b></p>
<b>Volunteers</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidate Appointed</b>	1.



**POLICY P.008.GOV**

**TITLE: ADVISORY COMMITTEE ON EQUITY**

**Date issued: 30 January 1998**

**Revised: 24 April 2018**

**Authorization: Board 19 January 1998**

## **1.0 OBJECTIVE**

- 1.1 To establish an Advisory Committee on Equity (ACE) to advise the Board of Trustees in fulfilling its commitment to provide an equitable and inclusive educational and work environment which supports student achievement and well-being.

## **2.0 DEFINITIONS**

- 2.1 **Board** means Board of Trustees.
- 2.2 **Community Agencies or organizations** mean entities focused on serving youth and families with a diversity, equity, low income or inclusion lens.
- 2.3 **Community groups or associations** mean groups representative of communities that experience systemic barriers and marginalization.
- 2.4 **Creed** means a religious or non-religious belief system that influences a person's identity, worldview and way of life. A creed:
- (a) is sincerely, freely and deeply held;
  - (b) integrally linked to a person's identity, self-definition and fulfillment;
  - (c) is a particular and comprehensive, overarching system of belief that governs one's conduct and practices;
  - (d) addresses ultimate questions of human existence, including ideas about life, purpose, death, and the existence or non-existence of a Creator and/or a higher or different order of existence; and
  - (e) has some "nexus" or connection to an organization that professes a shared system of belief.

According to the Human Rights Code, creed includes the spiritual beliefs and practices of indigenous cultures.

- 2.5 **Diversity** refers to the presence of a wide range of human qualities and attributes within a group, organization or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, creed, sex, sexual orientation, and socio-economic status.
- 2.6 **District** means the Ottawa-Carleton District School Board (OCDSB).
- 2.7 **Equity** goes beyond treating people the same and takes into account their individual needs and differences.
- 2.8 **Inclusive Education** refers to education that is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings, and the broader environment in which diversity is honoured and all individuals are respected.
- 2.9 **LGBTQ2S+** means Lesbian, Gay, Bisexual, Transgender, Queer and Questioning, Two-Spirit, and additional sexual and gender identities.
- 2.10 **School Community** refers to students, parents/guardians, trustees, staff, contractors and service providers, volunteers and community members.
- 2.11 **Systemic barriers** are policies, practices or procedures that result in some people or groups of people receiving unequal access and/or outcomes or being excluded.

### 3.0 POLICY

#### Terms of Reference

- 3.1 The Advisory Committee on Equity shall:
  - (a) provide strategic policy and program advice and/or recommendations on matters of diversity which support equitable education access and outcomes, student learning and well-being, and the development of citizenship;
  - (b) advise the Board of Trustees on the review, development, implementation, and monitoring of all policies and its equity strategy and programs;
  - (c) advise the Board of Trustees on the identification and elimination of systemic barriers to providing bias-aware education, including power dynamics, discrimination and marginalization that may impact the lived experience of members of the school community;
  - (d) liaise with community stakeholders by actively engaging parents and community partners to help create and sustain a safe and inclusive learning environment; and
  - (e) advise the Board on potential budget implications that may help or hinder its commitment to foster equitable and inclusive education.



## 4.0 SPECIFIC DIRECTIVES

### Composition

- 4.1 The Committee shall be comprised of up to 19 members, including eleven (11) voting members and up to eight (8) non-voting members.
- 4.2 The eleven (11) voting members shall include:
- (a) four (4) individual members; and
  - (b) seven (7) community members representative of community organizations, agencies, groups and/or associations.
- 4.3 The non-voting members shall include:
- (a) up to two (2) Trustees as appointed by the Board of Trustees;
  - (b) one (1) Superintendent of Instruction or designate;
  - (c) one (1) Diversity & Equity Coordinator;
- and may include:
- (d) one (1) representative appointed by the Student Senate;
  - (e) one (1) representative appointed by Ottawa-Carleton Elementary Teachers' Federation;
  - (f) one (1) representative appointed by Ontario Secondary School Teachers' Federation; and
  - (g) one (1) representative of a local post-secondary institution.
- 4.4 Additional employees of the District may be invited to attend, participate, and act as a resource to the Committee in a non-voting and non-membership capacity, as determined on an as needed basis.

### Membership Criteria

- 4.5 All applicants to the Committee shall have a strong interest in and commitment to student achievement and well-being and have:
- (a) knowledge and understanding of the link between equity and inclusive education;
  - (b) the ability to work effectively and collaboratively with representatives from various communities who may have diverse opinions and perspectives;
  - (c) tact, diplomacy and a respect for others;
  - (d) an enthusiastic approach and ability to motivate and support others; and

- (e) the ability and willingness to attend meetings during the school year.
- 4.6 Every effort shall be made to ensure that the four (4) individual members are:
- (a) parents/guardians with children enrolled in the OCDSB who represent the diverse demographic composition of the District; and/or
  - (b) members of the following identities:
    - (i) Creed-based;
    - (ii) Disability (e.g., physical, mental, and learning disabilities);
    - (iii) First Nations, Métis or Inuit;
    - (iv) Immigrants and newcomers to Canada;
    - (v) LGBTQ2S+ ; and/or
    - (vi) Racialized Groups.
- 4.7 Community organizations, agencies, groups and/or associations seeking membership on ACE shall be representative of communities experiencing systemic barriers and marginalization, and have diversity, equity and inclusion-centered mandate. These may include, but are not limited to the following:
- (a) Association of Community Organizations for Reform Now (ACORN);
  - (b) Children's Aid Society;
  - (c) Coalition of Community Health and Resource Centers of Ottawa;
  - (d) Family Services Ottawa;
  - (e) Lebanese and Arab Social Services Agency;
  - (f) Ottawa Chinese Community Service Center;
  - (g) Ottawa Community Immigrant Services Organization (OCISO);
  - (h) Ottawa Local Immigration Partnership (OLIP);
  - (i) Ottawa Police Service;
  - (j) Pathways to Education;
  - (k) Rainbow Alliance arc-en-ciel;
  - (l) Somali Center For Family Services;

- (m) Wabano Centre for Aboriginal Health ; and/or
- (n) Youth Services Bureau.

This list may be changed or expanded to reflect the District's demographic composition and its equity and inclusive education priorities.

#### Term of Office

- 4.8 The term of office for a voting member of the Committee shall be two (2) years beginning December 1.
- 4.9 Individual members may serve for no more than two (2) consecutive terms of office.
- 4.10 Community organizations or agencies may serve multiple consecutive terms but an individual representative of the organization or agency may serve for no more than two (2) consecutive terms of office.
- 4.11 Non-voting members are determined annually.

#### Appointment of Members

- 4.12 The Committee shall elect a Chair and a Vice Chair from amongst its eleven (11) voting members.
- 4.13 ACE shall review its membership needs and as required create a Membership Sub-Committee that includes the Chair and Vice-Chair, plus up to three (3) members, as nominated by the Committee.
- 4.14 The Membership Sub-Committee shall ensure that the voting members are selected using a fair and equitable process.
- 4.15 The Membership Sub-Committee shall,
  - (a) post a notice inviting applications for appointment of individual members;
  - (b) identify community agencies, organizations, groups or associations that meet the criteria stipulated in section 4.7 of this policy and best meet the needs of the Committee;
  - (c) invite identified community agencies, organizations, groups or associations to put forward the names of a representative and an alternate; and
  - (d) submit a recommendation to the Committee for the appointment of new members.

### Vacancies

- 4.16 A vacancy in the membership of the Committee does not prevent the Committee from delivering on its mandate.
- 4.17 A member shall lose their seat if absent from three consecutive regular meetings of the Committee without notice.
- 4.18 In the event that a voting-member vacates their position during the appointed term, the Committee may fill the position for the remainder of the term.
- 4.19 To replace a non-voting member, the Board, Student Senate or the District shall appoint another individual to the position. Where the non-voting member is a Trustee, the Board of Trustees shall make the appointment.

### Roles and Responsibilities of Members

- 4.20 All members of the Committee shall:
  - (a) demonstrate a commitment to diversity, equity and inclusive education in the work of the Committee and the District;
  - (b) attend and productively participate in Committee meetings;
  - (c) review all relevant material prior to the Committee meetings;
  - (d) participate in Committee and sub-committees work (as required);
  - (e) provide equity-focused input/feedback when they represent ACE at special meetings of the Board, Ad-Hoc or Advisory Committees; and
  - (f) bring to the attention of the Committee any issues related to its mission as stipulated in provision 3.1 of this policy.
- 4.21 In addition to the above, community agencies, organizations, groups and/or associations, and the student senator shall act as a liaison between ACE and their respective community groups or organizations.
- 4.22 Community agencies, organizations, groups and/or associations with membership on the Committee shall appoint a representative and an alternate to replace the named representative if the representative is unable to attend a meeting. Temporary substitution of a representative by a duly authorized alternate during the course of a meeting shall be allowed.
- 4.23 The Chair shall:
  - (a) plan the agenda in consultation with the Superintendent;
  - (b) preside over the Committee meetings;

- (c) act as a spokesperson and representative for the Committee in communicating with the Director of Education, Board of Trustees and the public;
  - (d) review the minutes before they are circulated to members; and
  - (e) share information and reports received from various stakeholders with the District, e.g., community organizations, individuals representing affected groups, etc.
- 4.24 The Vice Chair shall assume the roles and responsibilities of the Chair in the event of their absence.
- 4.25 The Secretary shall:
- (a) keep and maintain all records and property of the Committee including but not limited to records of minutes and reports of the Committee;
  - (b) distribute Agendas and Minutes of all meetings to Board Services and committee members at least five (5) business days prior to the next meeting; and
  - (c) ensure the minutes are provided to Board Services for distribution to the Board of Trustees and for posting on the District website.

#### Meetings

- 4.26 The Committee shall meet at least six (6) times in each school year.
- 4.27 All meetings of the Committee will be open to the public and be held at a location that is accessible to the public.
- 4.28 The Committee shall welcome and encourage the participation of the public at the discretion of the Chair.
- 4.29 The rules of order for the conduct of meetings shall be consistent with the OCDSB By-Laws and Standing Rules.
- 4.30 A notice of each regular meeting shall be provided to all members of the Committee at least five (5) days before the meeting.
- 4.31 A member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting.

#### Quorum

- 4.32 A meeting of the Committee achieves quorum when a majority of voting members are present. Majority is defined as fifty (50) percent plus one (1).

#### Voting

- 4.33 Each voting member is entitled to one (1) vote.
- 4.34 Non-voting members of the Committee shall have all the rights and obligations of voting members except for moving, seconding and voting on a motion, and counting for quorum.

#### Sub-committees

- 4.35 The Committee may establish sub-committees as it deems appropriate to the achievement of its mandate. Sub-committees may include voting and non-voting members and non-members.

#### Reporting

- 4.36 The Committee shall provide an annual report to the Board of Trustees which summarizes its activities and achievements during the past year and its plans for the upcoming year.
- 4.37 The Director of Education shall have the authority to establish procedures that are consistent with this policy.

## **5.0 REFERENCE DOCUMENTS**

*The Education Act, 1998, section 8.1 (29.1)*

Ontario Human Rights Commission Policy on Preventing Discrimination Based on Creed, 2015

Ontario's Equity Action Plan , 2017

Policy/Program Memorandum No. 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools", June 24, 2009

Realizing the Promise of Diversity: Ontario's Equity and Inclusive Education Strategy, 2009

OCDSB By-Laws and Standing Rules

Board Policy: P.001.GOV: Policy Development and Management

Board Policy P.010.GOV: Community Involvement on Board Standing Committees

Board Policy P.018.GOV: Electronic Meetings of the Board and Committees

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.065: Advisory Committees to the Board

Board Policy P.086.CUR Religious Accommodation

Board Policy P.098.CUR: Equity and Inclusive Education



Board Organizational Meeting – December 2, 2019 Appointment/Election Form	
<b>Position</b>	Non-voting member, Indigenous Education Advisory Council
<b>No. To Be Appointed</b>	1 trustee
<b>Appointment Authority</b>	Volunteer
<b>Term of Appointment</b>	December 2, 2019 to November 30, 2020
<b>Ex-officio position(s)</b>	Chair
<b>Eligibility Requirements</b>	Any member of the Board
<b>Mandate</b>	<p>The Indigenous Education Advisory Council provides guidance to the Board of Trustees as it pertains to Indigenous education, well-being, and student achievement, and provides support to Indigenous students, families and educators.</p> <p>It also provides strategic policy and program advice on implementing the Truth and Reconciliation Calls to Action, and to provide an equitable and inclusive education and work environment for First Nations, Métis and Inuit students.</p>
<b>Other Relevant Information</b>	<p>P.140.GOV, Indigenous Education Advisory Council.</p> <p>Meetings are typically held on the fourth Thursday of each month in the evening at the Gloucester High School.</p> <p><b>Note: First meeting scheduled for 16 January 2020</b></p>
<b>Volunteers</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidate Appointed</b>	1.








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**POLICY P.140.GOV**
**TITLE: INDIGENOUS EDUCATION ADVISORY COUNCIL**
**Date issued: 25 June 2018**
**Last revised:**
**Authorization: 25 June 2018**


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**1.0 OBJECTIVE**

To establish an Indigenous Education Advisory Council (IEAC) with the goal of providing guidance to the Board as it pertains to Indigenous education, well-being and achievement, and providing support to its Indigenous students, families and educators.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** refers to the Board of Trustees.
- 2.2 **Community organizations or agencies** mean organizations or associations which represent the interests of Indigenous communities.
- 2.3 **District** means the Ottawa-Carleton District School Board.
- 2.4 **Elder** means someone who has attained a high degree of understanding of First Nation, Métis, or Inuit history, traditional teachings, ceremonies, and healing practices. Elders have earned the right to pass this knowledge on to others and to give advice and guidance on personal issues, as well as on issues affecting their communities and nations. Being an Elder is not age-specific, and very few people are accorded this title by their communities.
- 2.5 **Inclusive Education** means education that is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings, and the broader environment in which diversity is honoured and all individuals are respected.
- 2.6 **Indigenous** is a term that includes First Nations, Métis and Inuit communities.
- 2.7 **First Nations** people are the descendants of the original inhabitants of Canada who lived here for many thousands of years before explorers arrived from Europe. First Nations people identify themselves by the Nation to which they belong, for example, Algonquin, Cree, Mohawk, Oneida and so on. There are over 630 First Nations communities in Canada.

- 2.8 **Métis** means a person of Historic Métis Nation ancestry who resided in west central North America, and is accepted by the Métis Nation which is now comprised of all Métis Nation citizens and is one of the "aboriginal peoples of Canada" within the meaning of s.35 of the Constitution Act 1982.
- 2.9 **Inuit** are the Indigenous peoples of the Arctic. The word Inuit means "the people" in the Inuit language of Inuktitut. The singular of Inuit is Inuk.
- 2.10 **Senators** have a special place in Métis culture, the Métis Nation of Ontario and in its governance structure. They are elected and highly respected for their knowledge, values, and experience. Senators provide presence at community events and meetings, and they help to keep Métis culture alive by sharing Métis traditions and ways of life.
- 2.11 **Traditional Knowledge Keeper** means a member of the community who has learned a specific area(s) of history, traditional teachings, ceremonies, and/or healing practices, and are supported by their community in their sharing of that knowledge.

### 3.0 POLICY

#### Mandate

- 3.1 The Indigenous Education Advisory Council (IEAC) shall:
- a) collaborate with the District on the development of the Indigenous Education Board Action Plan;
  - b) provide strategic advice on implementing the Truth and Reconciliation Calls to Action, specifically Calls to Action pertaining to education (62-63);
  - c) assist the Board of Trustees in its commitment to provide an equitable and inclusive education and work environment for First Nations, Métis and Inuit students and staff;
  - d) advise the Board of Trustees on any issue affecting First Nations, Métis and Inuit students' learning and well-being;
  - e) act as a resource to provide authentic and current knowledge of First Nations, Métis and Inuit perspective to support informed decision making; and
  - f) liaise with community stakeholders as needed by actively engaging parents and community partners to help provide an equitable and inclusive education and work environment for Indigenous students and staff.

### 4.0 SPECIFIC DIRECTIVES

- 4.1 Participation in the Council shall be voluntary and open to individual members of the District community and to stakeholder organizations with an interest in Indigenous education.

#### Composition

- 4.2 The IEAC shall be comprised of up to seventeen (17) members; nine (9) voting members and up to eight (8) non-voting members.

- 4.3 The nine (9) voting members shall include:
- a) three (3) members representing Elders, Senators and Traditional Knowledge Keepers; one from each of the respective communities;
  - b) two (2) members of the First Nations community; one of whom is Algonquin;
  - c) two (2) members of the Métis community; and
  - d) two (2) members of the Inuit community.
- 4.4 The non-voting members shall include:
- a) one (1) trustee;
  - b) one (1) Indigenous education lead;
  - c) one (1) superintendent or designate;
  - d) at least two (2) and not more than three (3) grade 7-12 students; where possible each of First Nations, Métis and Inuit communities would be represented; and
  - e) up to two (2) school based staff volunteers (one teacher and one education support worker) who identify as First Nations, Métis or Inuit.

#### Membership Criteria

- 4.5 When appointing new voting members to IEAC, under s. 4.3 (b), (c) and (d), every effort shall be made to ensure that they are:
- a) parents/guardians of students enrolled in the District; and/or
  - b) representatives of community organizations or agencies.

#### Term of Office

- 4.6 Voting members of the IEAC shall have a two year term of office, beginning December 01 and ending November 30. To ensure continuity, term appointments may be done on alternate years.

#### Appointment of Members

- 4.7 The IEAC shall elect a Chair and a Vice-Chair from among its nine (9) voting members.
- 4.8 The IEAC shall review annually its membership needs and, where there are vacancies, create a Membership Sub-Committee comprised of the Chair, Vice-Chair and one voting member of the Council, plus the superintendent and the Indigenous education lead.

#### Roles and Responsibilities of Members

- 4.9 The Chair of IEAC shall:
- a) plan the agenda in consultation with the superintendent or designate;
  - b) Chair the Council meetings;
  - c) act as spokesperson and representative of the Council in communicating with the Director of Education, Board of Trustees and the public; and

- d) review the minutes before circulating them to members.
- 4.10 The Vice-Chair shall assume the duties of the Chair when the Chair is absent.
- 4.11 Members of the IEAC shall:
- a) demonstrate a commitment to an equitable and inclusive education and work environment for First Nations, Métis and Inuit students;
  - b) act as a liaison between members of the IEAC and their respective communities;
  - c) attend and productively participate in the IEAC meetings; and
  - d) review all relevant material prior to meetings.

#### Meetings

- 4.12 The IEAC shall meet at least six times per school year.
- 4.13 All meetings of the Council shall be open to the public and held in a location that is accessible.
- 4.14 Members of the public may provide comments or ask questions on any matter within the mandate of the Council.
- 4.15 Notice of each regular meeting shall be provided to all members of the Council at least five days before the meeting. Notice may be by email, by telephone, and/or by posting to the District website.
- 4.16 A meeting of the IEAC cannot be held unless quorum is reached; IEAC reaches quorum when a majority of voting members are present.
- 4.17 Wherever possible, the Council shall conduct its business through a collaborative decision-making process to ensure all voices are heard. In the event that consensus cannot be reached, the rules of order for the conduct of meetings shall be consistent with the OCDSB By-Laws and Standing Rules.

#### Vacancies

- 4.18 A vacancy in the membership of the Council does not prevent the Council from delivering on its mandate.
- 4.19 In the event that a voting member vacates his or her position during the appointed term, the Council may appoint another individual to the position for the remainder of the term.
- 4.20 To replace a non-voting member, the Council shall appoint another individual to the position for the remainder of the term.

Annual Report

- 4.21 The IEAC shall submit annually a written summary of the Council's activities to the Board of Trustees.
- 4.22 The Director of Education/Secretary of the Board is authorized to issue such procedures, guidelines and other materials as may be necessary to implement this policy.

## **5.0 REFERENCE DOCUMENTS**

*The Ontario First Nations, Métis and Inuit Education Policy Framework (2007)*

Board Policy P.065.GOV Advisory Committees to the Board

OCDSB By-Laws and Standing Rules





Board Organizational Meeting – December 2, 2019 Appointment/Election Form	
<b>Position</b>	Non-voting member, Environmental Education Steering Committee
<b>No. To Be Appointed</b>	1 trustee, <i>if required</i>
<b>Appointment Authority</b>	Volunteer – Steering Committee
<b>Term of Appointment</b>	December 2, 2019 to November 30, 2020, <i>if required</i>
<b>Ex-officio position(s)</b>	Nil
<b>Eligibility Requirements</b>	Any member of the Board
<b>Mandate</b>	<p>As a follow-up to the publication related to environmental education, <i>Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools</i>, an OCDSB Environmental Education Steering Committee was established in November 2009.</p> <p>The committee will continue to support and promote environmental stewardship and sustainability across the District, including focusing on increasing the percentage of schools in the District certified as EcoSchools through the embedding of environmental education across the curriculum.</p>
<b>Other Relevant Information</b>	Infrequent Daytime meetings
<b>Volunteers</b>	
<b>Number</b>	<b>Name</b>
1.	
2.	
3.	
4.	
5.	
<b>Candidate Appointed</b>	1.