



**Memo No. 23-029**

**TO:** Trustees  
Student Trustees

**FROM:** Michèle Giroux, Director of Education and Secretary of the Board  
Janice McCoy, Executive Officer, Corporate Services

**DATE:** 21 April 2023

**RE: Ad Hoc Policy Review Committee Terms of Reference**

---

At the Committee of the Whole on April 4, 2023, an amendment to alter the composition of the proposed Ad Hoc Policy Review Committee was made. Since the meeting, staff have reviewed the terms of reference and have incorporated the suggested changes, based on the Committee's discussion.

The amendment has been incorporated in the attached draft and is highlighted in yellow. It includes the following:

- The addition of a non-voting representative from the Indigenous Education Council, the Special Education Advisory Committee, the Advisory Committee on Equity, Parent Involvement Committee and Ottawa-Carleton Assembly of School Councils;
- Clarification on the role and reporting responsibilities of the non-voting representatives; and
- Language that permits all members of the Board to participate, make motions, and vote at the Ad Hoc Committee.

In addition to these changes, the following revisions are also recommended based on the discussion at the committee or as a result of further reflection by staff and have been incorporated in to the attached draft and highlighted in light purple:

- Clarifying the role of the Committee in developing new policies through monitoring legislative updates and revised PPMs;
- Confirming the membership of the committee as 5 trustee members. This reduces the threshold for quorum and ensures that meetings can proceed in a timely manner. It is also supported by the amendment permitting all members of the Board to participate and vote, whether or not they are an appointed member;
- With the addition of non-voting representatives of the advisory committees to the Ad Hoc Committee, so that their views and perspectives are included and

considered, the more appropriate reporting/approval structure for recommendations from the Ad Hoc Committee would be directly to the Board. This is consistent with the reporting structure for other ad hoc committees and provides a more streamlined and efficient process for conducting the Board's policy development work;

- Clarified voting and non-voting members under meeting frequency when planning for meetings.

Any questions, comments, or proposed amendments can be directed to Janice McCoy, Executive Officer, Corporate Services or Nicole Guthrie, Manager, Board Services.

cc Senior Staff  
Manager of Board Services  
Corporate Records

Attach.

Appendix A: Amended Terms of Reference -