



## **Ad Hoc Policy Review Committee Terms of Reference**

### **1. Mandate**

The mandate of the Ad Hoc Policy Review Committee (the Committee) will be to assist the Board in fulfilling its obligations related to the establishment, review, amendment, implementation, cancellation, and evaluation of policies. The Committee will work by consensus to authorize the work required within the review process, final recommendations regarding policy changes or revocation require a recommendation from the Committee as shared through the Committee of the Whole in reports from the Committee.

### **2. Responsibilities**

The Ad Hoc Committee will work on the following items:

- Define and recommend the terms of reference for a Standing Committee on Policy and Governance;
- Act as a forum for discussion of key policy issues and concerns;
- Provide feedback and recommendations for policy revisions and development as part of the policy review process;
- Provide staff with recommendations regarding stakeholder consultation plans as applicable;
- Act as a forum for discussion of key policy issues and concerns;
- Evaluate, monitor and provide recommendations on the policy review process;
- Make recommendations on required changes to the OCDSB By-Laws and Standing Rules
- Perform additional duties delegated to the Committee by the Board as required.

### **3. Membership**

The Committee shall be comprised of a minimum of five and a maximum of seven trustees, appointed by the Board annually at its organizational meeting.

The Committee shall appoint a Chair from amongst its members.

The Chair shall be an ex-officio member and shall have full privileges of committee membership and are included in the total number of trustees appointed.

The Committee will be supported, as required, by the following internal Board resources:

- Director or delegate (ex-officio)
- Executive Officer, Corporate Services
- Board Services
- Other staff and or guests as required

#### **4. Meeting Frequency**

The Committee will aim to meet monthly. When determining meeting times, the varied needs and availabilities of Trustees should be considered to promote equitable engagement opportunities (e.g. scheduling meetings outside of regular work hours).

#### **5. Reporting Structure**

The Chair of the Committee will establish the agenda in consultation with the Executive Officer and Board Services in alignment with the policy review plan.

The agenda and meeting materials will be distributed to all members of the Board on the Friday prior to the meeting. The Committee shall submit a report with recommendations to the Committee of the Whole at the Committee's next scheduled meeting after a meeting of the Committee.

The committee shall work by consensus and a straw vote will direct staff regarding minor suggestions and changes to policy review timelines and work plans. Approval and rescission of policies must always be determined by a majority vote of the committee and a recommendation to the Board.