



## **Policy Review Committee**

### **Terms of Reference**

#### **1. Mandate**

The mandate of the Policy Review Committee (the Committee) will be to assist the Board in fulfilling its obligations related to the establishment, review, amendment, implementation, rescission, 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 rescission require a recommendation from the Committee as shared through reports from the Committee to the Board.

#### **2. Responsibilities**

The Policy Review Committee will work on the following items:

- Evaluate, monitor, and provide recommendations on the policy review process;
- Subject to the outcome of the above, define and recommend the terms of reference for a Standing Committee (or similar) on Policy and Governance;
- Act as a forum for discussion of key policy issues and concerns;
- Provide feedback and recommendations for policy revisions as part of the policy review process;
- Communicate to the Board, on a timely basis, policy needs arising from new legislative or PPM requirements;
- Provide staff with recommendations regarding stakeholder consultation plans as applicable;
- Make recommendations on required changes to the OCDSB By-Laws and Standing Rules; and
- Perform additional duties delegated to the Committee by the Board

#### **3. Membership**

The Committee shall be composed of five trustees, appointed by the Board annually at its organizational meeting.

All members of the Board shall be entitled to attend meetings of the Committee, to receive all materials circulated to the committee, and to participate in debate, including the making of motions and voting.

One representative ***non-voting*** member nominated by each of the following advisory committees and external partners:

- Indigenous Education Council
- Advisory Committee on Equity
- Parent Involvement Committee
- Special Education Advisory Committee; and
- the Ottawa-Carleton Assembly of School Councils

Non-voting representatives will be responsible for reporting to, consulting with, and representing the views of, the members of their constituent committees/organizations on policies that are being considered by the Committee.

The Committee shall appoint a Chair from amongst its members.

The Chair and Vice-Chair of the Board shall be ex-officio members 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 availability of voting and non-voting members 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, if any, to the next scheduled meeting of the Board. 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 will proceed as a recommendation to the Board.