



---

**PROCEDURE PR.687.GOV**

**TITLE: APPOINTMENT OF VOTING MEMBERS TO THE ADVISORY COMMITTEE ON EQUITY**

**Date issued: XX Month 20XX**

**Last revised:**

**Authorization: Senior Staff: (XX Month 20XX) (same as Date Issued)**

---

**1.0 OBJECTIVE**

To provide guidelines for the appointment of new voting members to the Advisory Committee on Equity (ACE).

**2.0 DEFINITIONS**

In this procedure,

- 2.1 **ACE** refers to the Advisory Committee on Equity.
- 2.2 **Board** refers to the Board of Trustees.
- 2.3 **Community Agencies or organizations** mean agencies or entities focused on serving youth and families with a diversity, equity, low income or inclusion lens.
- 2.4 **Community groups or associations** mean groups representative of communities that experience systemic barriers and marginalization.
- 2.5 **District** refers to Ottawa-Carleton District School Board.
- 2.6 **Individual Members** refer to the four (4) voting individual members of ACE.
- 2.7 **Membership Sub-Committee** refers to a sub-committee established by the ACE to fulfill its membership needs.

**3.0 RESPONSIBILITY**

- 3.1 The Director of Education and Secretary of the Board

**4.0 PROCEDURE**

- 4.1 A Membership Sub-Committee will be established to appoint new voting members to the ACE, as required.

### Resource Support

4.2 The responsible Superintendent and the Diversity and Equity Coordinator will provide resource support to the Sub-Committee. Such support includes making arrangements for meetings, providing administrative support to the interview process, if required, and providing advice about the role and the needs of the ACE.

## **5.0 PROCEDURES FOR APPOINTING INDIVIDUAL MEMBERS**

5.1 The ACE may appoint up to four (4) Individual Members as vacancies arise and recommended by the Membership Sub-Committee.

### Advertising

5.2 Where there is a vacancy, the Membership Sub-Committee shall ensure a notice is posted inviting applications for appointment to the position of Individual Member.

5.3 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 application; and
- d) the name and contact information of the person(s) responsible for managing the process.

### Applications

5.4 Applications will be received by the Diversity and Equity Coordinator.

5.5 All applicants shall submit:

- a) complete application form;
- b) statement of interest; and
- c) resume.

### Eligibility Criteria

5.6 All Individual Members must meet the following eligibility criteria:

- a) have a strong interest in and commitment to student achievement and well-being and have:
  - (i) knowledge and understanding of the link between equity and inclusive education;
  - (ii) the ability to work effectively and collaboratively with representatives from various communities who may have diverse opinions and perspectives;
  - (iii) tact, diplomacy and a respect for others;
  - (iv) an enthusiastic approach and ability to motivate and support others; and
  - (v) the ability and willingness to attend meetings during the school year;

- b) be parents/guardians with children enrolled in the OCDSB; and
- c) be members of one or more of the following identities:
  - (i) Creed-based;
  - (ii) Disability (e.g. physical, mental, and learning disabilities)
  - (iii) First Nations, Metis or Inuit;
  - (iv) Immigrants and newcomers to Canada;
  - (v) LGTQ2S+; and/or
  - (vi) Racialized groups.

#### Application Assessment and Selection of Candidates

- 5.7 Applications will be evaluated using the ACE Individual Member Skills Matrix (Appendix A).
- 5.8 Upon the close of the application period, the Membership Sub-Committee will review the applications and will recommend candidates to ACE for appointment.
- 5.9 Prior to making recommendation(s), the Membership Sub-Committee may choose to interview prospective candidates and/or request and check references.
- 5.10 Where the number of qualified candidates exceeds the number of available vacancies, the Membership Sub-Committee shall establish a waiting list as a resource to fill vacancies which may arise throughout the current term of office.

#### Vacancies

- 5.11 Where there is a vacancy in the position of Chair or Vice-Chair, the Committee shall elect a replacement from amongst the voting members.
- 5.12 In the event that a voting individual member vacates their position during the appointed term, the Committee may appoint another individual, from the waiting list, to the position for the remainder of the term.

## **6.0 PROCEDURES FOR APPOINTING COMMUNITY AGENCIES, ORGANIZATIONS, GROUPS AND/OR ASSOCIATIONS**

- 6.1 The ACE may appoint up to seven (7) community organizations, agencies, groups and/or associations for representation on ACE, as vacancies arise.

#### Advertising

- 6.2 The Membership Sub-Committee will coordinate with the Equity and Diversity Coordinator the advertisement of a call for applications targeted at qualified community organizations, agencies, groups and/or associations
- 6.3 Qualified entities are representative of communities experiencing systemic barriers and marginalization, and have diversity, equity and inclusion-centered mandate. They may include:

- 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.

#### Application

6.4 Applications for community organizations, agencies, groups and/or associations shall be submitted to the Equity and Diversity Coordinator.

6.5 Applications shall include:

- a) A description of the entity and how they are representative of communities experiencing systemic barriers;
- b) A statement of interest; and
- c) Names of one nominated representative and one alternate, who represent the entity on ACE.

#### Application assessment

6.6 The Membership Sub-Committee will review applications from eligible organizations, agencies, groups and/or associations.

- 6.7 To ensure equitable representation, whenever possible the Selection Sub-Committee will endeavor to appoint entities representative of the diversity of the District.
- 6.8 The Sub-Committee may give special consideration to entities representative of communities not represented amongst the present members of ACE.

Vacancies

- 6.9 In the event that both the representative and the alternate representing a community agency, organization, group or association vacate their seats, ACE shall reach out to the respective entity to have two new appointees to fill the positions of a representative and an alternate.
- 6.10 In the event that a community agency, organization, group or association vacates their seat and is no longer interested to sit on the ACE, the Membership Sub-Committee may reach out to other eligible entities to fill the vacancy for the remainder of the term.

**7.0 APPENDICES**

Appendix A: ACE Individual Member Skills Matrix

.

**8.0 REFERENCE DOCUMENTS**

Board Policy P.008.GOV Advisory Committee on Equity  
Board Policy P.050.GOV Board Member Removal/Resignation from Office  
Board Policy P.018.GOV Electronic Meetings of the Board and Committees  
Board Policy P.065.GOV Advisory Committees to the Board