



**TITLE: ADVISORY COMMITTEES TO THE BOARD**

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**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