

**PARENT INVOLVEMENT COMMITTEE**  
**Report No. 20-008**

**15 January 2020**

**Proposed Revisions to Parent Involvement Committee By-Laws and Standing Rules**

Key Contact: Michèle Giroux, Executive Officer, Corporate Services, 613-596-8211 ext. 8310

**PURPOSE:**

1. To propose a number of revisions to the Parent Involvement Committee (PIC) By-Laws and Standing Rules in compliance with *Ontario Regulation 612/00 School Councils and Parent Involvement Committee* under the *Education Act*.

**CONTEXT:**

2. Throughout the Parent Involvement Committee (PIC) discussions this year, a number of issues and/or concerns were raised relating to the language in the PIC By-Laws and Standing Rules, including:
  - Community Representatives; who qualifies and how they are appointed.
  - Non-voting members; who appoints them;
  - Parent Members; their term of office and their appointment process; and
  - Who counts for quorum.

At the 20 November 2019 meeting, Committee members were asked to provide input into revisions to the PIC By-Laws and Standing Rules in order to bring clarity to the language of the By-Laws and ensure compliance with *Regulation 612/00*.

**CONSIDERATIONS:**

3. Community Representatives  
The language regarding Community Representatives currently allows for an individual or a local association to be appointed. The continuation of this practice with some modifications to the current language to enhance the clarity of the definition and the appointment process is proposed. Section 7.3 was added to clarify that when a Community Member is a local association, the association, not their representative, holds office and therefore when the representative is no longer able to attend PIC meetings, the association may appoint another individual to fill its seat for the remainder of the term.

4. Appointment of Non-voting Members

Currently, the By-Laws are silent on the mechanism for appointing the non-voting members (up to five) to the Committee, and according to Section 33 (2) of *Regulation 612/00*, the Board shall make those appointments in the absence of related PIC By-Laws.

In order to align the practice with the *Regulation*, new language is proposed for section 3.0 of the By-Laws to clarify that the Committee appoints the voting members while the District appoints the non-voting members.

5. Parent Member Term of office

*Ontario Regulation 612/00* section 37 (1) states: “*The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee*”. The goal of this section is to promote continuity in the membership by staggering the terms of office for the Parent Members. Section 43 (b), iv of the *Regulation* requires the Committee to establish By-Laws that specify the number of Parent Members will hold office for one year and the number of Parent Members that will hold office for two years.

Currently, the Committee has Parent Members with both one-year and two-year terms, where the length of term is determined by the interest of the members and the needs of the Committee. It is proposed that the term of office of the eight Parent Members be fixed to two years (Section 5.1) to ensure some continuity in the membership of the Committee and to ensure the new members have enough transition time to acquire the knowledge of the mandate and the operation of the Committee. OCASC representatives, who are deemed Parent Members as well, will continue to hold office for one year.

6. Simplified Appointment Process

The PIC Membership Sub-Committee has recently recommended the establishment of a waiting list of candidates who could be appointed as members should a current member(s) vacate their seat(s) during their term of office. In 2018, the Committee drew from the waiting list to fill a Parent Member vacancy that arose during the year.

The new section 6.8 proposes language that would provide for this practice to enable the Committee to tap into available candidates and not be required to undergo the recruitment process with every emerging vacancy.

7. Election of Chairs and Vice Chairs

Section 6.18 is updated to confine the voters for a Chair and/or Vice Chair to Parent Members of the Committee. This change is proposed in alignment with Section 38 (2) of *Regulation 612/00* which states “*The Chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair*”.

8. Quorum

The language in 9.4 is modified to clarify that only voting members count for quorum, in alignment with the Board By-Laws and Standing Rules.

## **COMMUNICATION/CONSULTATION ISSUES:**

9. Section 14.0 of PIC By-Laws and Standing Rules requires the approval of two-thirds ( $\frac{2}{3}$ ) of all voting members present at a regular meeting of the Committee to approve changes to the By-Laws, provided that advance notice in writing has been given to all Committee members. Report 20-008 will serve as advance notice of the proposed changes at the 15 January 2020 meeting of the PIC.

## **RESOURCE IMPLICATIONS:**

10. There are no resource implications associated with the revision of the PIC By-Laws and Standing Rules.

## **STRATEGIC LINKS:**

11. The proposed changes to the By-Laws support sound governance structures and practices in alignment with the mandate and operations of the Committee as set by *Ontario Regulation 612/00*.

## **RECOMMENDATIONS:**

THAT proposed changes to PIC By-Laws and Standing Rules, as outlined in Appendix A to Report 20-008, be approved.

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Director of Education

## **APPENDICES:**

Appendix A: PIC By-Laws and Standing Rules  
Appendix B: Ontario Regulation 612/00