



PARENT INVOLVEMENT COMMITTEE REPORT No. 20-105

18 NOVEMBER 2020

UPDATES TO THE PARENT INVOLVEMENT COMMITTEE BY-LAWS AND STANDING RULES

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

PURPOSE:

1. To seek approval for an update to the PIC By-Laws and Standing Rules in accordance with *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*.

STRATEGIC LINKS:

2. Ensuring the PIC By-Laws and Standing Rules are aligned with *Regulation 612/00* supports good governance practices in alignment with the Culture of Social Responsibility of the 2019-2023 OCDSB Strategic Plan.

CONTEXT:

3. PIC members requested clarification on the eligibility of members who may run for the elections of the PIC Chair and Vice-Chair. This report presents the legal perspective of the eligibility criteria and recommends a minor update to the language in the By-Laws to align with *Regulation 612/00*.

KEY CONSIDERATIONS:

4. PIC Chair and Vice-Chair Elections
In accordance with [*Ontario Regulation 612/00 School Councils and Parent Involvement Committees*](#), the [*PIC By-Laws and Standing Rules*](#) states that “*The Chair and Vice Chair of the Committee must be parent members and shall be elected for a two-year term by the Parent Members of the Committee*” (Section 6.18). While the Regulation limits the eligibility to run for these elections to parents with a two-year term (Section 38 (3)), the By-Laws, in support of parent engagement, expanded the eligibility to parent members with a one-year term allowing for an extension of their term to a second year deeming the term to be two-year on appointment (Section 6.19).

Members queried the eligibility of parent members who wish to run for these elections in consideration of *Ontario Regulation 612/00* versus the By-Laws. In response to this query and to improve the clarity of the PIC By-Laws, staff sought the advice of legal counsel. Legal counsel advised that section 6.19 is not inconsistent with the *Regulation 612/00*, however, it can only be applied to the Parent Member positions appointed by the Committee.

Ottawa Carleton Assembly of School Councils (OCASC) may appoint two Parent Members to the Committee, one of whom may be the Chair or Vice Chair of OCASC. Under the by-laws, the two (2) Parent Members appointed by OCASC shall be appointed for a term of office of one (1) year. This provision respects the fact that OCASC has an annual election/appointment process which includes the election of executive members and representatives to sit on any board committees.

Based on the questions raised, staff reviewed this matter with legal counsel to clarify whether the PIC by-laws could be amended to allow OCASC parent members to serve a two year term, thereby making them eligible to seek election to the position of Chair of the Parent Involvement Committee. In the course of this review, it was noted that the OCASC by-laws provide that “the assembly shall elect their officers from amongst the delegates or school council chairs, said numbers to be confirmed at the AGM each year. The term of office shall be one year commencing on the date of the AGM.” It was also noted that PR.509.SCO - School Council Constitution, Elections and By-Laws contemplates annual elections for School Council positions, from which delegates to OCASC are drawn. In light of the language in the OCASC Constitution and the School Council procedure, legal counsel has advised that the term of office for OCASC parent members on PIC should remain at one year making them ineligible to seek election to the office of Chair.

FINANCIAL CONSIDERATIONS:

5. There are no costs associated with updating the PIC By-Laws and Standing Rules.

COMMUNICATION/CONSULTATION ISSUES:

6. Section 14.0 of the PIC By-Laws and Standing Rules states that amendments may only be made by “*approval of two-thirds (2/3) of all voting members present, at a regular or special meeting of the Committee, provided that advance notice in writing has been given to all Committee members*”. This report serves as the advance notice in accordance with the By-Laws. Staff will ensure that two-thirds of all voting members are present prior to presenting this report to the Committee.

RECOMMENDATIONS:

THAT Section 6.19 of the PIC By-Laws and Standing Rules be changed to:
*“Where a nominee to the office of Chair or Vice Chair is a Parent Member serving a one-year term, **except for a Parent Member appointed under section 4.0 (b)** their term may be extended for a second year and on appointment they shall be deemed to be a member with a two (2) year term”.*

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