



963 Airport Road, Box 3110
North Bay, ON P1B 8H1
Phone: 705.472.8170, Fax: 705.472.9927
Website: www.nearnorthschools.ca

David Thompson, Chairperson

Jackie Young, Director of Education

Agenda

Policy Committee Meeting

PUBLIC Session

Tuesday, October 18, 2016 – 5:00 p.m. – 6:30 p.m.

North Bay Board Room, 963 Airport Road, North Bay, ON

Parry Sound Board Room, 111 Isabella Street, Parry Sound, ON

1. Call to Order
2. Adoption of the Agenda for Public Session of Policy Committee Oct 18, 2016
That the Committee approve the agenda as presented/amended for the Public Session meeting of October 18, 2016.
3. Review of Margaret Wilson's Administrative Review 2013 - Governance Recommendations
4. Developing a Terms of Reference (*may have to defer to next meeting*)
5. Next Committee Meeting Date
6. Adjournment
That the Policy Committee meeting of Oct 18, 2016 adjourn at ____ p.m.

Margaret Wilson's Recommendations (As they relate to Governance)

**Extracted from 2013 Administrative Review*

The lack of public transparency in the Board's processing of decisions and documents is a very serious issue, but its negative effect is on the Board's relationship with the public it serves. It did not materially affect the final decision of the Trustees. Given the findings noted above, I expect the Board to move quickly to change how they manage not only future ARC processes, but the ARCs which are presently underway in the Near North DSB.

The Trustees told me that they were in the process of re-thinking their somewhat convoluted governance manual. This will assist in future, but the need to bring some basic procedures in line with current policy and by-laws is urgent. At present, the Board itself is less than transparent in carrying out its functions in the Accommodation Review process.

- For instance, the North Bay ARC was approved by a committee of the Board, but not by the Board.
- Further, the Freedom of Information complaint was caused by failure to process the administration's analytical report properly, in terms of the format of the report, its formal receipt by the Board and its proper filing as a public document. Clear and publicly available rules of procedure and rules of order provide the basic framework for transparency in democratic governance.
- Procedural rules should govern such things as the development of Reports, their movement through various committees and the Board and the management of records, Rules of order should relate directly to the management of meetings.
- I suggest that the Board develop immediately a compact set of written, basic rules and procedures to govern its role in Accommodation Reviews. In doing so they should be guided, where relevant, by *Robert's Rules of Order*, which their governance manual already recognizes as their reference point for Parliamentary procedure. The basics might include rules which ensure that:
 - there is a clear delineation of the respective roles of committees, whether Ad Hoc or Standing, and the Board as a public body.
 - the establishment of an ARC, and its membership, is approved by motion of the Board;
 - errors and omissions in the minutes of meetings are corrected, by electronic means if required by timelines, prior to the approval of those minutes;
 - decisions on the hiring of outside help be made by motion of the Board;
 - any Ad Hoc Committees are created by motion of the Board;
 - Ad Hoc Committees have clear terms of reference and procedures for reporting to the Board;

- recommendations of Ad Hoc committees, for instance the Accommodation Committee, are reported intact to the Board for action. Any amendments should be moved at the Board meeting;
- reports, discussion papers, analytical papers etc., which are prepared for committees or for the Board, are presented as formal reports so that they may be properly received by motion, acted upon, and filed as reports separate from the Board Minutes. They should then be available to the public, either on-line or with a reasonable processing charge if the request is for print copy;
- all significant reports and documents which are part of the ARC process are made public on the Board web site.



To: Trustees

From: Jackie Young, Director of Education

Date: October 18, 2016

Topic: DRAFT Policy Committee Terms of Reference

Committee Name

Policy Committee

Type of Committee

Ad Hoc

Purpose

To review the Board's governance model and policies.

Authority

Decisions and recommendations will be made by Trustees

Membership

David Thompson, Al Bottomley, Carol Stevens, Michelina Beam, Paul Moffat

Meeting Requirements

Meeting scheduled as required for making required recommendations. Agendas prepared by the Chair (in consultation with committee members) and distributed to members and staff for posting on the Board website. Minutes will be taken by a staff member from the Director's Office.

Meeting Locations

Parry Sound and North Bay Boardrooms

Resources and Budget

Existing staff as identified by the Director of Education. Funds as established in annual budget to support governance capacity.

Reporting

The Policy Chair will provide regular progress reports either verbal or written, to the Board of Trustees at regular Board meetings.

Decisions

The committee will operate on a consensus basis. If a consensus cannot be reached, it will be reflected in the minutes.

Deliverables

Updates or revisions to the governance model and updates to subsequent policies will be presented to the Board of Trustees for final approval.

Recommendation

That the Committee recommend the Board approve the Terms of Reference for the Policy Committee as presented on _____.