



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n° 2013-CA-08:	Advisory Committees
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Approved:	Resolution n°	031126-CA-0069
Revised:	Resolution n°	CC-080827-CA-0006 CC-090623-CA-0152
		CC-130925-CA-0018 CC-140625-CA-0136
		CC-141112-CA-0067 CC-160427-CA-0078
		CC-211027-CA-0011 CC-220223-CA-0062
		CC-230621-CA-0142 CC-240626-CA-0132
		CC-241113-CA-0018 CC-250430-CA-0086
		CC-250625-CA-0113 CC-250925-CA-0011

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

1.0 PREAMBLE

The Council of Commissioners of the Sir Wilfrid Laurier School Board believes that a committee structure contributes to the performance of the council's duties and the examination of specific matters, and is part of an efficient decision-making process.

2.0 OBJECTIVES

The main objective of this procedure is to clarify the committee structure for the following advisory committees: Governance and Ethics, Audit, Human Resources and Student Success, as well as the process these committees must follow to make official recommendations to the Council of Commissioners on various matters.

This procedure also establishes the mandate the Council of Commissioners wishes to give to the Executive Committee as to long-term strategic planning in line with the Sir Wilfrid Laurier School Board's Commitment-to-Success Plan.

In addition, this procedure reiterates the obligation for the school board to have other various committees mandated by law where commissioners are involved as members such as an Advisory Committee on Transportation and a Special Education Advisory Committee [**SEAC**].

Other committees mandated by law include the Advisory Committee on Management, the Parents' Committee and the Resource Allocation Committee. These committees are not subject to this procedure.

3.0 REFERENCES

This procedure is established in accordance, notably, with the *Education Act*, sections 185, 188 and 193.1.

4.0 ESTABLISHMENT OF ADVISORY COMMITTEES

- 4.1 In accordance with the *Education Act*, the Council of Commissioners hereby establishes the following committees (the “Advisory Committees”):
- 4.1.1 **Governance and Ethics**
The Governance and Ethics Committee shall, among other things, assist the commissioners in developing and updating the code of ethics and professional conduct for commissioners, appointing the Ethics Commissioner, planning professional development activities for commissioners, determining the composition and structure of Advisory Committees and appointing the co-opted commissioners, if needed.
 - 4.1.2 **Audit**
The Audit Committee shall, among other things, make recommendations to the Council of Commissioners notably regarding the establishment of internal control mechanisms and the optimal use of the school board’s resources. The committee shall review the financial statements of the SWLSB and ensure control mechanisms are optimal.
 - 4.1.3 **Human Resources**
The Human Resources Committee shall, among other things, assist the commissioners in developing a competency and experience profile as well as selection criteria for the appointment of the Director General, Assistant Director General, Centre Directors and Principals.
 - 4.1.4 **Student Success**
The Advisory Committee on Student Success shall, among other things, assist the commissioners in developing an expertise in pedagogy and pedagogical matters. This committee is meant to also be a forum for general discussion and updates notably regarding ways to improve student success.

5.0 COMPOSITION OF THE ADVISORY COMMITTEES

- 5.1 The members of the Advisory Committees shall be named by resolution of the Council of Commissioners. Only commissioners can be members of the Advisory Committees.
- 5.2 The number of commissioners on each committee shall be limited to three (3) or four (4) to ensure productive and constructive discussions.
- 5.3 The Council of Commissioners shall determine the term of office of each member on the Advisory Committees, with an objective of ensuring continuity within the committees.
- 5.4 The members of the Advisory Committee shall remain in office until they are reelected, reappointed or replaced. In the case of a general election, it is understood that all members should be reelected.
- 5.5 The Council of Commissioners should prioritize council members that have expertise in the various subjects, namely:
 - 5.5.1 for the Governance and Ethics Committee, expertise in governance, ethics and public administration;

- 5.5.2 for the Audit Committee, expertise in finance or accounting;
- 5.5.3 for the Human Resources Committee, expertise in human resources or labour relations.
- 5.5.4 for the Student Success Committee, expertise in pedagogy.
- 5.6 For all Advisory Committee meetings, either the Director General or the Assistant Director General shall be present as an advisor, without voting rights. Other members of administration can be asked to join as advisors, as needed, and notably:
 - 5.6.1 the Secretary General or their substitute for the Ethics and Governance Committee;
 - 5.6.2 the Director of the Financial Resources Department or their substitute for the Audit Committee;
 - 5.6.3 the Director of the Human Resources Department or their substitute for the Human Resources Committee;
 - 5.6.4 The Director of the Pedagogical Services Department or their substitute for the Student Success Committee.
- 5.7 The Chairperson and Vice-Chairperson of the Advisory Committees are designated by the Council of Commissioners. The Chairperson of the Council of Commissioners and of the Executive Committee is not eligible for these positions.

6.0 OPERATION OF THE ADVISORY COMMITTEES

- 6.1 For every school year, the Council of Commissioners shall establish a corporate calendar which will include at least three (3) meetings for each advisory committee.
- 6.2 The Advisory Committees shall establish their rules of internal procedure at their first meeting, including the procedure to follow to call a special meeting when required. The Chairperson is responsible for calling the first meeting.
- 6.3 Once adopted, the rules of internal procedure must be sent to the Secretary General, as well as the signed minutes of each meeting.
- 6.4 A member may take part in and vote at a meeting of the committee by any means allowing all the participants to communicate with each other.
- 6.5 Subject to exceptions, the Advisory Committee meetings must not be scheduled at the same time as a meeting of either the Council of Commissioners, the Executive Committee, the Parents' Committee or the SEAC. When possible, meetings will be scheduled during regular working hours. If scheduled in the evening, it will be on a Wednesday evening, unless otherwise agreed upon by the committee members and the members of administration who are asked to join as advisors.
- 6.6 Subject to exceptions, there should not be more than (2) Advisory Committee meetings held outside regular working hours within the same month.

- 6.7 The Chairperson of the Advisory Committee shall oversee the proper operation of the committee they are presiding. This would include notably, without limitation, preparing the agenda and ensuring input from all members.
- 6.8 The Chairperson is responsible for presenting the committee's recommendations to the Council of Commissioners on any matter brought to the attention of the committee or any matter referred to it by the Council of Commissioners.
- 6.9 The Vice-Chairperson shall assist the Chairperson in its duties and replace the Chairperson when the latter is absent.
- 6.10 The Chairperson of each committee shall provide a written summary of their meeting to be included in the Council package and presented at the next regular Council of Commissioners meeting;
- 6.11 Before September 30 of each year, an annual report shall be presented to the Council of Commissioners by the Chairperson of each committee.

7.0 OTHER COMMITTEES

- 7.1 The law provides for other committees that involve commissioners as members:

7.1.1 The Executive Committee

- 7.1.1.1 As per P2000-CA-07: *Procedures for the Election of the Executive Committee* and section 179 of the *Education Act*, the Council of Commissioners establishes the composition of this committee, proceeds to the nomination of its members and establishes the duration of their term by resolution.
- 7.1.1.2 The date, time and place of the meetings of the Executive Committee are determined by by-law. Its internal rules are established within policy no. 2008-CA-16: *Rules of Order and Procedure for the Meetings of the Executive Committee of the Sir Wilfrid Laurier School Board*.
- 7.1.1.3 The Council of Commissioners hereby mandates the Executive Committee to make recommendations to the council as to the school board's PQI requests (*Plan québécois des infrastructures*), as well as to decisions to be taken or measures to be put in place to improve the educational services provided by the school board. The objective is long-term strategic planning in line with the school board's Commitment-to-Success Plan.

7.1.2 The Special Education Advisory Committee [SEAC]

- 7.1.2.1 The composition of the SEAC has been established by council resolution n° 980401-0104, and amended to include parent alternates and to provide for a two-year mandate to its members by resolutions n° 030827-ED-0012, 030827-ED-0013 and CC-061213-ED-0078 (**Annex 1**).
- 7.1.2.1 This committee mandated by the law establishes its own rules of internal procedures as well as the date, time and place of its meetings.

7.1.3 The Advisory Committee on Transportation (TAC)

7.1.3.1 The council also establishes the Advisory Committee on Transportation. The composition of the TAC is dictated by the *Regulation respecting student transportation*. It is composed of the following members:

- The Director General or the Assistant Director General;
- A person responsible for transportation services nominated by the Director General;
- A principal or centre director nominated by their peers;
- A representative of the Parents' Committee of the school board;
- Two (2) commissioners appointed by council resolution;
- A representative of each public transit authority whose territory intersects with that of the school board.

7.1.3.2 The Advisory Committee on Transportation shall, among other things, give its opinion on the planning, coordination, financing and administration of student transportation.

7.1.3.3 Commissioner members are appointed yearly by the Executive Committee.

7.1.3.4. The TAC establishes its own rules of internal procedures as well as the date, time and place of its meetings.

8. FINAL PROVISIONS

8.1 The present procedure may be reviewed as needed.

ANNEX 1

COMMISSION SCOLAIRE
SIR-WILFRID-LAURIER



SIR WILFRID LAURIER
SCHOOL BOARD

235, MONTÉE LESAGE, ROSEMÈRE, QC J7A 4Y6
EXTRACT OF DELIBERATIONS OF THE EXECUTIVE COMMITTEE OF
SIR WILFRID LAURIER SCHOOL BOARD

SUBJECT: ADVISORY COMMITTEE ON SPECIAL EDUCATION

REFERENCE: 030827-ED-0012 & 030827-ED-0013

030827-ED-0012

WHEREAS the Chairman of the Advisory Committee on Services to Handicapped Students and Students with Social Maladjustments or Learning Difficulties has requested that parent alternates be named so as to ensure good parental participation;

WHEREAS it is within the purview of the Council of Commissioners to set the members of this committee, as prescribed by sections 185 and 186 of the *Education Act* (R.S.Q., Chapter 1-13.3);

Grace Nesi MOVED THAT, on the recommendation of the Directorate and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board amend resolution #980401-0104, adopted by the Provisional Council of English Language School Board 50-05, by adding at the end of the resolution the following:

“AND THAT the parent members may be replaced by parent alternates as chosen by the Parents’ Committee;

AND FURTHER THAT the parent alternates will sit on the committee with full voting privileges when replacing a parent member.”

030827-ED-0013

Walter Fogel MOVED TO AMEND the resolution so that the last paragraph reads: *AND FURTHER THAT the parent alternates will sit on the committee ~~with~~ and will have full voting privileges when replacing a parent member.”*

Grace Nesi accepted the amendment.

Carried unanimously as amended.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

**EXTRACT OF DELIBERATIONS OF THE COUNCIL OF COMMISSIONERS OF THE
SIR WILFRID LAURIER SCHOOL BOARD**

SUBJECT: MANDATE OF SEAC COMMITTEE

REFERENCE: CC-061213-ED-0078

WHEREAS, Section 185 of the *Education Act* requires a school board to establish an Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities (SEAC);

WHEREAS the composition of the said Advisory Committee is determined by Section 185 of the Education Act.

WHEREAS, the representatives of the parents of handicapped students and students with social maladjustments or learning disabilities must constitute the majority of the members of the said Advisory Committee;

WHEREAS, the Council of Commissioners shall determine the number of representatives from each group;

WHEREAS, the SEAC Committee passed a resolution to request a mandate of members for a two-year term to be staggered over two years to take effect in 2007-2008.

WHEREAS, the Education Committee made a recommendation to support the change in mandate for the term of office to be staggered over two years to take effect in 2007-2008.

Carolyn Curiale MOVED THAT, on the recommendation of the Education Committee and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that the mandate for the Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities (SEAC) be modified and become a two-year term to be staggered over two years effective for the 2007-2008 school year.

Carried unanimously