

TERMS OF REFERENCE

*~ As per **Section 65** of the **School Act**, a board may establish committees and specify the functions and duties of these committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board. Unless expressly required to be exercised by bylaw, all powers of a board may be exercised by a bylaw or by resolution. ~*

COMMITTEE NAME: POLICY

TYPE: Standing

MANDATE: To assist in the development, management and review of Board Policies.
The Policy Committee shall have jurisdiction to consider and make recommendations to the Board on matters assigned to them or on other matters within their terms of reference.

RESPONSIBILITY:

1. Consider questions of overall school district policy.
2. Maintain a list of policies for potential discussion or review by the committee.
3. Ensure existing school district policies are updated in accordance with the provisions of the School Act and other provincial legislation.
4. Make recommendations to the Board to create, amend, and rescind policies.
5. Provide feedback on regulation and administrative procedures.
6. Consider other matters as may be referred by the Board.
7. Adhere to Policy 130 – Roles and Responsibilities of the Board.
8. Record meeting minutes and action items for approval by the committee and ensure that approved meeting minutes are filed securely.

MEMBERSHIP: The Policy Committee shall consist of membership as follows:

- Trustee Representative - Chairperson
- Superintendent/CEO or designate
- NOSTA Representatives (up to 2)
- CUPE Representatives (up to 2)
- DPAC Representatives (up to 2)
- NOSPVPA Representatives (up to 2)
- Quelmúcw Education Council Representatives (up to 2)
- Student Representatives (up to 2)

The committee's Trustee Representative – Chairperson and Alternate Chairperson will be appointed annually each June by the Board Chairperson.

Trustees who are not appointed to this committee are permitted to attend and may take part in any discussion or debate with the prior permission of the Committee Chairperson prior to the meeting, as per *Procedural Bylaws 12.3*.

MEETINGS:	Meetings will take place monthly, when school is in session. An annual schedule of meeting dates/times will be made public each September. As per <i>Procedural Bylaw – Committees 12.7</i> , minutes of meetings will be taken, and a summary of topics discussed will be provided to the Board at its next regularly scheduled meeting.
ATTENDANCE:	The Trustee Representative – Chair’s attendance will be recorded in the <i>Register of Trustee Attendance</i> as per <i>Policy 135 – Trustee Attendance</i> . Members’ attendance will be recorded in the meeting minutes.
TIME FRAME:	On-going
ACCOUNTABILITY:	The Committee shall report its findings or recommendations directly to the Board as and where required.

References: *The School Act* (Section 65), Policy 130 – Roles and Responsibilities of the Board, Policy 135 – Trustee Attendance, Procedural Bylaws 12.3 & 12.7
Date Amended: October 15, 2024