

GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE
2020-2021 TERMS OF REFERENCE

Adopted: September 22, 2020

I. PURPOSE

The purpose of the Governance and Policy Committee of the Whole (the “**Committee**”) is to assist the Board in fulfilling its obligations by providing a focus on governing through policy.

II. COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of all trustees of the Board, Directors, Superintendent and Secretary-Treasurer and two representatives from each of the KLTF, KLPVPA, CUPE Local 748 and the Kootenay Lake DPAC partners.
- B. The Committee will be chaired by a trustee elected at the first Committee meeting every second year following the inaugural meeting of the Board.
- C. The Committee quorum will consist of the Trustee Committee Chair and/or Committee Chair designate plus four Trustees, the Superintendent or designate, and one member from any two of the partner groups.
- D. Committee members are voting members of the Committee.
- E. The Committee will strive to make decisions by consensus; failing consensus, committee decisions will be made by a majority of votes cast.
- F. The Committee shall operate in a manner that is consistent with Board [Policy 121: Committee Structure](#) and Board [Policy 160: Policy Development](#).
- G. As scheduled by the Board the Committee will meet periodically during the school year. A schedule of meetings will be provided by the Board to the Committee following the adoption of the Board’s annual Board meeting schedule.
 - (i) Additional meetings will be scheduled as necessary;
 - (ii) Special meetings may be held at the discretion of the Board Chair and the Committee Chair or upon the written request to the Board Chair and the Committee Chair from a majority of the Committee members.
 - (iii) Confidential matters such as: property, personnel, litigation or situations involving individual staff or students (i.e., appeals) will not be discussed by the Committee.
- H. The Committee will adopt an Annual Plan/Policy Priority List at the first committee meeting of the school year which includes:
 - (i) Goals and objectives for the year
 - (ii) Strategies and structures to achieve goals
 - (iii) Communication strategies
 - (iv) Schedule of meeting dates
- I. The Annual plan/Policy Priority List will be submitted to the Board for approval.
- J. The Committee may create ad hoc sub-committees which will report to the Governance and Policy Committee of the Whole.

- K. The Governance and Policy Committee of the Whole Terms of Reference, Annual Plan/Policy Priority List and meeting minutes will be posted on the District website.

III. DUTIES AND RESPONSIBILITIES

The Committee has the responsibility to:

- A. Facilitate the review annually, for Board approval, Board policies and bylaws under which the Board will operate, with the exception of Section 100 policies, which will be reviewed and updated by the Board of Trustees alone.
- B. Review and recommend Board policies to the Board. Specifically:
 - (i) Any person in the District may request development of a policy or revisions to any policy by submitting a [Policy Pro Forma](#) to the Board of Education;
 - (ii) Board approved Policy Pro Forms will be referred to the Committee for consideration;
 - (iii) Drafting of a policy and revisions will be the Superintendent's responsibility;
 - (iv) The Committee will determine whether further information or consultation is required; and.
 - (v) Once stakeholder comments have been taken into account, the policy will be finalized and recommended by the Committee to the Board for approval.
- C. Support the Board in the alignment of governance and policy.
- D. May review draft Administrative Procedures and provide input when requested by the Board.

IV. Accountability

All meetings will be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved Governance and Policy Committee of the Whole meeting minutes and all Board policies and procedures will be posted to the District's website in a timely manner.