

POLICY, OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE

2024-2025 TERMS OF REFERENCE

Reviewed: September 10, 2024

Purpose

The Policy, Operations & Finance Partner Advisory Committee will provide advice to the Board on specific topics that are relevant to the Board's governance responsibilities. The Policy, Operations & Finance Partner Advisory Committee will offer an opportunity for the Board to engage with partner groups around a specific topic.

Discussions will be held in a manner that builds trust and sustains strong functional relationships and strengthens communication and information sharing. The discussions will be purposeful and constructive.

Scope

Policy, Operations & Finance Partner Advisory Committee input will be considered in matters related to the district but will not replace the accountability of district management and the Board of Policy, Operations & Finance in decision-making. The Policy, Operations & Finance Partner Advisory Committee does not have the authority for decision-making and no motions will be brought forward.

Committee Membership

Chair: Trustee Elected by the Board

Members: Board of Policy, Operations & Finance, Senior Leadership Team, 2 Principal or Vice-Principal reps, 2 KLTF reps, 2 CUPE reps, 2 DPAC reps, and Indigenous Rights Holders Representatives

Meetings

An annual schedule of meetings will be developed and approved by the Board.

The Policy, Operations & Finance Partner Advisory Committee will meet up to four times per year during the period when schools are in session.

An agenda will be developed prior to each meeting to meet the Board's accountabilities. Partner representatives may bring forward topics of interest for consideration as it aligns to the purpose of the Committee. These items will be brought forward to the Policy, Operations & Finance Partner Advisory Committee Chair and Superintendent two weeks prior to the committee meeting or at the Policy, Operations & Finance Partner Committee for consideration at agenda setting to be considered for following relevant meetings. A rationale will be provided if an item is not placed on the agenda for the following meetings. Operational issues, labour relations or personnel matters will not be addressed.

To facilitate open discussion, summary minutes will be recorded, following the minute-taking standards in Policy 124.

Order of Business

The order of business will be as follows:

- Call to Order
- Acknowledgement of Aboriginal Territory
- Receiving Presentations/Delegations
- Changes or omissions to Minutes
- New or Ongoing Business
- Comments or Questions from the Public regarding items on this Agenda
- Meeting Schedule and Reminders
- Adjournment