



Date: February 28, 2024 **Agenda Item:** 7.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Board Policy 230: Board Committees](#)
[Board Policy 230: Appendix A - Committee of the Whole](#)

Additional Reference: Education Act: Sections 51, 52(1)(b)
Board Procedures Regulation 82/2019

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 230: Appendix A - Committee of the Whole**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the amendments to *Board Policy 230: Appendix A - Committee of the Whole* as presented at the February 28, 2024, Public Board meeting.

Background:

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time (Policy 230). The Committee of the Whole provides the Board with the structure to:

gather privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting (Policy 230: Appendix A).

Administration is recommending that the Board add a second Committee of the Whole meeting as a standing committee on the afternoons of Public Board to provide the Board additional dedicated time for professional development to grow understanding in the legislation that guides the role of the Board and time to review Board policies that support the governance role.



Administration is prepared to respond to questions at the February 28, 2024, Public Board meeting.

Attachment(s):

1. Board Policy 230: Appendix A - Committee of the Whole - Tracked Changes

230: APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

2.0 Committee Terms of Reference

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2.2 Make recommendations for agenda items for subsequent Board meetings.

2.3 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

2.4 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees and posted to the website.

2.5 Meetings: Committee meetings are scheduled as follows:

2.5.1 Pre-Public Board Meeting Sessions: Held two Wednesdays before the Public Board meeting each month beginning at 9:00 a.m. These sessions are designed for in-depth preparatory discussions and are open to the public. Meetings are open to the public.

2.5.2 Public Board Meeting Days: Additional meetings take place in the afternoon of Public Board meeting days to finalize discussions and preparations. The exact timing will be set based on the agenda and availability. Meetings are open to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019