

Policy Committee of the Whole

Terms of Reference

The Policy Committee of the Whole (the "Committee") is a committee of the whole of the Board of Education. The purpose of the Committee is to support the Board in establishing, evaluating, revising, and retiring Board policy in accordance with [Policy 2500 Board Policy Development](#), make recommendations, and deliver reports to the Board of Education.

Responsibilities

The Committee will consider policy matters referred by the Board or identified through the Board agenda-setting process. The Committee will focus on governance direction and avoid operational detail.

- Review existing Board policies and policy or procedural bylaws for currency, relevance, clarity, legislative alignment, consistency, and alignment with the Strategic Plan.
- Consider the need for new Board policy, amendments to policy or procedural bylaws, or the amendment or retirement of existing Board policy.
- Obtain relevant information and consider policy alternatives, implications, and draft policy language.
- Recommend to the Board whether consultation is required and, if so, the purpose, participants, method, and timeline.
- Consider consultation feedback and direct appropriate revisions to draft policy.
- Recommend that the Board adopt, amend, or retire a policy.
- Review the Board-approved policy review schedule and identify priorities for future policy work.
- Conduct its work in accordance with Policy 2500 Board Policy Development.

Confidentiality

Deliberations and information received at meetings of the Committee shall be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to trustees of the Board, the Superintendent, the Secretary Treasurer, or, as determined by the Committee, or in pursuance of specified duties under the School Act or the Freedom of Information and Protection of Privacy Act.

Proposed policies and consultation materials may be made public through the Board agenda process as appropriate.

Composition

The Committee is a committee of the whole, assisted by the School District's Superintendent of Schools and Secretary Treasurer. Staff, legal counsel, Rights Holders, partners, students, or other persons may be invited to provide relevant information or advice.

The Committee Chair is the Board Chair or another trustee appointed by the Board Chair.

All committee members shall commit to ethical conduct, proper use of authority, decorum, and professional conduct.

Frequency of Meetings

The Committee shall meet as required.

Minutes

Minutes of the Committee shall be kept by the Secretary Treasurer or designate. The minutes shall record recommendations of the Committee but not the contents of the discussion.

Recommendations of the Committee may be made by motion of the Committee. Such motions are advisory only and do not constitute decisions of the Board.

Minutes shall be presented to the Committee for approval. Recommendations approved by the Committee shall be presented to the Board of Education for consideration.

ESTABLISHED: SEPTEMBER 23, 2026