

Policy Working Committee

Terms of Reference

Committee Classification: Non-Statutory

Purpose

The Board of Trustees, through policies established by the Board, determine administrative authority and responsibility. These policies are subject to the provisions and restrictions of the *Education Act*, the *Ontario Human Rights Code* and all related regulations and obligations that may be required by law.

The Policy Working Committee (PWC) makes recommendations to the Board of Trustees regarding Policy.

The PWC directs the maintenance of all Board policies by conducting reviews at minimum every five (5) to seven (7) years or when policy matters are referred to the committee for consideration.

Mandate

The PWC initiates and reviews policies related to the Multi-Year Strategic Plan and the Board's operations and makes recommendations for approval to the Board. It receives procedures for discussion and ensures procedures are in alignment with policy and may offer suggestions for consideration by the originating department, with subsequent referral to the Board for information.

Voting Members

The committee consists of five trustees. The Vice Chair of the Board serves as Chair of the PWC. A committee Vice Chair will be appointed at the first meeting of each committee term.

If a Trustee currently serving a two (2) year term on the PWC becomes the Vice Chair of the Board of Trustees at the Annual Organizational Meeting, three (3) one (1) year term members will be appointed.

Non-Voting Members

Administrative support is provided including but not limited to the Director or Designate, Policy Advisor, Human Rights Policy Advisor, and a representative from Board Services.

Membership Term

Two (2) Trustees will serve a two (2) year term to ensure consistency in the workflow of PWC. The other two (2) Trustees will serve a one (1) year term.

Meeting Schedule

The PWC will meet on the second Tuesday of each month from September to June. Additional meetings that are required/requested shall be determined by the Chair of the committee or majority of committee members and the designate.

The committee may remain in session no later than 2 hours after its scheduled start time unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion (subject to bylaw change).

Orientation

The PWC will receive a professional development session with the Policy Advisor within the first 60 days of each committee term. All new PWC members will receive the Committee Orientation Handbook from Board Services when their appointment is confirmed.

Members are required to participate in orientation. The Chair of the committee will participate in the Chair's orientation.

Decision Making

The committee's governing document is Robert's Rules of Order for small boards.

Governance Scope

- The PWC will prioritize policies for review as required and make available a public list of Board Policies scheduled for review over the next six (6) months.
- The committee ensures community input is sought, as appropriate, on all policies, procedures and independent procedures prior to being referred to the Board for approval or information. Staff are responsible for seeking public input or consultation, as appropriate, for procedures and independent procedures. Staff will notify PWC of any procedures that are circulated independently from their corresponding policy for public input or consultation.

- The PWC is responsible for directing the maintenance of accurate and current records of all Board policies and may conduct a review of policies every five to seven years or when referred to the Committee for review.
- The PWC ensures that staff, in collaboration with the PWC Chair and Vice-Chair, develop and maintain an internal document that projects a schedule for review of all policies.
- The PWC will receive delegations regarding Board Policies.
- In cases where there may be a misalignment between policy and procedure, the PWC shall inform the Board through a Board Report.
- As opportunities for improvement in policy are identified by members of the TVDSB community to the PWC, the committee can make recommendations to the Board of Trustees to adopt the best practices as new or amended policy recommendations.
- The PWC recommends to the Board reports on policies that warrant evaluation for efficiency/effectiveness of implementation or impact measures.
- In developing new policies or revising existing policies, decisions are considered with an equity lens and are to be data-informed.
- The PWC conducts its policy work in alignment with all relevant legislation and other governing documents, as well as in accordance with the Development and Management of Board Policies and Administrative Procedure Policy (2032).

Agenda

The agenda will be created based on the PWC Workplan. It is the responsibility of the Chair and Vice Chair in consultation with the Designate, to identify missing items and prioritize the items on the agenda.

Reporting Mechanisms

Following every meeting, Subcommittees and Working Groups must provide a report to the committee.

Evaluation and Review

The PWC workplan will be a standing item, reviewed at every meeting.



The committee will conduct an annual self-evaluation of its performance against its mandate and these Terms of Reference.

The committee must review these Terms of Reference every two years. If amendments are recommended, a report will be made to the Board for the revisions to be adopted.

Mandates are evaluated and reviewed by the Chair's committee and self-evaluations will be completed by each committee.

Resources

- Committee Orientation Handbook
- Chair's Handbook
- TVDSB Bylaws

Additional committee resources can be found in the committee's Teams Channel.