

## **POLICY WORKING COMMITTEE REPORT**

### **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.

<b>Meeting Type:</b>	Public Board Meeting
<b>Presented for:</b>	Information
<b>Report Author:</b>	
<b>Date and Time of meeting</b>	The committee met on 2025 February 11 from 3:02 p.m. to 4:17 p.m.
<b>Purpose</b>	Establish a clear link from the report itself and the committee's mandate/purpose/goals:
<b>Content:</b>	<p>Summary of key points of the meeting:</p> <p><b>PWC Workplan</b></p> <p>Deferred until the March meeting.</p> <p><b>Development and Management of Board Policies and Administrative Procedures Policy (2032) Update</b></p> <p>Interim Director Tucker provided an update on the Development and Management of Board Policies and Administrative Procedures Policy (2032).</p> <p>Discussion focused on committee alignment on the content, language used in the policy, and the role of a PWC member.</p> <p>Questions of clarification were addressed by Administration regarding the status of the development of the policy and timelines for PWC review.</p>

It was decided that Administration will update the PWC Chair on the progress on the policy and that Trustees will share their original feedback on the policy with Interim Director Tucker.

### **Existing Policies/Procedures Under Revision**

#### **5017/a Information Technology Policy and Procedures Revisions**

Manager Glaser presented the recommended revisions to the Information Technology Policy and Procedure (5017/a) for input. It was noted that the revisions were necessary due to changes in technology.

Discussion focused on staff and Trustees monitoring of the policy

Questions of clarification were addressed by Administration regarding tracking breaches, references used to inform the content of the policy and procedure, alignment of the policy and procedure to the Enhancing Digital Security and Trust Act, and guidelines to follow in the event of a cyber security incident.

The following motion was moved and **ADOPTED**:

THAT the Information Technology Policy (5017) be posted for 30 days of public input as amended.

Feedback was captured by C. Glaser.

#### **Corporate Email Independent Procedure (9037)**

This item was discussed under item 6.a.

#### **Use of Commercial Electronic Messages Independent Procedure (9056)**

This item was discussed under item 6.a.

### **Committee Self-Assessment Survey Results 2023-2024**

The committee reviewed the 2023-2024 PWC Self-Assessment Survey results.

Discussion included ways to improve committee efficiency, additional committee tasks in between policy and procedure review, the value of the consultation stage of the policy and procedure review process, and how the Development and

	<p>Management of Board Policies and Administrative Procedures Policy (2032) will guide the work of the PWC.</p> <p>It was decided that Chair Cripps would connect with Trustees Mai and Sachs regarding committee work and efficiency.</p> <p><b>Next Meeting Dates</b></p> <p>A special PWC meeting is scheduled for Tuesday, February 25, 2025.</p>
<p><b>Recommendations:</b> <i>(only required when presenting for Board/COW approval)</i></p>	<p><b>MOTIONS</b> <i>(if applicable)</i></p> <p>None</p>
<p><b>Financial Implications:</b></p>	<p>N/A</p>
<p><b>Timeline:</b></p>	<p>N/A</p>
<p><b>Communications:</b></p>	<p>N/A</p>
<p><b>Appendices:</b></p>	<p>N/A</p>