



## TERMS OF REFERENCE

~ As per **Section 65** of the *School Act*, a board may establish committees and specify the functions and duties of these committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board. Unless expressly required to be exercised by bylaw, all powers of a board may be exercised by a bylaw or by resolution. ~

### **COMMITTEE NAME: COMMITTEE OF THE WHOLE**

**TYPE:** Board

**MANDATE:** To provide a forum for informal consideration and focus on a specific topic or issue.

To allow ample time for trustees to receive reports and obtain information/input from administrative staff to ensure all trustees are well-informed and share a common level of understanding on a particular topic.

To allow for in-depth discussion on specific topics prior to recommending Board action.

**RESPONSIBILITY:** To consider and make recommendations to the Board regarding matters including but not limited to:

1. staffing and other matters that significantly impact on budget priorities
2. curriculum and program initiatives and/or changes
3. long-term planning
4. governance processes and procedures

**MEMBERSHIP:** The Committee of the Whole shall consist of membership as follows:

- Trustee – Chairperson
- Trustee – Vice Chairperson
- Trustee Representatives (3)

The Committee will be supported by the Superintendent/CEO and the Secretary Treasurer.

Other staff, guests and subject matter experts will be invited to contribute and/or participate in discussions from time to time, as required.

- MEETINGS:** Meetings will take place as and when required, when school is in session.
- Committee of the Whole meetings will be open to the public for observation. Meeting dates/times/locations will be made public at least 48 hours prior to the meeting.
- As per *Procedural Bylaw – Committees 12.7*, minutes of meetings will be taken, and a summary of topics discussed will be provided to the Board at its next regularly scheduled meeting.
- ATTENDANCE:** Trustees' attendance will be recorded in the *Register of Trustee Attendance* as per *Regulation 2060.01R – Trustee Attendance*.
- Staff attendance, as well as attendance of guests and subject matter experts will be recorded in the meeting minutes.
- TIME FRAME:** On-going
- ACCOUNTABILITY:** The Committee shall report its findings or recommendations directly to the Board as and where required.