



**Policy Committee Meeting Minutes
October 18, 2016 – 5:00 p.m.
North Bay and Parry Sound Boardrooms
963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

Present: Committee Chair David Thompson, Jim Beatty, Michelina Beam, Harry Fry, Paul Moffat, Al Bottomley, Director Jackie Young, Executive Assistant Carrie Girard

Regrets:

1. Call to Order

Chair Thompson called the meeting to order at 4:57 p.m.

2. Review of Margaret Wilson's Administrative Review 2013-Governance Recommendations

The timing of this conversation is appropriate and it is a conversation that has happened on several occasions over the years. One of the biggest lessons learned from the ARC Administrative Review in 2013 is that the Board's minutes and procedural practices needed to be tightened. We need to make sure that supporting documents that go to Committee meetings go back to the Board for final decision.

The report identified that our process was acceptable, but the Board's internal governance processes need working on. We have moved in a good direction since 2013 but there is still work ahead. We want to make sure that our decisions are transparent to the public.

For our last two policy updates, we invited the public to provide feedback. This is aligned with our commitment to communication, which is one of the 4 pillars in the draft Multi-Year Plan.

During the last accommodation reviews, in some cases, the data used was out of date. Now that the Board has a Capital Plan, we are able to present data upfront. It was mentioned by several trustees that the capital plan feels complete in terms of what a concerned parent might be interested in should their school be impacted by a decision.

The Governance Model itself requires review. The current Carver model might not be the right fit. In the current model, the Director of Education is the only staff member of the organization and it clearly outlines the role of the trustee and the role of the director.

Newly revised policies have been written in the positive, not the negative as required under Carver.

Monitoring policies is also an important part of governance and needs to be addressed moving forward. We are not currently monitoring policies according to a schedule.

Carrie will send out the Governance manual to all Trustees. Al Bottomley will work with Carrie to work through the existing Governance Manual and bring back suggestions to the committee.

3. Developing a Draft Terms of Reference

As per Bylaw VII, a terms of reference will serve to define the purpose of the committee. A draft terms of reference was reviewed and revisions were suggested to describe the length of term for the committee, reporting frequency and how often the committee meets.

RECOMMENDATION

Moved by Al Bottomley, Seconded by Michelina Beam

That the Committee recommend the Board approve the Terms of Reference for the Policy Committee.

CARRIED

4. Next Committee Meeting Date

At the call of the Chair.

5. Adjournment

The meeting adjourned at 6:13 p.m.

