



## **POLICY\* COMMITTEE –TERMS OF REFERENCE**

- 1) The Policy Committee shall consist of not less than three Board trustees. The members of the Committee are appointed by the Chair of the Board annually. Any Member may be removed or replaced at any time by the Board. A Committee Member will cease to be a Member upon ceasing to be a Trustee.
- 2) The Policy Committee meets a minimum of twice annually. The annual high-level review of all policies will occur during the first meeting of the calendar year. Any new policies or those that require significant revisions will be discussed/approved at the second Policy Committee meeting. Policies coming forward to the Policy Committee will have already undergone consultation and review at Staff and School Council. In addition, each policy will be reviewed in depth every 5 years at a minimum, unless otherwise required by legislative, regulatory or Ministry policy changes. Additional meetings may be held at the discretion of the Committee Chair or at the request of the Board, a Board member or the Board chair.
- 3) A majority of the Committee constitutes quorum.
- 4) The Committee will report to the Board on all proceedings, deliberations, decisions and recommendations of the Committee at the first subsequent Board meeting and at the other time(s) and in the manner the Board requires or, failing Board direction, in the manner the Committee considers advisable.
- 5) The Committee's mandates are to (i) review, on a regular basis, all policies and procedures of the board, (ii) recommend the nature and substance of any new by-laws, policies or procedures deemed necessary or which are mandated by the Ministry of Education and (iii) seek input on new or revised by-laws, policies and procedures from appropriate stake holders, (v) consider by-laws, policies or procedures which are no longer necessary or valid for deletion and (v) make recommendations to the board for approval regarding any new or revised by-laws, policies or procedures.
- 6) In fulfilling these mandates, the Committee shall:
  - a) Review regularly the Board's policies and procedures with a view to determining whether the policy or procedure meets Bloorview's needs and recommend additions, revisions or deletions
  - b) At least annually, review the mandate of the committee with a view to determining whether the mandate meets Bloorview's needs.
  - c) Review at least annually the terms of reference of the committee
  - d) Monitor Ministry of Education requirements and other legal matters which may materially impact the Board's duties, activities, policies or procedures.

- 7) The Chair's role is to ensure that the Committee fulfills its mandates, meets its obligations and responsibilities, and functions properly. Specifically, the Chair shall:
- a) Chair meetings of the Committee;
  - b) In consultation with the Board's chair, the Board, Members and Bloorview's Supervisory Officer, set agendas for meetings of the Committee;
  - c) Assign work to Members;
  - d) Collaborate with the Board's chair, the Board and Bloorview's Supervisory Officer so that agenda items for all Committee meetings are ready for presentation and that adequate information is distributed to Members in advance of such meetings with reasonable time for prior review;
  - e) Act as a liaison and maintain communications with the Board's chair and the Board to optimize and coordinate input from the Trustees and optimize the effectiveness of the Committee;
  - f) Provide leadership to the Committee in it fulfilling its mandates and responsibilities under this Policy; and
  - g) On an interim and emergency basis, as may be required, have authority to make any decision which is within the mandates and responsibilities of the Committee, provided that the Chair advises the other Members immediately after this power is used e.g. make a unilateral drafting change to a policy submitted to the Board for its consideration, where the other Members are unavailable for consultation and the time to submit the revised policy has essentially expired.
- **NOTE: A policy is a deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol. Policies are generally adopted by a governance body (i.e., Board) within an organization.**