

COMMITTEE OF THE WHOLE

4:00 pm, Wednesday, November 12, 2025
School Board Office

NOTES

Present: Jaclyn Miller, Maureen Mason, Gretchen Conti

Also in attendance: Paul McKenzie (Superintendent), Steve Hopkins (Secretary-Treasurer)

Regrets: Trustees Kirsten Van't Schip and Dale Lawson

The meeting was called to order at 4:00 pm by Chairperson Miller.

LAND ACKNOWLEDGEMENT: Trustee G. Conti

1. APPROVAL OF AGENDA

MOVED: M. MASON

SECONDED: G. CONTI

THAT the Committee of the Whole Meeting Agenda of November 12, 2025, be adopted as circulated.

STATUS: CARRIED

2. STANDING COMMITTEES

2.a) Finance and Facilities

2.a.i) Pay Transparency Act Reporting

Secretary-Treasurer Hopkins provided an update on the new reporting requirements under the *Pay Transparency Act*, which applies to employers with more than 300 employees. This is the district's first year of reporting.

He noted that, even though salaries are determined by established pay grids, the results still show gender-based pay differences. Trustees discussed the discrepancies and shared perspectives on possible causes.

2.b) Education and Strategic Planning

2.b.i) N/A

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Review and Revisions of Policies

The committee reviewed Policy 5 (Role of the Board Chair) and Policy 6 (Role of the Vice-Chair) in advance of upcoming trustee elections. Trustees discussed adding language to Policy 5 to strengthen expectations around providing advice, coaching, and orientation to new trustees, as well as mentorship to the Vice-Chair. Trustees also recommended clarifying the requirement for consultation prior to appointing trustees to committees. Secretary-Treasurer Hopkins noted that the Board may bring forward policy changes at any time with notice of motion.

The committee reviewed proposed revisions to Policy 17 (Accumulated Operating Surplus and Internally Restricted Funds) and Policy 19 (Public Interest Disclosures), which align with ministerial requirements and the provincial PIDA Act. Additional edits were requested to the accompanying administrative procedure for Public Interest Disclosures to ensure clear direction on investigations and due process.

Trustees also discussed the practice of including administrative committee minutes in the closed agenda package. It was noted that some administrative committees involve external partners and that minute-taking in these contexts can be challenging. Staff clarified that governance-related minutes, with the exception of closed meeting minutes, are shared publicly.

RECOMMENDATION: To update Policy 5 (Role of the Chair) to include mentorship for the Vice-Chair and clearer language outlining the expectation for consultation prior to trustee appointments.

RECOMMENDATION: That the Board of Education approve the proposed revisions to:

- Policy 17 – Accumulated Operating Surplus and Internally Restricted Funds
- Policy 19 – Public Interest Disclosures

3. **COMMITTEE REPORTS**

3.a) **Board Development Ad Hoc Committee**

Trustee Conti and Vice-Chair Mason reviewed the committee's meeting minutes and reported that a survey is being developed to gather trustee input. The ad hoc committee recommended adding language to its Terms of Reference to state that it will "endeavor to provide professional development that is responsive to the changing needs of the Board."

RECOMMENDATION: To adopt the updated Terms of Reference for the Ad Hoc Committee.

4. **OTHER INFORMATION**

4.a) **Administrative Procedure 403 – Public Interest Disclosures by Employees**

Secretary-Treasurer Hopkins noted that the Act includes a reporting requirement and that the district has developed a [webpage](#) to support easy access to reporting information.

RECOMMENDATION: To direct staff to review and adapt the Administrative Procedure relating to Public Interest Disclosures, to ensure a detailed investigation process is included.

5. **ADJOURNMENT**

MOVED: M. MASON

THAT the Committee of the Whole Meeting Agenda of November 12, 2025, be adjourned.

STATUS: CARRIED

The meeting adjourned at 4:50 pm