

APPENDIX – D

HALIFAX REGIONAL SCHOOL BOARD

PLANNING, POLICY AND PRIORITY COMMITTEE TERMS OF REFERENCE

- Committee Type:** Standing Committee of the Board
- Composition:** Members of the committee shall be elected by the Board, and the number of members shall be determined by the Board. In the initial election after the new Board is sworn-in at least two members of the committee shall be elected to serve two year terms and the remainder to serve one year terms. All members are eligible for re-election for a further term. Members shall be elected at the same meeting as the committee is established and thereafter at the first meeting as a new board is sworn in following election.
- Committee Chair:** The board will elect a Chair of the Planning and Priorities Committee.
- Meeting Frequency:** The committee will meet as required, normally once per month or at the call of the chair.
- Staff Support:** The Superintendent will ensure that staff support is provided to the committee and that senior staff are available for consultation and advice as required by the committee.
- Mandate:** In consultation with senior staff, the Planning and Priorities Committee is responsible for the following:
1. Identify issues that warrant attention and recommend the appropriate means of addressing them, whether by staff, an ad hoc committee, or otherwise.
 2. Develop and recommend multi-year goals for the board and establish priorities among them for the upcoming year.
 3. Review the current business plan and establish the business plan process for the upcoming year.

4. Consultation with the community as determined by the committee or directed by the Board
5. Validate the business plan and budget process for approval by the board.
6. Review and, if necessary revise the goals for the upcoming year, for approval by the board.
7. Review and update the business plan priorities.
8. Supervise completion of draft business plan for approval by the board.
9. Responding to any legislation that requires change to the Board's existing policies.
10. Reviewing feedback from Board members, staff, schools and community with respect to potential issues within existing policies.
11. Making recommendations for continuance, changes, or discontinuance of existing policies.
12. Responding to any legislation (provincial or federal) that requires the development of a policy for the Halifax Regional School Board.
13. Prepare amendments to the By-laws as required for approval of the Halifax Regional School Board.
14. Fulfill other functions as required by the Halifax Regional School Board.