

KENORA DISTRICT SERVICES BOARD

Minutes of the Policy Committee Meeting
Held on Thursday, February 28, 2008
At Board Office in Dryden
Commencing at 11:00 a.m.

PRESENT: Bill Blower, Chair
Bill Thompson
Jack McKenzie (via teleconference)

STAFF: Sten S. Lif, Chief Administrative Officer

GUESTS: One member of the public

1. **CALL TO ORDER**

The Chair called the meeting to order at 11:07 a.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: PC2008-01

Moved by Jack McKenzie
Seconded by Bill Thompson

RESOLVED THAT the Policy Committee approve the agenda for a committee meeting to be held at the KDSB Office in Dryden on Thursday, February 28, 2008 at 11:00 a.m.

CALLED; CARRIED

ACTION: None

3. **DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF**

None

4. **DELEGATIONS / DEPUTATIONS**

None

5. **MINUTES OF PREVIOUS MEETING(S)**

5.1 **Minutes of August 2, 2007**

MOTION NO.: PC2008-02

Moved by Bill Thompson
Seconded by Jack McKenzie

RESOLVED THAT the Policy Committee approves the minutes of the August 2, 2007 meeting of the Policy Committee as presented.

CALLED; CARRIED

ACTION: File

6. CORRESPONDENCE

6.1 None

7. PROGRAM DIRECTOR'S REPORT

7.1 PC 2008-01 - Board of Directors' & Staff Protocol (Policy No.: KDSB-ORG-I-04)

The CAO's report outlined a policy that would provide a framework within which the Chair, Board of Directors and staff can carry out their respective roles. The proposed policy will assist each group (Board and staff) to understand and fulfill their respective roles and understand and respect the role of the other group. The policy would be used as a guideline and wherever possible the guideline should be followed however it is recognized that urgent circumstances will make it difficult to follow the protocol strictly. When used in conjunction with Policy No.: KDSB-ORG-I-02 (Board of Directors Role, Conduct and Responsibilities) it will help define the distinctive roles of each group.

7.2 PC 2008-02 - Policy - News Release Protocol

The policy will establish a protocol for the preparation and circulation of KDSB news releases. There was some discussion about the difference between issuing news releases and inquiries from the media. This policy deals directly with the issuing of news releases only and will formalize the process for the issuing of them.

7.3 PC 2008-03 - Policy - Election/Appointment of TWOMO Representatives

The Chair requested that this report be Tabled as he does not want it to go to the Board in its present format, at least not until DOKURA has had an opportunity to seek changes to the current legislation. The CAO advised that the current legislation requires that the Board appoint persons to fill vacancies for TWOMO representatives. After a brief discussion the majority of the committee members agreed to Table the report.

7.4 PC2008-04 - Policy Review - Board Committees (KDSB-ORG-II-01)

The Board had requested at its February 14th meeting to bring forward an amendment to the policy that would incorporate a two-year term for each committee in an effort to ensure that Board members have an opportunity to sit on the various committees in order that they can attain a better understanding of the different services and programs. Member McKenzie spoke against the amendment and requested the amendments be Tabled until he was able to speak to the Board. After considerable discussion the majority of the members were not in favour of tabling the amendment.

An additional amendment to sub-section 3.5 (7) is required to remove the reference to the Board of Directors for the Kenora District Housing Corporation and replacing same with the Director of Housing Services. The members were in agreement to amend this section.

The CAO also brought forward the proposed amendment to sub-section 3.8 (1) and proposed a further amendment for consideration, that being to recommend that the Finance Committee be reduced from six (6) members to five (5) with only two (2) members being appointed who are not members of the Standing Committees noted in sub-section (a). The reason is twofold, one being it has been very difficult to reach a quorum (4 of 6) and secondly with an even number of members it is difficult to reach a majority vote (if all members are present). After some discussion it was the consensus of members to recommend the amendment to the Board.

8. GENERAL BUSINESS

8.1 The Chair brought forward for discussion the request of Board Member, Joyce Timpson, to consider discontinuing the use of the word "accepts" in resolutions when the Board receives reports from its Standing Committees as she is concerned that the use of the word could be interpreted that the Board is forced to accept all recommendations contained within the report without further debate and/or voting on each recommendation. The CAO advised the Board could consider using the word 'receive'. The Committee recommended that the word 'receive' be used in a resolution in all instances when the Board is receiving a report from its Standing and/or Ad-hoc Committees.

9. RESOLUTIONS/RECOMMENDATIONS

- 9.1 MOTION NO.: PC2008-03 Moved by Bill Thompson
Seconded by Bill Blower

RESOLVED THAT the Policy Committee recommend that the KDSB Board of Directors approve the following changes to the KDSB Policy Manual:

Approve: KDSB-ORG-I-04 - Board of Directors & Staff Protocol (New)
KDSB-PBR-I-01 - Protocol - News Releases (New)
KDSB-ORG-II-01 - Board Committees (Revised)

CALLED; CARRIED

ACTION: Board

10. NEXT MEETING

The next meeting is at the call of the Chair

11. ADJOURNAMENT

The meeting adjourned at 12:22 p.m.

Confirmed this 29th day of July, A.D. 2008,

By Resolution No.: PC 2008-05

Bill Blower, Chair