



1105 POLICY REVIEW COMMITTEE

Policy Type: Board Policy Manual
Applies To: Board Directors, All Staff, Students, Visitors
Approved By: LCS Board
Policy Reviewed: every 2 years
Adopted: 03 2021
Revisions: 03 2025

1. PURPOSE:

The Policy Review Committee reviews, and, as required, may request administration to make changes to existing LCS operational policies.

Board governance policies (1000s) can only be modified by a resolution of the Board of Directors. Other policies (2000s-4000s), largely operational in nature, are written, approved and implemented by the Head of School, but may be reviewed at any time through the processes outlined in these terms of reference.

2. COMPOSITION:

- (a) The Policy Review Committee consists of no less than 2 Directors.
- (b) The Board Chair and Head of School sit on the committee as ex-officio Directors.
- (c) The Board will appoint a Director to sit as chairperson.
- (d) Directors are appointed by the Board for a one year term.
- (e) Members of the committee meet to ensure a process of regular review, suggest revisions and may make recommendations on any policy.

3. ROLE & RESPONSIBILITIES:

- (a) Ensure there is a schedule of regular review of all LCS policies, and provide oversight of necessary revisions when required.
- (b) Ensure all LCS policies are clear, concise, effective, implemented consistently and communicated in a well structured, accessible manner for Society members. As such, the Head of School is required to provide reasonable notice and opportunity for committee members to review any new operational policies or changes to existing policies.
- (c) Make recommendations to the Board where governance policies (1000s) require changes to be more effective.

- (d) Determine if Society member's requests for a policy review meet the criteria for administration to revise a policy. The process and criteria for a Society member's request for the review of policies is outlined in the 1304 Policy Review Process.
- (e) Meetings are to be held four (4) times per year at minimum.

RELEVANT POLICIES:

1304 POLICY REVIEW PROCESS

Reviewed: 02 2025