

BOARD COMMITTEES

As much as possible, the Board's business of governance will be conducted by the full Board of Education. The Board may establish committees of the Board when necessary to assist it with governance functions. Committees of the Board shall never interfere with delegation of authority from Board to Superintendent or Secretary Treasurer. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *School Act*.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion. No action of any committee of the Board shall be binding on the Board until the action is formally approved by the Board.

Trustees not appointed to a committee may attend meetings as non-voting participants.

A quorum shall be a majority of the Trustees appointed to the Committee.

General Requirements

1. The Board may establish Standing Committees and Ad Hoc Committees and shall prescribe their purpose, powers and duties, number of members and meetings.
2. The Chair of the Board shall be an ex-officio non-voting member of all Board committees to which the Chair has not been appointed. The Board Vice Chairperson may act as ex-officio in the absence of the Board Chairperson. The Board Chairperson may take the place of any Trustee member or alternate who is absent to complete the committee quorum.
3. The Chairperson shall appoint members and Co-Chairs of each Standing Committee at the first regular meeting of each calendar year or as soon thereafter as possible. The Chairperson may fill vacancies as they occur on any standing committee.

Standing Committees

1. The Board has approved the following Standing Committees:
 - 1.1 Policy
 - 1.2 Finance/Operations/Personnel
 - 1.3 Advocacy/Education
 - 1.4 Student Services
 - 1.5 Audit

1.6 Communications/Media

2. Standing Committees shall hold regular and in-camera meetings as often as is necessary to transact the business of the Board.
3. Trustees may attend meetings of any committee of the Board and may be allowed to take part in any discussion or debate but may not vote.
4. The Chairperson of a committee may make recommendations and speak to any question during committee meetings without leaving the Chair.
5. The rules applying to regular or special meetings of the Board shall be observed in committee of the whole and in Standing Committees so far as they are applicable.
6. Recommendations in Committee need not be seconded, and members are not limited as to the times of speaking. Speeches in committee of the whole must be strictly relevant to the item or clause under consideration.
7. Committees of Trustees or individual Trustees may not exercise the rights, duties and power of the Board. [SA s.65(3)]
8. On completion of deliberations, a committee shall report its findings to the Board and such report cannot be acted upon unless approved by the Board.
9. Standing Committees consist solely of Trustees and are established to assist the Board with work of an ongoing or recurring nature. Trustees normally shall be appointed to Standing Committees following the annual Inaugural Meeting and subsequent Annual Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.
10. Standing Committees are usually established or confirmed annually at the Inaugural Meeting or subsequent Annual Meeting. The appointed member shall serve on the Committee until replaced by a subsequent appointment.
11. The number of Trustees appointed to a committee other than a committee of the whole shall not constitute a quorum of the Board.
12. Each Standing Committee shall establish, at the first meeting of the committee the meeting schedule for the year. The Chairperson of the Committee may cancel regularly scheduled meetings for proper cause. Proper cause will include insufficient business to require a meeting of the Committee. The Chairperson of the Committee may also call special meetings of the Committee not included on the schedule. All Board members will receive notification as well as the agenda for any regularly scheduled or special meetings of the Committee.
13. The resource staff assigned to each committee by the Superintendent or Secretary Treasurer shall keep minutes of each committee meeting, prepare the agenda, and distribute material to be considered by the Committee.
14. Committee minutes shall be distributed to all members of the Board at the Board Meeting at which the Committee Report is given.

15. The Committee agenda and accompanying material shall be distributed at least two full days before any regular meeting of the Committee. A copy of each Committee agenda shall be distributed to all members of the Board. Items may be added to the Committee agenda of any regular or special meeting of the Committee at the beginning of each meeting with the consensus of those committee members present.
16. All recommendations to the Board shall be by majority vote of the Committee members. The minutes shall be circulated in draft form to all Committee members to ensure an accurate final record, shall be approved at a subsequent meeting of the Committee and shall be distributed to the Board of Education. The Chairperson of each Standing Committee will report to the Board on the business of the Committee at the first regularly scheduled Board meeting following the Committee meeting.
17. Agenda items of Standing Committees may be referred to a committee by the Board or may be initiated by staff in consultation with the Chairperson of the committee. Standing Committees of the Board may refer items to other Standing Committees. The agenda for each meeting shall be developed by the chair in consultation with the resource person assigned to assist the Committee.
18. Finance/Operations/Personnel Committee
 - 18.1 Purpose
 - 18.1.1 The purpose of the Committee is to assist the Board by providing for more focused Board discussion of issues pertaining to the District's financial and personnel accountabilities.
 - 18.1.2 The Committee shall review and make recommendations regarding any financial or personnel issues referred to it by the Board.
 - 18.2 Powers and Duties
 - 18.2.1 Fiscal matters to be addressed may include:
 - 18.2.1.1 Operation Budgets
 - 18.2.1.2 Capital Budgets
 - 18.2.1.3 Debt Services
 - 18.2.1.4 Maintenance
 - 18.2.1.5 Transportation
 - 18.2.1.6 Facilities/Property
 - 18.2.1.7 Safety
 - 18.2.1.8 Municipal/Regional Government Liaison
 - 18.2.1.9 Auxiliary Services
 - 18.2.1.10 Any other such items as are deemed financial/operational by the Committee.
 - 18.2.2 Personnel matters may be those related to:
 - 18.2.2.1 Employees
 - 18.2.2.2 Negotiations
 - 18.2.2.3 Working Conditions

18.2.2.4 Collective Agreements and Employee Contracts

18.2.2.5 Any other such items as deemed personnel related by the Committee

18.2.3 The Committee meetings have a public and an in-camera portion with public items brought forward, with minutes, to Board public meetings.

18.3 Membership

18.3.1 Four Trustees appointed by the Chairperson of the Board

18.4 Meetings

18.4.1 At least three times annually

19. Advocacy Education Committee

19.1 Purpose

19.1.1 The purpose of the Committee is to assist and make recommendations to the Board to advocate on behalf of District student needs and achievement and for the requisite funding requirements.

19.2 Powers and Duties

19.2.1 To serve as a vehicle for discussion of educational matters and make recommendations to the Board on such educational matters referred to them.

19.2.2 To review progress relative to key results associated with the Five-Year Strategic Plan.

19.2.3 Determine educational topics to be presented at the monthly public meeting of the Board.

19.2.4 Educational matters may relate to:

19.2.4.1 Curriculum

19.2.4.2 Program and student assessment and evaluation

19.2.4.3 School programs and services

19.2.4.4 Non-Instructional days

19.2.4.5 Post-secondary institutes

19.2.4.6 Any other items as are deemed educational by the Committee.

19.3 Membership

19.3.1 Four Trustees selected by the Chairperson of the Board

19.4 Meetings

19.4.1 At least three times annually

20. Policy Committee

20.1 Purpose

20.1.1 Ensure the review of all Board Policies within the Board's four year term of office.

20.1.2 To prepare recommendations for additions/amendments/deletions to Board Policy.

20.2 Powers and Duties

- 20.2.1 To obtain advice on revision of current policy and to generate new or revised policies to recommend to the Board.
- 20.2.2 To review Board Policies on a schedule which would at minimum provide for the review of all policies at least once in a four year board term of office and make recommendations to the Board regarding amendments, changes and deletions.
- 20.2.3 Ensure adherence to Policy 10 Policy Making
- 20.2.4 At the request of the Board, will fulfill a liaison function with community groups.
- 20.2.5 Address matters referred to it by the Board.

20.3 Membership

- 20.3.1 Four Trustees appointed by the Chairperson of the Board

20.4 Meetings

- 20.4.1 At least three times annually

21. Student Services Committee

21.1 Purpose

- 21.1.1 To serve as a vehicle for discussion of Student Services issues and shall report to the Board at its public meetings.
- 21.1.2 To review and make recommendations regarding matters referred to the Committee by the Board.

21.2 Powers and Duties

Student Services matters for review may be those relating to:

- 21.2.1 Inclusion/accessibility
- 21.2.2 Early intervention
- 21.2.3 Service without designation
- 21.2.4 Assessment and identification of students
- 21.2.5 Student Services funding
- 21.2.6 Examples of service delivery models:
 - 21.2.6.1 Blended special education and learning assistance
 - 21.2.6.2 Alternate programs
 - 21.2.6.3 School Based Team
 - 21.2.6.4 Caseload and workload of staff
- 21.2.7 Itinerant services
- 21.2.8 Support staff development
- 21.2.9 Transitioning planning – into and between schools, and out to community
- 21.2.10 Cross agency cooperation
- 21.2.11 Any other such items as are deemed Student Services by the Committee or the Board.

21.3 Membership

21.3.1 Four Trustees appointed by the Chairperson of the Board

21.4 Meetings

21.4.1 At least three times annually

22. Audit Committee

22.1 Purpose

22.1.1 The Audit Committee (the Committee) is a committee of the whole of the Board of Education. The purpose of the Committee is to monitor, evaluate, advise or make recommendations, in accordance with these terms of reference or any other directions of the Board, on matters affecting the financial and operational control policies and practices relating to the District, including external, internal or special audits thereof.

22.2 Powers and Duties

22.2.1 The Committee has the authority to retain, at the expense of the District, outside advisors and consultants within the District's reasonable availability of financial resources.

22.2.2 Assess the processes related to identification of the District's risks and effectiveness of its control environment.

22.2.3 Oversee financial reporting.

22.2.4 Evaluate the District's internal control systems for financial reporting.

22.2.5 Evaluate the internal and external, and any special audit processes.

22.2.6 Provide an avenue of communication amongst the External Auditor, Management and the Board.

22.2.7 Review and assess the adequacy of these terms of reference annually in April and submit any recommended changes to the terms of reference to the Board of Education for approval.

22.2.8 Review the District's Annual Audited Financial statements before such statements are submitted to the Board of Education for approval.

22.2.9 Review should include discussion with management and the external auditors of significant issues regarding accounting principles, practices and judgements.

22.2.10 Consideration should also be given as to whether they are complete and consistent with information known to Committee members.

22.2.11 In consultation with management, the external auditors and the internal auditor consider the integrity of the District's financial reporting processes and controls including information technology security and control.

22.2.12 Discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures.

22.2.13 Review significant findings prepared by the external together with management responses.

- 22.2.14 Review the financial consent and completeness of information of the District's public disclosure documents of a financial nature, which require approval by the Board, before release.
- 22.2.15 Review with management, the external auditors, and, if necessary, legal counsel any material litigation claim or other contingency that could have a material effect upon the financial situation or operation results of the District and the manner in which these will be disclosed in the financial statements.
- 22.2.16 Monitor the appropriateness of accounting policies, especially critical accounting policies, and financial reporting used by the District to review any actual and perspective changes in financial reporting and accounting policies and practices to be adopted by the District and to review and assess any new or proposed developments in accounting and reporting standards that may affect or impact on the District.
- 22.2.17 Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the School District.
- 22.2.18 Make recommendations to the Board as to potential policy or procedural changes arising out of audit recommendations.
- 22.2.19 The minutes of the Committee meetings shall record the decisions reached by the Committee. The Secretary Treasurer, or such other person as may be designated by the Committee, shall keep minutes of the proceedings of all meetings of the Committee. The minutes shall be distributed to the Committee members with copies to the Superintendent, the external auditor and others as directed by the Committee.
- 22.2.20 Deliberations and information received from the attendance at an Audit Committee meeting will be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to Trustees of the Board, the Superintendent and Secretary Treasurer, or as determined by the Committee, or in pursuance of specified duties under the School Act, the District's Organizational Bylaw or the Freedom of Information and Protection of Privacy Act.
- 22.2.21 Risk Management Oversight means identifying and analysing and managing risks that may prevent the District from achieving its objectives. The Committee's oversight responsibility for risk management is primarily concerned with financial risks that may affect financial reporting.
 - 22.2.21.1 Assess whether management has implemented policies ensuring that the District's financial risks are identified and that controls are adequate, in place and functioning properly.
 - 22.2.21.2 Assess whether management has implemented policies and controls to prevent, detect, and deter fraud.
 - 22.2.21.3 Review all reports concerning any significant fraud or non-compliance that occurs in the District. This review should include consideration of the internal controls that should be strengthened to reduce the risk of a similar event in the future.
 - 22.2.21.4 Assess compliance with specific regulations pertaining to the District.
 - 22.2.21.5 After Committee assessment, appropriate recommendations will be made to the Board if required.

- 22.2.22 On at least an annual basis, review with the District appointed legal counsel any legal matters that could have a significant impact on the District's financial statements, the District's compliance with applicable laws and regulations, and inquiries received from the regulators or government agencies.
- 22.2.23 Recommend to the Board the establishment of a code of ethical conduct (the Code), periodically review and recommend to the Board of Education updates to the Code and ensure that management has established a system to enforce the Code.
- 22.2.24 Additional requirements could include reviewing management's monitoring of the District's compliance with the Code and ensuring that management has the proper review system in place to ensure that the District's financial statements, reports and other financial information disseminated to the Government organizations and the public satisfy legal requirements.
 - 22.2.24.1 Periodically perform a self-assessment of Committee performance.
 - 22.2.24.2 Review financial and accounting succession planning within the District.
 - 22.2.24.3 Perform any other activities consistent with these terms of reference, the District's bylaws and governing policies as the Committee or the Board of Education deems necessary or appropriate.
 - 22.2.24.4 Establish procedures for receiving, retaining and responding to complaints relating to accounting or auditing matters, on a basis that protects the confidentiality of the complainer.
- 22.2.25 Role of the Audit Committee with the External Auditor
 - 22.2.25.1 Appointment of auditor must be in accordance with Board procurement procedures and s.158 of the School Act. Of particular note is responsibility of Board in appointing the auditor and how this role is subordinate to the Auditor General Act.
 - 22.2.25.2 Review the annual appointment of the external auditor, for recommendation to the Board for approval giving consideration to matters such as:
 - 22.2.25.2.1 Independence and whether to retain such auditor for each fiscal year after consultation with appropriate management and the internal auditor.
 - 22.2.25.2.2 The fees paid to the external auditor on an annual basis and any non-auditing services performed by the external auditor.
 - 22.2.25.3 On an annual basis, review and discuss with the external auditor all significant relationships with the District that could impair such auditor's independence.
 - 22.2.25.4 Review the planning and results of the external audit, including:
 - 22.2.25.4.1 the auditor's engagement letter
 - 22.2.25.4.2 the reasonableness of the estimated audit fees
 - 22.2.25.4.3 the scope of the audit, including materiality, audit reports required, areas of audit risk, deadlines and coordination with internal audit staff.

- 22.2.25.4.4 the post audit management letter together with management's responses, and
- 22.2.25.4.5 any other matters the external auditor brings to the attention of the Committee.

- 22.2.25.5 Meet with the external auditor at least annually and preferably at each Committee meeting or as requested by the auditor (internal or external) without management representatives present.
- 22.2.25.6 Receive and review all follow up action or status reports relating to the recommendations of the external auditor and internal auditor.

22.3 Membership

- 22.3.1 The Audit Committee is a committee of the whole which includes all Trustees. The Chair of the Committee shall be the Chair of the Board.

22.4 Meetings

- 22.4.1 The Committee shall meet as determined by the Board. A quorum at meetings of the Committee shall be a majority of its members.
- 22.4.2 The Committee Chair shall prepare an agenda in consultation with the Secretary Treasurer.
- 22.4.3 Attendance at the Committee meetings by District Personnel will be determined by the Secretary Treasurer and Superintendent who normally will both be present together with a recording secretary.

23. Communications/Media Committee

23.1 Purpose

- 23.1.1 To communicate Board direction, district successes, recognition, key messages and to write letters to advocate for the District.

23.2 Powers and Duties

- 23.2.1 Draft, review, edit and distribute media and advocacy messages approved by the Board.
- 23.2.2 Develop the draft Board Advocacy Plan for consideration by the Board

23.3 Membership

- 23.3.1 Minimum of two Trustees appointed by the Chairperson of the Board

23.4 Meetings

- 23.4.1 At least three times annually

Ad Hoc Committees

Ad hoc Committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee shall be established by Board motion at the time of the formation of the Committee. Such ad hoc Committees shall cease to exist when the purpose has been achieved.

The Chair of the Board shall appoint Trustees to ad hoc Committees. Currently the following ad hoc Committees have been approved:

- Mount Baker Secondary School Building Replacement

Resource Personnel

The Superintendent or Secretary Treasurer shall appoint resource personnel to work with ad hoc Committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Sections 65, 85 School Act
Auditor General Act