
Policy 8

BOARD COMMITTEES

The Board will establish standing committees and may establish ad hoc committees of the Board when necessary to assist it with governance functions. When a committee is established the Board shall define the committee's purpose, powers and duties, membership (up to four Board members) and meetings. Committees of the Board shall never interfere with the delegation of authority from Board to Superintendent. 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 by Board motion for individual issues.

The adoption of committee recommendations by the Board is not automatic. Committees can expect the Board to carefully examine and consider that their recommendations are well founded and thought out.

Standing Committees

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. It is the responsibility of the Chair of Standing Committee to see that decorum is maintained at Committee meetings so that:

- i. All members/delegates request to speak through the chair.
- ii. Stakeholder representatives and Trustees perspectives, participation and debate are encouraged. Civility towards others is necessary.
- iii. The Committee requires, acknowledges and appreciates staff reports. It is imperative that staff is able to submit objective reports without influence or pressure.
- iv. It is important to refrain from personal inflammatory/accusatory language/action.
- v. Committee Members, Trustees, representatives and /staff are to present themselves in a professional and courteous manner.

The Chair of a Standing Committee shall place all committee recommendations before the Board at a regular business meeting of the Board in the form of a proposed motion. Action of any Standing Committee shall not be binding until formally approved by the Board unless the Board by a majority vote gives the Standing Committee power to act.

Any member of the Board may attend standing committee meetings and participate in discussions, but only appointed members of the Standing Committee may vote.

Matters that the Board has directed to a Committee for action must take precedence over any other Committee business.

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

The Superintendent shall keep the Chair of each of the Standing Committees informed of matters within the jurisdiction of the Standing Committee.

The Chair of a Standing Committee may make motions and speak to any question during committee meetings without leaving the Chair. Otherwise, the rules applying to regular or special meetings of the Board shall be observed.

Recommendations of Standing Committees may be proposed by any member of the Committee and do not require a seconder.

Any use of recording devices shall not interfere with the conduct of the meeting and may be discontinued at the direction of the Chair.

The Board invites the following to attend standing committee meetings:

- One representative of the following employee groups:
 - the Vancouver Elementary School Teachers' Association
 - the Vancouver Secondary Teachers' Association
 - the Vancouver Elementary Principals' and Vice Principals' Association
 - the Vancouver Association of Secondary School Administrators
 - the Professional and Administrative Staff Association
 - the Canadian Union of Public Employees, Local 407
 - the International Union of Operating Engineers, Local 963
 - the Canadian Union of Public Employees, Local 15/Vancouver Municipal Education and Community Worker
 - Maintenance and Construction Trades;
- **One representative of the following non-employee groups:**
 - District Parent Advisory Council; and
 - Vancouver District Students' Council.

1. Policy and Governance Committee

1.1 Purpose/Function:

- 1.1.1 To ensure the Board Policy Handbook is kept current.
- 1.1.2 To facilitate Board capacity building, continuous improvement, accountability, and effective working relationship with the Superintendent.
- 1.1.3 To facilitate the Board's effective advocacy/influence.
- 1.1.4 To review and provide recommendations to the Board in regard to assigned governance matters.

1.2 Powers and Duties:

- 1.2.1 Develop and recommend draft policy positions for submission to the BCSTA Annual General Meeting.
- 1.2.2 Ensure the annual facilitated Board Self Evaluation is carried out in a timely manner and in accordance with Policy. Subsequent to the annual evaluation monitor implementation of the agreed upon actions.
- 1.2.3 Annually develop an Advocacy/Influence Plan, recommend the plan to the Board and monitor the implementation of the agreed upon plan.
- 1.2.4 Annually make recommendations for building governance capacity of the Board and ensure approved actions are implemented.
- 1.2.5 On an ongoing basis identify motions which are intended to have continuing effect and ensure they are integrated into existing or new policy statements.
- 1.2.6 Ensure Board Policies are reviewed on a schedule such that all Policies in the Board Policy Handbook are reviewed at least once in a four year term. Make recommendations to the Board regarding policy revisions.
- 1.2.7 Policy or Governance Matters Referred to the Committee by the Board:
 - 1.2.7.1 Review matters referred and make recommendations as requested.

1.3 Membership (4)

- 1.3.1 The Chair of the committee and committee members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair of the Board has consulted with the other trustees.
- 1.3.2 If absent, the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.
- 1.3.3 A quorum shall be a majority of the members.
- 1.3.4 The Chair of the Committee shall preside and may vote on all questions submitted.

1.4 Meetings:

- 1.4.1 1.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

2. Facilities Planning Committee

2.1 Purpose/Function:

- 2.1.1 To review and provide recommendations to the Board in regard to assigned facilities planning matters.

2.2 Powers and Duties:

2.2.1 School Closures:

- 2.2.1.1 Review the materials provided by senior staff to the Board regarding a possible school closure and provide a recommendation to the Board as to whether the committee supports the possible closure advancing to the school closure public consultation process phase.

2.2.2 Naming and Renaming Schools:

- 2.2.2.1 Within the constraints of Board direction provided at the outset of any potential school naming or renaming process provide recommendations to the Board.

2.2.3 Student Enrolment:

- 2.2.3.1 Annually review enrolment and enrolment trends and the potential impact on capital planning, student accommodation and catchment changes.

2.2.4 Capital Planning:

- 2.2.4.1 Annually review and make recommendations regarding the draft five year capital plan for submission to the BC Ministry of Education.

2.2.5 Long Range Facilities Plan:

- 2.2.5.1 Annually review and make recommendations regarding the draft long range facilities plan for submission to the BC Ministry of Education.

2.2.6 Facilities Planning Matters Referred to the Committee by the Board:

- 2.2.6.1 Review matters referred and make recommendations as requested.

2.3 Membership (4)

- 2.3.1 The Chair of the committee and committee members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair of the Board has consulted with the other trustees.

- 2.3.2 A quorum shall be a majority of the members.

- 2.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.

2.3.4 If absent the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.

2.4 Meetings:

2.4.1 The Committee shall meet six times per year unless items referred to the committee by the board necessitate additional meetings.

3. Student Learning and Well-Being Committee

3.1 Purpose/Function:

3.1.1 To review student learning and well-being indicators, and where warranted provide recommendations to the Board.

3.2 Powers and Duties:

3.2.1 Strategic Planning and Reporting: Annually review the Strategic Planning Accountability Report acknowledging accomplishments and if deemed appropriate recommend revisions to the plan.

3.2.2 Annually review the Student Learning Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.

3.2.3 Annually review the Student Well-being Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.

3.2.4 Annually review the Indigenous Education Enhancement Agreement, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.

3.2.5 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.

3.2.6 Student Learning or Student Well-Being Matters Referred to the Committee by the Board:

3.2.6.1 Review matters referred and make recommendations as requested.

3.2.7 Review and make recommendations regarding the implementation and cessation of District programs and approve changes in fees for those programs that charge fees.

3.2.8 Review and make recommendations to the Board in regard to:

3.2.8.1 the District calendar and

3.2.8.2 Local school calendar proposals.

3.3 Membership: (4)

- 3.3.1 The Chair of the committee and committee members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair of the Board has consulted with the other trustees.
- 3.3.2 A quorum shall be a majority of the members.
- 3.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.
- 3.3.4 If absent the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.

3.4 Meetings:

- 3.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

4. Personnel Committee

4.1 Purpose/Function:

- 4.1.1 To ensure ongoing, appropriate recognition, and acknowledgements are provided by the Board and a productive, and caring work environment permeates the District.
- 4.1.2 To provide a forum to provide for discussion of the unintended consequences associated with personnel related Administrative Procedures, and collective agreement clauses.
- 4.1.3 To provide a forum for discussion of personnel related issues such as, but not limited, to sick leave, attendance, staff turnover/retention patterns, recruitment issues and health and safety issues.

4.2 Powers and Duties:

- 4.2.1 Annually review the Superintendent's Personnel Accountability Report including trends and issues and directions.
- 4.2.2 Recommend worthy VSB candidates to be nominated for awards and recognition external to the District.
- 4.2.3 Review section 400 "Personnel and Employee Relations" Administrative Procedures and provide feedback when warranted.
- 4.2.4 Personnel Matters Referred to the Committee by the Board:
 - 4.2.4.1 Review matters referred and make recommendations as requested.

4.3 Membership: (4)

- 4.3.1 The Chair and members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair has consulted with the other trustees.
 - 4.3.2 A quorum shall be a majority of the members.
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4.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.

4.3.4 If absent the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.

4.4 Meetings:

4.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

5. Finance Committee

5.1 Purpose/Function:

5.1.1 To assist the Board in being fiscally responsible.

5.2 Powers and Duties:

5.2.1 Annually make recommendations to the Board regarding its submission to the Select Standing Committee on Finance and Government Services.

5.2.2 Provide input regarding the budget development process.

5.2.3 Review Budget assumptions and budget priorities that provide a framework for the preparation of the annual District budget and to be approved by the Board of Education in conjunction with senior administration.

5.2.4 Make recommendations regarding school fees.

5.2.5 By reviewing quarterly financial reports make recommendations for increasing value for money including: reducing costs, increasing revenue, eliminating or reducing resource allocations where commensurate results are not being achieved, disposal of assets, and increasing benefits without increasing costs.

5.2.6 Fiscal Matters Referred to the Committee by the Board:

5.2.6.1 Review matters referred and make recommendations as requested.

5.3 Membership: (4)

5.3.1 The Chair and members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair has consulted with the other trustees.

5.3.2 A quorum shall be a majority of the members.

5.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.

5.3.4 If absent the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.

5.4 Meetings:

5.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

6. Standalone Audit Committee

6.1 Purpose

- 6.1.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
 - 6.1.1.1 Overseeing the School District's financial reporting process and its internal control structure, and report its findings to the Board of Education. This task is facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting processes, understanding and reviewing the aspects of the operation that put the School District at risk, and the District's preparedness to face that risk. It summarizes its findings and recommendations so that the Board can make informed decisions.
 - 6.1.1.2 Maintaining direct lines of communications with the Superintendent and with the external auditors.
 - 6.1.1.3 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
 - 6.1.1.4 Recommending to the Board the terms of engagement for the external Auditor.

6.2 Powers and Duties

- 6.2.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
- 6.2.2 Review the External Auditor's assessment of managements risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
- 6.2.3 Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns and follow up on the implementation of the auditor's letter of recommendations including ensuring the Board directs by motion the recommendations to be implemented, and ensuring any deficiencies identified in the audit report and management letter are addressed in a timely manner to the satisfaction of the external auditor.
- 6.2.4 Review the nature and extent of other services provided by the auditor in relation to auditor independence and ensure the auditor presents information relative to those Fiscal Quality Indicators contained in Policy 12 which the audit committee determines can be best assessed by the external auditor.
- 6.2.5 Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School District's financial reporting.

- 6.2.6 Review proposed terms of engagement for the external auditor and make recommendations to the board regarding such terms of engagement. Oversee the engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees.
- 6.2.7 At least once a year meet with the external auditors at a Private Meeting, without staff members present.
- 6.2.8 Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
- 6.2.9 Make recommendations to the Board regarding appointment of external auditor and review external audit services at least every three years.
- 6.2.10 Make recommendations re the appointment of the District Banker and review banking services at least every three years.
- 6.2.11 Review the draft District budget as prepared by the administration.
- 6.2.12 As appropriate make policy recommendations to the Board related to the role of the audit committee.

6.3 Membership (4):

- 6.3.1 The Chair and members shall be appointed by the Board on the recommendation of the Chair of the Board after the Chair has consulted with the other trustees.
- 6.3.2 The Committee Chair shall be one of the trustee members, appointed by the Chair.
- 6.3.3 A quorum shall be a majority of the members.
- 6.3.4 Resource personnel: Up to two members of the public with one such public member holding an accounting designation may be appointed as a resource to the audit committee. Public members will be appointed by the Board for a term of two years with the possibility of a second two-year term extension, at the will of the Board.
- 6.3.5 Staff resources, though selected by the Superintendent, shall normally include the Superintendent, and Secretary Treasurer.

6.4 Meetings

- 6.4.1 The Committee shall meet at least four times a year.

Delegations to Standing Committee Meetings

Procedures for Delegations to Committee Meetings

- Delegations may be heard by a Standing Committees at the discretion of the committee Chair in consultation with the assigned staff resource person.
 - A delegation wishing to appear must submit to the Secretary-Treasurer a request in writing stating the matter they wish to bring before the Committee and, if a brief is to be presented, a copy of the brief and the name of the spokesperson for the delegation. The Secretary Treasurer shall forward the request to the Chair of the committee who shall in consultation with the assigned staff resource determine whether the delegation request is accepted.
 - The request and all supporting material must be received at the Education Centre no later than noon three business days prior to the regularly scheduled date of the Committee meeting. In exceptional circumstances the Chair in consultation with the assigned staff member may waive the three business day notice requirement.
 - If a delegation has already presented its brief to a Standing Committee meeting, its request to appear again before any Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary-Treasurer.
 - If a delegation is to appear before a Standing Committee of the Board, the following procedures will be followed:
 - The spokesperson of the delegation will be informed of the date and time of the meeting at which the response to their brief is to be discussed by the Committee, and copies of the response will be made available.
 - Time allotted for the delegation's presentation will be ten minutes; however, the Committee may extend this period if the Chair in consultation with Committee members feel that an extension of time is necessary in order to permit the delegation to give a complete outline of its position on the matter before the Committee.
 - The spokesperson should present the delegation's position to the Committee; however, comments from other members of the delegation will be welcomed.
 - Committee members may direct questions for clarification to the spokesperson for the delegation; however, the matter will not be debated (the Committee Chair may permit more detailed discussion than that permitted if the delegation was appearing before the Board).
 - The Committee may decide to defer its consideration of the matter to a future meeting; if the matter is deferred to a future Committee meeting and is to be considered in open session, the spokesperson for the delegation will be advised of the time and place of the Committee meeting and the Board meeting at which the committee report will be considered so that they or other members of the delegation may attend the meeting(s), but it must be noted that the representative(s) may not enter into the debate.
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- If the Committee decides to discuss the matter at the meeting at which the delegation was heard, the members of the delegation may remain but may not participate in the debate.
- The Board's communications staff in the Office of the Superintendent of Schools is available to advise delegations regarding presentation procedures.

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 will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

Resource Personnel

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Section 65, 85 School Act

Adopted: Sept 24, 2018

Amended: December 17, 2018
 March 4, 2019
 April 29, 2019