

BOARD COMMITTEES

The Board may establish standing and 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, 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.

1. Standing Committees

- 1.1 The Board shall utilize a Committee of the Whole structure with the agenda structured to allow the committee to address the following areas as needed:
 - Finance and Facilities
 - Education and Strategic Planning
 - Audit
 - Policy Development
- 1.2 The rules applied at regular meetings shall be observed while in Committee of the Whole so far as they are applicable, except as to the requirement for seconding of motions and limiting the number of times of speaking.
- 1.3 The Committee of the Whole shall report to the Board at the Board meeting following each committee meeting.
- 1.4 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.
- 1.5 Matters that the Board has directed to a Committee for action must take precedence over any other Committee business.
- 1.6 Finance and Facilities Portion of the Committee of the Whole.
 - 1.6.1 Purpose/Function:
 - 1.6.1.1 To review and provide recommendations to the Board regarding assigned financial and facilities planning matters.

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- 1.6.2 Powers and Duties:
 - 1.6.2.1 Student Enrolment: Annually review enrolment and enrolment trends and the potential impact on capital planning, student accommodation and catchment changes.
 - 1.6.2.2 Capital Planning: Annually review and make recommendations regarding the draft five-year capital plan for submission to the BC Ministry of Education.
 - 1.6.2.3 Long Range Facilities Plan: Review and make recommendations regarding the draft long-range facilities plan for submission to the BC Ministry of Education.
 - 1.6.2.4 Facilities Planning Matters Referred to the Committee by the Board: Review matters referred and make recommendations as requested.
 - 1.6.2.5 Fiscal Accountability Reporting: Review and assess Fiscal Accountability Reports in light of Policy 12 Appendix B Quality Indicators and make recommendations to the Board.
 - 1.6.2.6 Preliminary and Amended Budgets Items: Review the Preliminary and Amended Operating Budgets and make recommendations as deemed appropriate to the Board.
- 1.6.3 Membership:
 - 1.6.3.1 Membership includes all trustees.
- 1.6.4 Meetings:
 - 1.6.4.1 The Committee shall meet at least three times annually unless items referred to the committee by the board necessitates additional meetings.
- 1.7 Education and Strategic Planning Portion of the Committee of the Whole
 - 1.7.1 Purpose/Function:
 - 1.7.1.1 To review and assess the performance of the Superintendent in relation to the quality indicators identified in Policy 12 Appendix B regarding: student learning, student well-being, and strategic planning and reporting.
 - 1.7.1.2 To review education or strategic planning and reporting related matters referred to the committee by the Board.
 - 1.7.2 Powers and Duties:
 - 1.7.2.1 Strategic Planning and Reporting: Annually review the Strategic Planning Accountability Report acknowledging accomplishments and if deemed appropriate recommend revisions to the plan.

- 1.7.2.2 Annually review the Student Learning Accountability Report, identify, and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.
- 1.7.2.3 Annually review the Student Well-Being Accountability Report, identify, and acknowledge accomplishments, identify opportunities for improving student well-being and report observations to the Board.
- 1.7.2.4 Annually review Indigenous services, identify, and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.
- 1.7.2.5 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.
- 1.7.3 Membership:
 - 1.7.3.1 Membership includes all trustees.
- 1.7.4 Meetings:
 - 1.7.4.1 The Committee shall meet at least four times per year unless items referred to the Committee by the Board necessitates additional meetings.
- 1.8 Audit Committee Portion of the Committee of the Whole
 - 1.8.1 Purpose/Function
 - 1.8.1.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
 - 1.8.1.1.1 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.
 - 1.8.1.1.2 Maintaining direct lines of communications with the Superintendent and with the external auditors.
 - 1.8.1.1.3 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
 - 1.8.1.1.4 Recommending to the Board the terms of engagement for the external Auditor.
 - 1.8.2 Powers and Duties

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- 1.8.2.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
- 1.8.2.2 Review the Auditor’s assessment of managements risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
- 1.8.2.3 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.
- 1.8.2.4 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.
- 1.8.2.5 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.
- 1.8.2.6 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.
- 1.8.2.7 At least once a year, connect with the external auditors. This function may be performed by the Board Chair.
- 1.8.2.8 Make inquiries of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
- 1.8.2.9 Make recommendations to the Board regarding appointment of external auditor and review external audit services as needed.
- 1.8.2.10 Make recommendations to the Board regarding banking services as needed.
- 1.8.2.11 Review fiscal accountability reports and related information.
- 1.8.2.12 As appropriate make policy recommendations to the Board related to the role of the audit committee.
- 1.8.2.13 Reviews, in connection with the review of the audited financial statements, an annual report on the use of legal services and on substantial outstanding

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legal actions against the School District in order to monitor possible risk exposures and contingent liabilities;

1.8.3 Membership

1.8.3.1 Membership includes all trustees.

1.8.4 Meetings

1.8.4.1 The Audit Committee shall meet at least twice a year.

1.8.4.2 In establishing the agenda for meetings of the Committee, the Chair will be advised by the Secretary Treasurer of items for the agenda.

1.9 Policy Committee Portion of the Committee of the Whole

1.9.1 Purpose

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

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

1.9.2 Powers and Duties

1.9.2.1 To obtain advice on revision of current policy and to generate new or revised policies to recommend to the Board.

1.9.2.2 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.

1.9.2.3 Ensure adherence to Policy 10 Policy Making.

1.9.2.4 Address matters referred to it by the Board.

1.9.3 Membership

1.9.3.1 Membership includes all Trustees.

1.9.4 Meetings

1.9.4.1 At least twice 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 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.

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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. Minutes or notes shall be recorded at all committee meetings by the designated staff resource person.

Legal Reference: Section 65, 85 *School Act*

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