



---

---

## SCHOOL DISTRICT NO. 64

### PROCEDURE 120 Board Committees

*"Inspire learners, Integrate sustainability,  
Involve community"*

---

---

Section: Governance

Dates of Revisions: March 11, 1998

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

---

### **Types of Committees: How They Are Formed:**

1. All Board of Education committees are standing, liaison and representative or working committees of the board, following these descriptions:
  - a. **Standing** is a permanent committee of the board, meeting on a regular or irregular basis that reviews, advises or recommends to the board as a whole. Membership may include stakeholder representatives, along with trustees.
  - b. **Liaison and Representative** is a committee that provides liaison with the board and deals with advancing information and processes, which may facilitate different organizations working more effectively together. It may be formed internally (by the board) or externally (outside organization). Trustees will be representatives of the board on this type of committee and will report to a standing committee or directly to the board.
  - c. **Working** is a temporary committee, sometimes referred to as an ad hoc committee, established by the board or a Standing Committee to accomplish a particular task or to oversee an ongoing area in need of control or oversight. Membership may include stakeholder representatives, along with trustees.
2. The board chairperson will appoint members to the standing, liaison and working committees as per the board's Procedural Bylaw. Some liaison committee members may be elected by the board or appointed externally.
3. The board chairperson will name the committee chair to the standing committees and the committee chairperson will establish the agenda. Future agenda items may be identified in committee. Should the committee chair be unable to attend the meeting, the board chairperson will chair the meeting in their place.
4. District working committees are formed at any time at the request of the board or one of the standing committees.

5. Recommendations will normally be based on a consensus model. If consensus is not achievable, the issue will be decided by a majority vote. In the event of a tied vote, the audit committee chairperson will cast the tie-breaking vote.
6. No action of any committee of board shall be binding on the board until the action is formally approved by the Board of Education.
7. The chairperson of the board shall appoint trustees to the following standing committees at the first regular meeting of each year or as soon thereafter as possible.
  - a. Committee of the Whole
  - b. Education Committee
  - c. Human Resources Committee
  - d. Finance, Audit and Facilities Committee
  - e. Policy Committee
8. All trustees including the chairperson of the board and the Superintendent of Schools are ex-officio members of each of the Standing Committees.
9. Each Standing Committee shall have a chairperson appointed by the chairperson of the board and hold public meetings at least four times per year in accordance to a schedule established annually by the board. Should the committee chair be unable to attend the meeting, the board chairperson will chair the meeting in their place.
10. The board chairperson may fill vacancies as they occur on any standing committee.
11. The board shall review annually all trustee representational assignments. Subject to approval of the board, the chairperson of the board may, for a calendar year, appoint trustees to represent the perspective of the board to external organizations or agencies in those instances where the maintenance of external relationships is considered essential to board effectiveness or where representation is required by legislation or contract.
12. The presence of a majority of the sitting members will constitute a quorum.
13. Standing Committees shall circulate an agenda to committee members not less than forty eight hours prior to the meeting of the committee, together with all supporting material then available.
14. The business of Standing Committees shall be recorded, including recommended motions for consideration by the board, and reported to the next regularly scheduled meeting of the board in general session, or in-camera, as may be appropriate.

**15.** A Standing Committee may resolve to consider, in the absence of persons other than trustees and senior staff, matters of a confidential nature.

**16.** Terms of reference are established for each committee as follows:

a. Committee of the Whole

- i. comprises all members of the board
- ii. is chaired by the board chairperson
- iii. meets to carry out duties assigned to it by the board, without exercising the powers of the board
- iv. invites input from partner group representatives
- v. advises the board with respect to
  - strategic planning
  - community relations
  - annual school calendars and the board's annual calendars
  - agenda setting
  - other such items as determined by the chairperson, vice-chairperson, superintendent and/or secretary treasurer

b. The Education Committee

- i. comprises three trustees
- ii. invites input from partner group representatives
- iii. advises the board with respect to
  - design, delivery and review of educational offerings
  - educational policy as it relates to service delivery
  - other educational matters

c. The Human Resources Committee

- i. comprises three trustees
- ii. invites input from partner group representatives
- iii. advises the board with respect to personnel matters including:
  - employees
  - negotiations
  - working conditions
  - collective agreements and employee contracts
  - recruitment and review of superintendent
  - employee recognition
  - other such items as deemed personnel-related by the committee

d. The Finance, Audit and Facilities Committee

- i. comprises four trustees
- ii. allow for the inclusion of non-voting members who are not trustees, and whose financial expertise will assist the committee in its deliberations.

- iii. provides the board with governance and accountability for the business aspects of district operations including, but not limited to, finance, facilities, bargaining, and personnel.
- iv. To assist the board in their financial oversight by monitoring and reviewing the risk, control, and governance processes that have been established in board policies.
- v. To provide oversight of audit and financial reporting including review and approval of quarterly and annual financial statements, transfer of monies between funds, risk management and internal controls; specifically, it
- vi. makes policy recommendations with respect to:
  - budget development and management;
  - financial management and reporting
  - labour relations
  - capital planning for facilities & transportation

e. The Policy Committee

- i. comprises four trustees
- ii. invites input from partner group representatives
- iii. supports board governance through
  - ongoing review of its bylaws and policies;
  - development of new bylaws and policies,
  - revision of existing bylaws and policies and the deletion of redundant bylaws and policies. ensures that
  - all bylaws and policies are written in a consistent format and style;
  - there is no duplication or redundancy with other bylaws and policies or legislation;
  - provides research assistance on bylaws and policy issues, as needed.

**Liaison and Representative Committees:**

**17. The Aboriginal Education Advisory Committee:**

- a. comprises two trustees, representatives of employee groups, members of the community and students; and it
- b. meets with and advises the board, The Superintendent of Schools, and District staff regarding ways to
  - i. improve school success for all district aboriginal students;
  - ii. help all district students learn about aboriginal peoples and their historical and contemporary cultures;

- iii. promote awareness and understanding of First Nations culture and heritage amongst district students;
- iv. align programs with district strategic planning;
- v. develop, delivery and conduct ongoing assessment and evaluation of aboriginal education programs.
- vi. ensure fiscal responsibility with respect to targeted provincial funding.

**18. Other Liaison And Representative Committees may require trustee representation, including, but not limited to:**

- ✓ Bargaining Team (C.U.P.E)
- ✓ Bargaining Team (G.I.T.A)
- ✓ B.C. School Trustees Association Provincial Council (Representative and Alternate\*)
- ✓ B.C. Public School Employers' Association Dual Bargaining Council (Representative and Alternate\*)
- ✓ Capital Regional District Committee
- ✓ CUPE Liaison
- ✓ District Parent Advisory Council (D.P.A.C)
- ✓ Drake Road Steering Committee
- ✓ Ferry Advisory Committees (Salt Spring and Southern Gulf Islands\*\*)
- ✓ Galiano Activity Centre Society (GACS)
- ✓ Joint Job Evaluation Committee (C.U.P.E)
- ✓ Joint Health and Safety Committee
- ✓ Labour Management Committee (C.U.P.E)
- ✓ Professional Growth Committee (G.I.T.A.)
- ✓ Professional Development Committee (G.I.T.A.)
- ✓ Salt Spring Joint Use Committee/PARC
- ✓ Saturna Ecological Education Society (SEES)
- ✓ Secondary School Apprenticeship Steering Committee
- ✓ VILRC (Representative and Alternate\*)
- ✓ VILRC (Staff Representative and Staff Alternate)

\* elected by the board

\*\* appointed by the Ferry Advisory Committee chairperson

all others appointed by board chairperson

**References:**

- School District No. 64 (Gulf Islands) Bylaw No. 2, the Procedural Bylaw, s. 12 (1, 6, 7)
- School Act, s. 65 (2) a
- Policies 530 Aboriginal Education and 608, Audit Committee