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## Policy 8

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### BOARD COMMITTEES

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board.

The Board will establish standing committees and may establish ad hoc committees of the Board when necessary to assist the Board in fulfilling its governance functions. The Board may delegate specific powers and duties to committees of the Board subject to the restrictions on delegation outlined in the School Act. The powers and duties delegated to committees of the Board shall never interfere with the delegation of authority from the Board to the Superintendent.

Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board. Committees may act on behalf of the Board only when specifically authorized by Board motion for individual issues. The Board will carefully consider all matters referred to it by a committee. The adoption of a standing committee recommendations to the Board is not automatic.

#### 1. Board Committee Meetings

##### 1.1 Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee participants (i.e. committee members, staff, rights holder representatives, stakeholder representatives.) to conduct themselves with appropriate decorum and professionalism.

It is the responsibility of the Chair of the Committee to see that decorum is maintained at Committee meetings so that:

- i. All committee participants request to speak through the chair.
- ii. Civility towards others is maintained as committee participants share perspectives and participate in discussion.
- iii. Staff are able to submit objective reports without influence or pressure as their work is acknowledged and appreciated.
- iv. Committee participants refrain from personal inflammatory or accusatory language or action.
- v. Committee participants present themselves in a professional and courteous manner.

##### 1.2 Meeting Agendas

Agenda topics for Board committee meetings are determined at the Agenda Setting meeting. This process is guided by the committee work plan, matters referred to the committee by the Board and input from the Committee Chair. The final decision is made by the Board Chair and the Board Vice Chair in consultation with the Superintendent and the Secretary Treasurer.

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

The agenda for public committee meetings, as well as supporting materials intended to brief committee members about items included on the agenda, are electronically delivered no less than 48 hours in advance of Board committee meetings to each Trustee, Superintendent, Secretary Treasurer, rights holder representatives, stakeholder representatives and resource staff for the Board committee, and published on the school district website.

### **1.3 Notice of Meeting**

Notice of Meeting shall be provided in writing to committee members, rights holder representatives and stakeholder representatives no less than five (5) calendar days prior to a scheduled Board committee meeting.

### **1.4 Proceedings**

In all cases where the School Act and this Policy are silent, the current edition of Robert's Rules of Order Newly Revised shall apply to procedures at meetings of Board committees.

### **1.5 Format and Frequency of Board Committee Meetings**

Each Board committee shall be scheduled to meet at least four times per school year. Additional meetings may be added at the discretion of the Board Chair and the Board Vice Chair based on input from the Committee Chair and in consultation with the Superintendent and the Secretary Treasurer. Meetings may be cancelled if there are not sufficient items to warrant a meeting.

Board committee meetings may be held by electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature. The format of committee meetings shall be determined by the Board Chair and the Board Vice Chair based on input from the Committee Chair and in consultation with the Superintendent and the Secretary Treasurer, at the Agenda Setting meeting.

### **1.6 Role of the Committee Chair and Vice Chair**

The role of the Chair of a committee of the Board is to provide leadership and to ensure the committee fulfills its mandate and any other matters delegated to it by the Board. In the absence of the Committee Chair, the Committee Vice-Chair will exercise the powers and perform the duties and functions of the Committee Chair. As such, they cooperate with the Committee Chair and make every effort to learn the Committee Chair's role.

Committee Chairs will provide leadership in the planning, organization, and operation of their assigned committee's activities, including:

- collaborate with assigned resource staff to submit to the Board Chair proposed meeting agendas that align with the committee's annual work plan, ensuring its timely completion;
- mentor the Committee Vice-Chair to be prepared to assume the role of Committee Chair in their absence;
- summarize committee discussions, and state any committee action items, decisions, or timelines, before moving to the next agenda item;
- arrange briefing meetings with the Committee Vice-Chair and Superintendent or designate as needed to review proposed agendas, and support the committee's discussions and deliberations.;
- chair committee meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution;
- report to the Board on the activities of the committee, recommendations, and resolutions;
- develop knowledge of the subject matter and of best practices related to their assigned committee's mandate.

### **1.7 Minutes**

Minutes of decisions made by Board committees shall be kept by the Secretary Treasurer or designate. Such minutes are to record decisions of Board committees but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made at Board committee meetings, shall not be recorded in the minutes of the Board committee meetings unless the Board committee makes a decision on a matter addressed in a verbal report.

A copy of Board committee meeting minutes shall be provided to the Board of Education. All Board committee meeting minutes shall be made available to the Board appointed auditors for review.

### 1.8 Public Delegations

Presentations from delegations will not be heard at Board committee meetings. Members of the public wishing to share their views on a matter before the Board may request to present at a Board Delegation meeting. Please see Policy 7, section 4.

### 1.9 Live-Streaming Board Committee Meetings

- i. The Board, through the Agenda Setting process, may choose to live-stream Board committee meetings.
- ii. Live-streaming is strictly limited to the Board committee meeting proceedings.
- iii. Individuals who attend a live-streamed meeting do so with the understanding that they may be recorded.
- iv. The Board, through the Committee Chair, reserves the right to request that any unauthorized recording of committee proceedings be stopped immediately. The minutes of the meeting will record that such direction was given.
- v. Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.
- vi. Recordings of past Board committee meetings may be archived online for up to one year.

## 2. Standing Committees

### 2.1 Purpose of Standing Committees

The primary purpose of standing committees is to act in an advisory capacity to the Board and to support good governance and informed decision making by the Board. When an agenda matter falls within the responsibilities of more than one standing committee a joint committee meeting may be organized by the Board Chair and the Board Vice Chair based on input from the Committee Chairs and in consultation with the Superintendent and the Secretary Treasurer, at the Agenda Setting meeting.

All standing committee recommendations approved by majority vote of the committee members shall be included on the agenda at a Regular Meeting of the Board in the form of a proposed motion. The recommendations of a standing committee shall not be binding unless formally approved by the Board.

Standing committee work plans shall be created annually based on the Board's annual work plan and in alignment with the Education Plan.

### 2.2 Membership and Quorum

Standing committee membership includes one trustee appointed as Chair, one trustee appointed as Vice Chair, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chair.

A quorum shall be a majority of committee members, two of which may be the alternate committee members. In the absence of a quorum, the committee meeting cannot proceed with official business or decision-making. Urgent matters will be promptly forwarded to the Board for consideration, while non-urgent agenda items will be deferred to an upcoming committee meeting.

The Chair of a standing committee may move any recommendation and speak to any question during committee meetings without leaving the Chair and may vote on all matters considered.

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

### 2.3 Standing Committee Rights Holder and Stakeholder Representatives

The Board shall invite one rights holder representative of each of the Host Nations: xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliwətaʔ (Tsleil-Waututh Nation) to attend standing committee meetings.

The Board shall invite one student representative designated by the Vancouver District Students' Council and one parent representative designated by the District Parent Advisory Council (DPAC).

The Board shall invite one representative of each of the following groups to attend standing committee meetings:

- Canadian Union of Public Employees, Local 15 (CUPE 15)
- Canadian Union of Public Employees, Local 407 (CUPE 407)
- International Union of Operating Engineers, Local 963 (IUOE)
- Maintenance and Construction Trades
- Professional and Administrative Staff Association (PASA)
- Vancouver Association of Secondary School Administrators (VASSA)
- Vancouver Elementary and Adult Educators' Society (VEAES)
- Vancouver Elementary Principals' and Vice Principals' Association (VEPVPA)
- Vancouver Secondary Teachers' Association (VSTA)

Representatives attending committee meetings are entrusted with the responsibility of presenting the perspectives and interests of the organizations that they represent. It is essential that they articulate these collective views rather than their personal opinions.

### 2.4 Standing Committee Resource Staff and Subject Matter Experts

The Superintendent shall appoint resource staff to work with standing committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource staff. At the discretion of the Superintendent, subject matter experts may be invited to present alongside staff at committee meetings.

The Superintendent or designate shall keep the Chair of each of the standing committees informed of matters within the jurisdiction of the standing committee.

### 2.5 Standing Committees Responsibilities

The Board has established four standing committees:

- A. Policy and Governance Committee
- B. Facilities Planning Committee
- C. Education Plan Committee
- D. Finance and Personnel Committee

#### *A. Policy and Governance Committee Responsibilities:*

- A.1 Review the policy framework for the organization and make policy recommendations to the Board.
- A.2 Assess and make recommendations regarding Board governance structures.

- A.3 Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- A.4 Review and make recommendations to the Board on the school district's compliance with legislative requirements.
- A.5 Annually review and recommend an Advocacy Plan to the Board that supports the achievement of the Board's strategic objectives.
- A.6 Review matters referred to the committee by the Board and make recommendations as requested.

***B. Facilities Planning Committee Responsibilities:***

- B.1 Review and provide recommendations to the Board regarding assigned facilities planning matters.
- B.2 Annually review and make recommendations to the Board regarding the five-year capital plan and the spending plan for the annual facilities grant.
- B.3 Review and make recommendations to the Board regarding the long-range facilities plan.
- B.4 Review and make recommendations to the Board regarding catchment areas for schools and District programs.
- B.5 For the purpose of naming and renaming schools, provide recommendations to the Board, adhering to the guidelines and direction set by the Board at the beginning of any potential school naming or renaming process.
- B.6 Review matters referred to the Committee by the Board and make recommendations as requested.

***C. Education Plan Committee Responsibilities:***

- C.1 Review and make recommendations to the Board regarding matters related to the development and implementation of the Education Plan.
- C.2 Review and make recommendations to the Board regarding the annual Framework for Enhancing Student Learning Report.
- C.3 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.
- C.4 Review and make recommendations regarding the implementation and cessation of District programs.
- C.5 Review and make recommendations to the Board regarding annual school learning plans.
- C.6 Review and make recommendations to the Board regarding school calendars.
- C.7 Review matters referred to the Committee by the Board and make recommendations as requested.

***D. Finance and Personnel Committee Responsibilities:***

- D.1 Assist the Board in being fiscally responsible by managing its financial resources effectively and efficiently.
- D.2 Annually make recommendations to the Board regarding its submission to the Select Standing Committee on Finance and Government Services.
- D.3 Provide input regarding the budget development process, review budget assumptions and budget priorities that provide a framework for the preparation of the annual budget.
- D.4 Review quarterly financial statements and 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.

- D.5 Make recommendations to the Board regarding the approval of school fees and fees related to programs that charge fees.
- D.6 Review and provide input regarding ongoing, appropriate staff recognition, and acknowledgement.
- D.7 Review and monitor the school district's human resources management strategy to ensure that human resources plans and initiatives will enable the school district to achieve its strategic objectives.
- D.8 Review matters referred to the Committee by the Board and make recommendations as requested.

### 3. Standalone Audit Committee

#### 3.1 Membership and Quorum

Audit committee membership includes one trustee appointed as Chair, one trustee appointed as Vice Chair, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chair.

A quorum shall be a majority of committee members, two of which may be the alternate committee members.

The Chair of a standing committee may move any recommendation and speak to any question during committee meetings without leaving the Chair and may vote on all matters considered.

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

#### 3.2 Audit Committee Resource Staff

The Superintendent shall appoint resource staff to work with the audit committee. Resource staff shall normally include the Secretary Treasurer.

#### 3.3 Independent Audit Committee Members

Up to two members of the public with one such public member holding an accounting designation may be appointed by the Board 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.

#### 3.4 Audit Committee Responsibilities

- a) Review the annual audited financial statements and recommend approval of the audited statements by the Board;
- b) Review quarterly financial statements and recommend approval of the quarterly financial statements by the Board;
- c) Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- d) 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;
- e) Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- f) Maintain direct lines of communications with the Superintendent, the Secretary Treasurer and the external auditors;
- g) Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- h) Review external audit services at least every three years;
- i) Recommend to the Board the terms of engagement for the external Auditor.

- j) Review the external auditor’s assessment of managements’ risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding school district assets.
- k) At least once a year meet with the external auditors at a Private Meeting, without staff members present.
- l) Make inquiries of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
- m) Review the draft annual budget.
- n) As appropriate make policy recommendations to the Board related to the role of the audit committee.

#### **4. 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.

The Superintendent shall appoint resource staff to work with ad hoc committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource staff and subject matter experts.

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Legal Reference:           Section 65, 85 School Act

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