

POLICY 121: Committee Structure

The Board of Education of School District No. 8 (Kootenay Lake) recognizes the importance of contributions from stakeholders and community. The wisdom, values and experiences of our communities and stakeholders create a context for our operations. Our committee structure includes three standing 'Committees of the Whole', bringing together the Board of Education with stakeholders on the topics of Education, Finance and Operations and Policy and Governance. Additional working committees are established as needed.

Guidelines

1. The Board establishes committees and appoints committee members for a variety of purposes. The Chair may appoint an ad hoc committee of the Board where deemed advisable and ad hoc committees will report back to the entire Board.
2. Each committee will review its purpose, decision making model, input process, and decision making/voting procedure at its initial meeting each year. The Board recognizes that each committee may need to follow different processes to work within its mandate and terms of reference.
3. Committees will provide minutes and/or reports at subsequent Board meetings to be received and filed as information.
4. The Chairperson shall make, or may cause to be elected, trustee appointments for trustee representatives and alternates to working and ad hoc committees and for other trustee representatives as required.
5. Trustee appointments for active committees is 24 months and for the duration of the ad hoc committee.
6. The Chairperson, in making appointments, shall use the following procedures:
 - 6.1. At the Board's inauguration Meeting, the Secretary-Treasurer shall provide each trustee a list of all active committees.
 - 6.2. Each trustee shall indicate their first and second preference for committee appointments, to the Chairperson at least two (2) weeks prior to the next Regular Meeting.
 - 6.3. The Chairperson shall make and announce the committee appointments at the next Regular Board Meeting.
7. Trustees who are not appointed members of a Board committee, with the exception of Labour Management Committees, may attend as observers. Trustees may attend Labour Management Committees with the agreement from District staff and union representatives.
8. At the first Regular Board Meeting in November following the Board's inauguration, the Chair shall announce the members and representatives to active committees for the ensuing 24 months. At the

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Related Contract Article: Nil
Adopted: May 22, 2001
Amended: June 2, 2009
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last meeting in November of the following year, the Chair shall announce the new committee and representative appointments for the remaining 24 months of the Board's electoral term.

9. Trustees who are not appointed members of a Board committee may attend as observers.

Procedures

1. Education Committee of the Whole meetings are open to the public and shall be held according to a schedule published by June 30th of each school year. The order of business will be as follows:
 1. Call to Order
 2. Acknowledgement of Aboriginal Territory
 3. Insertions/Deletions to Proposed Agenda
 4. Adoption of Agenda
 5. Receiving Presentations/Delegations
 6. Opportunity for Comments by the Public
 7. Correspondence
 8. Adoption of Minutes
 9. Old Business - Action and Information
 10. New Business - Action and Information
 11. Question Period
 12. Meeting Schedule and Reminders
 13. Adjournment
2. Policy and Governance Committee of the Whole meetings are open to the public and shall be held according to a schedule published by June 30th of each school year. The order of business will be as follows:
 1. Call to Order
 2. Acknowledgement of Aboriginal Territory
 3. Insertions/Deletions to Proposed Agenda
 4. Adoption of Agenda
 5. Receiving Presentations/Delegations
 6. Opportunity for Comments by the Public
 7. Correspondence
 8. Adoption of Minutes
 9. Old Business - Action and Information
 10. New Business - Action and Information
 11. Policy Priority List
 12. Question Period
 13. Meeting Schedule and Reminders
 14. Adjournment
3. Finance and Operations Committee of the Whole meetings are open to the public and shall be held according to a schedule published by June 30th of each school year. The order of business will be as follows:
 1. Call to Order
 2. Acknowledgement of Aboriginal Territory

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3. Insertions/Deletions to Proposed Agenda
4. Adoption of Agenda
5. Receiving Presentations/Delegations
6. Opportunity for Comments by the Public
7. Consent Package
8. Adoption of Minutes
9. Old Business - Action and Information
10. New Business - Action and Information
11. Question Period
12. Meeting Schedule and Reminders
13. Adjournment

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APPENDIX A: District Board Committees

<u>Committee</u>	<u>Members</u>	<u>Mandate</u>	<u>Terms of Reference</u>
Standing Committees of the Board			
Education Committee of the Whole	<ul style="list-style-type: none"> All Trustees All Directors Superintendent Director of Innovative Learning 2 PVP reps 2 DPAC reps 2 KLTF reps 2 CUPE reps 	<ul style="list-style-type: none"> To provide direction for learning and achievement in the District and to support and promote student achievement initiatives. 	<ul style="list-style-type: none"> Chaired by a trustee elected by members of the committee. Meets monthly. Makes recommendations to the Board.
Policy and Governance Committee of the Whole	<ul style="list-style-type: none"> All Trustees All Directors Superintendent Secretary-Treasurer 2 PVP reps 2 DPAC reps 2 KLTF reps 2 CUPE reps 	<ul style="list-style-type: none"> To review, develop and field-test District policy and procedures for Board approval and adoption. 	<ul style="list-style-type: none"> Chaired by a trustee elected by members of the committee. Meets monthly. Makes recommendations to the Board.
Finance and Operations Committee of the Whole	<ul style="list-style-type: none"> All Trustees All Directors Superintendent Secretary-Treasurer Director of Operations 2 PVP reps 2 DPAC reps 2 KLTF reps 2 CUPE reps 	<ul style="list-style-type: none"> To monitor significant financial planning, management and reporting matters. Serves as the Audit Committee. 	<ul style="list-style-type: none"> Chaired by a trustee elected by members of the committee. Meets monthly. Makes recommendations to the Board.
Working Committees			
ACE - Aboriginal Committee of Education	<ul style="list-style-type: none"> District Principal of Aboriginal Education 2 Trustees 1 Principal or Vice-Principal 2 KLTF reps 1 CUPE 	<ul style="list-style-type: none"> To provide support, guidance, and wisdom between Aboriginal communities and the District. 	<ul style="list-style-type: none"> Chaired by District Principal of Aboriginal Education. Meets four times annually. Makes recommendations

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Committee	Members	Mandate	Terms of Reference
	<ul style="list-style-type: none"> • 1 Representative from each Nation: Ktunaxa - Lower Kootenay Band, Sinixt (Lakes), Syilx (Okanagan), Secwepemc (Shuswap), and Metis Nation • Elders and/or Knowledge Keepers • 2 Aboriginal Education Students • Indigenization Coordinator 		to District staff and the Board.
French Advisory Committee	<ul style="list-style-type: none"> • Director of Innovative Learning Services • 1 Trustee • 1 Principal or Vice-Principal rep from each French Immersion school • 1 Canadian Parents for French rep • 1 Teacher rep from each French Immersion school • 1 Parent from each French Immersion school 	<ul style="list-style-type: none"> • To address issues related to French Immersion. 	<ul style="list-style-type: none"> • Chaired by Director of Innovative Learning Services. • Meets two times annually. • Makes recommendations to District staff and the Board.
Joint Safety Advisory Council	<ul style="list-style-type: none"> • Director of Operations • District Safety Officer • 2 Principal or Vice-Principals • 2 KLTF reps • 2 CUPE reps • 2 Trustee reps (non-voting) 	<ul style="list-style-type: none"> • To deal with issues related to employee safety at the work site. • WorkSafe BC Regulations guide decision making process. 	<ul style="list-style-type: none"> • Chaired by Union Representative, alternating CUPE and KLTF. • Meets four times annually. • Makes recommendations to District staff and the Board.

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Labour Management Committee KLTF	<ul style="list-style-type: none"> • Director of Human Resources • 1 Trustee • Superintendent or designate • 2 KLTF co-presidents 	<ul style="list-style-type: none"> • To discuss and attempt to settle all disagreements that may arise out of the Collective Agreement, and to settle any interpretation of differences that may arise, excepting cases where grievance procedures have been instituted. 	<ul style="list-style-type: none"> • Chaired by Director of Human Resources. • Meets two times monthly.
Labour Management Committee CUPE	<ul style="list-style-type: none"> • Director of Human Resources • Director of Inclusion • 1 Trustee • 1 Principal or Vice-Principal • Director of Operations • Manager of Transportation and Custodial Services • 4 CUPE reps 	<ul style="list-style-type: none"> • To discuss and attempt to settle all disagreements that may arise out of the Collective Agreement, and to settle any interpretation of differences that may arise, excepting cases where grievance procedures have been instituted. 	<ul style="list-style-type: none"> • Chaired by Director of Human Resources. • Meets monthly.
Ad Hoc Committees			
<p>Created when the Board determines an ad hoc committee is needed to address specific issues.</p> <p>Examples: Calendar Committee, Rural Funding Review Committee</p>	<ul style="list-style-type: none"> • Members determined by the Board, based on the needs of the ad hoc committee 	<ul style="list-style-type: none"> • Mandate determined by the ad hoc committee. 	<ul style="list-style-type: none"> • Terms of reference determined by the ad hoc committee.

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