

## **POLICY 121: Committees of the Board of Education**

As much as possible, the Board's business of governance will be conducted by the full Board of Education. The Board may establish committees of the Board when necessary to assist it with governance functions. 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 will be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board, the power of all committees will be limited to making recommendations to the Board and will not include that of acting on behalf of the Board. The Chair of the committee will place all minutes in the Consent Package at the following Meeting of the Board Held in Public.

Trustees not appointed to a committee may attend meetings of any committee of the Board as observers and will only take part in discussion if called upon by the committee chair.

### **Resource Personnel**

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

### **Guidelines**

1. The Board will create standing committees, advisory committees and ad hoc committees as necessary and will prescribe their purpose, duties, membership and meetings.
2. The Board Chair will act as an ex-officio non-voting member of all Board committees.
3. Staff will distribute all meeting materials, including but not limited to schedules, meeting locations, agendas and minutes to all representatives and alternates.
4. Terms of Reference of Board committees are determined and approved by the Board.
5. The Board Chair will appoint the Chair and members of any standing, ad hoc or advisory committee.
6. The Chair, in making appointments, will use the following procedures:
  - 6.1 At the Board's inauguration Meeting, the Secretary-Treasurer will provide each Trustee with a list of all Board committees.
  - 6.2 Each Trustee will indicate their first and second preferences for committee appointments to the Chair at least two (2) weeks prior to the next Board Meeting.
  - 6.3 The Chair will make and announce the committee appointments at the next Board Meeting.

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009 - February 12, 2010 - November 28, 2017 - June 12, 2018 - October 9, 2018 - February 26, 2019 - April 23, 2019 - July 12, 2019 - June 21, 2022 - May 14, 2024

6.4 For committee appointments that become available between terms, the Chair will request interest from Trustees and announce the committee appointment at the next Meeting of the Board Held in Public.

7. Committee representatives and alternates will keep each other informed, as necessary.
8. Standing Board Committees are committees of the Board that meet regularly, either as an ongoing function of the Board or for a period of time.

## 8.1 Policy Review Committee

### Purpose:

- To provide ongoing review and revision of Board policies
- This committee provides recommendations to the Board.

### Duties:

- Trustees provide recommendation to the Board.

### Membership:

- Superintendent, Secretary Treasurer, (3) Trustees (Board Chair or designate, Policy Partner Advisory Committee Chair, and a trustee appointed by the Board Chair)

### Meetings:

- Chaired by the Secretary- Treasurer
- Meets four times annually or as required
- Meetings procedures are outlined in Policy 160

9. Advisory Committees are Committees of the Board structured in a manner that allows partner groups and/or other invited guests to share their perspectives, evaluate issues, and/or develop recommendations in a focused structure about a specific topic or theme. Advisory Committees may be ongoing or for a specific period of time.

## 9.1 Partner Advisory Committees (the Education Partner Advisory Committee and the Policy, Operations and Finance Partner Advisory Committee)

### Purpose:

- The Partner Advisory Committee will provide feedback to the Board on specific topics that are relevant to the Board's governance responsibilities. The Partner Advisory Committee will offer an opportunity for the Board to engage with partner groups around a specific topic.

### Duties:

- Trustees receive advice from partner representatives.

### Membership:

- Board of Education, the Senior Leadership Team, (2) Principal or Vice- Principal reps, (2) KLTF reps, (2) CUPE reps, (2) DPAC reps, and Indigenous rights holders

### Meetings:

- Chaired by elected Trustee

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009 - February 12, 2010 - November 28, 2017 - June 12, 2018 - October 9, 2018 - February 26, 2019 - April 23, 2019 - July 12, 2019 - June 21, 2022 - May 14, 2024

- Meets four times annually or as required.
- 9.1.1 Closed meetings are scheduled before Partner Advisory Committee Meetings during the same day of the Board meetings.
- 9.1.2 Partner Advisory Committee meetings are open to the public and will be held according to a schedule published by June 30<sup>th</sup> of each school year.
- 9.1.3 The Terms of Reference of a Partner Advisory Committee will be outlined as below:

### **Purpose**

The Partner Advisory Committee will provide advice to the Board on specific topics that are relevant to the Board's governance responsibilities. The Partner Advisory Committee will offer an opportunity for the Board to engage with partner groups around a specific topic.

Discussions will be held in a manner that builds trust and sustains strong functional relationships and strengthens communication and information sharing. The discussions will be purposeful and constructive.

### **Scope**

Partner Advisory Committee input will be considered in matters related to the district but will not replace the accountability of district management and the Board of Education in decision-making. The Partner Advisory Committee does not have the authority for decision-making and no motions will be brought forward.

### **Committee Membership**

Chair: Trustee Elected by the Board

Members:

- Board of Education
- Senior Leadership Team
- 2 Principal or Vice- Principal reps
- 2 KLTF reps
- 2 CUPE reps
- 2 DPAC reps
- Indigenous Rights Holders Representatives

### **Meetings**

An annual schedule of meetings will be developed and approved by the Board.

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009 - February 12, 2010 - November 28, 2017 - June 12, 2018 - October 9, 2018 - February 26, 2019 - April 23, 2019 - July 12, 2019 - June 21, 2022 - May 14, 2024

The Partner Advisory Committee will meet up to four times per year during the period when schools are in session.

An agenda will be developed prior to each meeting to meet the Board's accountabilities. Partner representatives may bring forward topics of interest for consideration as it aligns to the purpose of the Committee. These items will be brought forward to the Partner Advisory Committee Chair and Superintendent two weeks prior to the committee meeting or at the Partner Committee for consideration at agenda setting to be considered for following relevant meetings. A rationale will be provided if an item is not placed on the agenda for the following meetings. Operational issues, labour relations or personnel matters will not be addressed.

To facilitate open discussion, summary minutes will be recorded, following the minute-taking standards in Policy 124.

9.1.4 The order of business will be as follows:

- Call to Order
- Acknowledgement of Aboriginal Territory
- Receiving Presentations/Delegations
- Changes or omissions to Minutes
- New or Ongoing Business
- Comments or Questions from the Public regarding items on this Agenda
- Meeting Schedule and Reminders
- Adjournment

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

11. Committee invitation for Trustee participation: Other groups may invite Board members to attend a committee. These may be regular or established for a period of time. These are not considered Board committees. In these cases:

11.1. The Chair will appoint participants based on invitation to the Board.

11.2. Trustees, other than the participant of the committee, may not attend as an observer.

11.3 Trustees will report to the Board at a Meeting of the Board Held in Public, activities of the committee.

Related Legislation: Nil

Related Contract Article: Nil

Adopted: May 22, 2001

Amended: June 2, 2009 - February 12, 2010 - November 28, 2017 - June 12, 2018 - October 9, 2018 - February 26, 2019 - April 23, 2019 - July 12, 2019 - June 21, 2022 - May 14, 2024