

Board Committees

PREAMBLE

The Board of Education is committed to effective governance, informed decision-making, and the efficient conduct of Board business. To support these objectives, the Board may establish committees to review matters within their mandate and provide recommendations for Board consideration.

Pursuant to the *British Columbia School Act*, section 65(1.2)(a), “may establish committees and specify the functions and duties of those committees”.

POLICY STATEMENT

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

The Board will establish standing, ad hoc, and subcommittees, that will serve as the primary structure to conduct the work of the Board regarding education, policy, support services and audit in addition to other matters and issues within the Board’s area of responsibility.

The Board will hold its committee meetings in a separate, stand-alone format. Committees of the Board will not interfere with delegation of authority from Board to Superintendent. The Board will delegate authority and duties to committees subject to the restrictions on delegation in the School Act.

DEFINITIONS

Standing Committee

A committee established by the Board on an ongoing basis to support the Board's governance responsibilities within a defined area of responsibility. Standing Committees continue from year to year until amended or dissolved by the Board. Examples: Education & Policy Committee, Audit Committee, and the Support Services Committee.

Ad Hoc Committee (non-standing)

A committee established by the Board for a specific purpose, project, issue, or task. Ad Hoc Committees cease to exist upon completion of their assigned mandate or by Board resolution. Ad Hoc Committees report directly to the Board. Subcommittees report to the committee that established them and do not normally report directly to the Board. Examples: Gender- based Violence Committee and Strategic Planning Committee.

Subcommittee

A committee established by and reporting to a Standing Committee or Ad Hoc Committee for the purpose of undertaking specific work within the committee's mandate. Subcommittees report to the parent committee and do not report directly to the Board unless directed otherwise. Example: Calendar Committee

OBJECTIVES

The Board will:

- Establish committees to support effective governance, informed decision-making, and the efficient conduct of Board business.
- Provide for the establishment of committees with clearly defined purposes, responsibilities, membership, and reporting relationships.
- Support the Board through the review, discussion, and consideration of matters within the Board's mandate.
- Require committees to operate in an advisory capacity and provide recommendations for Board consideration.
- Maintain accountability by ensuring that authority for decision-making remains with the Board and that committee recommendations are subject to Board approval.
- Promote transparent and effective reporting of committee recommendations and activities to the Board.

COMMITTEE MEMBERSHIP

- The Chair of the Board will recommend, and the Board will appoint committee Chairs and trustees as members of the committee.
- The Chair of the Board and Superintendent will be ex-officio members of all Board committees.

COMMITTEE PROCESS

- The committee Chair may cancel regularly scheduled meetings for good and sufficient reason in consultation with the Board Chair.
- Staff will be assigned to each committee by the Superintendent or designate and will prepare the agenda in consultation with the committee Chair, distribute materials, and keep notes of each committee meeting.
- Committees will provide written reports to the Board on any matters discussed by the committee. Reports from committees will be prepared for the subsequent regular meeting of the Board of Education.
- The committee Chair will report the proceedings of the committee meeting back to the Board of Education.
- Committees will make recommendations to the Board in writing, with final wording agreed upon at the committee meeting. No recommendation of any committee will be binding on the Board until the action is formally approved by the Board.
- No committee will make recommendations when fewer than two appointed Trustee committee members are present.

STANDING COMMITTEES

- The Board will approve the Standing Committee schedule on an annual basis and written notice will be provided at least three days prior for any unscheduled meetings.
- Standing Committees will have up to three representative trustees, as approved by the Board of Education.
- Any Trustee not assigned as a Standing Committee member may attend any Standing Committee meeting as a guest in order to participate in discussion or debate; however, only Trustee Standing Committee members will make recommendations to the Board.
- The following groups will be invited to appoint two representatives to participate in Standing Committee discussions: K'omoks First Nation, Indigenous Education Council (IEC); Comox District Teachers' Association (CDTA); CUPE Local 439; Comox Principals and Vice-Principals Association (CPVPA); Comox Valley District Parent Advisory Council (DPAC), and student representatives (where appropriate).
- All Standing Committee members and attendees are able to participate fully in discussion, however, only Trustees appointed to the Standing Committee will make recommendations to the Board.
- A trustee appointed to a Standing Committee that is unable to attend a Standing Committee meeting will discuss with the Standing Committee Chair an alternate trustee replacement to attend on their behalf.
- Individual Trustees may advance an item to a Board Standing Committee through formal motion to the Board, or, alternatively, may request that the Standing Committee Chair in discussion with the Superintendent or Secretary-Treasurer consider the item for the agenda.
- District staff may bring items forward to Standing Committee meetings for consideration and recommendation to the Board of Education.
- Standing Committee agendas and accompanying material will be distributed at least 48 hours before any meeting to all members of the Board, rightsholder and partner representatives.

Board Standing Committees

Education and Policy Committee

The Education and Policy Committee will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to student achievement through:

- The provision of educational programs for students, including curriculum, instruction, and assessment.
- Student learning, including student support services and learning resources.
- Research on teaching and learning.
- Showcasing district programs and effective teaching practices.
- Periodically and systematically review Board policies and district administrative procedures related to district administration, educational programs, students, and community connections, with the intent of ensuring that policies and procedures remain useful, current and understandable.

- Recommendations for new and revised policy and administrative procedures related to district administration, educational programs, students, and community connections for Board approval.
- Other matters referred by the Board.

Staff Contact: Associate Superintendent

The committee will normally meet on the first Tuesday of every month from September to June.

Support Services Committee

The Support Services Committee will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to student achievement through:

- Long-range facilities planning, capital planning, and school naming and closures.
- Enrollment projections, boundary reviews, transportation planning, and other operational matters requiring public consultation.
- Operating, special purpose, and capital budget development, review, and recommendations.
- Financial stewardship, including financial policies, risk management, compliance, financial reporting, and allocation of financial resources to support student learning, district priorities, and long-term sustainability.
- Business operations, financial services, information technology, facilities management, transportation, custodial services, and related support functions.
- At the request of the Board, review of Board policies and district administrative procedures related to support services and human resources with the intent of ensuring that policies and procedures remain useful, current, and understandable.
- Human resources issues excluding labor relations and other confidential personnel matters.
- Recommendations for new and revised policy and administrative procedures related to support services, and human resources for Board approval.
- Other matters referred by the Board.

Staff Contact: Secretary-Treasurer

The committee will normally meet on the second Tuesday of every month from September to June.

Audit Committee

The Audit Committee will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

- Oversight of the District's system of internal controls, reporting processes, risk management practices, and integrity of financial accountability processes.

- Oversight of external audit activities, including the appointment, independence, performance, and recommendations of the external auditor.
- Review of the annual audited financial statements and related financial disclosures prior to Board approval.
- Oversight of any internal audit activities authorized by the Board.
- Monitoring compliance with applicable financial legislation, regulations, and Board policies.
- Reporting findings and recommendations to the Board.
- Review of auditor performance.
- Other specific audit responsibilities referred by the Board.

Staff Contact: Assistant Secretary-Treasurer

The committee will normally meet on a quarterly basis as determined by the committee Chair.

AD HOC COMMITTEES OR SUBCOMMITTEES (non-standing)

The Board may establish non-standing committees to study, investigate, or report on specific matters.

- The Board will approve the purpose and terms of reference of non-standing committees before members of the committee are named, except when the Board asks the committee to recommend its own terms of reference for Board approval.
- The Board will determine a period within which these committees will present a report to the Board.
- The Board may appoint staff and community members whose knowledge, experience, or expertise may assist the committee in its work.
- Meeting dates, times, and locations may be established by the committee as required. To support committee work, the third Tuesday of each month from September through June has been reserved for this purpose.

Legal Reference: Sections 65, 85 School Act

Policy Reference: Board Procedural Bylaw
Board Operations
Role of the Board Chair
Role of the Vice-Chair
Role of the Trustee

Adopted: September 2019

Revised: June 2023

Revised: June 2026