

BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. These include two committees identified in the CUPE Collective Agreement, The CUPE Labour/ Management committee and the Personnel committee. One additional committee is identified in the NWTU Agreement, namely the NWTU Grievance Management (Step 3) committee. The purpose, powers and duties and membership are articulated in these collective agreements.

The Board shall be guided by the following principles when establishing committees outside the provisions articulated in collective agreements:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration or operations;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Board may, consistent with the above principles, designate committees for the consideration of particular problems or issues, with subsequent advice or recommendations to the Board. Committees established by the Board are to assist the Board in doing Board work. Committee members or representatives shall be named by the Board, normally at the inaugural or first meeting of the year.

Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

There shall be two standing committees of the whole: The Education Policy and Planning Committee of the Whole and the Operations Policy and Planning Committee of the Whole.

1. A quorum of the Committee of the Whole shall be the same as a quorum for the Board.
2. A meeting of the Committee of the Whole shall have the same notice requirement as a Board meeting except that during any meeting of the Board, the Board may resolve itself into Committee of the Whole to consider specific matters.
3. The Chair may preside in the "Committee of the Whole" or appoint another Trustee to chair the meeting. In the absence of the Chairperson, the same procedures shall be followed as apply when the Chair is not present at a Board meeting.
4. The rules of procedure set for regular Board meetings shall be observed in "Committee of the Whole" so far as may be applicable, except that:
 - 4.1 The number of speeches by Trustees to any question shall not be limited; however, no Trustee shall speak for longer than a total time of ten minutes on any question without permission of the Committee;
 - 4.2 The Chair may speak to motions without vacating the Chair;
 - 4.3 Members of the public are welcome to fully participate in discussion, without the right to move or second a motion or to vote, and are subject to the same rules of order and procedure as Trustees;

- 4.4 Minutes shall be kept of the Committee Business and those minutes shall be presented to the Board for approval at the next Board meeting.
 - 4.5 All motions adopted by the Committee of the Whole or any Sub-Committee shall be presented to the Board. This may be affected by a single motion, but any Trustee may request any specific motion to be dealt with separately. The usual rules of the Board shall apply.
 - 4.6 Robert's Rules of Order shall be used as a tool to facilitate discussions and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.
5. The Chair of the Committee of the Board will be responsible for setting and maintaining the agenda and reporting recommendations to the Board, in writing, prior to the meetings. In addition, the Chair is responsible for ensuring annual work plan items within areas of the committee's responsibility are addressed in a timely manner to facilitate Board action.
- 5.1 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
6. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday for the week preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.
- In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary.
- If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g., information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.
- Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be "in-camera" or "regular open".
7. The agenda and supporting material for each Committee of the Board meeting will be provided electronically to all Trustees on the Friday preceding the meeting.
 8. The meeting and support material for each Open Committee of the Board meeting will be available to the public on the school district website on the Friday preceding the meeting.
 9. A Record of Closed (In-Camera) meetings will be prepared and presented at the following public Open Board meeting.
 10. Public Participation in Committee Meetings: The Board welcomes and provides for public participation by delegations at open committee meetings. Such presentations shall not be used to address matters, which must be dealt with in in-camera meetings as noted in Policy 7 section 5. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities at committee meetings are not to be used to deal with such matters. The Board respects and honours employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.

- a. The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting if that is deemed to be appropriate by the Chair.
- b. A person or group wishing to address the Committee on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the committee meeting. The presentation will be listed as a "Delegation" on the agenda of the committee meeting providing the matter is one that is appropriately considered in a public meeting.
- c. Delegations shall have 10 minutes to present to the Committee.
- d. The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11. Education Policy and Planning Committee of the Whole

- a. Purpose
 - i. To allow the Board to explore education matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.
 - ii. To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.
 - iii. To assist the Board with work of an on-going or recurring nature.
- b. Powers and duties
 - i. Make recommendations for agenda items for subsequent Board meetings.
 - ii. Make recommendations to the Board for action.
- c. Membership
 - i. The Board Chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
- d. Meetings
 - i. Typically monthly, (usually the first or second Tuesday of the month). Committee In-Camera meetings may be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.

Meeting Attendance by Trustees

- ii. *Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format.* If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.

12. Operations Policy and Planning Committee of the Whole

- a. Purpose
 - i. To allow the Board to explore operations matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.
 - ii. To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.
 - iii. To assist the Board with work of an on-going or recurring nature.
 - iv. To fulfill the roles, responsibilities and duties of the Audit Committee.

- b. Powers and duties
 - i. Make recommendations for agenda items for subsequent Board meetings.
 - ii. Make recommendations to the Board for action.
 - iii. Review the audit tender process.
 - iv. Recommend the appointment of an external auditing firm to the Board.
 - v. Meet with the internal auditor and external auditors to ensure that:
 - a. The Board has implemented appropriate systems to identify, monitor and mitigate significant business risk.
 - b. The appropriate systems of internal control, which ensure compliance with board policies and procedures, are in place and operating effectively.
 - c. The Board's annual financial statements are fairly represented in all material respects in accordance with generally accepted accounting principles.
 - d. Any matter that the external auditors wish to bring to the attention of the Board has been given adequate attention.
 - e. The external audit function has been effectively carried out.
 - vi. Make recommendations pertaining to relevant policies and administrative procedures; and
 - vii. Make recommendations relevant to financial reporting and disclosure processes.
- c. Membership
 - i. The Board chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
 - ii. For Audit Committee agenda items: additional non-voting members include the internal auditor, and an independent non-voting lay expert, if no trustee is a "financial expert" with relevant expertise and skills exists on the Board.
- d. Meetings
 - i. Typically monthly, (usually the first or second Tuesday of the month). Committee In-Camera meetings may be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.
 - ii. Meeting Attendance by Trustees.
Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format. If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.

Special Committees

Special committees are established to assist the Board on a specific project or a particular purpose. The terms of reference for each special committee will be established at the time of formation.

Resource Personnel

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

Contact Information

Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

Legal Reference: Sections 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

*Revised: April 25, 2023
October 29, 2019
April 30, 2019
September 25, 2018*