

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #120 Committees of the Board**

**RATIONALE**

The Board recognizes that much of the daily work in a school district is carried out by a variety of committees. The *School Act* authorizes the Board to establish committees and to specify the functions and duties of those committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the Board.

**POLICY**

The work of committees is valued by the Board of Education and considered to be a key element in assisting the Board in decision-making processes which consider the input of all stakeholder groups. The following regulations are designed to clarify committee roles, jurisdictions and membership.

ADOPTED: December 8, 2014

Reviewed/Revised: June 25, 2018

Statutory Reference:

# REGULATIONS AND PROCEDURES

POLICY #120 Committees of the Board

## 1. Models of Committees: How They Operate

1.1 All district committees are either advisory or consultative, following these definitions:

- a) **Advisory Model** (offering advice or making recommendations)  
Although not a decision making group, there is an expectation that significant weight is placed on the advice provided to the Board by such a committee.
- b) **Consultative Model** (taking into consideration)  
A consultative committee or working group provides expertise, but is not a decision making body. The Board might also seek other sources of expertise before making a decision.

## 2. Types of Committees: How They Are Formed

2.1 All Board of Education committees are standing, liaison and representative or working committees of the Board, following these descriptions:

- a) **Standing**  
Is a permanent committee of the Board, meeting on a regular or irregular basis that reviews, advises or recommends to the Board as a whole. Membership may include stakeholder representatives, along with trustees.
- b) **Liaison and Representative**  
Is a committee that provides liaison with the Board and deals with advancing information and processes, which may facilitate different organizations working more effectively together. It may be formed internally (by the Board) or externally (outside organization). Trustees will be representatives of the Board on this type of committee and will report to a standing committee or directly to the Board.
- c) **Working**  
Is a temporary committee, sometimes referred to as an ad hoc committee, established by the Board or a Standing Committee to accomplish a particular task or to oversee an ongoing area in need of control or oversight. Membership may include stakeholder representatives, along with trustees.

2.2 The Board Chair will appoint members to the standing, liaison and working committees as per the Board's Procedural Bylaw.

2.3 The Board Chair will name the committee chair to the standing committees and the committee chair and contact will establish the agenda. Future agenda items may be identified in committee. Should the committee chair be unable to attend the meeting, the Board chair will chair the meeting in their place.

ADOPTED: December 8, 2014

Reviewed/Revised: June 25, 2018

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2.4 District working committees are formed at any time at the request of the Board or one of the standing committees. The standing committee chair, in consultation with the Board chair, is to complete a form as the committee is created and file it with the executive assistant at the district office. When the committee is brought to closure, it is the responsibility of the chair to inform the executive assistant.

2.5 The Board chair is a member ex-officio of all Board created committees.

2.6 No action of any committee of Board shall be binding on the Board until the action is formally approved by the Board of Education.

**2.7 Board Standing Committee**

The *School Act* and Procedural Bylaw #1 provide for the organization and operation of the Board, and allows for the formation of Board committees. Standing committees are open to the public; however, if, in the opinion of the Board in accordance with its Procedural Bylaw, the public interest so requires, persons other than trustees may be excluded from a meeting.

**a. Education Committee**

Model: Advisory

Type: Standing Committee of the Board

Mandate: To meet with the superintendent of school and other appropriate staff to review, advise or recommend to the Board policies and actions pertaining to:

- i. Achievement accountability
- ii. Educational goals and programs
- iii. Student services
- iv. Schools
- v. Environmental education and impacts
- vi. Other matters referred by the Board

Contact: Superintendent of Schools

Membership: Committee of the Whole (all trustees)

Standing Invitation to Representatives of the following Stakeholder Groups:

- Principal (OSVPA)
- Teacher (OSTU)
- Support Staff (CUPE)
- District Parent Advisory Council (DPAC)

Agendas: Agendas will be set one week in advance by the Superintendent and Committee Chair by email, telephone or in-person. Agenda packages will be issued on the Friday prior to the committee meeting date.

**b. Business Committee**

Model: Advisory

Type: Standing Committee of the Board

Mandate: To meet with the superintendent of schools, the secretary-treasurer and other appropriate staff to review, advise or recommend to the Board policies and actions pertaining to:

- i. Financial accountability
  - a. Audit Committee  
Three (3) times annually the Business Committee will meet as an Audit Committee. See terms of reference Schedule A.
- ii. Long range facilities and capital planning

- iii. Board Bylaws
- iv. Business services
- v. Environmental education and impacts
- vi. Other matters referred by the Board

Contact: Secretary-Treasurer

Membership: Committee of the Whole (all trustees)

Standing Invitation to Representatives of the following Stakeholder Groups:

Principal (OSPVPA)  
Teacher (OSTU)  
Support Staff (CUPE)  
District Parent Advisory Council (DPAC)

Agendas: Agendas will be set one week in advance by the secretary-treasurer and committee chair by email, telephone or in-person. Agenda packages will be issued the Friday prior to the committee meeting date

**c. Agenda Setting Committee**

Model: Advisory

Type: Standing Committee of the Board

Mandate: To meet with the superintendent of schools and the secretary-treasurer to prepare the agenda for the open and closed, business and education meetings of the Board, in accordance with the Board's Procedural Bylaw, with the following guidelines:

- i. Determine the appropriate agenda on which an item will be placed
- ii. Defer items to a later agenda due to time constraints or preparation requirements
- iii. Determine the amount of background material to accompany the agenda
- iv. Refer an item to the Board for direction when the appropriateness is questioned
- v. Determine the delegations or special presentations to be included on an agenda in accordance with Procedural Bylaw #1
- vi. In cooperation with committee chairs, keep a record of future agenda items

**Contact:** Superintendent of Schools/Secretary-Treasurer

**Membership:** Board Chair  
Vice Chair

**2.8 Liaison and Representative Committees**

**a. Aboriginal Education Committee**

Model: Advisory

Type: Liaison

Mandate: To meet with and advise the Board of Education, superintendent and/or district staff in the Aboriginal Education Department to increase the success rate of Aboriginal students by increasing the capacity, participation and influence of the Aboriginal community and to review, advise and recommend to the Board policies and actions pertaining to:

- i. Draft Enhancement Agreement Development and Implementation

- ii. Reports regarding Aboriginal Education as required by the Ministry including review of the Aboriginal Education progress report
- iii. Review targeted funding budgets for Aboriginal Education
- iv. Seek input/research views and expectations of various stakeholders or sectors of the community
- v. Provide input with regard to procedures and protocols both cultural and organizational
- vi. Other matters referred by the Board or committee member(s)

Contact: Director of Instruction (Curriculum) – non-voting

District Reps Principal of Aboriginal Education – non-voting

Membership: Voting members will include:

- i. Three (3) members of the Penticton Indian Band nominated by the PIB chief and council,
- ii. One (1) member of the Oknakane Friendship Centre nominated by their board of directors,
- iii. One (1) member of the South Okanagan Similkameen Metis Association nominated by the Metis Nation of British Columbia
- iv. One (1) Trustee appointed by the Chair of the Board of Education
- v. One (1) member of the Okanagan-Skaha Teacher's Union (OSTU) (non-voting if the member is an AbEd staff member)
- vi. One (1) member of the Principal's and Vice Principals Association
- vii. One (1) Elder (non-voting)

A committee chair will be elected by the voting membership of the committee on an annual basis. Full terms of reference have been developed separately by this committee and are available.

**b. Other Liaison And Representative Committees**

May require trustee representation, including but not limited to:

- i. B.C. School Trustees Association
- ii. B.C. Public School Employers' Association
- iii. Okanagan Skaha Principals/Vice-Principals' Association Liaison
- iv. Okanagan Skaha Teachers Association Liaison
- v. CUPE Liaison
- vi. District Parent Advisory Council
- vii. Curriculum Development Advisory Committee
- viii. OSTU Pro-D Committee
- ix. OSTU Pro-D Funding Committee
- x. City of Penticton Liaison
- xi. Okanagan School of the Arts
- xii. Penticton Secondary School Bursary and Scholarship Foundation
- xiii. Penticton & Wine Country Chamber of Commerce
- xiv. Summerland Advisory Planning Committee
- xv. Summerland and District Educational Funding Foundations
- xvi. Summerland Chamber of Economic Development & Tourism
- xvii. Summerland Child and Youth Committee
- xviii. Summerland Recreation Commission
- xix. Wellness Committee

**SCHEDULE A**

**AUDIT COMMITTEE: TERMS OF REFERENCE**

The function of the Audit Committee is to support the Board by monitoring and reviewing the financial reporting and controls, risk management and governance processes that have been established in Board policy. The Audit Committee adds value by helping the Board ensure that good judgment has been exercised in the financial decision-making process.

As the backbone of the fiscal oversight process, the Audit Committee is considered to have critical governance responsibilities related to: financial reporting, internal control, external audit, internal audit, risk management, compliance with laws and regulations, as well as internal code of conduct, conflict of interest and 'whistle-blower' policies.

If the Audit Committee does not have at least one member with financial management expertise, then the Board may appoint a non-voting member to the Audit Committee who has that expertise. An outside member of the Audit Committee should have accounting, financial management and/or other relevant business expertise that would enable him or her to understand the accounting and auditing standards applicable to the Board, should not be a person who would be disqualified under the *School Act* from acting as a trustee of the Board, and should not be or have a relative who is an employee or officer of the Board or any other related board at the time of their appointment. Other means for the Audit Committee to acquire expertise could include one-time workshops by legal or financial experts.

A majority of the members constitutes a quorum for meetings of the Audit Committee. The Chair of the Audit Committee will ensure that minutes are taken at each meeting and provided to the members of the Audit Committee before the next meeting. Any member of the Audit Committee who has a conflict of interest shall disclose the details of the conflict in writing to the other members of the Audit Committee before any discussion of any matter relating to the conflict and shall withdraw from the meeting during any discussion and not vote on the matter. Any conflict disclosure shall be recorded in the minutes of the meeting.

**POWERS OF THE AUDIT COMMITTEE**

In carrying out its functions and duties, the Audit Committee has the power to:

- (a) With the prior approval of the Board, retain counsel, accountants or other professionals to advise or assist the Audit Committee.
- (b) Meet with or require the attendance of the Board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the Board at meetings of the Audit Committee, and require such persons or entities to provide any information and explanation that may be requested.
- (c) Where the Audit Committee determines it is appropriate, meet with the Board's external or internal auditor, counsel, accountants or other professionals, without the presence of Board staff.
- (d) Require the Board's internal or external auditor to provide reports to the Audit Committee.
- (e) Have access to all records of the Board.

ADOPTED: December 8, 2014

Reviewed/Revised: June 25, 2018

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## FUNCTIONS AND DUTIES OF THE AUDIT COMMITTEE

The Audit Committee shall:

### Financial Reporting

- Review the audited financial statements and recommend to the Board whether to approve the audited statements;
- Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees; and
- Meet with the external auditors at an In-Camera Meeting, without staff members present.

### Internal Controls

- Oversee the internal control structure with a focus on safeguarding district assets; and
- 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.

### Financial Risk Management

- Identify and assess the likelihood of a significant negative financial event and its potential to impact the achievement of a Board's operations as a key step in formulating the Board's plans and managing its internal financial controls. This function is achieved through the annual budget process.

### Compliance with laws, regulations and internal policies

- Fulfill such additional oversight responsibilities that are delegated to it by the Board from time to time in connection with its core duties in areas such as staff codes of conduct, conflict of interest policies and 'whistle-blower' mechanisms.

**CHAIR:** The chair of the Audit Committee will be the Business Committee Chair.

**CALENDAR:** The Audit Committee shall meet no less than three (3) times per year, as follows:

- Each September - to review the District year-end financial statements prior to the open meeting at the end of September. The external auditor should be invited to present and explain the statements, in depth.
- Each April – to oversee the budget process function.
- January and/or May - to pursue other business of the Audit Committee which may include but not be limited to: review and allocation of unrestricted surplus; review of internal audit processes; review of interim financial statements; and financial forecasts.

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