

5 Role of Board Committees

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
- 5.2 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
- 5.3 Shall be managed by Committee chairs. Every agenda item must be either assigned by the Board, or by the Board's agenda setting committee.
- 5.4 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 5.5 May serve as venues for staff, external or trustee presentations, within each committee's Terms of Reference.
- 5.6 Shall include but not be limited to:

- (i) Education Standing Committee

Terms of Reference: The Education Committee shall review and consider the governance of education issues including curriculum; programs; student assessment; truth and reconciliation; and student achievement.

- (ii) Operations Standing Committee

Terms of Reference: The Operations Standing Committee shall discuss, review and make recommendations on governance issues including the annual budget consultation and development; the long-range facilities plan and on facility use; personnel; sustainability; and transportation services. Local government land-use and planning referrals that are significant to board operations will be reviewed when community consultation is needed and timeframe for feedback permits. Trustees appointed to the committee will serve as members of the Joint Use Committee, unless otherwise appointed by the chair.

- (iii) Superintendent Evaluation Committee

Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include all trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.

(iv) Trustee Remuneration Committee

Terms of Reference: Trustee remuneration will be established by the Board in January of General Local Election years through striking an External Ad-Hoc Trustee Remuneration Committee. The Committee will consider the Board's intention to create a progressive compensation structure to increase diverse, equitable and inclusive Board composition.

The Board will appoint a Chair and four (4) other members of the Committee, comprised of any of the following individuals, provided there is no conflict of interest that would arise:

- One representative from Capilano University
- One representative from the District Parents Advisory Committee
- One representative from the Chamber of Commerce
- Two local Elected Officials
- One representative from Vancouver Coastal Health
- One representative from the Sunshine Coast Community Foundation
- One representative from the general public

At its initial meeting, the Committee will create a draft scope of work for review by the Board. The Secretary-Treasurer will provide administrative and informational support to the Committee.

A full written report with recommendations must be submitted to the Board of Education through the Committee of the Whole in May. The report will include both the anticipated total costing of the proposed changes as well as a clear rationale for the recommendations.

(v) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance as a standing item; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit Committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.

Board Policy: December 2010

Revised: December 2013, February 2015, September 2015, December 2015, December 2017, April 2019, November 2019, February 2023, October 2024

Last reviewed: September 2024