

The Board of Education believes that a committee structure is important to furthering Board governance. Consequently, the Board maintains various standing and ad hoc committees in order to develop recommendations to the Board.

1. General

- 1.1. A committee has no other authority except that which it is given in its terms of reference. All committee recommendations must be duly ratified or sanctioned by the Board before the Board can be legally bound by them.
- 1.2. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.
- 1.3. The Board Chair will make committee appointments annually at the December Regular Board Meeting or as necessary throughout the year. Committee appointments will be announced at a public board meeting and will carry a term of one-year.
- 1.4. The Committee Chair, with the assistance of the Superintendent (or designate), shall prepare agendas and related materials for distribution to the committee members prior to the meeting.
- 1.5. The Board Chair is a member ex-officio of all Board created committees.
- 1.6. Trustees not appointed to a given committee may attend for information, as appropriate. Additional trustees attending do so as part of the viewing gallery, and there is no intention that such a committee meeting is an official Board Meeting.
- 1.7. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.
- 1.8. Representatives from partner groups (Principal - CCPVPA; Teacher – CCTA; Support Staff – IUOE; District Parent Advisory Council; First Nations Representatives) are encouraged to attend public committee meetings.

2. Board Committee of the Whole

- 2.1. The purpose of the Committee of the Whole is to receive and consider background information on specific topics.
- 2.2. Powers and duties of the Committee of the Whole consist of reviewing the information presented, gathering additional and/or supplementary information, and referring matters to a meeting of the Board of Education, if desirable.
- 2.3. Membership: All trustees, Superintendent, Secretary-Treasurer or designate(s).
- 2.4. Meetings are held as required at the call of the Board Chair and may be public or private.

3. Ad Hoc Committees

- 3.1. An Ad Hoc Committee may be established, as required, by the Board of Education, or a Standing Committee, to examine and make recommendations on a specific subject or task. Ad Hoc Committees will have a specific mandate, be time bound, report to the Board or a Standing Committee of the Board and be dissolved when their task is complete.
- 3.2. The terms of reference for each ad hoc committee will be established at the time of formation.

Policy 140 Board Committees

Related Legislation: Nil

Related Contract Article: Nil

Adopted: November 2017

Amended: April 23, 2019

Amended: June 13, 2025