



**POLICY DEVELOPMENT COMMITTEE**

**October 1, 2024 @ 4:30 p.m.**

Via Zoom Video Conference

**AGENDA**

- 1. Call to Order and Acknowledgement..... B. Moorthy
- 2. Election of this year’s Committee Chair (Trustee)..... G. Slykhuis
- 3. Approval of Agenda..... Page 1 Chair
- 4. Approval of Minutes – May 27, 2024..... Page 2 Chair
- 5. Reminder Regarding Section 1.00 Status..... Page 1 (PDF) A. Cooper
- 6. Drafts to be discussed at this meeting..... Page 2 A. Cooper
  - 2.1 Policy 1.50 Board Committees..... Page 3
  - 2.2 Draft Terms of Reference for Policy Committee..... Page 10
  - 2.3 Policy 1.51 Board Liaison..... Page 12
  - 2.4 Policy 1.30 Delegation of Authority..... Page 14
  - 2.5 Policy 1.21 Duties of the Board Chair and Vice-Chair..... Page 15
- 7. Questions/Comments

Next Meeting: November 5, 4:30 – 6:00 pm  
Via Zoom Video Conference

ADJOURNMENT

---

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – OCTOBER 1, 2024 – GOVERNANCE SECTION 1.00

**1. Reminder Regarding Section 1.00 Status**

Listed below is a tentative organization for Section 1.00 with [hyperlinks](#) for current bylaws and policies, for ease of reference. Policies that have been referred to the Board are highlighted in green, policies drafted, awaiting the review of the committee in subsequent meetings, are highlighted in orange, and policies to be considered in this meeting are highlighted in purple.

Suggested Policy Number and Name	Previous Policy
1.10 Values and Beliefs 1.11 Truth and Reconciliation (New)	<a href="#">2000 Belief Statements</a> & <a href="#">2010 Mission Statement</a> & Strategic Plan
1.20 Board Authority, Role & Responsibilities (New) 1.21 Duties of the Board Chair and Vice-Chair	5. Chairperson & Presiding Officers
1.30 Delegation of Authority (New)	
1.40 Trustee Code of Conduct 1.41 Addressing Breaches of the Trustee Code of Conduct 1.42 Trustee Conflict of Interest	17. Trustee Code of Conduct " 7. Conflict of Interest
1.50 Board Committees Draft Terms of Reference for Policy Committee 1.51 Board Liaison 1.52 Board Representation	15. Board Committees " 13. Membership
1.60 Policy Development and Currency	11. Policy Procedure & Development & 12. Administration in the Absence of Policy
1.70 Trustee Remuneration 1.71 Trustee Expenses	8. Trustee Remuneration 9. Reimbursements for Expenses
1.80 Trustee Professional Engagement & Learning (New)	
1.90 Board Performance Review (New)	

**2. Drafts to be discussed at this meeting**

- 2.1. Policy 1.50 Board Committees
- 2.2. Draft Terms of Reference for Policy Committee
- 2.3. Policy 1.51 Board Liaison
- 2.4. Policy 1.30 Delegation of Authority
- 2.5. Policy 1.21 Duties of the Board Chair and Vice-Chair

**3. Current Bylaws recommended to be repealed and documentation established as an Administrative Procedure**

- 3.1. [Bylaw 20. Office Hours](#)

## Current SD78 Committees for Reference in Policy 1.50 Committee Discussion

### Board Standing Committees

- Education Committee, [Note from Anne, consider incorporating technology, inclusion, which would include all aspects, including enrichment]
- ~~Operations~~ Finance & Facilities Committee [Note from Anne, consider incorporating budget]
- Policy Development Committee
- ~~Budget Committee~~ [Note from Anne, consider incorporating in Finance and Facilities, formerly Operations and Facilities)

### Board Ad-Hoc Committee

- Cultural Activities Bequests
- Ross Road Safety

### Board Committee Established by Motion

- Personnel Relations Committee [Note from Anne, do not proceed with this committee, work as a whole Board in an In-Camera session)

---

### Administrative Standing Committees

- CMAW Labour Enhancement – BCPSEA Trustee Rep
- FCTA Labour Enhancement – BCPSEA Trustee Rep
- Careers & Transitions – Two trustees
- District ProD – Two trustees
- Equity in Action (Ministry Initiative)– Two trustees
- Accessibility (Legislation) – Two trustees
- District Health and Safety

### Administrative Ad Hoc Committee

- Anti-Discrimination Policy Working Group

---

## **POLICY 1.50 – BOARD COMMITTEES**

Board committees may be created to provide advice on specific matters as determined by the Board. Committees have no authority or decision making in themselves and any decisions require the approval of the Board.

Committees, some with broad based membership, provide an opportunity to engage with Rightsholders, staff, and employee and partner groups in areas of board responsibility.

Standing committees provide advice to the board on an ongoing basis.

Ad-hoc committees are formed for time-limited, specific purposes. When the purpose or goal of the committee has been accomplished, the committee disbands.

In addition to Board Committees, trustees may be assigned to Administrative Committees, with the expectation that they report key committee findings and directions to the Board.

The Board will approve a terms of reference for standing and ad-hoc committees that will not conflict with the mandate of any other committee. Terms of reference will include:

- whether the committee is a standing or ad-hoc committee
- a clear description of the purpose of the committee, and any specific deliverables
- description of membership considering an appropriate number of members suited to the role of the committee
- designation of a committee chairperson
- designation of any representative groups who will provide input to the committee
- confirmation of how committee members are appointed
- a determination regarding what constitutes a quorum
- designation of district staff supports for the committee
- meeting frequency
- expectations regarding agendas, and supporting materials
- expectations regarding minutes
- budget provisions, if any
- clarity as to the manner for reporting to the Board and how advice will be provided to the Board

### GUIDELINES

1. Standing Committees include:

1.1. Education Committee

- 1.2. **Finance** & Facilities Committee
  - 1.3. Policy Development Committee
- 
2. The Board will establish an Indigenous Education Council in accordance with Section 87.001 of the *School Act*.
  3. The following provisions govern the appointment of members, unless otherwise provided for within the terms of terms of reference governing the committee.
    - 3.1. The Board Chair is ex-officio a member of all Committees.
    - 3.2. The Board Chair shall appoint any Trustee representatives to Board committees, in consultation with trustees.
    - 3.3. Membership of Rightsholders, organizations or partners will be formally identified by the group providing the representative.
    - 3.4. Community members – Where community representation is required, the committee chair will work with administration on a process for advertising.
      - 3.4.1. Selection process – The Board will review all applications and make the final selection for community representation.



**POLICY ~~BYLAW 15~~ 1.50 – BOARD COMMITTEES**

Board committees may be created to provide advice on specific matters as determined by the Board. Committees have no authority or decision making in themselves and any decisions require the approval of the Board.

~~A committee has no power beyond that of making recommendations to the Board for final decision.~~

Committees, some with broad based membership, provide an opportunity to engage with Rightsholders, staff, and employee and partner groups in areas of board responsibility.

Standing committees provide advice to the board on an ongoing basis.

~~1. Standing Committees:~~

Ad-hoc committees are formed for time-limited, specific purposes. When the purpose or goal of the committee has been accomplished, the committee disbands.

~~Ad Hoc Committees:~~

~~1.1.1. Ad Hoc Committees are formed and populated by the Board Chair as deemed desirable. Upon submission of its final report, the Committee will be discharged.~~

~~1.1.2. Member of Ad Hoc Committees will have no power to commit the Board to the expenditure of funds, service, or facilities.~~

~~Other Committees:~~ **MOVE THE MATERIAL BELOW TO BOARD LIAISON**

In addition to Board Committees, trustees may be assigned to Administrative Committees, with the expectation that they report key committee findings and directions to the Board.

~~In addition to the four standing committees, the Board shall establish a Personnel Relations Committee. The Personnel Relations Committee shall be comprised of:~~

~~1.1.3. the Board’s appointed BCPSEA Representative and alternate, and~~

~~1.1.4. one other Trustee.~~

~~One of the Board’s appointed BCPSEA representatives will be appointed to the FCTA Labour Enhancement Committee and one to the CMAWBC Labour Enhancement Committee, respectively.~~

~~Each committee shall meet and report to the Board as required.~~

~~Each committee shall consist of two Trustees and an alternate Trustee appointed in September of each year by the Board Chair~~

~~At the first regular Personnel Relations Committee meeting in September, the two Trustees from the Personnel Relations Committee shall elect one of the Trustees to serve as chairperson for the committee.~~

~~Non-conflict Trustees will be nominated as reps to CMAW and FCTA Labour Enhancement:~~

The Board will approve a terms of reference for standing and ad-hoc committees that will not conflict with the mandate of any other committee. Terms of reference will include:

- whether the committee is a standing or ad-hoc committee
- a clear description of the purpose of the committee, and any specific deliverables
- description of membership considering an appropriate number of members suited to the role of the committee
- designation of a committee chairperson
- designation of any representative groups who will provide input to the committee
- confirmation of how committee members are appointed
- a determination regarding what constitutes a quorum
- designation of district staff supports for the committee
- meeting frequency
- expectations regarding agendas, and supporting materials
- expectations regarding minutes
- budget provisions, if any
- clarity as to the manner for reporting to the Board and how advice will be provided to the Board

~~General:~~

~~Each committee shall consist of:~~

~~1.1.5. Two Trustees and one alternate Trustee appointed in September of each year by the Board Chair, except in an election year in which case it would be December.~~

~~1.1.6. Each committee will also consist of members of partner groups made up of the following composition:~~

- ~~two teachers~~
- ~~two support staff~~
- ~~two administrative officers~~
- ~~two parents~~
- ~~two secondary students~~
- ~~two representatives from the Aboriginal Education Council, and~~
- ~~any other representative that may be deemed appropriate by the Board to be appointed to the committees at the start of the new school year.~~

~~1.1.7. The new partner group representatives will assume their place on the committee once they have been appointed. In the interim the previous year's representatives will continue on the committee.~~



- ~~1.2. — At the first committee meeting of the year, the committee members will nominate and elect one of the Trustees on the committee (other than the alternate) to serve as Chair for the current school year.~~
- ~~1.3. — All regular meetings of standing committees will meet at 4:30pm.~~
- ~~1.4. — Non-member observers at committee meetings may take part in the discussion and be contributing members at the discretion of the committee Chair, but may not vote.~~
- ~~1.5. — The agenda for meetings of Education, Operations & Facilities, Policy Development and Budget Committees shall be prepared in a similar fashion to that of a regular Board meeting.~~
- ~~1.6. — Minutes shall be kept of each committee meeting and reported to the next regular Board meeting for information and/or action where practicable.~~
- ~~1.7. — All committee meetings shall be audio recorded.~~
- ~~1.8. — Only appointed committee members may call in to committee meetings.~~

#### GUIDELINES

#### 1. Standing Committees include:

- ~~1.1. — Four standing committees shall be established and shall meet at least quarterly:~~

- ~~1.2.1.1.~~ Education Committee
- ~~1.3.1.2.~~ **Operations Finance** & Facilities Committee
- ~~1.4.1.3.~~ Policy Development Committee

#### **Budget Committee**

#### 2. The Board will establish an Indigenous Education Council in accordance with Section 87.001 of the *School Act*.

~~1. — Aboriginal Education Council: refer to AEC Terms of Reference~~

~~2. —~~

#### 3. The following provisions govern the appointment of members, unless otherwise provided for within the terms of terms of reference governing the committee.

~~2.1.3.1.~~ The Board Chair is ex-officio a member of all Committees.

- 3.2. The Board Chair shall appoint any Trustee representatives to Board committees, in consultation with trustees.



3.3. Membership of Rightsholders, organizations or partners will be formally identified by the group providing the representative.

~~2.2.3.4.~~ Community members – Where community representation is required, the committee chair will work with administration on a process for advertising.

3.4.1. Selection process – The Board will review all applications and make the final selection for community representation.

~~3. When possible, the committees will be comprised of representatives from each geographical area of the District.~~



## **POLICY COMMITTEE**

### **NATURE OF COMMITTEE**

Standing Committee of the Board

### **PURPOSE**

The Board of Education recognizes and accepts its responsibility to approve policy. The Board values consultation as an important part of policy development.

The Policy Committee will consider and make recommendations to the Board regarding changes to Board Policy. The committee will reflect upon any area of policy but will not engage in Board Bylaw development or revisions.

### **DELIVERABLES**

The Policy Committee will:

1. Provide feedback regarding policy revisions.
2. Consider feedback and advice from representative groups regarding policy drafts.
3. Provide input regarding minor amendments to existing policy.
4. Ensure that there are no accessibility barriers within or due to the policies.
5. Identify policies that are no longer current and would be suitable for repeal.

<b>MEMBERSHIP</b>	School District No. 78 Trustees (2 plus an alternate) Secretary Treasurer or designate Superintendent or designate
<b>CHAIRPERSON</b>	A Trustee will serve as Chair, through an election by the committee
<b>RIGHTSHOLDER and PARTNER REPRESENTATIVES</b>	Construction Maintenance and Allied Workers 2423 (2) District Parent Advisory Council (2) Fraser Cascade Principals' and Vice Principals' Association (2) Fraser Cascade Teachers' Association (2) Indigenous Education Council (2) Secondary Students (2)
<b>APPOINTMENT</b>	The Chair of the Board will determine Trustee representatives in accordance with Policy 1.50 Board Committees Rightsholder and partner representatives are identified by the organization.

<b>QUORUM</b>	Two Trustees and the Superintendent or Secretary Treasurer (or their designates)
<b>DISTRICT STAFF SUPPORT</b>	Assistant Superintendent
<b>SECRETARIAT</b>	Executive Assistant to the Secretary Treasurer
<b>MEETINGS</b>	Meetings will be scheduled four times per year, or as needed due to workload.
<b>AGENDAS</b>	Agendas with supporting materials will be circulated to the committee and representative groups, four days in advance of each meeting.
<b>MINUTES</b>	Minutes of committee meetings, detailing any specific recommendations, will be prepared and provided to the Board at a public Board meeting.
<b>BUDGET</b>	None

#### **REPORTING MECHANISM**

The committee is advisory in nature and may make recommendations to the Board through the chair of the committee.



## **POLICY 1.51 BOARD LIAISON**

Trustees may be assigned to liaison assignments within the district and the community. These assignments permit the board, through an individual trustees, to be aware of the circumstances and priorities of schools, district administrative committees and with of partners.

The purpose of trustee liaison assignments is to:

- Provide opportunities for trustees to become acquainted with schools and act as a representative when necessary.
- Provide opportunities for engagement with partners.

The liaison role is limited to speaking only for what the Board has already decided, to receive input and to assist in bringing matters to the Board for consideration.

### GUIDELINES

1. One of the Board's appointed BCPSEA representatives will be appointed to the FCTA Labour/Management Committee.
2. One of the Board's appointed BCPSEA representatives will be appointed to the CMAWBC Labour Enhancement Committee
3. One trustee will serve on a CMAWBC Stage 3 grievance.
4. One trustee will serve on a FCTA Step 3 grievance.

Are trustees assigned to schools? Local organizations like Early Child tables? Chamber of Commerce Others?



## POLICY 1.51 BOARD LIAISON

Trustees may be assigned to liaison assignments within the district and the community. These assignments permit the board, through an individual trustees, to be aware of the circumstances and priorities of schools, district administrative committees and with of partners.

The purpose of trustee liaison assignments is to:

- Provide opportunities for trustees to become acquainted with schools and act as a representative when necessary.
- Provide opportunities for engagement with partners.

The liaison role is limited to speaking only for what the Board has already decided, to receive input and to assist in bringing matters to the Board for consideration.

### OTHER COMMITTEES:

#### GUIDELINES

1. One of the Board's appointed BCPSEA representatives will be appointed to the FCTA Labour/Management Enhancement Committee.
2. One of the Board's appointed BCPSEA representatives will be appointed and one to the CMAWBC Labour Enhancement Committee, respectively.
3. One trustee will serve on a CMAWBC Stage 3 grievance.
4. One trustee will serve on a FCTA Step 3 grievance.

Are trustees assigned to schools? Local organizations like Early Child tables? Chamber of Commerce Others?

---

## **POLICY 1.30 DELEGATION OF AUTHORITY**

The Board of Education designates the Superintendent as the Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the District.

The Board authorizes the Superintendent to exercise any power that the Board may have, except those matters which cannot be delegated in accordance with provincial legislation and the corresponding regulation.

The Superintendent will be the principal contact between the Board and staff.

To support good governance, the Superintendent will assist the Board:

- in reaching sound decisions;
- to operate within the approved financial plan and annual budget;
- establishing policies; and
- by providing relevant facts, information and reports necessary to keep the Board adequately informed.

To support an effective working relationship between the Board and the Superintendent, the Board will:

- support the Superintendent in fulfilling their legislated responsibilities;
- refer all complaints regarding personnel, students, operations or programs to the Superintendent for appropriate investigation and action; and
- direct the Superintendent only through decisions made as a corporate body.

In the absence of Board policy in cases where an immediate administrative response is required, the Superintendent will:

- if time permits, consult with the Chair; and
- inform the Board as soon as is practicable and at the next regular meeting of the action taken and the nature of the emergent issue and, where warranted, the need for policy in the event of future occurrences.

Specific duties and responsibilities of the Superintendent are prescribed by the provisions of the *School Act*, Regulations and Ministerial Orders, as well as further responsibilities established by the District and described in Board policy and the Superintendent Role Description.

---

## **POLICY 1.21 DUTIES OF THE CHAIR AND VICE-CHAIR**

The role of the Board Chair and Vice Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

### Specific Responsibilities Of The Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice Chair, the Superintendent, and the Secretary Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.
3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board's Procedural Bylaw.
4. Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.



The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon.

Specific responsibilities of the Vice Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.



## **POLICY BYLAW 5-1.21 DUTIES OF THE CHAIR AND VICE-CHAIR PERSON & PRESIDING OFFICERS**

~~The Board shall elect a Board Chair in September of each year except in an election year, when he/she will be voted in at the Inaugural meeting.~~

~~A majority of the Board may elect a new Board Chair at any time (School Act).~~

~~The interim Chair shall be the Secretary-Treasurer until such time as the Board Chair has been elected.~~

~~The interim Chair shall call for nominations for Board Chair three times and declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.~~

~~Following the election of the Board Chair, that person shall assume the Chair.~~

~~The Board shall elect a Vice Chair in September of each year for a one year term, except in an election year when he/she will be voted in at the Inaugural meeting.~~

The role of the Board Chair and Vice Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

### Specific Responsibilities Of The Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice Chair, the Superintendent, and the Secretary Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.

3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board's Procedural Bylaw.
4. Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

~~The Chair of the Board of Education shall preside at the board meetings and perform all duties imposed by Statute.~~

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon. ~~The Board Chair will conduct the meetings in accordance with Robert's Rules of Order.~~

~~The Board Chair shall appoint all representative and committees of the Board, except where otherwise stated by bylaw, and shall be an ex-officio member of all committees.~~

Specific responsibilities of the Vice Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.



## Policy 1.21 Duties of the Chair and Vice-Chair

---

~~The Vice Chair shall have the powers and duties of the Board Chair in the Chair's absence, and such other powers and duties as the Board may determine from time to time. In the event that neither the Board Chair nor the Vice Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.~~