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Policy 1

POLICY 1 - FOUNDATIONAL STATEMENTS

Acknowledgement of Territory

The Cowichan Valley School District recognizes, and gives thanks, that we work, live, and play on the traditional lands of the Hul'q'umi'num' and Nuu-chah-nulh speaking peoples, specifically the lands of the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples. We dedicate this work to our First Nations, Inuit and Métis, and all children in the Cowichan Valley School District.

Our Story

Beyond Education: Preparing our learners for a world they will create.

Our Mission

Our students are agile and prepared to transition to a future of their choosing.

Our Learners

- Are compassionate
- Collaborate
- Contribute
- Think critically
- Create and innovate
- Are literate across domains

We Value

- Equity
- Relationships
- Environment
- Harmony
- Inclusiveness

The Logo Design



The Cowichan Valley School District logo shall only be used by external organizations with prior approval of the Superintendent or designate as assigned by Superintendent.

Common Name

Cowichan Valley School District

Legal Name

The Board of Education of School District No. 79 (Cowichan Valley)

Adopted: September 2018
Amended: June 6, 2023

POLICY 2 - ROLE OF THE BOARD

November

Regular Board Meeting Agenda Items

- Review report on District enrollment.
- Review Student Learning accountability report.
- Elect Chair/Vice-Chair.

December

Regular Board Meeting Agenda Items

- Review fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.
- Approve trustee school liaison assignments.
- Review committee/representative appointments.

January

Regular Board Meeting Agenda Items

- Review progress re Strategic Priorities results.
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters.
- Make trustee appointments to committees and community liaison groups .
- Review Superintendent growth pl0 g2(ccou)-14(n)7(t)9(ab)-7(i)-6(l)-6(i)-6(t)9(y)-3(r)-3(e)7(p)-5(ort)9(.)] T

March

Regular Board Meeting Agenda Items

Approve District calendar.

Review fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.

Review preliminary budget revenue information for the upcoming year's budget including the Ministry of Education funding announcement.

April

Regular Board Meeting Agenda Items

Review preliminary draft budget for the upcoming year.

Approve trustee compensation rates.

Approve and regularly review a schedule of fees for the use of school facilities.

May

Regular Board Meeting Agenda Items

Approve student fee schedule for academies.

Approve terms of engagement for auditor.

Approve annual budget for upcoming fiscal year.

June

Regular Board Meeting Agenda Items

Approve Board Growth Plan.

Review Fiscal accountability report.

Review Fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.

Review internal audit process and results.

Review strategic priorities accountability report to monitor progress relevant to achieving the key results.

Assess the effectiveness of the advocacy plan and approve revised plan for the coming year.

Assess the effectiveness of the Board development plan and approve revised plan for the coming year.

Approve proposed trustee calendar for Board meetings and related functions.

Appendix B (Policy 2)

POLICY 2 - APPENDIX B - FORMATIVE BOARD SELF-EVALUATION PROCESS
Cowichan Valley School District No. 79

PROCESS

The Board will have a facilitated performance review twice per term.

Purpose

3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for trustees. The Superintendent shall ensure each trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.

Legal Reference: Sections 49, 50, 52, 65, 85 School Act
Local Government Act

Adopted: September 2018

POLICY 4 - TRUSTEE CODE OF CONDUCT

The Board has a strong commitment to ethical conduct. This includes the responsibility of trustees

7. Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act, the Oath of Allegiance and the Oath of Office.
8. Respect and abide by the majority decisions made by the Board in legally constituted meetings.
9. Endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of

be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.

12.4

Policy 5

Policy 6

POLICY 6 - ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected at the November Meeting of the Board. The Vice-Chair shall hold office at the pleasure of the majority of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair. The Board Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. Act as signing officer for the District in the absence of the Chair.
5. Prior to each Board meeting confer with the Superintendent, Chair and Secretary-Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.

Legal Reference: Sections 65, 67, 85 School Act

Adopted: September 2018

- 3.6 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting until a date and time determined by the Chair.
- 3.7 The agenda and notice of meetings shall be prepared by the Secretary-Treasurer under the direction of the Chair who shall consult with the Superintendent. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Notice of meetings may be provided by email to an email address designated by a trustee. Non-receipt of notice of a meeting by a trustee shall not void proceedings taken at such meeting.
- 3.8

- 3.15 The Chair of the Board, when in his or her opinion it is a case of necessity or urgency, may change the time, date or location of a Board meeting.
- 3.16 The Secretary-Treasurer, or another employee designated by the Board if the Secretary-Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary-Treasurer, must be present at the time a decision of the Board is rendered and must record any decision.
- 3.17 Regular meetings of the Board will not be held without the Superintendent in attendance unless the Superintendent has agreed.
- 3.18 The Chair or any other trustee presiding at a meeting may expel from the meeting a person, other than a trustee, that the chair or other trustee presiding at the meeting considers guilty of improper conduct. A person deemed guilty of improper conduct at a meeting will be prevented from asking questions or appearing as a delegation for the balance of the school year.
- 3.19 A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

4. Special Meetings

- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special Closed meetings.
- 4.2 A special meeting of the Board may be called by the Chair or, upon written request by a majority of trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at that meeting.
- 4.3 Written notice of a special meeting and the business to be conducted at that meeting shall be given to each trustee at least forty-eight (48) hours in advance of the meeting. The trustees may, by majority vote, waive the forty-eight (48) hour notice requirement, provided

record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of any applicable fee.

- 5.6 All matters coming before the Board shall be considered in public unless, in the opinion of the Board, the public interest requires otherwise. The following matters shall be considered in a closed meeting unless the Board determines otherwise:
 - 5.6.1 Personnel matters including contracts and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, demotion, transfer, conduct, competence, discipline, suspension, termination or retirement; grievances and requests of employees, Board officers or their bargaining agents or representatives; plans that relate to the management of personnel or the administration of the Board and that have not yet been implemented or made public;
 - 5.6.2 Legal matters, accident claims and other matters where Board liability may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered in a closed meeting; information or action regarding legal actions brought by or against the Board;
 - 5.6.3 Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students;
 - 5.6.4 Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; purchase lease, sale or exchange of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures;
 - 5.6.5 Matters pertaining to the safety, security or protection of Board property; and,
 - 5.6.6 Other matters where the Board decides that the public interest so requires.
- 5.7 Notwithstanding any rule limiting reconsideration of the agenda, a trustee may make a motion to

7.4 An amendment is a eW* nQ EMC /Spa 0 1 117.05 709.72 Tr t o709.9(od/Spa f y)7(t h)6* n wor()4Di

7.19 No trustee shall interrupt another trustee who has the floorBT/F1 11 Tf1 0 0 1 117.05 709.72 Tm0 g0 0

8. Voting

- 8.1 All trustees present at a meeting and entitled to vote will vote on each resolution or bylaw. A trustee not voting on any question will be deemed to have voted in the negative unless the trustee has a conflict of interest, in which case the trustee must not vote and his or her abstention will not be counted.
- 8.2 Voting shall be by show of hands. The Secretary-Treasurer shall record in the minutes the mover and seconder of a motion and, upon the request of a trustee, shall record the names of the trustees voting against the motion.
- 8.3 All questions shall be decided by a majority of the votes of the trustees present unless otherwise provided by in this bylaw or the

9. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters which must be dealt with in Closed meetings as noted elsewhere in this policy. For example, individual student matters must not be dealt with in a public setting. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities noted below are not to be used to deal with such matters. The Board respects and honors employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.

Delegations

- 9.1 Parties wishing to appear as a delegation must notify the Secretary-Treasurer before Tuesday noon of the week prior to the Board Meeting for their presentation to be considered for inclusion in the agenda.
- 9.2 All delegations appearing before the Board shall present a written brief for inclusion in the agenda.
- 9.3 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 of the Board if that is deemed to be appropriate by the Chair.
- 9.4 The Board will recognize an official spokesperson from each delegation.
- 9.5 Trustees may ask questions for clarification but no recommendations or motions concerning the presentation will normally be made at the same meeting.
- 9.6 Presentations by delegations must be limited to ten minutes unless this time limit is waived by the Board.
- 9.7 The Chair of the Board may determine the number of delegations that will be heard at any one Board meeting and shall inform all trustees regarding delegation requests that have been made, considered, and either included on the Board agenda or denied.
- 9.8 The Chair may deny a request to appear as a delegation to the Board for any of the following reasons:

Chair who will acknowledge the correspondence, and act in accordance with 9.11 or 9.12 above.

10. Consent Agenda

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial.

- 10.1 The full agenda, including the consent items should be disseminated prior to the Board Meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.
- 10.2 As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
- 10.3 The Board Chair then asks for a motion to accept the consent agenda.
- 10.4 Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- 10.5 If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

11. Audio/Video Recording Devices

The Board requires that anyone wanting to use recording devices at a public Board meeting shall obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular Meeting.

12. Trustee Remuneration and Expenses

11.1 Annual Remuneration

11.1.1 Under Section 71 of the School Act, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. The Income Tax Act allows part of this remuneration to be declared as a tax-free expense allowance.

11.1.2 Trustee remuneration shall be reviewed annually.

11.2 Expenses

11.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

Conference and Travel Expenses

11.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

11.2.3 The Board of Education of School District No. 79 (Cowichan Valley) supports

11.5.1.1.2 To claim lunch - depart from home/work before 12:00 noon

11.5.1.1.3 To claim dinner - depart from home/work before 6:00 p.m.

11.5.1.2 On day of return:

11.5.1.2.1 To claim breakfast - arrive at home/work after 7:00 a.m.

11.5.1.2.2 To claim lunch - arrive at home/work after 12:00 noon

11.5.1.2.3 To claim dinner - arrive at home/work after 7:00 p.m.

11.6 Vehicle Expenses

Kilometrage shall be at the rate of 55 cents per kilometer traveled when using personal automobile and the rate shall be adjusted annually to match the BCSTA mileage allowance. When private vehicles are used, compensation will be based on map distance and the currently approved rate and cannot exceed an amount equal to the economy airfare for the trip. When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period.

11.7 Hospitality Expenses

It may be necessary or beneficial to the School District if a trustee(s) were to host a meal or non-alcoholic refreshments for one or more persons.

In this case the meal allowance does not apply, and the Board will cover the cost of reasonable expenses incurred and a gratuity of not more than 20%. Claims for expenses incurred for hosting purposes shall be supported by receipts and clearly state the purpose of the expense, and the names of those hosted.

11.8 Other Expenses

Other expenses, such as taxi, parking, ferries, etc. will be reimbursed on submission of receipts.

11.9 Advances

Upon application an advance against the anticipated travel expenses shall be issued, but in no circumstances shall the advance exceed 75% of the budgeted cost of the trip.

11.10 Claims

A detailed claim for expenses shall be filed within ten (10) days of the return from the program/event.

13. Bylaws

12.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution

12.2 The following matters shall be dealt with only by bylaw:

12.2.1 Adoption of the budget

12.2.2 The acquisition or disposal of property

12.2.3 Amendments to bylaws

- 12.2.4 Where the Minister approves a capital plan or a capital plan with modifications, the Board shall prepare a capital bylaw as required by the
- 12.2.5 Where required by the
- 12.3 Every bylaw shall be dealt with in the following stages
 - 12.3.1 First reading: no debate or amendment
 - 12.3.2 Second reading: discussion of the principle of the bylaw
 - 12.3.3 Third reading: consideration of amendments and final decision
- 12.4 At each of the three readings of a bylaw the bylaw must be read in full, however, a reading of a bylaw may, if a written or printed copy of the bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by its title and a summary of its contents
- 12.5 The Board shall not give a bylaw more than two readings at any one meeting unless the trustees who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
- 12.6 The Secretary-Treasurer shall certify the accuracy of each bylaw and show the date of each of its readings and adoption.
- 12.7 Permission to withdraw a proposed bylaw may be given at any stage by majority vote of the Board. A motion to grant permission to withdraw a proposed bylaw requires a seconder.
- 12.8 A bylaw, once passed, may only be amended by the law,893b-8(),8en amentind by7(d)-3(s)-6(a)-2(n)7

- 13.5 The requirements of paragraphs 12.01 - 12.03 do not apply to any pecuniary interest referred to by the _____ as exempt from the disclosure requirements of the [SA s. 59]
- 13.6 The pecuniary interest of spouse or of a parent or child of the trustee shall, if known to the trustee, be deemed to be also a pecuniary interest of the trustee. [SA s. 57]
- 13.7 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act

Adopted: September 2018
Amended: February 21, 2023
June 6, 2023

POLICY 8 - BOARD COMMITTEES

As much as possible, the Board's business of governance will be conducted by the full Board of Trustees. The Board may establish committees of the Board when necessary to assist it with governance functions. Committees of the Board shall never interfere with delegation of authority from Board to Superintendent. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

Trustees not appointed to a committee may attend meetings of any committee of the Board and may be allowed to take part in any discussion or debate by permission of a majority of the committee, but may not vote. The Chair of a committee may make motions and speak to any question during committee meetings without leaving the chair. The rules applying to regular or special meetings of the Board shall be observed in Board Education and Business Committee, ad-hoc and in standing committees so far as they are applicable and not altered by the provisions of this bylaw.

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their purpose, powers and duties and meetings.
2. The Chair shall be an ex-officio non-voting member of all Board committees to which the Chair has not been appointed.
3. The Chair shall appoint the Chair and members of any standing or ad hoc committee.

Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature. Trustees shall be appointed to Standing Committees at the annual Inaugural Meeting and subsequent Annual Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.

Standing committees are usually established or confirmed annually at the Inaugural Meeting or subsequent Annual Meeting. The appointed member shall serve on the committee until s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

The number of trustees appointed to a committee other than the Board Education and Business

2. Board Education and Business Committee

2.1 Purpose

2.1.1 The purpose of the Board Education and Business Committee is to provide a forum for in-depth discussion of issues referred to it by the Board, the Chair or the Superintendent and to make recommendations to the Board as the Board Education and Business Committee deems appropriate. The Board Education and Business Committee is also a forum to receive presentations and reports and for trustees to hear perspectives of senior staff, partner groups and other community representatives on matters being considered by the Board Education and Business Committee.

2.2 Powers and Duties

2.2.1 The agenda for a Board Education and Business Committee meeting shall be prepared by the Superintendent, in consultation with the Chair of the Board and the Chair of the Board Education and Business Committee. The agenda will be circulated to the committee members and partner group representatives in advance of the meeting.

2.2.2 The Chair of the Board is the Chair of the Board Education and Business Committee unless he or she delegates this responsibility to another trustee.

2.2.3 Motions in Board Education and Business Committee must be seconded and trustees are not limited as to the times of speaking.

2.3 Membership

2.3.1 Membership of the Board Education and Business Committee is all trustees and a quorum is the majority of trustees in office.

2.4 Meetings

2.4.1 Board Education and Business Committee meetings generally shall be held at 4:00 p.m. on the third Tuesday of each month except for July and August.

3. Human Resources Committee

3.1 Purpose

3.1.1 To review the Human Resources report and any Human Resources issues referred to the committee by the Board.

3.2 Powers and Duties

3.2.1 Make recommendations to the Board where deemed appropriate.

3.2.2 Duties as prescribed in collective agreements relative to the Human Resources committee and the grievance procedure.

3.3 Membership

3.3.1 Three trustees as appointed by the Board Chair. The Chair of the Committee is determined by the Board Chair.

3.4 Meetings

3.4.1 Once per year or at the call of the Chair.

4.

that controls are adequate, in place and functioning properly.

- 4.2.3.2.2 Assess whether management has implemented policies and controls to prevent, detect, and deter fraud.
- 4.2.3.2.3 Review all reports concerning any significant fraud or non-compliance that occurs in the District. This review shall include consideration of the internal controls that are to be strengthened to reduce the risk of a similar event in the future.
- 4.2.3.2.4 Assess compliance with specific regulations pertaining to the District.
- 4.2.3.2.5 After Committee assessment, appropriate recommendations will be made to the Board if required.
- 4.2.3.3 Legal Compliance – The auditors do this as part of the audit. Review the responses to the auditors on legal matters.
 - 4.2.3.3.1 On at least an annual basis, review with the District's appointed legal counsel any legal matters that could have a significant impact on the District's financial statements, the District's compliance with applicable laws and regulations, and inquiries received from the regulators or government agencies.
- 4.2.3.4 External Audit Responsibilities
 - 4.2.3.4.1 Role of the Audit Committee with the External Auditor
 - 4.2.3.4.1.1 Review the appointment of the external auditor, for recommendation to the Board for approval giving consideration to matters such as:
 - 4.2.3.4.1.1.1 Independence and whether to retain such auditor after consultation with appropriate management.
 - 4.2.3.4.1.1.2 The fees paid to the external auditor on an annual basis and any non-auditing services performed by the external auditor.
 - 4.2.3.4.1.2 On an annual basis, review and discuss with the external auditor all significant relationships with the District that could impair such auditor's independence.
 - 4.2.3.4.1.3 Review the planning and results of the external audit, including:

- 4.2.3.4.3.2.2 Any management representations made to the external auditor and those representations not obtained from management, if any.
- 4.2.3.4.3.3 Meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes are important to be discussed.
- 4.2.3.4.3.4 Review, at least once in every fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor, and on the fee and fee adjustment for the external auditor.
- 4.2.3.4.3.5 Work to resolve any disagreements between management and the external auditor about financial reporting.
- 4.2.3.4.3.6 Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.
- 4.2.3.4.3.7 Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the school District.
- 4.2.3.4.4 Compliance Matters
 - 4.2.3.4.4.1 Review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by management to address the non-compliance.
 - 4.2.3.4.4.2 Review any significant findings of regulatory entities, and any observations of the external auditor related to those findings.
 - 4.2.3.4.4.3 Obtain regular updates from management and legal counsel regarding compliance matters.
 - 4.2.3.4.4.4 Obtain confirmation by management that all statutory requirements have been met.
- 4.2.3.4.5 Reporting and Communication

4.2.3.4.5.1 The Audit Committee is accountable to the Board of Education representing the interests of all stakeholders.

4.2.3.4.5.2 Maintain an effective communications policy, including disclosure of the Audit Committee's Terms of Reference.

4.2.3.5 Other

4.2.3.5.1 Periodically perform a self-assessment of committee performance.

4.2.3.5.2 Review financial and accounting succession planning within the District.

4.2.3.5.3 Perform any other activities consistent with these terms of reference, the District's bylaws and governing policies as committee or the Board of Education deems necessary or appropriate.

4.2.3.5.4 Establish procedures for receiving, retaining and responding to complaints relating to accounting or auditing matters, on a basis that protects the confidentiality of the complainer.

4.3 Membership

4.3.1 The Chair of the Board shall appoint three trustees and designate the Chair of the Committee. (Note: resource personnel shall be assigned by the Superintendent as required and shall normally include the Secretary-Treasurer and a recording secretary).

4.4 Meetings

5.4 Meetings

The Committee meetings are closed camera meetings and will be held bi-monthly or at the call of the Chair. Recommendations will be made to the BEBC or Board. Minutes of each meeting are recorded by the Executive Assistant or designate. Minutes are circulated to Committee members and members of the Board.

6. Climate Action Advisory Committee

6.1 Purpose

Recognizing that the climate crisis is a globally complex issue affecting current and future generations globally, regionally and locally, the Climate Action Advisory Committee (CAAC) will develop recommendations to advise the Board on mitigation and adaptation measures that are informed in principal by:

- ways to empower learners to develop local solutions to mitigate and adapt to the increasing local impacts of the climate crisis;
- collective learning and educational opportunities; and
- the environmental impacts of the School District's operations.

6.2 Process and Duties

6.2.1 Process Outcomes

Recommendations by the Climate Action Advisory Committee will be brought forward to the Board Education and Business Committee who can then make recommendations to the Board.

6.2.2 Duties:

To encourage the School District to take a big picture policy approach with subsequent actions to mitigate its environmental impact and prepare for/ adapt to a future of increasing local climate impacts, the CAAC will provide guidance and input on the development of a Climate Action Plan for SD79.

Elements of the Action Plan may include, but are not limited to:

- energy efficiency and renewable energy strategies;
- options for water conservation;
- addressing waste at School District facilities through the implementation of recycling and composting programs;
- identifying opportunities for collective learning and education;
- identifying opportunities to plant native tree and plant species at School District facilities;
- developing opportunities for learning and student engagement and

Resource Personnel

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

Legal Reference: School Act 50, 56, 57, 58, 59, 65, 66, 67, 68, 69, 70, 71, 72, 85 School Act
Financial Disclosure Act
Income Tax Act

Adopted: September 2018
Amended: November 2, 2021
December 7, 2021
June 6, 2023
September 5, 2023

1.2.3

- 3.2.4 Bring recommendations to the Board as and when necessary.
- 3.2.5 Build positive working relationships with other Boards.
- 3.3 Membership
 - 3.3.1 Any trustees may attend; however One (1) trustee; one (1) alternate are assigned as representatives.
- 3.4 Meetings
 - 3.4.1 Four (4) meetings per year or as called by VISTA, as scheduled.

Other Community Involvement

As active community members trustees are frequently requested to sit on various community committees or be involved in community organizations such as the local Chamber of Commerce. The trustee shall make clear that their presence is as a community member and not as a Cowichan Valley School District trustee and therefore the views expressed are those of the individual and not those of the Board or D6(on)8(s)7 Tm0 g0 G[(re)5(l)-6(at)7 Tm0 ni and no. JETQ1Bp(d). JET

POLICY 10 - POLICY MAKING

Specifically

1. Any trustee, employee, parent, student or other community member may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter

15. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District's website, in a timely manner, for staff and public access.
16. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

Legal Reference: Sections 65, 74, 85 School Act

Adopted: September 2018

POLICY 11 - BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

5. Policy/Administrative Procedures

- 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.

5.2

- 9.4 Develop and maintain positive relationships with community organizations, particularly those organizations that may enhance student achievement; and,
- 9.5 In concert with the Chair, act as spokesperson for the District.
- 9.6 Acts as or delegates the head of the District for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the Act.
- 9.7 Promotes positive public engagement in the District.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Legal Reference: Section 22, 85 School Act

Adopted: September 2018

POLICY 12 - APPENDIX A - SUPERINTENDENT EVALUATION GUIDING PRINCIPLES

The Superintendent evaluation process is intended to provide for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent. The written evaluation report will affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment.

1. Provide for a written evaluation of the Superintendent's performance twice in a four-year term.
2. Highlights the key role of the Superintendent as the educational leader of the district, to enhance student learning and success for all children.
3. Recognizes that the Superintendent is the Chief Executive Officer. The Superintendent is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
4. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses.
5. Is aligned with and based upon the Superintendent's roles and responsibilities.
6. Is linked to the District's Strategic Priorities and the key results contained therein.
7. Sets out standards of performance.
8. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Superintendent's success in addressing growth areas as indicated in the annual growth plan.
9. Uses multiple data sources. Objective data such as audit reports, accountability reports, and student achievement data are augmented with more subjective data.
10. Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.
11. Ensures Board feedback is provided at least twice in a four-year term of office. Such feedback will be timely, supported by specific examples and will focus on areas over which the Superintendent has authority. The Superintendent cannot be held accountable for areas over which he/she has not been given authority.

- 2.6 Failure to offer to consult with a parent/guardian regarding the placement or IEP of a student with special needs;
- 2.7 Denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, or threat or use of weapons or violence by one or more students against another student; and

any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

- 3. A "decision" for the purposes of this bylaw includes the failure of an employee to make a decision. "Parent/Guardian" is as defined in Section 1 of the School Act.

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Step 3

The person(s) will submit to an Assistant Superintendent a written statement to outline the concern with recommendation(s) for resolution of the concern(s).

An Assistant Superintendent will review all information relevant to the matter:

Contact the concerned person(s)

Attempt to resolve the concern to the satisfaction of the person(s) with the complaint and inform the

13. Where, in the opinion of the Secretary-Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health or safety; the appeal was not filed in a timely manner), the Secretary-Treasurer shall refer the preliminary matter to the Board for a determination.
14. The Board may ask for written submissions from the Appellant and/or the appropriate Assistant Superintendent on the preliminary matter.
15. The Board shall notify the Appellant and the appropriate Assistant Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.
16. Where, in the opinion of the Secretary-Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.
17. Prior to the date established for the hearing of the appeal, the appropriate Assistant Superintendent will provide a report to the Board regarding the matter under appeal. The Appellants and the employee whose decision is being appealed shall be entitled to a copy of this report.
18. The Board may provide directions for the hearing of the appeal.
- 19.

26. The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determining the appeal.
27. During the appeal process, the Appellant may be accompanied by an advocate, support person and/or interpreter/translator.
28. The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.
29. The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Bylaw.
30. The Board must make a decision as expeditiously as possible and within 45 days from the date the notice of appeal was received in an acceptable form.
31. The Board shall promptly notify the Appellant, the Superintendent and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision as soon as practicable.*

3.3.3.8 First Nations' Chiefs and Council

3.3.3.9 Métis Association

3.3.4 The Board shall use the local media and the school District's web site to advertise the purposes, dates and venues of the public information meeting and the public forum, in sufficient time to enable individuals or community groups to respond.

4. Public Information Meeting

4.1 The Superintendent shall make available at a public information meeting facts and information with respect to the proposed school closure, including:

4.1.1 Educational effectiveness, including educational program or course implications for affected students

4.1.2 Capacity or usage of the school

4.1.3 Present and three to five year enrolment projections

4.1.4 Number of students affected at the

6.

POLICY 15 - RECRUITMENT AND SELECTION OF PERSONNEL

Recognizing the significance of a well-organized personnel selection process, the Board specifies that personnel appointments shall be governed by the following guidelines.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make reasonable effort to ensure that all current District employees are made aware of administrative vacancies.
2. Vacant positions of one year or more and carrying administrative or District leadership responsibility shall be advertised within and outside the District, except where the position is filled by transfer or re-assignment.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
4. In regard to exempt positions, the Superintendent shall:
 - 4.1 Recruit and select Assistant Superintendents and the Secretary-Treasurer as required, with Board advice;
 - 4.2 Recruit, select, assign, reassign and terminate other exempt employees, other than Assistant Superintendents and the Secretary-Treasurer, as required;
 - 4.3 Make recommendations to the Board on exempt staff compensation
 - 4.4 Inform the Board of hiring, assignment, reassignment and termination of exempt employees
 - 4.5 Ensure exempt positions have a role description and the person occupying each of the positions has a written contract of employment.
5. The Superintendent shall recruit, select, assign, reassign and terminate Principals and Vice-Principals as required. Appropriate placement and transfer practices for principals/vice-principals are to enhance effective utilization and skills and abilities and the professional growth of individuals. These objectives can best be achieved through the provision of some variety of school assignment over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.
6. The Superintendent is delegated full authority to recruit and select staff for all other staff positions, within the limitations of legislation, budget allocations and collective agreements.

7. All offers of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General). Additionally, the Superintendent or designate may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 School Act

Adopted: September 2018

Policy 16

POLICY 16 -

POLICY 17 - ACCUMULATED OPERATING SURPLUS

The purpose of the Accumulated Operating Surplus Policy (Policy) is to provide guidelines and rules to ensure accountable and transparent financial planning, and develop procedures that guide the accumulation, spending and reporting of operating surplus funds. An accumulated operating surplus is achieved by spending less than the revenue the school district receives. The Board of Education (Board) is required by legislation to approve a balanced annual operating budget, which may include use of accumulated surplus funds from the previous year. The Board will engage the local community prior to approving restrictions on the spending of surplus funds. The restriction of accumulated surplus funds will be guided by the Board's strategic priorities. This policy aligns with and ensures compliance with the Ministry of Education (Ministry) Accumulated Operating Surplus Policy.

Specifically

Engagement with Local Community, First Nations and BC Metis Nation

When developing local budgets (including the use of operating surplus) boards will ensure that they consult and engage their local communities by providing information on:

Where, when and how long the community will have the opportunity to provide input, feedback and ask questions on the Board's annual budget;

Specific opportunities for the local community to provide feedback on how the use of operating surplus supports the Board's strategic priorities; and

How the Board will report out to the community on its progress towards meeting its strategic priorities (including the use of surplus).

This engagement may occur in conjunction with the public and partner budget feedback sessions.

Internally Restricted Operating Surplus

The restriction of accumulated operating surplus will be reported in three categories:

1. Restricted due to the nature of constraints on the funds. These funds have external

The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations;
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
- The payment of severances (wages and benefits) upon termination of employment;
- The settlement of any legal action that is not covered by insurance;
- Initial one-time cost outlays for new education programs;
- Coverage for disaster recovery expenditures;
- Extraordinary utilities cost pressures;
- Replacement of equipment essential to the continuation of educational programming in schools or District facilities;
-

POLICY 18 - INDEMNIFICATION BYLAW

Bylaw No. 5

A bylaw to provide that the Board shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of his/her duties; and for an inquiry or proceeding involving the administration and conduct of the business of the District; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the School Act, Section 95 provides that the Board may by bylaw provide that the Board will indemnify a trustee, an officer or an employee of the Board against a claim for damages against a trustee, officer or employee of the Board arising out of performance of his or her duties and, in addition, pay legal costs incurred in a court proceeding arising out of the claim;

AND WHEREAS the School Act, Section 95 also provides that the Board may, by bylaw, indemnify a trustee, an officer or an employee of the Board where an inquiry under Part 2 of the Inquiry Act or other proceedings involves the administration and conduct of the business of the District, and also pay legal costs incurred in such inquiries or proceedings;

NOW THEREFORE The Board of Education of School District No. 79 (Cowichan Valley Board) in open meeting assembled enacts as follows:

Interpretation

1. In this bylaw:

1.1

- trustee, officer or employee in a court proceeding arising out of the claim except as otherwise provided for in this bylaw.
- 2.2 The Board shall indemnify a trustee, an officer or an employee where an inquiry under the Inquiry Act or other proceedings involving the administration and conduct of the business of the District, and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw.
- 2.3 Sections 2.1 and 2.2 apply in respect of a person who was formerly a trustee, an officer or an employee of the Board at the time he performed the duties out of which the claim inquiry or other proceeding arise, whether or not he is a trustee, an officer or an employee at the time the claim for damages, inquiry or other proceeding arises, or any legal action arising out of the claim inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw.
- 2.4 This bylaw applies to:
- 2.4.1 The performance of duties by current or former trustees, officers or employees;
and
 - 2.4.2 Inquiries or proceedings arising out of the administration and conduct of the business of the District.

3. Administration of Medication

Without limiting the generality of Section 2, the Board's indemnification of officers and employees against claims for damages as set out in Section 2.1 hereof, shall include, but is not limited to, claims arising from Board authorized administration of medication to students,

10. Severability

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

11. Citation

Policy 19

POLI

Policy 20

POLICY 20 - CANNABIS RETAIL FACILITIES

The Board of Education recognizes that youth are particularly vulnerable to the effects of cannabis, which is linked to health, educational and social problems. Cannabis use can change the way that the brain grows and develops up until at least age 25. The Board support the implementation of the Island Health recommendations in regards to the proximity of Cannabis Retailers to schools.

Specifically

The Board will file objection to any site specific zoning within 300 meters of schools, and review any applications within 300 to 600 meters from a school site.

Legal Reference: Sections 85 School Act
School Regulation 265/89

Adopted: October 1, 2019

Policy 22

POLICY 22 - BUSINESS AND COMMUNITY PARTNERSHIPS IN EDUCATION

The Board of Education of School District No. 79 (Cowichan Valley) recognizes, invites and supports the development of mutually beneficial partnerships between the Board, schools and the community. This includes private businesses, individuals, local governments and non-government organizations (NGO) that are consistent with the Board's policies, regulations, values and student wellness.

DEFINITIONS:

"Partnership" is an ongoing formal arrangement, agreement and/or relationship between SD79 and a private business, individual, local government or non-government organization, with clearly defined educational goals and objectives.

"Large Project" partnership projects with a budget of \$100,000 or greater.

"Student Wellness" means the promotion of students' optimal well-being and conditions to achieve academic success.

"Acknowledgement" is the identification of participating partners.

PREAMBLE:

The Board of Education recognizes that commitment, cooperation and partnerships with the community are major factors in providing the be700542 334.35 Tm0 g0 G(en-CA)B/(70/F1 11 Tfq0.0000059(M

3. All large business and community partnerships projects will be brought before the Board for approval.
4. The Superintendent will ensure any partnership activity complies with all legal and legislated/Ministerial orders.
5. The District may, as agreed to in a business and community partnership agreement, publicly acknowledge the direct and/or indirect contributions of public, businesses, individuals, local governments and non-government organizations towards the District's educational programs.
6. All business and community partnership agreements will be signed by both the Chair of the Board and the Secretary-Treasurer.

Legal References:

, Section 85, Regulations and Ministerial Orders
and Regulations

Adopted: February 4, 2020

POLICY 24 FINANCIAL PLANNING AND REPORTING

The purpose of the Financial Planning and Reporting Policy (Policy) is to provide greater transparency and accountability for the planning and reporting of financial resources managed by the Board of Education of School District No. 79 (Cowichan Valley) (Board). This Policy aligns with and ensures compliance with the Ministry of Education and Child Care (Ministry) Financial Planning and Reporting Policy which requires that the Board develop, implement and provide to the Ministry multi-year financial plans to show how funding and resources have been allocated in support of the Board's strategic priorities and operational needs with a focus on improving outcomes for all students.

Specifically

The Board will:

- 1.

Prior to the presentation of the Annual Budget to the Board for approval, a report will be provided to the Board on all input received, and identify how that input has been considered in the development of the Annual Budget and multi-year financial plan.

Financial Reporting

The Board authorizes the Superintendent and Secretary-Treasurer to monitor financial reporting of the Annual Budget. Year-End Financial Projections will begin monthly beginning in December of each year.

Quarterly financial reports will be compiled and submitted to the Ministry in the form and containing the content specified by the Ministry of Education and Child Care.

Annually, the Board of Education will communicate its progress towards the alignment of funding and resources with the Board's strategic priorities, operational goals and student outcomes. Progress will be reported annually through the publication of the audited financial statements and an accompanying Financial Statement Discussion and Analysis Report.

Legal Reference: Sections 65, 85.2, 110, School Act

Adopted: June 7, 2022

Diversity:

