



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams Live
November 2, 2021 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
Bob Phillips, Trustee (Committee Member)
Dianna Seaton, Trustee (Committee Member)
Margot Swinburnson, Trustee
Ravi Parmar, Trustee
Christina Kempenaar, STA
Lou Leslie, CUPE
Sandra Arnold, SPEAC
Georgie Walker, SPVPA
Scott Stinson, Superintendent/CEO
Stephanie Hedley-Smith, Associate Superintendent
Dave Strange, Associate Superintendent
Paul Block, Associate Superintendent
Farzaan Nusserwanji, Executive Director

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.
2. **Opening Remarks from Chair, Allison Watson**
3. **COMMITTEE REPORT** of Oct. 5, 2021 Education Standing Committee meeting
The committee report for the Oct. 5, 2021 Education-Policy Committee meeting was reviewed by the committee members.
4. **BAA COURSE PROPOSALS**
There were no BAA course proposals for this meeting.
5. **REVIEW OF POLICIES/REGULATIONS**
 - a. **Draft New Policy and Regulations B-118 "Social Media"** – Farzaan Nusserwanji
Mr. Nusserwanji spoke to the draft new policy and regulations related to social media. Lindsay Vogan's (Communications Manger) contributions to the development of the draft policy and regulations were recognized. The district has operated without a social media policy and policy and regulations are needed to set guidelines for staff and students.

Discussion and questions followed. Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Nusserwanji and will be added to any additional information that comes through Notice of Motion.

Recommendation:

That the Board of Education give Notice of Motion to draft new Policy and Regulations B-118 "Social Media".

- b. Draft Revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" – Dave Strange

Mr. Strange spoke to the draft revised policy and regulations. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Strange and will be added to any additional information that comes through notice of motion.

Recommendation:

That the Board of Education give Notice of Motion to draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis".

- c. Draft Revised Policy F-228 "Pest Management" – Harold Cull

Mr. Stinson spoke to the draft revised policy on behalf of Mr. Cull. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Stinson.

Recommendation:

That the Board of Education give Notice of Motion to draft revised Policy F-228 "Pest Management".

- d. Draft Revised Regulations F-335 "Audit Committee" – Harold Cull

Mr. Stinson spoke to the draft revised regulations on behalf of Mr. Cull. Discussion and questions followed.

Recommendation:

The revised regulations will be brought forward to the Board.

6. **NEW BUSINESS**

- a. Establishing Before and After School Child Care – Scott Stinson

Mr. Stinson spoke to the topic and provided an update to the committee. Discussion was guided by questions from the information note provided by Mr. Stinson. See below:

Question: Does the Board of Education wish to provide childcare service directly to students and families within SD62 schools, where a gap in service currently exists?

- Determining where service gaps exist will eliminate direct competition with current childcare providers and will assist the community with additional childcare spaces.

Question: If the Board of Education wishes to provide childcare services directly, do they wish to restrict this to school-age programming?

Specific questions and recommendations came from partner groups. These were recorded by Mr. Stinson.

Recommendation:

That the Board of Education direct staff to develop a Request for Proposals for childcare provision at Pexsisen Elementary.

b. Equity Hiring Practices – Allison Watson

Trustee Watson spoke to the topic of Equity Hiring Practices. Discussion and questions followed.

Specific comments, questions and recommendations came from trustees and partner groups.

Recommendation:

That the Board of Education direct staff to develop policy related to equity hiring practices. As a component to this work, explore opportunities to include a Human Rights Tribunal exemption to encourage the hiring of individuals who are otherwise disadvantaged. This includes persons characterized by a physical or mental disability or by a common race, religion, age, sex, sexual orientation, gender identity or expression, marital status, political belief, colour, ancestry, or place of origin.

7. **FOR INFORMATION**

- a. Research Project Approval – Dr. Sarah Macoun/Jessi Lewis – “Attention and Executive Function Training in Children with Attention and Executive Function Difficulties”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 7, 2021

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft new Policy and Regulations B-118 "Social Media" are now ready for Notice of Motion.

NOTICE OF MOTION:

That draft new Policy and Regulations B-118 "Social Media" be given Notice of Motion.

School District #62 (Sooke)

SOCIAL MEDIA	No.: B-118
	Effective: Revised: Reviewed: Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY

Use of electronic technology and social media

SD62 recognizes that electronic social media and district technology are important means of engaging with and communicating with colleagues, parents, students in the enhancement of student learning and district operations. The District is committed to responsible digital citizenship and minimizing the risks associated with district technology and social media tools including websites.

The Board believes employees and students should be aware of the impact of social media and its appropriate use to ensure best practices and to mitigate both the school district's and employees' exposure to risk. This policy and related regulations apply to all SD62 employees, students, volunteers, Trustees, and guests.

The Board expects staff will ensure appropriate codes of conduct are followed while conducting school related activities that involve students and the parent community. The Board expects students and parents will follow the regulations and guidelines for use of social media.

The Board believes that sound judgement and due care must be used when using district technology and social media during and outside of school hours, both personally and professionally. Although staff lead private lives, the Supreme Court of Canada has ruled that teachers' off duty conduct, even when not directly related to their school or students, is relevant to their suitability to teach.

References:

School Act

Freedom of Information and Protection of Privacy Act

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

B-117 Acceptable Use of Technology Policy

SOCIAL MEDIA	No.: B-118
	Effective: Revised: Reviewed: Nov. 2/21

ADMINISTRATIVE REGULATIONS

Context

In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these regulations also address caveats for use of personal social media by staff.

Every time a person communicates, whether it is in-person or on social media, the public opinion is shaped about that person, his/her profession, school, board and public education. Statements like *"Tweets are my own and do not reflect those of my employer's"* does not hold true for educators.

These regulations are meant to provide general guidance and not cover every potential social media situation.

Definition

"Social media" refers to all internet-based technology tools that enable people or organizations to communicate, share information and resources, collaborate, message other users, etc. online. Social media includes, but is not limited to: Blogs, wikis, podcasts, forums, instant messaging, texting, video streaming and posting through apps on mobile devices. Platform examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, Pinterest, YouTube and Snap Chat, TikTok, Google+ and Google Hangouts.

1. Personal Use and Responsibility

- 1.1 Employees should understand that there is no expectation of privacy in the use of social media or electronic communications, and that online and other electronically recorded communications may potentially be read, accessed or published by third parties or transferred to others without the knowledge or consent of the creator.
- 1.2 SD62 employees are personally responsible for the professional and personal content they publish online.
- 1.3 Anything posted by an employee to non-school district parties may be perceived to be an official representative of the school district.
- 1.4 All employees are encouraged to model an appropriate online presence and to exercise good judgement to ensure that postings do not reflect negatively on the employee's professional reputation or that of the school district. What is inappropriate in the workplace is also inappropriate online, including criticizing students, administrators, fellow employees, the school district, Board of Education, or other school districts, other school boards and community organizations.

- 1.5 Employees should not speak on behalf of SD62 or use district logos on private social media sites unless they are authorized to do so by the Superintendent or District Communications Department.
- 1.6 SD62 employees should not 'friend' students to their personal social media sites, especially if there is a student/teacher relationship and should not request or accept any students as 'friends' on social media sites. Employees should also refrain from interacting with students on social media sites for purposes not related to the delivery of the student's educational program.
- 1.7 Employees should be aware of any policies, privacy features and limitations on social media platforms that they use.
- 1.8 Confidential/sensitive information pertaining to the employee's role in the school district or information involving the operation of SD62 that is/was obtained through the course of employment shall not be disclosed on social media sites without permission.
- 1.9 Policy and Regulations B-117 "Acceptable Use of Technology" provides standards associated and relevant to these guidelines.
- 1.10 Social media may be used to highlight and celebrate unique educational and school events or events of general interest to the community. In cases where personal information or images are used, consent must be obtained.
- 1.11 District operational issues should be communicated using targeted platforms where possible instead of social media and concurrent with specific information individually communicated to impacted staff, students and families.

2. Employee Use of Professional Social Media Sites

- 2.1. The School District recognizes that there are potential benefits to the use of social media and other electronic communications as an educational tool. However, employees must at all times ensure that social media and electronic communications used for communicating with parents and students is consistent with appropriate professional boundaries and the policies, procedures, and practices of the School District.
- 2.2. Use of social networking websites and services must adhere to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), the guidelines for teachers from the BC Ministry of Education, BCSTA, CUPE and the body that regulates teacher conduct, particularly where issues related to personal information are concerned.
- 2.3. Any use of social media related to work or school that involves students or other SD62 employees must be of a professional, rather than personal, nature and adhere to district and professional codes of conduct. Online activities must not interfere with the performance of an employee's duties or their effectiveness as an employee of the school district.
- 2.4. Employees who use social media for professional purposes must use a professional email address; accounts must be completely separate from personal email or social accounts.
- 2.5. Users of professional social media sites are responsible for complying with all applicable federal, provincial and local legislation.

- 2.6. All existing Board policies and District procedures, and legislation that cover employee conduct may be applicable in the social media environment.

3. General School Use of Professional Social Media Sites

- 3.1. The School District recognizes that there are potential benefits to the use of social media and other electronic communications as an educational tool. However, employees must at all times ensure that social media and electronic communications use for communicating with parents and students is consistent with appropriate professional boundaries and the policies, procedures, and practices of the School District.
- 3.2. Use authorized school district sites and tools for online communication with students and parents. Should employees wish to create other sites and/or use other online forums for communicating with students, parents, or the community, they must obtain approval from the principal and/or department supervisor.
- 3.3. Annually, school administrators will distribute guidelines to students explaining appropriate students' use of social media for school related activities (not students' personal use).
- 3.4. All professional social media sites are to be set-up with the highest setting level for blocking profanity and/or obscenity. When required, access must be appropriately restricted (i.e. limited to students assigned to a class or activity). Employees are responsible for understanding privacy settings of social media sites.
- 3.4. All new professional social media sites are to be set up using the school or program name and email address (i.e. schoolname@sd62.bc.ca). No sites should be set up using specific employee information. Existing school and/or district social media sites should be changed to a school/program email address, where possible.
- 3.5. All professional social media site email addresses and passwords are to be kept on file with school administration, so that there is an ability to pass the information along in the event of personnel changes or to suspend the site, if necessary.
- 3.6. All public-facing social media sites representing a school are required to be active, meaning that there is a commitment to regular posting of current and relevant content while school is in session. If a site becomes inactive for a period greater than four months during, it must be shut down.
- 3.7. All professional social media sites are to be maintained by a school administrator/supervisor or a school/district employee delegated by the school administrator/supervisor. Responsibility is not to be delegated to a parent volunteer or student, as the established social media site will represent SD62. Official school district social media account login credentials must be shared with the school administrator.
- 3.8. Employees are required to monitor contributions to any site they create, administer or moderate for professional purposes. Posts that are not in keeping with the spirit of the page should be removed immediately.
- 3.9. Any use of social media that involves students must be focused on teaching and learning, and not linked to personal sites.

- 3.10. Employees are responsible for ensuring that any use of social media or other electronic communications with students complies with School District policies. Any personal student information that is posted to social media websites or circulated in other electronic communications while the student is under an employee's supervision must be compliant with the permission granted by the student's parents/guardians in a signed District Media Release form.
- 3.11. SD62 is not responsible for social media accounts established and maintained by school or district Parent Advisory Councils.
- 3.12 The School District reserves the right to remove, disable and provide feedback regarding professional social media sites that do not adhere to the law or do not reasonably align with these regulations.

4. Copyright and Fair Use

- 4.1. Employees must respect and model copyright and fair use guidelines. A hyperlink citation to outside sources is required. Employees must not plagiarize and must give credit where it is due.
5. **Employees who do not follow these terms and conditions may face disciplinary action.**

Appendix

Guidelines for Student use of social media and electronic technology

DEFINITION

Online technology tools that enable people or organizations to communicate, share information and resources, collaborate, message other users, etc. over the Internet. Social media includes, but is not limited to: Blogs, wikis, podcasts, forums, instant messaging, texting and video streaming and posting through apps on mobile devices. Platform examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, Pinterest, YouTube and Snap Chat, TikTok, Google+ and Google Hangouts.

These regulations are meant to provide general guidance and not cover every potential social media situation.

1. Student online behaviour should reflect the Sooke School District values of relationships, choice, respect, integrity, trust, safety, diversity and equity.
2. Online activities related to school are an extension of the classroom and subject to all school and district expectations. Student online behavior should reflect their school and/or SD62's Code of Conduct.
3. Students should report any content or behavior through school-related social media that is not suitable for the school environment.
4. Students should consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they want friends, peers, teachers, or a future employer to see. Links to other websites should be appropriate for their school setting.
5. Students should be safe online; they should never give out personal information, including last names, birthdates, phone numbers, addresses, and pictures. Students should not share their password with anyone except their parents/guardians.
6. Students must not intentionally misrepresent themselves or use someone else's identity.
7. Students are responsible for the work they create. They should not use intellectual property without permission. When paraphrasing another's idea(s), the sources must be cited.
8. Pictures are protected under copyright and protection of privacy laws.
9. Students who do not follow these terms and conditions may face disciplinary action.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" are now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" be given Notice of Motion.

School District #62 (Sooke)

SMOKING/ELECTRONIC CIGARETTES USE OF TOBACCO, VAPOUR PRODUCTS AND CANNABIS ON SCHOOL BOARD PREMISES	No.: E-530
	Effective: Nov. 22/83 Revised: July 11/89; May 14/91; Apr. 22/97 Reviewed: Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY

The Board of Education agrees with the evidence that smoking poses a threat to the current and future health of individuals. It also recognizes it has the responsibility as an educational agency to provide programs and initiatives which will help prevent the start of smoking and to assist in the cessation of smoking behaviours. As an employer, the Board also believes it has a responsibility to provide a smoke-free work environment.

~~The Board acknowledges regional and federal regulations that restrict the use of tobacco products by young people and prohibit the possession of burning tobacco in workplaces and educational institutions including school yards. The Board will support enforcement of applicable Capital Regional District Bylaws in all buildings, property, and vehicles under the jurisdiction of the school district.~~ **In accordance with the *Tobacco and Vapour Products Control Act* and *The Cannabis Control and Licensing Act*, all school district properties are designated no smoking and no vaping allowed. The use of tobacco, vapour products and cannabis (in all forms) is banned on all public and private Kindergarten to Grade 12 schools in British Columbia. The ban extends to all school district property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes district owned vehicles, parking lots, sports fields, driveways, courtyards, private vehicles parked on school property and areas abutting school property.**

The Board believes in providing welcoming, safe and sustainable facilities that enhance the learning and teacher environment and is committed to its fundamental responsibility of enforcing the ban on the use of tobacco, vapour products and cannabis on school district property, as required under the legislation and this policy.

~~In view of the above, the Board wishes to promote all efforts that will lead to smoke free environments throughout the district.~~

Resources:

Tobacco and Vapour Products Control Act
Cannabis Control and Licensing Act

School District #62 (Sooke)

SMOKING/ELECTRONIC CIGARETTES USE OF TOBACCO, VAPOUR PRODUCTS AND CANNABIS ON SCHOOL BOARD PREMISES	No.: E-530
	Effective: Nov. 22/83 Revised: July 11/89; May 14/91; Apr. 22/97; June 24/14 Reviewed: Nov. 2/21; Nov. 23/21

ADMINISTRATIVE REGULATIONS

~~No persons shall carry or have in their possession a burning cigarette, cigar, pipe containing burning tobacco or electronic cigarette (e-cigarette), or burn tobacco in any other manner in any school yard or inside any part of a building, structure or vehicle which is owned or operated by the school district, or where a district educational program is offered.~~

~~The term "smoking" shall include the use of electronic cigarettes (e-cigarettes).~~

~~"No Smoking" signs of a type approved by the Capital Regional District must be prominently posted in all district buildings, vehicles and school yards.~~

Designation

All school district property will be designated no smoking and no vaping allowed, with the use of tobacco, vapour products and cannabis (in all forms) on school property and areas abutting school property prohibited at all times for all employees, students and visitors. School property is defined as all school buildings, grounds and properties including school district offices and facilities and any properties owned or leased by or operated under the authority of the Board. The use of tobacco, vapour products and cannabis will not be permitted in private vehicles on school property, in school district owned vehicles and equipment, and in any vehicle used to transport students.

Exercising Reasonable Care and Diligence

All employees are expected to comply with the tobacco, vapour products and cannabis restrictions described in this policy and accompanying regulations relating to the use of tobacco, vapour products and cannabis on Board premises and to assist with the enforcement of these restrictions. In accordance with the legislative requirements, the Superintendent and principals must demonstrate that reasonable care and diligence have been taken to prevent a contravention of the ban on the use of tobacco, vapour products and cannabis. In exercising due diligence, the Superintendent and principals will inform the public of Policy E-530 and provide appropriate signage and website information. The policy will be communicated to existing and new employees.

Rentals

Organizations and persons using, renting or leasing School District property shall not be permitted to use tobacco, vapour products or cannabis on that property or areas abutting school property. Adherence to Policy E-530, the *Tobacco and Vapour Products Control Act*

and the *Cannabis Control and Licensing Act* will be a condition of use, rental, or lease of the facility. It is the responsibility of the contract holder to inform any prescribed groups of the policy and regulations.

Exceptions

The following are exceptions to this policy:

- The ceremonial use of tobacco if approved by the Board and if performed in relation to a traditional Indigenous cultural activity.
- Exemptions from prohibition against consumption of cannabis on school property under the current legislation.

Resources:

Tobacco and Vapour Products Control Act
Cannabis Control and Licensing Act

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft revised Policy F-228 "Pest Management" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy F-228 "Pest Management" be given Notice of Motion.

School District #62 (Sooke)

PEST MANAGEMENT	No.: F-228
	Effective: Apr. 22/03 Revised: Jan. 24/17; Reviewed: May 16/16; June 20/16; Dec. 5/16; Dec. 13/16; Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY

The Board of Education recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concomitant responsibility to control **rodents**, insect infestations and noxious weeds on school property.

School District #62 (Sooke) shall use Integrated Pest Management (IPM) methods in the operation and maintenance of its facilities. An IPM approach is the best combination of cultural, biological, and genetic methods for the most effective control of pests.

Alternative measures will be fully explored before consideration is given to the use of pesticides, herbicides or insecticides.

The Board recognizes that under an IPM program there may be extenuating circumstances when it is necessary to use chemicals to control pest populations. This will be done in accordance with all applicable environmental Acts and regulations of the Province of British Columbia.

The following is a list of products that will not be used on School District property:

- Paraquat and Simazine (Agent Orange)
- Diazinon
- Carbaryl
- Neonicotinoid
- Fungicide
- Molluscicide
- Avicide
- Nematicide
- Plant growth regulators
- **Glyphosates**

AUDIT COMMITTEE	No.: F-335
	Effective: May 22/18 Revised: Oct 12/21; Nov. 2/21 Reviewed: Apr. 24/18; Nov. 2/21

ADMINISTRATIVE REGULATIONS

AUDIT COMMITTEE POWERS, STRUCTURE AND OPERATIONS

1. 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 Management, 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 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.

2. Composition of the Audit Committee

The Audit Committee will be comprised of three members, including two trustees of the Board as appointed by the Board and one external community member appointed by the Board, who may be as recommended by the Selection Committee.

The majority of Audit Committee members will be trustees of the Board.

3. Eligibility for Appointment of Persons who are not Trustees of the Board

A person who is not a trustee of the Board member may be appointed to and serve on the Board's Audit Committee only if he or she:

- (a) Is a Canadian citizen who is 18 years of age or older and a resident of British Columbia.

- (b) Has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board.
- (c) Is not an employee or officer of the Board at the time of appointment.
- (d) Does not have a conflict of interest at the time of appointment.
- (e) Is not an undischarged bankrupt or a person who would be disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee of the Board.
- (f) Was identified by a trustee of the Board or by the Selection Committee as a potential candidate for appointment to the Audit Committee.

A person has a conflict of interest if his or her parent, child or spouse is employed by or an officer of the Board.

4. Selection Committee

A selection committee (the "**Selection Committee**") will identify persons who are not trustees of the Board as potential candidates for appointment to the Audit Committee by the Board.

The Selection Committee shall be composed of:

- (a) The superintendent.
- (b) A member of senior management.
- (c) The chair of the Board or a trustee of the Board designated by the chair.

5. Chair of the Audit Committee

The Chairperson of the Board will designate the Chairperson of the Audit Committee.

If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting.

6. Term of Appointment

The term of office of each member of the Audit Committee shall be determined by the Board Chair upon appointment of the member. The term of office of a member of the Audit Committee who is a trustee of the Board will not exceed four years or the trustee's term of office as a trustee of the Board. The term of office of a member of the Audit Committee who is not a trustee of the Board will not exceed three years.

A member of the Audit Committee may be reappointed for subsequent terms.

An individual who is not a trustee of the Board may not be appointed to the Audit Committee more than twice unless:

- (a) The position has been advertised for at least 30 days.
- (b) After the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, the member may continue as a member until a successor is appointed or the member is reappointed.

7. Meetings

The Audit Committee will meet at least three times in each fiscal year at the call of the chair of the Audit Committee, and at such other times as the chair considers advisable.

Each member of the Audit Committee who is a trustee of the Board shall have one vote. A member of the Audit Committee who is not a trustee of the Board shall be a non-voting member. The Audit Committee will make decisions by resolution. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the Audit Committee 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.

8. Codes of Conduct

Any code of conduct of the Board that applies to trustees of the Board also applies to members of the Audit Committee who are not trustees of the Board in relation to their functions, powers and duties as members of the Audit Committee.

9. Remuneration and Compensation

A person shall not receive any remuneration for serving as a member of the Audit Committee. The Board will establish policies respecting the reimbursement of members of its Audit Committee for expenses incurred as members of the Audit Committee.

10. Declaration of Conflicts

Every member of the Audit Committee will, when he or she is appointed to the Audit Committee for the first time and at the first meeting of the Audit Committee in each fiscal year, submit a written declaration to the chair of the Audit Committee declaring whether he or she has a conflict of interest.

A member of the Audit Committee who becomes aware after his or her appointment that he or she has a conflict of interest will immediately disclose the conflict in writing to the other members of the Audit Committee.

If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member will declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.

If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting because of the conflict, then the remaining members will be deemed to constitute a quorum for the purposes of the vote.

If a potential benefit is declared, a detailed description of the potential benefit declared will be recorded in the minutes of the meeting.

11. Reporting

The Audit Committee will report to the Board annually, and at any other time that the Board may require, or the Audit Committee may consider appropriate, on the Audit Committee's performance of its duties. The report will include:

- (a) A summary of the work performed by the Audit Committee since the last report.
- (b) The results of any review conducted by the Audit Committee and any findings and recommendations of the Audit Committee to the Board.
- (c) An assessment by the Audit Committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor.
- (d) A summary of the matters addressed by the Audit Committee at its meetings.
- (e) The attendance record of members of the Audit Committee.
- (f) A written report evaluating the Audit Committee's performance.
- (g) Any other matter that the Audit Committee considers relevant.

12. Minutes

The minutes of the Audit Committee meetings will accurately record each decision reached by the Audit Committee. The secretary treasurer, or such other person as may be designated by the Audit Committee will keep the minutes of the proceedings of all meetings of the Audit Committee. The minutes will be distributed to the Audit Committee members with copies to the superintendent, the external auditor and others as directed by the Audit Committee.

13. Audit Committee Performance

On an annual basis, the Audit Committee will assess its performance in fulfilling the duties and responsibilities set out in this Terms of Reference. The assessment will review the performance of the Audit Committee, as well as the contribution and participation of the individuals that comprise the Audit Committee. The evaluation may be a self-assessment or may involve facilitation or review by an external party.

14. Orientation and Education

All members of the Audit Committee will be provided with an orientation to the Audit Committee's duties and functions upon appointment and be offered financial literacy training.

DUTIES OF THE AUDIT COMMITTEE

15. Financial Reporting Processes

The Audit Committee has the following duties related to the Board's financial reporting process:

- 1. To review the Board's financial statements, including:
 - a. Relevant accounting and reporting practices and issues.

- b. Complex or unusual financial and commercial transactions.
 - c. Material judgments and accounting estimates.
 - d. Any departures from accounting principles that are applicable to the Board.
2. To review, before the results of an annual external audit are submitted to the Board:
 - a. The results of the annual external audit.
 - b. Any difficulties encountered during the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
 - c. Any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit.
 - d. Any significant disagreements between the external auditor and the superintendent and/or secretary treasurer and how those disagreements were resolved.
 3. To review the Board's annual financial statements and consider whether they are complete, are consistent with any information known to the Audit Committee members and reflect accounting principles applicable to the Board.
 4. To recommend, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements.
 5. To review all matters that the external auditor is required to communicate to the Audit Committee under generally accepted auditing standards.
 6. To review with the external auditor material written communications between the external auditor and the superintendent or secretary-treasurer.
 7. To ask the external auditor about whether the financial statements of the Board's reporting entities, if any, have been consolidated with the Board's financial statements.
 8. To ask the external auditor about any other relevant issues.

16. Internal Controls

The Audit Committee has the following duties related to the Board's internal controls:

1. To review the overall effectiveness of the Board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the Board's staff to those findings and recommendations.
3. To discuss with the Board's senior management the Board's significant financial risks and the measures management have taken to monitor and manage these risks.

17. Internal Audit

The Audit Committee has the following duties related to the Board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure
2. To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the Board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with standards for internal auditing.
6. To meet on a regular basis with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed.
7. To review with the superintendent and secretary-treasurer and the internal auditor:
 - a. Significant findings and recommendations by the internal auditor during the fiscal year and the responses of the management to those findings and recommendations.
 - b. Any difficulties encountered during the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information.
 - c. Any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.

18. External Auditor

The Audit Committee has the following duties related to the Board's external auditor:

1. To review at least once in each 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.
2. To review the external auditor's audit plan, including:
 - a. The external auditor's engagement letter.
 - b. How work will be coordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources.
 - c. The use of independent public accountants other than the external auditor of the Board.
3. To make recommendations to the Board on the content of the external auditor's audit plan and on all proposed major changes to the plan.
4. To review and confirm the independence of the external auditor.
5. To meet on a regular basis with the external auditor to discuss any matters that the Audit Committee or the external auditor believes should be discussed.

6. To attempt to resolve any disagreements between the superintendent and/or secretary treasurer and the external auditor about financial reporting.
7. To recommend to the Board a policy designating services that the external auditor may perform for the Board and, if the Board adopts the policy, to oversee its implementation.