

Policy 8

COMMITTEES OF THE BOARD

As much as possible, the Board's business of governance will be conducted by the full Board. 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 Education Act.

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.

The Board shall:

1. At its annual organizational meeting, establish such standing Internal Committees as it deems necessary. All such committee meetings shall be closed to the public and press. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
3. The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.
4. Committees have no legal power unless they are empowered by the Board to act on its behalf.
5. Board Chair will make Trustee Appointments to the Internal Committees at the Annual Organizational Meeting.
6. Guidelines for the operation of committees are as follows:
 - 6.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate.
 - 6.2 Committees shall select a Chair at their annual Organizational Meeting.
 - 6.3 When appropriate, appoint or elect a recording secretary who will keep records of all meetings.
 - 6.4 The Trustee representative is responsible for providing a report to the Board including information and/or recommendations for the consideration and direction of the Board.

6.5 If a member cannot attend a meeting, that member is responsible for having an alternate member in the same standing attend on his/her behalf.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

1. Board Committee of the Whole

1.1 Purpose

This Committee exists for the purpose of gathering information to assist in the governance of the Division by examining issues requiring resolution at regular or special Board meetings. The Committee of the Whole acts as, but is not limited to:

- 1.1.1 Advocacy Committee
- 1.1.2 Audit Committee
- 1.1.3 Communications and Public Relations Committee
- 1.1.4 Facilities Committee
- 1.1.5 Finance Committee
- 1.1.6 Policy Committee

1.2 Powers and Duties

- 1.2.1 This Committee meets as necessary to plan the work of the Board and discuss issues that may affect resolutions at regular or special Board meetings.
- 1.2.2 The Committee of the Whole is strictly advisory and does not have a mandate to pass a motion or a resolution.

1.3 Membership

- 1.3.1 All trustees and the Superintendent or designate(s) are members of this Committee. Other persons may be present at the wish of the Board.
- 1.3.2 The Board Chair elected at the annual Organizational Meeting will act as Chair for the Committee of the Whole.

1.4 Meetings

- 1.4.1 The Board in consultation with the Superintendent may schedule a Committee of the Whole meeting at a time and place agreeable to the membership.
- 1.4.2 Committee of the Whole meetings shall be closed to the public and press.

2. The Negotiations Committee – Alberta Teachers’ Association is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 2.1 Purpose
 - 2.1.1 To negotiate a collective agreement with the ATA representatives
 - 2.2 Powers and Duties
 - 2.2.1 Establish Board proposals within the mandates set by the Board
 - 2.2.2 Discuss, consult and negotiate with ATA representatives
 - 2.2.3 Recommend action to the Board on negotiations issues
 - 2.3 Membership
 - 2.3.1 One or more trustees as determined by the Board
 - 2.3.2 Superintendent and/or designate(s)
 - 2.4 Meetings
 - 2.4.1 As required to negotiate agreements
3. The Negotiations Committee – Canadian Union of Public Employees is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 3.1 Purpose
 - 3.1.1 To negotiate a collective agreement with the CUPE representatives
 - 3.2 Powers and Duties
 - 3.2.1 Establish Board proposals within the mandates set by the Board
 - 3.2.2 Discuss, consult and negotiate with CUPE representatives
 - 3.2.3 Recommend action to the Board on negotiations issues
 - 3.3 Membership
 - 3.3.1 One or more trustees as determined by the Board
 - 3.3.2 Superintendent and/or designate(s)
 - 3.4 Meetings
 - 3.4.1 As required to negotiate agreements
4. The Teacher Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 4.1 Purpose
 - 4.1.1 The Committee exists as the primary vehicle for communicating the views of teachers on matters of school affairs with the Board.
 - 4.2 Powers and Duties

- 4.2.1 Discuss items brought forward by either teachers or the Board, excluding those matters addressed through negotiations.
 - 4.2.2 Communicate to the Board the views of teachers on matters discussed.
- 4.3 Membership as per the Frame of Reference and Collective Agreement
 - 4.3.1 One trustee
 - 4.3.2 Superintendent and/or designate(s)
 - 4.3.3 President of the Local ATA 39, One High School Representative, One Middle School Representative, Two Elementary Representatives chosen by the local.
- 4.4 Meetings
 - 4.4.1 Called throughout the year as established by the Committee
- 5. The Support Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 5.1 Purpose
 - 5.1.1 The Committee exists as the primary vehicle for communicating the views of support staff on matters of school affairs with the Board.
 - 5.2 Powers and Duties
 - 5.2.1 Discuss items brought forward by either support staff or the Board.
 - 5.2.2 Communicate to the Board the views of support staff on matters discussed.
 - 5.3 Membership as per the Frame of Reference
 - 5.3.1 One trustee
 - 5.3.2 Superintendent and/or designate(s)
 - 5.3.3 Committee Representatives
 - 5.4 Meetings
 - 5.4.1 Called throughout the year as established by the Committee
- 6. The Canadian Union of Public Employee CUPE) Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 6.1 Purpose
 - 6.1.1 The Committee exists as the primary vehicle for communicating the views of CUPE staff on matters of school affairs with the Board.
 - 6.2 Powers and Duties
 - 6.2.1 Discuss items brought forward by either CUPE staff or the Board
 - 6.2.2 Communicate to the Board the views of CUPE staff on matters discussed

- 6.3 Membership as per the Frame of Reference
 - 6.3.1 One trustee
 - 6.3.2 Superintendent and/or designate(s)
 - 6.3.3 Committee Representatives
- 6.4 Meetings
 - 6.4.1 Called throughout the year as established by the Committee

7. Student / Board Advisory Committee

- 7.1 Purpose
 - 7.1.1 The Board of Trustees believes regular communication with stakeholder members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the *Education Act* the Board values input from students on school and division operational issues. The Student / Board Advisory Committee will identify issues and propose possibilities for school and system improvement. This Advisory Committee is not meant to replace student voice through other avenues such as "Tell Them from Me" and "Speak Out" but are meant to build upon those mediums of communication.
- 7.2 Membership
 - 7.2.1 The Student / Board Advisory Committee will consist of a maximum of two trustees, ± 10 student representatives from across the Division and the Superintendent and/or designate. Additional resource people may be in attendance depending upon the agenda topics.
 - 7.2.2 Committee members will be selected by the Superintendent or designate, with a focus on obtaining representatives from a wide range of skills and interests and from the various schools in the Division.
 - 7.2.3 The student representatives shall be from grade 8 - 11 and are invited to serve a two-year term.
 - 7.2.4 In the first year, the Superintendent or designate may appoint students for 1 - 3 year terms in order to ensure a balance of sustainability and new membership.
- 7.3 Guidelines
 - 7.3.1 Any member of the Student / Board Advisory Committee may initiate agenda items for discussion on any matter relevant to students. The Superintendent or designate is charged with finalizing the agenda.
 - 7.3.2 The Committee may make recommendations to the Board but does not hold any governance authority.
 - 7.3.3 The Committee structure and mandate will be reviewed annually.

7.3.4 Students will be invited to apply through their school Principal who shall forward the names to the Superintendent or designate. A simple application form/procedure shall be forwarded to the students. Parent consent and support for travel will be required as one of the criteria for the selection process.

7.4 Meetings

7.4.1 The Student / Board Advisory Committee will meet as required, however it is expected that two meetings per year will be held.

7.4.2 Discussion items will be sent to the Superintendent or designate who will be responsible for distributing the agenda to committee members.

7.4.3 The Superintendent or designate will chair the meetings

8. Audit Committee

8.1 Purpose

8.1.1 The Committee exists to assist the Board in fulfilling its fiduciary responsibilities relating to the Division's accounting policies, reporting practices and internal controls, as well as to its risk management policies and practices.

8.2 Powers and Duties

8.2.1 Recommend external auditors and terms of engagement to the Board.

8.2.2 Review the annual audited financial statements and recommend acceptance to the Board.

8.2.3 Review the External Auditor's assessment of managements risk mitigation strategies and the appropriateness of internal controls.

8.2.4 Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns.

8.2.5 As appropriate make policy recommendations to the Board.

8.2.6 Attend to other matters as the board may determine in the establishment of the audit committee.

8.3 Membership

The audit committee shall comprise of at least 5 individuals and shall include at least one:

8.3.1 member of the business community who is not a trustee;

8.3.2 member of the adult learning community who is not a trustee;

8.3.3 a trustee

8.4 Meetings

8.4.1 The committee shall meet at least once a year

9. Ad Hoc Committees - Ad Hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they

cease to exist when the purpose has been achieved. Terms of reference are outlined at the time of establishment.

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

Legal Reference: Sections 37, 51, 52, 53, 54, 64, 142, 222 Education Act

First Reading: March 11, 2008
Second Reading: March 11, 2008
Third Reading: June 10, 2008

First Reading: April 07, 2009 Motion # 2266
Second Reading: MAY 12, 2009 Motion # 2273
Third Reading: MAY 12, 2009 Motion # 2274

First Reading December 13, 2011
Second Reading March 13, 2012
Third Reading March 13, 2012

First Reading December 11, 2012
Second Reading March 12, 2013
Third Reading May 14, 2013

First reading June 9, 2020
Second reading September 8, 2020 *proposed*
Third Reading September 8, 2020 *proposed*