

POLICY 8

COMMITTEES OF THE BOARD

To carry out its mandate of local governance of education, the Board may delegate some of its functions to a Committee of the Board. Trustees must join a variety of committees in a leadership role over their term.

General Requirements

The Board will:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees will remain in place until the subsequent organizational meeting unless dissolved by Board motion.
 - 1.1. Board Committee of the Whole Chair and Vice-Chair positions will be selected at the Board's Annual Organizational Meeting.
 - 1.2. The Superintendent will call the first meeting for committees where the Chair and Vice Chair will be selected.
 - 1.2.1. The Committee Chair must be a trustee with the exception of Student Expulsions.
2. At any duly constituted meeting, establish such ad hoc committees, as it deems necessary. Normal honoraria and expenses in accordance with Board policy will be provided to trustees serving on ad hoc committees. Upon completion of the assigned responsibilities, as hoc committees will report to the Board and then dissolve.
3. In setting up committees, the Board will determine and specify:
 - 3.1. Membership;
 - 3.2. Powers/Terms of Reference;
 - 3.3. Decision Making;
 - 3.4. Quorum;
 - 3.5. Status of Minutes;
 - 3.6. Reporting Requirements.
4. The Board Chair will be an ex-officio member of all Board committees.
5. In the event that both a committee member and the alternate member cannot attend to the duties of their appointed standing committee, the Vice-Chair may attend depending upon availability and fulfill the duties required, providing the committee does not present a conflict of interest for the Vice-Chair. In the event of an issue of availability or a conflict of interest, trustees will be contacted in order of proximity to the location of the meeting.
6. Committee meetings will be called by the Chair of the committee in consultation with the Superintendent or designate.

7. Board committees may not speak or act for the Board except when formally given such authority for specific and time limited purposes.
8. Board committees meet as required and in private. Reports are brought to the Committee of the Whole as information or to the Board for decision at the next regular Board meeting.
9. Board committees will designate a Chair and Vice-Chair. In the event that neither the Chair nor the Vice-Chair is in attendance, the committee will elect an Acting Chair.
10. Each committee will be assigned an administrative representative by the Superintendent to attend and serve, for information purposes only, unless otherwise specified. Committees will be notified of any changes in the administrative representative by the Superintendent, as they occur.
 - 10.1. Personnel assigned to work with committees will have the roles, responsibilities and reporting requirements determined by the Superintendent.

Standing Committees

1. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees with the Superintendent and/or designate(s) to attend for support purposes only.

1.1. Membership

- 1.1.1. All trustees.

1.2. Powers/Terms of Reference

- 1.2.1. To allow the Board to explore matters to a much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 1.2.2. To receive and solicit information from the Superintendent relevant to the development of various system activities and plans.

1.3. Decision Making

- 1.3.1. No decisions are made.

1.4. Minutes

- 1.4.1. Accepted by committee.

1.5. Reporting

- 1.5.1. No reporting is made to the Board.

2. ATA Negotiations

2.1. Membership

- 2.1.1. Two (2) trustees; one (1) alternate.

2.2. Powers/Terms of Reference

- 2.2.1. To make recommendations to the Board on relevant matters.
- 2.2.2. To negotiate with ATA within parameters set by the Board and in accordance

with the Education Act, Employment Standards Code, and the Labor Relations Code.

2.3. Decision Making

2.3.1. The committee develops the proposal and negotiates with the ATA. Committee signs off on changes to proposals and agreed upon items through the negotiation process.

2.3.2. Committee brings a Memorandum of Agreement to the Board as an action item.

2.4. Quorum

2.4.1. Majority of committee.

2.5. Minutes

2.5.1. Record kept by Superintendent or designate.

2.6. Reporting

2.6.1. To the Board in preparation for the adoption of the Collective Agreement.

3. Audit Committee

3.1. Membership

The committee will consist of:

3.1.1. The Board of Trustees

3.1.2. Two (2) public members:

3.1.2.1. A member of the business community who is not a trustee, and

3.1.2.2. A member of the adult learning community who is not a trustee.

3.1.3. Secretary-Treasurer.

3.1.4. The Superintendent will be an ex-officio member of the committee.

3.1.5. Public member appointments are determined by the Board, and are for four (4) years.

3.2. Powers/Terms of Reference

3.2.1. To recommend external auditors to the Board, and

3.2.2. Review the annual financial statements.

3.3. Decision Making

3.3.1. All recommendations formed by a majority of the committee for decisions are brought for to a regular Board meeting.

3.4. Quorum

3.4.1. Two (2) trustees.

3.4.2. One (1) public member.

3.4.3. Secretary-Treasurer or Superintendent.

3.5. Minutes

3.5.1. Record kept by Superintendent or designate.

3.6. Reporting

3.6.1. To the Board in writing as recommendations.

4. CUPE Negotiations

4.1. Membership

4.1.1. Two (2) trustees; one (1) alternate.

4.2. Powers/Terms of Reference

4.2.1. To make recommendations to the Board on relevant matters.

4.2.2. To negotiate with CUPE within boundaries set by the Board and in accordance with the Education Act, Employment Standards Code, and the Labor Relations Code.

4.3. Decision Making

4.3.1. The committee develops the proposal and negotiates with CUPE.

4.3.2. The committee signs off on changes to proposals and agreed upon items through the negotiation process.

4.3.3. The committee brings a Memorandum of Agreement to Board as an action item.

4.4. Quorum

4.4.1. Two (2) trustees.

4.5. Minutes

4.5.1. Record kept by Superintendent or designate.

4.6. Reporting

4.6.1. To the Board in preparation for the adoption of the Collective Agreement. 5.

Division Bus Drivers' Negotiations

5.1. Membership

5.1.1. Two (2) trustees; one (1) alternate.

5.2. Powers/Terms of Reference

5.2.1. To make recommendations to the Board on relevant matters.

5.2.2. To negotiate with Division Bus Drivers within boundaries set by the Board and in accordance with the Education Act, Employment Standards Code, and the Labour Relations Code.

5.3. Decision Making

5.3.1. The committee develops the proposal and negotiates with the Division Bus Drivers.

5.3.2. The committee signs off on changes to proposals and agreed upon items through the negotiation process.

5.3.3. The committee brings Memorandum of Agreement to Board as an action item.

5.4. Quorum

5.4.1. Two (2) trustees.

5.5. Minutes

- 5.5.1. Record kept by Superintendent or designate.
- 5.6. Reporting
 - 5.6.1. To the Board in preparation for the adoption of the Contract with the Association of School Bus Drivers' Contract.
- 6. Grievance Committee (Association of School Bus Drivers)
 - 6.1. Membership (as defined in the Agreement with the Association of School Bus Drivers)
 - 6.1.1. Two (2) trustees; one (1) alternate.
 - 6.1.2. Two (2) representatives of the Association.
 - 6.1.3. Chair acceptable to both parties.
 - 6.2. Powers/Terms of Reference
 - 6.2.1. To respond to the grievance from a Division driver in accordance with the contract in place with the Association of School Bus Drivers.
 - 6.3. Decision Making
 - 6.3.1. Majority decision of the committee.
 - 6.4. Quorum
 - 6.4.1. Two (2) trustees.
 - 6.5. Minutes
 - 6.5.1. Kept and circulated to trustees.
 - 6.6. Reporting
 - 6.6.1. To the Board in writing and submitted as information only. No formal acceptance of report.
- 7. Policy Committee
 - 7.1. Membership
 - 7.1.1. Three (3) Trustees; one (1) alternate.
 - 7.2. Powers/Terms of Reference
 - 7.2.1. To prepare recommendations for Board policy at regular meetings of the Board.
 - 7.2.2. To receive reports and to discuss and develop policy positions in all areas.
 - 7.2.3. To provide comments to the Superintendent on Administrative Procedure updates.
 - 7.3. Decision Making
 - 7.3.1. All recommendations for decisions are brought forward to a regular Board meeting.
 - 7.4. Quorum
 - 7.4.1. Two (2) of three (3) trustees.
 - 7.5. Minutes
 - 7.5.1. Accepted at Policy Committee level.

- 7.6. Reporting
 - 7.6.1. To the Board in writing and submitted as information only. No formal acceptance of report.
- 8. Recognition of Employees 8.1. Membership
 - 8.1.1. Two (2) trustees; one (1) alternate.
 - 8.1.2. Superintendent or designate.
- 8.2. Powers/Terms of Reference
 - 8.2.1. To review the Retirement and Kick-Off celebration practices.
 - 8.2.2. To discuss initiatives that support the recognition or contributions of employees.
 - 8.2.3. To make recommendations to the Board regarding these events.
- 8.3. Decision Making
 - 8.3.1. The committee has the power to carry out responsibilities outlined in Policy 19 – Recognition of Staff.
- 8.4. Quorum
 - 8.4.1. Majority of committee.
- 8.5. Minutes
 - 8.5.1. Kept and circulated to committee members.
- 8.6. Reporting
 - 8.6.1. To verbally report to the Board as information only.
- 9. Board Planning Seminar
 - 9.1. Membership
 - 9.1.1. Two (2) Trustees; one (1) alternate.
 - 9.1.2. Superintendent or designate.
 - 9.2. Powers/Terms of Reference
 - 9.2.1. To plan the annual Board Planning Seminar
 - 9.2.2. Decision Making
 - 9.2.3. All recommendations for decisions are brought forward to a regular Board meeting.
 - 9.3. Quorum
 - 9.3.1. Two (2) trustees.
 - 9.4. Minutes
 - 9.4.1. Accepted at Board Planning Seminar Committee level.
 - 9.5. Reporting
 - 9.5.1. To the Board in writing and submitted as information only. No formal acceptance of report.

- 10. Finance/Budget Committee
 - 10.1. Membership
 - 10.1.1. Two (2) trustees; One (1) Alternate
 - 10.1.2. Superintendent or designate
 - 10.1.3. Secretary-Treasurer
 - 10.2. Powers/Terms of Reference
 - 10.2.1. The Committee will meet once per quarter
 - 10.2.2. Determine, monitor, and review the Board's annual budget
 - 10.2.3. Financial Statements
 - 10.2.3.1 Review and assess quarterly financial reports (accounts payable cheques, automated payments/electronic funds transfer (EFT), and cash flow statements) and ensure governance issues are addressed; may request further information for clarification.
 - 10.2.3.2 Review spending and cost-saving practices and make recommendations.
 - 10.2.3.3 Review significant accounting and reporting issues, including complex or unusual transactions
 - 10.3 Internal Control
 - 10.3.1 Review and assess the division's internal control systems, evaluate risk and monitor organization performance.
 - 10.3.2 Review division investment strategies and provide recommendations to the Board.
 - 10.4 Annual Audit Support
 - 10.4.1 Review the contents of the Management Letter and the administration's responses.
 - 10.4.2 Meet separately from Administration with the auditors to discuss any matters that the committee or auditors believe must be discussed privately.
 - 10.5 Compliance
 - 10.5.1 Review any findings or observations from the auditors
 - 10.5.2 Receive updates on any outstanding legal matters that may have a significant impact upon Board operations.
 - 10.6 Recommendations

10.6.1 All recommendations formed by the Committee are brought forward to a regular Board meeting for Board consideration.

10.7 Minutes

10.7.1 Kept by the Superintendent (or designate) and approved at the next meeting. Proceedings circulated to all Committee members and all Trustees.

10.8 Reporting

10.8.1 To the Board in writing as recommendations.

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 dissolve as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.

For student expulsions, the committee forms automatically as outlined below, when recommendations for expulsion are received from principals.

1. Student Expulsion

1.1 Membership recommended by Superintendent

1.1.1 Two (2) non local trustees.

1.1.2 An Assistant Superintendent as designated Chair.

1.2 Powers/Terms of Reference

1.2.1 To conduct hearings and make final decisions relative to recommendations for student expulsion to the Superintendent of Schools.

1.3 Minutes

1.3.1 Kept and filed.

1.4 Reporting

1.4.1 No reporting is made to the Board.

Legal Reference: Section 33, 34, 37, 51, 52, 53, 64, 67, 222 Education Act Collective Agreements

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