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**POLICY 08**  
**COMMITTEES OF THE BOARD**

To carry out its mandate on local governance of education, the Board may delegate some of its functions to a Committee of the Board. Trustees are encouraged to join a variety of committees over their term.

The Board shall:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion. Board Committee of the Whole Chair and Vice-Chair positions will be selected at the Board's Annual Organizational Meeting. All other committees will select their chair and vice-chair at their first meeting.
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 Committees. Upon completion of the assigned responsibilities, AD Hoc Committees shall report to the Board and then dissolve.

In setting up committees, the Board shall determine and specify:

- ◆ Membership
- ◆ Powers/Terms of Reference
- ◆ Decision Making Processes
- ◆ Quorum
- ◆ Status of Minutes
- ◆ Reporting Requirements

The Board Chair shall be an ex-officio member of identified Board committees.

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.

Committee Meetings will be called by the Chair of the Committee in consultation with the Superintendent or Designate.

3. Board Committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time limited purposes.

4. 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.
5. Board Committees shall designate a Chair and Vice-Chair. In the event that neither the Chair nor the Vice-Chair is in attendance, the committee shall elect an Acting Chair.
6. 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.
  - 6.1 Personnel assigned to work with Committees shall 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 information purposes only.

#### **1.1 Membership**

- All trustees

#### **1.2 Powers/Terms of Reference**

- To make recommendations to regular meetings of the Board.
- To annually, and prior to the Board's Organizational Meeting, review the committee structure as set out in this policy.
- To review system level planning.
- To review the elements and composition of the AEP.
- To review results (AERR) achieved relative to the AEP.
- To receive short and/or long term department plans.
- To provide comments to administration regarding budget considerations, allocations and preparations.
- To review budget allocation formula pertaining to the instruction block in preparation for presentation to the Board.
- To review positions relative to negotiations with ATA, CUPE, Division and Contract bus drivers.
- To review progress reports on negotiations conducted by the Negotiations Committees.
- To review with the Superintendent negotiations with individual contract holders, within the framework established by the Committee.
- To negotiate the individual contract with the Superintendent of Schools.

- 1.3 Decision-Making
    - All recommendations for decisions are brought forward to a Public Board Meeting.
  - 1.4 Quorum
    - Majority of the Trustees
  - 1.5 Minutes
    - Accepted by Committee.
  - 1.6 Reporting
    - To the Board in writing and submitted as information only. No formal acceptance of report.
2. Policy Committee
- 2.1 Membership
    - Three (3) Trustees; one (1) Alternate
  - 2.2 Powers/Terms of Reference
    - To prepare recommendations for Board policy at regular meetings of the Board.
    - To receive reports and to discuss and develop policy positions in all areas.
    - To provide comments to the Superintendent on Administrative Procedure updates.
  - 2.3 Decision Making Processes
    - All recommendations for decisions are brought forward to a Public Board Meeting.
  - 2.4 Quorum
    - Two (2) of three (3) Trustees
  - 2.5 Minutes
    - Accepted at Policy Committee level.
  - 2.6 Reporting
    - To the Board in writing and submitted as information only. No formal acceptance of report.
3. Employee Assistance Plan Steering Committee
- 3.1 Membership (as defined in ATA Agreements)
    - One trustee; one (1) Alternate
    - Two representatives each from ATA and CUPE

- 3.2 Powers/Terms of Reference
  - To assess the level of service.
  - To make recommendation relative to the carrier.
  - To meet with the carrier on occasion to review services provided.
- 3.3 Decision Making
  - The committee has the power to make recommendations to the Union and the Board of Trustees with respect to its discussions and conclusions.
- 3.4 Quorum
  - All representatives
- 3.5 Minutes
  - Kept and circulated to committee members.
- 3.6 Reporting
  - To the Board in writing and submitted as information only.

#### 4. Recognition of Employees

- 4.1 Membership
  - Two (2) trustees; One (1) Alternate
  - Board Chair (Ex-Officio as non-voting participant unless he/she is one of the two voting trustees)
- 4.2 Powers/Terms of Reference
  - To review the “Retirement” and “Welcome Back” celebration practices.
  - To discuss initiatives that support the recognition or significant contributions of employees.
  - To make recommendations to the Board of Trustees regarding these events.
- 4.3 Decision Making
  - The committee has the power to carry out responsibilities outlined in Policy 19 – Recognition of Staff.
- 4.4 Quorum
  - All representatives
- 4.5 Minutes
  - Kept and circulated to committee members.
- 4.6 Reporting
  - To verbally report to the Board as information only.

## 5. ATA Negotiations

### 5.1 Membership

- Two (2) trustees; one (1) Alternate
- Board Chair (Ex-Officio as non-voting participant unless he/she is one of the two voting trustees)

### 5.2 Powers/Terms of Reference

- To make recommendations to the Board on relevant matters.
- To negotiate with ATA within parameters set by the Board and in accordance with the School Act and the Labor Relations Act.

### 5.3 Decision Making

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

### 5.4 Quorum

- Majority of committee

### 5.5 Minutes

- Record kept by Superintendent or designate.

### 5.6 Reporting

- To the Committee of the Whole on progress of negotiations.
- To the Board of Trustees in preparation for the adoption of the Collective Agreement.

## 6. Appeals (Grievances) Committee (ATA)

### 6.1 Membership (as defined in the ATA Collective Agreement)

- Three (3) trustees; one (1) Alternate

### 6.2 Powers/Terms of Reference

- To respond to the grievance in accordance with the Collective Agreement.

### 6.3 Decision Making

- Simple majority on resolution.

### 6.4 Quorum

- Three trustees

### 6.5 Minutes

- Kept and circulated to trustees.

## 6.6 Reporting

- To the Board in writing and submitted as information only. No formal acceptance of report.

## 7. CUPE Negotiations

### 7.1 Membership

- Two (2) trustees; one (1) Alternate
- Board Chair (Ex-Officio as non-voting participant unless he/she is one of the two voting trustees)

### 7.2 Powers/Terms of Reference

- To make recommendations to the Board on relevant matters.
- To negotiate with CUPE within boundaries set by the Board and in accordance with the School Act and the Labor Relations Act.

### 7.3 Decision Making

- The committee develops the proposal and negotiates with CUPE. Committee signs off on changes to proposals and agreed upon items through the negotiation process.
- Committee brings a Memorandum of Agreement to Board as an action item.

### 7.4 Quorum

- Two (2) trustees

### 7.5 Minutes

- Record kept by Superintendent or designate.

### 7.6 Reporting

- To the Committee of the Whole on progress of negotiations.
- To the Board of Trustees in preparation for the adoption of the Collective Agreement.

## 8. Division and Contract Bus Drivers Negotiations

### 8.1 Membership

- Two (2) trustees; one (1) Alternate
- Board Chair (Ex-Officio as non-voting participant unless he/she is one of the two voting trustees)

### 8.2 Powers/Terms of Reference

- To make recommendations to the Board on relevant matters.
- To negotiate with Division and Contract Bus Drivers within boundaries set by the Board and in accordance with the School Act and the Labour Relations Act.

### 8.3 Decision Making

- The committee develops the proposal and negotiates with the Division and Contract Bus Drivers Committees. Committee signs off on changes to proposals and agreed upon items through the negotiation process. Committee brings Memorandum of Agreement to Board as an action item.

### 8.4 Quorum

- Two (2) trustees

### 8.5 Minutes

- Record kept by Superintendent or designate.

### 8.6 Reporting

- To the Committee of the Whole on progress of negotiations.
- To the Board of Trustees in preparation for the adoption of the Contract with the Association of School Bus Drivers and Contractors' Contract.

## 9. Grievance Committee (Association of School Bus Drivers)

### 9.1 Membership (as defined in the Agreement with the Association of School Bus Drivers)

- Two (2) trustees; one (1) Alternate
- Two (2) representatives of the Association
- Chairman acceptable to both parties

### 9.2 Powers/Terms of Reference

- To respond to the grievance from a division driver in accordance with the contract in place with the Association of School Bus Drivers.

### 9.3 Decision Making

- Majority decision of the committee.

### 9.4 Quorum

- Two (2) trustees

### 9.5 Minutes

- Kept and circulated to trustees.

### 9.6 Reporting

- To the Board in writing and submitted as information only. No formal acceptance of report.

## 10. Audit Committee

### 10.1 Membership

#### 10.1.1 The committee shall consist of:

- Two (s) Trustees;
- Two (2) Public Members
  - i. A member of the business community who is not a trustee;  
and
  - ii A member of the adult learning community who is not a trustee
- Assistant Superintendent – Business Services

#### 10.1.2 The Superintendent shall be an ex-officio member of the committee.

#### 10.1.3 Trustee appointments are determined by the Board, and after September 1, 2016;

- may not exceed 2 years
- Staggered so that only one (1) trustee continues to the following year

#### 10.1.4 Public Member appointments are determined by the Board, and are for four (4) years.

### 10.2 Powers/Terms of Reference

- To recommend external auditors to the board, and
- Review the annual financial statements and report to the board

### 10.3 Decision Making Processes

- All recommendations formed by a majority of the committee, for decisions are brought forward to a Public Board Meeting.

### 10.4 Quorum

- One (1) Trustee
- One (1) Public Member
- Assistant Superintendent – Business Services or Superintendent

### 10.5 Minutes

- Records kept by Superintendent or designate

### 10.6 Reporting

- 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 school sites.

### 11. Student Expulsion

#### 11.1 Membership

- Two (2) trustees (local trustee(s) when available)
- Superintendent or designate

#### 11.2 Powers/Terms of Reference

- To conduct hearings and make final decisions relative to recommendations for student expulsion.

#### 11.3 Decision Making

- Majority vote for decision making.

#### 11.4 Quorum

- One (1) trustee and the Superintendent or designate

#### 11.5 Minutes

- Kept and filed.

#### 11.6 Reporting

- No reporting is made to the Board.

### 12. Evaluations Committee

#### 12.1 Membership

- Two (2) trustees
- Superintendent

#### 12.2 Powers/Terms of Reference

- To develop new processes for Superintendent and Board Evaluations.

#### 12.3 Decision Making

- Majority vote for decision making.

#### 12.4 Quorum

- One (1) trustee and the Superintendent or designate

#### 11.5 Minutes

- Summary notes are circulated to committee members.

## 12.6 Reporting

- To verbally report to the Board as information only.

Legal Reference: Section 60, 61, 62, 63, School Act

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