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**ADMINISTRATIVE PROCEDURE 443**  
**GROUP BENEFITS COMMITTEE**

**Background**

The purpose of the Group Benefits Committee is to make decisions regarding the carrier to be used for the various insurance and benefit plans made available pursuant to the ATA Collective Agreement.

**Procedures**

1. Membership

1.1 Membership (as defined in the ATA Collective Agreement)

- One (1) Representative of Administration
- One (1) Representative of ATA
- One (1) Representative of CUPE.

2. Attendance

2.1 A meeting convened in person, or via teleconference or video-conference is a duly constituted meeting.

3. Decision Making Processes

3.1 The Committee has the power to make recommendations to the Union and Administration with respect to its discussions and conclusions, as set out under Article IXI of the ATA Collective Agreement

4. Quorum

4.1 all members and all motions shall require one-hundred (100) percent unanimity to carry.

5. Joint Statement Release

5.1 All matters are confidential until the release of a joint statement agreed to by the Committee.

5.1.1 A release will first be circulated to the committee members via email as draft.

- 5.1.2 A second draft, incorporating any changes from the first draft, will be circulated to the committee members with a deadline for response and release date.
- 5.1.3 All committee members must respond to the circulations via email, and include all other members of the committee in their response.

## 6. Meetings

- 6.1 A meeting can be requested by either Chair of each represented group.
- 6.2 Dates are to be mutually agreed upon to achieve quorum, and in a timely manner.
- 6.3 The committee is to meet at least once each school year to review its terms of reference and protocols.
- 6.4 A Chair for the meeting is selected at the meeting.
- 6.5 Any materials used during a meeting are to be destroyed by the Administrative Liaison.

Previously Board Policy 8 – Committees of the Board

Developed: January 15, 2014