

## Board Policy 8

### Committees of the Board

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#### **PURPOSE:**

Board committees are established by the Board of Trustees to assist the Board in meeting its role and responsibilities as governors. The Board grants authority to its committees to undertake work at the Board's direction with recommendations for Board action to return to the Board of Trustees for decision.

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

- Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes;
- All committee meetings of the Board are normally closed to the public;
- The Board shall determine trustee membership;
- Superintendent or designate is a member of all committees; by serving as an Officer;
- The Committee Chair or Superintendent shall call committee meetings;
- The Committee Chair and or the Superintendent shall develop the agenda for meetings; and
- The Superintendent shall ensure that the proceedings of committee meetings are recorded.
- The substance of committee deliberations in public meetings shall be public record. This includes all agenda items and supporting materials on which motions and recommendations are based.
- The substance of deliberations in private meetings shall remain confidential. All agenda items and support materials on which motions and recommendations are based. Exceptions to this may be when:
  - the Board of Trustees determines that the information should be submitted to a public meeting;
  - the Board of Trustees specifically authorizes its public release, or is legally required to release such information;
  - a motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the Division.



## Standing Committees

### 1 Advocacy Committee

#### Purpose

The Board recognizes that it needs community support for publicly-funded education; that the Board's objectives can be furthered through advocacy and the assistance of others; that effective advocacy is dependent on positive relationships with stakeholders; that building positive community and intergovernmental relationships takes time; and that the Board must use the time it has available to efficiently and effectively advocate.

#### 1.1 Responsibilities of the Committee

- Develop and facilitate a process for the Board to identify a manageable set of strategic objectives/advocacy positions that can be realized through positive Board, community and intergovernmental relations activities over the course of the year.
- No later than January each year, recommend to the Board a strategic Board, Advocacy Plan. The Board will liaison with targeted stakeholder groups including but not limited to parents, levels of government and external agencies. The plan will identify objectives, strategies and supports for implementation of the Board's strategic Advocacy Plan.
- Monitor and review the Board's Advocacy Plan in October or as required and report to the Board. The Board Chair, by virtue of the office, plays a crucial role in keeping the Board apprised of community and intergovernmental relations opportunities extended to the Division.

#### 1.2 Committee Terms of Reference

##### 1.2.1 Membership

- Three (3) trustees, one (1) alternate.  
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

##### 1.2.2 Decision Making

- By trustee consensus.

### 1.2.3 Reporting

- The record of proceedings of committee meetings shall be available to the Board through the appropriate section of a regular Board meeting agenda: Action, Information or In-Camera.

## 2. ATA Negotiations Committee

### Purpose

To advise and assist the Board in negotiations with teachers.

### 2.1 Responsibilities of the Committee

- To prepare a bargaining position and objectives for consideration of the Board.
- To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

### 2.2 Committee Terms of Reference

#### 2.2.1 Membership

- Three (3) trustees.  
(Chair to be appointed at the first committee meeting.)
- Superintendent and designates.

#### 2.2.2 Decision Making

- By trustee consensus.

#### 2.2.3 Reporting

- A verbal report of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.
- Upon completion the Memorandum of Agreement will be recommended to the Board.
- The record for ATA Negotiations Committee shall be the Memorandum of Agreement.

### 3. Communications Committee

*(Motion No. 3678-17 – that the Board approve that all the functions of the Staff Liaison Committee fall under the role of the Board Communications Committee.)*

#### Purpose

To enhance and affect positive relationships, with staff and larger community and providing the positive image of the Northern Gateway Public Schools.

#### 3.1 Responsibilities of the Committee

- To communicate the ongoing work of students, staff, and the Board.
- To review annually and revise a communications plan and recommend it to the Board.
- Oversee the Annual Appreciation Evening hosted by the Board and the ATA Teacher Induction Ceremony.

#### 3.2 Committee Terms of Reference

##### 3.2.1 Membership

- Three (3) trustees; one (1) alternate.  
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designate.

##### 3.2.2 Decision Making

- By trustee consensus.

##### 3.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

### 4. Finance Committee

#### Purpose

Set budget priorities based on the Division Strategic Plans, review budget and allocation process.

#### 4.1 Responsibility of the Committee

- Recommend a final budget to the Board for approval.

## 4.2 Committee Terms of Reference

### 4.2.1 Membership

- All trustees.  
(The Board Chair is the Chair of the Finance Committee.)
- Superintendent and designates.

### 4.2.2 Decision Making

- by Trustee consensus.

### 4.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of the in-camera section of a regular Board meeting agenda.

## 5. Grievance Committee

### Purpose

To hear, review and endeavor to resolve any grievance submitted by any employee/employee group.

### 5.1 Responsibility of the Committee

- To render a decision in respect of the grievance within the time lines specified in the applicable collective agreement or the Common Handbook.

### 5.2 Committee Terms of Reference

#### 5.2.1 Membership

- Three (3) trustees to be appointed at a Board meeting prior to the Grievance Committee hearing.  
(Chair to be appointed at the first committee meeting).
- Superintendent and/or designates.

#### 5.2.2 Decision Making

- By majority vote – trustees only.

### 5.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of the in camera section of a regular Board meeting agenda.

## 6. Group Benefits Insurance Plan Committee

### Purpose

To assist in the administration and review of a Group Benefits Insurance Plan for Division employees.

### 6.1 Responsibilities of the Committee

#### 6.1.1 To review and recommend to the Board:

- A group insurance plan designed for employees;
- Changes in coverage provided by each benefit insurance plan;
- New employee benefit options; and
- Change in benefit insurance policy carriers.

#### 6.1.2 Liaise with and seek input from the employee group each member represents.

### 6.2 Committee Terms of Reference

#### 6.2.1 Membership

- Two (2) trustees.
- Two (2) representatives of Central Office staff.
- Two (2) representatives of Maintenance
- Three (3) representatives of school-based secretarial/Library/Teacher assistant staff.
- One (1) representatives of Transportation staff.

#### 6.2.2 Advisory Members

- One (1) payroll clerk;
- Superintendent/designate;

- The benefits consultant, as appointed by the Board, who shall administer and provide information on the group insurance plans to the committee;
- All staff representatives will serve a two (2) year term; with September 1<sup>st</sup> each year being the annual start date for each representative.

#### 6.2.3 Decision Making

- Consensus of the Committee.

#### 6.2.4 Reporting

- A record of proceedings shall be made available to the Board in the appropriate section of a regular Board meeting agenda, and to the membership.

#### 6.2.5 Committee Meetings

- Meetings, as required, may be called by the Superintendent/designate;
- At the first meeting after the Board organizational meeting, a Committee Chair will be elected by the committee from its membership; and
- The Committee Chair shall be elected for a one (1) year term.

#### 6.2.6 Other

- The Board shall be the policy holder of all benefit insurance policies.
- Trustee members shall serve as liaison between the committee and the Board.

### 7. Joint Board/Support Staff Liaison Committee – CUPE

#### 7.1 Responsibilities of the Committee

To discuss matters of interest not relating to the CUPE Collective Agreement.

Will serve as the CUPE Labour Management Committee

#### 7.1.1 Committee Terms of Reference

##### 7.1.2.1 Membership

- Four trustees

(Chair to be appointed at the first committee meeting.)

- Superintendent and/or designates.

#### 7.1.2.2 Decision Making

- Participants make recommendations by consensus for consideration by administration.

#### 7.1.2.3 Reporting

- A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

## 8. Policy

### Committee

#### Purpose

The Policy Committee is responsible for assisting the Board in reviewing /developing Board policy by ensuring that Board policies submitted for Board approval are developed/reviewed in accordance with applicable Provincial Legislation and Regulations as well as the Board's practices and protocols, in accordance with Policy 10 (Policy Making).

#### 8.1 Responsibilities of the Committee

To recommend for possible changes, as part of the Board's annual policy review, with the following wording:

##### Current Policy:

- Affirm as presented
- Affirm as amended
- Delete

##### New Policy:

- Adopted

#### 8.2 Committee Terms of Reference





- 8.2.1 Membership
  - Three (3) trustees; one (1) alternate.  
(Chair to be appointed at the first committee meeting.)
  - Superintendent and/or designates.
- 8.2.2 Decision Making
  - By trustee consensus.
- 8.2.3 Reporting
  - A record of the proceedings shall be available to the Board through the appropriate section of a regular Board meeting agenda.

## 9. Student Discipline Review Committee

### Purpose

To adjudicate any recommendations for student expulsion.

### 9.1 Responsibilities of the Committee

- 9.1.1 To adjudicate any recommendations for student expulsions consistent with the requirements of the School Act.

### 9.2 Committee Terms of Reference

- 9.2.1 Membership
  - Superintendent and/or designates.
  - Two (2) trustees to be determined by the Board Chair in consultation with the Superintendent, on a case by case basis.
- 9.2.2 Decision Making
  - Unanimous vote – trustees only.
- 9.2.3 Reporting
  - A record of the proceedings shall be available to the Board through the appropriate section of the in-camera section of a regular Board meeting agenda.

## 10. Support/Administration Compensation Committee



### Purpose

To advise and assist the Board in negotiations with Support Staff.

#### 10.1 Responsibilities of the Committee

- To review and recommend revisions to the Common Handbook, employee contracts and contracts for service.
- To prepare a bargaining position and objectives for consideration of the Board. (CUPE)
- To negotiate with CUPE and conclude memoranda of agreement for recommendation to the Board.

#### 10.2 Committee Terms of Reference

##### 10.2.1 Membership

- Three (3) trustees (one alternate)  
(Chair to be appointed at the first committee meeting.)
- Superintendent and/or designates.

##### 10.2.2 Decision Making

- By trustee consensus.

##### 10.2.3 Reporting

- The record of proceedings of the Committee for change to be available to the Board through the appropriate section of the Board meeting agenda. The record for CUPE shall be the memoranda of agreement. The record for Non-Unionized staff will be the recommendations for change from the Committee.

## 11. Audit Committee

### Purpose

The Board shall establish an audit committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

#### 11.1 Responsibilities of the Committee

##### 11.1.1 Financial Statements



- Review significant account and reporting issues, including complex or unusual transactions;
- Review with management and the auditors the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- Review with management and the auditors all matters required to be communicated to the Board;
- Review Trustee compensation and expenditure annually; and
- Conduct a full review of Trustee honoraria and expenses with final recommendations presented to the Board for resolution prior to the end of June in an election year.

## 11.2 Audit

- Review the auditor's proposed audit scope and approach;
- Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the Auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
- On a need basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

### 11.2.1 Compliance

- Review the findings of any examinations by regulatory agencies, and any audit observations; and
- Obtain regular updates from management and company legal counsel regarding compliance matters.

### 11.2.2 Compensation shall be remunerated in accordance with board policy.

## 11.3 Membership

- The committee shall be made up of five (5) voting members and two (2) non-voting members.
- A quorum is a simple majority.
- Voting membership shall consist of:
  - Three (3) trustees. One of the trustees shall be appointed Chair by the trustees on the committee.
  - One member at large, not connected with Northern Gateway School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
  - One member at large from the community who is not a trustee.
- Non-voting members shall be appointed by the Superintendent and shall consist of:
  - The Secretary-Treasurer;
  - One (1) Recording Secretary.
- The Secretary-Treasurer shall provide information and advice to the committee as requested.

## 11.4 Meetings

- The Audit Committee shall meet at least two (2) times a year, with authority to convene additional meetings, as circumstances require.
- Meetings shall be closed to the public.
- The Audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

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

Reference: Sections 60, 61, 62, 63, 113 School Act



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