

## 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 roles 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.

- a) Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
- b) All committee meetings of the Board are normally closed to the public, and may be held virtually, or in person.
- c) For the first meeting following the Board Organizational meeting, the Superintendent and/or designate shall call the meeting and establish the agenda, which shall include the election of the committee chair. Thereafter, the chair shall call the committee meeting.
- d) The appointed member shall serve on the committee for one (1) year unless the Trustee is unable to perform the duties assigned or until replaced by a subsequent appointment.
- e) The substance of deliberations in committee meetings shall remain confidential.
- f) The Board shall determine Trustee membership.
- g) The Superintendent and/or designate serves as an officer of committees.
- h) The Superintendent shall ensure that a record of committee meetings is maintained. The record shall contain any recommendation for Board consideration and shall be presented as a report to the Board in the public session of a Board meeting, unless otherwise stated in the following committee descriptions.
- i) Committees, other than Ad Hoc, are appointed annually at the Organizational Meeting.

## 1. **ADVOCACY COMMITTEE**

### 1.1 Purpose

To develop, support and monitor the Board's plan of advocacy.

### 1.2 Responsibilities

1.2.1 Identify and recommend a set of advocacy goals at the December Board meeting.

1.2.2 Upon Board approval, develop an Advocacy Action Plan to support the goals, no later than February.

1.2.3 Continually monitor progress of the Advocacy Action Plan.

### 1.3 Trustee Membership

1.3.1 Three (3) Trustees and one (1) alternate.

### 1.4 Decision Making

1.4.1 By Trustee consensus.

### 1.5 Meetings

1.5.1 A minimum of two (2) meetings per year.

## 2. ATA NEGOTIATIONS COMMITTEE

### 2.1 Purpose

To negotiate and conclude the Memorandum of Agreement for recommendation to the Board.

### 2.2 Responsibilities

2.2.1 Maintain strict confidence of all matters and materials.

2.2.2 Prepare a bargaining position for the consideration of the Board.

2.2.3 Conduct the negotiation process.

### 2.3 Trustee Membership

2.3.1 Three (3) Trustees.

### 2.4 Decision Making

2.4.1 By Trustee consensus.

### 2.5 Reporting

2.5.1 The Committee Chair shall verbally report to the Board in the Closed Session of a Board meeting.

2.5.2 The Memorandum of Agreement will be recommended to the Board for approval.

2.5.3 The record for ATA Negotiations Committee shall be the Memorandum of Agreement.

### 2.6 Meetings

2.6.1 To be held as required.

### 3. AUDIT COMMITTEE

#### 3.1 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.

#### 3.2 Responsibilities

##### 3.2.1 Audit

3.2.1.1 At the end of the external audit contract, commence a Request for Proposal (RFP) process and then recommend to the Board an auditor.

3.2.1.2 Review the auditors proposed audit scope and approach as presented in the audit plan.

3.2.1.3 Review with Administration and the auditors the results of the audit, including any difficulties encountered.

3.2.1.4 Meet separately from Administration with the auditors to discuss any matters that the Audit Committee or auditors believe must be discussed privately.

3.2.1.5 Identify matters required to be communicated to the Board, including a summary presentation of the Audited Financial Statement by the Committee Chair, along with a recommendation to the Board for approval.

##### 3.2.2 Compliance

1.2.2.1 Review the findings of any examinations by regulatory agencies, and any audit observations.

1.2.2.2 Obtain regular updates from management and company legal counsel regarding compliance matters.

#### 3.3 Compensation

3.3.1 Compensation shall be remunerated in accordance with Board Policy.

### 3.4 Membership

- 3.4.1 The Committee shall be made up of five (5) voting members and two (2) non-voting members.
- 3.4.2 A quorum is a simple majority.
- 3.4.3 Voting membership shall consist of:
  - 3.4.3.1 Three (3) Trustees and one of the Trustees shall be appointed Chair by the Trustees on the Committee.
  - 3.4.3.2 One (1) member-at-large, not connected to Northern Gateway School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
  - 3.4.3.3 One (1) member-at-large from the community who is not a Trustee.
- 3.4.4 The members shall serve a two (2) year term.
- 3.4.5 Non-voting members shall be appointed by the Superintendent and shall consist of:
  - 3.4.5.1 The Secretary-Treasurer; and
  - 3.4.5.2 One (1) Recording Secretary.
- 3.4.6 The Secretary-Treasurer shall provide information and advice to the Committee as requested.

### 3.5 Meetings

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

## 4. COMMUNITY ENGAGEMENT COMMITTEE

### 4.1 Purpose

To develop and monitor Board engagement with the community regarding the Division's vision.

### 4.2 Responsibilities

To create an Annual Community Engagement Plan that identifies opportunities for the Board to be engaged with the community, specifically with students, parents, staff, and the community-at-large.

### 4.3 Trustee Membership

4.3.1 Three (3) Trustees and one (1) alternate.

### 4.4 Decision Making

4.4.1 By Trustee consensus.

### 4.5 Meetings

4.5.1 To be held regularly as required.

## 5. FINANCE COMMITTEE

### 5.1 Purpose

To develop budget priorities through collaborative discussion.

### 5.2 Responsibilities

5.2.1 Prior to the provincial budget announcement, establish guiding principles for consideration during the budget development.

5.2.2 Following the provincial budget announcement, review the funding allocation process.

5.2.3 Recommend a final budget to the Board for approval.

### 5.3 Trustee Membership

5.3.1 All Trustees.

### 5.4 Decision Making

5.4.1 By Trustee consensus.

### 5.5 Meetings

5.5.1 At least one (1) meeting prior to the Provincial budget announcement and one (1) meeting after the Provincial budget announcement.

## 6. GOVERNANCE, STRATEGY, AND DEVELOPMENT COMMITTEE

### 6.1 Purpose

To explore areas of interest that require generative discussion.

### 6.2 Responsibilities

6.2.1 Seek the Superintendent's input and perspective relating to identified operational matters.

6.2.2 Clarify Board procedures.

6.2.3 Consider recommendations for potential agenda items for a Board meeting.

6.2.4 Discuss significant trends and issues in the Division and Province.

### 6.3 Trustee Membership

6.3.1 All Trustees

### 6.4 Meetings

6.4.1 Approximately four (4) meetings per year or as required, normally in August/September (before Organizational Meeting in non-election years); December (following Results Review); March/April (following school tours); and June (at the end of the school year).



## 7. GRIEVANCE COMMITTEE

### 7.1 Purpose

To seek a resolution to a grievance submitted by any employee or employee group.

### 7.2 Responsibilities

To follow the grievance process as outlined in the Collective Agreement or Terms of Employment.

### 7.3 Trustee Membership

7.3.1 Three (3) Trustees to be appointed at a Board meeting prior to the Grievance Committee hearing.

### 7.4 Decision Making

7.4.1 By Trustee majority vote.

### 7.5 Reporting

7.5.1 The decision of the Committee shall be reported to the Board in the Closed Session of a Board meeting.

## 8. JOINT BOARD/SUPPORT STAFF LIAISON COMMITTEE -- CUPE

### 8.1 Responsibilities

To discuss matters of interest not relating to the CUPE Collective Agreement.  
Will serve as the CUPE Labour Management Committee.

### 8.2 Trustee Membership

8.2.1 Four (4) Trustees.

### 8.3 Decision Making

8.3.1 Participants make recommendations by consensus for consideration by Administration.

## 9. POLICY COMMITTEE

### 9.1 Purpose

To ensure the policy framework supports Board governance.

### 9.2 Responsibilities

9.2.1 To review regularly, current Board policies with the recommendation to:

9.2.1.1 Affirm as presented;

9.2.1.2 Affirm as amended; or

9.2.1.3 Delete.

9.2.2 To create new policy by Board direction.

9.2.3 To make non-substantive editorial changes, without Board approval.

### 9.3 Trustee Membership

9.3.1 Three (3) Trustees and one (1) alternate.

### 9.4 Decision Making

9.4.1 By Trustee consensus.

### 9.5 Meetings

9.5.1 Approximately one (1) per month during the school year.

## 10. STUDENT DISCIPLINE REVIEW COMMITTEE

### 10.1 Purpose

To adjudicate any Superintendent recommendations for student expulsion.

### 10.2 Trustee Membership

10.2.1 Two (2) Trustees to be determined by the Board Chair in consultation with the Superintendent, on a case-by-case basis.

### 10.3 Decision Making

10.3.1 Unanimous vote of Trustees.

### 10.4 Reporting

10.4.1 The decision of the Committee shall be reported verbally to the Board in a Closed Session of a Board Meeting.

## 11. SUPPORT STAFF/CONTRACTOR COMPENSATION COMMITTEE

### 11.1 Purpose

To advise and assist the Board in compensation determination for support staff and contractors.

### 11.2 Responsibilities

11.2.1 To recommend revisions to the Terms of Employment and contracts for service.

11.2.2 To prepare a bargaining position for consideration of the Board regarding negotiations with CUPE.

11.2.3 To negotiate with CUPE and conclude Memoranda of Agreement for recommendation to the Board.

11.2.4 The Committee Chair or designate shall attend the Group Benefits Administrative Committee meetings.

### 11.3 Trustee Membership

11.3.1 Three (3) Trustees and one (1) alternate.

### 11.4 Decision Making

11.4.1 By Trustee consensus.

### 11.5 Reporting

11.5.1 The Committee Chair shall verbally report to the Board in the Closed Session of a Board meeting.

11.5.2 For support staff other than CUPE, the record shall be the revised Terms of Employment.

11.5.3 For contractors, the record shall be the revised or new contract(s).

11.5.4 For CUPE negotiations, the record shall be the Memorandum of Agreement.

### 11.6 Meetings

11.6.1 As required.

## 12. AD HOC COMMITTEES

- 12.1 Ad Hoc Committees may be established at any meeting of the Board for the purpose of studying, investigating, or acting on specific matters.
- 12.2 Terms of reference are outlined at the time of establishment.
- 12.3 Ad Hoc Committees cease to exist as soon as they have completed the specified task.

References: Sections 33, 39, 51, 52, 53, 64, 67, 222 - Education Act  
Collective Agreement