

POLICY 8

BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the Education Act.

GENERAL SPECIFICATIONS

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers, duties, membership, and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held through technology.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair, and Executive Assistant to the Board and Corporate Services as soon as possible if they are unable to attend a meeting so an alternate can be arranged and briefed.

STANDING COMMITTEES

Standing committees are established to assist the Board with an ongoing or recurring governance of work. Standing committees are appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. *Agenda Review Committee*

- 1.1. Purpose
 - 1.1.1. To make decisions regarding agenda items for regular Board meetings.
- 1.2. Powers and Duties
 - 1.2.1. After careful consideration, the items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
 - 1.2.2. Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.
- 1.3. Membership
 - 1.3.1. Board Chair
 - 1.3.2. Vice-Chair
 - 1.3.3. One (1) trustee on a rotational basis
 - 1.3.4. Superintendent and/or designate(s)
 - 1.3.5. The Board Chair shall be the chair of the Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.

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1.4. Meetings

- 1.4.1. At least two (2) weeks prior to each regular Board meeting.

2. *Student Expulsion Committee*

2.1. Purpose

- 2.1.1. To make decisions regarding the recommendations for the expulsion of a student in consultation with the superintendent or designate.

2.2. Powers and Duties

- 2.2.1. On a recommendation for expulsion, reinstate or expel the student. If reinstated, state the date for return and conditions to be met. If expelled, state terms of expulsion and conditions for re-entry.
- 2.2.2. Inform the Board of the action taken by the Committee.
- 2.2.3. Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing and their legal and other responsibilities.

2.3. Membership

- 2.3.1. Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
 - 2.3.1.1. The Board Chair (or designate), in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.
 - 2.3.1.2. The trustee of the ward where the student attends school shall be given the opportunity to sit on the expulsion committee.
 - 2.3.1.3. The Board Chair shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.

- 2.3.2. Superintendent and/or designate(s) as a resource person to the Board.

2.4. Meetings

- 2.4.1. As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

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3. *Board Advocacy Committee*

3.1. Purpose

3.1.1. Guide and support the ongoing advocacy efforts of the Board.

3.1.2. Support the ongoing advocacy efforts of the Board.

3.2. Powers and Duties

3.2.1. Develop an action plan to support the Board's identified advocacy plan and Board Positive Path Forward Action Plan.

3.2.2. Identify key messages to support the advocacy plan.

3.3. Membership

3.3.1. The whole Board of Trustees

3.3.2. Media Relations Manager

3.3.3. Superintendent of designate, as required

3.3.4. Secretary-Treasurer, as required

3.3.5. Committee members will determine the committee chair at their first meeting.

3.3.6. The Media Relations Manager shall ensure the first meeting is called after the Organizational Meeting.

3.4. Meetings

3.4.1. As called by the Committee Chair

4. *Local Bargaining Committee*

4.1. Purpose

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

4.2. Powers and Duty

4.2.1. Report to the Board from time to time.

4.2.2. Maintain confidentiality of negotiation proceedings

4.2.3. Present a tentative agreement to the Board for their consideration.

4.3. Membership

4.3.1. Maximum three (3) trustees

4.3.2. May include TEBA Representative

4.3.3. Superintendent or designate, if required

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4.3.4. Associate Superintendent of Human Resources

4.3.5. Secretary-Treasurer

4.3.6. The Board will appoint the Chair and Vice-Chair

4.4. Meetings

4.4.1. To be called by the Committee Chair.

5. Professional Improvement Leave Selection Committee

5.1. Purpose

5.1.1. To review teacher applications for professional leave for the following school year.

5.1.2. This committee is part of the local collective agreement.

5.2. Power and Duties of Board Representative

5.2.1. To attend selection committee meetings or ensure an alternate is arranged if one cannot attend.

5.2.2. Represent the interest of the Board and its priorities.

5.3. Representation

5.3.1. One (1) trustee; one (1) alternate

5.3.2. Superintendent

5.3.3. One (1) teacher from the ATA local.

5.4. Meetings

5.4.1. One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent.

6. Attraction and Retention Committee

6.1. Purpose

6.1.1. To facilitate communication between the Board and the Local Teachers' Association.

6.1.2. To explore ways to enhance the experience of teacher employment in Northland. This is inclusive but not restricted to teacher wellness, housing, isolation, and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.

6.1.3. This committee is part of the local collective agreement.

6.2. Power and Duties of Board Representative

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- 6.2.1. Attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
- 6.2.2. Represent the interest of the Board and its priorities.
- 6.2.3. Provide a report to the Board after each meeting.
- 6.2.4. The Superintendent or designate shall ensure the first meeting is called.
- 6.3. Representation
 - 6.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members. The same trustees will sit on both the Attraction and Retention Committee and the Teaching and Learning Committee.
 - 6.3.2. Superintendent or designate
 - 6.3.3. Associate Superintendent of Human Resources
 - 6.3.4. The committee members shall determine the chair at their first meeting.
- 6.4. Meetings
 - 6.4.1. No less than two (2) per year to be called by the Committee Chair.
 - 6.4.2. The first meeting of the committee will occur no later than November of any school year.

7. *Teaching and Learning Committee*

- 7.1. Purpose
 - 7.1.1. To facilitate communication between the Board and the Local Teachers' Association.
 - 7.1.2. To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
 - 7.1.2.1. Examining and providing feedback for proposed Board policy; and
 - 7.1.2.2. Exploring innovative professional practices specific to Northland schools.
 - 7.1.2.3. This committee is part of the local collective agreement.
- 7.2. Power and Duties of Representative
 - 7.2.1. Represent the interest of the Board and its priorities.
 - 7.2.2. Provide a report to the Board after each meeting.

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7.3. Membership/Representation

- 7.3.1. Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members. The same trustees will sit on both the Attraction and Retention Committee and the Teaching and Learning Committee.
- 7.3.2. Superintendent or designate
- 7.3.3. Associate Superintendent of Human Resources
- 7.3.4. The committee shall determine their chair at their first meeting
- 7.3.5. The Superintendent or designate shall ensure the first meeting of each school year is called.

7.4. Meetings

- 7.4.1. No less than two (2) per year to be called by the Committee Chair.
- 7.4.2. The first meeting of the committee will occur no later than November of any school year.

8. *Occupational Health & Safety (OH&S) Committee*

8.1. Purpose

- 8.1.1. Is formed and operates in accordance with the Occupational Health and Safety Act, effective June 1, 2018.
- 8.1.2. Provide OHS compliance in the Division and make recommendations to the Executive Team for action.

8.2. Powers and Duties of Representative

- 8.2.1. Attend OH&S meetings as required.
- 8.2.2. Represent the interest of the Board and its priorities.
- 8.2.3. Support the work of the OH&S Committee.
- 8.2.4. Provide a report to the Board after each meeting.

8.3. Representation

- 8.3.1. Board representative: One (1) trustee; one (1) alternate
- 8.3.2. Cross-organizational representatives from all major operations of the Division,
- 8.3.3. Superintendent or designate
- 8.3.4. Safety Officer
- 8.3.5. Other members as required by the Act.

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8.3.6. Committee members shall determine the committee chair at their first meeting.

8.3.7. The Superintendent shall ensure the first meeting is called.

8.4. Meetings

8.4.1. As called by the Committee Chair to ensure meets the requirements of the Occupational Health and Safety Act.

9. *Student Scholarship and Bursaries Committee*

9.1. Purpose

9.1.1. To review student scholarship and bursary applications and select recipients.

9.2. Powers and Duties

9.2.1. Attend scheduled meetings prior to May 30 every school year to select recipients.

9.2.2. Bring the committee's selection to the June Board meeting for information.

9.3. Membership

9.3.1. One (1) trustee; one (1) alternate

9.3.2. Superintendent or designate

9.3.3. Director of First Nation, Metis and Inuit Learner Success

9.4. Meetings

9.4.1. One (1) meeting every year prior to the June Board meeting.

10. *Wellness Committee*

10.1. Purpose

10.1.1. To develop, implement and evaluate a comprehensive workplace health promotion program.

10.2. Powers and Duties of Board Representative

10.2.1. Attend meetings as required.

10.2.2. Represent the interests of the Board and its priorities.

10.2.3. Provide a report to the Board after each meeting.

10.3. Representation

10.3.1. Two (2) Trustees, one (1) alternate

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- 10.3.2. Superintendent or designate
- 10.3.3. One (1) Associate Superintendent
- 10.3.4. Two (2) teachers, the ATA Local President and One (1) support staff
- 10.3.5. The committee shall select their chair at the first meeting,
- 10.3.6. The Superintendent or designee shall ensure the first meeting is called.

10.4. Meetings

- 10.4.1. As scheduled.

11. *Audit and Finance Committee*

11.1. Purpose

- 11.1.1. To assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), and monitoring the Division's compliance with laws and regulations pertaining to financial operations.
- 11.1.2. To assist with the development of the budget process and budget in consultation with the administration.
- 11.1.3. To attend to other matters as the board may determine in the establishment of the audit and finance committee.

11.2. Powers and Duties of Board Representative

- 11.2.1. The committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 11.2.1.1. With the consent of the Board, retain outside counsel, accountants, or others to advise the Committee or assist in the conduct of an investigation.
 - 11.2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the Committee's request or that of associated external parties.
 - 11.2.1.3. Meet the Division officers, external auditors, or outside counsel as necessary.
- 11.2.2. The committee will carry out the following responsibilities:
 - 11.2.2.1. Financial Statements:
 - 11.2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions.

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- 11.2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties, encountered.
- 11.2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question and other information known to Committee members, and reflect appropriate accounting principles; and
- 11.2.2.1.4. Review with management and the auditors all matters required to be communicated to the entire Board
- 11.2.2.2. Internal Control:
 - 11.2.2.2.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
 - 11.2.2.2.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- 11.2.2.3. Audit:
 - 11.2.2.3.1. Review the auditor's proposed audit scope and approach
 - 11.2.2.3.2. Review the performance of the auditors, and provide recommendations to the Board concerning the final approval of the appointment or the discharge of the auditors
 - 11.2.2.3.3. On a needs basis, meet separately with the auditors to discuss any matters that the Committee or auditors believe must be discussed privately.
- 11.2.2.4. Compliance:
 - 11.2.2.4.1. Review the findings of any examination by regulatory agencies and any audit observations
 - 11.2.2.4.2. Obtain regular updates from management and Division legal counsel regarding compliance matters.
 - 11.2.2.4.3. Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact on Board operations.

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11.3. Membership

11.3.1. Audit and purpose of the committee

11.3.1.1.1. Three (3) trustees; one (1) of the three trustees will act as the Chair of the Committee.

11.3.1.1.2. Two (2) members of the general public, who are independent of the Division, have no relationship to the audit firm and are financially literate.

11.3.1.1.3. Superintendent or designate

11.3.1.1.4. Secretary-Treasurer

11.3.2. Finance (budget) purpose of the committee

11.3.2.1. The same membership as above. The purpose of using the same trustees is to provide training on the budgeting process, to help deepen their understanding of the financial statements.

11.4. Meetings

11.4.1. The committee will meet at least once a year and has the authority to convene additional meetings as circumstances require.

11.4.1.1. All committee members are expected to attend each meeting, in person or via tele- or video-conference

11.4.1.2. The Committee will invite members of management, auditors, or others to attend meetings and provide pertinent information as necessary.

11.4.1.3. It may hold private meetings with auditors and executive sessions

11.4.1.4. Minutes of the meeting will be prepared. Committee reports shall be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate.

12. Policy Review Committee

12.1. Purpose

12.1.1. To prepare recommendations for new Board policies as well as amendments/deletions to existing Board policies

12.1.2. All recommended amendments will be brought forward to the Board at a regular public Board meeting.

12.2. Powers and Duties

12.2.1. To receive information from trustees/administration/stakeholders and to discuss/develop/review policy positions as per the Policy Review

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Schedule or as directed by the Board.

- 12.2.2. To review Board Policies on a regular schedule as per Policy 10: Policy Making and provide recommendations to the Board regarding amendments, changes, and deletions required.

12.3. Membership

- 12.3.1. One trustee to serve as Chair, and two other trustees.
- 12.3.2. Superintendent and/or designate(s).
- 12.3.3. A Trustee shall be the chair of the Policy Review Committee but may assign chairing duties to someone else at the meeting if they so wish. The chair shall be named at the first meeting called and will be on an annual rotational basis.

12.4. Meetings

- 12.4.1. As per the Policy Review Schedule, and shall meet at least two (2) weeks prior to each regular Board meeting. Additional meetings may be arranged by the Chair.
- 12.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and Superintendent and/or designate and record meeting summaries for all meetings.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

Resource Personnel

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

Legal Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreement