

## BOARD COMMITTEES

The Board believes that its duties can best be carried out if trustees are given an opportunity to meet in committees supplemental to Board meetings. Committees can perform the following functions:

- ◆ Be empowered to act on behalf of the Board (on all delegable matters)
- ◆ Conduct research and report back to the Board with recommendations
- ◆ Perform a liaison function

The Board will determine the terms of reference for each committee, including purpose, powers and duties, membership, and meeting requirements. Each committee shall select its own chair. If possible, one trustee shall not be chair of more than one standing committee at the same time.

The Board Chair shall be an ex-officio member of each Board committee, may actively participate, and has voting rights. All trustees may attend any committee meetings, and with the consent of the committee, may take part in the discussion, but will not be entitled to vote.

Committees may be standing or ad hoc in nature.

### 1. Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

1.1 The Policy Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

#### 1.1.1 Purpose

- ◆ Assist the Board in the development and revision of policies that may be implemented by the Board.

#### 1.1.2 Powers and Duties

- ◆ Proposed policies and policy revisions that will impact the operations of schools shall be submitted to the committee for consideration and input prior to Board approval.
- ◆ Ensure that policies are current, relevant and are having the desired impact.

- ◆ Recommend policies and policy revisions, as appropriate, in order to facilitate the effective and efficient operation of the District.
- ◆ Recommend administrative procedures and administrative procedures revisions, as appropriate, to the superintendent.

#### 1.1.3 Membership

- ◆ Two trustees
- ◆ Superintendent
- ◆ Assistant Superintendent
- ◆ One principal
- ◆ One teacher from each school
- ◆ One ATA representative
- ◆ One CUPE representative
- ◆ One UNIFOR representative

#### 1.1.4 Meetings

- ◆ Four meetings annually

Note: this committee is established in the current collective agreement. See Addendum 1 for Policy Advisory Committee – Frames of Reference.

### 1.2 The Negotiations Committee – ATA is established as a standing committee of the Board, with responsibility for work as detailed below:

#### 1.2.1 Purpose

- ◆ Negotiate a collective agreement with the ATA representatives

#### 1.2.2 Powers and Duties

- ◆ Establish Board proposals within the guiding principles set by the Board
- ◆ Negotiate with Teachers' representatives
- ◆ Recommend action to the Board on negotiations issues
- ◆ Refer any concerns expressed, through the Board to the Superintendent

#### 1.2.3 Membership

- ◆ Two trustees
- ◆ Superintendent and/or designate(s)
- ◆ Secretary-Treasurer

#### 1.2.4 Meetings

- ◆ To be called by the Committee Chair as required to negotiate agreements

1.3 The Negotiations Committee – CUPE is established as a standing committee of the Board, with responsibility for work as detailed below:

1.3.1 Purpose

- ◆ Negotiate a collective agreement with CUPE representatives

1.3.2 Powers and Duties

- ◆ Establish Board proposals within the guiding principles set by the Board
- ◆ Negotiate with support staff representatives
- ◆ Recommend action to the Board on negotiations issues
- ◆ Refer any concerns expressed, through the Board to the Superintendent

1.3.2 Membership

- ◆ Two trustees
- ◆ Superintendent and/or designate(s)
- ◆ Secretary-Treasurer

1.3.3 Meetings

- ◆ To be called by the Committee Chair as required to negotiate agreements

1.4 The Negotiations Committee –UNIFOR is established as a standing committee of the Board, with responsibility for work as detailed below:

1.4.1 Purpose

- ◆ Negotiate a collective agreement with UNIFOR representatives

1.4.2 Powers and Duties

- ◆ Establish Board proposals within the guiding principles set by the Board
- ◆ Negotiate with support staff representatives
- ◆ Recommend action to the Board on negotiations issues
- ◆ Refer any concerns expressed, through the Board to the Superintendent

1.4.3 Membership

- ◆ Two trustees
- ◆ Superintendent and/or designate(s)
- ◆ Secretary-Treasurer

1.4.4 Meetings

- ◆ To be called by the Committee Chair as required to negotiate agreements

1.5 The Capital Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

1.5.1 Purpose

- ◆ Coordinate the development, implementation and evaluation of the Board's three-year capital plan and ten-year facilities master plan

1.5.2 Powers and Duties

- ◆ Make recommendations to the Board re: capital improvements and site allocations
- ◆ Liaise with municipal partners

1.5.3 Membership

- ◆ Two trustees
- ◆ Superintendent or designate

1.5.4 Meetings

- ◆ To be called by the Committee Chair as required

1.6 The ATA Liaison Committee\* is established as a standing committee of the Board, with responsibility for work as detailed below:

1.6.1 Purpose

- ◆ Communication with the ATA Local; Represents the Board in facilitating dialogue and collaboration with respect to: ensuring foundational statement faithfulness, nurturing the gospel values of community and relationships, addressing emerging developments in Catholic education, and resolving workplace issues outside of a formal structure

1.6.2 Powers and Duties

- ◆ Liaise on emerging issues
- ◆ Attend meetings and report to Board as necessary
- ◆ Represent the Board's positions and interests at the meetings

1.6.3 Membership

- ◆ Two trustees (one as a representative; one as an alternate)
- ◆ Superintendent
- ◆ Assistant Superintendent of Human Resources
- ◆ Three Local representatives

1.6.4 Meetings

- ◆ Up to four meetings annually as required

1.7 The Audit Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

### 1.7.1 Purpose

- ◆ The role of the audit committee, as a standing committee of the Board of Trustees, is to assist the Board in fulfilling its oversight responsibilities for the financial reporting process as effective stewards of the Board's resources through adequate accountability and transparency. The audit committee will provide the Board of Trustees with an objective assessment about the design and operation of management practices, control systems, and information as related to financial reporting.

### 1.7.2 Powers and Duties

The audit committee will carry out the following responsibilities:

- ◆ Financial Statements:
  - Review significant accounting and reporting issues, including complex or unusual transactions;
  - Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
  - Review with management and the auditors all matters required to be communicated to the Board of Trustees.
- ◆ Internal Control:
  - Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and,
  - Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
  - Review current administrative procedures related to financial practices and processes. Direct management to revise existing administrative procedures or create new administrative procedures, as deemed necessary, within the financial resources available.
- ◆ External Audit:
  - Participate in the review of the External Audit Tender Responses, once every five years;
  - Provide a recommendation to the Board of Trustees for appointment of the auditors;
  - Review the auditor's proposed audit scope and approach;
  - Review with management and the auditors the results of the audit, including any difficulties encountered, including internal and external school audits;
  - Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors

and the School District, including non-audit services, and discussing the relationship with the auditors;

- Meet separately from management, with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately; and
  - Review the performance of the external auditors and provide a recommendation to the Board of Trustees for reappointment or discharge of the auditors.
- ◆ Compliance:
    - Review the findings of any examinations by regulatory agencies, and any audit observations; and,
    - Obtain regular updates from management and legal counsel regarding compliance matters, as required.
  - ◆ Risk Management:
    - Awareness that risk management systems are reasonably utilized, as intended, allowing the District's objectives to be met.

### 1.7.3 Membership

The audit committee will consist of the following members:

- ◆ Three members from the Board of Trustees and one alternate, each of whom will serve a one-year term, as assigned at each Organizational Meeting of the Board. A Trustee will serve a maximum of three consecutive terms on this committee, before a mandatory break is observed. One of the Trustees shall act as chair of the audit committee; and,
- ◆ Secretary-Treasurer;
- ◆ Two members of the general public, who are independent to the District, have no relationship to the audit firm contracted by the Board, and who are financially literate. Members of the public will serve a two-year term on this committee and may put their name forward for consideration of a second two-year term. Members of the general public will be limited to serving four consecutive years on this committee.
- ◆ The audit committee members shall be compensated as follows:
  - Elected School Trustees (as per Board Policy);
  - Public member (amount equal to trustee per diem).

### 1.7.4 Meetings

- ◆ The audit committee will meet at least three times per year, with authority to convene additional meetings, as circumstances require. The audit committee will meet regularly in March/April, June and November;

- ◆ The June meeting focuses on planning for the annual financial audit. The November meeting focuses on the review of the draft audited financial statements for the year ending August 31, with the intent a recommendation for approval can be taken to the Board of Trustees at the last regular meeting of November for public presentation. The March meeting focuses on follow up of audit recommendations. All audit committee members are expected to attend each meeting;
- ◆ Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees.

1.8 The Board Planning Session Committee helps to determine the agenda for the planning session taking place that year.

1.8.1 Membership

- ◆ Three members from the Board of Trustees as well as the Superintendent shall be part of this committee;
- ◆ Compensation for this committee is part of the annual honoraria.

1.9 Laura Bird Beacon of Hope Memorial Award Selection Committee (Laura Bird Memorial Beaconed of Hope Award Policy was approved at the October 31 regular meeting.)

1.9.1 Purpose

- ◆ To review nominations if any, for consideration and recommendation to the Board of Trustees. Should there not be any nominations, the Board may determine to issues a nomination itself.

1.9.2 Membership

- ◆ Three members from the Board of Trustees, as assigned at each Organizational Meeting of the Board as well as the Superintendent shall be part of this committee.

1.9.3 Meetings

- ◆ This meeting will take place in June of each year prior to the last regular meeting of the Board to review nominations if any, for consideration and recommendation to the Board of Trustees.

1.10 First Nations, Métis and Inuit Leadership Committee

1.10.1 Purpose

- ◆ To build relationships with inter-agencies and communities that represent, support, and promote Indigenous Education.
- ◆ To support schools to educate parents about what our district First Nations, Métis, and Inuit Advisory Committee is doing to further the Canadian Commission's Calls to Action for Truth and Reconciliation (2012).

### 1.10.2 Membership

- ◆ Three members of the Board of Trustees; Superintendent; Assistant Superintendent, Learning Services; Associate Superintendent, Student Services; Manager of Communications, Director of Education of Alexander First Nation Kipohtakaw jurisdiction, Elders from Alexander First Nation, and other community members who represent and advocate for the interests of indigenous students.

### 1.10.3 Meetings

- ◆ The committee meets after the First Nation, Métis, and Inuit Advisory Committee meets, approximately every 6-7 weeks throughout the year.

## 2. 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 at the time of formation.

## 3. 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 61, 62, 63, 68 School Act

\*Note: The ATA Liaison Committee is identified in the current ATA collective agreement as outlined in Appendix E.

## POLICY ADVISORY COMMITTEE FRAMES OF REFERENCE

1. Preamble:

This committee shall be called the Policy Advisory Committee, which is a standing committee of the Board with membership from Greater St. Albert Catholic Local #23, Greater St. Albert Catholic Schools (with membership from both support staff locals CUPE and UNIFOR). Hereafter, this committee shall be referred to as PAC.

2. Objects:

The PAC shall be charged with the responsibility of preparing recommendations to the Board in the development and revision of policies that may be implemented by the Board in the operation of schools.

3. Organization:

1. The PAC shall consist of one representative elected/appointed from each schools' professional staff, two trustees, Superintendent, Assistant Superintendent, one principal, one ATA representative, one CUPE representative, and one UNIFOR representative.
2. The PAC representatives representing the schools' professional staff shall have a term of office of one year, after which he/she may be re-elected.

4. Officers:

The officers of the PAC shall consist of a chair and a rotating secretary. The chair will be elected from and by the members of the committee. The officers of the PAC are expected to:

A. Chair

1. Arrange and inform members of the PAC the time, date and place of all meetings.
2. Prepare and circulate an agenda for each meeting.
3. Chair the PAC meetings.
4. Represent the PAC in its relationship with ATA Local Council, hereafter called Local Council.
5. Provide leadership, along with the Superintendent and Assistant Superintendent, on development and revision of policies that may be implemented by the Board.
6. Attend or arrange for a committee member to attend Local Council meetings and present a report of the committee activities.
7. Prepare an annual written report summarizing the activities of the committee. This report shall be submitted to Local Council at the June Local Council meeting.

8. Submit all minutes to PAC members and the ATA Local Secretary as soon as possible and at least before the next meeting.

B. Secretary

1. Keep accurate minutes of their assigned PAC meeting and submit minutes to chair as soon as possible.
2. Perform such other internal communication functions as may be assigned from time to time.

5. Duties and Responsibilities:

1. Submit proposed policies and policy revisions to the committee for consideration and input prior to Board approval.
2. Review policies for relevancy and so that they have the desired impact regarding the operations of schools.
3. Recommend policies and policy revisions, as appropriate, in order to facilitate the effective and efficient operation of the District.
4. Recommend administrative procedures and administrative procedures revisions, as appropriate, to the superintendent.
5. Attend PAC meetings for purpose of consulting, reporting, and communicating to respective stakeholders.

6. Meetings of the PAC:

1. The PAC shall have four meetings annually or at the discretion of the chair, in consultation with the Superintendent and/or the Assistant Superintendent.
2. Notice of intent to hold a meeting shall be given to the members as soon as possible.

7. Quorum:

Quorum for the PAC shall be the majority of the PAC members.

Addendum approved by the Board of Trustees February 21, 2006  
Revised January 18, 2010, January 17, 2011, June 24, 2013, January 27, 2014, January 13, 2015,  
July 7, 2015, January 11, 2016, January 16, 2017, October 30, 2017