



PL 2 – 01.4.1 Board Committees Exhibit 1

<b>Related Policies: PL 2 - 01.4.0 Board Committees, PL 2-01.0.1 Capital Plan Priorities</b>	<b>Date of Approval:</b> 2017 August 1
<b>Related Procedures:</b>	<b>Last Amended:</b> 2022 October 5
<b>Related Exhibits:</b>	<b>Last Reviewed:</b> 2022 October 5

**FOUNDATIONAL PILLAR – Board Governance and Processes**

Committee Name **AUDIT COMMITTEE**

Mandate

1. To review the annual budget, Audited Financial Statements, and interim accountability reports.
2. To review and make recommendations to the Board on its financial reporting process, its system of internal control of financial reporting, and its audit scope and process.
3. To investigate any matters within its scope of responsibility and to recommend to the Board further action.
4. On a needs basis, conduct a separate meeting between the auditor(s), Trustee Members and Public Members of the committee.
5. Review the findings by regulatory agencies of any audit observations and compliance.
6. To address any Board directives or action items from Board planning documents in committee minutes.

Membership

*Voting Members*

Three trustees and one alternate at the annual Organizational meeting (the Committee Chair will be elected from the Committee Members by the Board at the Annual Organizational Meeting).

*Non-Voting Members*

At least two members of the general public, appointed by the Board of Education for a two year term, at least one of which will hold a professional accounting designation; and who

- are independent of the Division
- have no relationship to the audit firm
- are financially literate.

Superintendent

Treasurer

Senior Administration as required.

Quorum

At least two trustees.

Meetings

Minimum one meeting per year and as required.

Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

#### Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings

#### Committee Name **FACILITIES AND MAINTENANCE COMMITTEE**

##### Mandate

1. To monitor and discuss the Maintenance Department capital projects and Facility Master Plan items.
2. To recommend a Capital Plan to the Board for approval. (see **PL2-01.0.1 Capital Plan Priorities Exhibit 1** for Board expectations).
3. To make recommendations to the Board regarding Facilities and Maintenance issues.
4. To review Facilities and Maintenance budget.
5. To address any Board directives or action items from Board planning documents in committee minutes.

##### Membership

###### *Voting Members*

Three trustees and one alternate elected at the annual Organizational meeting (the Committee Chair will be elected from the Committee Members by the Board at the Annual Organizational Meeting).

###### *Non-Voting Members*

Superintendent or designate  
Director of Facility Services  
Senior Administration as required.

##### Quorum

At least two trustees.

##### Meetings

Minimum two meetings per year and as required.

##### Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

#### Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings.

Committee Name **NEGOTIATIONS COMMITTEE**

Mandate

1. To negotiate contracts with the Teachers and to make contract recommendations to the Board.
2. To hear contract grievances as per the Collective Agreement with the teachers.

Membership

*Voting Members*

Three trustees and one alternate elected at the annual Organizational meeting (the Committee Chair will be elected from the Committee Members by the Board at the Annual Organizational Meeting).

*Non-Voting Members*

Superintendent or designate  
Senior Administration as required  
Advisors as required.

Quorum

At least two trustees.

Meetings

As required.

Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings.

Committee Name **POLICY COMMITTEE**

Mandate

1. Make policy recommendations.
2. To determine necessary sub-committees.
3. To determine appropriate stakeholders' input on each individual policy.
4. Present draft or proposed policies to the Board for approval.
5. To address any Board directives or action items from Board planning documents in committee minutes.

Membership

*Voting Members*

Three trustees and one alternate elected at the annual Organizational meeting (the Committee Chair will be elected from the Committee Members by the Board at the Annual Organizational Meeting).

*Non-Voting Members*

Superintendent or designate  
Senior Administration as required.

## Quorum

At least two trustees.

## Meetings

Minimum two meetings per year and as required.

## Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

## Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings.

## Committee Name **STUDENT APPEAL COMMITTEE**

### Mandate (when charged by the Board)

1. To hear an appeal under Sections 37 and 42 of the *Education Act* where a decision of an employee of a board significantly affects the education of a student.
2. To hear representations relative to the recommendation from such Board employees/agents as deemed appropriate.
3. To provide an opportunity for the student and/or parents to make representation.
4. To inform the Board of the action taken by the Committee.
5. To hear expulsion appeals including
  - a. To receive recommendations for the reinstatement or expulsion of a student
  - b. To reinstate or expel the student
  - c. To specify conditions under which a student will be reinstated, the length of the expulsion and procedures whereby a student may be readmitted after expulsion.

### Membership

#### *Voting Members*

Committee Chair elected at the Annual Organizational Meeting and two trustees appointed by the Board or the Board Chair prior to the hearing of each appeal.

For Expulsion Appeals, if possible, one of the trustees should be the local trustee.

## Quorum

At least two trustees.

## Meetings

As required.

## Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

## Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings.

Confidential records of the Committee shall be available to trustees at the next scheduled Board meeting, then collected and managed according to statute.

Committee Name **GOVERNANCE EFFECTIVENESS COMMITTEE**

Mandate

1. Ensure information and processes are developed to aid the Board in strategic planning.
2. Ensure the tools and processes for the Board self-evaluation are kept current.
3. Ensure the tools and processes for Trustee self-evaluation are kept current.
4. To address any Board directives or action items from Board planning documents in committee minutes.

Membership

*Voting Members*

The Board Chair or Vice Chair, two trustees and one alternate elected at the annual Organizational meeting (the Committee Chair will be elected from the Committee Members by the Board at the Annual Organizational Meeting).

*Non-Voting Members*

Superintendent or designate  
Senior Administration as required.

Quorum

At least two trustees.

Meetings

Minimum three meetings per year and as required to align with strategic planning and Board / Trustee evaluation processes

Records

Recording minutes for the meeting shall be the responsibility of the Corporate Secretary.

Reporting to the Board

Records of committee meetings will be provided to Board members at regular Board meetings.

**HISTORY**

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