

COMMITTEES OF THE BOARD

INTERNAL

1. The Board/Bus Drivers' Liaison Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 1.1. Purpose
 - 1.1.1. Discuss mutual concerns of a non-contractual nature.
 - 1.2. Powers & Duties
 - 1.2.1. Call meetings and represent the Board's positions and interests.
 - 1.2.2. Communicate Bus Driver concerns to the Board.
 - 1.3. Membership
 - 1.3.1. Two trustees and one alternate trustee.
 - 1.3.2. Superintendent, Director of Business and Director of Transportation.
 - 1.4. Meetings
 - 1.4.1. As called by either the Board or Driver representatives.
2. The Fiduciary Review Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 2.1. Purpose
 - 2.1.1. The purpose of the Committee is to monitor, evaluate, make decisions, understand, and inform fiduciary responsibilities of the board in accordance with these terms of reference or any other directions of the Board, on matters affecting the financial and operational control policies and practices relating to the district, including external, internal or special audits thereof.
 - 2.2. Powers & Duties
 - 2.2.1. The primary duties of the Committee include but are not limited to the following:
 - 2.2.1.1. Assessing the processes related to identification of the division's risks and effectiveness of its control environment,
 - 2.2.1.2. Overseeing financial reporting,
 - 2.2.1.3. Evaluating the division's internal control systems for financial reporting,
 - 2.2.1.4. Evaluating the internal and external, and any special audit processes, and
 - 2.2.1.5. Providing an avenue of communication amongst the external auditor, management, internal audit staff and the Board.
 - 2.3. Membership
 - 2.3.1. Committee of the Whole
 - 2.3.2. Superintendent and Director of Finance.
 - 2.4. Meetings
 - 2.4.1. As arranged between the Board and Administration.
3. The Bus Drivers' Salary Negotiations and Interpretation Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 3.1. Purpose
 - 3.1.1. Negotiate a collective agreement with the Bus Drivers' representatives.
 - 3.2. Powers and Duties
 - 3.2.1. Establish Board proposals.
 - 3.2.2. Negotiate with Bus Driver representatives.
 - 3.2.3. Recommend action to the Board on negotiation issues.
 - 3.3. Membership
 - 3.3.1. Two trustees and one alternate trustee.
 - 3.3.2. Superintendent, Director of Finance and Director of Business.
 - 3.4. Meetings
 - 3.4.1. As required to negotiate or interpret agreements.

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4. The Governance and Priorities Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 4.1. Purpose
 - 4.1.1. To provide a forum that will facilitate Board decision-making and Division growth and development by affording the opportunity for consideration, study, reflection, and understanding of major governance issues that will impact and/or that have the potential of impacting the School Division.
 - 4.2. Powers and Duties
 - 4.2.1. To prepare for Joint Meetings with guests such as First Nations, Métis Settlements, municipal governing bodies' Councilors, MLAs, trustees of neighbouring school boards, employee groups, parent groups.
 - 4.2.2. To engage in planning
 - 4.2.3. To organize and conduct evaluations relating to: Board Governance - the Board - the Superintendent.
 - 4.2.4. To consider and research emergent matters
 - 4.3. Membership
 - 4.3.1. Committee of the Whole
 - 4.3.2. Superintendent
 - 4.3.3. Additional individuals as determined by the Committee
 - 4.4. Meetings
 - 4.4.1. The Committee will schedule four meetings per year during the school year or as determined by the Board.
 - 4.4.2. The Committee will be chaired by the Vice-Chair of the Board.
 5. The Pupil Personnel Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 5.1. Purpose
 - 5.1.1. Make decisions concerning recommendations for the expulsion of any student.
 - 5.2. Powers and Duties
 - 5.2.1. Hear representations relative to the recommendation from such Board employees/agents as it deems appropriate.
 - 5.2.2. Provide an opportunity for the student and/or appropriate student advocate to make representation.
 - 5.2.3. Reinstatement or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry.)
 - 5.2.4. Inform the Board of the action taken by the Committee.
 - 5.2.5. With the Principal, provide background information during a Ministerial appeal of its decision.
 - 5.3. Membership
 - 5.3.1. Minimum of one trustee, and Superintendent or designate
 - 5.3.2. A trustee shall serve as Chair and all members are voting members.
 - 5.4. Meetings
 - 5.4.1. The Committee shall convene upon the call of the Superintendent
 - 5.4.2. The Committee shall follow the procedures as set out in Policy 12 – Appeals Regarding Student Matters.
 6. The Teachers' Salary Negotiations and Interpretation Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 6.1. Purpose
 - 6.1.1. Negotiate a collective agreement with the Teachers' representatives.
 - 6.2. Powers and Duties
 - 6.2.1. Establish Board proposals.
 - 6.2.2. Negotiate with Teachers' representatives.
 - 6.2.3. Recommend action to the Board on negotiation issues.
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- 6.3. Membership
 - 6.3.1. Two trustees and one alternate trustee.
 - 6.3.2. Superintendent, Director of Finance and Director of Business.
- 6.4. Meetings
 - 6.4.1. As required to negotiate or interpret agreements.
- 7. The Advocacy Committee is established as a standing committee of the Board, with responsibility for the work as detailed below:
 - 7.1. Purpose
 - 7.1.1. To coordinate the advocacy efforts of the Board in its endeavour to positively impact the students it serves.
 - 7.2. Powers
 - 7.2.1. Recommend implementation plans for lobby efforts, political networking and promotion of educational stewardship to the Board of Trustees.
 - 7.3. Membership
 - 7.3.1. Committee of the Whole
 - 7.3.2. Director of Communications.
 - 7.3.3. Superintendent or Designate.
 - 7.4. Meetings
 - 7.4.1. Bi-monthly or as required.
- 8. Recognition of Employees Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 8.1. Purpose
 - 8.1.1. To make recommendations to the Board of Trustees regarding recognition of employees.
 - 8.2. Powers and Duties
 - 8.2.1. To review the “Retirement” and “Welcome Back” celebration practices.
 - 8.2.2. To discuss initiatives that support the recognition or significant contributions of employees.
 - 8.3. Membership
 - 8.3.1. Two (2) trustees; One (1) Alternate
 - 8.3.2. Board Chair (Ex-Officio as non-voting participant unless he/she is one of the two voting trustees).
 - 8.4. Meetings
 - 8.4.1. As required.
- 9. The Council of School Councils (CoSC) Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 9.1. Purpose
 - 9.1.1. Represent the Board at meetings of Council of School Councils.
 - 9.2. Powers and Duties
 - 9.2.1. Attend Council meeting(s) as required.
 - 9.2.2. Provide input to the Council from the Board’s perspective.
 - 9.2.3. Communicate to the Board the work of the Council.
 - 9.3. Membership
 - 9.3.1. Board Chair or designate
 - 9.3.2. Superintendent or designate
 - 9.4. Meetings
 - 9.4.1. The first meeting of each school year will be called by the Board.
 - 9.4.2. All other meetings as called by the Council.

EXTERNAL

10. Representative: Zone 1, ASBA Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 10.1. Purpose
 - 10.1.1. Represent the Board at meetings of ASBA Zone 1.
 - 10.2. Powers and Duties
 - 10.2.1. Attend ASBA Zone 1 meetings.
 - 10.2.2. Represent the Board's positions and interests at the Zone level.
 - 10.2.3. Communicate to the Board the work of ASBA Zone 1.
 - 10.3. Membership
 - 10.3.1. One trustee and one alternate trustee
 - 10.4. Meetings
 - 10.4.1. As called by ASBA Zone 1.
11. The Public School Boards' Association: Council Representative Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 11.1. Purpose
 - 11.1.1. Represent the Board at meetings of PSBA Council.
 - 11.2. Powers and Duties
 - 11.2.1. Attend PSBA Council meetings.
 - 11.2.2. Represent the Board's positions and interests to PSBA Council.
 - 11.2.3. Communicate to the Board the work of PSBA Council.
 - 11.3. Membership
 - 11.3.1. One trustee and one alternate trustee
 - 11.4. Meetings
 - 11.4.1. As called by PSBA Council.
12. The Rural Caucus Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 12.1. Purpose
 - 12.1.1. Represent the Board at Rural Caucus Meetings.
 - 12.2. Powers and Duties
 - 12.2.1. Attend Rural Caucus meetings.
 - 12.2.2. Represent the Board's positions and interests at the Provincial level.
 - 12.2.3. Communicate to the Board the work of the Rural Caucus.
 - 12.3. Membership
 - 12.3.1. One trustee and one alternate trustee.
 - 12.4. Meetings
 - 12.4.1. As called by the Rural Caucus Committee.
13. The Teachers' Employer Bargaining Association (TEBA) Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 13.1. Purpose
 - 13.1.1. Represent the Board at Teachers' Employer Bargaining Association (TEBA) Meetings.
 - 13.2. Powers and Duties
 - 13.2.1. Attend Teachers' Employer Bargaining Association (TEBA) meetings.
 - 13.2.2. Represent the Board's positions and interests at the Provincial level.
 - 13.2.3. Communicate to the Board the work of the Teachers' Employer Bargaining Association (TEBA).
 - 13.3. Membership
 - 13.3.1. One trustee
 - 13.4. Meetings
 - 13.4.1. As called by the Teachers' Employer Bargaining Association (TEBA) Committee.

COMMUNITY

14. Community Assurance Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 14.1. Purpose
 - 14.1.1. Discuss mutual concerns with First Nations, Métis Settlements, and municipal governing bodies.
 - 14.2. Powers and Duties
 - 14.2.1. Represent the Board's positions and interests at meetings with First Nations, Métis Settlements, and municipal representatives.
 - 14.2.2. Attend meetings of the Committee.
 - 14.2.3. Communicate the position of First Nations, Métis Settlements, and municipal representatives to the Board.
 - 14.3. Membership
 - 14.3.1. One trustee representing each ward.
 - 14.3.2. Superintendent, Director of Finance and Director of Business.
 - 14.4. Meetings
 - 14.4.1. As called by the Board or First Nations' and/or Métis Settlements' representatives.
15. Slave Lake Joint Use Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 15.1. Purpose
 - 15.1.1. Enhance school programs through effective use of school and community facilities.
 - 15.2. Powers and Duties
 - 15.2.1. Attend Joint Use meetings.
 - 15.2.2. Resolve issues arising from Joint Use.
 - 15.2.3. Recommend to the Board any amendments to the Joint Use agreement to enhance effective use of school and community facilities.
 - 15.3. Membership
 - 15.3.1. Voting members as specified within the individual agreement, which may include Ward Trustees, the Superintendent, and/or designate(s)
 - 15.3.2. School personnel (advisory capacity)
 - 15.4. Meetings
 - 15.4.1. As required to resolve issues not covered within the written agreements.
16. High Prairie Joint Use Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
 - 16.1. Purpose
 - 16.1.1. Enhance school programs through effective use of school and community facilities.
 - 16.2. Powers and Duties
 - 16.2.1. Attend Joint Use meetings.
 - 16.2.2. Resolve issues arising from Joint Use.
 - 16.2.3. Recommend to the Board any amendments to the Joint Use agreement to enhance effective use of school and community facilities.
 - 16.3. Membership
 - 16.3.1. Voting members as specified within the individual agreement, which may include Ward Trustees, the Superintendent, and/or designate(s)
 - 16.3.2. School personnel (advisory capacity)
 - 16.4. Meetings
 - 16.4.1. As required to resolve issues not covered within the written agreements.

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17. Kinuso School/Community Library Board Joint Use Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- 17.1. Purpose
 - 17.1.1. Facilitate the operation of the Joint School-Community Library agreement.
 - 17.2. Powers and Duties
 - 17.2.1. Attend Joint Use meetings.
 - 17.2.2. Resolve specified issues arising from the operation of the joint library.
 - 17.2.3. Recommend to the Board any amendments to the agreement to enhance effective joint school/community library operation.
 - 17.3. Membership
 - 17.3.1. Voting members as specified within the individual agreement, which may include Ward Trustees, the Superintendent, and/or designate(s).
 - 17.3.2. School personnel (advisory capacity).
 - 17.4. Meetings
 - 17.4.1. As required.
18. The Chamber of Commerce (Smoky River, High Prairie, Slave Lake) Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- 18.1. Purpose
 - 18.1.1. Represent the Board's positions and interests to the Chamber.
 - 18.2. Powers and Duties
 - 18.2.1. Attend Chamber meetings.
 - 18.2.2. Provide input to the Chamber from the Board's perspective.
 - 18.2.3. Communicate to the Board the work of the Chamber.
 - 18.3. Membership
 - 18.3.1. One trustee from the Ward (for each Chamber).
 - 18.4. Meetings
 - 18.4.1. As called by the Chambers.

Approval Dates

August 2023, August 2024, June 2026

Revision Dates

August 2024, June 2026