

COMMITTEES OF THE BOARD

The Board may establish committees to assist it to carry out its work. Committees can perform any of the following functions:

- be empowered to act on behalf of the Board;
- conduct research and report back to the Board with recommendations;
- perform a liaison function.

The Board will determine all committees including purpose, powers and duties, membership and meeting requirements.

Committee membership will be established and/or reaffirmed at the Organization Meeting through a process that involves all Board Members. In the year of an election, the timelines for the process of determining committee membership may be extended four weeks following an election. That process will consider trustees' knowledge, experience and interest pertaining to the terms of reference for each committee

Once all committee memberships are determined, committee chairs and recording secretaries will be named through a nomination process within each committee.

The Board Chair, at his/her discretion, shall act as an ex-officio member of all committees with the exception of the Labour Relations Committee.

A record of decisions will be kept for each committee meeting and will be reported at a regular Board Meeting.

Trustees elected to a committee are expected to attend all meetings. Should a trustee not be able to make a specific meeting they are to inform the Chair of the committee.

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 with the following responsibilities

- a) Superintendent Evaluation with responsibilities as outlined below:
 - i) Purpose
 - Facilitate the annual evaluation of the Superintendent.
 - ii) Powers and Duties
 - Consider a facilitator to assist in the evaluation process.
 - Request the Superintendent to provide evidence of accomplishments on agreed-upon quality indicators as per Policy 13.
 - Complete an evaluation report.

- After consultation with the Superintendent, determine a particular evaluation process to be followed in the year in which contract extension is to be considered.
- Consider compensation adjustments in accordance with the contract of the Superintendent, with any decisions that emerge being made at a regular Board Meeting.
- iii) Membership
 - All trustees
- iv) Meetings
 - To be called by the Board Chair as necessary, but at minimum, on an annual basis, and in accordance with the “CEO Evaluation Process, Criteria and Timelines” document as approved by the Board.
 - Meetings of the committee will be held in camera.

b) Board Self Evaluation with responsibilities as outlined below:

- i) Purpose
 - Facilitate the annual evaluation of the Board.
- ii) Powers and Duties
 - An external facilitator will be appointed to assist in the evaluation process;
 - Request the Board to provide evidence of accomplishments on agreed-upon quality indicators as per Policy 3, Role of the Board;
 - Complete an evaluation report and distribute to all Board Members at a regular Board Meeting;
 - Consider compensation adjustments in accordance with Board Policy 8, Board Operations, Section 11 c).
- iii) Membership
 - All trustees.
- iv) Meetings
 - To be called by the Board Chair as necessary, but at minimum, on an annual basis and in accordance with Policy 3, Role of the Board, Appendix A, Performance Assessment Guide;
 - Meetings of the committee will be held in camera.

c) Audit see Appendix A

- i) Purpose
 - ◆ 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 the financial operations
- ii) Powers and Duties
 - ◆ The audit committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - ◆ With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
 - ◆ Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties;

- ◆ Meet with Division officers, external auditors or outside counsel
- iii) Meetings
 - ◆ The audit committee will meet at least once a year, with authority to convene additional meetings, as circumstances require.
- iv) Membership
 - ◆ The audit committee shall consist of 3 trustees, one (1) of whom shall act as Chair of the audit committee; and
 - ◆ Two (2) members of the general public

d) Planning with responsibilities as outlined below:

- i) Purpose
 - To allow the Board to receive data and information relevant to Board Priorities and to the Board of Trustees Annual Work List;
 - Further, to allow the Board to communicate and collaborate for the purpose of planning;
 - To refer items to the regular Board Meeting Agenda for action and discussion.
- ii) Powers and Duties
 - To receive data and information;
 - To ask questions of clarification related to the data and information provided;
 - To refer items to the regular Board Meeting Agenda.
- iii) Membership
 - All trustees;
 - Superintendent and/or designate(s).
- iv) Meetings
 - All meetings are held in sufficient time to allow for preparation for the regularly scheduled meeting of the Board;
 - A Planning Meeting will be held at least one week prior to the annual Organization Meeting.
 - Dates for additional Planning Meetings will be determined at the annual Organization Meeting or at the will of the Board.

e) First Nation Metis, Inuit, and LRSD Liaison Committee is established as a standing committee of the Board, with responsibility to work with the Peigan Board of Education and the Kainai Board of Education.

- i) Purpose
 - To work together to support First Nation student success, achievement and well-being.
- ii) Powers and Duties
 - To review and share policies and procedures relating to students;
 - To support joint professional development, as well as sharing best practices and resources;
 - To work together to support and develop initiatives between Boards;
 - To work in conjunction with the LRSD Wisdom and Guidance Council.
- iii) Membership
 - All trustees;
 - Superintendent and/or designate.

- iv) Meetings
 - To be held twice a year or as convened by the Superintendent or designate.

- f) Regional School Council is established as a standing committee of the Board, with responsibility as outlined below:
 - i) Purpose
 - To facilitate sharing between school councils (mentorship, learning).
 - Sharing of knowledge and experiences.
 - Providing an avenue between school councils and the Board of Trustees.
 - To celebrate.
 - ii) Powers and Duties
 - To work together to address and discuss issues (educational or otherwise) of common interest.
 - iii) Membership
 - One or two representatives from each of the school councils in LRSD.
 - All Trustees; one trustee will assume the role of the Chairperson, and one the role of Vice-Chairperson.
 - Representatives from LRSD senior management.
 - Invited guests.
 - School administrators.
 - iv) Meetings
 - Three meetings per year.
 - The Chairperson, in conjunction with Senior Administration, will plan and implement meetings.
 - Special meetings may be held at the call of the Chairperson (if necessary).

- g) Regional Council of Student Leaders is established as a standing committee of the Board, with responsibility to guide and foster student leadership.
 - i) Purpose
 - Provide a forum for student input and voice.
 - Utilize student voice in making educational decisions.
 - Build leadership capacity with students.
 - ii) Powers and Duties
 - To create a framework to enable conversation and collaboration between students and Board of Trustees.
 - Celebrations.
 - iii) Membership
 - Three to five (3-5) members of each Grades 6-12 School in Livingstone Range School Division and their advisors.
 - All Trustees; one trustee will assume the role of the primary facilitator and one as vice-facilitator.
 - Superintendent and/or designate. .
 - iii) Meetings
 - Three meetings per year.

- h) Labour Relations Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:
 - i. Purpose

- ii. Meet with the Alberta Teachers' Association Local #14 to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.
 - iii. Meet with CUPE Local #2133 to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.
 - iv. Meet with The Willow Creek School Bus Drivers' Association to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.
 - ii) Powers and Duties
 - Establish Board proposals within the guiding principles set by the Board;
 - Negotiate with bargaining representatives;
 - Recommend action to the Board on negotiations issues;
 - Recommend terms of settlement for Board ratification;
 - Refer any concerns expressed, through the Board to the Superintendent;
 - iii) Membership
 - Three trustees;
 - Superintendent and/or designate(s).
 - Should the Province request a representative of the Board to be part of Provincial Negotiations, one of the three committee members will be appointed.
 - iv) Meetings
 - As required.
- i) Appeal Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:
- i) Purpose
 - Hear appeals on student matters other than expulsion of students.
 - ii) Powers and Duties
 - To conduct hearings in accordance with Policy 14 - Appeals Regarding Student Matters;
 - To render decisions on behalf of the Board on appeals presented.
 - iii) Membership
 - Three trustees with all board members as alternates;
 - Superintendent or designate.

NB: Both the appellant and the Committee may be represented by Counsel.
 - iv) Meetings
 - The Committee Chair shall convene a meeting within five working days of receipt of a letter of appeal
- j) The Discipline Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i) Purpose
 - Hear recommendations for the expulsion of a student.
 - ii) Powers and Duties
 - Hear representations with respect to a recommendation for a student expulsion in accordance with Policy 14 - Appeals Regarding Student Matters;
 - Reinstate or expel the student and provide for alternate educational programming.
 - iii) Membership
 - Three trustees with all board members as alternates;
 - Superintendent or designate.

- iv) **Meetings**
 - To be convened by the Committee Chair upon the call of the Superintendent, but in no event shall the meeting occur later than ten school days from the first day of suspension.
- k) The Awards & Recognition Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i) **Purpose**
 - To carry out the wishes of the Board in annually recognizing excellence in achievement by the awarding of scholarships and awards.
 - ii) **Powers and Duties**
 - Establish and review criteria at the Board's request;
 - Using scholarship criteria, solicit nominations for the awards from schools in the Division;
 - Determine the recipients of the awards.
 - iii) **Membership**
 - Two trustees, with all Board Members as alternates;
 - Superintendent or designate
 - iv) **Meetings**
 - To be convened by the Committee chair upon the call of the Superintendent.
- l) The Professional Learning Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i) **Purpose**
 - Organize professional learning opportunities aligned with Divisional Priorities, or other areas as determined by the Board.
 - Identify professional learning opportunities for the Board of Trustees.
 - ii) **Powers and Duties**
 - Discuss professional learning needs of the Board;
 - Research professional learning opportunities and provide information to the Board.
 - iii) **Membership**
 - Two trustees;
 - Superintendent or designate.
 - iv) **Meetings**
 - The Committee Chair shall convene meetings as required to discuss professional learning opportunities.
- m) The Policy Review Committee is established as a standing committee of the Board, with responsibility for work as detailed below:
- i) **Purpose**
 - Prepare policy drafts for Board consideration.
 - ii) **Powers and Duties**
 - To draft new policy;
 - To amend policies as directed by the Board;
 - To review and recommend policy changes to the Board.
 - iii) **Membership**
 - Three trustees;
 - Superintendent or designate.

- iv) Meetings
 - To be convened by the Committee Chair.

n) The ATA Executive and LRSD Liaison Committee.

- i) Purpose
 - To work together to model collaboration.
 - To improve communication and understanding of concerns and issues between the ATA Executive and the Board of Trustees.
- ii) Powers and Duties
 - To create a framework to enable conversation and collaboration between the ATA Executive and Board of Trustees. To share information on joint initiatives.
- iii) Membership
 - ATA Executive:
 - 3 members including the local ATA President.
 - LRSD:
 - 2 Trustees including the Board Chair;
 - Superintendent or designate.
- iv) Meetings
 - At least 3 meetings will be convened each school year.

o) Emergency Response Committee

- i) Purpose
 - ◆ To protect the health and safety of students and staff, the Board ensures that the Division has plans in place to effectively mitigate emergency situations.
- ii) Powers and Duties
 - ◆ To review and recommend revisions to Board policies that relate to Emergency Preparedness.
 - ◆ To review and align all relevant LRSD documents that refer to Emergency Response
 - Admin. Procedures,
 - Crisis Response Plan,
 - Division Pandemic Plan,
 - Safety Handbook, etc.
 - ◆ To make recommendations to the Board on actions required during emergency situations.
 - ◆ To recommend alternative meeting schedules and formats and review crisis communication protocols.
 - ◆ To monitor how stakeholders are informed throughout the emergency situation
 - ◆ To evaluate the effectiveness of the emergency response after the crisis is over.
- iii) Membership
 - ◆ Two Trustees,
 - ◆ Superintendent, or designate.

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 52, 63,142 Education Act

Approval Date: October 14, 2003

Amendments: January 13, 2004; January 10, 2006

Amendment: November 13, 2007 - 1(h), 1(i)

Amendment: September 8, 2009

Renumbered BP 8 September 8, 2009 (Previously BP 9)

Amendment: February 9, 2010

Renumbered BP 9 September 14, 2010

Amendments: May 10, 2011; June 14, 2011; December, 2011

Revised: March, 2012; February, 2013; October, 2013

Amendments: February, 2014; September, 2014; February, 2015; June, 2015; June, 2016; December, 2016; September, 2017; October, 2017; March, 2018; November, 2018, March 2020, May 2020

Appendix A

Audit committee

Purpose

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 the financial operations

1. Authority

- 1.1 The audit committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
- 1.2 With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- 1.3 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 1.4 Meet with Division officers, external auditors or outside counsel

2. Meetings

- 2.1 The audit committee will meet at least once a year, with authority to convene additional meetings, as circumstances require.
- 2.2 All audit committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.3 The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.
- 2.4 It may hold private meetings with auditors and executive sessions.
- 2.5 Minutes of meetings will be prepared.
- 2.6 Audit committee reports shall be provided at a meeting of the Board.
- 2.7 The Recording Secretary shall act as the Secretary to the audit committee.

3. Responsibility

The audit committee will carry out the following responsibilities:

- 3.1 Financial Statements
- 3.2 Review significant accounting and reporting issues, including complex or unusual transactions;
- 3.3 Review the results of the audit with management and the auditors, including any difficulties encountered;
- 3.4 Review the annual financial statements and consider whether they are complete, consistent with the information known to committee members, and reflect appropriate accounting principles;
- 3.5 Review all matters required to be communicated to the Board with management and the auditors.

4. Internal Control

- 4.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and,
- 4.2 Understand the scope of the auditor's review of internal control over financial

together reporting, and obtain reports on significant findings and recommendations, with management's responses.

4.3 Audit

4.4 Review the auditor's proposed audit scope and approach

4.5 Review the performance of the auditors, and provide a recommendation to the Board

for final approval on the appointment or discharge of the auditors;

4.6 Review and confirm the independence of the auditors by obtaining statements from

the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and,

4.7 On a needs basis, meet separately with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

5. Compliance

5.1 Review the findings of any examinations by regulatory agencies, and any audit observations; and

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

6. Membership

6.1 The audit committee shall consist of 3 trustees, one (1) of whom shall act as Chair of the audit committee; and

6.2 Two (2) members of the general public, who are members of the business community, who are independent to the Division, have no relationship to the audit firm, and who are financially literate. A member of the business community, and a member of the adult learning community neither can be a trustee (Section 143 (2a,b) Education Act)

7. Compliance

7.1 Review the findings of any examinations by regulatory agencies, and any audit observations; and

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

8. Compensation

8.1 External committee members will receive per diem at the board approved rate as per board policy 8 clause 10(1)(b) and appendix C(2,3, and 5).

9. Code of Conduct - Public Members

may 9.1 Devote time, thought and study to the duties of a public member so that they render effective and creditable service.

9.2 Work with their fellow committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.

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- 9.3 Consider information received from all sources and base personal decisions upon all available facts in every case; un-swayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the committee.
 - 9.4 Work together with fellow committee members to communicate to the Board the facts.
 - 9.5 Remember at all times that individual committee members have no legal authority outside those delegated by the Board, and therefore relationships schools' staff, the community, and all media of communication is to be conducted through the Board.
 - 9.6 Resist every temptation and outside pressure to use the public member position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
 - 9.7 Bring to the committee your perspective as a stakeholder with respect to committee work.
 - 9.8 Provide effective public member service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
 - 9.9 Represent the committee responsibly in all committee related matters with decorum and respect for others.
 - 9.10 Represent the needs of the community to the committee and the committee's actions to the Board.
 - 9.11 Declare any conflict of interest between personal life and the position on the committee and remove oneself from voting when appropriate.
 - 9.12 Respect the confidentiality appropriate to issues of a sensitive nature.

10. Sanctions for Public Members

- 10.1 A public member found to be in violation of the Code of Conduct, may be subject to removal from the committee.
- 10.2 Removal from the committee would be a decision by the Board, upon the recommendation of the majority of trustee members of the committee.
- 10.3 The decision of the Board to remove a public member is final.