



## 102BP Board Committees

- APPROVED:** 2024.10.23 (2024.08.29) (2024.03.20) (2023.01.17) (2021. 09.15) (2021.05.19) (2019.11.27) (2018.03.21) (2015.12.18) (2011.08.17)
- AMENDED:** 2024.10.07 (2024.08.29) (2024.03.11) (2023.01.10) (2021.09.07) (2021.05.12) (2019.11.20) (2018.03.12) (2016.01.11) (2015.11.09)
- REVIEWED:** 2024.10.23 (2024.03.20) (2023.01.17) (2021.09.15) (2021.05.12) (2019.11.20) (2018.03.12) (2016.01.11) (2015.11.09)

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### LEGAL REFERENCE:

- *Education Act Sections 52(1)(b), (3) and Section 142(1)(2) Section 37, (Subsections 2-10)*

### CROSS REFERENCE:

- [103BP Policy Development](#)

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### POLICY STATEMENT:

The Board may establish committees to assist with its work. The Board shall:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
3. The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.

The Board Chair and Superintendent shall be ex-officio members of all Board committees. All committees of the Board, unless otherwise directed, shall prepare a report for the Board. It is expected that reports will be included in the agenda package.

## **STANDING COMMITTEES:**

### **COMMITTEE OF THE WHOLE:**

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will usually be held one week prior to the Board meeting. Under certain circumstances two meetings may be required. -Committee of the Whole is to collect information, seek clarification, and to give Board members opportunity to consider matters prior to the Board meeting where the decision will be made.

### **COMMITTEE NAME: BTPS LIAISON COMMITTEES**

COMMITTEE NAME: Staff Liaison Committee:

Committee Powers:

- To discuss policy and regulations concerning working conditions that are not covered under the collective agreements and to request agreed upon changes.
- To discuss matters of mutual concern.
- To report to the Board on its proceedings.
- To recommend to the Board items requiring Board attention.

Board Committee Terms of Reference:

1. Membership: -Three trustees elected at the annual organizational meeting.  
Chair appointed by the committee.
2. For a CUPE or ATA staff liaison meeting, it is desired that an equal number of members, appointed by its union, attend.
3. Voting privileges: Only committee members vote.
4. Administrator assigned: Superintendent or designate.
5. Record of proceedings of committee meetings: Kept by the administrator assigned and reviewed by the committee at its next meeting.
6. Meetings: At the call of the Chair.
7. Reporting: Administrator to report at each board meeting following a staff liaison committee meeting.
8. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

COMMITTEE NAME: Bus Contractor Liaison Committee:

1. Committee Powers:

- 1.1. The purpose of the Transportation Liaison Committee is to provide a permanent and ongoing mechanism for considering all matters of interest in the area of school bus transportation, communicating thereon the views of the respective parties, and making recommendations to the Superintendent and/or providing information to the Joint Transportation Committee.
- 1.2. It is not intended to be the avenue for conversations on shared or joint transportation issues (nor the joint transportation agreement) which would be the responsibility of the "Joint Transportation Committee".

2. Members:
  - 2.1. One representative from each of the 5 division areas (North, South, West, East, and Central)
  - 2.2. Secretary-Treasurer
  - 2.3. Director of Transportation Services
  - 2.4. 3 Trustees Representatives (*same as Staff Liaison Committee*)
  - 2.5. Transportation Assistant or Administrative Assistant (to record minutes)
  - 2.6. Superintendent (*Honourary*)
3. Chair
  - 3.1. The Secretary Treasurer will normally chair the meetings.
4. Meetings
  - 4.1. The Secretary Treasurer or designate will forward to all members and trustees notice of the meeting two Fridays prior to the meeting date. The notice will include a call for agenda items and a reminder that agenda items must be submitted prior to or on the Monday prior to the meeting date.
  - 4.2. Meetings shall be held twice times per year during the school year, unless no agenda items are forwarded.
  - 4.3. The Secretary Treasurer or designate will provide the agenda or cancellation of the meeting the Tuesday prior to the meeting date.
  - 4.4. Trustee representatives are invited to share in the conversation and report back to the Board of Trustees.
  - 4.5. Meetings are to be conducted in an informal manner without the requirement of official motions.
5. Procedures
  - 5.1. Meetings will normally be held in the Central Services meeting room commencing at 11:00 am with a tentative time limit of 1:00 pm. Videoconferencing will be available when and where possible.
  - 5.2. Lunch will normally be hosted by Buffalo Trail Public Schools when in-person.
  - 5.3. Buffalo Trail Public Schools will provide reimbursement for any mileage relating to the school bus contractors attending an in-person meeting.
  - 5.4. Minutes for the meetings will be shared with the Board of Trustees and school bus contractors.
  - 5.5. At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both parties' satisfaction.
6. Compensation and Mileage
  - 6.1. Attendees will be compensated and may receive mileage reimbursement under existing agreements, policies, and/or administrative procedures.
7. Limitations
  - 7.1. No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
  - 7.2. The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.

**COMMITTEE NAME: NEGOTIATIONS COMMITTEE**

Committee Powers:

- To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association

and the Canadian Union of Public Employees,-any matter pertaining to the adoption of a new collective agreement or changes to an existing collective agreement.

- To recommend to the Board items requiring Board attention. (signing Memorandum of Agreement between parties).
- To act upon recommendations from the Board.

**Committee Terms of Reference:**

1. Membership: Four trustees elected at the annual organizational meeting. Chair elected by the committee.
2. Voting privileges: Only committee members vote.
3. Administrator assigned: Superintendent or designate.
4. Record of proceedings of committee meetings: Each party to negotiations maintains its own record. The Superintendent or designate records matters on which agreement has been reached.
5. Meetings: Held at the call of either side. The first meeting to be held in accordance with the Labour Relations Act.
6. Reporting: The Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated memorandums of agreement.
7. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

**COMMITTEE NAME: STUDENT MATTERS COMMITTEE**

**Committee Powers:**

- To conduct hearings and expel or reinstate a student following a recommendation from a school principal or teacher for a student who has been suspended for a period greater than five days in accordance with Section 37 (subsections 2-10) of the Education Act.
- To conduct hearings into matters which significantly affect a student's education.

**Committee Terms of Reference:**

1. Membership: An ad hoc committee consisting of at least three trustees, including the Board Chair or designate. The Chair shall name the other two trustees to serve on the committee.
2. Voting privileges: Only committee members vote except in the case of a trustee acting as an observer.
3. Administrator assigned: The Superintendent or designate.
4. The record of proceedings will be kept by the administrator assigned or designate.
5. Meetings: Held at the call of the Chair.
6. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

## **COMMITTEE NAME: POLICY COMMITTEE**

### Committee Powers:

- To develop new policy, amend policy, and review existing policy as required by the Board (adhering to Policy 103BP Policy Development).
- To provide feedback on Administrative Procedures put forward by staff.
- To recommend to the Board items requiring Board attention.
- To act upon recommendations from the Board.

### Board Committee Terms of Reference:

1. Membership: Four Trustees elected annually at the organizational meeting.
2. Decision Making: Only committee members vote.
3. Administrator assigned: Superintendent or designate.
4. Record of proceedings of committee meetings: Kept by the administrator assigned or designate. Record of proceedings submitted to the Board at next regularly scheduled meeting.
5. Meetings: Will be called on a monthly basis or as needed.
6. Reports: Committee Chair to report at each Board Meeting.
7. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

## **COMMITTEE NAME: AUDIT COMMITTEE**

### Committee Powers:

- To participate in the annual audited financial statement process where the auditors present the service plan to the committee in June, the committee reviews the audited financial statement with the auditors and when satisfied with the result, makes a recommendation to the Board for approval.
- Meetings will typically be twice per year.
- To recommend external auditors to the Board during a contract renewal period.
- Attend to other matters as the Board may determine in the establishment of the audit committee.

### Committee Terms of Reference:

1. Membership: At least six individuals, four trustees appointed at the annual organizational meeting and two members of the public who are not trustees or school administration appointed by the Board Committee of the Whole at the Organizational meeting. The two public members selected by the Board shall be members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate. The Secretary Treasurer will provide administrative support to the Audit Committee. Chair appointed by the committee and shall be a trustee.
2. Term: Invitations will be sent annually to the public members prior to the organizational meeting. Term of office shall be three years and may be reappointed once by the Board (total six years) without advertisement.
3. Per Diem for non-board members is at the established meeting rate for trustees.

4. Mileage will be compensated at the jurisdictional rate.
5. Claims for per diem and mileage reimbursement are submitted to the Chair/Vice Chair for approval immediately following any meeting.
6. This committee is established pursuant to Section 142 of the Education Act.

**COMMITTEE NAME: JOINT TRANSPORTATION COMMITTEE**

Committee Powers:

- To update the Joint Transportation Committee on matters relating to joint transportation.
- This committee will start a draft agenda to share with the ECCS Joint Transportation Committee.
- The BTPS Joint Transportation Committee Chair will share dates and an invitation with the ECCS Committee Chair.

Committee Terms of Reference:

1. Membership: Four Trustees elected annually at the organizational meeting.
2. At the first committee meeting each year a chair will be selected from amongst the board members present.
3. Decision Making: Any decisions are for Board Discussion.
4. Administrator Assigned: Superintendent or designate and the BTPS Director of Transportation
5. Record of proceedings of committee meetings: will be the BTPS Board Secretary or alternate. Record of proceedings submitted to the Board (s)at next regularly scheduled meeting.
6. Meetings: Will be called bi-annually, once in the fall, in October, and once in January, as per the joint transportation agreement.

**BOARD REPRESENTATION ON EXTERNAL COMMITTEES**

**Alberta School Boards' Association Zone 2/3**

Terms of Reference:

1. Membership: One trustee and one alternate appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: Held on a monthly basis. Dates and times subject to Zone 2/3 schedule.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

**Public School Board Association of Alberta**

Terms of Reference:

1. Membership: One trustee and one alternate appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: Dates and times determined by PSBAA.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

### **Rural Caucus of Alberta School Boards**

#### Terms of Reference:

1. Membership: One trustee appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: At the call of the Chair.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

### **OTHER EXTERNAL COMMITTEES:**

#### Terms of Reference:

1. Membership: as required.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: As determined.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.