

## Policy 8

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### BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

#### General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair and Executive Secretary to the Board and Corporate Services if they are unable to attend a meeting as soon as possible so an alternate can be arranged and briefed.

#### Standing Committees

Standing committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

##### 1. Agenda Review Committee

###### 1.1 Purpose

- 1.1.1 To make decisions regarding agenda items for regular Board meetings.

###### 1.2 Powers and Duties

- 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

###### 1.3 Membership

- 1.3.1 Board Chair.
- 1.3.2 Vice-Chair
- 1.3.3 One (1) trustee on a rotational basis.

1.3.4 Superintendent and/or designate(s).

1.4 Meetings

1.4.1 At least two (2) weeks prior to each regular Board meeting.

2. Board 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 be held monthly, as required, dependent upon agenda items.

2.1 Purpose

2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.

2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

2.2 Powers and Duties

2.2.1 Make recommendations for agenda items for subsequent Board meetings.

2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

3. Student Expulsion Committee

3.1 Purpose

3.1.1 To make decisions regarding the recommendations for the expulsion of any student.

3.2 Powers and Duties

3.2.1 On a recommendation for expulsion, reinstate 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).

3.2.2 Inform the Board of the action taken by the Committee.

3.2.3 Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.

3.3 Membership

3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.

3.3.1.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.

3.3.1.2 The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.

3.3.1.3 The Board Chair shall ensure that conflict of interest and personal

bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.

3.3.2 Superintendent and/or designate(s) as a resource person to the Board.

3.4 Meetings

3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

4. Board Advocacy Committee

4.1 Purpose

4.1.1 Support the ongoing advocacy efforts of the Board

4.2 Powers and Duties

4.2.1 Develop an action plan to support the Board’s identified advocacy plan.

4.2.2 Identify key messages to support the advocacy plan.

4.3 Membership

4.3.1 Maximum two (2) trustees; one (1) alternate

4.3.2 Superintendent or designate

4.3.3 Secretary-Treasurer

4.3.4 Communications Coordinator

5. Local Bargaining Committee

5.1 Purpose

5.1.1 To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

5.2 Powers and Duty

5.2.1 Report to the Board from time to time

5.2.2 Maintain confidentiality of negotiation proceedings

5.3 Membership

5.3.1 Maximum three (3) trustees, one (1) trustee to include TEBA Representative.

5.3.2 Superintendent or designate

5.3.3 Associate Superintendent of Human Resources

5.3.4 Secretary-Treasurer

5.3.5 The Board will appoint the Chair and Vice-Chair

5.4 Meetings

5.4.1 To be called by the Committee Chair.

6. Professional Improvement Leave Selection Committee

6.1 Purpose

6.1.1 To review teacher applications for professional leave for the following school

year.

- 6.1.2 This committee is part of the local collective agreement.
- 6.2 Power and Duties of Board Representative
  - 6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.
  - 6.2.2 Represent the interest of the Board and its priorities.
- 6.3 Representation
  - 6.3.1 One (1) trustee; one (1) alternate
  - 6.3.2 Superintendent
  - 6.3.3 One (1) teacher from the ATA local.
- 6.4 Meetings
  - 6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting.
- 7. Attraction and Retention Committee
  - 7.1 Purpose
    - 7.1.1 To facilitate communication between the Board and the Local Teachers' Association.
    - 7.1.2 To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing, isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.
    - 7.1.3 This committee is part of the local collective agreement.
  - 7.2 Power and Duties of Board Representative
    - 7.2.1 To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
    - 7.2.2 Represent the interest of the Board and its priorities.
    - 7.2.3 Provide a report to the Board after each meeting.
  - 7.3 Representation
    - 7.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
    - 7.3.2 Superintendent or designate
    - 7.3.3 Associate Superintendent of Human Resources
  - 7.4 Meetings
    - 7.4.1 No less than two (2) per year.
    - 7.4.2 The first meeting of the committee will occur no later than November of any school year.

## 8. Teaching and Learning Committee

### 8.1 Purpose

- 8.1.1 To facilitate communication between the Board and the Local Teachers' Association.
- 8.1.2 To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
  - 8.1.2.1 Examining and providing feedback for proposed Board policy; and
  - 8.1.2.2 Exploring innovative professional practices specific to Northland schools.
  - 8.1.2.3 This committee is part of the local collective agreement.

### 8.2 Power and Duties of Representative

- 8.2.1 Represent the interest of the Board and its priorities.
- 8.2.2 Provide a report to the Board after each meeting.

### 8.3 Representation

- 8.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
- 8.3.2 Superintendent or designate
- 8.3.3 Associate Superintendent of Human Resources

### 8.4 Meetings

- 8.4.1 No less than two (2) per year.
- 8.4.2 The first meeting of the committee will occur no later than November of any school year.

## 9. Occupational Health & Safety (OH&S) Committee

### 9.1 Purpose

- 9.1.1 Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.
- 9.1.2 Provide on OHS compliance in the Division and make recommendations to the Executive Team for action. Members of the Committee will be cross-organizational, representing all major operations of the Division.

### 9.2 Powers and Duties of Representative

- 9.2.1 Attend OH&S meetings as required.
- 9.2.2 Represent the interest of the Board and its priorities.
- 9.2.3 Support the work of the OH&S Committee.
- 9.2.4 Provide a report to the Board after each meeting.

### 9.3 Representation

- 9.3.1 One (1) trustee; one (1) alternate

- 9.3.2 Superintendent or designate
- 9.3.3 Safety Officer
- 9.3.4 Other members as required by the Act.
- 9.4 Meetings
  - 9.4.1 As scheduled.

## 10. Student Scholarship and Bursaries Committee

- 10.1 Purpose
  - 10.1.1 To review student scholarship and bursary applications and select recipients.
- 10.2 Powers and Duties
  - 10.2.1 Attend scheduled meeting prior to May 30 every school year to select recipients.
  - 10.2.2 Bring the committee's selection to the June Board meeting for information.
- 10.3 Membership
  - 10.3.1 One (1) trustee; one (1) alternate
  - 10.3.2 Superintendent or designate
  - 10.3.3 Director of First Nation, Metis and Inuit Learner Success
- 10.4 Meetings
  - 10.4.1 One (1) meeting every year, prior to May 30.

## 11. Wellness Committee

- 11.1 Purpose
  - 11.1.1 To develop, implement and evaluate a comprehensive workplace health promotion program.
- 11.2 Powers and Duties of Board Representative
  - 11.2.1 Attend meetings as required.
  - 11.2.2 Represent the interests of the Board and its priorities.
  - 11.2.3 Provide a report to the Board after each meeting.
- 11.3 Representation
  - 11.3.1 One (1) trustee, one (1) alternate
  - 11.3.2 Superintendent or designate
  - 11.3.3 Director of Student Services
- 11.4 Meetings
  - 11.4.1 As scheduled.

## **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 by Board motion at the time of the formation.

## **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 60, 61, 62, 63, 70, 113 School Act  
Occupational Health and Safety Act  
[Highlights of changes effective June 1, 2018](#)  
Collective Agreement