

B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 230 – Board Committees

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 230 – *Board Committees* as presented at the February 23, 2022, Public Board meeting.

Background:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible, and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups and/or other structures as determined from time to time. It is important for the Board to gather privately for professional development, to review the function of the Board and for strategic planning purposes. The Board also uses these opportunities to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

Administration has updated Policy 230 – *Board Committees* to reflect the direction of the Board to better define Board Committees and their purpose.

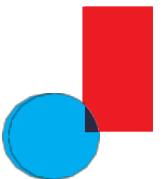
The Education Committee reviewed Policy 220 – *Trustee Code of Conduct* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

2.6 Each Committee shall report to the Board on a regular basis at the Public Board meeting.

2.7 There are specific instances when the public interest is best served by private discussion in “in camera” sessions. A Board committee may meet in camera to deal with land, labour and legal matters.

2.8 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.8.1 COMMITTEE OF THE WHOLE

2.8.2 POLICY COMMITTEE

2.8.3 STUDENT DISCIPLINE COMMITTEE

2.8.4 ATA NEGOTIATIONS COMMITTEE

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

2.8.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.8.6 C.U.P.E. NEGOTIATIONS COMMITTEE

2.8.7 LABOUR MANAGEMENT COMMITTEE

2.8.8 BUILDING AND MAINTENANCE COMMITTEE

2.8.9 FINANCE & HUMAN RESOURCES COMMITTEE

2.8.10 TRANSPORTATION COMMITTEE

2.8.11 ADVOCACY COMMITTEE

2.9 Appointed Representation

The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups as:

2.9.1 Alberta School Boards Association (ASBA) Zone II (One Trustee and alternate)

2.9.2 Public School Board Association (PSBAA) (One Trustee and alternate)

2.9.3 Sturgeon County Community Services Advisory Board (One Trustee)

2.9.4 School Joint Use Committee (Local Trustee and principal)

2.9.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

2.9.6 Teachers' Employer Bargaining Association (TEBA) (One Trustee)

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion. The Board uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. Upon recommendation from the Policy Committee, the Committee of the Whole may make recommendations to the Board regarding revisions to existing Board policy and regulation and development of new policy and regulations.

2.0 Committee Terms of Reference

- 2.1** Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
- 2.2** Make recommendations for agenda items for subsequent Board meetings.
- 2.3** Maintain confidentiality of proceedings.
- 2.4** Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.
- 2.5** Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.6** Meetings: Held on the second Wednesday of each month beginning at 2:00 pm.
- 2.7** Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX B – POLICY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX C - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX D - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Resources will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Resources records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting is to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX G - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make a recommendation to the Board on the Division's Capital Plan and Modular requests.
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX I - FINANCE AND HUMAN RESOURCES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to Human Resources regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services and/or Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX J - TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX K - ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

~~2.6~~ ~~The Each~~ Committee shall report to the Board on a regular basis at the Public Board meeting.

~~2.6~~~~2.7~~ There are specific instances when the public interest is best served by private discussion in “in camera” sessions. A Board committee may meet in camera to deal with land, labour and legal matters.

~~2.7~~~~2.8~~ Committees (Powers and Terms of Reference are in Appendices to this Policy.)

~~2.7~~~~2.8~~~~1~~ COMMITTEE OF THE WHOLE

~~2.7~~~~2.8~~~~2~~ POLICY ~~REVIEW~~ COMMITTEE

~~2.7~~~~3~~~~2.8~~~~3~~ STUDENT DISCIPLINE COMMITTEE

~~2.7~~~~4~~~~2.8~~~~4~~ ATA NEGOTIATIONS COMMITTEE

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

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REVISED:

REVIEW: 2023-2024

~~2.7.5~~2.8.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

~~2.7.6~~2.8.6 C.U.P.E. NEGOTIATIONS COMMITTEE

~~2.7.7~~2.8.7 LABOUR MANAGEMENT COMMITTEE

~~2.7.8~~2.8.8 BUILDING AND MAINTENANCE COMMITTEE

~~2.7.9~~2.8.9 FINANCE & ~~PEOPLE SERVICES~~HUMAN RESOURCES COMMITTEE

~~2.7.10~~2.8.10 TRANSPORTATION COMMITTEE

~~2.7.11~~2.8.11 ADVOCACY COMMITTEE

2.8.2.9 Appointed Representation

The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups as:

~~2.8.1~~2.9.1 Alberta School Boards Association (ASBA) Zone II (One Trustee and alternate)

~~2.8.2~~2.9.2 Public School Board Association (PSBAA) (One Trustee and alternate)

~~2.8.3~~2.9.3 Sturgeon County Community Services Advisory Board (One Trustee)

~~2.8.4~~2.9.4 School Joint Use Committee (Local Trustee and principal)

2.9.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

~~2.8.5~~2.9.6 ~~Teachers' Employer~~ery Bargaining Association (TEBA) (One Trustee)

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
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APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion, ~~in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters. The Board uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.~~

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. ~~Upon recommendation from the Policy Committee, the Committee of the Whole may make recommendations to the Board regarding revisions to existing Board policy and regulation and development of new policy and regulations. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.~~

2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. ~~Chair of the Board or designate chairs the meeting. The Vice Chair will chair the Committee of the Whole meetings.~~
- 2.2 Make recommendations for agenda items for subsequent Board meetings.
- 2.3 Maintain confidentiality of proceedings.
- 2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, ~~People Services~~ Human Resources; Deputy Superintendent, Education Services Superintendent.
- 2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.6 Meetings: ~~Held on the second Wednesday of each month beginning at 2:00pm. Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.~~
- 2.7 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX B – POLICY ~~REVIEW~~ COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX C - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

- 1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
- 2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.
- 2.3 Administrator Assigned: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
- 2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

- 4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.
- 4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.10** The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11** Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12** The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX D - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ Human Resources; Manager, ~~People Services~~ Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, ~~People Services~~ Human Resources will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committees matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ Human Resources; Manager, ~~People Services~~ Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, ~~People Services~~ Human Resources records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting is to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX G - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ [Human Resources](#).
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, ~~People Services~~ [Human Resources](#). Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make a recommendation to the Board on the Division's Capital Plan and Modular requests.
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX I - FINANCE AND ~~PEOPLE SERVICES~~HUMAN RESOURCES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to ~~People Services~~Human Resources regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services and/or Associate Superintendent ~~People Services~~Human Resources
- 2.4 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX J - TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX K - ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee