



Date: August 28, 2024 **Agenda Item:** 8.0

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Superintendent's Office

Governance Policy: [Board Policy 230: Board Committees](#)

Additional Reference: [230: Appendix A - Committee of the Whole](#)
[230: Appendix C - ATA Negotiations Committee](#)
[230: Appendix E - C.U.P.E. Negotiating Committee](#)
[230: Appendix D - Teacher Board Advisory Committee \(TBAC\)](#)
[230: Appendix F - Labour Management Committee](#)
Education Act: Sections 51, 52(1)(b)
Board Procedures Regulation 82/2019

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Trustee Membership of Committees**

Purpose:
For approval. Motion required.

Recommended Motion:
THAT the Board of Trustees approve the following Membership Committees for the 2024-2025 school year:

Committee of the Whole
All Trustees

ATA Negotiations Committee
Trustee _____, Trustee _____, Trustee _____

CUPE Negotiations Committee
Trustee _____, Trustee _____, Trustee _____

Teacher Board Advisory Committee (TBAC)
Trustee _____, Trustee _____, Trustee _____



Labour Management Committee (CUPE)

Trustee _____, Trustee _____, Trustee _____

Background:

Every year, at the Organizational meeting of the Board, as stated in Policy 230: Board Committees, *“The Board shall annually establish standing committees, including mandate and membership at their organizational meeting.”*

Administration is prepared to respond to questions at the August 28, 2024, Organizational meeting.

Attachment(s):

1. Board Policy 230: Board Committees
2. 230: Appendix A - Committee of the Whole
3. 230: Appendix C - ATA Negotiations Committee
4. 230: Appendix E - C.U.P.E. Negotiating Committee
5. 230: Appendix D - Teacher Board Advisory Committee (TBAC)
6. 230: Appendix F - Labour Management Committee



230: Board Committees

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, unless already stated in the appendices to this policy who the chair is.

2.5 The committee shall report to the Board on a regular basis at the Public Board meeting.

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

2.6.1 COMMITTEE OF THE WHOLE

2.6.2 STUDENT DISCIPLINE COMMITTEE

2.6.3 ATA NEGOTIATIONS COMMITTEE

2.6.4 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.6.5 C.U.P.E. NEGOTIATIONS COMMITTEE

2.6.6 LABOUR MANAGEMENT COMMITTEE

2.6.7 STUDENT ADVISORY COMMITTEE

3.0 Appointed Representation

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

3.2 Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.

3.3 Board representatives shall be appointed to the following groups:

3.3.1 Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate)

3.3.2 Public School Board Association (PSBAA) (One Representative, One Alternate)

3.3.3 Sturgeon County Community Services Advisory Board (One Trustee)

3.3.4 School Joint Use Committee (Local Trustee and Principal)

3.3.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)

3.3.6 Teachers' Employer Bargaining Association (TEBA) (One Representative)

3.3.7 Local Chambers of Commerce

3.3.8 Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended

2023 Aug 23 Amended

Board Policies II. School Board Governance and Operations



230: 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.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. 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.

2.2 Make recommendations for agenda items for subsequent Board meetings.

2.3 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

2.4 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 and posted to the website.

2.5 Meetings: Committee meetings are scheduled as follows:

2.5.1 Pre-Public Board Meeting Sessions: Held two Wednesdays before the Public Board meeting each month beginning at 9:00 a.m. These sessions are designed for in-depth preparatory discussions and are open to the public..

2.5.2 Public Board Meeting Days: Additional meetings take place in the afternoon of Public Board meeting days to finalize discussions and preparations. The exact timing will be set based on the agenda and availability. Meetings are open 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

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230: APPENDIX C - 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; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Director, 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

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230: APPENDIX E - 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; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Director, Human Resources, records matters on which agreement has been reached.

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

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

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230: APPENDIX D - 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

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230: APPENDIX F - 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

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