



MEMORANDUM

September 14, 2021
 Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair
 Eric Cameron, Board Vice-Chair

ORIGINATOR Shauna Boyce, Superintendent

RESOURCE Board Policy Review Committee

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 10: Policy Formation and Review
 Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Articles 19 - 22
 BP 10: Policy Formation and Review
 BP 12: Section 5. Policy
 BP 12: Section 7. Planning and Accountability

SUBJECT **REVISED BOARD POLICY 8: BOARD COMMITTEES**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the Revised Board Policy 8: Board Committees, as presented at the Regular Meeting of September 14, 2021.

BACKGROUND

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

In June of 2021, the Board Policy Review Committee began the process of revising Board Policy 8: Board Committees, and reviewed the first revised draft August 23, 2021. On August 31, 2021, the Board of Trustees reviewed the revised version of Board Policy 8 and agreed to bring the revised policy to the Regular Board Meeting of September 14, 2021 for Board approval

The Board Policy Committee would be pleased to respond to any questions.

LS:kz



Parkland School Division Board Policy 8 BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified **otherwise** in the terms of reference for each committee:

- 1.1. A quorum is a simple majority of voting members present for a committee meeting;
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee.
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned.
4. Committees shall meet from time to time as specified.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. *In-camera* minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings; and
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.
8. The Board establishes, annually, the following standing committees:
 - 8.1. Governance and Planning Committee [see Appendix 8.1];
 - 8.2. Policy Review Committee [see Appendix 8.2];
 - 8.3. Benefit Plan Advisory Committee [see Appendix 8.3];

- 8.4. Teacher Board Advisory Committee [see Appendix 8.4];
 - 8.5. Audit Committee [see Appendix 8.5];
 - 8.6. Alberta Teachers' Association (ATA) Labour Relations [see Appendix 8.6];
 - 8.7. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations [see Appendix 8.7]; and
 - 8.8. International Union of Operating Engineers (IOUE) Labour Relations [see Appendix 8.8].
9. The Board may establish ad hoc committees to assist the Board for a specific purpose or function.
 - 9.1. The terms of reference for each ad hoc committee shall be established at the time of formation.
 - 9.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.



Parkland School Division
Board Policy 8: Appendix 8.1

GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding.
2. Powers and Duties
 - 2.1. The Board Chair shall chair the Governance and Planning Committee meeting.
3. Membership shall consist of:
 - 3.1. All trustees with a quorum of four (4) trustees;
 - 3.2. The Superintendent;
 - 3.3. Other division personnel and resources as required; and
 - 3.4. One (1) Recording Secretary.
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.2

POLICY REVIEW COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.
2. Powers and Duties
 - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10 – Policy Formation and Review;
 - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
 - 2.3. Draft any new Board policy that may be required for consideration by the Board.
3. Membership shall consist of:
 - 3.1. The Board Chair and Vice-Chair, with a quorum of two (2) trustees;
 - 3.2. The Superintendent and / or designates; and
 - 3.3. Other resources as required.
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.3

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.
2. Powers and Duties
 - 2.1. The committee will review benefit plan's utilization, experience reports and renewal packages.
 - 2.2. The committee has the authority to:
 - 2.2.1. Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums).
 - 2.3. The Superintendent or designate has the authority to renew group insurance policies.
 - 2.4. The Board will be the policyholder of the various benefit insurance policies.
 - 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
 - 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.
3. Membership
 - 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
 - 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) Non-Union Group (NUG).
 - 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
 - 3.3.1. Three (3) members to facilitate committee operations; and
 - 3.3.2. One (1) Recording Secretary.
 - 3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.
 - 3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1st of each year will be the yearly start date for each representative.

4. Meetings

4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board's organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.



Parkland School Division Board Policy 8: Appendix 8.4

TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties.

2. Powers and Duties

- 2.1. The Teacher Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.
- 3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

- 4.1. Decision making of the committee shall be based on a consensus model.
- 4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.

- 4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.
- 4.4. Meetings shall be closed to the public.



Parkland School Division Board Policy 8: Appendix 8.5

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.
2. Powers and Duties
 - 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
 - 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties;
 - 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and
 - 2.1.4. Make recommendations to the Board on budget development; financial control matters, and selection of external auditors.
3. The Audit Committee shall carry out the following responsibilities:
 - 3.1. Financial Statements
 - 3.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 3.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 3.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 3.1.4. Review with management and the auditors all matters required to be communicated to the Board; and
 - 3.1.5. Conduct a full review of Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
 - 3.2. Budget Development
 - 3.2.1. Review budget timelines and key budget assumptions’
 - 3.2.2. Review a draft preliminary budget;
 - 3.2.3. Review the governance budget; and

3.2.4. Provide recommendations to the Board.

3.3. Internal Control

3.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

3.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

3.4. Audit

3.4.1. Review the auditor's proposed audit scope and approach;

3.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment of discharge of the auditors;

3.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and

3.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

3.5. Compliance

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

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

4. Compensation shall be remunerated as follows:

4.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and

4.2. The member at large shall be compensated at a rate of \$228 per meeting and mileage to and from Audit Committee meetings as per Division practices.

5. Membership

5.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.

5.2. A quorum is a simple majority of trustees.

5.3. Voting membership shall consist of:

5.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.

5.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.

5.4. Non-voting members shall be appointed by the Superintendent and shall consist of:

5.4.1. The Superintendent; and

5.4.2. The Associate Superintendent of Corporate Supports and Services.

5.5. Resources to the Audit Committee:

5.5.1. The Director of Financial Services; and

5.5.2. Recording Secretary.

5.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

6. Meetings

6.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.

6.2. Meetings shall be closed to the public.

6.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.



Parkland School Division
Board Policy 8: Appendix 8.6

ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS TERMS OF REFERENCE

1. Purpose
 - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of the ATA Local.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.



**Parkland School Division
Board Policy 8: Appendix 8.7**

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of the CAAMSE Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.



**Parkland School Division
Board Policy 8: Appendix 8.8**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE) LABOUR
RELATIONS TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of IUOE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of IUOE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	(signature)
	Collective Agreements	Date Approved:	September 14, 2021
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	September, 2021 April, 2019 March, 2017



Parkland School Division Board Policy 8

BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified **otherwise** in the terms of reference for each committee:

- 1.1. A quorum ~~, consisting of~~ a simple majority of voting members, ~~shall be~~ present for ~~a every~~ committee meeting;
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee.
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned ~~and providing recommendations to the Board that they deem advisable.~~
4. Committees shall meet from time to time as specified by the Board.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. In-camera minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings; and
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.

8. The Board ~~may~~ establises, annually, the following standing committees:

~~8.1. PSD Tomorrow Governance and Planning Committee [see Appendix 8.1];~~

~~8.2. Education Committee~~

~~8.3. Advocacy Committee~~

~~8.2. Policy Review Committee [see Appendix 8.2];~~

~~8.4. Student Advisory Committee~~

~~8.5.8.3. Benefit Plan Advisory Committee [see Appendix 8.3];~~

~~8.6.8.4. Teacher Board Advisory Committee [see Appendix 8.4];~~

~~8.7.8.5. Audit Committee [see Appendix 8.5];~~

~~8.8.8.6. Alberta Teachers' Association (ATA) Labour Relations [see appendix 8.6];~~

~~8.9.8.7. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations [see Appendix 8.7]; and~~

~~8.10.8.8. International Union of Operating Engineers (IUOE) Labour Relations [see appendix 8.8];~~

9. The Board may establish ad hoc committees to assist the Board for a specific purpose or function.


9.1. The terms of reference for each ad hoc committee shall be established at the time of formation.

9.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.

~~Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee shall be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.~~

10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

10.

Reference: School Act: 60, 63, 70, 112 Collective Agreements	Approved: (signature) 
	Date: April 2, 2019 Approved:
Cross-Reference: Board Policy: 2, 6, 9, 13	Reviewed or April, 2019 Revised: March, 2017



Parkland School Division
Board Policy 8: Appendix 8.1

~~PSD TOMORROW~~ GOVERNANCE AND PLANNING COMMITTEE
TERMS OF REFERENCE

1. Purpose

- 1.1. The ~~purpose Board may establish annually of the PSD Tomorrow Governance and Planning~~ Committee ~~is~~ to provide an opportunity for all trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding and to inform on long range plans and strategic modeling.

2. Powers and Duties

- 2.1. The Board Chair shall chair the ~~PSD Tomorrow Governance and Planning~~ Committee meeting.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;

- 3.2. The Superintendent;

- ~~3.3. Members of the Superintendent's Executive Team~~

- ~~3.4.3.3.~~ Other division personnel and resources as required; and


- ~~3.5.3.4.~~ One (1) Recording Secretary.

4. Meetings

- 4.1. Meetings shall be closed to the public; and

- 4.2. Shall be scheduled and held as required.

~~4.2.~~

<p>Date Approved:</p> 	<p>Reviewed or Revised:</p> <p>April, 2019 March, 2017 October, 2011</p>
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Parkland School Division
Board Policy 8: Appendix 8.2

~~EDUCATION~~ POLICY REVIEW COMMITTEE TERMS OF
REFERENCE

1. Purpose

1.1. ~~The purpose of the Board may establish annually an Education Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy. provide an opportunity for all trustees to undertake detailed examination of issues of a curricular and program nature and to celebrate student achievements.~~

2. Powers and Duties

~~2.1. The responsibilities of the Education Committee shall include:~~

~~2.1.1.2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10 - Policy Formation and Review Discussion of curricular areas being considered by Alberta Education; and~~

~~2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy Discussion of education issues and programs of the Division;~~

~~2.2. Draft any new Board policy that may be required for consideration by the Board.~~

~~2.3.~~

~~2.2.1. Discussion of possible program initiatives and/or research regarding educational matters; and~~

~~2.2.2. Providing recommendations to the Board.~~

~~2.3. This committee of the whole Board must be diligent in confining itself to receipt of information, questions for clarification, and requests for further information.~~

3. Membership shall consist of:

~~3.1. The Board Chair and Vice-Chair, All trustees with~~ a quorum of ~~four~~ two (2) trustees;

~~3.2. The Superintendent and / or designates;:-~~

~~3.3.3.2. Members of the Superintendent's Executive Team; and~~

~~3.4.3.3. Other resources as required.~~

4. Meetings

4.1. Meetings shall be ~~open~~ closed to the public; and

4.2. Shall be scheduled and held as required.

4.2. _____

<i>L. Cameron</i>	Reviewed or Revised: April, 2019 March, 2017
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~~Parkland School Division
Board Policy 8: Appendix 8.3~~

~~ADVOCACY COMMITTEE TERMS OF REFERENCE~~

~~1. Purpose~~

~~1.1. The Board believes it is important, as a group, to identify stakeholders in the political, economic and social systems who may have influence on public policy or have the ability to assist Parkland School Division's effort to effectively manage its resources to support student learning.~~

~~2. Powers and Duties~~

~~2.1. The Advocacy Committee shall devise an Advocacy Plan that may include:~~

~~2.1.1. Prioritizing matters that may cause pressure points that keep the Division from carrying out its Strategic Plan;~~

~~2.1.2. Identifying the target audience for intended advocacy efforts; and~~

~~2.1.3. Determining the most effective means to carry out its advocacy whether it be public-speaking engagements, publishing research, social or mainstream media campaigns or other stakeholder engagement.~~

~~2.1.4. Providing recommendations to the Board.~~

~~3. Membership shall consist of:~~

~~3.1. All trustees with a quorum of four (4) trustees;~~

~~3.2. The Superintendent or designate(s);~~

~~3.3. A Recording Secretary, who shall be responsible for:~~

~~3.3.1. Preparation and distribution of the agenda;~~


~~3.3.2. Notification of the deadline for submission of items for the agenda by members; and~~

~~3.3.3. Emailing a final agenda to all committee members in advance of the meeting.~~

~~4. Meetings~~

~~4.1. Meetings shall be held as required and closed to the public.~~

~~4.2. Meeting dates, times, location and duration to be determined by consensus of the members of the committee.~~

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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~~Parkland School Division
Board Policy 8: Appendix 8.4~~

~~STUDENT ADVISORY COMMITTEE TERMS OF REFERENCE~~

~~1.—Purpose~~

~~1.1.— The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may establish, annually, a Student Advisory Committee.~~

~~2.—Powers and Duties~~

~~2.1.—The responsibility of the Student Advisory Committee shall be to:~~

~~2.1.1.—Provide a mechanism for the Board and Superintendent to hear directly from students about classroom and school issues;~~

~~2.1.2.—Provide students with an opportunity to provide advice about Division-level initiatives and work;~~

~~2.1.3.—Provide an opportunity for student representatives from various schools to dialogue with the Trustees and Superintendent; and~~

~~2.1.4.—Provide students with knowledge and understanding of other Division schools.~~

~~2.1.5.—Provide recommendations to the Board.~~

~~3.—Membership shall consist of:~~

~~3.1.1.— All trustees with a quorum of four (4) trustees;~~

~~3.1.2.— The Superintendent (and/or designates);~~

~~3.1.3.— Student representatives as deemed prudent.~~

~~3.2.—The Superintendent (or designate) shall request principals to select student representatives:~~

~~3.2.1.—Who best represent the diverse views of their respective student body; and~~

~~3.2.2.—Who are willing to share student views with trustees.~~

~~4.—Meetings~~

~~4.1.—The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Chair.~~

~~4.2.—Meetings shall be closed to the public.~~

Date Approved:		Reviewed or Revised:	April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.53

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The ~~purpose of the Board shall establish a~~ Benefit Plan Advisory Committee is to ~~administer and~~ review the Board's group benefit insurance plans and other employee benefit plans.

2. Powers and Duties

- 2.1. The committee will review benefit plan's utilization, experience reports and renewal packages. ~~make recommendations to the Board when major changes in coverage, a change in the benefit consultant, or new employee benefit plans are considered necessary by the committee.~~
- 2.2. The committee has the authority to:
 - ~~2.2.1.~~ Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums); ~~and~~
 - ~~2.2.2.~~ 2.2.1. Change benefit insurance carriers.
- 2.3. The Superintendent or designate has the authority to renew group insurance policies.
- 2.4. The Board will be the policyholder of the various benefit insurance policies.
- 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
- 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.

3. Membership

- 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
- 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) ~~No. 70~~ Non-Union Group (NUG).
- 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:

~~3.3.1.~~ Three (3) members to facilitate committee operations; and

3.3.1.

3.3.2. One (1) Recording Secretary.

3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year^{ly} terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1st of each year will be the yearly start date for each representative.

4. Meetings

4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board's organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.

4.5.

Date Approved: <i>A. Cameron</i>	Reviewed or Revised: April, 2019 March 2017
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Parkland School Division
Board Policy 8: Appendix 8.64

TEACHER / BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

1.1. The purpose of the Teacher / Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties~~Board believes that, in the interests of effective consultation and transparent communication, there shall be established a committee of Board and teacher representatives, the purpose of which shall be to provide a forum for discussion of the views of the respective parties.~~

2. Powers and Duties

- 2.1. The Teacher / Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher / Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher / Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.

3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

4.1. Decision making of the committee shall be based on a consensus model.


4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.

4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.

4.4. Meetings shall be closed to the public.

~~4.3.~~

~~4.4. Meetings shall be closed to the public.~~

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 April 2011
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Parkland School Division Board Policy 8: Appendix 8.75

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The ~~purpose of the Board shall establish an~~ Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

2. Powers and Duties

- 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;

- 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties;

- 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and

- 2.1.4. Make recommendations to the Board on budget ~~development; financial development;~~ financial control matters, and selection of external auditors.

~~2.2.3.~~ The Audit Committee shall carry out the following responsibilities:

~~2.2.1.3.1.~~ Financial Statements

- ~~2.2.1.1.3.1.1.~~ Review significant accounting and reporting issues, including complex or unusual transactions;

- ~~2.2.1.2.3.1.2.~~ Review with management and the auditors the results of the audit, including any difficulties encountered;

- ~~2.2.1.3.3.1.3.~~ Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;

- ~~2.2.1.4.3.1.4.~~ Review with management and the auditors all matters required to be communicated to the Board; and

- ~~2.2.1.5.~~ ~~Review Trustee compensation and expenditure annually; and~~

- ~~3.1.5.~~ Conduct a full review of Trustee honoraria compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.

2.2.1.6.

2.2.2.3.2. Budget Development

2.2.2.1.3.2.1. Review budget timelines and key budget assumptions;

2.2.2.2.3.2.2. Review a draft ~~preliminary~~ budget;

2.2.2.3.3.2.3. Review the governance budget; and

2.2.2.4.3.2.4. Provide recommendations to the Board.

2.2.3.3.3. Internal Control

2.2.3.1.3.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

2.2.3.2.3.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

2.2.4.3.4. Audit

2.2.4.1.3.4.1. Review the auditor's proposed audit scope and approach;

2.2.4.2.3.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;

2.2.4.3.3.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and

2.2.4.4.3.4.4. On a ~~needs~~needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

2.2.5.3.5. Compliance

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

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

2.3.4. Compensation shall be remunerated as follows:

2.3.1.4.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and

~~2.3.2.~~The member at large shall be compensated at a rate of \$228 per meeting and mileage to and from Audit Committee meetings as per Division practices. ,as specified in Policy 7- Appendix 7.3, as follows:

~~2.3.2.1.~~ one (1) full day per diem for each meeting;

~~2.3.2.2.4.2.~~ mileage to and from Audit Committee meetings.

3.5. Membership

3.1.5.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.

3.2.5.2. A quorum is a simple majority of trustees.

3.3.5.3. Voting membership shall consist of:

3.3.1.5.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.

3.3.2.5.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.

3.4.5.4. Non-voting members shall be appointed by the Superintendent and shall consist of:

3.4.1.5.4.1. The Superintendent; and

3.4.2.5.4.2. The Associate Superintendent of Corporate Supports and Services.

3.5.5.5. Resources to the Audit Committee:

3.5.1.5.5.1. The Director of Financial Services; and

3.5.2.5.5.2. Recording Secretary.

3.6.5.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.


4.6. Meetings

4.1.6.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.

4.2.6.2. Meetings shall be closed to the public.

6.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.

~~4.3.~~

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2014 November 2013
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Parkland School Division

Board Policy 8: Appendix 8.86

**ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS
TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of the ATA Local.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012 June 2011
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Parkland School Division
Board Policy 8: Appendix 8.97

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF
REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of CAAMSE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

4.2.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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**Parkland School Division
Board Policy 8: Appendix**

8.108

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)
LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of IUOE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of IUOE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved:	Reviewed or Revised:
	April, 2019 March 2017 October 2012

<p><u>Reference:</u> EDUCATION ACT: 34, 52-53, 85, 88, 142, 189, 200 School Act: 60-63, 70, 113 Collective Agreements</p>	<p><u>Approved:</u> <u>(signature)</u> </p>
	<p><u>Date</u> April 2, 2019 September 14, 2021</p>
<p><u>Cross-Reference:</u> Board Policy: 2-6, 9, 13</p>	<p><u>Reviewed or Revised:</u> September, 2021 April, 2019 March, 2017</p>



Parkland School Division
Board Policy 8
BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified **otherwise** in the terms of reference for each committee:


- 1.1. A quorum, consisting of a simple majority of voting members, shall be present for every committee meeting
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned and providing recommendations to the Board that they deem advisable.
4. Committees shall meet from time to time as specified by the Board.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. In-camera minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings;
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.

8. The Board may establish annually the following standing committees:
 - 8.1. PSD Tomorrow Committee
 - 8.2. Education Committee
 - 8.3. Advocacy Committee
 - 8.4. Student Advisory Committee
 - 8.5. Benefit Plan Advisory Committee
 - 8.6. Teacher Board Advisory Committee
 - 8.7. Audit Committee
 - 8.8. Alberta Teachers' Association (ATA) Labour Relations
 - 8.9. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
 - 8.10. International Union of Operating Engineers (IUOE) Labour Relations

9. The Board may establish ad hoc committees

Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee shall be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.

10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference:	School Act: 60-63, 70, 113 Collective Agreements	Approved:	(signature) 
		Date	April 2, 2019
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	April, 2019 March, 2017



**Parkland School Division
Board Policy 8: Appendix 8.1**

PSD TOMORROW COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually a PSD Tomorrow Committee to provide an opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling.

2. Powers and Duties


- 2.1. The Board Chair shall chair the PSD Tomorrow Committee meeting.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees.
- 3.2. The Superintendent
- 3.3. Members of the Superintendent's Executive Team
- 3.4. Other resources as required
- 3.5. One (1) Recording Secretary

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017 October, 2011
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Parkland School Division
Board Policy 8: Appendix 8.2
EDUCATION COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually an Education Committee to provide an opportunity for all trustees to undertake detailed examination of issues of a curricular and program nature and to celebrate student achievements.

2. Powers and Duties


- 2.1. The responsibilities of the Education Committee shall include:
 - 2.1.1. Discussion of curricular areas being considered by Alberta Education;
 - 2.1.2. Discussion of education issues and programs of the Division;
 - 2.1.3. Discussion of possible program initiatives and/or research regarding educational matters; and
 - 2.1.4. Providing recommendations to the Board.
- 2.2. This committee of the whole Board must be diligent in confining itself to receipt of information, questions for clarification, and requests for further information.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent;
- 3.3. Members of the Superintendent's Executive Team;
- 3.4. Other resources as required.

4. Meetings

- 4.1. Meetings shall be open to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved:		Reviewed or Revised:	April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.3
ADVOCACY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes it is important, as a group, to identify stakeholders in the political, economic and social systems who may have influence on public policy or have the ability to assist Parkland School Division's effort to effectively manage its resources to support student learning.

2. Powers and Duties


- 2.1. The Advocacy Committee shall devise an Advocacy Plan that may include:
 - 2.1.1. Prioritizing matters that may cause pressure points that keep the Division from carrying out its Strategic Plan;
 - 2.1.2. Identifying the target audience for intended advocacy efforts; and
 - 2.1.3. Determining the most effective means to carry out its advocacy whether it be public speaking engagements, publishing research, social or mainstream media campaigns or other stakeholder engagement.
 - 2.1.4. Providing recommendations to the Board.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent or designate(s);
- 3.3. A Recording Secretary, who shall be responsible for:
 - 3.3.1. Preparation and distribution of the agenda;
 - 3.3.2. Notification of the deadline for submission of items for the agenda by members; and
 - 3.3.3. Emailing a final agenda to all committee members in advance of the meeting.

4. Meetings

- 4.1. Meetings shall be held as required and closed to the public.
- 4.2. Meeting dates, times, location and duration to be determined by consensus of the members of the committee.

Date Approved:		Reviewed or Revised:	April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.4
STUDENT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may establish, annually, a Student Advisory Committee.

2. Powers and Duties


- 2.1. The responsibility of the Student Advisory Committee shall be to:
 - 2.1.1. Provide a mechanism for the Board and Superintendent to hear directly from students about classroom and school issues;
 - 2.1.2. Provide students with an opportunity to provide advice about Division-level initiatives and work;
 - 2.1.3. Provide an opportunity for student representatives from various schools to dialogue with the Trustees and Superintendent; and
 - 2.1.4. Provide students with knowledge and understanding of other Division schools.
 - 2.1.5. Provide recommendations to the Board.

3. Membership shall consist of:

- 3.1.1. All trustees with a quorum of four (4) trustees;
- 3.1.2. The Superintendent (and/or designates);
- 3.1.3. Student representatives as deemed prudent.
- 3.2. The Superintendent (or designate) shall request principals to select student representatives:
 - 3.2.1. Who best represent the diverse views of their respective student body; and
 - 3.2.2. Who are willing to share student views with trustees.

4. Meetings

- 4.1. The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Chair.
- 4.2. Meetings shall be closed to the public.

Date Approved:		Reviewed or Revised:	April, 2019 March, 2017
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Parkland School Division Board Policy 8: Appendix 8.5

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish a Benefit Plan Advisory Committee to administer and review the Board's group benefit insurance plans and other employee benefit plans.

2. Powers and Duties

- 2.1. The committee will make recommendations to the Board when major changes in coverage, a change in the benefit consultant, or new employee benefit plans are considered necessary by the committee.
- 2.2. The committee has the authority to:
 - 2.2.1. Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums); and
 - 2.2.2. Change benefit insurance carriers.
- 2.3. The Superintendent or designate has the authority to renew group insurance policies.
- 2.4. The Board will be the policyholder of the various benefit insurance policies.
- 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
- 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.

3. Membership

- 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
- 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) No. 70 Non-Union Group (NUG).
- 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
 - 3.3.1. Three (3) members to facilitate committee operations; and

3.3.2. One (1) Recording Secretary.

3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1 of each year will be the yearly start date for each representative.

4. Meetings


4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board’s organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017
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Parkland School Division Board Policy 8: Appendix 8.6

TEACHER/BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes that, in the interests of effective consultation and transparent communication, there shall be established a committee of Board and teacher representatives, the purpose of which shall be to provide a forum for discussion of the views of the respective parties.

2. Powers and Duties


- 2.1. The Teacher/Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher/Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher/Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.
- 3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

- 4.1. Decision making of the committee shall be based on a consensus model.
- 4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
- 4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.
- 4.4. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 April 2011
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Parkland School Division Board Policy 8: Appendix 8.7

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish an Audit Committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

2. Powers and Duties

- 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
 - 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties;
 - 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and
 - 2.1.4. Make recommendations to the Board on budget development; financial control matters, and selection of external auditors.
- 2.2. The Audit Committee shall carry out the following responsibilities:
 - 2.2.1. Financial Statements
 - 2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 2.2.1.4. Review with management and the auditors all matters required to be communicated to the Board;
 - 2.2.1.5. Review Trustee compensation and expenditure annually; and
 - 2.2.1.6. Conduct a full review of Trustee honoraria and expenses with final recommendations presented to the Board for resolution prior to the end of June in an election year.

2.2.2. Budget Development

2.2.2.1. Review budget timelines and key budget assumptions;

2.2.2.2. Review a draft preliminary budget;

2.2.2.3. Review the governance budget;

2.2.2.4. Provide recommendations to the Board.

2.2.3. Internal Control

2.2.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

2.2.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

2.2.4. Audit

2.2.4.1. Review the auditor's proposed audit scope and approach;

2.2.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;

2.2.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and

2.2.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

2.2.5. Compliance

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

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

2.3. Compensation shall be remunerated as follows:

2.3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and

2.3.2. The member at large shall be compensated, as specified in Policy 7 Appendix 7.3, as follows:

2.3.2.1. one (1) full day per diem for each meeting;


2.3.2.2. mileage to and from Audit Committee meetings.

3. Membership

- 3.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.
- 3.2. A quorum is a simple majority of trustees.
- 3.3. Voting membership shall consist of:
 - 3.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.
 - 3.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
- 3.4. Non-voting members shall be appointed by the Superintendent and shall consist of:
 - 3.4.1. The Superintendent; and
 - 3.4.2. The Associate Superintendent of Corporate Supports and Services
- 3.5. Resources to the Audit Committee:
 - 3.5.1. The Director of Financial Services; and
 - 3.5.2. Recording Secretary;
- 3.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

4. Meetings

- 4.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
- 4.2. Meetings shall be closed to the public.
- 4.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2014 November 2013
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**Parkland School Division
Board Policy 8: Appendix 8.8**

**ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS
TERMS OF REFERENCE**

1. Purpose

- 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
- 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

2. Powers and Duties


- 2.1. Establish Board proposals within established Board mandates and guidelines.
- 2.2. Negotiate with representatives of the ATA Local.
- 2.3. Make recommendations to the Board for ratification.

3. Membership shall consist of:

- 3.1. Three (3) trustees with a quorum of two (2) trustees; and
- 3.2. The Superintendent or designate(s).

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012 June 2011
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**Parkland School Division
Board Policy 8: Appendix 8.9**

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF
REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of CAAMSE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved:		Reviewed or Revised:	April, 2019 March 2017 October 2012
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**Parkland School Division
Board Policy 8: Appendix 8.10**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)
LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose

- 1.1. To meet with representatives of IUOE to propose collective agreement changes.
- 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

2. Powers and Duties


- 2.1. Establish Board proposals within established Board mandates and guidelines.
- 2.2. Negotiate with representatives of IUOE.
- 2.3. Make recommendations to the Board for ratification.

3. Membership shall consist of:

- 3.1. Three (3) trustees with a quorum of two (2) trustees; and
- 3.2. The Superintendent or designate(s).

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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