



MEMORANDUM

March 8, 2022

Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair Anne Montgomery, Board Vice-Chair
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Policy Review Committee
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 8: Board Committees Board Policy 9: Board Representatives 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 & REPRESENTATION

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of March 8, 2022.

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

On January 14, 2022, the Policy Review Committee met and discussed updates to Board Policy 8: Board Committees and Board Policy 9: Board Representation.

Key Changes to Board Policy 8 and 9 include:

- Amalgamating policies 8 and 9 to form a single policy named Board Policy 8: Board Committees and Representation.
- Defining Board representation of Trustees on external committees with agencies outside of Parkland School Division and the number of Trustees needed for such committees.
- Minor formatting and punctuation corrections.

The draft policy was reviewed and discussed at the February 18, 2022, Governance and Planning Session to ensure all necessary revisions were addressed.

Under the revised Board Policy 10: Policy Formation and Review, approved March 2022, *“Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation”*, Board Policy 9: Board Representatives shall be considered automatically rescinded upon approval of Board Policy 8: Board Committees and Representation.

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

LS:kz



Parkland School Division Board Policy 8

BOARD COMMITTEES AND REPRESENTATION

The Board shall establish standing or ad hoc committees for ongoing study of major areas of responsibility or for specific, defined purposes.

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

General Requirements for Board Committees

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 the 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 an 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.

Representation on External Committees:

11. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9]. Trustees appointed to External Committees shall:
 - 11.1. Represent the Board's positions and interests; and
 - 11.2. Communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200 Collective Agreements	Approved:	(signature)
		Date Approved:	March 8, 2022
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	March 8, 2022 September, 2021



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:
 - 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, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public 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:
 - 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:
 - 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:
 - 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 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 the 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:

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; and

- 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:
 - 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:
 - 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:
 - 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:
 - 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 8.9

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

Notwithstanding any additional external committees, as approved by the Board, the following committees/organizations shall, annually, be provided with representation from the Board of Trustees as identified at the annual organizational meeting:

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

The Superintendent or designate may also attend as required.



Parkland School Division Board Policy 8

BOARD COMMITTEES AND REPRESENTATION

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

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

General Requirements for Board Committees

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 the 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 an 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.

Representation on External Committees:

11. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9]. Trustees appointed to External Committees shall:
 - 11.1. Represent the Board's positions and interests; and
 - 11.2. Communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	(signature)
	Collective Agreements	Date Approved:	March 8, 2022
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	March 8, 2022 September, 2021-April, 2019 March, 2017



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, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public 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 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.

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- 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 the 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; ~~and-~~

- 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 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.

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	
	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 9

PARKLAND
SCHOOL DIVISION

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

1. Alberta School Boards Association (ASBA) Zone 2/3

1.1. Purpose

1.1.1. Represent the Board at meetings of ASBA Zone 2/3

1.2. Powers and Duties

1.2.1. Attend ASBA Zone 2/3 meetings

1.2.2. Represent the Board's positions and interests at the Zone level

1.2.3. Communicate to the Board the work of ASBA Zone 2/3

1.3. Membership

1.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions

1.4. Meetings

1.4.1. As called by ASBA Zone 2/3

2. Spruce Grove Joint Use Committee

2.1. Purpose

2.1.1. Represent the Board at Joint Use Committee meetings.

2.2. Powers and Duties

2.2.1. Attend committee meetings

2.2.2. Represent the Board's positions and interests

2.2.3. Communicate to the Board the work of the committee

~~2.3.—Membership~~

~~2.3.1.—One (1) trustee~~

~~2.3.2.—Superintendent or designate(s)~~

~~2.4.—Meetings~~

~~2.4.1.—As called by the executive of the Joint Use Committee~~

~~3.—Stony Plain Joint Use Committee~~

~~3.1.—Purpose~~

~~3.1.1.—Represent the Board at Joint Use Committee meetings~~

~~3.2.—Powers and Duties~~

~~3.2.1.—Attend committee meetings~~

~~3.2.2.—Represent the Board's positions and interests~~

~~3.2.3.—Communicate to the Board the work of the committee~~

~~3.3.—Membership~~

~~3.3.1.—One (1) trustee~~

~~3.3.2.—Superintendent or designate(s)~~

~~3.4.—Meetings~~

~~3.4.1.—As called by the executive of the Joint Use Committee~~

~~4.—Public School Boards' Association of Alberta Council (PSBAA)~~

~~4.1.—Purpose~~

~~4.1.1.—Represent the Board at meetings of PSBAA Council~~

~~4.2.—Powers and Duties~~

~~4.2.1.—Attend PSBAA Council meetings~~

~~4.2.2.—Represent the Board's positions and interests~~

~~4.2.3.—Communicate to the Board the work of PSBAA Council~~

~~4.3.—Membership~~

~~4.3.1.—A maximum of three (3) trustees including those trustees elected to Executive positions~~

~~4.4.—Meetings~~

~~4.4.1.—As called by PSBAA Council~~

~~5.—Council of School Councils (COSC)~~

~~5.1.—Purpose~~

~~5.1.1. Represent the Board at meetings of the Council of School Councils~~

~~5.2. Powers and Duties~~

~~5.2.1. Attend Council of School Councils meetings~~

~~5.2.2. Represent the Board's positions and interests~~

~~5.2.3. Communicate to the Board the work of the Council~~

~~5.2.4. Attend the ASCA parent conference and Annual General Meeting~~

~~5.3. Membership~~

~~5.3.1. One (1) trustee~~

~~5.3.2. Superintendent or designate(s)~~

~~5.4. Meetings~~

~~5.4.1. As called by the Council~~

Reference: School Act: 61, 68	Approved: (signature)
	Date UNAPPROVED — Indicate Board Approved: Meeting Date
Cross-Reference: Board Policy: Admin Procedure:	Reviewed or March, 2017 Revised: September 6, 2016 September 8, 2015 November 5, 2013 October 4, 2011 October 5, 2010



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 the 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, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public 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 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 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 Collective Agreements	Approved:	
		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 9

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

1. Alberta School Boards Association (ASBA) Zone 2/3
 - 1.1. Purpose
 - 1.1.1. Represent the Board at meetings of ASBA Zone 2/3
 - 1.2. Powers and Duties
 - 1.2.1. Attend ASBA Zone 2/3 meetings
 - 1.2.2. Represent the Board's positions and interests at the Zone level
 - 1.2.3. Communicate to the Board the work of ASBA Zone 2/3
 - 1.3. Membership
 - 1.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions
 - 1.4. Meetings
 - 1.4.1. As called by ASBA Zone 2/3
2. Spruce Grove Joint Use Committee
 - 2.1. Purpose
 - 2.1.1. Represent the Board at Joint Use Committee meetings.
 - 2.2. Powers and Duties
 - 2.2.1. Attend committee meetings
 - 2.2.2. Represent the Board's positions and interests
 - 2.2.3. Communicate to the Board the work of the committee

- 2.3. Membership
 - 2.3.1. One (1) trustee
 - 2.3.2. Superintendent or designate(s)
- 2.4. Meetings
 - 2.4.1. As called by the executive of the Joint Use Committee
- 3. Stony Plain Joint Use Committee
 - 3.1. Purpose
 - 3.1.1. Represent the Board at Joint Use Committee meetings
 - 3.2. Powers and Duties
 - 3.2.1. Attend committee meetings
 - 3.2.2. Represent the Board's positions and interests
 - 3.2.3. Communicate to the Board the work of the committee
 - 3.3. Membership
 - 3.3.1. One (1) trustee
 - 3.3.2. Superintendent or designate(s)
 - 3.4. Meetings
 - 3.4.1. As called by the executive of the Joint Use Committee
- 4. Public School Boards' Association of Alberta Council (PSBAA)
 - 4.1. Purpose
 - 4.1.1. Represent the Board at meetings of PSBAA Council
 - 4.2. Powers and Duties
 - 4.2.1. Attend PSBAA Council meetings
 - 4.2.2. Represent the Board's positions and interests
 - 4.2.3. Communicate to the Board the work of PSBAA Council
 - 4.3. Membership
 - 4.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions
 - 4.4. Meetings
 - 4.4.1. As called by PSBAA Council
- 5. Council of School Councils (COSC)
 - 5.1. Purpose

5.1.1. Represent the Board at meetings of the Council of School Councils

5.2. Powers and Duties

5.2.1. Attend Council of School Councils meetings

5.2.2. Represent the Board's positions and interests

5.2.3. Communicate to the Board the work of the Council

5.2.4. Attend the ASCA parent conference and Annual General Meeting

5.3. Membership

5.3.1. One (1) trustee

5.3.2. Superintendent or designate(s)

5.4. Meetings

5.4.1. As called by the Council

Reference: School Act: 61, 68	Approved: (signature)
	Date Approved: UNAPPROVED – Indicate Board Meeting Date
Cross-Reference: Board Policy: Admin Procedure:	Reviewed or Revised: March, 2017 September 6, 2016 September 8, 2015 November 5, 2013 October 4, 2011 October 5, 2010