



## MEMORANDUM

December 17, 2024  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Lorraine Stewart, Board Chair Aimee Hennig, Board Vice-Chair
<b>ORIGINATOR</b>	Shauna Boyce, Superintendent
<b>RESOURCE</b>	Policy Review Committee
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 8: Board Committees and Representation Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 2: Governance and Organization BP 12: Section 5. Policy <i>Education Act</i>
<b>SUBJECT</b>	<b>REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION</b>

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### PURPOSE

For approval. A recommendation is required.

### RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of December 17, 2024.

### BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis 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 November 27, 2024, the Policy Review Committee met and reviewed Board Policy 8: Board Committees and Representation (BP 8) and drafted a revised BP 8 with the following key changes:

- Updates to membership, including voting and non-voting membership; and
- Updates committee decision-making process

The above-mentioned changes were based on Trustee feedback.

A final review will have been made on December 17, 2024, at the Governance and Planning Session, prior to the Regular Meeting.

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

LS:kz



## Parkland School Division Board Policy 8

### BOARD COMMITTEES AND REPRESENTATION

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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.
- 2. Each committee shall have terms of reference defining:
  - 2.1. Purpose;
  - 2.2. Powers and Duties;
  - 2.3. Membership and Quorum; and
  - 2.4. Recommendations / Decision-making processes.
- 3. The Board Chair may serve as ex officio to all Board committees.
  - 3.1. Ex officio serves as an observer to Board committees and is a non-voting member.
- 4. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
- 5. Committees may be charged with conducting in-depth studies into the matters to which they are assigned.
- 6. Committees shall meet from time to time as specified.
- 7. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
  - 7.1. *In-camera* minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and shall only be shared during an in-camera portion of a regular board meeting.

## Revised Board Policy 8: Board Committees and Representation - FINAL Version

8. A Recording Secretary, if appointed, shall be responsible for:
  - 8.1. Notifying committee members of the deadline for submission of items for the agenda;
  - 8.2. Preparing and distributing the agenda to all committee members one (1) week prior to the meeting;
  - 8.3. Preparing and maintaining records of committee meetings; and
  - 8.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
9. The Board establishes, annually, the following standing committees:
  - 9.1. Governance and Planning Committee [see Appendix 8.1];
  - 9.2. Policy Review Committee [see Appendix 8.2];
  - 9.3. Benefit Plan Advisory Committee [see Appendix 8.3];
  - 9.4. Teacher Board Advisory Committee [see Appendix 8.4];
  - 9.5. Audit Committee [see Appendix 8.5];
  - 9.6. Alberta Teachers' Association (ATA) Labour Relations [see Appendix 8.6];
  - 9.7. Canadian Union of Public Employees (CUPE) Labour Relations [see Appendix 8.7]; and
  - 9.8. International Union of Operating Engineers (IUOE) Labour Relations [see Appendix 8.8].
10. The Board may establish ad hoc committees to assist the Board for a specific purpose or function;
  - 10.1. The terms of reference for each ad hoc committee shall be established at the time of formation; and
  - 10.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
11. 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:

12. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9].
  - 12.1. Trustees appointed to External Committees shall represent the Board's positions and interest, and communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200  Collective Agreements	Approved:	
		Date Approved:	December 17, 2024
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	December, 2024 March, 2022 September, 2021



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

**GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue.

**Powers and Duties:**

2. The Governance and Planning Committee engages in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding.

**Membership / Quorum:**

3. Membership in the Governance and Planning Committee shall consist of the following:
  - 3.1. The Board Chair shall chair the Governance and Planning Committee meeting.
  - 3.2. All trustees with a quorum of four (4) trustees;
  - 3.3. The Superintendent;
  - 3.4. Other division personnel and resources as required; and
  - 3.5. One (1) Recording Secretary.

**Decision-Making Process:**

4. No Board decisions are made during governance and planning sessions.

**Meetings:**

5. Meetings, or portions thereof, may be opened to the public as determined by the committee.
6. Those meetings, or portions thereof, not opened to the public shall be closed to the public.
7. Meetings shall be scheduled and held as required.



## Parkland School Division Board Policy 8: Appendix 8.2

### POLICY REVIEW COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

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.

#### **Powers and Duties:**

2. The Policy Review Committee shall:
  - 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.

#### **Membership / Quorum:**

3. Membership in the Policy Review Committee shall consist of the following:
  - 3.1. Three (3) voting members and one (1) or more non-voting member(s).
4. Voting Membership shall consist of:
  - 4.1. Three (3) trustees, including the Board Chair, with a quorum of two (2) trustees; and
5. Non-voting Membership:
  - 5.1. The Superintendent; and
  - 5.2. Other individuals as required

#### **Decision-Making Process:**

6. The Policy Review Committee, by simple majority of its voting members, will make recommendations to the Board regarding proposed changes to Board Policy.

#### **Meetings:**

7. Meetings shall be closed to the public; and
8. Meetings shall be scheduled and held as required.



## Parkland School Division Board Policy 8: Appendix 8.3

### BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.

#### **Powers and Duties:**

2. The Benefit Plan Advisory Committee shall:
  - 2.1. Review benefit plan's utilization, experience reports and renewal packages; and
  - 2.2. Approve changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums).
3. The Superintendent or designate has the authority to renew group insurance policies.
4. The Board shall be the policyholder of the various benefit insurance policies.
5. The Board shall appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
6. The Division shall be responsible for the nominal operating expenditures incurred by the committee.

#### **Membership / Quorum:**

7. Membership in the Benefit Plan Advisory Committee shall consist of:
  - 7.1. Six (6) voting members and three (3) non-voting members.
8. Voting Membership shall consist of:
  - 8.1. One (1) trustee as appointed by the Board;
  - 8.2. Two (2) representatives appointed by the Canadian Union of Public Employees (CUPE) Local #5543;
  - 8.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
  - 8.4. One (1) representative appointed by Parkland School Division (PSD) Non-Union Group (NUG).
9. Quorum consists of one representative from each of the member groups identified in s. 8.
10. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
  - 10.1. Up to three (3) members to facilitate committee operations; and
  - 10.2. One (1) Recording Secretary.
11. CUPE, IUOE and NUG staff shall 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.

12. The Board, at each annual Organizational Meeting, shall appoint one (1) member to this committee.
13. November 1<sup>st</sup> of each year shall be the yearly start date for each representative.

**Decision-Making Process:**

14. All decisions of the Benefit Plan Advisory Committee shall require a simple majority from the voting members.

**Meetings:**

15. Meetings, as required, may be called by the committee Chair or the Superintendent or designate; notably,
  - 15.1. Notice of and all meeting agendas shall be sent to each member prior to each meeting by the Superintendent or designate;
  - 15.2. Meetings shall be closed to the public;
  - 15.3. 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; and
  - 15.4. The Committee Chair shall be elected for a one (1) year term.





## Parkland School Division Board Policy 8: Appendix 8.4

### TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties and identify matters related to advocacy.

#### **Powers and Duties:**

2. The Teacher Board Advisory Committee shall:
  - 2.1. 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.
3. The identification and discussion of 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.
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.

#### **Membership / Quorum:**

5. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.
6. Membership of the Teacher Board Advisory Committee shall consist of:
  - 6.1. 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;
    - 6.1.1. Three (3) trustees, shall be appointed by the Board at each annual Organizational Meeting; and
    - 6.1.2. The ATA Parkland Teachers' Local #10 shall make appointments to the committee, and these appointments shall be determined by the ATA Parkland Teachers' Local #10 on an annual basis.
  - 6.2. The Superintendent shall appoint one (1) member as a Recording Secretary who is not part of the consensus process.
7. 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.

8. Quorum shall consist of six (6) members, including:
  - 8.1. Two (2) trustees;
  - 8.2. The Superintendent or Designate; and
  - 8.3. Three (3) representatives for the ATA Parkland Teachers' Local #10.

**Decision-Making Process**

9. As this is a collaborative forum for discussion, no decision-making process is required.

**Meetings:**

10. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
11. Meetings shall be closed to the public.
12. Meeting dates, times, and location of the meetings are set annually by the Board.



## Parkland School Division Board Policy 8: Appendix 8.5

### AUDIT COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with applicable financial legislation and regulatory requirements and provide related recommendations to the Board.

#### **Powers and Duties:**

2. The Audit Committee shall carry out the following responsibilities:
  - 2.1. Recommend external auditors to the Board.
  - 2.2. Review the annual financial statements and report to the Board, specifically:
    - 2.2.1. Review significant accounting and reporting issues, including complex or unusual transactions;
    - 2.2.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
    - 2.2.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
    - 2.2.4. Review with management and the auditors all matters required to be communicated to the Board.
  - 2.3. With respect to budget development, the Audit Committee shall:
    - 2.3.1. Review budget timelines and key budget assumptions;
    - 2.3.2. Review a draft preliminary budget;
    - 2.3.3. Review the governance budget; and
      - 2.3.3.1. Review Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
  - 2.4. With respect to Internal Control, the Audit Committee shall:
    - 2.4.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
    - 2.4.2. 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.

- 2.5. With respect to the Audit process, the Audit Committee shall:
  - 2.5.1. Review the auditor's proposed audit scope and approach;
  - 2.5.2. 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;
  - 2.5.3. 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
  - 2.5.4. As required, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.
- 2.6. With respect to compliance, the Audit Committee shall:
  - 2.6.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
  - 2.6.2. Obtain regular updates from management and company legal counsel regarding compliance matters.
- 3. Compensation shall be remunerated as follows:
  - 3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
  - 3.2. The member at large shall be compensated at a rate of \$240 per meeting and mileage to and from Audit Committee meetings as per Division practices.

**Membership / Quorum:**

- 4. The Audit Committee shall be made up of four (4) voting members and two (2) non-voting members.
  - 4.1. A quorum is a simple majority of trustees.
  - 4.2. Voting membership shall consist of:
    - 4.2.1. Three (3) trustees who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee; and
    - 4.2.2. 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.
  - 4.3. Non-voting membership shall consist of:
    - 4.3.1. The Superintendent; and
    - 4.3.2. The Associate Superintendent of Corporate Supports and Services.
  - 4.4. Supplementary resource personnel to the Audit Committee shall consist of:
    - 4.4.1. The Director of Financial Services; and
    - 4.4.2. Recording Secretary.

## **Revised Board Policy 8: Board Committees and Representation - FINAL Version**

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

### **Decision-Making Process:**

6. The Audit Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

### **Meetings:**

7. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
8. Meetings shall be closed to the public.
9. 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 COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Alberta Teachers' Association Labour Relations Committee are twofold:
  - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes; and
  - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Alberta Teachers' Association Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of the ATA Local; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Alberta Teachers' Association Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Alberta Teachers' Association Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Alberta Teachers' Association Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



## Parkland School Division

### Board Policy 8: Appendix 8.7

## CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The Canadian Union of Public Employees Labour Relations Committee exists for the Board to meet with representatives of the CUPE Local #5543 to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Canadian Union of Public Employees Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of CUPE; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Canadian Union of Public Employees Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Canadian Union of Public Employees Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Canadian Union of Public Employees Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings 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 COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The Purpose of the International Union of Operating Engineers Labour Relations Committee is to meet with representatives of IUOE to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The International Union of Operating Engineers Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of IUOE; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to International Union of Operating Engineers Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The International Union of Operating Engineers Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings 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 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.
- 2. Each committee shall have terms of reference defining:
  - 2.1. Purpose;
  - 2.2. Powers and Duties;
  - 2.3. Membership and Quorum; and
  - 2.4. Recommendations / Decision-making processes.
- 3. The Board Chair may serve as ex officio to all Board committees.
  - 3.1. Ex officio serves as an observer to Board committees and is a non-voting member.
- 4. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
- 5. Committees may be charged with conducting in-depth studies into the matters to which they are assigned.
- 6. Committees shall meet from time to time as specified.
- 7. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
  - 7.1. *In-camera* minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and shall only be shared during an in-camera portion of a regular board meeting.

8. A Recording Secretary, if appointed, shall be responsible for:
  - 8.1. Notifying committee members of the deadline for submission of items for the agenda;
  - 8.2. Preparing and distributing the agenda to all committee members one (1) week prior to the meeting;
  - 8.3. Preparing and maintaining records of committee meetings; and
  - 8.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
9. The Board establishes, annually, the following standing committees:
  - 9.1. Governance and Planning Committee [see Appendix 8.1];
  - 9.2. Policy Review Committee [see Appendix 8.2];
  - 9.3. Benefit Plan Advisory Committee [see Appendix 8.3];
  - 9.4. Teacher Board Advisory Committee [see Appendix 8.4];
  - 9.5. Audit Committee [see Appendix 8.5];
  - 9.6. Alberta Teachers' Association (ATA) Labour Relations [see Appendix 8.6];
  - 9.7. Canadian Union of Public Employees (CUPE) Labour Relations [see Appendix 8.7]; and
  - 9.8. International Union of Operating Engineers (IUOE) Labour Relations [see Appendix 8.8].
10. The Board may establish ad hoc committees to assist the Board for a specific purpose or function;
  - 10.1. The terms of reference for each ad hoc committee shall be established at the time of formation; and
  - 10.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
11. 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:**

12. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9].
  - 12.1. Trustees appointed to External Committees shall represent the Board's positions and interest, and communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200  Collective Agreements	Approved:
		Date Approved: <del>November 26, 2024</del> December 17, 2024
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised: <del>November</del> December, 2024 March, 2022 September, 2021



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

**GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE**

---

**Purpose:**

1. The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue.

**Powers and Duties:**

2. The Governance and Planning Committee engages in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding.

**Membership / Quorum:**

3. Membership in the Governance and Planning Committee shall consist of the following:
  - 3.1. The Board Chair shall chair the Governance and Planning Committee meeting.
  - 3.2. All trustees with a quorum of four (4) trustees;
  - 3.3. The Superintendent;
  - 3.4. Other division personnel and resources as required; and
  - 3.5. One (1) Recording Secretary.

**Decision-Making Process:**

4. No Board decisions are made during governance and planning sessions.

**Meetings:**

5. Meetings, or portions thereof, may be opened to the public as determined by the committee.
6. Those meetings, or portions thereof, not opened to the public shall be closed to the public.
7. Meetings shall be scheduled and held as required.



## Parkland School Division Board Policy 8: Appendix 8.2

### POLICY REVIEW COMMITTEE TERMS OF REFERENCE

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#### Purpose:

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.

#### Powers and Duties:

2. The Policy Review Committee shall:
  - 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.

#### Membership / Quorum:

3. Membership in the Policy Review Committee shall consist of the following:

3.1. ~~Three (3) voting members and one (1) or more non-voting member(s).~~

3.4. ~~Voting Membership shall consist of:~~

3.1.4.1. ~~Three (3) trustees, including the Board Chair and Vice-Chair, with a quorum of two (2) trustees; and~~

5. ~~Non-voting Membership:~~

3.2.5.1. ~~The Superintendent; and~~

3.3.5.2. ~~Other individuals as required~~

#### Decision-Making Process:

4.6. The Policy Review Committee, by ~~consensus~~ simple majority of its voting members, will make recommendations to the Board regarding proposed changes to Board Policy.

#### Meetings:

5.7. Meetings shall be closed to the public; and

6.8. Meetings shall be scheduled and held as required.



## Parkland School Division Board Policy 8: Appendix 8.3

### BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.

#### **Powers and Duties:**

2. The Benefit Plan Advisory Committee shall:
  - 2.1. Review benefit plan's utilization, experience reports and renewal packages; and
  - 2.2. Approve changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums).
3. The Superintendent or designate has the authority to renew group insurance policies.
4. The Board shall be the policyholder of the various benefit insurance policies.
5. The Board shall appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
6. The Division shall be responsible for the nominal operating expenditures incurred by the committee.

#### **Membership / Quorum:**

7. Membership in the Benefit Plan Advisory Committee shall consist of:
  - 7.1. Six (6) voting members and three (3) non-voting members.
8. Voting Membership shall consist of:
  - 8.1. One (1) trustee as appointed by the Board;
  - 8.2. Two (2) representatives appointed by the Canadian Union of Public Employees (CUPE) Local #5543;
  - 8.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
  - 8.4. One (1) representative appointed by Parkland School Division (PSD) Non-Union Group (NUG).
9. Quorum consists of one representative from each of the member groups identified in s. 8.
10. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
  - 10.1. Up to three (3) members to facilitate committee operations; and
  - 10.2. One (1) Recording Secretary.
11. CUPE, IUOE and NUG staff shall 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.

12. The Board, at each annual Organizational Meeting, shall appoint one (1) member to this committee.
13. November 1<sup>st</sup> of each year shall be the yearly start date for each representative.

**Decision-Making Process:**

14. All decisions of the Benefit Plan Advisory Committee shall require a simple majority from the voting members.

**Meetings:**

15. Meetings, as required, may be called by the committee Chair or the Superintendent or designate; notably,
  - 15.1. Notice of and all meeting agendas shall be sent to each member prior to each meeting by the Superintendent or designate;
  - 15.2. Meetings shall be closed to the public;
  - 15.3. 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; and
  - 15.4. The Committee Chair shall be elected for a one (1) year term.



## Parkland School Division Board Policy 8: Appendix 8.4

### TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

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#### Purpose:

1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties and identify matters related to advocacy.

#### Powers and Duties:

2. The Teacher Board Advisory Committee shall:
  - 2.1. 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.
3. The identification and discussion of 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.
- ~~4. 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.~~
- ~~5.4.~~ 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.

#### Membership / Quorum:

- ~~5. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.~~
6. Membership of the Teacher Board Advisory Committee shall consist of:
  - 6.1. 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;
    - 6.1.1. Three (3) trustees, shall be appointed by the Board at each annual Organizational Meeting; and
    - 6.1.2. The ATA Parkland Teachers' Local #10 shall make appointments to the committee, and these appointments shall be determined by the ATA Parkland Teachers' Local #10 on an annual basis.
  - 6.2. The Superintendent shall appoint one (1) member as a Recording Secretary who is not part of the consensus process.

~~7.1. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.~~



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8.7. 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.

~~9.8.~~ Quorum shall consist of six (6) members, including:

~~8.1. Three Two (23) representatives trustees; for the Board, including two (2) Trustees and~~

~~9.1-8.2.~~ The Superintendent or Designate; and

~~9.2-8.3.~~ Three (3) representatives for the ATA Parkland Teachers' Local #10.

#### Decision-Making Process

~~10. The Teacher Board Advisory Committee shall make any decisions and/or recommendations to the Board, by consensus, including: As this is a collaborative forum for discussion, no decision-making process is required.~~

~~10.1-9. Meeting dates, times, location and duration of the meeting.~~

#### Meetings:

~~11-10.~~ Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.

~~12-11.~~ Meetings shall be closed to the public.

~~12. Meeting dates, times, and location and duration of the meetings are set annually by the Board.~~



## Parkland School Division Board Policy 8: Appendix 8.5

### AUDIT COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with applicable financial legislation and regulatory requirements and provide related recommendations to the Board.

#### **Powers and Duties:**

2. The Audit Committee shall carry out the following responsibilities:
  - 2.1. Recommend external auditors to the Board.
  - 2.2. Review the annual financial statements and report to the Board, specifically:
    - 2.2.1. Review significant accounting and reporting issues, including complex or unusual transactions;
    - 2.2.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
    - 2.2.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
    - 2.2.4. Review with management and the auditors all matters required to be communicated to the Board.
  - 2.3. With respect to budget development, the Audit Committee shall:
    - 2.3.1. Review budget timelines and key budget assumptions;
    - 2.3.2. Review a draft preliminary budget;
    - 2.3.3. Review the governance budget; and
      - 2.3.3.1. Review Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
  - 2.4. With respect to Internal Control, the Audit Committee shall:
    - 2.4.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
    - 2.4.2. 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.

- 2.5. With respect to the Audit process, the Audit Committee shall:
  - 2.5.1. Review the auditor's proposed audit scope and approach;
  - 2.5.2. 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;
  - 2.5.3. 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
  - 2.5.4. As required, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.
- 2.6. With respect to compliance, the Audit Committee shall:
  - 2.6.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
  - 2.6.2. Obtain regular updates from management and company legal counsel regarding compliance matters.
- 3. Compensation shall be remunerated as follows:
  - 3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
  - 3.2. The member at large shall be compensated at a rate of \$240 per meeting and mileage to and from Audit Committee meetings as per Division practices.

**Membership / Quorum:**

- 4. The Audit Committee shall be made up of four (4) voting members and two (2) non-voting members.
  - 4.1. A quorum is a simple majority of trustees.
  - 4.2. Voting membership shall consist of:
    - 4.2.1. Three (3) trustees who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee; and
    - 4.2.2. 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.
  - 4.3. Non-voting membership shall consist of:
    - 4.3.1. The Superintendent; and
    - 4.3.2. The Associate Superintendent of Corporate Supports and Services.
  - 4.4. Supplementary resource personnel to the Audit Committee shall consist of:
    - 4.4.1. The Director of Financial Services; and
    - 4.4.2. Recording Secretary.

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

**Decision-Making Process:**

6. The Audit Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

7. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
8. Meetings shall be closed to the public.
9. 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 COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Alberta Teachers' Association Labour Relations Committee are twofold:
  - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes; and
  - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Alberta Teachers' Association Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of the ATA Local; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Alberta Teachers' Association Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Alberta Teachers' Association Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Alberta Teachers' Association Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



## Parkland School Division

### Board Policy 8: Appendix 8.7

## CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The Canadian Union of Public Employees Labour Relations Committee exists for the Board to meet with representatives of the CUPE Local #5543 to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Canadian Union of Public Employees Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of CUPE; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Canadian Union of Public Employees Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Canadian Union of Public Employees Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Canadian Union of Public Employees Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings 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 COMMITTEE TERMS OF REFERENCE**

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### **Purpose:**

1. The Purpose of the International Union of Operating Engineers Labour Relations Committee is to meet with representatives of IUOE to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

### **Powers and Duties:**

2. The International Union of Operating Engineers Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of IUOE; and
  - 2.3. Make recommendations to the Board for ratification.

### **Membership / Quorum:**

3. Membership shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to International Union of Operating Engineers Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

### **Decision-Making Process:**

4. The International Union of Operating Engineers Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.





**PARKLAND**  
SCHOOL DIVISION

## 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.