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## **Policy**

Standing Committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

## **Guidelines and Procedures**

1. The Board shall:
  - 1.1 At its annual organizational meeting, establish such Standing Committees, and terms of reference for each, as deemed necessary; and
  - 1.2 At any duly constituted meeting, establish Ad Hoc Committees, and terms of reference for each, as deemed necessary.
  
2. Trustees serving as members of committees are not bound in their vote when recommendations are presented to the Board by the Committee they are members of.
  
3. Where more than one Trustee is appointed to a Standing Committee, the number of Trustees serving on the committee shall not constitute a quorum of the Board who do not have a conflict of interest.
  
4. The Board shall appoint Trustees to the following Standing Committees:
  - 4.1 Negotiations Committee
    - 4.1.1 The Board shall establish a Negotiation Standing Committee if collective bargaining is required for a bargaining group during a school year.
    - 4.1.2 The Negotiations Committee shall be established in accordance with Appendix A of this policy.

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- 4.2 Audit Committee
  - 4.2.1 The Board shall establish and maintain an Audit Committee to assist with the financial fiduciary responsibilities established in the *Education Act*.
  - 4.2.2 The Standing Audit Committee shall be established in accordance with Appendix B of this policy.
  
- 4.3 Teacher Trustee Liaison Committee (TTLC)
  - 4.3.1 The Board shall establish and maintain a Standing Teacher Trustee Liaison Committee in accordance with Appendix C of this policy.
  
- 4.4 Non-Instructional Support Staff and Trustee Liaison Committee
  - 4.4.1 The Board shall establish and maintain a Standing Non-Instructional Support Staff and Trustee Liaison Committee in accordance with Appendix D of this policy.
  
- 4.5 Professional Development Fund Committee
  - 4.5.1 The Board shall establish a Professional Development Fund Committee – Instructional Staff in accordance with Appendix E of this policy.
  
- 4.6 Board Policy Committee
  - 4.6.1 The Board shall establish a Board Policy Committee in accordance with Appendix F of this policy.
  
- 4.7 Advocacy and Engagement Committee
  - 4.7.1 The Board shall establish an Advocacy and Engagement Committee in accordance with Appendix G of this policy.
  
- 4.8 Student Advisory Committee
  - 4.8.1 The Board shall establish a Student Advisory Committee in accordance with Appendix H of this policy.
  
- 4.9 Board Evaluation Committee
  - 4.9.1 The Board shall establish a Board Evaluation Committee in accordance with Appendix I of this policy.

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5. Committee of the Whole

- 5.1 The Board Committee of the Whole is established as a committee of the Board, with responsibility for work as detailed below. Membership includes all Trustees and the Superintendent and/or designate(s). Meetings will be held monthly or dependent upon agenda items.
- 5.2 The purpose of the Committee of the Whole is to allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board and to solicit and receive information from the Superintendent relevant to the development of various operational plans and activities.
- 5.3 Any recommendations arrived at in a Committee of the Whole meeting must be brought to a Regular or Special meeting of the Board for discussion and possible approval.
- 5.4 Minutes of the Committee of the Whole meeting shall be taken by the Secretary to the Board or designate.

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**APPENDIX "A"**

**Grande Prairie Public School Division  
Negotiations Committee**

**Purpose**

The Negotiations Committee shall engage in discussions with employee groups to reach agreement on a Collective Bargaining Agreement for ratification by the Board of Trustees.

**Authority**

The Committee shall be delegated the authority to achieve a Memorandum of Agreement within the mandate as established by the Board.

**Composition**

1. The Board Chair, plus one (1) Board member, unless it forms a quorum of the Board at the negotiations table; and
2. The Deputy Superintendent and Secretary-Treasurer.

**Meetings**

As required by legislation and agreed to with the employee groups.

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**APPENDIX “B”**

**Grande Prairie Public School Division  
Audit Committee**

**Purpose**

To assist the Board of Trustees and the Superintendent of Schools in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance) and monitoring the Division’s compliance with laws and regulations pertaining to the financial operations.

**Authority**

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

1. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the Committee or assist the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests or that of associated external parties; and
3. Meet with Division officers, external auditors or outside counsel as necessary.

**Composition**

The Audit Committee will consist of the following members:

1. Three (3) trustees; the Board Chair, Vice-Chair and one (1) other. One (1) of the three trustees will act as the Chair of the Audit Committee.
2. Two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.

**Meetings**

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members

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are expected to attend each meeting in person or via teleconference or videoconference. 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 and executive sessions.

Minutes of meetings will be prepared. Audit Committee reports shall be provided at a Regular Meeting of the Board of Trustees. The Executive Assistant to the Secretary-Treasurer or designate shall act as the recording secretary to the Audit Committee.

### **Compensation**

The Audit Committee members shall be compensated as follows:

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| Elected School Trustees | as per Board Policy                               |
| Public members          | \$250 for each full day / \$125 for each half day |

### **Responsibility**

The Audit Committee will carry out the following responsibilities:

#### Financial Statements

1. Review significant accounting and reporting issues, including complex or unusual transactions;
2. Review with management and the auditors the results of the audit, including any difficulties encountered;
3. Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question and other information known to committee members, and reflect appropriate accounting principles; and
4. Review with management and the auditors all matters required to be communicated to the School Board.

#### Internal Control

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

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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.

#### Audit

1. Review the auditor's proposed audit scope and approach;
2. Review the performance of the auditors, and provide a recommendation to the School Board concerning the final approval on the appointment or discharge of the auditors;
3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School Division, including non-audit services, and discussing the relationship with the auditors; and,
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.

#### Compliance

1. Review the findings of any examinations by regulatory agencies and any audit observations;
2. Obtain regular updates from management and legal counsel regarding compliance matters; and
3. Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact upon Board operations.

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## APPENDIX “C”

### Grande Prairie Public School Division Teacher Trustee Liaison Committee (TTLC)

#### **Purpose**

Subject to the provision of the *Education Act* and regulations that may from time to time be established by Alberta Education, the Board shall make every possible provision for the involvement of the Division's teaching staff in a forum for discussion of an instructional and professional nature that are not contained in or in conflict of the Collective Agreement.

In consultation with the teaching staff of the Division, the Board may make provision for the establishment of various Ad Hoc Committees to provide advice and guidance to the Board over matters of an instructional and professional nature raised at the TTLC.

The committee so established shall provide the necessary channels to facilitate full communication between the Board, administration and the teachers.

#### **Composition**

1. By September 30 of each school year, the staff of each school shall elect a representative to the Teacher Trustee Liaison Committee. This representative shall not be an administrator.
2. In addition to a teacher representative from each school, the Teacher Trustee Liaison Committee shall consist of:
  - 2.1 Two Board Members;
  - 2.2 The Superintendent or designate, Assistant Superintendent, Curriculum or designate;
  - 2.3 Principal or Vice-Principal as chosen by the Administrator's Council;  
and
  - 2.4 Guests may be invited from time to time to cover topics of interest.



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**Meetings**

1. By October 30 of each school year, the Superintendent shall call a meeting of the Teacher Trustee Liaison Committee. The purpose of the first meeting shall be at least:
  - 1.1 To select a Chairperson;
  - 1.2 To review terms of reference;
  - 1.3 To discuss instructional and professional topics of interest to members joining the committee to develop an agenda framework for discussions to be addressed over the course of the year; and
  - 1.4 Members may also request items to be included on the agenda throughout the course of the year.
  
2. Meetings will be scheduled as required and as frequently as agreed to by the committee members.
  
3. Minutes shall be taken by the Executive Assistant, Instructional Services or designate and circulated to all members of the committee for distribution in their schools.

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## APPENDIX “D”

### Grande Prairie Public School Division Non-Instructional Support Staff and Trustee Liaison Committee

#### Purpose

In consultation with members of the Non-Instructional Employees’ Association of the Division, the Board shall make provision for the establishment of a Liaison Committee to provide advice and guidance over matters concerning support service delivery and professional development.

The Committee shall provide the necessary channels to facilitate full communication between the Board, the administrative staff and the Non-Instructional Employees’ Association.

#### Composition

1. The Executive Committee of the Non-Instructional Employees’ Association will be members of this liaison committee.
2. In addition to Non-Instructional Employees’ Association representatives, this Liaison Committee shall consist of:
  - 2.1 Two Board members;
  - 2.2 The Superintendent or designate, Secretary-Treasurer or designate and Human Resource member; and
  - 2.3 Guests may be invited from time to time to cover topics of interest.

#### Meetings

1. By October 30 of each school year, the Superintendent or designate shall call a meeting of the Non-Instructional Support Staff and Trustee Liaison Committee.

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2. The purpose of the first meeting shall be to:
  - 2.1 Select a Chairperson;
  - 2.2 Review terms of reference; and
  - 2.3 Identify any matters of concern.
3. Meetings will be scheduled as required and as frequently as agreed to by the committee members.
4. Minutes of the Non-Instructional Support Staff and Trustee Liaison Committee meetings shall be taken by the Executive Assistant, Business Services or designate and circulated to all Non-Instructional Support Staff and Trustee Liaison Committee members.

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**APPENDIX “E”**

**Grande Prairie Public School Division  
 Professional Development Fund Committee, Instructional Staff**

**Purpose**

The Professional Development Fund Committee, Instructional Staff shall engage in discussions to determine tuition fee reimbursements for professional development, and the number of professional improvement leaves each year for Grande Prairie Public School Division staff under the Alberta Teachers’ Association Collective Agreement.

**Composition**

1. One Board Member who will sit as Chair of the Committee;
2. Superintendent or Designate; and
3. Teacher representatives selected by the Alberta Teachers’ Association Local Economic Policy Committee as outlined in the Teachers’ Collective Agreement.

**Meetings**

1. By October 15 of each school year, the Human Resources Department shall call a meeting of the Professional Development Fund Committee, Instructional Staff.

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**APPENDIX “F”**

**Grande Prairie Public School Division  
Board Policy Committee**

**Purpose**

The Board Policy Committee will develop and implement a schedule for the ongoing and regular review of Board Policies.

**Authority**

The Board Policy Committee is empowered to create recommendations for additions/changes/deletions to Board Policy and to present those recommendations to the whole of the Board for review.

**Composition**

1. The Board Vice-Chair, who will act as Chair of the Committee;
2. Two additional Trustees; and
3. Superintendent or Designate.

**Meetings**

As required, to be determined by the Committee. No minutes are required.

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## APPENDIX "G"

### Grande Prairie Public School Division Advocacy and Engagement Committee

#### Purpose:

To monitor and review the Division and Provincial educational context and make recommendations to the Board of Trustees for the purpose of supporting the work of the Board and the continuous improvement of the Division. Strategies will include:

- the establishment of Board Advocacy Priorities, relative to the local and provincial context, to strategically align the work of the Board each school year;
- the development and implementation of an annual Board stakeholder engagement plan;
- coordinating and monitoring the effective implementation of Board advocacy and engagement efforts; and
- responding to emergent needs for Board advocacy.

#### Authority and Powers:

The Board Advocacy and Engagement Committee is empowered to make recommendations to the Board to inform advocacy and engagement efforts, and to lead the development of background information bulletins, key notes, and messages on advocacy issues to support Trustees.

#### Committee Powers:

1. To set the agenda for the Committee meetings and provide regular updates to the Board on those meetings as required.
2. To make recommendations to the Board regarding advocacy and engagement priorities and strategies to be undertaken by the Board of Trustees.
3. To make recommendations to the Board regarding the inclusion of advocacy and engagement related to priorities and strategies to the Board's Work Plan.

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4. To undertake ad hoc Committee work for the purpose of aligning the Board of Trustee priorities and strategies with outside organizations (Alberta School Boards' Association – ASBA, Public School Boards' Association of Alberta – PSBAA) as needed.

**Areas of Focus to Include:**

1. Political lobbying (related to topics such as the Capital Plan, the Funding Framework and other emergent topics).
2. Political networking (with MLAs, Mayor and Council, Parents, School Councils, Alberta Education and other ministries, ASBA, PSBAA and other Boards) through lunches, meetings, etc.
3. Engaging with staff, students, and parents.
4. Promoting the role of Trustee, the Board, and public education in general.
5. Responding to emergent topics to ensure the Board Chair and Trustees are supported with key speaking notes and messages.
6. Working with administration to tell the story of the Division, to promote the work of the Board and to celebrate via local media, social media, and other appropriate means.

**Composition:**

Three (3) Trustees with a quorum of two (2), appointed at the Board Organizational Meeting, with support from the Board Chair, Superintendent of Schools and System Leadership for the Division.

**Meetings:**

Monthly as needed. A Chairperson will be selected at the first meeting. Minutes will be taken by the Recording Secretary of the Board and will be shared with the Committee prior to submission at the next Board meeting.

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## APPENDIX "H"

### Grande Prairie Public School Division Student Advisory Committee

#### Purpose:

The development of a Student Advisory Committee will provide the Board an opportunity to engage with students of the Division for the purpose of sharing information, seeking feedback from students and to support the development of students' personal leadership skills and strengths.

#### Composition:

1. The Student Advisory Committee will consist of:
  - 1.1 1 to 3 students selected from each school, in Grades 6 through 12.
  - 1.2 Three Board members
  - 1.3 The Superintendent or designate
  - 1.4 Two School Administrators
  - 1.5 Guests may be invited from time to time to cover topics of interest
2. Interested students must want to make a difference for their peers by participating on the Committee. Students will volunteer by submitting an on-line application.
3. A student will fill a 2-year term on the Committee. Individual vacancies will be filled as they arise.

#### Meetings:

1. Meetings will be held in person, 3 or 4 times per year. Whenever possible, meetings will be scheduled to avoid students needing to miss class to participate.
2. The Student Advisory Committee will be co-chaired, by 2 students, selected at the first meeting of the Committee each year.

#### Trustee Member Responsibilities:

1. Attend all meetings and collaborate with Administration and the student co-Chairs in the development of the agenda for each meeting.
2. Participate fully and engage with students at each meeting.



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3. Report back to the Board of Trustees summarizing the minutes of each meeting.

**Student Member Responsibilities:**

1. Attend all meetings and participate fully and engage with the members of the Committee at each meeting.
2. Report back to the School Principal summarizing the minutes of each meeting.
3. As requested by the School Principal, student members will report to other students, to the School Council, and to others as needed on the work of the Committee.

**School and System Leader Responsibilities:**

1. Collaborate with the Trustee Members and student Co-Chairs in the development of the agenda for each meeting.
2. Plan for and facilitate the running of each scheduled meeting, including the setting of the agenda and the provision of minutes summarizing each meeting.

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## APPENDIX "I"

### Grande Prairie Public School Division Board Evaluation Committee

#### **Purpose:**

To review, summarize, and modify at the direction of the Board of Trustees, the Annual Board Evaluation and Self-Evaluation Survey tool. Based on discussions during the Board's review of the annual Board self-evaluation, the Board Evaluation Committee will review and bring to the Board recommendations or changes for improvement to the survey instrument and/or Board Self-Evaluation process. A priority for the Board Evaluation Committee will be to ensure that the Board evaluation process is relevant to the role of the Board, informs Board planning, and is concise.

#### **Authority**

1. The Board Evaluation Committee is empowered to create recommendations for the Board Evaluation Survey Tool and Evaluation process, and to present those recommendations to the whole of the Board for approval.

#### **Composition**

1. Three Trustees; and
2. Superintendent or designate.

#### **Meetings:**

Meetings will be held in person at least twice a year, once after the completion of the Board Self-Evaluation survey and once following the review of the Evaluation survey with the Board. No minutes are required.