

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY BCE – Board Committees: Exhibit 1 –Committees**

### **Committee Name: ASBA ZONE 1 COMMITTEE REPRESENTATIVE**

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#### **Committee Type: Representative**

#### **Committee Scope:**

- To provide a liaison between the Board and other Boards in Zone 1.
- To vote on behalf of the Board on agenda items of the Zone 1 Executive.

#### **Committee Terms of Reference:**

1. Board Membership \*: One Trustee. All other Trustees are welcome to attend.
2. Voting Privileges: As per ASBA Zone 1 bylaws.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Minutes are provided by Zone 1 secretary.
5. Meetings: Approximately five per year and called by the Executive of Zone 1.
6. Reporting: The representative to report at the following Board meeting

### **Committee Name: AUDIT COMMITTEE**

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#### **Committee Type: Standing**

#### **Committee Scope:**

- See 'Audit Committee Terms of Reference' document (11520).
1. Board Membership \*: Two trustees. (Note that these two trustees also serve as the Board representatives on the district Administrative Finance Committee - Motion #93-05)
  2. Voting Privileges: Yes
  3. Administrator Assigned: Corporate Treasurer as required
  4. Record of Proceedings of Committee Meetings: Minutes of the meeting will be prepared.
  5. Meetings: Minimum of twice a year.
  6. Reporting: Audit Committee reports maybe provided at a meeting of the Board of Trustees.
  7. Reference: Audit Committee Terms of Reference document

**Peace Wapiti School Division No. 76**

Audit Committee Terms of Reference

December 2010

**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 GAAP compliance), and monitoring the District'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:

- a. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- b. Seek any information it requires from employees — all of whom are directed to cooperate with the committee's requests — or external parties; and
- c. Meet with District officers, external auditors or outside counsel, as necessary.

**Composition:**

The audit committee will consist of the following members:

- a. Two member Trustees from the Administration Finance Committee one of whom shall act as chair of the audit committee; and
- b. The Chair of the Administration Finance Committee or alternate.

**Meetings:**

The audit committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require. All audit committee members are expected to attend each meeting, in person or via tele- or video-conference. The audit committee will invite members of management, auditors or others to attend meeting and as necessary. It may hold private meetings with auditors and/or any members of the executive.

Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees. The Corporate Secretary shall act as the Secretariat to the audit committee.

**Responsibility:**

The audit committee will carry out the following responsibilities:

**Financial Statements:**

- a. Review significant accounting and reporting issues, including complex or unusual transactions;
- b. Review with management and the auditors the results of the audit, including any difficulties encountered;
- c. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- d. Review with management and the auditors all matters required to be communicated to the School Board

**Internal Control:**

- a. Consider the effectiveness of the Districts internal controls over annual reporting, including information technology security and control; and.
- b. 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:**

- a. Review the auditor's proposed audit scope and approach;
- b. 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;
- c. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and
- d. 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:**

- a. Review the findings of any examinations by regulatory agencies, and any audit observations; and
- b. Obtain regular updates from management and company legal counsel regarding compliance matters.

**Others:**

- a. Provide oversight on bank selection process. (BM20091210.1006)
- b. Provide oversight on investment process. (BM20101209.1011)

**Committee Name: Business & Industry Liaison Committee**

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**Committee Type: Standing**

**Committee Scope:**

To provide liaison between the Board and various business and industry committees in the community. (i.e. Canfor Advisory Committee, Weyerhaeuser Advisory Committee, Chamber of Commerce, Career Pathways for Students, various community engagement committees)

**Committee Terms of Reference:**

1. Board Membership \*: The Board Chair. The Board Chair may appoint additional trustees to attend meetings along with the Chair. The Board Chair may appoint one or more alternates to attend meetings.
2. Voting Privileges: yes.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Minutes would generally be provided by the host committee.
5. Meetings: At the call of the host committee.
6. Reporting: Committee Chair or alternate(s) to report at the following Board meeting.

**Committee Name: COMMUNICATIONS & PROMOTIONS COMMITTEE**

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**Committee Type: Standing**

**Committee Scope**

- To communicate and promote Peace Wapiti Public School Division, and its schools, staff and student achievements. The Committee's duties may include:
  - preparing press releases;
  - purchasing promotional materials;
  - liaising with Spotlight Committee if necessary other projects, as appropriate;
  - Review Community Engagement Framework document every three years on election years.

**Committee Terms of Reference:**

1. Board Membership \*: Three Trustees. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.

3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Committee Chair or Superintendent.
6. Reporting: The Committee Chair to report at the following Board meeting.

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**Committee Name: GRANT NOTLEY SCHOLARSHIP COMMITTEE  
REPRESENTATIVE**

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**Committee Type: Representative**

**Committee Scope:**

- This scholarship is coordinated through the Peace River School Division, but they require a trustee living in the Dunvegan-Central Peace Electoral District area to serve as a committee member.

**Committee Terms of Reference:**

1. Board Membership \*: One Trustee from either of Ward 1 or Ward 2
2. Voting Privileges: The representative may vote on behalf of the Peace Wapiti School Division at meetings of the Grant Notley Scholarship Committee.
3. Administrator Assigned: n/a
4. Record of Proceedings of Committee Meetings: will be the responsibility of the Grant Notley Scholarship Committee
5. Meetings: At the call of the Grant Notley Scholarship Committee.
6. Reporting: The representative to report at the following Board meeting as applicable

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**Committee Name: GRIEVANCE COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- To meet with representatives of the Alberta Teachers Association (ATA) or Teamsters.
- To resolve differences regarding the interpretation or application of the Collective Agreement.

**Committee Terms of Reference:**

1. Board Membership \*: Two Trustees, with one being from the Negotiating Committee, or as required by the Collective Agreement.
2. Voting Privileges: Only Committee members may vote. (A tie vote is lost)

3. Administrator Assigned: Superintendent or Director of Human Resources and Labour Relations.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Superintendent or Director of Human Resources and Labour Relations and as required by the Collective Agreements.
6. Reporting: The Committee Chair to report at the following Board meeting, if appropriate.

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**Committee Name: NEGOTIATING COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association, Teamsters and Non-Union Groups on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement or changes to salary and benefit schedules.
- To sign and recommend to the Board a Memorandum of Agreement between the parties.

**Committee Terms of Reference:**

1. Board Membership \*: Maximum of three trustees and Board Chair. Committee Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Director of Human Resources and Labour Relations,
4. Resources: Education Officers or others may be invited for consultation.
5. Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own records.
6. Meetings: Held at the call of either side. The first meeting to be held in accordance with the Memorandum of Agreement and/or the Labour Relations Code.
7. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the recommendations of the Committee.

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**Committee Name: OCCUPATIONAL HEALTH AND SAFETY ADVISORY  
COMMITTEE REPRESENTATIVE**

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**Committee Type: Representative**

**Committee Scope:** See complete Terms of Reference for the committee below

**Committee Terms of Reference:**

1. Board Membership \*: One Trustee.

Reporting: The representative to report at the following Board meeting.

**2. PEACE WAPITI PUBLIC SCHOOL DIVISION#76**

**District Occupational Health and Safety Advisory Committee  
Terms of Reference**

Background

Peace Wapiti Public School Division#76 recognizes that an effective occupational health and safety program contributes to the success and well being of staff and students. The following outlines key initiatives that have been implemented to date:

- External district health and safety audits performed by Golder and Associates
- Establishment of a district safety committee
- Establishment of a district health and safety policy 2006 – current draft with policy committee
- Development of Crisis Response Manual in 2002

Over the past number of years, there have been several developments, internally and externally, that impact the district's health and safety program and the ability to demonstrate due diligence:

1. The provincial government has initiated and almost completed the most significant review and revision to date of the *Occupational Health and Safety Act* and Regulation. There are several new elements as well as revised sections in the legislation that the district will need to address through policy, regulation, procedures and guidelines.
2. The government has indicated that their interpretation of the new legislative framework is being expanded to include students enrolled in several district educational programs (e.g., career and technology studies, registered apprentice program, off-campus education).
3. The provincial government has established a new joint initiative with industry, *Workplace 2.0*, that intends to facilitate a decrease in workplace injuries to 2.0 claims per hundred person-years.
4. The provincial government is stepping up its enforcement activities and has significantly increased fines for non-compliance with the Act and Regulations.
5. The government will be publishing the names of employers with the best and worst performers in occupational health and safety and safety records.
6. Results of ongoing health and safety audits, inspections and investigations continuously reinforce the need to clarify the health and safety related roles, responsibilities and accountabilities for administrators and their staff.
7. Inclusion of Health and Safety issues on all staff meeting agendas.

In light of these developments, Peace Wapiti Public School Division#76 and its staff groups recognize the importance of re-establishing a district occupational health and safety committee, with a mandate to examine and make recommendations regarding district-wide occupational health and safety issues and requirements.

Requirements of the Committee

1. Purpose:

The mandate of the Committee is to examine district-wide occupational health and safety issues and make recommendations to the Executive Team. To fulfill this mandate, the Committee will examine the following issues:

- future trends and implications of legislative changes, and the impact on the board and its staff;
- staff occupational health and safety program requirements;
- district health and safety accident and injury statistics;
- the need for policies, administrative regulations, procedures and guidelines;
- health and safety roles, responsibilities and accountabilities for all staff;
- recommendations from existing joint health and safety and related advisory committees as well as Recommendations from Golder & Associates' audit;
- results of previous audits and recommendations from existing joint health and safety and related advisory committees;
- information provided by external agencies and consultants;
- communication vehicle for disseminating information to staff.

2. Membership:

The following individuals will be appointed to the committee:

- Two representatives from PWSD teachers
- One representative from the Maintenance Department
- One representative from Teamsters
- Two representatives from the Transportation Department
- One Education Officer
- Treasurer
- Two Administrators
- Director of Human Resources
- Board Trustee
- One representative from the Tech Department

3. Decision Making:

It is intended that PWSD and staff will work together in the interests of health and safety. The committee will make every effort to reach unanimous decisions through consensus. Where issues cannot be resolved through consensus, they will be noted to the Superintendent of Schools.

4. Meetings:

The Committee will initially meet on a monthly basis, or more or less frequently as required, with the future intent to be held on a bi-monthly basis.

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**Committee Name: POLICY REVIEW COMMITTEE (Motion #93-05)**

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**Committee Type: Standing**

**Committee Scope:**

- To make recommendations to the Board regarding revisions to existing Board policy and regulations and the development of new policy and regulations.

**Committee Terms of Reference:**

1. Board Membership \*: Three Trustees. Committee Chair elected by the Committee.
2. Voting Privileges: Only committee members may vote.
3. Administrator Assigned: Superintendent or designate and Corporate Secretary.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Committee Chair or Superintendent.
6. Reporting: The Committee Chair to report at the following Board meeting.

**Committee Name: POLITICAL ACTION COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- Meeting periodically with our three MLAs to keep them informed about PWSD's concerns;
- Increase PWSD's visibility in the political arena;
- Lobbying MLAs through Chamber of Commerce;
- Meet with appropriate Ministers (Alberta Infrastructure and Alberta Education) to outline issues specific to Peace Wapiti School Public Division.

**Committee Terms of Reference:**

1. Board Membership \*: The Board Chair and three other trustees, with one from each of our three MLA's constituencies. (Motion #192-02) Board Chair to be Committee Chair.
2. Voting Privileges: Not applicable.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
5. Meetings: At the call of the Board Chair or the Superintendent or designate.

6. Reporting: The Chair to report at the following Board meeting.

**Committee Name: PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA/  
PUBLIC SCHOOL BOARD COUNCIL (PSBAA/PSBC)  
MEMBER DESIGNATE (Motion 234-03)**

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**Committee Type: Representative**

**Committee Scope:**

- The Public School Board Council was created to ensure that all public school boards have an opportunity to help shape the future of public education Alberta.
- The PSBAA/PSBC Member Designate is the school trustee who has been chosen by a board to be the primary link between the board/jurisdiction and the Association.
- The Designate is the local link to and from the PSBAA/PSBC.
- The Designate is the local PSBAA/PSBC spokesperson
- The Designate is responsible to bring Association business to the Board.

**Committee Terms of Reference:**

1. Board Membership \*: One Trustee.
2. Voting Privileges: The representative may vote on behalf of the Peace Wapiti School Division at meetings of Public School Boards Association of Alberta.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Minutes are provided by the Public School Boards Association of Alberta.
5. Meetings: The Designate is expected to attend meetings in conjunction with the Spring Assembly, the Annual General Meeting and other meetings as required.
6. Reporting: The representative to report at the following Board meeting.

**Committee Name: SPOTLIGHT COMMITTEE**

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**Committee Type: Standing**

**Committee Scope**

- To communicate and promote Peace Wapiti Public School Division, and its schools, staff and student achievements. The Committee's duties will include:
  - producing a district newspaper;
  - liaising with Communications Committee if necessary

**Committee Terms of Reference:**

1. Board Membership \*: Three Trustees. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.

3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Committee Chair or Superintendent.
6. Reporting: The Committee Chair to report at the following Board meeting.

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**Committee Name: STUDENT MATTERS APPEALS COMMITTEE**

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**Committee Type: Appeals**

**Committee Scope:**

- Student Appeal under Section 123 of the *School Act*.

**Committee Terms of Reference:**

1. Board Membership \*: Three trustees minimum. Committee to choose a Chair. In the event that any one trustee is not available at the date of the expulsion hearing, the Committee Chairperson shall appoint a replacement.
2. Voting Privileges: Only committee members may vote.
3. Administrator Assigned: Superintendent or designate(s).
4. Record of Proceedings of Committee Meetings: Kept by Recording Secretary and reviewed by the Administrator.
5. Meetings: As required pursuant to Section 123 of the *School Act*.
6. Reporting: Not applicable, in order to comply with FOIP legislation.

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**Committee Name: SURVEY COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- To complete surveys in a timely manner on behalf of the Board.
- Committee will generally meet via electronic means such as Elluminate

**Committee Terms of Reference:**

1. Board Membership \*: Three trustees. A fourth trustee member may be invited by the board chair based on survey content (i.e. An OHS survey would include the OHS committee member). In the event that an area of expertise is involved, the Survey Committee may delegate the survey to the appropriate committee.
2. Voting Privileges: Only committee members may vote.
3. Administrator Assigned: Superintendent or designate.

4. Record of Proceedings of Committee Meetings: Completed survey will serve as the minutes.
5. Meetings: At the call of the Board Chair.
6. Reporting: Copy of completed survey will be supplied to all board members.

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**Committee Name: TEACHER BOARD LIAISON (TBL) COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- To meet with representatives of the A.T.A. Local.
- To discuss matters of mutual concern.
- To recommend to the Board or other Board committees matters requiring Board or Committee attention.

**Committee Terms of Reference:**

1. Board Membership \*: Three trustees and the Board Chair, with one being from the Negotiations Committee. Committee Chair chosen by the committee.
2. Voting Privileges: Only Committee Members may vote.
3. Administrator Assigned: Superintendent or Designate.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Committee Chair, Superintendent or A.T.A. Local.
6. Reporting: The Committee Chair to report at the following Board Meeting.

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**Committee Name: TEAMSTER BOARD LIAISON COMMITTEE**

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**Committee Type: Standing**

**Committee Scope:**

- To meet with representatives of the Teamsters Union Local.
- To discuss matters of mutual concern.
- To recommend to the Board or other Board committees matters requiring Board or Committee attention.

**Committee Terms of Reference:**

1. Board Membership \*: Two Trustees, with at least one being from a Teamsters' Union area. Committee Chair elected by the Committee.

2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Director of Human Resources and Labour Relations and Director of Transportation.
4. Record of Proceedings of Committee Meetings: Kept by the Administrator assigned and reviewed by the Committee at its next meeting.
5. Meetings: At the call of the Committee Chair, or Director of Human Resources and Labour Relations or Teamsters Local.
6. Reporting: Not applicable, in order to comply with FOIP legislation.

**Committee Name: TRANSPORTATION APPEALS COMMITTEE**

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**Committee Type: Appeals**

**Committee Scope:**

- To hear parent appeals and make decision about transportation policy and practices as they relate to student transportation.

**Committee Terms of Reference:**

1. Board Membership \*: Three Trustees minimum. Committee Chair elected by the Committee. In the event that any one trustee is not available at the date of the expulsion hearing, the Committee Chairperson shall appoint a replacement.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Superintendent, Director of Transportation or designates.
4. Record of Proceedings of Committee Meetings: Kept by Recording Secretary and reviewed by the Administrator.
5. Meetings: As required pursuant to Section 123 of the *School Act*.
6. Reporting: Not applicable, in order to comply with FOIP legislation

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\* as per Guideline & Procedures in Policy BCE, in the absence of a Committee Member, another trustee may act in his or her place with full voting privileges.