

Policy 8 - Board Committees

The number of Board committees and the number of Board members on each committee shall be directed by motion of the Board.

Board committees shall be reviewed and approved at minimum annually and at the Board's Organizational meeting, and may be reviewed further as needed. A copy of the approved list of Board committees will be included in the minutes of the Organizational Meeting and included in this policy.

Specifically

1. Types of Board Committees

The Board may establish by motion Standing Committees and Ad Hoc Committees, and shall prescribe their powers and duties. Board Committees may be chaired by a trustee or in accordance with the terms of reference for the committee.

1.1. Standing Committee

- 1.1.1 Shall exist until dissolved by a motion of the Board
- 1.1.2 May be composed of one or more trustees without reaching a quorum of the Board.
- 1.1.3 Standing committees shall have a terms of reference approved by the Board.

1.2. Ad Hoc Committee

- 1.2.1 Appointed by motion of the Board and shall be for a specific task and/or a specific term.

2. Board Committee List

- 2.1 [Agenda Review Committee](#)
- 2.2 [Audit Committee](#)
- 2.3 [Communications and Engagement Committee](#)
- 2.4 [Compensation Committee](#)
- 2.5 [Grievance Committee](#)
- 2.6 [Joint Use Planning Agreement Committee \(Ad Hoc\)](#)
- 2.7 [Policy Committee](#)
- 2.8 [Teacher-Board Liaison Committee](#)

2.1. Agenda Review Committee

2.1.1 Purpose

- 2.1.1.1 To make decisions regarding agenda items for regular Board meetings.

2.1.2 Powers and Duties

- 2.1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 2.1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

2.1.3 Membership

- 2.1.3.1 Board Chair
- 2.1.3.2 Vice Chair
- 2.1.3.3 Superintendent
- 2.1.3.4 Deputy Superintendent
- 2.1.3.5 Secretary Treasurer

2.1.4 Meetings

- 2.1.4.1 The week prior to a Board meeting.

2.2. **Audit Committee**

2.2.1 Purpose

- 2.2.1.1 To assist the Board and the Superintendent in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including compliance with Generally Accepted Accounting Principles and Public Sector Accounting Board Standards), and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

2.2.2 Powers and Duties:

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

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

2.2.3 Membership

- 2.2.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,

2.2.3.2 Two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate. Term of office shall be three years and may be reappointed once by the Board (total six years) without advertisement; and,

2.2.3.3 Ex Officio: Superintendent, Secretary Treasurer.

2.2.4 Meetings

2.2.4.1 The audit committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require.

2.2.4.2 All audit committee members are expected to attend each meeting, in person or via tele- or video-conference.

2.2.4.3 The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

2.2.4.4 Minutes of meetings will be prepared.

2.2.4.5 Audit Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.

2.2.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Audit Committee.

2.2.5 Compensation

The Audit Committee members shall be compensated as follows:

2.2.5.1 Trustees: as per Board Policy

2.2.5.2 Public members: \$300 for each full day/\$150 for each half day; as well as claim a half day for each regular Audit Committee meeting for reading and preparation.

2.2.5.3 Mileage Reimbursement: as per Board Policy

2.2.6 Responsibilities

The Audit Committee will carry out the following responsibilities:

2.2.6.1 Financial Reporting

2.2.6.1.1 Review the Audit Plan presented by the external auditors.

2.2.6.1.2 Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;

2.2.6.1.3 Review with management and the auditors the results of the audit, including any difficulties encountered;

- 2.2.6.1.4 Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- 2.2.6.1.5 Review with management and the auditors all matters required to be communicated to the Board and;
- 2.2.6.1.6 Recommend to the Board the approval of the audited financial statements.

2.2.6.2 Risk Management and Internal Controls

- 2.2.6.2.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control;
- 2.2.6.2.2 Understand the inherent risk of fraud and error in Division operations, material risks that exist in Division operations, and steps taken by management and the external auditors to address risk;
- 2.2.6.2.3 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; and,
- 2.2.6.2.4 Recommend to the Board any improvements needed to improve risk management or the internal controls of the Division.

2.2.6.3 Auditor Oversight

- 2.2.6.3.1 Review the auditor's proposed audit scope and approach, including the auditor's engagement and independence letter;
- 2.2.6.3.2 Review the performance of the auditors, and provide a recommendation to the Board on the final approval of the appointment or discharge of the auditors. Recommendation for appointment cannot have a term greater than five (5) years;
- 2.2.6.3.3 Resolve any disagreements between management and the external auditor about financial reporting or internal controls;
- 2.2.6.3.4 Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and,
- 2.2.6.3.5 On a needs basis, meeting separately with the auditors to discuss any matters that the audit committee or auditors believe are to be discussed privately.

2.2.6.4 Compliance

- 2.2.6.4.1 Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and,
- 2.2.6.4.2 Obtain regular updates from management and, when required, updates from legal counsel regarding compliance matters.

2.3. Communications and Engagement Committee

2.3.1 Purpose

- 2.3.1.1 The Communications and Engagement Committee (“Committee”) is established as a standing committee, and membership is determined at the organizational meeting of the Board of Trustees.
- 2.3.1.2 To assist the Board of Trustees and the Superintendent of Schools in fulfilling their governance role in engaging and communicating the work of Clearview with students, parents, staff and communities.

2.3.2 Powers and Duties

- 2.3.2.1 The Committee has authority to develop and monitor communication and engagement strategies for the school division. It is empowered to:
 - 2.3.2.1.1 Meet as needed to fulfill the Committee’s mandate, and at minimum shall meet three (3) times each year.
 - 2.3.2.1.2 Research policies and guidelines as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board of Trustees.
 - 2.3.2.1.3 Consult with internal and external stakeholders as needed and in accordance with the Committee’s work plan and Clearview’s strategic plan.
 - 2.3.2.1.4 Monitor alignment with Clearview’s policies and administrative procedures.
 - 2.3.2.1.5 Develop and monitor the success of Clearview advocacy plan.
 - 2.3.2.1.6 Make recommendations to the Board of Trustees for changes to Clearview’s policies where it involves communications and engagement.
 - 2.3.2.1.7 Advise the Superintendent on the development of Administrative Procedures or provide feedback on existing Administrative Procedures where it involves communications and engagement.

2.3.3 Membership

The Committee will consist of the following members:

- 2.3.3.1 Three (3) trustees, determined annually by the Board of Trustees, one of whom shall act as Chair of the Committee; and,
- 2.3.3.2 Ex Officio:
 - 2.3.3.2.1 Superintendent
 - 2.3.3.2.2 Deputy Superintendent
 - 2.3.3.2.3 Secretary Treasurer
 - 2.3.3.2.4 Communications Coordinator
 - 2.3.3.2.5 Executive Assistant

2.3.4 Meetings

- 2.3.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.3.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.3.4.3 Minutes of meetings will be prepared.
- 2.3.4.4 Committee reports shall be provided at a meeting of the Board of Trustees, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.3.4.5 The Superintendent will assist the Chair to develop the agenda for meetings and background materials.
- 2.3.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

2.3.5 Operations to Fulfill Mandate

- 2.3.5.1 Clearview's strategic plan and the Committee's work plan will be the guiding documents for the operations of the Committee. The Board of Trustees shall review the Committee's work plan for confirmation of mandate.
- 2.3.5.2 The main function of the Committee is to promote a positive learning environment, and ensure the school division is effective in its communications and engagement efforts.
- 2.3.5.3 The Committee will also conduct a periodic review of the advocacy plan, and at minimum annually, to ensure alignment with the goals of our communities, learning efforts and strategic planning.
- 2.3.5.4 Draft changes to policies as needed for the Policy Committee review.
- 2.3.5.5 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is

not possible, or a vote is called by a trustee member of the Committee, decisions will be reached through a vote by trustee members.

2.4. Compensation Committee

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

2.4.1 Purpose

To meet with staffing groups which the Board determines compensation and benefits rates for, and make recommendations to the Board of Trustees for any changes.

2.4.2 Powers and Duties

The Compensation Committee has authority to meet with staffing groups to discuss compensation and benefits, into any matters within its scope of responsibility. It is empowered to:

- 2.4.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee,
- 2.4.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties,
- 2.4.2.3 Meet with Division officers, external auditors or outside counsel, as necessary,
- 2.4.2.4 To hear from staffing groups requests for compensation, benefits, or general working conditions (excluding specific employee grievances or concerns),
- 2.4.2.5 To make recommendations for compensation and benefits to the Board of Trustees for ratification.

2.4.3 Membership

- 2.4.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,
- 2.4.3.2 Superintendent, Assistant Superintendent Human Services, Secretary Treasurer
- 2.4.3.3 Consultant(s) and other staff as needed

2.4.4 Meetings

2.4.4.1 Meetings are held on an “as needed” basis to address needed compensation conversations.

2.5. Grievance Committee

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

2.5.1 Purpose

2.5.1.1 To meet as needed under Board policies or collective agreements to hear and determine issues of staff grievances and dispute resolutions.

2.5.2 Powers and Duties

The Grievance Committee has authority to meet with staffing groups to discuss grievances and make determinations into any matters within its scope of responsibility. It is empowered to:

- 2.5.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.5.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee’s requests - or external parties; and
- 2.5.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.5.2.4 Make determinations of grievance and dispute resolutions that are in the best interest of Clearview recognizing the respective fiduciary responsibilities.

2.5.3 Membership

- 2.5.3.1 Three (3) trustees
- 2.5.3.2 Ex Officio: Superintendent, Deputy Superintendent, Assistant Superintendent of Human Services

2.5.4 Meetings

2.5.4.1 Meetings are held on an “as needed” basis to address needed grievances and disputes resolution processes.

2.6. Joint Use Planning Agreements Committee (Ad Hoc)

2.6.1 Purpose

To meet with municipalities towards developing joint use planning agreement as required under the Municipal Government Act.

2.6.2 Powers and Duties

The Joint Use Planning Agreements Committee has authority to meet with municipalities regarding joint use agreements into any matters within its scope of responsibility. It is empowered to:

- 2.6.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.6.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 2.6.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.6.2.4 To hear and develop frameworks for agreements, including land use agreement and shared-use of facilities.
- 2.6.2.5 To make recommendations for agreements to the Board of Trustees for ratification.

2.6.3 Membership

- 2.6.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair; and,
- 2.6.3.2 Superintendent and Secretary Treasurer
- 2.6.3.3 Consultant(s) and other staff as needed

2.6.4 Meetings

- 2.6.4.1 Meetings are held on an "as needed" basis to address needed joint use planning agreement conversations.

2.7. Policy Committee

2.7.1 Purpose

- 2.7.1.1 The Policy Committee is established as a standing committee under Policy 8 - Board Committees, and membership is determined at the organizational meeting of the Board.
- 2.7.1.2 To assist the Board and the Superintendent in fulfilling their governance role for the development, review and establishment of policies, and ensuring the Division's policies are in compliance with laws and regulations.

2.7.2 Mandate

The Committee has authority to research and develop recommendations for changes to the Board's policies. It is empowered to:

- 2.7.2.1 Meet as needed to fulfill the Committee's mandate, and at minimum shall meet three (3) times each year.

- 2.7.2.2 Research policies as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board.
- 2.7.2.3 Consult with internal and external stakeholders, in accordance with Policy 10 - Policy and Bylaw Development.
- 2.7.2.4 Make recommendations to the Board for changes to the Division's policies.
- 2.7.2.5 Advise the Superintendent on the development of administrative procedures or provide feedback on existing administrative procedures.

2.7.3 Composition

The Committee will consist of the following members:

- 2.7.3.1 Three trustees, determined annually by the Board, one of whom shall act as Chair of the Committee; and,
- 2.7.3.2 Ex Officio Superintendent
 Deputy Superintendent
 Secretary Treasurer

2.7.4 Meetings

- 2.7.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.7.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.7.4.3 Minutes of meetings will be prepared.
- 2.7.4.4 Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.7.4.5 The Secretary Treasurer will assist the Chair to develop the agenda for meetings and background materials.
- 2.7.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

2.7.5 Operations to Fulfill Mandate

- 2.7.5.1 Policy 10 - Policy and Bylaw Development will be the guiding document for the operations of the Committee.
- 2.7.5.2 The main function of the Committee is to examine draft policies, drawn up with the assistance of the Division's executive staff, and which reflect the mandate of the Board and Alberta Education requirements.

- 2.7.5.3 The Committee will review and consider all feedback to proposed changes to policies, and consider this information in making recommendations to the Board.
- 2.7.5.4 The Committee will review and recommend a policy development roadmap to the Board annually.
- 2.7.5.5 The Committee will also conduct a periodic review of policies to ensure compliance with current regulations
- 2.7.5.6 Draft changes to policies are presented to the Board for final approval.
- 2.7.5.7 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is not possible, or a vote is called by a trustee member of the Committee, decision will be reached through vote by trustee members.

2.8. Teacher-Board Liaison Committee

2.8.1 Purpose

- 2.8.1.1 The purpose of the Teacher-Board Liaison Committee is to provide a permanent and ongoing mechanism for considering all matters of interest; communicating thereon the views of the respective parties, and making recommendations to the Board regarding educational and instructional matters and the quality of work life of all professional staff.
- 2.8.1.2 The teachers recognize the right of the Board to formulate policy and the Board recognizes the desirability of consulting its teachers.

2.8.2 Membership

- 2.8.2.1 The Committee is to be composed of two or more trustees, senior leadership and four or more teacher representatives determined by the local ATA.
- 2.8.2.2 The Superintendent, Deputy Superintendent, and Assistant Superintendent of Human Services will attend meetings in an advisory capacity and when called upon will provide information and ideas for discussion.
- 2.8.2.3 To the extent possible teacher representatives are to provide geographic representation.

2.8.3 Chair

- 2.8.3.1 Teacher and trustee members will take turns in appointing a chairperson at the beginning of each meeting

2.8.4 Meetings

- 2.8.4.1 The Assistant Superintendent of Human Services will forward to all members and trustees notice of the meeting two Fridays prior to the meeting date. The notice will include a call for agenda items and a

reminder that agenda items must be submitted prior to or on the Monday prior to the meeting date.

- 2.8.4.2 Meetings shall be held once bi-monthly during the school year, unless no agenda items are forwarded to the Assistant Superintendent of Human Services in the agreed timeline.
- 2.8.4.3 The Assistant Superintendent of Human Services will provide the agenda or cancellation of the meeting the Tuesday prior to the meeting date.
- 2.8.4.4 Meetings are to be conducted in an informal manner without the requirement of official motions.

2.8.5 Procedures

- 2.8.5.1 Meetings will normally be held in the Central Office meeting room commencing at 4:00 pm with a tentative time limit of 6:00 pm. Videoconferencing will be available when and where possible.
- 2.8.5.2 The Assistant Superintendent of Human Services will act as Secretary for the Committee.
- 2.8.5.3 Expenses of members of the Committee are to be borne by their respective organizations.
- 2.8.5.4 Minutes for the meetings will be posted on the Division website after presentation to the Board, and will be reviewed by the Committee in the following meeting. Where time allows, a draft of the minutes will be e-mailed to committee members for verification prior to presentation to the Board.
- 2.8.5.5 At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both parties' satisfaction.

2.8.6 Limitations

- 2.8.6.1 No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
- 2.8.6.2 Items covered in the current Collective Agreement between the parties will not be reviewed by the Committee.
- 2.8.6.3 The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.

2.8.7 Amendments

- 2.8.7.1 The Terms of Reference shall be approved by the Board and the Clearview ATA Local Council.
- 2.8.7.2 Any changes in these terms of reference will be in consultation with the Committee prior to approval by the Board and the Clearview ATA Local Council.

Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act
Collective Agreements

Effective: May 21, 2009

Amended: November 10, 2020, October 5, 2022, February 9, 2023, June 22, 2023