* 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.

Committee Name*:* ASBA / ZONE 1 REPRESENTATIVE

Committee Type: Representative
Committee Scope:

- Alberta School Boards Association (ASBA) promotes and serves member boards in supporting student success. ASBA is organized into five zones. Each board designates a trustee as representative to zone for information sharing, networking, and professional development.

ASBA Zone 1:

- To provide a liaison between the Board and other Boards in Zone 1 including providing a brief update during Round Table at Zone 1 meetings
- To vote on behalf of the Board on agenda items of the Zone 1

ASBA Provincial:

- To vote on behalf of the Board at the ASBA Fall General Meeting and Spring General Meeting

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 10 per year and called by the Executive of Zone 1.
6. Reporting: The representative to report at the following Board meeting on the ASBA Zone 1 meetings and the ASBA Fall General Meeting and Spring General Meetings.

Committee Name*:* AUDIT COMMITTEE

Committee Type: Standing
Committee Scope:

- 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 external audit process, and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

Committee Terms of Reference:

1. Membership:
   - Board Chair and two trustees. Note that these trustees also serve as the Board representatives on the division Administrative Finance Committee as observers only.
   - External Members of the Public: independent to the division, having no relationship to the audit firm and preferably is a CPA. The External Members will be reimbursed at the same rate as trustees are for Committee Work and will serve a two-year term with an option to extend.
2. Attendance: All audit committee members except the External Members are expected to

attend each meeting, in person or via electronic means. 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. The External members will attend External Audit Meetings, usually two per year.

3. Voting Privileges: Trustees have voting privileges within committee.
4. Administrator Assigned: Superintendent and Secretary Treasurer as required.
5. Record of Proceedings of Committee Meetings: Minutes of the meeting will be prepared. The Secretary Treasurer will act as Secretary to the Audit Committee.
6. Meetings: The Committee will meet at least twice a year, with the authority to convene additional meetings as circumstances require. Agendas will be developed by the Committee Chair in consultation with the Secretary-Treasurer.
7. Reporting: Audit Committee reports will be provided at a meeting of the Board of Trustees.

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 Division's 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; Ensure a request for proposal process for PWPSD's audit firm is completed at a minimum of once every ten years;
c. 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
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.

Investigations:

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 Division officers, external auditors or outside counsel, as necessary.

Committee Name: COMMUNICATIONS & PROMOTIONS COMMITTEE

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:
  - Review Board News
  - Review press releases as requested
  - Approve purchase of promotional materials
  - Other projects, as appropriate
  - Review Community Engagement Framework document every four years, in the year immediately following an election
  - Review PSBAA award nomination applications for nominees and developing any submissions
  - Organize the Joint School Councils' Meeting

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, Communication Officer
4. Record of Proceedings of Committee Meetings: Minutes are kept by the Committee recording secretary
5. Meetings: At the call of the Committee Chair or Superintendent or designate
6. Reporting: The Committee Chair to report at the following Board meeting

Committee Name: GRANT NOTLEY SCHOLARSHIP COMMITTEE

Committee Type:
Representative Committee Scope:

- This scholarship is coordinated through the Peace River School Division, but they require a trustee living in the Central Peace–Notley 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 PWPSD 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

Committee Name: GRIEVANCE COMMITTEE

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.
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

Committee Name: HSC-DIVISION JOINT WORKSITE HEALTH AND SAFETY COMMITTEE REPRESENTATIVE

Committee Type: Representative
Committee Scope:

- The division Joint Worksite Health and Safety Committee (HSC) is a group of employees and management working together to address worksite health and safety matters that impact division staff. The mandate of the committee is to reduce losses from work related incidents and injuries and continuously improve workplace health and safety across the division by working with site Health and Safety Liaison representatives.

Committee Terms of Reference:

1. Board Membership *: One Trustee
2. Voting Privileges: Committee Representative may vote
3. Administrator Assigned: Superintendent or designate and Secretary-Treasurer
4. Record of Proceedings of Committee Meetings: Minutes are kept by the Committee recording secretary
5. Meetings: Approximately four meetings per year
6. Reporting: The representative to report at the following Board meeting

Committee Name: NEGOTIATING COMMITTEE

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. One of the trustee members must be the TEBA representative. The Committee Chair is 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.

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

Committee Type: Standing Committee Scope:

- To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy. As per *Policy BF – Establishment of Board Policy*, the Board has delegated authority to develop, review and evaluate policies to the Policy Review Committee.

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: Minutes are kept by the Committee recording secretary
5. Meetings: At the call of the Committee Chair, Superintendent or designate
6. Reporting: The Committee Chair to report at the following Board meeting

Committee Name: POLITICAL ACTION COMMITTEE

Committee Type: Standing
Committee Scope:

- Meeting periodically with our three MLAs to keep them informed about PWPSD's concerns
- Increase PWPSD'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
- Advocate to municipal partners and/or others to further the goals of the Board

Committee Terms of Reference:

1. Board Membership*: The Board Chair and three other trustees, with one from each of our 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. Report shared with 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' COUNCIL (PSBC) MEMBER REPRESENTATIVE (Motion 234-03)

Committee Type: Representative
Committee Scope:

- The Public School Boards' 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 Representative is the trustee who has been chosen by a board to be the primary liaison between the board and the Association
- The representative will provide the environmental scan or division update on behalf of the board at the PSBC meeting
- The representative 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 PWPSD at meetings of Public School Boards' Association of Alberta and Public School Boards' Council
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: RURAL CAUCUS OF ALBERTA SCHOOL BOARDS COMMITTEE REPRESENTATIVE

Committee Type: Representative Committee Scope
Committee Scope:

- To provide a liaison between the Board and other Boards in Rural Caucus of Alberta.
- To vote on behalf of the Board on agenda items of Rural Caucus of Alberta
- To provide an environmental scan or division update report at the Rural Caucus Representative meetings

Committee Terms of Reference:

1. Board Membership*: One trustee
2. Voting Privileges: The representative may vote on behalf of Peace Wapiti Public School Division.
3. Administrator Assigned: n/a
4. Record of Proceedings of Committee Meetings: Minutes are provided by Committee

5. Meetings: Approximately five per year and called by the Committee Chair
6. Reporting: The representative to report at the following Board meeting

Committee Name: SCHOOL YEAR CALENDAR COMMITTEE

Committee Type: Representative
Committee Scope:

- The mandate of the Committee is to provide feedback about the school year calendar draft

Committee Terms of Reference:

1. Board Membership *: One trustee
2. Voting Privileges: Committee members may vote
3. Administrator Assigned: Superintendent or designate
4. Record of Proceedings of Committee Meetings: Sharing of the draft calendar
5. Meetings: Generally one to two meetings per year
6. Reporting: The representative to report at the following Board meeting

Committee Name: STUDENT MATTERS APPEALS COMMITTEE

Committee Type: Appeals Committee Scope:

- Hear and decide on Student Matters Appeals under Section 42 of the *Education Act* and *Policy IFA – Appeals Concerning Student Matters* and *Policy IGD – Student Suspension/Expulsion*

Committee Terms of Reference:

1. Board Membership *: Three trustees. 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 42 of the *Education Act*
6. Reporting: Not applicable, in order to comply with FOIP legislation

Committee Name: SURVEY COMMITTEE

Committee Type: Standing
Committee Scope:

- To complete surveys in a timely manner on behalf of the Board.
- Committee may meet via electronic means.

Committee Terms of Reference:

1. Board Membership *: Two trustees. 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, whenever possible

Committee Name: TEACHER BOARD LIAISON (TBL) COMMITTEE

Committee Type: Standing Committee Scope:

- To meet with representatives of the ATA 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 ATA Local
6. Reporting: The Committee Chair to report at the following Board Meeting

Committee Name: TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)

Committee Type: Representative

TEBA Trustee Representatives Roles and Responsibilities:

- TEBA Trustee Representatives are encouraged to be familiar with PECBA and Public Education Collective Bargaining Regulations (PECBR).
- No individual may be designated as a Trustee Representative if the individual has a pecuniary interest.
- A Trustee Representative shall exercise full and final authority on behalf of their school board that they represent.
- Alternate Trustee Representatives are not permitted pursuant to section 16(4) of PECBA.
- TEBA trustee Representatives are responsible for voting to ratify a central table agreement (weighted ballot) and voting to approve any bylaw amendments (simple majority).
- Every Trustee Representative must comply with the code of conduct provided for in schedule 1 of PECBR. Specifically, Trustee Representatives:
    - must act in a manner consistent with PECBA, PECBR, TEBA bylaws and policies of the TEBA Board of Directors.
    - unless authorized by TEBA'S Board of Director's Chair, Trustee Representatives must keep confidential any information provided or discussed at meetings held of the TEBA Board of
    - Directors or Representative Committee as well as any discussions regarding TEBA business that arise outside a TEBA Board of Directors meeting or meeting of the Representative Committee. The responsibility of maintaining confidentiality ensures that information is not directly or indirectly made available to unauthorized persons. If authorized to discuss TEBA matters, Trustee Representatives must ensure that the discussion is held in-camera.
    - must openly declare a conflict of interest, including a pecuniary interest before the

TEBA Board of Directors and exclude themselves from the meeting and must not vote on the matter.
  - have a fiduciary responsibility to TEBA that supersedes any other conflicting loyalty.
  - must come prepared for the meetings and maintain the highest standards of meeting etiquette, including civility and respect for others.
- Each school board is responsible for the travel expenses incurred by their TEBA Representative during the course of their TEBA duties as a trustee representative.

Committee Terms of Reference:

1. Board Membership *: One Trustee member until Trustee ceases to hold office or Board designates another. This Trustee must also serve on Negotiation Committee
2. Voting Privileges: As per TEBA regulations
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: maintained by TEBA
5. Meetings: at the call of TEBA
6. Reporting: The representative to report at the following Board or Committee of Whole meeting

Committee Name: TEAMSTER BOARD LIAISON COMMITTEE

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 and one from the Negotiating Committee.
   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
5. Meetings: At the call of the Committee Chair, or Director of Human Resources and Labour Relations or Teamsters Local
6. Reporting: Committee Chair to report at the following Board Meeting if appropriate

Committee Name: TRANSPORTATION APPEALS COMMITTEE

Committee Type: Appeals
Committee Scope:

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

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 and 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 42 of the *Education Act*
6. Reporting: Not applicable, in order to comply with FOIP legislation

* as per Guideline & Procedures in Policy BCE, in the absence of a Committee Member, the Superintendent or designate may choose an alternate.