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Policy BDE

COMMITTEES OF THE COUNCIL OF COMMISSIONERS

The Council of Commissioners has the authority to appoint such standing and ad hoc committees, as it deems necessary. This policy deals with the purpose and functioning of such committees.

1. Standing Committees

- 1.1 Standing Committees are working committees that study in depth issues in their designated areas of responsibility with input from parent and administrative representatives to formulate recommendations to the Council of Commissioners. These recommendations are in the form of written resolutions representing the majority opinion related to:
 - policy development,
 - planning, implementation, and evaluation of School Board priorities, and
 - items referred to the Standing Committee by the Council or the Director General.
- 1.2 The chair of the Standing Committee, or if absent the vice-chair, presents the resolution to Council on behalf of the Standing Committee. Should any member or members, of the Standing Committee, dissent from the majority opinion, a written minority report, may be prepared for submission to the Council.
- 1.3 A Standing Committee may only act for the Council with specific authorization of Council by resolution.
- 1.4 Areas of Responsibility & Membership:

Committee		Areas of Responsibility	Membership
1.4.1	Educational Services	<ul style="list-style-type: none"> • Educational Services for Youth • Adult and Professional Education • Student Services • Technology • Student safety issues related to programming 	<ul style="list-style-type: none"> • 3 elected Commissioners • 1 Commissioner representing Parent's Committee • 1 Commissioner representing SNAC • 1 school or centre administrator • The Director(s) responsible for educational services for youth and/or adults.
1.4.2	Human Resources	<ul style="list-style-type: none"> • Human Resources • Labour Relations • Professional relations with administrators • Consultation on administrator assignments and other matters related to administration • Marketing • Safety issues related to personnel 	<ul style="list-style-type: none"> • 4 elected Commissioners • 1 Commissioner representing Parents' Committee • 1 school or centre administrator • The Director of Human Resources.
1.4.3	Operations	<ul style="list-style-type: none"> • Finance, • Grounds and Facilities, • Infrastructure, • Transportation Contracts, • Safety issues related to facilities and grounds 	<ul style="list-style-type: none"> • 3 elected Commissioners, • 1 Commissioner representing Parents' Committee • 1 school or centre administrator, • The Director of Administrative Services • The Director of Material Resources.

2. Appointment of Members

- 2.1 Appointments to a Standing Committee will normally be made in September and be valid for a period of one year, with the exception of parent representatives who will be named subsequent to the Parent Committee elections each fall. In the event that a member resigns or becomes ineligible, the vacancy will be filled and adjustments made to the Standing Committee as required for the remainder of the mandate.
- 2.2 The Executive Committee will appoint Commissioners to Standing Committees.

- 2.3 The Educational Services Standing Committee will have two Parent Commissioners as members, one of whom will represent the Special Needs Advisory Committee; Human Resources and Operations Standing Committees will each have one Parent Commissioner as a member.
- 2.4 The Director General will appoint school and centre administrators to Standing Committees after consultation with the President of the New Frontiers Administrators' Association.
- 2.5 The Chair, the Director General, or in the absence of the Director General, the Assistant Director General, will be ex-officio members of each Standing Committee.

3. Quorum and Voting Rights

- 3.1 A Standing Committee will have a quorum when Commissioners make up fifty percent (50%) or more of the members present at the meeting.
- 3.2 All members of a Standing Committee as identified in section 1.4 above have voting rights. In the event of a tie, the chairperson has the casting vote. However, members may not vote on items discussed "in-committee" if they did not participate in the "in-committee" briefing and/or discussion.

4. Standing Committee Operations

- 4.1 Each Standing Committee, at its first regular meeting, will elect a chairman, a vice-chairman, and a secretary from among its members. The chairman and vice-chair must be members of Council.
- 4.2 The secretary of each Standing Committee maintains personal notes.
- 4.3 Standing Committees will normally meet on a monthly basis on the third Tuesday of every month at Howick Elementary School however the time and place of the meeting can be changed by agreement of the Standing Committee members. A special meeting of a Standing Committee may be held at the call of the chair.
- 4.4 Resource persons, such as coordinators and managers, may be invited to a Standing Committee to provide background and/or information as needed.
- 4.5 Other individuals may appear before the Standing Committee upon request to the Chairman of the Standing Committee.

5. Audit Committee

- 5.1 In accordance with article 193.1 of the Education Act, the Council of Commissioners must establish an "Audit Committee". The Audit Committee is in place to:
 - Establish internal financial controls; and
 - To see to the optimal use of school board resources.
- 5.2 The New Frontiers School Board Audit Committee is composed of:
 - One commissioner from each of the three Standing Committees, selected by the Standing Committee;
 - One administrator from each of the three educational sectors (elementary, secondary, continuing education) selected by the Director General; and
 - The Director responsible for Financial Services.
- 5.3 Quorum shall be a minimum of four members. Voting rights shall be as per Article 2.6, except that on matters that will proceed to Council, only elected commissioners may vote.
- 5.4 The Audit Committee may make an annual report of their activities as an information item to Council.
- 5.5 Operations of the Committee shall be as per Article 2.7, except that the frequency of meetings is established at a minimum of three meetings per year.

6. Other Committees:

- 6.1 By resolution, the Council may create ad hoc committees to research particular issues, items, or questions of Council, and to forward recommendations to Council for consideration. An ad hoc is a temporary committee which ceases to function when its duties have been completed, or it may be dissolved at any time by a vote of the Board. The Council will, by resolution:
 - define its membership and mandate;
 - determine the public or private nature of its meetings; and
 - establish a time frame for presentation of its report and recommendations to the Council of Commissioners.
- 6.2 The Council will establish an Appeals Committee in accordance with sections 9 through 12 of the Education Act.