

POLICY NAME	COMMITTEES OF THE COUNCIL OF COMMISSIONERS (BDE)
Original approval date	1998-07-06
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Related documents	

1. PURPOSE AND SCOPE

- 1.1 The Council of Commissioners (“Council”) has the authority to appoint such standing and ad hoc committees, as it deems necessary. Other committees of Council are also established in accordance with applicable law.
- 1.2 This policy governs the purpose and functioning of standing, ad hoc and other committees as established by Council or by law.
- 1.3 This policy defines the areas of responsibility of committees of Council, their membership, quorum, voting rights, and operating procedures, with the exception of the Executive Committee which is outlined in a separate policy.

2. DEFINITIONS

- 2.1 *Standing Committees* are working committees that study issues in their designated areas of responsibility with input from parent and administrative representatives to formulate recommendations to the Council of Commissioners. The Standing Committees of Council are: Operations, Human Resources and Educational Services.
- 2.2 *Audit Committee* is established in accordance with article 193.1 of the Education Act. The Audit Committee is in place to establish internal financial controls and to see to the optimal use of school board resources. It formulates recommendations to the Council of Commissioners.
- 2.3 *Governance and Ethics Committee* is established in accordance with article 193.1 of the Education Act. It shall, among other things, assist the commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the school board for the purposes of co-optation, and in developing and updating the code of ethics and professional conduct. It formulates recommendations to the Council of Commissioners.
- 2.4 *Ad Hoc committees* are established by resolution of Council to research specific 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 Council.

3. FUNCTIONING OF COUNCIL STANDING COMMITTEES, AD HOC COMMITTEES AND OTHERS

- 3.1 Functioning
 - 3.1.1 Recommendations to the Council 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 committee by the Council or the Director General.
 - 3.1.2 The chair of the committee, or if absent the vice-chair, presents the resolution to Council on behalf of the committee. Should any member or members, of the committee, dissent from the majority opinion, a written minority report, may be prepared for submission to the Council.
 - 3.1.3 A committee may only act for the Council with specific authorization of Council by resolution.
 - 3.1.4 A committee meeting will take place in closed session unless the committee or Council determines that the Committee will meet in whole or in part in open session.

3.2 Areas of Responsibility & Membership

Committee		Areas of Responsibility	Membership
3.2.1	Educational Services	<ul style="list-style-type: none"> Educational Services for Youth Adult and Professional Education Services Student Services Transportation Student safety issues related to programming 	<ul style="list-style-type: none"> 3 elected Commissioners 1 Commissioner representing Parents' Committee 1 Commissioner representing Special Needs Advisory Committee (SNAC) 1 school or centre administrator The Director(s) responsible for educational services for youth and/or adults.
3.2.2	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 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.
3.2.3	Operations	<ul style="list-style-type: none"> Finance Grounds and Facilities Infrastructure Technology 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 Financial Services The Director of Material Resources The Director of Systems and Information Technology Services.
3.2.4	Audit	<ul style="list-style-type: none"> Internal financial controls Optimal use of resources 	<ul style="list-style-type: none"> 1 Commissioner per standing committee 2 administrators (one per sector) The Director of Financial Services
3.2.5	Governance & Ethics	<ul style="list-style-type: none"> Code of Ethics and Professional Conduct Governance training Council evaluations Committee membership Co-optation or ad hoc committee membership 	<ul style="list-style-type: none"> The Chair of the Council of Commissioners 1 Commissioner per standing committee 1 Commissioner representing Parents' Committee The Director General The Secretary General
3.2.6	Ad Hoc	<ul style="list-style-type: none"> Determined by Council, along with timeframe for recommendations and reporting. 	<ul style="list-style-type: none"> As defined by Council

3.3 Appointment of Members

- 3.3.1 The Executive Committee, on the recommendation of the Governance and Ethics Committee, will appoint Commissioners to Standing Committees.
- 3.3.2 Appointments to a Standing Committee will normally be made by the end of the governance year for the following year and be valid for a period of one year, with the exception of parent representatives who will be named subsequent to the Parents' 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.
- 3.3.3 Appointments to the Governance and Ethics Committee and to the Audit Committee will be made by each Standing Committee who will elect their representatives. The Parents' Committee will name the parent representative to the Governance and Ethics Committee subsequent to the Parents' 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.
- 3.3.4 The Director General will appoint school and centre administrators to Standing Committees.
- 3.3.5 The Chair, the Director General and the Assistant Director General, will be ex-officio members of each Standing Committee.

3.4 Quorum and Voting Rights

- 3.4.1 A committee will have a quorum when Commissioners make up fifty percent (50%) or more of the members present at the meeting.
- 3.4.2 All members of a committee have voting rights. In the event of a tie, the chairperson has the casting vote.

3.5 Committee Operations

- 3.5.1 Each committee, at its first regular meeting, will elect a chair, a vice-chair, and a secretary from among its members. The chair and vice-chair must be members of Council.
- 3.5.2 The secretary of each committee maintains personal notes.
- 3.5.3 Standing Committees will normally meet on monthly on the third Tuesday of every month at a location (which could be online) and time to be determined. A special meeting of a Standing Committee may be held at the call of the chair.
- 3.5.4 The Audit Committee will meet at least three (3) times per year at a location (possibly online) and time to be determined.
- 3.5.5 The Governance and Ethics Committee will meet at least four (4) times per year at a location (possibly online) and time to be determined.
- 3.5.6 Resource persons, such as coordinators and managers, may be invited to committee meetings to provide background and/or information as needed.
- 3.5.7 Other individuals may be invited to a committee meeting upon request of its Chair.

4. **AUTHORITY**

This Policy and its organizational guide(s) are administered under the authority of the Secretary General.

5. **REVIEW**

The Secretary General will review this policy at least once every five (5) years.

End.