

POLICY NAME	COMMITTEES OF THE COUNCIL OF COMMISSIONERS (BDE)
Original approval date	1998-07-06
Last review date	2011-02-01; 2014-05-06; 2015-01-06; 2025-04-01; 2026-06-02
Next review date	2031-2032
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 by-law.

2. DEFINITIONS

- 2.1 *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 committee is temporary. It ceases to function when its duties have been completed, or it may be dissolved at any time by a vote of Council.
- 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.
- 2.3 *Closed Session* is a meeting of a committee that is held without the presence of members of the public including a meeting of the Audit Committee, Governance and Ethics Committee and Standing Committees.
- 2.4 *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 NFSB for the purposes of co-optation, and in developing and updating the code of ethics and professional conduct. It formulates recommendations to the Council.
- 2.5 *Resource Persons* are administrators assigned to provide information and support the activities of committees of Council.
- 2.6 *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. The Standing Committees of Council are: Operations, Human Resources, and Educational Services.

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

- 3.1 Functioning
 - 3.1.1 Recommendations to Council are in the form of written resolutions representing the majority opinion related to:
 - policy development;
 - planning, implementation, and evaluation of NFSB priorities; and
 - items referred to the committee by 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 Council.
 - 3.1.3 A committee may only act for 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 and Resource Persons

Committee		Areas of Responsibility	Membership	Resource Persons
3.2.1	Educational Services	- Educational Services for Youth - Adult and Vocational Education Services - Student Services - Transportation - Safety issues related to students	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	- Human Resources - Labour Relations - Professional relations with administrators - Consultation on administrator assignments and other matters related to administration - Safety issues related to personnel	4 elected Commissioners 1 Commissioner representing Parents' Committee	1 school or centre administrator - The Director of Human Resources.
3.2.3	Operations	- Finance - Grounds and Facilities - Infrastructure - Technology - Safety issues related to facilities and grounds	3 elected Commissioners 1 Commissioner representing Parents' Committee	1 school or centre administrator - The Director of Finance and Material Resources - The Director of Systems and Information Technology
3.2.4	Audit	- Internal financial controls - Optimal use of resources	1 Commissioner per Standing Committee	2 administrators (one per sector) - The Director of Finance and Material Resources
3.2.5	Governance & Ethics	- Code of Ethics and Professional Conduct - Governance training - Council evaluations - Committee membership - Co-optation or Ad Hoc committee membership	- 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	Determined by Council, along with timeframe for recommendations and reporting.	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 Appointment of Administrators as Resource Persons
 - 3.4.1 The Director General will assign administrators to serve as Resource Persons on committees of Council.
- 3.5 Quorum and Voting Rights
 - 3.5.1 A committee will have a quorum when members make up fifty percent (50%) or more of the members present at the meeting.
 - 3.5.2 All members of a committee have voting rights. In the event of a tie, the chairperson has the casting vote.
- 3.6 Committee Operations
 - 3.6.1 Each committee, at its first regular meeting, will elect a chair and a vice-chair from among its members.
 - 3.6.2 Each committee, at its first regular meeting, will elect a secretary who is a Resource Person. The secretary of each committee maintains personal notes.
 - 3.6.3 Standing Committees will normally meet 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 Standing Committee chair.
 - 3.6.4 The Audit Committee will meet at least three (3) times per year at a location (possibly online) and time to be determined.
 - 3.6.5 The Governance and Ethics Committee will meet at least four (4) times per year at a location (possibly online) and time to be determined.
 - 3.6.6 Additional resource persons, such as coordinators and managers, may be invited to committee meetings to provide background and/or information as needed.
 - 3.6.7 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.