

## **COMMITTEES OF THE BOARD**

The Board may establish committees to assist it in carrying out its work. Committees can perform any of the following functions:

- be empowered to act on behalf of the Board;
- conduct research and report back to the Board with recommendations;
- perform a liaison function.

The Board will determine all committees including purpose, powers and duties, membership and meeting requirements.

Committee membership will be established and/or reaffirmed at the Organization Meeting through a process that involves all Board Members. In the year of an election, the timelines for the process of determining committee membership may be extended four weeks following an election. That process will consider trustees' knowledge, experience and interest pertaining to the terms of reference for each committee.

Once all committee memberships are determined, committee chairs and recording secretaries will be named through a nomination process within each committee. The former committee Chair may join the first committee meeting for transitional purposes and Terms of Reference should be reviewed.

The Board Chair, at his/her discretion, shall act as an ex-officio member of all committees except for the Audit Committee and the Labour Relations Committee.

A record of decisions will be kept for each committee meeting, submitted no later than one week after the meeting date to the Executive Assistant and Board Chair and will be reported at a regular Board Meeting.

Trustees elected to a committee are expected to attend all meetings. Should a trustee not be able to have a specific meeting they are to inform the Chair of the committee.

If a trustee is unable to fulfil their committee commitment and a change is considered, it will come to the Board.

Committees may be standing or ad hoc in nature.

### **1. Standing Committees**

Standing Committees are established to assist the Board with work of an on-going or recurring nature with the following responsibilities.

- a) Superintendent Evaluation with responsibilities as outlined below:
  - i) Purpose
    - ◆ Facilitate the annual evaluation of the Superintendent.

- ii) Powers and Duties
  - ◆ Consider a facilitator to assist in the evaluation process.
  - ◆ Request the Superintendent to provide evidence of accomplishments on agreed-upon quality indicators as per Policy 13.
  - ◆ Complete an evaluation report.
  - ◆ After consultation with the Superintendent, determine a particular evaluation process to be followed in the year in which contract extension is to be considered.
  - ◆ Consider compensation adjustments in accordance with the contract of the Superintendent, with any decisions that emerge being made at a regular Board Meeting.
- iii) Membership
  - ◆ All trustees
- iv) Meetings
  - ◆ To be called by the Board Chair as necessary, but at minimum, on an annual basis, and in accordance with the “CEO Evaluation Process, Criteria and Timelines” document as approved by the Board.
  - ◆ Meetings of the committee will be held in camera.

b) Board Self Evaluation, with responsibilities as outlined below:

- i) Purpose
  - ◆ Facilitate the annual evaluation of the Board.
- ii) Powers and Duties
  - ◆ An external facilitator will be appointed to assist in the evaluation process;
  - ◆ Request the Board to provide evidence of accomplishments on agreed-upon quality indicators as per Policy 3, Role of the Board;
  - ◆ Complete an evaluation report and distribute to all Board Members at a regular Board Meeting;
  - ◆ Consider compensation adjustments in accordance with Board Policy 8, Board Operations, Section 11 c).
- iii) Membership
  - ◆ All trustees.
- iv) Meetings
  - ◆ To be called by the Board Chair as necessary, but at minimum, on an annual basis and in accordance with Policy 3, Role of the Board, Appendix A, Performance Assessment Guide;
  - ◆ Meetings of the committee will be held in camera.

c) Planning (Committee of the Whole), with responsibilities as outlined below:

- i) Purpose
  - ◆ To allow the Board to receive data and information relevant to Board Priorities and to the Board of Trustees Annual Work List;
  - ◆ Further, to allow the Board to communicate and collaborate for the purpose of planning;
  - ◆ To refer items to the regular Board Meeting Agenda for action and discussion.
- ii) Powers and Duties
  - ◆ To receive data and information;

- ◆ To ask questions of clarification related to the data and information provided;
  - ◆ To refer items to the regular Board Meeting Agenda.
- iii) Membership
- ◆ All trustees;
  - ◆ Superintendent and/or designate(s).
- iv) Meetings
- ◆ All meetings are held in sufficient time to allow for preparation for the regularly scheduled meeting of the Board;
  - ◆ A Planning (Committee of the Whole) Meeting shall be held prior to the annual Organization Meeting.
  - ◆ Dates for additional Planning Meetings will be determined at the annual Organization Meeting or at the will of the Board.
- d) First Nation, Métis, Inuit, and LRSD Liaison Committee, with responsibility to work with the Peigan Board of Education and the Kainai Board of Education.
- ii) Purpose
- ◆ To work together to support First Nations student success, achievement and well-being.
- ii) Powers and Duties
- ◆ To review and share policies and procedures relating to students;
  - ◆ To support joint professional development, as well as sharing best practices and resources;
  - ◆ To work together to support and develop initiatives between Boards;
  - ◆ To work in conjunction with the LRSD Wisdom and Guidance Council.
- iii) Membership
- ◆ All trustees;
  - ◆ Superintendent and/or designate.
- iv) Meetings
- ◆ To be held twice a year or as convened by the Superintendent or designate.
- e) Regional School Council Committee, with responsibilities as outlined below:
- i) Purpose
- ◆ To facilitate sharing between school councils (mentorship, learning).
  - ◆ Sharing of knowledge and experiences.
  - ◆ Providing an avenue between school councils and the Board of Trustees.
  - ◆ To celebrate.
- ii) Powers and Duties
- ◆ To work together to address and discuss issues (educational or otherwise) of common interest.
  - ◆ Support parental voice in advocacy. See Appendix D.
- iii) Membership
- ◆ The Chair and Vice Chair from each of the school councils in LRSD.
  - ◆ Two Trustees; one trustee will assume the role of the Chairperson, and one the role of Vice-Chairperson. All trustees are expected to attend the Regional School Council Meetings.
  - ◆ School Administrators
  - ◆ Representatives from LRSD senior management.
  - ◆ Invited guests.
- iv) Meetings
- ◆ Three meetings per year, virtual/hybrid if required. The meeting dates for the

entire year will be set at the beginning of the school year.

1. The first meeting in early November (in person preferred) to cover welcome and training.

2. The second meeting in March/April to cover ASCA Resolutions.

3. The third meeting near the end of May (in person preferred) to cover end of year reporting and appreciation.

- ◆ The Chairperson, in conjunction with Senior Administration, will plan and implement meetings.

- ◆ Special meetings may be held at the call of the Chairperson (if necessary).

f) Audit Committee see Appendix A, with responsibilities as outlined below:

i) Purpose

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

ii) 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:

- With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from the Associate Superintendent, Business Services, who is directed to cooperate with the committee's requests - or external parties;
- Meet with Division officers, external auditors or outside counsel;

- ◆ To review and recommend Board Remuneration

iii) Meetings

- ◆ The audit committee will meet at least four times per year, with authority to convene additional meetings, as circumstances require.

iv) Membership

- ◆ The audit committee shall consist of 3 trustees, one (1) of whom shall act as Chair of the audit committee; and

- ◆ Two (2) members of the general public (where possible), neither can be a trustee (Section 142 Education Act). It will be a two-year term.

g) Labour Relations Committee, with responsibilities as detailed below:

i) Purpose

- ◆ Meet with the Alberta Teachers' Association Local #14 to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.

- ◆ Meet with CUPE Local #2133 to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.

- ◆ Meet with The Willow Creek School Bus Drivers' Association to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.
- ii) Powers and Duties
  - ◆ Establish Board proposals within the guiding principles set by the Board;
  - ◆ Negotiate with bargaining representatives;
  - ◆ Recommend action to the Board on negotiations issues;
  - ◆ Recommend terms of settlement for Board ratification;
  - ◆ Refer any concerns expressed, through the Board to the Superintendent;
- iii) Membership
  - ◆ Three trustees;
  - ◆ Superintendent and/or designate(s).
  - ◆ Should the Province request a representative of the Board to be part of Provincial Negotiations, the chair will be identified as the TEBA representative.
- iv) Meetings
  - ◆ As required.

h) Appeal & Discipline Committee

a) Appeal Committee, with responsibilities as detailed below:

- i) Purpose
  - ◆ Hear appeals on student matters other than expulsion of students.
  - ◆ Powers and Duties
    - ◆ To conduct hearings in accordance with Policy 14 - Appeals Regarding Student Matters;
    - ◆ To render decisions on behalf of the Board on appeals presented.
- ii) Membership
  - ◆ Three trustees, one trustee will assume the role of the Chairperson, and one the role of Vice-Chairperson. All trustees may be called, as needed.
  - ◆ Superintendent or designate.
  - ◆ NB: Both the appellant and the Committee may be represented by Counsel.
- iii) Meetings
  - ◆ The Committee Chair shall convene a meeting within five working days of receipt of a letter of appeal.

b) The Discipline Committee, with responsibilities as detailed below:

- i) Purpose
  - ◆ To hear recommendations for the expulsion of a student.
- ii) Powers and Duties
  - ◆ To hear representations with respect to a recommendation for a student expulsion in accordance with Policy 14 - Appeals Regarding Student Matters;
  - ◆ Reinstate or expel the student and provide alternate educational programming.
- iii) Membership
  - ◆ Three trustees, one trustee will assume the role of the Chairperson, and one the role of Vice-Chairperson. All trustees may be called, as needed.
  - ◆ Superintendent or designate.
- iv) Meetings
  - ◆ To be convened by the Committee Chair upon the call of the Superintendent, but in no event shall the meeting occur later than ten school days from the first

day of suspension.

- i) Awards & Recognition Committee, with responsibilities as detailed below:
  - i) Purpose
    - ◆ To carry out the wishes of the Board in annually recognizing excellence in achievement by the awarding of scholarships and awards.
  - ii) Powers and Duties
    - ◆ Establish and review criteria at the Board's request;
    - ◆ Using scholarship criteria, solicit nominations for the awards from schools in the Division;
    - ◆ Determine the recipients of the awards.
  - iii) Membership
    - ◆ Two trustees, with all Board Members as alternates;
    - ◆ Superintendent or designate.
  - iv) Meetings
    - ◆ To be convened by the Committee chair upon the call of the Superintendent.
  
- j) Professional Learning Committee, with responsibilities as detailed below:
  - i) Purpose
    - ◆ Organize professional learning opportunities aligned with Divisional Priorities, or other areas as determined by the Board.
    - ◆ Identify professional learning opportunities for the Board of Trustees.
  - ii) Powers and Duties
    - ◆ Discuss professional learning needs of the Board;
    - ◆ Research professional learning opportunities and provide information to the Board.
  - iii) Membership
    - ◆ Two trustees;
    - ◆ Superintendent or designate.
  - iv) Meetings
    - ◆ The Committee Chair shall convene meetings as required to discuss professional learning opportunities.
  
- k) Policy Review Committee, with responsibilities as detailed below:
  - i) Purpose
    - ◆ Prepare policy drafts for Board consideration.
  - ii) Powers and Duties
    - ◆ To draft new policy;
    - ◆ To amend policies as directed by the Board;
    - ◆ To review and recommend policy changes to the Board.
    - ◆ To review and recommend trustee handbook changes to the Board.
    - ◆ Set two-year Policy review schedule.
  - iii) Membership
    - ◆ Three trustees;
    - ◆ Superintendent or designate.
  - iv) Meetings
    - ◆ To be convened by the Committee Chair.
  
- l) ATA Executive and LRSD Liaison Committee, with responsibilities as detailed below:
  - i) Purpose

- ◆ To work together to model collaboration.
- ◆ To improve communication and understanding of concerns and issues between the ATA Executive and the Board of Trustees.
- ii) Powers and Duties
  - ◆ To create a framework to enable conversation and collaboration between the ATA Executive and Board of Trustees. To share information on joint initiatives.
- iii) Membership
  - ◆ ATA Executive:
    - Three members, including the local ATA President.
  - ◆ LRSD:
    - The Board Chair and 1 trustee
    - Superintendent or designate.
- iv) Meetings
  - ◆ At least three meetings will be convened each school year.

m) Emergency Response Committee, with responsibilities as detailed below:

- i) Purpose
  - ◆ To protect the health and safety of students and staff, the Board ensures that the Division has plans in place to effectively mitigate emergency situations.
- ii) Powers and Duties
  - ◆ To review and recommend revisions to Board policies that relate to Emergency Preparedness.
  - ◆ To review and align all relevant LRSD documents that refer to Emergency Response including,
    - Administrative Procedures,
    - Crisis Response Plan,
    - Division Pandemic Plan, Safety Handbook, etc.
  - ◆ To make recommendations to the Board on actions required during emergency situations.
  - ◆ To recommend alternative meeting schedules and formats and review crisis communication protocols.
  - ◆ To monitor how stakeholders are informed throughout the emergency situation.
  - ◆ To evaluate the effectiveness of the emergency response after the crisis is over.
- iii) Membership
  - ◆ Two Trustees,
  - ◆ Superintendent, or designate.
- iv) Meetings
  - ◆ As needed.

n) Advocacy Committee, with responsibilities as detailed below:

- i) Purpose:
  - ◆ To develop a strategic and comprehensive approach to advocate for LRSD's directives and needs.
- ii) Powers and Duties:
  - ◆ To create a framework that gathers information, seeks conversation,

promotes collaboration and supports LRSD priorities with the three levels of government and our communities.

iii) Guidelines:

- ◆ Includes the following:
  - roles and responsibilities of Committee.
  - process for advocacy.

iv) Roles and Responsibilities:

- ◆ To seek out advocacy opportunities.
- ◆ To explore advocacy opportunities brought to the Board via email, Meeting of the Whole discussion, or board directive.
- ◆ To research/collect appropriate information on targeted advocacy opportunities.
- ◆ To present information to the Board of Trustees for approval.
- ◆ To work with the Communication Officer to ensure messages reflect the Board of Trustees position.
- ◆ To create agendas for meetings with political officials.

v) Process:

- ◆ Motions should be specific indicating if a letter and/or press release is wanted.
- ◆ Specific guidelines for letters and press releases:
  - who is writing,
  - who provides input,
  - when/where press releases are shared.
- ◆ The Advocacy Committee may bring suggestions for advocacy to the Board and gather information on the topic.
- ◆ The Communication Officer writes the letter on the Chair's behalf; this is shared with the Board who can ask clarifying questions or suggest minor grammar edits, but changes should not be made by the Board at this stage.
- ◆ The Chair of the Board is responsible to communicate with elected officials and other external organizations.

vi) Membership

- ◆ Two trustees,
- ◆ Superintendent, or designate.

vii) Meetings

- ◆ As needed.

o) Trustee Timesheet and Expense Claim Committee, with responsibilities as detailed below:

i) Purpose

- ◆ To review, revise, and approve all trustee timesheets and expense claims.

ii) Powers and Duties

- ◆ To change any trustee's timesheet that they deem necessary based on board policy.

iii) Process

- ◆ The committee must notify individual trustees of all changes made to their



timesheet with an explanation by email the same day as the timesheet committee review meeting.

- ◆ If trustees disagree with the committee's decision, they can appeal, in writing, to the entire board of trustees.
- ◆ The appeal will then be discussed in-camera at the next board meeting.
- ◆ All three members must attend all meetings in case of a discrepancy with any timesheets.
- ◆ The Chair is responsible for calling all meetings, amending timesheets, and submitting timesheets to [acctpay@lrsd.ab.ca](mailto:acctpay@lrsd.ab.ca)
- ◆ The Secretary will be responsible for taking notes and sending emails to trustees whose timesheets have been altered.
- ◆ The committee will make all decisions by vote whereby all decisions are carried by a minimum of two votes to one.

iv) Membership:

- ◆ Three trustees with all other trustees sitting as alternates.

v) Meetings:

- ◆ Monthly, before the pay period cut-off.

p) Alberta Teaching Professions Commission (ATPC) Committee, with responsibilities as detailed below:

i) Purpose:

- ◆ Created under the Education (Reforming Teacher Profession Discipline) Amendment Act, the Alberta Teaching Profession Commission oversees disciplinary matters for teachers, much like professional organizations do for a variety of occupations in Alberta, including nurses, doctors and social workers.
- ◆ The commission reviews and investigates complaints of alleged unprofessional conduct and professional incompetence filed against Alberta certificated teachers and teacher leaders. This includes teachers who are members of the Alberta Teachers' Association (ATA) as well as those who are not part of the ATA. Teachers and teacher leaders who are not members of the ATA are those employed in independent (private), public charter and First Nations schools, as well as superintendents and other teacher leaders working in school board offices, and any teachers or teacher leaders who are no longer practicing.
- ◆ The commission consists of a commissioner and a team of investigators, professional assurance officers, and administrative professionals.
- ◆ The Alberta Teaching Professions Commission (ATPC) Committee's role is to receive and review information from the file.

ii) Powers and Duties:

- ◆ The Alberta Teaching Professions Commission (ATPC) committee has authority to conduct or authorize investigations into any matters within its scope of responsibility.
- ◆ With the consent of the Board, retain outside counsel, or others to advise the committee or assist in the conduct of an investigation.

iii) Membership

- ◆ The Alberta Teaching Professions Commission (ATPC) committee shall consist of 3 trustees, none of whom are the Board Chair. One (1) of whom shall act as Chair of the Alberta Teaching Professions Commission (ATPC)

Committee

iv) Meetings

- ◆ The Alberta Teaching Professions Committee (ATPC) committee has the authority to convene meetings as circumstances require.

q) Method of Accountability Committee, with responsibilities as detailed below:

i) Purpose:

- ◆ x

ii) Powers and Duties:

- ◆ x

iii) Membership

- ◆ x

iv) Meetings

- ◆ x

r) Granum Solution Committee, with responsibilities as detailed below:

i) Purpose:

- ◆ To ensure stakeholder perspective is included as part of the ongoing conversation, to keep Granum school sustainable now and in the future and to ensure timely communication is occurring with the Granum stakeholders.

ii) Powers and Duties:

- ◆ Organize and chair Granum advisory meetings.
- ◆ Report back to the board monthly.
- ◆ Create a communication plan with the Communications Officer.
- ◆ Direct and approve all regular communication with stakeholders.
- ◆ Attend all Granum Advisory Council meetings.
- ◆ Organize and approve agendas for community engagement.

iii) Membership

- ◆ Two ward one trustees, the board chair, superintendent and/or delegate.
- ◆ All other trustees as alternates.

iv) Meetings

- ◆ As needed.
- ◆ Attendance at the Granum Advisory Council meetings.

s) The Elder Consultant Council Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

i) Purpose

- ◆ Support the work of the Elder Consultant Council
- ◆ Share professional learning for Trustees
- ◆ Consult with Elders to determine what the Board needs to make their best informed decision.

ii) Powers and Duties

- ◆ To attend Elder Consultant Council meetings;
- ◆ To recommend professional learning for Trustees;
- ◆ Consult with Elders to gather information on key strategies and priorities;

- ◆ Share pertinent information with the whole board.
- iii) Membership
  - ◆ Two Trustees. The same two that are representatives at the Elder Consultant Council;
  - ◆ Superintendent or designate.
- iv) Meetings
  - ◆ To be convened by the Committee Chair.

## 2. Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation. See Appendix C.

## 3. Resource Personnel

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

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Legal Reference: Section 52, 63, 142 Education Act  
 Approval Date: October 14, 2003  
 Amendments: January 13, 2004; January 10, 2006  
 Amendment: November 13, 2007 - 1(h), 1(i) Amendment:  
 September 8, 2009  
 Renumbered BP 8 September 8, 2009 (Previously BP 9)  
 Amendment: February 9, 2010  
 Renumbered BP 9 September 14, 2010  
 Amendments: May 10, 2011; June 14, 2011; December, 2011  
 Revised: March, 2012; February, 2013; October, 2013  
 Amendments: February, 2014; September, 2014; February, 2015; June, 2015; June, 2016; December, 2016;  
 September, 2017; October, 2017; March, 2018; November, 2018, March 2020, May 2020, September 2021;  
 January 2022; January 2023, June 2023, September 2023, December 2023, September 2024

# Appendix A - Audit Committee

## Purpose

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

### 1. Authority

- 1.1 The audit committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
- 1.2 With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- 1.3 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 1.4 Meet with Division officers, external auditors or outside counsel.

### 2. Meetings

- 2.1 The audit committee will meet at least once a year, with authority to convene additional meetings, as circumstances require.
- 2.2 All audit committee members are expected to attend each meeting, in person or virtually.
- 2.3 The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.
- 2.4 It may hold private meetings with auditors and executive sessions.
- 2.5 Minutes of meetings will be prepared.
- 2.6 Audit committee reports shall be provided at a meeting of the Board.
- 2.7 The Recording Secretary shall act as the Secretary to the audit committee.

### 3. Responsibility

The audit committee will carry out the following responsibilities:

- 3.1 Financial Statements
- 3.2 Review significant accounting and reporting issues, including complex or unusual transactions;
- 3.3 Review the results of the audit with management and the auditors, including any difficulties encountered;
- 3.4 Review the annual financial statements and consider whether they are complete, consistent with the information known to committee members, and reflect appropriate accounting principles;
- 3.5 Review all matters required to be communicated to the Board with management and the auditors.

### 4. Internal Control

- 4.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and,
- 4.2 Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, with management's responses.

### 5. Audit

- 5.1 Review the auditor's proposed audit scope and approach.
- 5.2 Review the performance of the auditors, and provide a recommendation to the Board for final approval on the appointment or discharge of the auditors;

- 5.3 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,
- 5.4 On a needs basis, meet separately with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

## **6. Compliance**

- 6.1 Review the findings of any examinations by regulatory agencies, and any audit observations; and
- 6.2 Obtain regular updates from management and company legal counsel regarding compliance matters.

## **7. Membership**

- 7.1 The audit committee shall consist of 3 trustees, one (1) of whom shall act as Chair of the audit committee; and
- 7.2 Two (2) members of the general public, where possible, neither can be a trustee (Section 142 Education Act). It will be a two-year term.

## **8. Compliance**

- 8.1 Review the findings of any examinations by regulatory agencies, and any audit observations; and
- 8.2 Obtain regular updates from management and company legal counsel regarding compliance matters.

## **9. Compensation**

- 9.1 External committee members will receive per diem at the board approved rate as per board policy 8 clause 10(1)(b) and appendix C(2,3, and 5).

## **10. Code of Conduct - Public Members**

- 10.1 Devote time, thought and study to the duties of a public member so that they may render effective and creditable service.
- 10.2 Work with their fellow committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
- 10.3 Consider information received from all sources and base personal decisions upon all available facts in every case; un-swayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority of the committee.
- 10.4 Work together with fellow committee members to communicate to the Board all the facts.
- 10.5 Remember at all times that individual committee members have no legal authority outside those delegated by the Board, and therefore relationships with schools' staff, the community, and all media of communication is to be conducted through the Board.
- 10.6 Resist every temptation and outside pressure to use the public member position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
- 10.7 Bring to the committee your perspective as a stakeholder with respect to committee work.
- 10.8 Provide effective public member service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

- 10.9 Represent the committee responsibly in all committee related matters with proper decorum and respect for others.
- 10.10 Represent the needs to the community to the committee and the committee's actions to the Board.
- 10.11 Declare any conflict of interest between personal life and the position on the committee and remove oneself from voting where appropriate.
- 10.12 Respect the confidentiality appropriate to issues of a sensitive nature.

## **11. Sanctions for Public Members**

- 11.1 A public member found to be in violation of the Code of Conduct, may be subject to removal from the committee.
- 11.2 Removal from the committee would be a decision by the Board, upon the recommendation of the majority of trustee members of the committee.
- 11.3 The decision of the Board to remove a public member is final.

## Appendix B – Committees and Representatives of the Board



Committees of the Board of Trustees  
*As appointed at the November 1, 2023 Board Organizational Meeting*  
*(Approved November 1, 2023)*

### STANDING COMMITTEES (See Policy 9)

Legend: © *Chair*, ® *Representative*, (A) *Alternate*

a	<b>Superintendent Evaluation</b>	All Trustees
b	<b>Board Self-Evaluation</b>	All Trustees
c	<b>Planning (Committee of the Whole)</b>	All Trustees
d	<b>First Nation, Métis, Inuit, and LRSD Liaison Committee</b>	All Trustees
e	<b>Regional School Council Committee</b>	L. Poytress © C. Gimber
f	<b>Audit Committee</b>	L. Hodges © C. Gimber K. Charchun
g	<b>Labour Relations Committee</b> *Representative of Board re: Provincial Negotiations	B. Toone ©* C. Gimber L. Poytress
h	<b>Appeal and Discipline Committee</b> (All Board members as alternates)	K. Charchun © L. Poytress C. Yagos
i	<b>Awards and Recognition Committee</b> (All Board members as alternates)	L. Poytress © B. Toone
j	<b>Professional Learning Committee</b>	C. Yagos © C. Gimber
k	<b>Policy Review Committee</b>	C. Gimber © G. Long K. Charchun
l	<b>ATA Executive and LRSD Liaison Committee</b> (Board Chair plus one trustee)	L. Hodges © L. Poytress

m	<b>Emergency Response Committee</b>	C. Yagos © K. Charchun
n	<b>Advocacy Committee</b>	C. Yagos © G. Long
o	<b>Trustee Timesheet and Expense Claim Committee</b> (Three trustees, all other trustees as alternates)	L. Poytress © G. Long B. Toone
p	<b>Alberta Teaching Profession Commission (ATPC) Committee</b> (Three trustees excluding the chair)	K. Charchun © C. Gimber L. Poytress
q	<b>Method of Accountability Committee</b>	B. Toone © C. Gimber C. Yagos
r	<b>Granum Solution Committee</b> (Three trustees)	K. Charchun © B. Toone C. Gimber
s	<b>Elder Consultant Council Committee</b>	C. Gimber L. Poytress

#### AD HOC COMMITTEES (See Policy 9)

a	<b>Nanton Solution Ad Hoc Committee</b> (Three trustees from ward 1)	B. Toone © C. Gimber K. Charchun

#### BOARD REPRESENTATIVES (See Policy 10)

a	<b>ASBA Zone 6 Representative</b>	C. Gimber ® L. Hodges (A)
b	<b>Alberta SouthWest Regional Alliance</b> (Chair as main contact) (Trustees within the ward of the held meeting will attend)	All Trustees
c	<b>LRSD Wisdom and Guidance Council</b>	C. Gimber ® L. Poytress ®
d	<b>Livingstone Ski Academy Society</b> (Ward 2 Trustees)	C. Yagos © G. Long
e	<b>ASBA Rural Caucus</b>	G. Long © L. Hodges



## **Appendix C – Ad Hoc Committee Terms of Reference**

### **Nanton Solution Ad Hoc Committee**

#### **Purpose:**

- To ensure stakeholder perspective is included as part of the ongoing conversation, to advocate for a successful completion of the Nanton project, and to work with the Nanton Advisory Committee to ensure cohesive communication and advocacy for the project.
- The end date is upon completion of the project.

#### **Powers and Duties:**

- Organize and chair Nanton School Advisory Committee Meetings.
- Report back to the board monthly.
- Create and update the communication plan with the communications officer.
- Direct and approve all regular communication with stakeholders.
- Organize and approve agendas for community engagement.

#### **Membership:**

- Three Ward 1 trustees.
- Superintendent and/or designate.
- All other trustees as alternates.

#### **Meetings:**

- As needed.
- Attendance at the Nanton School Advisory Committee meetings.

## **Appendix D – Regional School Council Committee**

### **School Council Annual Process and Usage of Funds**

#### **ASCA Membership:**

- At the beginning of the school year, each school council shall decide if they want to join ASCA for the year.
- The deadline to decide is October 31st of the current school year.
- If the school council would like to become a member of ASCA, the school council chair will visit the ASCA website and purchase a membership. Choose to bill the Division for the membership fee.
- If the school council chooses not to obtain a membership to ASCA by the deadline, they will have access to the membership fee amount to further parental engagement in the school council.
- If the school council chooses to obtain a membership to ASCA after the deadline, the school council will arrange payment.

#### **Non-ASCA Members use of funds**

- For school councils that elect to use the funds instead of purchasing an ASCA membership, they shall follow the same guidelines for use of funds as set out for the ASCE Grant.
- An approved expenditure, as per the ASCE guidelines, is paid by the principal of the school and coded in the same manner as the ASCE grant.