











## Policy 8: Committees of the Board

### Policy 8 - APPENDIX B

#### Committee Name: Committee of the Whole

#### Purpose

The purpose of Committee of the Whole is to provide:

- a) An informal forum to engage in generative discussions;
- b) Sessions related to planning on topics such as finance, facilities, special projects, and strategic initiatives;,
- c) Sessions for governance professional development; and
- d) Sessions for evaluation of Board and Superintendent performance.

Note, during a regular Board Meeting the Trustees can Motion to refer and convene a Committee of the Whole meeting to allow Trustees to explore matters to much greater depth than can be accomplished within a regular Board Meeting.

#### Composition:

Committee of the Whole is a committee composed of all Trustees. A quorum of the Board numbers is required and meetings are public unless the topic for discussion meets the In-Camera criteria noted in Policy #5: Board By Laws.

#### Procedures

Meetings of the Committee of the Whole are at the request of the Board Chairperson, or at the request of a majority of the Trustees. The agendas for Committee of the Whole meetings are organized by the Board Chairperson. They shall request if there are any additional agenda items that Trustees would like to discuss.

The Chairperson of the Committee of the Whole is the Vice Chairperson of the Board. However the Chairperson can pass their chair duties to another trustee if the topic up for discussion is from their committee.



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX C

#### Committee Name: Facilities Committee

#### Purpose

The Facilities Committee has a mandate to act as an overseer and in an advisory capacity with respect to the capital planning and maintenance and operation of all land, buildings, facilities and equipment owned by the District.

The Committee is to submit to the Board a five-year capital improvement budget and a list of proposed alterations and repairs. The Committee is to advise the Board on building related issues, ongoing maintenance and planning for long-term improvements.

Specific responsibilities to include oversight for:

- Preparing a five year capital plan (required annually)
- Preparing a plan, schedule and proposal for maintenance and replacement for buildings and grounds;
- Planning for new construction, major renovations or major improvements of school buildings and grounds;
- Planning additions, deletions or changes to facilities needed to support school programs;
- Identify other areas for future actions related to facilities.

#### Composition:

The Superintendent will identify District staff to provide expertise. The Committee will identify needs for consultant services and seek approvals for costs, if those services are required.

#### Reporting:

The Committee Chair shall provide timely reporting to the Board, by written report, for inclusion in the Board of Trustees Meeting each January/ February (Budget Planning) and each November/ December on project status.

#### Timeline:

The committee will meet in January/ February each year to plan for the next Budget year, and each November/ December for progress updates of Capital Projects in the current year.



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX D

#### Committee Name: Finance Committee

#### Purpose

The Finance Committee's mandate is to act as an overseer in an advisory capacity with respect to all financial matters of the Board, as defined by the following activities:

- Work with the Superintendent and Director of Corporate Services, as required to evaluate, approve and present the draft budgets, both operating and capital, to the Board for consideration and approval;
- Oversee the District's budget over the fiscal year;
- Consider and make recommendations regarding any expenditure outside of the approved budget for consideration by the Board;
- Analyze and review funding and expenditures for funds received from the GNWT and the City of Yellowknife, and make recommendations as required;
- Actively research other sources of funding, such as, but limited to, federal programs and grants.

**The Chair of the Finance Committee works with the Director of Corporate Services and Superintendent to prepare and present at public engagements (e.g. Annual Ratepayers Meeting).**



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX E

#### Committee Name: Negotiations Committee

#### Purpose

The Negotiations Committee is formed prior to the commencement of negotiations of each collective agreement in order to provide Board representation at bargaining sessions. The Negotiation Committee will be disbanded when that specific collective agreement has been ratified.

The Committee conducts the following activities:

- Hold a preparatory meeting of the Trustees, the Superintendent, and the Negotiation team so that they can review the collective agreement together
- Work with the Superintendent, and/or designate to prepare the Board's proposals.
- Retain and consult with a professional negotiator for bargaining sessions.
- Review the proposals from the Union and decide on the direction the negotiating team will take
- Perform at-table negotiations with the professional negotiator.
- Recommend approval of the tentative Collective Agreement to the Board .
- Post negotiations, the negotiating team meet and discuss the lessons learnt from this round of negotiations and create a report as a record for future negotiating teams.

#### Composition:

The Negotiations Committee will consist of:

- Up to two Trustees from the Board with the Superintendent and Director of Corporate Services

#### Reporting:

Please note that discussions during negotiations take place in camera and therefore reporting to the board may be limited to meeting schedules or expected completion date etc.





## Policy 8: Committees of the Board

### Policy 8 - APPENDIX F

#### Committee Name: Policy Committee

#### Purpose

The Policy Committee has a mandate to review, revise and develop all existing policies, once per board term. The Policy Committee will conduct the following activities for recommendation to the Board for approval:

- Review and make suggestions to the Board for revision or deletion of existing policies;
- Develop and draft new policies for the Board to address governance issues, as required;
- Review and make recommendations to the Board regarding new policies that are submitted by administration or other committees of the Board;
- Review any concern and make recommendations on issues that are related to legislative matters;
- Develop and maintain a review schedule of all policies
- Make recommendations to the Board for approval in the following manner:
  - Draft policies are tabled at a regular Board Meeting.
  - A review at a Committee of the Whole is convened (if requested) where Trustees and administration can provide comments and ask the Policy Committee the reasons for the policy's intent, content and/or changes.
  - The draft policy is forwarded to all stakeholders (as deemed appropriate), and added to the District's website, requesting comment by a set date.
  - The Policy Committee reconvenes, reviews the comments received from the trustees and stakeholders, and develops a final draft policy.
  - A final review is carried out at a Committee of the Whole (if requested).
  - The final draft policy is submitted as an agenda item at a regular Board Meeting under a motion recommending approval of the policy

Note: There will be a minimum of one month from the date of Tabling of a draft policy to submission of the final draft at a Board Meeting for approval.

**Note:** Instances where a policy proposal may impact upon any of the collective agreements under negotiations, any actions on such proposals will be deferred until completion of the negotiations.



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX G

#### Committee Name: Public Relations Committee

#### Purpose

The Public Relations Committee has a mandate to coordinate strategic advocacy efforts and community engagement activities to ensure effective communication between the Board and the public. The Committee will focus on the to conduct the following activity processes:

- Develop an annual Board Advocacy and Engagement Plan for approval by the Board and provide regular updates. This plan will include key advocacy points for a variety of activities including Education Leaders Meeting, regular MLA meetings, letters to the Minister, etc.
- Oversee the implementation of the Board Advocacy and Engagement Plan and report progress to the Board.
- Monitor the effectiveness of the Board Advocacy and Engagement Plan and make recommendations for revision to the Board
- Coordinate and monitor engagement activities including those based on the Education Act and focused on key stakeholder groups including students, families, staff and the general community.
- Provide input into overall communication efforts by the District.
- Coordinate updates to the District's Visual Identity Guidelines with the Superintendent and Communications Officer
- Meet at least quarterly with the Communications Officer to review progress of communications initiatives
- Develop Trustee PAC speaking points after each board meeting.
- Review and provide feedback on the Trustee Orientation Handbook.



## **Policy 8: Committees of the Board**

### **Policy 8 - APPENDIX H**

#### **Committee Name: Teacher-Board Advisory Committee**

#### **Purpose**

The creation of the Teacher-Board Advisory Committee is referenced in the NWTTA Collective Agreement. If this section of the Collective Agreement changes then this policy will be changed to reflect the changes. The Board and the NWTTA recognize the mutual benefits of effective communications between trustees, teachers and administrators. The matters discussed include concerns relating to school affairs, proposed educational policy changes, changes in conditions of professional services, and communication views of the respective parties.

As outlined in the Collective Agreement, this committee will not deal with interpretation/grievance matters, or discuss modification of the collective agreement or any other matter properly left to the normal collective bargaining process. No agreement, decision, or action of the committee will be construed as interpretation or modification of the Collective agreement.

#### **Composition:**

The committee will consist of two trustees with a member of senior management and three members of the NWTTA, of which two shall be employees of the Board. This Committee is to meet at a minimum of three times per year, meeting initially within the first two months of the school year.