



## BYLAW I PROCEDURAL BYLAW

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### PART 6 - STANDING COMMITTEES

6.1 There shall be six standing committees of the Board:

- (a) Policy;
- (b) Capital Projects;
- (c) Labour Relations;
- (d) Finance and Audit;
- (e) Scholarships Recognition;
- (f) Field Trip Approval

6.2 Standing Committee Meetings:

Standing committees shall be expected to meet at least two times during the school year.

6.3 Committee Membership:

Membership of all committees shall be upon appointment by the Chairperson of the Board at the first meeting of the Board in November, or at the next succeeding regular meeting, but shall be subject to the approval of the Board.

6.3.1 To assist the Chairperson in making the appointments required under Section 1.7, the following procedure shall be used:

- a. At the time the Regular Agenda for the November meeting is made public, the Superintendent shall provide each Trustee and Trustee-elect, as the case may be, with a copy of this Bylaw and a form on which are listed all of the standing committees of the Board.
- b. Each Trustee and Trustee-elect shall rank their preferences for standing committee appointments and shall return the form to the Superintendent prior to the November meeting, unless the decision is deferred to the next succeeding meeting in which case each Trustee shall return the form prior to that meeting.
- c. The Superintendent shall compile the preferences of all Trustees into a single report and provide the information to the Chairperson who shall determine the committee appointments in consultation with the Superintendent.

Reference: [School Act](#)

ADOPTED: Feb. 1996

Amended: June 1998, Jan 2014, Oct. 2017, April 2019, Nov. 2019, October 11, 2022



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6.3.2 The Chairperson of the Board shall be ex-officio a voting member of all committees and shall be counted in forming a quorum.

6.3.3 No Trustee shall serve as Chairperson of more than one standing committee.

6.3.4 Each committee will normally have three Trustees.

### 6.4 Quorum:

For all committees a quorum shall be a majority of the members of the committee.

### 6.5 Committee Meetings:

In the transaction of business, all committees shall adhere, as far as possible, to the rules governing proceedings in meetings of the Board.

### 6.6 Vacancies:

Should a vacancy occur on any committee of the Board, the Chairperson of the Board shall name a successor to fill the vacancy.

### 6.7 Committee Reports:

All committees shall report to the Board on a regular basis. A minority of any committee may also report.

6.7.1 No action shall be taken on the report of any committee until formally approved by the Board unless the Board, by a majority vote, has given the committee power to act in certain clearly defined cases.

6.7.2 The Superintendent of Schools and/or the Secretary Treasurer shall confer with and keep all chair people of committees informed on matters within the jurisdiction of the committee and shall meet with the committee at such times as the committee may desire.

6.7.3 Committees may require the Superintendent of Schools and/or the Secretary Treasurer to bring to committee meetings such other members of the school district staff as may be deemed desirable.

Reference: [School Act](#)

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### 6.8 Termination of Committees:

All committees of the Board shall be automatically discharged on the day preceding the Inaugural Meeting, or the first meeting in November of each year, or at such earlier date as the work of the committee has been completed.

### 6.9 Policy Committee:

#### 6.9.1 Composition:

- a) three Trustees;
- b) Superintendent;
- c) one or more senior staff or principals, as required.

#### 6.9.2 Mandate:

- a) the development and adoption of new policies;
- b) the revision or deletion of existing policies.

### 6.10 Capital Projects Committee:

#### 6.10.1 Composition:

- a) three Trustees;
- b) Secretary Treasurer;
- c) Director of Operations.

#### 6.10.2 Mandate:

- a) creating and/or updating the District's long-term site acquisition and facility development plans;
- b) drafting the annual capital plan for the Board's consideration;
- c) dealing with the acquisition or disposal of District property and the configuration of its schools;
- d) assisting in the development of the annual capital allowance plan.

Reference: [School Act](#)

**ADOPTED: Feb. 1996**

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### 6.11 Labour Relations Committee:

#### 6.11.1 Composition:

- a) three Trustees;
- b) Superintendent, or designate;
- c) Assistant Superintendent;
- d) Secretary Treasurer.

#### 6.11.2 Mandate:

- a) to foster positive Human Relation practices in the District;
- b) to make recommendations to the Board regarding the personnel matters that come before the committee;
- c) the positive resolution of contracts between the District and both its unionized and non-unionized employees.

### 6.12 Finance and Audit Committee:

#### 6.12.1 Composition:

- a) three Trustees;
- b) Secretary Treasurer.

#### 6.12.2 Mandate:

- a) to provide advice and input into the development and monitoring of the annual budget;
- b) to provide advice and input into the selection of an external auditor;
- c) to oversee the work of the external auditor;
- d) to make recommendations to the Board in respect of these matters.

Reference: [School Act](#)

ADOPTED: Feb. 1996

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### 6.13 Scholarships Recognition Committee:

#### 6.13.1 Composition:

- a) three Trustees;
- b) Superintendent or designate.

#### 6.13.2 Mandate:

- a) to foster academic performance through the recognition of curricular achievement;
- b) in particular, to manage the selection and recognition of the Provincial District Scholarship winners, any local district scholarships, and curricular subject awards;
- c) further procedures are delineated in Policy 8650, Recognition of Scholarship.

### 6.14 Field Trip Committee

#### 6.14.1 Composition:

- a) three Trustees (one from each zone);
- b) Superintendent or designate.

#### 6.14.2 Mandate:

- a) to review and approve higher care field trips as defined in Policy 8600.

Reference: [School Act](#)

ADOPTED: Feb. 1996

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