



MOUNTAIN VIEW SCHOOL DIVISION

BY-LAW NO. 03-1819

TERMS OF REFERENCE FOR STANDING COMMITTEES

BEING A BY-LAW of the Mountain View School Division to define the role of Trustees on Board Standing Committees.

WHEREBY, it is known that healthy relationships throughout the division are key to the success of student learning. It is our responsibility as divisional leaders to model this for the community. When Trustees are at these tables, they primarily gain a greater understanding and connection with staff. It is of the utmost importance that Trustees provide a positive atmosphere based on respect and trust. Without these elements, Trustee presence can impede the progress of these committees.

NOW THEREFORE BE IT ENACTED as a By-Law of the Mountain View School Division:

Trustees recognize the value of serving on a variety of committees during their four-year mandate to foster both growth and understanding and may establish committees to do and support the work of the Board.

1. Standing Committees

The following Standing Committees will be established to undertake the work of the Board:

a. Finance Committee

Mandate: To review and ensure the fiduciary responsibilities of the Board are being met in accordance with the legislative requirements

Terms of Reference:

- At the first meeting in a new school year, review and identify timelines and process for annual budget deliberations
- Development of all division budgets according to the guidelines and working in conjunction with the Superintendent and the senior administration team
- Appointment of Auditors
- Meeting with auditors during the audit process and receiving the audited financial statements
- Review with senior administration any non-compliance issues identified in the audit
- Review annually the financial reporting process

Membership: All Trustees

Meetings: As required

The Vice-Chairperson will serve as the chair of the committee and will be, in consultation with Superintendent/CEO and/or designate, responsible for establishing meeting agendas

Admin Support: Superintendent/CEO and/or designate

Administrative support to record and prepare meeting minutes

Terms of Office: Regular committee participation during trustee term

b. Policy Committee

Mandate: To develop and review Board policy in accordance with the Board's procedures on Policy Development
Reports of discussions and recommendations will be brought forward to the next regular Board meeting

Terms of Reference:

- To draft policies in accordance with the Board's policy development procedures
- To monitor and review policy in accordance with the Board's policy monitoring procedures
- To bring forward recommendations for policy changes, deletions and additions

Membership: All Trustees

Meetings: Approximately 4-6 times per year at the call of the Committee Chair, in consultation with Superintendent/CEO and/or designate

The Vice-Chairperson will serve as the chair of the committee and will be, in consultation with Superintendent/CEO and/or designate, responsible for establishing meeting agendas

Admin Support: Superintendent/CEO and/or Designate
Administrative support to record and prepare meeting minutes

Terms of Office: Regular committee participation during trustee term

c. Community Relations

Mandate: To coordinate educational advocacy efforts and enhance relationships within the division and with the public
Reports of discussions and recommendations will be provided to the Board of Trustees at the next regular Board meetings

Terms of Reference:

- To enhance internal and external communication
- To carry out advocacy strategies as directed by the Board
- To develop a yearly plan for advocacy that is aligned with the Division's Strategic directions
- To work with Manitoba School Boards Association (MSBA) and other partner organizations on issues that further the Division's interests

- To develop and maintain a communication strategy with all levels of government
- To manage, protect and promote the Division image
- To make recommendations to the Board with regards to advocacy strategies
- To oversee and support the Division's Student Voice Committee
- To meet with employee groups (MVTA, CUPE, Non-Union) and enhance communication between the Board and the employee groups (MVTA, CUPE, Non-Union)
- To consult with and inform the community about issues as requested by the Board
- To make recommendations to the Board on processes and opportunities for community input

Membership: 4 Trustees

Meetings: As required

Approximately 4 times per year at the call of the Chair in consultation with Superintendent/CEO and/or designate

The Committee Chairperson, in consultation with Superintendent/CEO and/or designate, will be responsible for establishing meeting agendas

Admin Support: Superintendent/CEO and/or Designate
Administrative support to record and prepare meeting minutes

Terms of Office: Committees are structured at the Board's Inaugural/Organizational Meeting

d. Board Development Committee

Mandate: To co-ordinate all matters relating to trustee education and development with respect to the Board's role and responsibilities

Reports of discussions and recommendations will be provided to the Board of Trustees

Terms of Reference:

- To facilitate the creation of the Board Development Plan
- To facilitate the development and implementation of a yearly plan for Trustee development
- To recommend appropriate learning opportunities for the Board of Trustees
- To monitor the Boards effectiveness
- To plan and deliver new Trustee orientation
- To make recommendations to the Board on board development initiatives

Membership: 4 Trustees

Meetings: As required, approximately 4 times per year

At the call of the Chair in consultation with Superintendent/CEO and/or designate

The Committee Chairperson, in consultation with Superintendent/CEO and/or designate, will be responsible for establishing meeting agendas

Admin Support: Superintendent/CEO and/or Designate
Administrative support to record and prepare meeting minutes

Terms of Office: Committees are structured at the Board's Inaugural/Organizational Meeting

e. Negotiations Committee

Mandate: Trustees will work respectfully with our legal team to negotiate contracts with our unionized and non-unionized employees. Designate trustees have the Board authority to negotiate an agreement in committee, which would require ratification by the Board of Trustees.

Reports of discussions and recommendations will be provided to the Board of Trustees.

Terms of Reference:

- In consultation with division administration and MSBA Labour Relations department, remain current on personnel, Labour Relations and Collective Bargaining issues for the purpose of participating in and recommending revisions to teaching and non-teaching employee contracts
- As requested by the Board, to review and provide recommendation to the Board on non-unionized support staff employee salaries and benefits
- To meet with division employee groups before the annual budget cycle begins at the Board level to discuss items with budgetary implication that would allow staff to reach division goals more successfully

Membership: MVTa Committee - 4 Trustees
CUPE & Non-Union Committee – 4 Trustees

Meetings: As required, based on contract renewal cycles
The Committee Chairperson, in consultation with the Superintendent/CEO and/or designate, will be responsible for establishing meeting agendas

Terms of Office: Committees are structured at the Board's Inaugural/Organizational Meeting

Consideration will be given for committee consistency based on the status of bargaining at the time committees are selected

2. Standing Committee Structure

a. Membership

Standing Committee membership shall be determined by a Nominating Committee at the Board's inaugural meeting and the annual organizational meeting thereafter. The make-up of the Nominating Committee shall be the Board Chair, Vice-Chair and a member at large of the Board of Trustees. The Chair may attend any standing committee meeting as an ex-officio member.

b. Quorum

The quorum of the committee shall be a simple majority (i.e., 50% plus one). If the quorum is not met for a particular committee meeting, that meeting may be rescheduled to occur within the next two weeks, or deferred to the next regularly scheduled committee meeting.

c. Meeting Schedule

Committee meetings will be held as outlined in the committee's terms of reference. Each committee except for the Finance committee will select a Chair and Vice-Chair as the first order of business at their initial meeting.

Meetings will be held as required, determined by the committee and as outlined in the committee's terms of reference.

Meetings may be extended by 15 minutes with the unanimous consent of members present.

d. Agendas

The committee Chair, in consultation with Superintendent/CEO and/or designate, will be responsible for establishing meeting agendas.

Where possible, the agenda for all standing committees should occur at the end of each meeting. Items may be added to the Agenda at the discretion of each committee Chairperson, in consultation with Superintendent/CEO and/or designate. From time to time, items which are time sensitive and/or of an urgent nature may be added at the discretion of the Board Chair/Vice-Chair, in consultation with the appropriate committee Chair.

Agendas for all committee meetings shall be forwarded to the Board Secretary not later than 3 days prior to the scheduled meeting date for posting. All pertinent information will be posted with the agenda.

Should a delegation present information at a committee meeting, the procedures under the [Delegations](#) section of the regular meeting of the Board shall apply.

e. Minutes

The Superintendent/CEO and/or designate will provide administrative support to record and prepare meeting minutes. The committee Chair shall approve minutes prior to forwarding to the Board Secretary for formatting and posting.

f. Administrative Support

The Superintendent/CEO and/or Designate will be responsible for recording and preparing the meeting minutes, communication with the committee Chairperson and related matters.

3. Ad-Hoc Committees

Ad Hoc Committees may be established by the Board to deal with matters as the need arises.

4. Meeting Proceedings for Standing/Ad-Hoc Committees

- A majority of members shall constitute a quorum. (i.e., 50%, plus one)
- Members of the Board may attend meetings of any Standing or Ad Hoc Committee of which they are not members, but they shall not be counted in the quorum.
- The Board Chair, or in the Chair's absence, the Vice-Chair, shall be a member, ex-officio, of Standing Committees of the Board. The Chair shall not be counted in determining the quorum.
- The Vice-Chair may be a regular member of a Standing Committee and, as such, will be counted in determining the quorum.
- The Chair and the Vice-Chair may be a regular member of an Ad Hoc Committee and, as such, will be counted in determining the quorum.
- Although members shall not be restricted with respect to the length and number of their contributions to the discussions in Committee meetings, the Chair shall exercise discretion in ensuring that all members have an opportunity to participate.
- The member who chaired the Committee meeting, or his/her designate, shall be responsible for presenting the report of the Committee to the Board.
- Standing and Ad Hoc Committees shall report to the Board as required by the Board and whenever the Committee deems necessary.
- The report of a Committee presented to a Board meeting and subsequently recorded as part of or added to the approved minutes of that Board meeting, shall constitute the official minutes of the meeting of that Committee.
- Minutes of committee meetings shall not become part of the Board's official record until such time as the minutes of the Board meeting of which they are a part have been duly approved by the Board.
- All committee recommendations shall be detailed in the minutes in the format of a resolution and included on the regular Board Agenda as an action item for Board consideration.
- Upon the request of any member, a vote may be taken separately upon each or any of the recommendations contained in a committee report. Recommendations may be amended by the Board before adoption, and are debatable. The adoption or approval of a report in its entirety gives effect to all of its recommendations, either in their original form or as amended.
- A motion to receive a report does not imply approval of a report or any recommendations contained therein.

5. Divisional or Community Committees

Trustee representation on divisional or community committees will be determined by the Board as the need arises.

GIVEN FIRST READING by the Board of Trustees of the Mountain View School Division, assembled at the RM of Dauphin in the Province of Manitoba this _____ day of _____ , _____ .

SECOND
READING:

CHAIRMAN

THIRD AND
FINAL READING:

SECRETARY-TREASURER

Passed by the Board of Trustees on September 24, 2018. Original documents are signed and on file at the Board Office.