



TERMS OF REFERENCE

~ As per **Section 65** of the *School Act*, a board may establish committees and specify the functions and duties of these committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board. Unless expressly required to be exercised by bylaw, all powers of a board may be exercised by a bylaw or by resolution. ~

COMMITTEE NAME: LABOUR RELATIONS

TYPE: Standing

MANDATE: To provide recommendations to the Board on issues that pertain to Human Resources.

The Board believes that our employees are the District's most important resource, and that workplace safety, professional development, career advancement and the overall health and wellness of all employees are of prime importance.

RESPONSIBILITY:

1. To address general human resource topics that are of importance to either an employee group or to the Board. Specific human resource issues, relative to an individual, will not be considered as these matters are confidential and are governed by protection of privacy legislation, contractual agreements, and the policies of the Board.
2. To consider, develop, review and evaluate policy relative to selection, evaluation, hiring, retention, dismissal, promotion, in-service training, health and safety, recognition programs, Human Resource issues, and the effective utilization of all staff, for the purpose of making recommendations to the Board.
3. To review and evaluate all policies directly pertaining to the Labour Relations Committee function at least once every four years.

MEMBERSHIP: The Labour Relations Committee shall consist of membership as follows:

- Trustee Representative - Chairperson
- Assistant Superintendent - Human Resources
- Secretary Treasurer

The committee's Trustee Representative – Chairperson and Alternate Chairperson will be appointed annually each June by the Board Chair.

The Superintendent/CEO is an ex officio member.

Trustees who are not appointed to this committee are permitted to attend and may take part in any discussion or debate with the prior permission of the Committee Chairperson prior to the meeting, as per *Procedural Bylaws 12.3*.

MEETINGS:

Meetings will take place monthly, as required, when school is in session. An annual schedule of meeting dates/times will be made public each September.

As per *Procedural Bylaw – Committees 12.7*, minutes of meetings will be taken, and a summary of topics discussed will be provided to the Board at its next regularly scheduled meeting.

ATTENDANCE:

The Trustee Representative – Chair’s attendance will be recorded in the *Register of Trustee Attendance* as per *Regulation 2060.01R – Trustee Attendance*.

TIME FRAME:

On-going

ACCOUNTABILITY:

The Committee shall report its findings or recommendations directly to the Board as and where required.