

**PRSD SUPPORT STAFF AND BUS DRIVER  
LIAISON COMMITTEE  
TERMS OF REFERENCE**

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**1. Purpose:**

- 1.1. The Support Staff and Bus Driver Liaison Committee meetings will provide a permanent and ongoing mechanism for considering all governance matters (such as budget, advocacy, policy, education plan etc.) and support staff and/or bus driver issues that have gone through the Labour Management Committee (LMC) and remain unresolved, in order to make recommendations to the Board.
- 1.2. The Support Staff and Bus Drivers recognize the right of the Board to formulate policy and the Board recognizes the desirability of consulting its support staff and bus drivers.

**2. Membership:**

- 2.1. The Committee is to be comprised of up to three trustees; and up to six support staff and bus driver members selected by CUPE Local 4839 and 4839-01.
- 2.2. The Superintendent and/or designate and Secretary-Treasurer will attend meetings in an advisory capacity and when called upon will provide information and ideas for discussion.

**3. Chairman:**

- 3.1. The Chair will alternate between two co-chairs, one support staff or bus driver member and a trustee.

**4. Meetings:**

- 4.1. Meetings shall be held once every second month (four (4) times per year) during the school year, unless both chairs agree to alternative arrangements.
- 4.2. Meetings shall be conducted in an informal manner without the requirement of official motions.
- 4.3. The agenda will consist of all items sent to the Secretary-Treasurer at least one (1) week in advance for governance issues, and all appeals from the previous LMC provided two (2) weeks notice has been provided to the Secretary-Treasurer, and that the appeal item has been to two (2) LMC meetings.

5. Procedures:

- 5.1. Meetings will normally be held in the Board's meeting room commencing at 6:00 p.m. with a tentative time limit of 8:00 p.m.
- 5.2. The Divisional Secretary-Treasurer will act as permanent Secretary for the Committee.
- 5.3. Expenses of members of the Committee are to be borne by their respective organizations.
- 5.4. The Committee shall prepare a brief report following each meeting indicating the nature of the committee's work during the meeting.

6. Limitations:

- 6.1. The Committee may discuss items, which are the subject of current collective bargaining or the grievance process, only by unanimous consent.
- 6.2. No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
- 6.3. The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.

7. Amendments:

- 7.1. Any changes in these terms of reference shall require ratification by both the CUPE Local 4839 and 4839-01 and the School Board.

8. Approval:

Signed at Peace River, Alberta this 12 day of Mar, 19 2020

  
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Trustee Co-Chairman

  
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Support Staff Co-Chairman