

**GOVERNANCE CULTURE****GC-5E: Board Committees Terms of Reference**

**Monitoring Method:** Board Self-assessment  
**Monitoring Frequency:** Annually

**1. Audit Committee****a. Purpose/Charge:**

- To recommend external auditors.
- To review annually the external auditors' performance, reporting any issues.
- To serve as liaison to the external auditors, and arrange a meeting with the Board of Trustees prior to public presentation of the annual audited statements.
- To review and recommend approval of the annual audit plan.
- To review and report on the annual financial statements and audit findings report.
- To review with the external auditors the auditing process, any significant difficulties encountered during the audit including any restrictions on scope of work or access to required information.
- To meet at least two times annually as a Committee and at least once annually with the external auditors.
- To receive and review internal audit reports.

**b. Membership:**

A minimum of five individuals comprised of:

- two trustees; and
- not less than three individuals external to the Calgary Board of Education.

The Committee Chair shall be one of the trustee members, appointed by the Board of Trustees. All meetings must have one trustee present.

**c. Reporting Schedule:**

Minutes of all meetings of the Audit Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record and indicate at least the following information:

- date and place of meeting;

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**Audit Committee** *(Continued)*

- attendees;
- record of decisions and who is assigned any actions arising.

The Committee shall report at least annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them.

**d. Term:**

One year, appointment at the Board of Trustees' Organizational Meeting. External members normally serve three-year terms for a maximum of six years with expirations staggered to achieve continuity of leadership.

**e. Authority Over District Resources:**

None.

Adopted: September 12, 2017

**Monitoring Method: Board Self-assessment**  
**Monitoring Frequency: Annually**

## 2. **Board Evaluation Committee**

a. **Purpose/Charge:**

To recommend to the Board of Trustees a plan for the:

- annual summative Board self-evaluation each September;
- annual monitoring of all Governance Culture policies;
- annual monitoring of all Board-Chief Superintendent Relationship policies; and
- annual Chief Superintendent's summative evaluation each January.

b. **Membership:**

A minimum of two trustees:

- One trustee will serve as Chair of the Committee as determined by the Board of Trustees at the Organizational meeting.

c. **Reporting Schedule:**

The Committee Chair shall report at least annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them.

d. **Term:**

One year, appointment at the Board of Trustees' Organizational Meeting.

e. **Authority Over District Resources:**

None.

Adopted: September 12, 2017

**Monitoring Method: Board Self-assessment**  
**Monitoring Frequency: Annually**

### 3. School Naming Committee

a. **Purpose/Charge:**

- To provide recommendations to the Board of Trustees for the naming or renaming of a school.
- To ensure that the reputation of the Corporation is given the highest priority when making recommendations for school naming.
- To consider Corporation values and be guided by the following principles:

- (1) Names of schools should provide meaningful learning opportunities for students.
- (2) Schools may be named:
  - for the districts in which they are located; or
  - for locations or events that show great Canadian historical significance; or after a Canadian individual of recognized stature, whose life work aligns with achievement of the organizational *Results*, or who has demonstrated exemplary achievement of the organizational Results; or
  - by any other name that may be deemed appropriate by the Board of Trustees.
- (3) When naming schools after individuals, the use of the names of individuals who are deceased or who have retired will be considered first.
- (4) Prior to naming a school after an individual, that individual or immediate family will be requested to grant permission.
- (5) Except for high schools, it will be the practice to exclude grade configurations as part of the school name.

### **School Naming Committee** *(Continued)*

(6) Engagement with the community consistent with CBE's dialogue framework must take place prior to making a recommendation to the Board.

**b. Membership:**

- Chair: Ward Trustee for the community in which the school is located, or alternate trustee, as designated by the Board. The Committee Chair must be present at all meetings;
- Chair or Vice-Chair of the Board, or alternate trustee, as designated by the Board;
- Corporate Secretary or designee;
- Area Director or designee;
- School community representatives (at least 2-3 members);
- Other member(s) as determined by the Board.

**c. Reporting Schedule:**

The Committee Chair shall report as required for Board approval of the school name.

Minutes of all meetings of the School Naming Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record and indicate at least the following information:

- date and place of meeting;
- attendees;
- record of decisions and who is assigned any actions arising.

**d. Term:**

As determined by the Board of Trustees and convened by the Corporate Secretary's Office in consultation with the Ward Trustee, terminating upon approval of a name for the particular school.

**e. Authority Over District Resources:**

None.

Adopted: September 12, 2017

**Monitoring Method:** Board Self-assessment  
**Monitoring Frequency:** Annually

4. **Strategic Dialogue and Public Engagement Committee**

a. **Purpose/Charge:**

- To build on the work accomplished in connecting with community, business and thought leaders, parents and students
- To draft a schedule of dialogue meetings and topics
- To recommend appropriate learning opportunities for the Board of Trustees
- To provide recommendations to the Board of Trustees related to how we can increase and improve opportunities for public participation in governance of the Calgary Board of Education.

b. **Membership:**

All trustees, one of whom will serve as the Chair of the Committee as determined by the Board of Trustees.

c. **Reporting Schedule:**

The Committee Chair shall report to the Board of Trustees, as determined by the Committee.

d. **Term:**

One year

e. **Authority Over District Resources:**

None.

Adopted: September 12, 2017

**Monitoring Method: Board Self-assessment**  
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5. **Trustee Remuneration Committee**

a. **Purpose/Charge:**

- To review trustee remuneration, including trustee remuneration levels, taking into consideration budgetary, economic and other relevant factors.
- To recommend continuation of or changes to Board policy on remuneration.
- To meet at least annually, or more often as requested by the Committee Chair.

b. **Membership:**

- Two trustees, one of whom will serve as Chair of the Committee as determined by the Board of Trustees at the Organizational meeting;
- At least one parent representative;
- One Calgary corporate community representative; and
- At least one other stakeholder of the Corporation.

c. **Reporting Schedule:**

The Committee Chair shall submit its recommendations regarding trustee remuneration levels for a school year at least six weeks prior to the Board of Trustees' approval of the Corporation's operating budget for such school year.

Minutes of all meetings of the Trustee Remuneration Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record and indicate at least the following information:

- date and place of meeting;
- attendees;
- record of decisions and who is assigned any actions arising.

The Committee shall report at least annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them.

d. **Term:**

Trustees are appointed for a one-year term at the Board of Trustees' Organizational meeting. External Committee members shall be appointed for a four-year term. The membership timelines for external members shall be staggered, to provide continuity.

e. **Quorum:**

At least one trustee and two external Committee members.

f. **Authority Over District Resources:**

None.

Adopted: April 10, 2018



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**Monitoring Frequency: Annually**

## **6. Agenda Planning Committee**

a. **Purpose/Charge:**

On behalf of the Board, and consistent with the Board's Annual Work Plan, to prepare board meeting agendas that will:

- focus on furthering the Board's work;
- consciously tie each item on the agenda to the pertinent governing policy to ensure that the Board is doing the Board's work; and
- schedule the majority of the Board's time to be spent on Results for student achievement.

The Committee will:

- determine if and when issues referred to the Board are to be placed on a board agenda; and
- complete the *Trustee Agenda Request* forms with the Committee's decision.

b. **Membership:**

- All trustees
- Board Vice-Chair to chair this Committee
- Chief Superintendent
- Corporate Secretary

c. **Reporting Schedule:**

Proposed board meeting agendas will be available to Board members and senior administration in advance of Board meeting.

d. **Authority Over District Resources:**

None.

Adopted: September 12, 2017

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**7. Board Procedures Committee**

**a. Purpose/Charge:**

- To review Board of Trustees' *Board Meeting Procedures* in light of best practices and the principles of openness and transparency. Areas to examine would include but not be limited to:
  - Compliance with the *Education Act*
  - Trustee Agenda Requests
  - Trustee Inquiries
  - Board Bylaws
- To provide recommendations to the Board of Trustees related to how the *Board Meeting Procedures* can be improved.

**b. Membership:**

- Three trustees. The Committee Chair shall be a trustee appointed by the Board of Trustees; and
- Corporate Secretary, or delegate

**c. Reporting Schedule:**

The Committee will provide a full report and recommendations to the Board of Trustees by June 30, 2020. Prior to presentation, the Committee will work with the Corporate Secretary to ensure that the recommendations are in compliance with the *Education Act* and Board Policies.

**d. Term:**

This is an ad hoc Committee, with an anticipated expiry date of June 30, 2020. The appointment of the Committee members will expire upon completion of the Committee's final report to the Board of Trustees.

**e. Authority Over District Resources:**

None.

Adopted: June 25, 2019