

GOVERNANCE CULTURE
GC-5E: Board Committees Terms of Reference**Monitoring Method:** Board Self-assessment
Monitoring Frequency: Annually**Name Review Committee****Purpose/Charge:**

The purpose of the Name Review Committee (the "Committee") is to assist the Board of Trustees in collecting relevant information pertaining to the name of a school.

Membership:

1. The Committee shall consist of seven individuals comprised of:
 - the Chair of the Board of Trustees, who will serve as Committee Chair. An alternate trustee, as designated by the Board, will be appointed should the Chair also be the Ward Trustee for the community in which the school is located;
 - the Ward Trustee for the community in which the school is located or alternate trustee, as designated by the Board;
 - two administration representatives as designated by the Chief Superintendent;
 - the School Council Chair, or designee; and
 - two community representatives external to The Calgary Board of Education and independent of The Calgary Board of Education.
2. Each external Committee member shall serve at the pleasure of the Board of Trustees as a volunteer and will not receive any compensation for their time. The Board of Trustees reserve the right to terminate any Committee appointment.

Meetings:

1. The Committee will meet regularly at such times as required by the Committee Chair.
2. The Chair of the Committee shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for review prior to the meeting, chair the committee meetings, and be responsible for reporting to the Board of Trustees.
3. A majority of the members of the Committee shall constitute a quorum. One trustee must be present at all Committee meetings.



Name Review Committee (Continued)

Reporting Schedule:

1. The Committee Chair or their designate shall report to the Board of Trustees on the work of the Committee and bring forward recommendation(s) to the Board of Trustees.
2. Minutes of all meetings of the 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; and
 - record Committee recommendations.

Roles and Responsibilities:

1. The Committee shall have the responsibilities set out in Appendix I as well as any other matters as may be delegated to the Committee by the Board from time to time.
2. The Committee and each of its members shall comply with such additional requirements as may be specified in the *Education Act* and in resolutions of the Board in effect from time to time.

Term:

As determined by the Board of Trustees and convened by the Corporate Secretary's Office in consultation with the Committee Chair, terminating upon any decision of the Board regarding name review.

Authority Over Division Resources:

The Committee shall have no authority over The Calgary Board of Education resources; this is the responsibility of the Board of Trustees.

Adopted: June 22, 2021

Appendix I
Name Review Committee
Roles and Responsibilities Calendar
 ✓ When Performed

Roles and Responsibilities	Required
1. May retain up to two independent historians to conduct historical research and analysis on current name, as approved by the Board of Trustees.	
2. Review and consider all Board of Trustees' records connected with the naming of the school.	✓
3. Ensure the following guiding principles are considered when reviewing and recommending possible renaming of a school: <ul style="list-style-type: none"> • Does the name align with the Board's commitment or its legal responsibilities to promote a welcome, caring, safe, respectful and inclusive learning environment? • Does the current name constitute a significant departure from generally recognized standards of public behaviour, which is seen to undermine the credibility, integrity or relevance of the Board's contemporary values? • Has the Board, in conjunction with the school, developed a new identity for the school? • Is the name after an area of curricular concentration or educational value that is no longer relevant or valid because of programming changes? • Is the name after a geographical area and there are substantial changes to the geographical area to warrant consideration of a change of name? 	✓
4. Engage with stakeholders, when appropriate, prior to making a recommendation to the Board. Engagement must be consistent with the CBE's dialogue framework.	✓
5. Ensure the reputation of The Calgary Board of Education is given the highest priority when making recommendations to the Board.	✓
6. Provide recommendation(s) to the Board of Trustees.	✓