

## **GOVERNANCE CULTURE**

### **GC-5E: Board Committees Terms of Reference**

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

#### **Agenda Planning Committee**

##### **Purpose/Charge:**

The purpose of the Agenda Planning Committee (the "Committee") is to assist the Board of Trustees to ensure Board meeting agendas are consistent with the Board's Annual Work Plan and consider Trustee Agenda Requests.

##### **Membership:**

1. The Committee shall be comprised of:
  - Board Vice-Chair, to serve as Chair of the Committee
  - Board Chair
  - Second Vice-Chair
  - Chief Superintendent
  - Corporate Secretary
2. The trustee members, including the Committee Chair, will be appointed annually at the Board of Trustees' Organizational meeting.

##### **Meetings:**

1. The Committee will meet bi-monthly, and may meet at such other 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, and be responsible for reporting to the Board of Trustees.
3. A majority of the members of the Committee shall constitute a quorum. Two trustees must be present at all Committee meetings.

## **Agenda Planning Committee** (Continued)

### **Reporting Schedule:**

1. Proposed Board meeting agendas will be available to Board members and senior administration on a bi-monthly basis.
2. The Committee Chair will regularly report to the Board on the outcome of all Trustee Agenda Requests reviewed by the Committee. In addition, the Committee Chair will report at least annually to the Board of Trustees on the Committee's responsibilities and how it has discharged them, including a summary of Trustee Agenda Requests considered by the Committee.
3. 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.

### **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.

### **Authority Over District Resources:**

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

Approved: September 29, 2020

**Appendix I**  
**Agenda Planning Committee**  
**Roles and Responsibilities Calendar**

√ When Performed

<b>Roles and Responsibilities</b>	<b>Bi-Monthly</b>	<b>Annually</b>	<b>As Required</b>
1. Ensure draft agendas focus on furthering the Board's work as set out in the Board's policies (Governance Culture, Board/Chief Superintendent Relationship, Results and Operational Expectations)	√		
2. Ensure draft agendas consciously tie each item on the agenda to the pertinent governance policy to ensure meetings are focused on the Board's work	√		
3. Ensure draft agendas focus on Results policies, which are the Board's expected outcomes for each student in The Calgary Board of Education	√		
4. Ensure all Results and Operational Expectations annual monitoring reports are received by the Board		√	
5. Ensure all matters identified in the Board approved Annual Work Plan are received by the Board		√	
6. Determine if and when matters referred to the Board are to be placed on a Board agenda			√
7. Review <i>Trustee Agenda Requests</i> in accordance with the Trustee Agenda Request process and decision tree, Exhibit I to these Terms of Reference			√

**Agenda Planning Committee**  
**Exhibit I: Trustee Agenda Request Process**

The Board of Trustees annually approve its annual work plan in accordance with GC-6: Annual Work Plan. However, if a Trustee wishes to request a proposed topic be considered for addition to the Annual Work Plan the following steps will occur:

1. The Trustee must complete the Trustee Agenda Request form, Appendix A to this process.
2. The completed Trustee Agenda Request form must be emailed to the Agenda Planning Committee members and the Corporate Secretary at least seven (7) days before the Committee's next regular scheduled meeting.
3. The Committee will review the Trustee Agenda Request at its next regular scheduled meeting in accordance with the Trustee Agenda Request Decision Tree, Appendix B to this process.
4. The Committee Chair will inform the Trustee of the Committee's decision to either:
  - a. allow the matter to be added to a future Board meeting agenda, or
  - b. pursuant to the Trustee Agenda Request Decision Tree, advise the Trustee why the matter will not be added to a future Board meeting agenda.
5. Should the Committee approve the topic be added to a future Board meeting agenda, the Trustee will prepare a draft Board report (Appendix E to the Board Meeting Procedures) and provide it to the Committee members and the Corporate Secretary. The Committee will review the draft Board report for compliance with Board Governance policies. The Committee will provide any requisite feedback to the Trustee. Once the Board report has been finalized, the Committee will set a Board meeting date for the report.
6. The Committee Chair will regularly report to the Board of Trustees on Trustee Agenda Requests reviewed by the Committee.
7. The Committee Chair will provide a public report at least annually to the Board of Trustees on the outcome of all Trustee Agenda Requests reviewed by the Committee.

**AGENDA PLANNING  
COMMITTEE**

Board Chair  
Board Vice-Chair  
Second Vice-Chair  
Chief Superintendent  
Corporate Secretary

**APPENDIX A: TRUSTEE AGENDA REQUEST FORM**

**SUBMITTED BY:** [Choose a Trustee](#)

**DATE:** [Click here to enter a date.](#)

**TOPIC OF PROPOSED AGENDA ITEM:**

[Click here to enter text.](#)

**RELATED BOARD POLICY:** (Attach additional page, if required)

[Click here to enter text.](#)

**EXPLAIN HOW THIS PROPOSED AGENDA ITEM WILL FURTHER THE WORK  
OF THE BOARD AND IS RELATED TO THE BOARD'S ANNUAL WORK PLAN:**

[Click here to enter text.](#)

**AGENDA PLANNING COMMITTEE DECISION:**

(The Committee will use the Trustee Agenda Request decision tree to determine whether the proposed topic should be referred to a future Board meeting. The Committee may also request information from Administration and/or the trustee provide further information prior to making its decision.)

**Decision Date:**

**Committee Decision:**

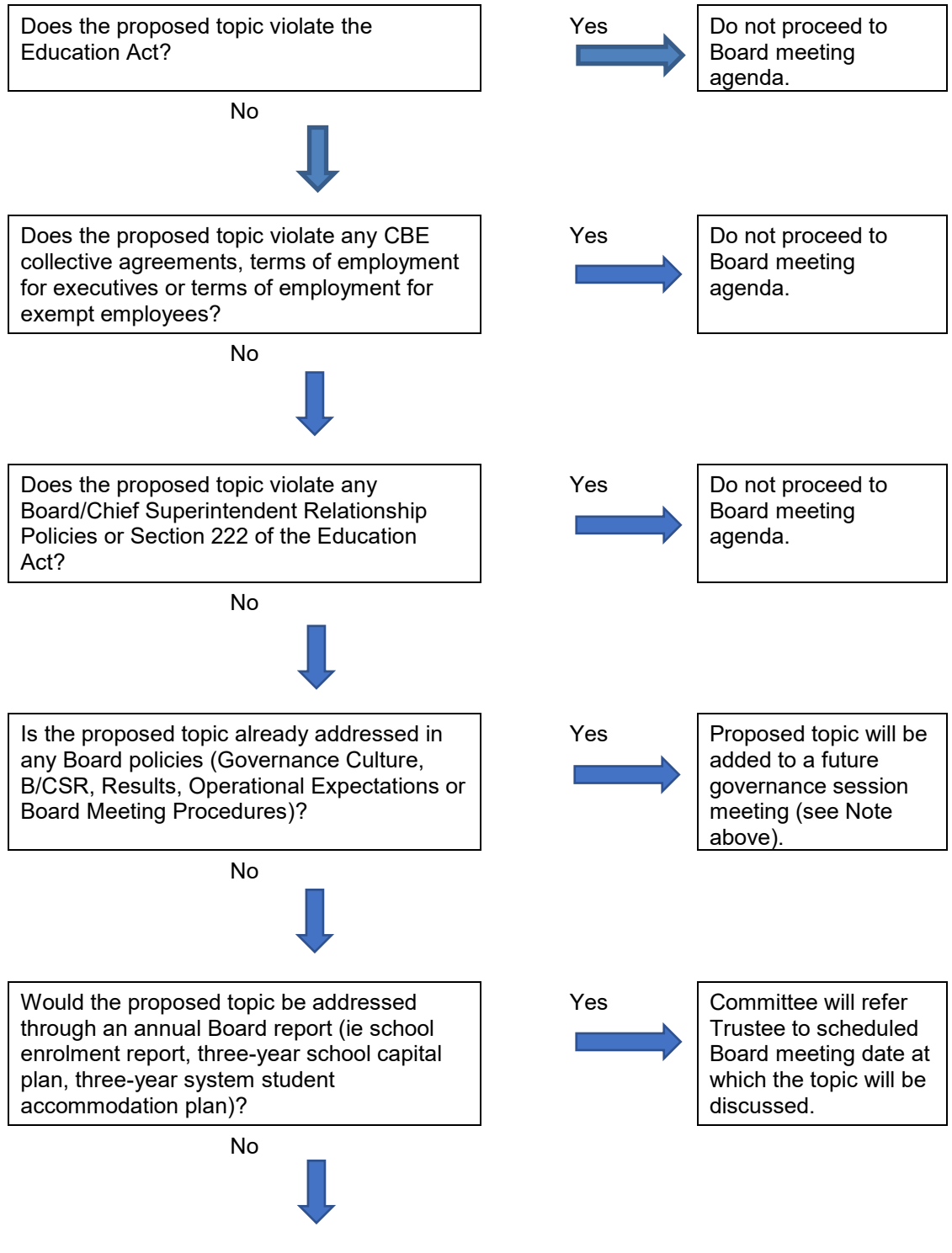
**Recommended Board Meeting Date:**

**Board Meeting  
Agenda:**

NO  YES  PUBLIC  PRIVATE

**Appendix B: Trustee Agenda Request Decision Tree**

**NOTE: Any proposed topics that may result in amendments to Board policies (Governance Culture, B/CSR, Results, Operational Expectations or Board Meeting Procedures) will be referred to the Board's governance sessions or to the Board's annual self-evaluation process.**



Should the proposed topic be referred to a Board Committee, Trustee Information and Planning session or Board governance session?

Yes



Committee will refer topic to appropriate Board Committee or Board session for future discussion.

No



Is the proposed topic a request for operational information?

Yes



Committee will advise the Trustee to submit the topic as a Trustee Inquiry.

No



Proposed topic to be added to a future Board meeting agenda.