



CALGARY BOARD OF EDUCATION

Board of Trustees' Policy – Executive Limitations

EL-3: Information, Counsel and Support to the Board of Trustees

Monitoring Method: Internal

Monitoring Frequency: Annual

With respect to providing timely information, prudent counsel and support to the Board of Trustees, the Chief Superintendent shall not allow the Board of Trustees, as a whole (except when fulfilling individual requests for information), to be uninformed or unsupported in its work. Accordingly, the Chief Superintendent shall not fail to:

1. provide the following information in timely, accurate and understandable manner:
 - a) relevant monitoring information directly addressing provisions of policies being monitored;
 - b) relevant trends affecting the school district;
 - c) significant events that occur in the schools or the school district;
 - d) all civil or criminal charges laid or about to be laid by or against the Board of Trustees, all significant proceedings before boards, tribunals or agencies, statutory investigations, and significant internal investigations. Regular updates on all such proceedings will also be provided to the Board of Trustees;
 - e) significant civil, criminal investigations or charges laid or about to be laid against employees of the Calgary Board of Education;
 - f) changes to the Administrative Regulations of the Calgary Board of Education;
 - g) material external and internal changes to the school system, particularly changes in the assumptions upon which any Board of Trustees' policy has previously been established;
 - h) significant and relevant changes in provincial or federal legislation, government policy or municipal bylaws, and the impact that those changes will have on the Calgary Board of Education;
 - i) anticipated adverse or significant media coverage;
 - j) any correspondence or other communication to or from a Minister of the Crown, a Deputy Minister or any other elected official;
 - k) any correspondence or notices that administration provides to all CBE school councils;
 - l) all items delegated to the Chief Superintendent that are required by law or contract to be Board-approved, along with adequate information necessary to keep the Board of Trustees informed (on Consent Agenda); and



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- m) an annual report, by November 30th, regarding how the Calgary Board of Education is currently contributing towards achieving the 30-year targets of imagineCALGARY and how the Calgary Board of Education is actively involved in the working committees of the imagineCALGARY governance structure.
2. provide wise counsel to the Board of Trustees in the following areas:
 - a) if in the Chief Superintendent's opinion, the Board of Trustees is not in compliance with its own policies on Governance Process and Board-Chief Superintendent Linkage, particularly in the case of Board of Trustees' behaviour that is detrimental to the working relationship between the Board of Trustees and the Chief Superintendent;
 - b) in a timely manner, actual or anticipated non-compliance with any policy of the Board of Trustees and relevant provincial government departments; and
 - c) as many staff and external points of view, issues and options as reasonably needed to keep the Board of Trustees fully informed.
 3. provide support to the Board of Trustees in the following areas:
 - a) a public affairs strategy that recognizes the particular communication needs of the Board of Trustees, which shall include:
 - i. effective two-way communication tools to support public engagement and linkages with stakeholders by the Board of Trustees (ex. web-site, promotional materials and meetings);
 - ii. a media strategy that recognizes the political sensitivities of the Board of Trustees and fosters effective media relationships and outcomes; and
 - iii. expert media training and advice.
 - b) legal opinions, advice and representation to the Board of Trustees; and
 - c) expertise in the Board's role of developing governance policies.
 4. provide any other information, counsel, and/or support that in his/her opinion should be provided to the Board of Trustees.

Adopted: February 2, 2010