

**GOVERNANCE CULTURE**  
**GC-5E: Board Committees**

**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.

**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:**

Following each meeting and annually to the Board of Trustees.

### **Audit Committee** – *Continued*

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.

### 2. **Board Evaluation Committee**

a. **Purpose/Charge:**

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

- annual board self-evaluation each September;
- monitoring of all GC policies throughout the year and goals that the Board of Trustees has set for such year and for its term of office; and
- annual Chief Superintendent's summative evaluation each January.

b. **Membership:**

A minimum of two trustees:

- Chair; and
- Trustee.

c. **Reporting Schedule:**

Following each committee meeting and annually to the Board of Trustees.

d. **Term:**

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

e. **Authority Over District Resources:**

None.

Adopted: January 24, 2012

### 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) Schools should 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.

#### (2) When naming schools after individuals, the use of the names of individuals who are deceased or who have retired will be considered first.

#### (3) Prior to naming a school after an individual, that individual or immediate family will be requested to grant permission.

#### (4) Except for high schools, it will be the practice to exclude grade configurations as part of the school name.

#### (5) Consultation with the school community to discuss the matter must take place prior to making a recommendation to the Board.

**School Naming Committee** - *Continued*

b. **Membership:**

- Chair: Ward Trustee for the community in which the school is located. Must be present at all meetings;
- Chair or Vice-Chair of the Board;
- Corporate Secretary or designee;
- Area Director or designee;
- School Community Representatives (2-3 members).

c. **Reporting Schedule:**

As required for Board approval of the school name.

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: January 24, 2012

#### 4. **Trustee Remuneration Committee**

a. **Purpose/Charge:**

- To annually 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 once per year and must include the Committee Chair.

b. **Membership:**

- Two trustees;
- Parent representative from the Calgary Association of Parents and School Councils;
- One Calgary corporate community representative; and
- At least one other stakeholder of the Corporation.

c. **Reporting Schedule:**

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.

d. **Term:**

One year appointment at the Board of Trustees' organizational meeting.

e. **Authority Over District Resources:**

None.

Adopted: January 24, 2012