

COMMITTEES

Rooted in the mission of Catholic education and guided by the Gospel of Jesus Christ, the Board of Trustees (Board) of Christ The Redeemer Catholic Separate School Division (CTR) recognizes that authentic governance is grounded in prayerful discernment, collaboration, stewardship, and service to the common good. Through committee structures, trustees are provided opportunities to engage more deeply in support of the Division's mission and priorities. Through this collaborative work, the Board seeks to ensure that all decisions uphold the dignity of each person, promote student success and well-being, and further the mission of Catholic education across CTR.

Section 52 of the Alberta Education Act (Act) provides that the Board may authorize a committee of the Board, or a committee established by the board to "do any act or thing or exercise any power that the board may do or is required to do or exercise". Standing committees are established to assist the Board with governance work of an ongoing or recurring nature.

1. Therefore, the Board establishes the following standing committees of the Board:
 - Faith and GrACE (Grateful Advocates for Catholic Education) Committee
 - Policy Development and Review Committee
 - Audit Committee
 - Negotiations Committee
 - Awards Committee
 - Liaison Committee
 - Emergent Issues Feedback Committee
 - Oyen Ward Committee
 - Drumheller Ward Committee
 - Okotoks Ward I Committee
 - Okotoks Ward II Committee
 - High River Ward Committee
 - Brooks Ward Committee
 - Strathmore Ward Committee
 - Canmore Ward Committee
2. The membership and voting privileges of each committee are delineated in its Terms of Reference.
3. All recommendations to the Board should come in the form of a motion from each committee.
4. Terms of Reference for each committee are attached. The Terms of Reference outline the purpose of the committee and what duties and authority the Board has delegated to the committee.
5. All committees shall exercise their delegated authority in accordance with the *Education Act*, Board policy, and the limitations applicable to the Board, including any statutory restrictions respecting statements or positions taken by the Board.

6. The Board shall also appoint the following:
- One trustee to serve on the Alberta School Boards Association (ASBA) Zone 5 Committee.
 - One trustee to serve as Director on the Board of Directors of the Alberta Catholic Schools Trustees' Association (ACSTA).
 - Other external committees as approved by the Board.
 - One trustee to serve on the Teacher Employer Bargaining Association (TEBA).

Approved: February 29, 2020

Amended: September 26, 2026

FAITH AND GrACE COMMITTEE

Terms of Reference

1. Purpose:

CTR is committed to ensuring that every aspect of its governance reflects and advances the mission of Catholic education. As stewards of this mission, the Board recognizes its responsibility to provide leadership that nurtures faith, supports Catholic identity, strengthens parish and community relationships, and advocates for the gift of publicly funded Catholic education. To support this work, the Board establishes a combined Faith and GrACE (Grateful Advocates for Catholic Education) Committee. The Faith and GrACE Committee, established by the Board, provides an opportunity for trustee input into various faith matters for the school division, while also considering the Board's responsibility to support and promote Catholic education. This committee is advisory in nature.

2. Duties and Responsibilities:

- Provide input to the planning of Faith Days and review Faith Days evaluations.
- Provide input for the annual Board retreat.
- Review recommendations for religious icons for the Board office.
- Make recommendations about supporting and recognizing religious vocations in our schools.
- Receive updates regarding faith formation activities for staff and students.
- Make recommendations about the focus and themes of the three-year faith plan.
- Serve as advisors regarding matters of the faith as requested by the Superintendent.
 - All general strategies and initiatives of the Faith and GrACE Committee shall be approved by the Board's Superintendent or designate. When appropriate, the Superintendent, or designate may defer to the Board for approval.
 - Advocate for publicly funded Catholic education, consistent with the Board's obligations under the *Education Act*, its constitutional rights and responsibilities as a Catholic separate school board, and Board-approved advocacy priorities.
 - Not advocate against another entity/organization that is opposing Catholic education without the advance approval of the Superintendent or designate. Superintendent may defer the decision to the Board for approval.
 - Seek the approval of the Board's Superintendent for any new methods they want to employ to advocate for Catholic education. The Superintendent may defer the decision to the Board for approval.
 - Seek the approval of the Board's Superintendent when considering whether or not to externally share controversial information related to Catholic education and found in the mainstream media or social media. The Superintendent may defer the decision to the Board for approval.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The Superintendent, the Director of Catholic Faith Formation, the Director of Catholic Education, and a school-based administrator shall serve as resources to the committee. The Board will identify a chair for this committee at their annual organizational meeting. Other external participants may be selected by the committee to participate in the advocacy portions of the meeting. External meeting participants shall cover their own expenses in attending the meeting. All invited attendees at committee meetings shall be considered voting members.

4. Frequency of Meetings:

The committee shall meet in person, via teleconference, or videoconference, at the call of its chair.

POLICY DEVELOPMENT AND REVIEW COMMITTEE

Terms of Reference

1. Purpose:

The Policy Development and Review Committee shall advise the Board on matters regarding development, implementation, and review of all Board policies.

2. Duties and Responsibilities:

- Review, revise, develop, and make recommendations to the Board regarding policies.
- The committee will strive to review all policies on a two-year cycle.
- Receive Superintendent reports on new administrative procedures.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The Superintendent and designate(s) shall serve as resources to the committee. The Board will identify a chair for this committee at their annual organizational meeting.

4. Frequency of Meetings:

The committee shall meet in person, via teleconference, or videoconference, at the call of its chair.

AUDIT COMMITTEE

Terms of Reference

1. Purpose:

The Audit Committee's purpose is to assist the Board and the Superintendent in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Public Sector Accounting Standards (PSAS) compliance), the budget process, and monitoring CTR's compliance with laws and regulations pertaining to financial operations.

2. Duties and Responsibilities:

- To conduct or authorize investigations into any matters within its scope of responsibility.
- With the consent of the Board, retain outside counsel, accountants, or others to advise the committee or assist the conduct of an investigation.
- Seek any information it requires from employees, all of whom are directed to cooperate with the committee's request or that of associated external parties.
- Meet CTR's officers, external auditors, or outside counsel, as necessary.

The Audit Committee will carry out the following responsibilities:

- Financial Statements
 - Review significant accounting and reporting issues.
 - Review with management and the auditors, the results of the audit, including any difficulties encountered.
 - Review the annual financial statements, and consider whether they are complete, consistent with the approved budget for the school year in question, and other information known to Committee members, and reflect appropriate accounting principles; and
 - Review with management and the auditors all matters required to be communicated to the entire Board.
- Internal Control
 - Consider the effectiveness of CTR's internal controls over annual reporting, including information technology security and control; and
 - Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Audit
 - Review the auditor's proposed audit scope and approach.
 - Review the performance of the auditors and provide recommendations to the Board concerning the final approval on the appointment or the discharge of the auditors.
 - On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe must be discussed privately.
- Compliance
 - Review the findings of any examination by regulatory agencies and any audit observations.
 - Obtain regular updates from management and CTR's legal counsel regarding compliance matters.
 - Obtain and review from legal counsel an update on any outstanding legal matters that may have a significant impact upon Board operations.

- Preliminary and Current Budget Review
 - Review administration's budget proposal and make recommendations to the Board.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The committee shall also consist of two voting members of the general public (who are independent to CTR, have no relationship to the audit firm, and who are financially literate), the Superintendent, and/or designate(s). The external committee members from the general public will be approved by the Board and appointed for a one-year term with opportunity for renewal. The Board will identify a chair for this committee at their annual organizational meeting.

4. Frequency of Meetings:

The committee shall meet at least twice a year, with authority to convene additional meetings as circumstances require, in person, via teleconference, or via videoconference, at the call of its chair. The committee will invite members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. The committee may hold private meetings with auditors and executive sessions. Minutes of the meeting will be prepared, which will be provided at a meeting of the Board. The secretarial function will be determined by the Superintendent or designate(s).

NEGOTIATIONS COMMITTEE

Terms of Reference

1. Purpose:

The Negotiations Committee conducts collective bargaining with the Alberta Teachers' Association (ATA).

2. Duties and Responsibilities:

- Conduct face-to-face negotiations with the ATA.
- Agree upon procedures that the negotiating team will follow when conducting negotiations with the ATA.
- Before commencing negotiations, receive a confidential financial and issue mandate from the Board.
- Not exceed the confidential financial and issue mandate from the Board without first receiving Board approval.
- Bring forward for Board approval a tentative collective bargaining agreement with the ATA.

3. Membership:

The Board shall determine the total number of trustees eligible to vote on a negotiated settlement and appoint less than half that number of trustees to the committee. The Superintendent and designate(s) shall serve as resources to the committee. The Board will identify a chair for this committee at their annual organizational meeting.

4. Frequency of Meetings:

The committee will meet in person, via teleconference, or via videoconference, at the call of its chair.

AWARDS COMMITTEE

Terms of Reference

1. Purpose:

The Awards Committee is responsible for the selection of the recipients of the St. John the Apostle Lifetime Achievement Award, the St. Joseph Parent of Distinction Award, and any other awards the Board assigns to this committee.

2. Duties and Responsibilities:

- Review award applications and make recipient recommendations to the Board.
- Select one recipient for the St. John the Apostle Lifetime Achievement Award from the category of teacher, coordinator, or uncertificated staff, and one from the category of administrator, which can be a site-based administrator, director, or superintendent. This award will be granted to a long-term staff member who has retired. Throughout the recipient's career, the work that he/she has done will be characterized by excellence resulting in significant, lasting, and inspirational contributions to the life of the Division.
- Select as many St. Joseph Parent of Distinction Award nominees as desired. The St. Joseph Parent of Distinction Award recognizes an individual who demonstrates the ability to promote parental engagement and involvement in the Catholic education system.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The Superintendent and designate(s) shall serve as resources to the committee. The Board will identify a chair for this committee at their annual organizational meeting.

4. Frequency of Meetings:

The Awards Committee will meet in person, via teleconference, or via videoconference, at the call of its chair.

LIAISON COMMITTEE

Terms of Reference

1. Purpose:

The Liaison Committee will meet to discuss issues outside of the collective agreement.

2. Duties and Responsibilities:

- Share issues of concern from the Board's perspective and seek common ground about understanding and/or addressing them.
- Listen to issues of common concern from the teacher's perspective and seek common ground about understanding and/or addressing them.
- The Superintendent, or designate, shall act as Secretary by coordinating with the co-chairs to create agendas and record minutes.

3. Membership:

The committee shall consist of three trustees, three superintendents, five teachers, and one school administrator. The Alberta Teachers' Association Christ The Redeemer Catholic Local 29 (ATA) shall identify the teachers, endeavoring to ensure they represent geographical and grade level diversity. The ATA shall also identify the school administrator, but if their processes do not do so, the Board will invite a school administrator to fill the position. The committee shall be co-chaired by a trustee and a teacher. All committee members shall be voting members.

4. Frequency of Meetings:

The committee will meet in person three times a year, or at the call of its chairs.

EMERGENT ISSUES FEEDBACK COMMITTEE

Terms of Reference

1. Purpose:

The Emergent Issues Feedback Committee analyzes requests for timely feedback from organizations such as the Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), Alberta Education and Childcare, and other organizations, and provides feedback within the authority delegated to it by the Board.

2. Duties and Responsibilities:

- Develop responses or recommendations regarding emergent issues that fall within the Board's legislated responsibilities, established policies, advocacy priorities, and delegated authority.
- The Committee shall not issue a statement or take a political, social, or ideological position on behalf of the Board that is not relevant to the fulfillment of the Board's obligations under the *Education Act*.
- Where the Board has expressly delegated authority to the Committee to provide a response, the response shall be consistent with established Board policy and positions. Matters requiring the establishment of a new corporate Board position shall be referred to the Board.
- Report to the Board at the next scheduled meeting.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The Superintendent and designate(s) shall serve as resources to the committee. The Chair of the Board shall be the chair of this committee.

4. Frequency of Meetings:

The committee shall meet on an ad hoc basis and be convened at the request of the Board Chair or Superintendent.

WARD COMMITTEE

Terms of Reference

1. Purpose:

CTR governs schools in seven communities across south central Alberta. Ward committees, established by the Board, provide an opportunity for local input into the governance of the schools in each community. Ward committees are advisory in nature.

2. Duties and Responsibilities:

- Review and provide recommendations to the Board with respect to the schools in the community and their efforts to keep faithful to the Catholic mission, vision, and fundamental beliefs of the Division.
- Review performance measures for the schools in the community and discuss with the Superintendent and the school principals action plans for improvement.
- Make any such recommendations to the Board, as it deems appropriate.
- Make recommendations on any matter referred to it by the Board.
- Ensure the schools in the community have a supportive role to the parish.
- Participate in engagement on matters requested by the Board or Superintendent. These engagements may also include additional staff, parents, and students.

3. Membership:

Each Ward committee shall consist of the local Trustee(s), chairperson(s) of the school councils, principal(s) of the schools, Parish priest(s) and/or designate, and Superintendent or designate. A trustee shall serve as chair. All committee members shall be voting members.

Each Ward Committee member must sign a Declaration of Faith and Oath of Office, a copy of which is attached as Appendix A.

4. Frequency of Meetings:

Ward committees shall meet a minimum of three times per year as follows. This schedule may change to meet the needs of the Superintendent, Trustee or parish priest:

- September – Oyen, Drumheller, Okotoks II
- October – Strathmore, Brooks, Canmore
- November – Okotoks I, High River
- December – Oyen, Drumheller, Okotoks II
- January – Strathmore, Brooks
- February – Canmore, Okotoks I, High River
- March – Oyen, Drumheller, Okotoks II
- April – Strathmore, Brooks, Canmore
- May – Okotoks I, High River

APPENDIX A

DECLARATION OF CATHOLIC FAITH AND OATH OF OFFICE FOR THE MINISTRY OF WARD COMMITTEE MEMBER IN CHRIST THE REDEEMER CATHOLIC SCHOOLS (CTR)

Name of Ward Committee Member

Non-Catholic Ward Member Declaration Supporting Faith Mission of CTR:

I understand and support the fact that the Catholic members of this Ward adhere to the tenets, outlined in the declaration of faith delineated below, and I commit, as a Non-Catholic, to support the Ward and its members as they adhere to these tenets.

Catholic Ward Member Declaration of Catholic Faith:

Directed by God's grace and love, I profess the Christian Faith as it is taught and practiced in the Catholic Church and presented in the Catechism of the Catholic Church issued by Pope John Paul II on October 11, 1992.

I believe in God, the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting.

I believe that our Church experiences the fullness of God's Revelation, through His Son, Jesus Christ.

I believe that this Church, led by the Holy Father, the Bishop of Rome, and the College of Bishops, continues to exercise in the world, the authority for teaching and moral guidance given by Jesus to His Apostles for the salvation of all.

I believe in the seven sacraments, signs of worship through which the grace of the death, resurrection and ascension of Jesus Christ is communicated.

I promise, through prayer, participation in Church life and worship, and continued efforts to understand my faith, to form my conscience as a member of this Church.

I promise to exercise and proclaim these truths as long as I am a ward committee member in the Christ the Redeemer Catholic Schools.

Oath of Office for all Ward Committee Members:

I promise to respect the confidentiality of matters so designated at Ward Committee meetings and to work faithfully, respectfully, and cooperatively with other committee members in fulfilling the advisory role of the Ward Committee.

I further undertake to treat fellow committee members with dignity and respect and to refrain from comments or conduct that constitute harassment, intimidation, discrimination, or a breach of confidentiality.

Ward Committee Member's Signature

Witness to Ward Committee Member's Signature

Date