

COMMITTEES

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 of Trustees (Board) of Christ The Redeemer Catholic Separate School Division establishes the following standing committees of the Board:
 - Faith Committee
 - Committee of the Whole
 - Policy Development and Review Committee
 - Audit Committee
 - Negotiations Committee
 - Awards Committee
 - Liaison Committee
 - Grateful Advocates for Catholic Education (GrACE) CTR 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 is 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. 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: February 27, 2025

FAITH COMMITTEE

Terms of Reference

1. Purpose:

Faith is the foundation of Christ The Redeemer Catholic Schools. The Faith Committee, established by the Board, provides an opportunity for trustee input into various faith matters for the school division. The 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.

3. Membership:

The committee shall consist of a maximum of four voting trustees. Additional trustees may sit as non-voting members. The Superintendent, an Associate Superintendent, 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.

4. Frequency of Meetings:

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

COMMITTEE OF THE WHOLE

Terms of Reference

1. Purpose:

The Committee of the Whole will review issues brought forward by the Board, Board committees, administration, or government requiring resolution or Board action at a regular or special Board meeting. Issues discussed are those requiring more time and attention than is reasonable to accommodate at a regular Board meeting. The committee is an advisory committee. The committee shall coordinate its work with the Superintendent.

2. Duties and Responsibilities:

- Discuss matters of a sensitive nature, including:
 - Personnel
 - Acquisition/disposal of real property
 - Matters related to labour issues
 - Litigation brought by or against the Board
 - Matters relating to negotiations
 - Other topics that a majority of the trustees present feel should be held in private, in the public interest
- Make recommendations to the Board

3. Membership:

All trustees shall be members of the Committee of the Whole. The Superintendent and designates shall be resources to the committee. The chairperson of the Board will chair the committee. If the chairperson is absent, the vice chairperson of the Board will chair the committee. If both are absent, trustees will elect an acting chairperson.

4. Frequency of Meetings:

A meeting of the committee may be called at the request of the Superintendent, the chair of the committee, or a majority of the trustees.

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.
 - Receive Superintendent reports on new administrative procedures.
3. Membership:
The committee shall consist of a maximum of four voting trustees. The Superintendent and/or 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 the Christ The Redeemer (CTR) Catholic'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 Catholic'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 Catholic'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 Catholic'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 members of the general public, who are independent to CTR Catholic, 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/or 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. See Appendix A for nomination form.
- Select as many St. Joseph Parent of Distinction Award nominees as desired. See Appendix B for nomination form.

3. Membership:

The committee shall consist of a maximum of four voting trustees. The Superintendent and/or 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.

4. Frequency of Meetings:

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

GRATEFUL ADVOCATES FOR CATHOLIC EDUCATION (GrACE) CTR COMMITTEE

Terms of Reference

1. Purpose:

The GrACE CTR Committee is responsible for promoting and advocating for Catholic education.

2. Duties and Responsibilities:

- All general strategies and initiatives of the GrACE CTR Committee shall be approved by the Board's Superintendent or designate. In the event the strategies or initiatives may draw widespread attention, the Superintendent, or designate may defer to the Board for approval.
- Advocate for Catholic education by utilizing the Division's website and social media, conducting community engagement sessions, and determining other means by which publicly funded Catholic education can be promoted.
- Not advocate against another entity/organization that is opposing Catholic education without the advance approval of the Superintendent or designate. If any advocacy initiative seems particularly controversial, the Superintendent shall 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. If any methods seem particularly controversial, the Superintendent shall 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 shall defer the decision to the Board for approval when appropriate.

3. Membership:

The committee shall consist of a maximum of four trustees and a maximum of ten stakeholders interested in Catholic education, with an emphasis on getting representation from each community. The Superintendent, and/or 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 may meet in person, via teleconference, or via videoconference at the call of the co-chairs. The committee shall hold engagement sessions at its discretion. Parent and external members shall cover their own expenses.

EMERGENT ISSUES FEEDBACK COMMITTEE

Terms of Reference

1. Purpose:

The Emergent Issues Feedback Committee analyzes requests for feedback from organizations such as Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), and Alberta Education, and provides responses on behalf of the Board.

2. Duties and Responsibilities:

- Determine the Board's position on emergent issues and action as appropriate.
- 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/or 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 COMMITTEES

Terms of Reference

1. Purpose:

Christ The Redeemer (CTR) Catholic Schools 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.

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

St. John the Apostle Honorary Life Membership Award

St. John the Apostle Honorary Life Membership Award

With the namesake of St. John the Apostle, the “beloved disciple” and the only 1 of 12 to survive into old age, this award will be granted to a long-term administrator and/or a long-term teacher, coordinator or uncertificated staff member of CTR Catholic 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. The nomination of the recipient is initiated by a Nomination Coordinator, who is anyone familiar with the Division, and supported by two fellow nominators. Each of the three should support the nomination by filling out the sections below. The nomination will then be forwarded, through the Office of the Superintendent, to the Board of CTR Catholic. Award recipients will be approved by the Board and will be honored as a lifetime member of CTR Catholic. Nomination Coordinators may advise their nominee of the nomination, at their discretion, as the Board only informs and recognizes the recipient. Each nomination shall remain active for annual consideration unless rescinded by the nominator or eliminated by the Board.

*** Required**

The retired employee possesses many of the following qualities.
Please comment on one or more.

- ✓ Has shown to be an exemplary Catholic/Christian role model.
- ✓ Has provided exemplary dedication and service to CTR Catholic.
- ✓ Has made significant contributions to the life of the CTR Catholic family.
- ✓ Has developed close positive relationships with fellow employees and other stakeholders.
- ✓ Has modeled an exemplary work ethic.

1. Name of Nomination Coordinator *

2. Name of Supporting Second Nominator *

3. Name of Supporting Third Nominator *

4. Nominee's Name *

5. Date of Nominee's Retirement *

Example: January 7, 2019

6. Nominee's Position (include all positions and CTR school name(s)) *

7. Nomination Coordinator's Comments on the Above Criteria: *

8. Second Supporting Nominator's Comments on the Above Criteria: *

9. Third Supporting Nominator's Comments on the Above Criteria: *

10. Date of Nomination: *

Example: January 7, 2019



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St. Joseph Parent of Distinction Award

St. Joseph Parent of Distinction Award

The CTR Catholic Schools St. Joseph Parent of Distinction Award recognizes an individual who demonstrates the ability to promote parental engagement and involvement in the Catholic education system. Truly exceptional in their dedication and initiative, this individual has dynamic leadership qualities and encourages opportunity to influence student learning success in the school community. This award is modelled after St. Joseph who loved Jesus. His one concern was for the safety of this child entrusted to him. Not only did he leave his home to protect Jesus, but upon his return settled in the obscure town of Nazareth out of fear for his life. When Jesus stayed in the Temple we are told Joseph (along with Mary) searched with great anxiety for three days for him (Luke 2:48). We also know that Joseph treated Jesus as his own son for over and over the people of Nazareth say of Jesus, "Is this not the son of Joseph?" (Luke 4:22).

* Required

Guidelines

Nominations must be submitted by the last weekday in February to be considered by the Board of Trustees' Awards Committee and recommended for approval.

All nominees will be recognized with a certificate and public postings (including potential photos).

Recipients will be announced at the CTR Catholic Schools Spring Council of School Councils' meeting.

**Nomination
Form**

The CTR Catholic Schools St. Joseph Parent of Distinction Award recognizes an individual who demonstrates the ability to promote parental engagement and involvement in the Catholic education system. Truly exceptional in their dedication and initiative, this individual has dynamic leadership qualities and encourages opportunity to influence student learning success in the school community.

Criteria:

The nominee must be the parent/guardian/grandparent of a child attending a CTR Catholic school.

The nominee demonstrates leadership qualities in their school community which: promotes meaningful parental engagement in Catholic education to impact student learning success; is exceptional in their dedication and initiative to encourage participation; and creates/supports a welcoming and inclusive environment in the school.

1. Name of Nominee *

2. Name of school the Nominee has volunteered at: *

Mark only one oval.

- ☐ Assumption School
- ☐ Holy Family Academy, Brooks
- ☐ Christ The King Academy, Brooks
- ☐ St. Joseph's Collegiate, Brooks
- ☐ St. Luke's Outreach, Brooks
- ☐ St. Anthony's School, Drumheller
- ☐ Sacred Heart Academy, Strathmore
- ☐ Holy Cross Collegiate, Strathmore
- ☐ St. Francis of Assisi Academy, De Winton
- ☐ Holy Trinity Academy, Okotoks
- ☐ École Good Shepherd School, Okotoks
- ☐ St. John Paul II Collegiate, Okotoks
- ☐ St. Mary's School, Okotoks
- ☐ St. Luke's Outreach, Okotoks
- ☐ Holy Spirit Academy, High River
- ☐ Notre Dame Collegiate, High River
- ☐ St. Luke's Outreach, High River
- ☐ Our Lady of the Snows Catholic Academy, Canmore

3. Name(s) of any additional school(s) the Nominee has volunteered at: *

4. Name of Nominator: *

5. Phone No. of Nominator: *

6. Email of Nominator: *

Demonstrate how this individual's leadership has promoted parental engagement in their school community to impact student learning in Catholic education in one or more of the following areas:

Indicators and
Examples
Supporting the
Nominee

7. Promotes parent engagement and involvement through school council in the Catholic education system.

Mark only one oval.

☐ Significant focus area.

☐ Partial focus area.

☐ Not an area of focus.

8. Supporting example(s) to promotes parent engagement and involvement through school council in the Catholic education system: *

9. Exceptional in their dedication and initiative to encourage parent participation to impact the learning environment. *

Mark only one oval.

- ☐ Significant focus area.
- ☐ Partial focus area.
- ☐ Not an area of focus.

10. Supporting example(s) to exceptional in their dedication and initiative to encourage parent participation to impact the learning environment: *

11. Demonstrates welcoming of all parents in the school by creating a supportive and inclusive environment. *

Mark only one oval.

- ☐ Significant focus area.
- ☐ Partial focus area.
- ☐ Not an area of focus.

12. Supporting example(s) to demonstrates welcoming of all parents in the school by creating a supportive and inclusive environment: *

13. Encourages meaningful parent engagement and involvement to impact student learning success. *

Mark only one oval.

- ☐ Significant focus area.
- ☐ Partial focus area.
- ☐ Not an area of focus.

14. Supporting example(s) to encourages meaningful parent engagement and involvement to impact student learning success: *

15. Summary of supporting information that details how the nominee meets the criteria for the award (**note:** this information will be read at the Awards ceremony should the nomination be successful): *

16. Date of Nomination *

Example: January 7, 2019

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APPENDIX C

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

Name of Ward Committee Member

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

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 work faithfully and cooperatively with other committee members, giving full public and private support to all decisions reached collectively by the group.

I further undertake to refrain from any public or private comments tending to denigrate or undermine any fellow committee members.

Ward Committee Member's Signature

Witness to Ward Committee Member's Signature

Date