



TERMS OF REFERENCE OF THE BROADCASTING COMMITTEES

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| TO: | Human Resources & Governance Committee / Board |
| MEETING: | November 25-26, 2013 |
| FROM: | Maryse Bertrand |
| DECISION SOUGHT: | Approval of Revised Terms of Reference of the Broadcasting Committees |
| DATE: | November 1, 2013 |

CONTEXT:

- On May 28, 2013, the CRTC issued its decision to renew the broadcasting licences for the programming services of the Corporation.
- In its decision, the Commission proposed conditions of license which included the requirement that:
 - the Ombudsmen report to the President and the Board at least two times per year, once to table their annual reports and once to provide their mid-year updates;
 - the Board respond to the Ombudsmen's annual reports in a timely manner
- To satisfy and comply with the CRTC's condition of licence, the Terms of Reference of the Broadcasting Committees need to be amended accordingly.

RESOLUTION:

That the Human Resources and Governance Committee recommend to the Board that the revised Terms of Reference of the Broadcasting Committees be approved.

**TERMS OF REFERENCE
STANDING COMMITTEES ON ENGLISH AND FRENCH LANGUAGE BROADCASTING**

A. PURPOSE

1. The purpose of the Standing Committees on English and French Language Broadcasting (“the Committees”), which are established pursuant to the *Broadcasting Act*, is to assist the Board in discharging its stewardship and oversight responsibilities with respect to the Corporation’s fulfillment of its public broadcasting mandate.

B. COMPOSITION

1. Each Committee shall consist of all members of the Board.
2. Pursuant to Section 45 of the *Broadcasting Act*, the Chairperson of the Board, or in the absence of the Chairperson of the Board, the President and CEO, shall be the Chairperson of the Committees. The Chairperson of the Board may designate one of the Directors to preside at Committee meetings in the event that both the Chairperson of the Board and the President and CEO are absent.
3. A majority of members of each Committee shall constitute a quorum.
4. The Corporate Secretary (or a designated delegate) shall be the Secretary to the Committees.

C. DUTIES AND RESPONSIBILITIES

1. The Committees’ duties and responsibilities, which are delegated by, and are performed on behalf of, the Board, are subject to the powers and duties of the Board.
2. The Committees shall report to the Board on a regular basis all such action it has taken since the previous report.
3. The Committees shall approve:
 - a) the journalistic and program policies of CBC/Radio-Canada; and
 - b) policies that will be conducive to the attainment of appropriate English and French language program objectives.
4. The Committees shall review:
 - a) the strategies and programming plans of the various media components and businesses of CBC/Radio-Canada;
 - b) the Corporation’s compliance with the Canadian Radio-television and Telecommunications Commission (CRTC) licenses; and
 - c) their Terms of Reference periodically to ensure they continue to be appropriate and make recommendations to the Board if required.

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5. The Committees shall, with respect to the Ombudsmen:
- a) review the appointment process;
 - b) review their annual and five year plan and the implementation of these plans;
 - c) review their mid-year updates and annual reports regarding compliance with CBC\Radio-Canada's journalistic-Journalistic policiesStandards and Practices;
 - d) review management's response to their recommendationsannual reports;
 - e) respond, on behalf of the Board, to their annual reports; and
 - f) ensure that they maintain an appropriate level of independence.

D. REGULAR MEETINGS & BUSINESS

1. The Committees shall meet regularly at least two times a year and at such other times as may be requested by the Chairperson of the Committees and, unless otherwise indicated, shall meet jointly.
2. The Chairperson of the Committees, in consultation with the President and CEO and the Corporate Secretary (or their designated delegate), shall set the agenda for each meeting, which shall then be circulated to the members of the Committees.
3. Minutes of Committee meetings shall be available through the Corporate Secretary.
4. The Committees' schedule of regular meetings and associated business is outlined in the appendix.

**Appendix
SCHEDULE OF REGULAR MEETINGS AND ASSOCIATED BUSINESS**

~~(reports are annual unless otherwise indicated)~~
(allocated time is in minutes unless otherwise indicated)

FEBRUARY

Presentation:

- Media Plans & Strategies (4 hrs)

For information:

- Annual Report to the CRTC

MARCH

(Training if schedule permits)

MAY

(Training if schedule permits)

**TERMS OF REFERENCE
STANDING COMMITTEES ON ENGLISH AND FRENCH LANGUAGE BROADCASTING**

JUNE (Ottawa)

For information:

- Ombudsmen's Mid-Year Updates

(Training if schedule permits)

SEPTEMBER

(Training if schedule permits)

NOVEMBER

Approve:

- Response to Ombudsmen's Annual Reports

Review:

- Ombudsmen Annual Reports and Management Responses (45)

(Training if schedule permits)