

### BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the Catholic community to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs are to be conducted in public to the greatest extent possible.

The Board welcomes opportunities to become familiar with the views of parents or electors through presentations at Board meetings and other public forums.

#### 1. Wards

Within the stipulations of Ministerial Order 100/94 and Order in Council 583/94 establishing St. Thomas Aquinas Roman Catholic Separate Regional Division and including subsequent Ministerial Orders, the Board has decided to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

- 1.1 Ward 1 shall comprise all those lands within the former Leduc Roman Catholic Separate School District No. 132 and the former Beaumont Roman Catholic Separate School District No. 660:
  - 1.1.1 Two (2) trustees shall be elected at large from within the Leduc Electoral Subdivision No. 1.
  - 1.1.2 One (1) trustee shall be elected at large from within the Beaumont Electoral Subdivision No. 2.
- 1.2 Ward 2 shall comprise all those lands within the former Wetaskiwin Roman Catholic Separate School District No. 15:
  - 1.2.1 One (1) trustee shall be elected at large from within the Ward.
- 1.3 Ward 3 shall comprise all those lands within the former Ponoka Roman Catholic Separate School District No. 95 and the former Lacombe Roman Catholic Separate School District No. 632:
  - 1.3.1 One (1) trustee shall be elected at large from within the Ponoka Electoral Subdivision No. 1.
  - 1.3.2 One (1) trustee shall be elected at large from within the Lacombe Electoral Subdivision No. 2.

- 1.4 Ward 4 shall comprise all those lands within the former Drayton Valley Roman Catholic Separate School District No. 111:
  - 1.4.1 One (1) trustee shall be elected at large from within the Ward.
- 1.5 Where the Board has entered into one or more education service agreements pursuant to Section 63, the Board or the Minister, at the request of the Board or in consultation with the board and the band, may appoint a trustee to represent First Nations students and parents on the Board.
  - 1.5.1 The appointed trustee must be Catholic
- 1.6 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward and electoral subdivision in the same manner as if it were a subdivision in a school division.
- 1.7 If a vacancy occurs on the Board, the Board shall make provision to fill the vacancy by holding a by-election.
  - 1.7.1 Notwithstanding 1.7;
    - (a) during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the Board, and
    - (b) during the 4<sup>th</sup> year following a general election, a by-election need not be held unless the number of vacancies on the Board reduces the Board to a number that is less than the quorum of the Board plus one.

## 2. Organizational Meeting

An organizational meeting of the Board shall be held annually, and no later than four weeks following the date the statement of results of that election are announced or posted when there has been a general election. In subsequent years the organizational meeting will be held in June. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

The Superintendent or designate shall act as Chair of the organizational meeting for the purpose of the election of the Board Chair and Vice-Chair. Protocol for the nominations and elections of Chair and Vice-Chair and Board Representatives and Committee Members is outlined in Appendix D.

The Board Chair and Vice-Chair shall be elected for a period of one year. Immediately following the election of the Vice-Chair, the Board Chair shall preside over the remainder of the organizational meeting.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 2.1 Elect a vice-chair;
- 2.2 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;

- 2.3 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.4 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and
- 2.6 Other organizational items as required.

### 3. Regular Meetings

- 3.1 Regular Board meetings will be held once every month at the Board office, or virtually as deemed necessary. There will be no meeting in July. The date and time of meetings will be set at the Board's annual organizational meeting.
  - 3.1.1 Notwithstanding the schedule referenced above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.2 All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
  - 3.2.1 Trustees may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
  - 3.2.2 Trustees participating in a meeting held by electronic means or other communication facilities are deemed to be present at the meeting.
  - 3.2.3 Should a trustee not attend the Monthly Board Meeting and should the trustee fail to notify the Board Chair and Superintendent, the trustee will be deducted the equivalent of one full day per diem, from their monthly honoraria.
- 3.3 All trustees who are absent from three consecutive regular meetings shall:
  - 3.3.1 Obtain authorization by resolution of the Board to do so; or
  - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend three (3) consecutive regular meetings may result in disqualification.
- 3.4 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance.
- 3.6 The Board shall ensure that should the regular Board Meeting need to be held virtually, the meeting will be made available for public viewing and participation.

### 4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 4.2 Special meetings of the Board may be called when the Chair, the majority of trustees, the Minister, or the Superintendent is of the opinion that an issue must be dealt with in a timely manner.
- 4.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees (at least two days prior to the date of the meeting, unless every trustee agrees to waive, in writing, the requirements for notice) by:
  - (a) recorded mail to the last known address of each trustee as shown on the records of the board,
  - (b) personal service on the trustee or a person capable of accepting service at the trustee's residence or,
  - (c) fax, e-mail or other electronic means to be received at the last fax number, e-mail address or other electronic receiving number of the trustee as shown on the records of the board.
- 4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by majority consent.
- 4.5 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance.

## 5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the In-Camera session shall in all cases be compliant with Freedom of Information and Protection of Privacy legislation and regulations (FOIPP), be stated prior to its approval and be limited to discussion pertaining to the following stated reasons:

- 5.1 Individual students;
- 5.2 Individual employees;
- 5.3 Collective bargaining issues;
- 5.4 Litigation issues;
- 5.5 Acquisition/disposal of property; and
- 5.6 Other topics that a majority of the trustees' present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session shall maintain confidentiality and not disclose the substance of discussions at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

## 6. Agenda for Regular Meetings

The Board Chair is responsible for preparing an agenda for Board Meetings in consultation with the Superintendent and Vice-Chair.

6.1 The order of business at a regular meeting shall be as follows:

### 6.1.1 Opening

- ◆ Call to Order
- ◆ Opening Prayer
- ◆ Treaty Acknowledgment (Appendix F)
- ◆ Public Forum (15 minutes) as required
- ◆ Consideration of the Agenda
  - Modifications, Additions, Deletions
  - Approval
- ◆ Delegations
- ◆ Adoption of Minutes
- ◆ Board Priorities

### 6.1.2 Executive/Administrative Reports

- ◆ Board Chair
- ◆ Superintendent
- ◆ Secretary-Treasurer

### 6.1.3 Business Items

### 6.1.4 Action Items

### 6.1.5 Committee Reports

### 6.1.6 In-Camera Items

### 6.1.7 Good News Stories

### 6.1.8 Board Annual Work Plan

### 6.1.9 Board Calendar

### 6.1.10 Trustee Expense Claims

### 6.1.11 Board Action Sheet

### 6.1.12 Correspondence

### 6.1.13 Closing Prayer

### 6.1.14 Adjournment

- 6.2 When drafting an agenda for Board meetings, items on the agenda will generally be given weighted preference in the following order:
  - 6.2.1 Receiving delegations or presentations;
  - 6.2.2 Business Items;
  - 6.2.3 Action Items and Committee Reports.
- 6.3 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.
- 6.4 Items may be placed on the agenda in one of the following ways:
  - 6.4.1 By notifying the Superintendent or Board Chair at least eight (8) days prior to the Board meeting.
  - 6.4.2 By notice of motion at the previous meeting of the Board.
  - 6.4.3 As a request from a committee of the Board.
  - 6.4.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 6.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least 48 hours prior to the meeting. Subsequently, emergent information may be sent electronically.
- 6.6 The agenda package for all regular Board meetings shall be posted on the Division website at least 48 hours prior to the meeting and be available in the Division Office.
- 6.7 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.8 During the course of the Board meeting, the majority of trustees' present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

## 7. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 7.1 The minutes shall record:
  - 7.1.1 Date, time and place of meeting;
  - 7.1.2 Type of meeting;
  - 7.1.3 Name of presiding officer;
  - 7.1.4 Names of those trustees and administration in attendance;
  - 7.1.5 Approval of preceding minutes;
  - 7.1.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;

- 7.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, must be entered in full;
  - 7.1.8 Names of persons making the motion;
  - 7.1.9 Points of order and appeals;
  - 7.1.10 Appointments;
  - 7.1.11 Recording of the vote on a motion (when requested pursuant to the Education Act), Board Procedures Regulation: Section 8 (4); and
  - 7.1.12 Trustee declaration pursuant to the Education Act.
- 7.2 The minutes shall:
- 7.2.1 Be prepared as directed by the Superintendent;
  - 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
  - 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.3 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
  - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny through posting on the Division website or availability at the Board Office.

## 8. Motions

Motions do not require a seconder, except in rare instances as described below.

### 8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

## 8.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

## 8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee is not to speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

## 8.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

## 8.5 Recording Vote

8.5.1 Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter.

8.5.2 Immediately after a vote is taken, and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the motion or abstained.

## 8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or if a trustee has a pecuniary interest, in which case they will abstain, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees' present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by an open, uninterrupted vote, normally expressed by show of hands. In the event of telecommunicated attendance, the vote shall normally be taken



as a roll call vote unless otherwise communicated by the Board Chair prior to the vote. To elect the Board Chair or Vice-Chair, a secret ballot shall be used.

#### 8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 9. Delegations and Public Forums at Board Meetings

The purpose of delegations and public forums is to allow members of the public to provide the Board with comments, questions or presentations related to an educational issue or a specific Board meeting agenda item.

#### Delegations

For the purpose of this section, the word "delegations" shall mean one or more persons.

- 9.1 A delegation wishing to present to the Board shall first discuss the request with the Superintendent. This provides the presenter an opportunity to clarify their understanding of Division practices related to the presentation topic and determine what other assistance may be available through the administration.
- 9.2 If after meeting with the Superintendent, an appearance before the Board is still desired, the delegation must provide notice in writing, to the Secretary-Treasurer, a minimum of fourteen (14) days in advance of the Board meeting. The Secretary-Treasurer may consider a request to waive the timeline if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to the Board.
- 9.3 The notice shall contain a written brief, or a digest of the information to be presented, to enable trustees to become acquainted with the subject beforehand.
- 9.4 The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Board Chair in consultation with the Superintendent, will make appropriate arrangements for the delegation to be heard.
- 9.5 A spokesperson(s) for the delegation must be identified.
- 9.6 Delegations are encouraged to keep their presentations brief, with a maximum of ten (10) minutes.
- 9.7 In discussing matters with the delegation, the Board Chair shall act as spokesperson for the Board. Individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation shall any trustee commit the Board to any specific course of action.
- 9.8 Delegations will be given a copy of this section of Policy 7 prior to their presentation.
- 9.9 The Board will normally make a decision on the matter at a meeting following the meeting at which the presentation is made. Upon completion of the presentation, the Board Chair shall inform the delegation when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.

## Public Forum

- 9.10 Members of the public have the opportunity to provide comments or questions on issues related to education in general and to governance issues related to the work of trustees.

Comments or questions are to be submitted to the Secretary-Treasurer or designate on the form provided, by noon, the day prior to the Board meeting.

- 9.11 Speakers will have a maximum of three (3) minutes and must address their comments to the Board Chair. Extensions will be granted at the discretion of the Board Chair or designate.
- 9.12 The Public Forum will be limited to 15 minutes and will require a Board motion to extend this time for questions and responses.
- 9.13 Questions which cannot be dealt with directly at the meeting will be deferred and a response given to the individual submitting the question, either by telephone or in writing in a timely manner and copied to the Board.
- 9.14 The Board Chair has discretion to disallow public forum comments/questions that are not related to the work of trustees or to decisions not in their purview.

## 10. Protocols and Norms for Delegations and Public Forums

- 10.1 Attendance of the public at Board Meetings will be limited to 6 people. Seating is available on a first come, first served basis.

### 10.2 Sign-In Protocol

10.2.1 All visitors are required to show photo identification and sign-in before being permitted entry to the Board meeting room.

10.2.2 Any type of bag being brought into Board meetings will be subject to search.

### 10.3 Participation Norms

10.3.1 The Board expects all persons attending meetings of the Board to conduct themselves in a respectful manner.

10.3.2 Placards, posters, or signage are not allowed in the boardroom. Anyone with signs or placards will be asked to leave them with reception.

10.3.3 Comments with respect to the following will not be tolerated:

10.3.3.1 profane, vulgar, offensive or disrespectful language, particularly referring to any person, school or department;

10.3.3.2 attacks on the personal character or performance of any individual(s), student(s), department or school, or disruptive remarks;

10.3.3.3 personal information of an individual, including but not limited to a student or an employee of St. Thomas Aquinas Roman Catholic Separate School Division;

10.3.3.4 labour relations or employee negotiations;

10.3.3.5 a law enforcement matter, litigation or potential litigation, including matters before a human rights tribunal, affecting the St. Thomas Aquinas Roman Catholic Separate School Division; and

10.3.3.6 the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.

10.3.4 Individuals who are in violation of the above Participation Norms, and in accordance with Section 64 (1 and 2) of the Education Act, will be asked and required to leave the meeting.

10.4 The live streaming of all regular public meetings of the Board will include Board Delegations and Public Forums.

## 11. Petitions

When public petitions comply with the required criteria, the Board will form an ad hoc committee to review and formulate a recommendation to the Board. The Board, at its discretion, may or may not form an ad hoc committee to review and respond to student petitions.

11.1 All petitions to the Board of Trustees must comply with the Education Act and the Petitions and Public Notices Regulation AR 91/2019.

11.2 Unless specified by legislation or regulation the following information must be present on a petition:

11.2.1 Each page of the petition must contain an accurate statement of the purpose of the petition identical to the statement contained on all the other pages of the petition.

11.3 For each petitioner,

11.3.1 the printed surname and printed given names or initials of the petitioner,

11.3.2 the petitioner's signature,

11.3.3 the street address of the petitioner or the legal description of the land on which the petitioner lives,

11.3.4 the petitioner's telephone number or e-mail address, if any, and

11.3.5 the date on which the petitioner signs the petition.

11.4 Every page of a petition must contain a statement that the personal information contained in the petition

11.4.1 will not be disclosed to anyone except the Board's Secretary or the Board's Secretary's delegates, if any, and

11.4.2 will not be used for any purpose other than validating the petition.

11.5 Petitioner's witness: each petitioner's signature must be witnessed by an adult person who must sign opposite the signature of the petitioner.

## 11.6 Student Petitions

- 11.6.1 The Board will receive a student petition as information.
- 11.6.2 Each page of the student petition must contain an accurate statement of the purpose of the petition identical to the statement contained on all the other pages of the petition, and the full name of the student representing the student petitioners.
- 11.6.3 Student petitions must include the following for each student:
  - 11.6.4 the printed surname and printed given names or initials of the student,
  - 11.6.5 the student's school of attendance
  - 11.6.6 the student's signature,
  - 11.6.7 the date on which the student signs the petition
- 11.6.8 The name and contact information of the student who represents the student petitioners must accompany the petition.

## 11.7 Protection of Personal Information

- 11.7.1 The information collected on the petition, once submitted to the Board of Trustees, is protected by the Freedom of Information and Protection of Privacy act.
- 11.7.2 Disclosure of personal information during the collection of signatures will not be considered a breach of privacy, as the information is not yet in the custody of the Board.

## 12. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

## 13. Trustee Compensation

The Board believes that trusteeship, first and foremost, is a public service.

The Board recognizes, however, that the discharge of this public service often results in the trustee incurring financial expenses and incurs considerable time demands.

It is prohibited for a trustee to make claims for reimbursement or compensation from two separate organizations, should the trustee serve in multiple capacities.

It is the practice of Boards in Alberta to establish honoraria for trustees in recognition of their contributions to the Divisions that they serve. In addition, the Board believes that the Board's budget must be set, monitored and publicly reported, as are all Division budgets.

### 13.1 Budget

The Board governance budget will be developed and approved during the annual budget process subject to the following considerations:

- 13.1.1 The budget will specify allocations for the Chair, trustees and general Board expenses.

- 13.1.2 The budgets allocated to the Chair and the trustees will cover trustee honoraria, benefits and expenses and are not to be exceeded.
- 13.1.3 The budget allocated to general Board expense will cover Board functions; Board directed activities and Board elections.
- 13.1.4 During the budget year, the Board may make amendments to the specific allocations within the approved Board governance budget after consideration and approval.

## 13.2 Honoraria

Trustee honoraria is meant to recognize events and functions that are part of the Board's core work and trustee attendance is expected.

Honoraria rates shall be established at least annually by the Board.

The Chair and Vice-Chair shall receive extra allowance as recognition for the additional responsibilities their position requires.

Service for which trustees receive a basic honorarium is outlined in Appendix G.

- 13.2.1 A trustee wishing to take a leave of absence, longer than one month, shall inform the Board Chair in writing. The trustee shall not receive their honoraria, while on leave, in recognition of their absence from, and inability to perform, their duties.

## 13.3 Discretionary Public Relations Fund

A Discretionary Public Relations Fund not to exceed \$2500 annually shall be made available to the Board Chair.

## 13.4 Communications Allowances

In recognition of the additionally incurred costs of mobile communications, a monthly Cell Phone Allowance or a Division cell phone shall be made available to the Board Chair. The rate of the Cell Phone Allowance shall be established at least annually by the Board.

- 13.4.1 In recognition of technology and communications needs, a monthly technology allowance shall be made available to all trustees.  
The rate of the allowance shall be established at least annually by the Board.

## 13.5 Travel Allowance

Funds for trustees' remuneration shall be budgeted for on an annual basis to cover the cost of travel when the trustee attends to Division business.

Trustees representing electoral wards outside of the Leduc Electoral Subdivision shall receive a taxable travel allowance to recognize the travel time to and from regularly scheduled Board meetings.

Trustees will submit their allowance claim monthly as part of their expense claim.

## 13.6 Per Diem Allowance

Trustee per diem allowances are meant to recognize events and functions that are not part of the Board's core work and trustee attendance is optional. Attendance at these events enhances the trustee's work but is not always required.

Per Diem rates shall be established at least annually by the Board. Trustees will receive, in addition to their honoraria, per diem allowances as outlined in Appendix G. In addition, the following also qualify for per diem allowance:

- 13.6.1 Events and functions to which a Trustee is designated by the Board to make an address on behalf of the Board.
- 13.6.2 Other workshops, conventions, seminars, retreats and any other related activities as approved by the Board.
- 13.6.3 In any instance where approval outlined in 13.6.2 is not possible due to time restrictions approval may be sought and granted by both the Board Chair and Vice-Chair. Approvals received in this manner will be reported to the Board in the subsequent Board meeting by the Board Chair. In the event the Board Chair or Vice-Chair is seeking such approval another trustee shall be consulted.
- 13.6.4 In determining whether the per diem allowance to be paid is that of less than 4 hours, or greater than 4 hours, travel time to and from the trustee's residence to the meeting site shall be taken into account.

### 13.7 Technology

Trustees will be provided a Laptop similar to those supported by the Division and a Division email account to facilitate information flow in a timely fashion within the Division. This equipment is owned by the Division and is lent to trustees for the purpose of engaging in Division-related business. At the end of their term in office, Trustees must return the Laptop for use by the school division. In the event the Laptop cannot be of service to the school Division, the Trustees will then have the option to purchase the computing device at a fair market price as determined by the Superintendent or designate. Returned technology that still has use will either be passed on to the incoming trustee or cycled for use elsewhere in the Division.

### 13.8 Membership Fees

Funds shall be provided in the budget for the trustees' participation in professional organizations relevant to trusteeship. The Board agrees to pay membership fees for such organizations as:

- 13.8.1 Alberta Catholic School Trustees' Association;
- 13.8.2 Alberta School Boards' Association;
- 13.8.3 ASBA zone fees; and
- 13.8.4 Any others mutually agreed upon.

### 13.9 Trustee Development

- 13.9.1 It is important that trustees stay current and up to date with respect to provincial, national and international educational issues and trends. Activities such as participation in conventions, seminars and workshops related to the role of trustee contribute to this end. The Board will budget an allocation of \$5000 per trustee for trustee development during their four-year term of office. The following are examples of (but not limited to) how the trustee development allocation may be utilized.

- 13.9.1.1 Conferences/Conventions
  - Canadian Catholic School Trustees' Association (CCSTA);
  - Canadian School Boards Association (CSBA); and
  - ACSTA Blueprints.
- 13.9.1.2 Any trustee participation at out of country development activities, conventions or meetings aimed at enhancing the effectiveness of the role of the trustee, approved in advance by the Board.
- 13.9.1.3 Tuition fees for courses aimed at enhancing the effectiveness of the role of the trustee as approved in advance by the Board.
- 13.9.1.4 The Board may approve other activities aimed at developing the role of trustee subject to budgetary considerations and Board approval outside of the \$5000 trustee development allocation.

### 13.10 Procedures for Payment

- 13.10.1 Annual honoraria shall be paid in accordance with the approved schedule. Payment will be made in one-twelfth (1/12<sup>th</sup>) instalments by direct deposit in accordance with Board policy. Honoraria will be processed through payroll and taxed appropriately.
- 13.10.2 Per diems, taxable travel time allowance, meals, and mileage shall be paid in accordance with the approved schedule in Appendix B.
- 13.10.3 Appendix B shall be reviewed by the finance committee and presented in conjunction with the annual budget process.
- 13.10.4 Expenses incurred by trustees for trustee development will be approved as part of the annual budget process.
  - 12.10.4.1 Transportation Expenses

Trustees may claim on the Division expense claim for transportation to conferences, workshops, and meetings in accordance with the approved schedule. Other modes of travel require actual receipts. Transportation expenses will be taxed in accordance with provincial and federal taxation laws.
  - 13.10.4.2 Hotel Accommodation Expenses

Trustees may claim on the Division expense claim for hotel accommodation to attend conferences, workshops, and meetings. Original receipts must be provided.
  - 13.10.4.3 Expenses

Trustees may claim on the Division expense claim the cost for meal expenses for attendance at conferences, workshops, and meetings. Original receipts must be provided.
  - 13.10.4.4 Other Expenses

Trustees may claim on the Division expense claim for all other expenses incurred while carrying out Board business. Original receipts must be provided.

Trustees are encouraged to share materials of interest received as a result of attendance at professional development activities.

Trustees will select their development activities.

Spousal expenses may not be charged to the Trustee's expense budget. Expenses paid by the Division for a spouse will be billed to the trustee. These expenses may be deducted from the Trustee's monthly expense reimbursement.

- 13.10.5 The Board will set an annual adjustment factor to Trustee honoraria and expenses by revision to the approved schedule.
- 13.10.6 Trustees shall submit per diem honoraria and expense reimbursement claims to the Superintendent or designate at least once monthly. No claim shall be accepted that is more than three (3) months old, and in no case later than September 30<sup>th</sup> in the year of the expense.
- 13.10.7 Adjudication and Appeal

The Board Chair and Vice-Chair will review all trustee expense claims twice a year. The Board expects trustees to report and claim expenses in a manner that will safeguard administration from making judgements. For any trustee claim that goes beyond defined guidelines, the Board Chair will review and approve/disapprove the trustee's claim. The Vice-Chair will perform this function where a claim of the Chair is involved. The Board Chair and Vice-Chair will be responsible to administratively review the trustee remuneration and expense claims.

#### 14. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

- 14.1 The trustee is expected to be conversant with sections 85-96 of the Education Act.
- 14.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.
  - 14.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  - 14.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.



15. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

15.1 The recording secretary will record in the minutes:

15.1.1 The trustee's declaration;

15.1.2 The trustee's abstention from the debate and the vote; and

15.1.3 That the trustee left the room in which the meeting was held.

## 16. Board Self-Evaluation

16.1 The Board may conduct an annual self-evaluation. The Board Self Evaluation Terms of Reference outlined in Appendix E may be used as a guide.

## 17. Decision Making

17.1 When making decisions, the Board will consider using the decision-making rubric as outlined in Policy 7 – Appendix H.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act  
Local Authorities Elections Act  
Income Tax Act (Canada)  
Board Procedures Regulation  
Petitions and Public Notices Regulation