



## BOARD OF TRUSTEES ELK ISLAND PUBLIC SCHOOLS

### ORGANIZATIONAL MEETING

REGULAR  
SESSION

THURSDAY, AUGUST 24, 2023

Boardroom  
Central Services Office

### AGENDA

Mission: To provide high-quality, student-centred education

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- |         |  |                                |
|---------|--|--------------------------------|
| 11 a.m. | <b>1. CALL TO ORDER</b>  | Secretary-Treasurer            |
|         | <b>2. NOMINATION PROCEDURES</b><br>Review and Approval   | Secretary-Treasurer<br>(encl.) |
|         | <b>3. POSITION OF CHAIR</b><br>3.1 Trustees' Opportunity to Declare Interest<br>3.2 Nomination of Candidates<br>3.3 Candidates' Opportunity to Speak<br>3.4 Trustees' Questions of Candidates<br>3.5 Balloting Process and Declaration of Results<br>3.6 Oath of Office<br>3.7 Chair Assumes Chair | Secretary-Treasurer<br>(encl.) |
|         | <b>4. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA</b>  | Chair                          |
|         | <b>5. POSITION OF VICE-CHAIR</b><br>5.1 Trustees' Opportunity to Declare Interest<br>5.2 Nomination of Candidates<br>5.3 Candidates' Opportunity to Speak<br>5.4 Trustees' Questions of Candidates<br>5.5 Balloting Process and Declaration of Results<br>5.6 Oath of Office                       | Chair<br>(encl.)               |
|         | <b>6. 2023-24 BOARD OF TRUSTEES MEETING SCHEDULE</b>   | Secretary-Treasurer<br>(encl.) |
|         | <b>7. TRUSTEE DISCLOSURE STATEMENT</b>   | Secretary-Treasurer<br>(encl.) |
|         | <b>8. COMMITTEE AND REPRESENTATIVE APPOINTMENTS</b><br>Referral to the Board Meeting on Sept. 21, 2023   | Chair<br>(encl.)               |
|         | <b>9. RESOLUTION TO DESTROY BALLOTS (if necessary)</b>   | Chair                          |

ADJOURNMENT

**RECOMMENDATIONS: ORGANIZATIONAL MEETING AUG. 24, 2023**

2. That the Nomination Procedures for selection of Chair and Vice-Chair be approved, as presented.
3. That one block nomination be made for all candidates running for the position of Chair: \_\_\_\_\_ and \_\_\_\_\_.
4. That the Agenda be adopted, as amended or as circulated.
5. That one block nomination be made for all candidates running for the position of Vice-Chair: \_\_\_\_\_ and \_\_\_\_\_.
6. That the Board of Trustees approve the 2023-24 Board of Trustees Meeting Schedule, as presented.
7. That each trustee file a Trustee Disclosure Statement with the Secretary-Treasurer.
8. That the Board Committees and Representative schedule for 2023-24 be referred to the Board Meeting on Sept. 21, 2023.
9. That the ballots be destroyed (if necessary).



# RECOMMENDATION REPORT

**DATE:** Aug. 24, 2023

**TO:** Board of Trustees

**FROM:** Dr. Sandra Stoddard, Superintendent

**SUBJECT:** Nomination Procedures

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Sandra Stoddard, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 5: Role of the Board Chair  
Board Policy 6: Role of the Vice-Chair  
Board Policy 7: Board Operations  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and Effective Governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Nomination Procedures for selection of a Chair and Vice-Chair be approved, as presented.**

**BACKGROUND:**

The Nomination Procedures listed below for the selection of the Chair and Vice-Chair are subject to approval at each Organizational Meeting.

**COMMUNICATION PLAN:**

The Nomination Procedures will be updated on the website and all stakeholders will be advised.

**ATTACHMENT(S):**

1. Nomination of Chair and Vice-Chair



# RECOMMENDATION REPORT

## ATTACHMENT 1

### NOMINATION OF CHAIR AND VICE-CHAIR

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Secretary-Treasurer shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
  - a) The Secretary-Treasurer shall call for a **motion to adopt the election procedures**.
  - b) Before nominations are received, each trustee shall be given the opportunity to speak, indicating their intent to seek nomination for the position of Chair (Vice-Chair).
  - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Secretary-Treasurer (Chair) shall call for a **motion that one block nomination be made for all candidates running for the position of Chair (Vice-Chair)**.
  - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
  - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
  - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
  - g) Any trustee nominated for a position, who does not wish to be considered for the position may withdraw their name at any time before voting.
  - h) When there is more than one nomination for Chair (Vice-Chair):
    - i. electronic ballots shall be distributed by e-mail for voting purposes; or
    - ii. paper ballots shall be distributed for voting purposes.
  - i) All balloting shall be conducted by secret ballot. Each trustee shall select the name of the person for whom the trustee is voting.
  - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
  - k) If, on any ballot, a trustee receives a majority number of votes of those members present, no further votes will be taken.
  - l) On each ballot, each trustee may not cast a vote for any trustee:
    - i) who has withdrawn their name from being considered for the position; or



# RECOMMENDATION REPORT

- ii) who has been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.
- n) If on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Before the second ballot is taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot, provided no more than two persons shall be dropped from the ballot at the same time.

If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees;

- r) then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.
  - i. Before determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r), may choose to conference and mutually decide and declare who will withdraw; or
  - ii. The Secretary-Treasurer shall:
    - write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture;
    - fold the sheets of paper in a uniform manner so the names are concealed;
    - deposit them in a receptacle and have the Election Officer withdraw one of the sheets; and
    - declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when only two trustees remain on the ballot, one further ballot shall be taken. Before this vote is taken, each candidate will be given the opportunity to speak.
- u) If two or more candidates for any office receive the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
  - write the names of those candidates separately on blank sheets of paper of equal size and the same colour and texture;
  - fold the sheets of paper in a uniform manner so the names are concealed;
  - deposit them in a receptacle and have the Election Officer withdraw one of the sheets; and
  - declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.



# RECOMMENDATION REPORT

Page 4 of 4

- v) Before determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.

# Board Policies

## Policy 5

### ROLE OF THE BOARD CHAIR

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility of providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Vice-Chair, designated trustee, and Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Be familiar with basic meeting procedures (Roberts Rules of Order).
4. Perform the following duties during Board meetings:
  - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 4.2. Ensure all issues before the Board are well-stated and clearly expressed.
  - 4.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
  - 4.4. Ensure that debate is relevant. The Chair, in keeping with the responsibility to ensure that debate must be relevant to the question, shall, when the Chair is of the opinion that the discussion is not relevant to the question, remind members they must speak to the question.
  - 4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
  - 4.6. Submit motions or other proposals for a formal decision of the Board by a show of hands.
  - 4.7. Ensure each trustee present votes on all issues before the Board. When appropriate, advise Board members of a possibility of a conflict of interest.
  - 4.8. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Keep informed of significant developments within the Division.
6. Assist with the Board's orientation program for trustees.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.

8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
9. Convey directly to the Superintendent such concerns by trustees, parents/guardians or students that may affect the administration of the Division.
10. Provide counsel to the Superintendent.
11. Review and approve the Superintendent's vacation entitlement and expenditures.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the Division when there are potential political implications.
14. Act as ex-officio member of all Board committees, except the Student Expulsion Committee and Teacher Collective Agreement Negotiating Committee.
15. Act as a signing authority for Board minutes.
16. Act as a signing authority for the Division.
17. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
18. Address inappropriate behaviour on the part of a trustee.
19. Ensure the Board engages in annual assessments of its effectiveness as a board.
20. Act on behalf of the Superintendent's inability to act due to conflict of interest.
21. Foster, develop, and maintain positive, professional working relationships with:
  - 21.1. All members of the Board
  - 21.2. Superintendent and staff
  - 21.3. ATA Local President
  - 21.4. Employee Relations Group Chair
  - 21.5. The Minister of Education
  - 21.6. Locally elected MLAs
  - 21.7. Municipal elected officials
  - 21.8. Board Chairs of other Alberta school boards.

## References

Sections 33, 51, 52, 53, 64, 67 *Education Act*

Last reviewed:	Last updated:
Nov. 26, 2015	
Oct. 24, 2016	
Dec. 4, 2017	

Feb. 19, 2019	
Dec. 11, 2019	
April 23, 2020	
Feb. 9, 2021	
Feb. 8, 2022	March 1, 2022
Feb. 14, 2023	March 16, 2023

## **EIPS Trustee Handbook, Section 3. Board Governance**

### **3.1.5. Role of the Board Chair**

*The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.*

*The Board, at the organizational meeting and thereafter at any time as determined by the Board, the Board must elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance (see [Policy 5: Role of the Board Chair preamble](#)).*

The powers and duties delegated to the Chair by the Board are outlined in [Policy 5: Role of the Board Chair](#)

#### **3.1.5.1. Board Chair Working List**

The powers and duties delegated to the Chair by the Board result in tasks that take place on a monthly basis, ongoing throughout the year, while others will take place on specific months of the year.

#### **3.1.5.2. Board Chair's monthly tasks**

- Provide a report from the Board at leadership meetings.
- Attend Board committee meetings.
- Develop the agenda for Board meetings.
- Develop agenda for Board Caucus meetings.
- Review and approve for distribution the Board Highlights.
- Monitor/track actions coming out of meetings of the Board.
- Meet with the superintendent weekly.
- Review/verify/approve superintendent's expense claims.
- Review/verify/approve superintendent's vacation leave.
- Review/verify/approve superintendent's sick leave.
- Monitor governance budget.
- Attend Committee of School Councils (COSC) meetings and provide a Board report.
- Forward email correspondences to all trustees.
- Notify trustees of correspondence that arrives in the mail.
- Review/verify/approve/address matters relating to trustee expense claims.
- Review/verify/sign the official Board meeting minutes.
- Send out copies of the Board highlights to mayors, reeves, MLA.
- Distribute media key messages to trustees.

#### **3.1.5.3. Board Chair's tasks throughout the year**

- Monitor goals from Board evaluation.
- Review/verify/approve superintendent's mileage claim.
- Ensure that the terms of the superintendent's contract are being met.
- Approve the superintendent's purchase card credit limit.
- Sign senior administration employment contracts following consultation with the Board.
- Co-ordinate with communications the development and approve the distribution of EIPS Quarterly Newsletters to MLA, local mayors and councillors, industry partners and community partners.
- Co-ordinate with communications the development and approve the distribution of Quarterly Advocacy Updates to EIPS families and staff.
- Co-ordinate quarterly meetings with Strathcona County Mayor.
- Co-ordinate the Board's annual meeting with Fort Saskatchewan City Council.
- Co-ordinate the Board's annual meeting with Strathcona County Council.
- Co-ordinate the Board's annual joint meeting with MLAs.
- Co-ordinate the Board's annual meeting with EICS' Board of Trustees.
- Co-ordinate the Board's biannual meeting with Vegreville Town Council.

- Co-ordinate the Board's meeting with Lamont Town Council once per term.
- Co-ordinate the Board's meeting with Mundare Town Council once per term.
- Co-ordinate the Board's meeting with Bruderheim Town Council once per term.
- Attend meetings/workshops at the request of the Minister of Education.



## OFFICIAL AFFIRMATION

I, \_\_\_\_\_, solemnly affirm and declare that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Chair for the Elk Island Public Schools.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 24 day of August 2023

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.....  
Notary Public and Commissioner for Oaths in and for the  
Province of Alberta



## OFFICIAL OATH

I, \_\_\_\_\_, make oath and say that I will diligently, faithfully and to the best of my ability, execute according to law, the office of **Chair** for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 24 day of August 2023

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.....  
Commissioner for Oaths in and for the Province of Alberta

# Board Policies

## Policy 6

# ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

### Specific responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
3. The Vice-Chair shall assist the Board Chair in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair, designated trustee, and Superintendent on items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. The Vice-Chair shall serve as the Chair of the Audit Committee.

## References

Sections 33, 51, 52, 53, 64, 67 *Education Act*

Last reviewed:	Last updated:
Sept. 17, 2015	-
Dec. 4, 2017	Jan. 25, 2018
Feb. 19, 2019	-
Dec. 11, 2019	
March 10, 2020	
Feb. 9, 2021	
Feb. 8, 2022	
Feb. 14, 2023	



## OFFICIAL AFFIRMATION

I, \_\_\_\_\_, solemnly affirm and declare that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Vice-Chair for the Elk Island Public Schools.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 24 day of August 2023

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.....  
Commissioner for Oaths in and for the Province of Alberta



## OFFICIAL OATH

I, \_\_\_\_\_, make oath and say that I will diligently,  
faithfully and to the best of my ability, execute according to law, the office of **Vice-Chair**  
for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 24 day of August 2023

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.....  
Commissioner for Oaths in and for the Province of Alberta



# RECOMMENDATION REPORT

**DATE:** Aug. 24, 2023

**TO:** Board of Trustees

**FROM:** Candace Cole, Secretary-Treasurer

**SUBJECT:** 2023-24 Board of Trustees Meeting Schedule

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Sandra Stoddard, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 7: Board Operations  
Board Policy 2: Role of the Board  
*Education Act, Sections 33, 64 and 139*  
*Alberta Regulation 82/2019*

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board of Trustees approve the 2023-24 Board of Trustees Meeting Schedule, as presented.**

**BACKGROUND:**

As per Board Policy 7: Board Operations, Sections 3.4 and 3.4.2, *the organizational meeting shall, in addition establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year.*

The 2023-24 schedule to August 2024 provides for full-day monthly Board meetings on the third or fourth Thursday of each month. Depending on the timing of the Provincial Budget announcement the budget approval date may be revised. There is no meeting scheduled in the month of July.

**COMMUNICATION PLAN:**

The meeting schedule will be updated on the websites and EIPS Leadership Calendar. All stakeholders will be advised.

**ATTACHMENT:**

1. 2023-24 Board of Trustees Meeting Schedule



# RECOMMENDATION REPORT

## 2. Board Policy 7: Board Operations



## 2023 - 24 BOARD OF TRUSTEES MEETING SCHEDULE

**Start time:** 9:00 a.m., public session 10:00 am (full day meetings)  
(Meeting start time subject to change)

**Location:** Board Room, Elk Island Public Schools Central Services Administration Building  
683 Wye Road, Sherwood Park, Alberta

### 2023

September 21	Board of Trustees
October 19	Board of Trustees
November 30	Board of Trustees
December 14	Board of Trustees

### 2024

January 25	Board of Trustees
February 15	Board of Trustees
March 21	Board of Trustees
April 18	Board of Trustees
May 23	Board of Trustees (Budget Review)
June 20	Board of Trustees
August 22	Board of Trustees/Organizational Meeting

*September 18-19, 2023 – Board Retreat (Village Creek Inn, Pigeon Lake, AB)*

*November 19-21, 2023 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)*

*March 6-8, 2023 - Alberta Rural Education Symposium 2022 (Fantasyland Hotel, Edmonton, AB)*

*June 3-4, 2024 – ASBA Spring General Meeting (Location TBD)*

*July 2-4, 2024 – CSBA 2024 Congress (Toronto, ON)*

Presented to Board: August 24, 2023

# Board Policies

## Policy 7

### 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 sound organizational design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as 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 the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance the public trust in education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

#### 1. **Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1.1. Each of the following is established as a ward of the Division:

1.1.1. County of Minburn No. 27 (western portion)

1.1.2. Lamont County

1.1.3. Strathcona County, further divided into the following electoral subdivisions:

1.1.3.1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;

1.1.3.2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

1.1.3.3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;

1.1.3.4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.

1.2. The number of trustees to be elected in each ward is as follows:

1.2.1. One trustee from the County of Minburn No. 27 (western portion) ward

1.2.2. One trustee from the Lamont County ward

1.2.3. Seven trustees from the Strathcona County ward, elected as follows:

1.2.3.1. Two trustees from electoral subdivision 1

1.2.3.2. Three trustees from electoral subdivision 2

1.2.3.3. One trustee from electoral subdivision 3

1.2.3.4. One trustee from electoral subdivision 4

1.3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.

1.4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.

## 2. **Swearing-In Ceremony**

2.1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.

2.2. Each trustee shall take the oath of office or make an affirmation as called upon.

2.3. Special provisions shall be made for a trustee taking office following a by-election.

## 3. **Organizational Meeting**

3.1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.

3.2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.

3.3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.

3.4. The organizational meeting shall, in addition:

3.4.1. Elect a Vice-Chair;

- 3.4.2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
  - 3.4.3. Review standing committees of the Board as deemed appropriate;
  - 3.4.4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 3.4.5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 3.4.6. Address other organizational items as required.
- 3.5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
- 3.5.1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
  - 3.5.2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.
  - 3.5.3. Create a rotational acting-chair schedule.

#### 4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

- 4.1. All meetings shall ordinarily be held in the Division office.
- 4.2. All trustees shall notify the Board Chair and the Superintendent if they are unable to attend a Board meeting.
- 4.3. All trustees who are absent from three consecutive regular meetings shall:
  - 4.3.1. Obtain authorization by resolution of the Board to do so; or
  - 4.3.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.  
Failure to attend may result in disqualification.
- 4.4. Attendance of all trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a board meeting or committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act*.
  - 4.4.1. A trustee wishing to participate electronically must provide the Board Chair with a minimum of one working day notice prior to the meeting at which they wish to

participate electronically and a telephone from which contact can be made during the meeting.

- 4.4.2. A trustee may participate in a meeting of the Board by electronic means provided that trustees participating in the meeting and members of the public attending the meeting are able to hear each other.
  - 4.4.3. A trustee shall be able to participate electronically a maximum of three times per year.
  - 4.4.4. Costs incurred for service charges shall be charged to the office of the trustee(s) participating electronically.
  - 4.4.5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
  - 4.4.6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  - 4.4.7. The Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  - 4.4.8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  - 4.4.9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
- 4.5. If both the Chair or Vice-Chair are unable to perform the duties of the office or are absent, the rotational acting Chair 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.
  - 4.6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
  - 4.7. Any recording of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 5. Special Meetings

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 5.2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by electronic mail or in person at least two days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.
- 5.4. 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 the unanimous consent of the entire Board.

- 5.5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 5.6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 6. In-Camera Sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

- 6.1. 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 in addition to trustees and the Superintendent.
- 6.2. The Board may convene in-camera to discuss matters of a sensitive nature, including:
  - 6.2.1. Personnel
    - 6.2.1.1. Individual students;
    - 6.2.1.2. Individual employees;
  - 6.2.2. Matters relating to negotiations;
  - 6.2.3. Acquisition/disposal of real property;
  - 6.2.4. Litigation brought by or against the Board;
  - 6.2.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 6.3. In-camera sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 6.4. 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.

## 7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

- 7.1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:

- 7.1.1. Report for Recommendation

7.1.2. Report for Information or

7.1.3. Report for Feedback.

7.2. Items may be placed on the agenda in one of the following ways:

7.2.1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.

7.2.2. By notice of motion at the previous meeting of the Board.

7.2.3. As a request from a committee of the Board.

7.2.4. Emergent 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.

7.3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

7.4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

7.5. 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.

7.6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board meeting.

## 8. **Minutes for Regular or Special Meetings**

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

8.1. The minutes shall record:

8.1.1. Date, time, and place of meeting;

8.1.2. Type of meeting;

8.1.3. Name of presiding officer;

8.1.4. Names of those trustees and senior administration in attendance;

8.1.5. Approval of preceding minutes;

8.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;

8.1.7. Names of persons making the motions;

8.1.8. Points of order and appeals;

8.1.9. Appointments;

8.1.10. Receipt of reports of committees;

- 8.1.11. Recording of the vote on all motions;
  - 8.1.12. Trustee declaration of vote pursuant to the *Education Act*; and
  - 8.1.13. The hour of adjournment.
- 8.2. The minutes shall:
- 8.2.1. Be prepared as directed by the Superintendent;
  - 8.2.2. Be reviewed by the Superintendent prior to submission to the Board;
  - 8.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
- 8.4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
- 8.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

### 9.1. 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.

### 9.2. 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 generally 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. Motions may be submitted by any trustee, including the Board Chair.

### 9.3. Speaking to the Motion

9.3.1. 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. Each trustee may speak up to three times on any given motion.

9.3.2. The Chair shall normally speak each round just prior to the last speaker.

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

- 9.3.4. As a general guide, a trustee should not speak longer than five minutes on any motion.
- 9.3.5. 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.
- 9.3.6. 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.
- 9.3.7. 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.
- 9.3.8. The Board Chair shall rule on further discussion.

#### 9.4. 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.

#### 9.5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, 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 shall 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 open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

#### 9.6. Debate

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

### 10. **Comments, Presentations, and Delegations at Board Meetings**

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

#### 10.1. General Comments on an Educational Issue at a Board Meeting

- 10.1.1. A member of the public or a staff group representative may address the Board on any educational issue.
- 10.1.2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
- 10.1.3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- 10.1.4. Speakers shall address their comments to the Board Chair.

## 10.2. Comments on Specific Board Agenda Items

- 10.2.1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
- 10.2.2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
- 10.2.3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- 10.2.4. Speakers shall address their comments to the Board Chair.

## 10.3. Formal Delegations and Presentations to Board

- 10.3.1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
- 10.3.2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. 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.
- 10.3.3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.
- 10.3.4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
- 10.3.5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
- 10.3.6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.

10.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of their right to the next avenue of appeal.

#### 11. Audio Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

#### 12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the governance budget must be set, monitored, and publicly reported as part of the budgeting process.

- 12.1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
- 12.2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
- 12.3. Remuneration shall be paid annually, in 12 equal monthly payments.
- 12.4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta Consumer Price Index (CPI) and the percent change in annual average earnings Alberta Average Weekly Earnings (AWE), not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
- 12.5. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities.
- 12.6. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
- 12.7. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover the travel allowance.
- 12.8. Travel allowance is separated into three categories:
  - 12.8.1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    - 12.8.1.1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    - 12.8.1.2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.

- 12.8.2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
- 12.8.3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
- 12.9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
- 12.10. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review. Discretionary funds can be allocated to five main categories of trustee expenses:
- 12.10.1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
- 12.10.2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.
- 12.10.3. Equipment – Expenses incurred to provide equipment to perform the trustee's role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee's term. The cost of basic laptops shall be allocated out of general funds.
- 12.10.4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc.
- 12.10.5. Supplies and Materials - Expenses incurred for consumable materials and supplies such as office supplies, paper, printer ink, etc.
- 12.11. It is the trustee's responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
- 12.12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
- 12.13. Trustees shall be enrolled in the insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.

- 12.13.1. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
  - 12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.
  - 12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per guidelines of the insurance carriers.
  - 12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.
- 12.13.2. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four-year term.
- 12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.
- 12.13.4. A trustee is not eligible for benefits if they are no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
- 12.14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
- 12.15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### 13. **Trustee Conflict of Interest**

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

Upon election to office and annually thereafter, 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 shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

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

- 13.1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.
- 13.2. The trustee is responsible for declaring themselves to be in possible conflict of interest.
  - 13.2.1. 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.
  - 13.2.2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 13.3. It shall be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of the *Education Act* and ensure that their declaration and absence is properly recorded within the minutes.

13.4. The recording secretary shall record in the minutes:

13.4.1. The trustee's declaration;

13.4.2. The trustee's abstention from the debate and the vote; and

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

#### 14. **Board Self-Evaluation**

On an annual basis, the Board shall complete a self-evaluation.

## References

Sections 53, 54, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
—	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019
	Dec. 3, 2019
	Feb. 20, 2020
	March 26, 2020
Dec. 8, 2020	Jan. 21, 2021
Dec. 16, 2021	
Jan. 11, 2022	
Feb. 8, 2022	Feb 17, 2022
	March 1, 2022

Dec. 12, 2022	Jan. 19, 2023
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# INFORMATION REPORT

**DATE:** Aug. 24, 2023

**TO:** Board of Trustees

**FROM:** Dr. Sandra Stoddard, Superintendent

**SUBJECT:** Trustee Disclosure

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:**

**REFERENCE:** *Education Act*, Section 86 Disclosure of information

**EIPS PRIORITY:** Enhance high-quality learning and working environments.

**EIPS GOAL:** Quality infrastructure for all.

**EIPS OUTCOME:** Student learning is supported through the use of effective planning, management and investment in Division infrastructure.

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**ISSUE:**

**That each trustee file a Trustee Disclosure Statement with the Secretary-Treasurer.**

**BACKGROUND:**

Pursuant to the *Education Act*, section 86 Disclosure of information, each trustee of a board shall file with the board's secretary a statement showing:

- a) the names and employment information of the trustee and the trustee's spouse or adult interdependent partner,
- b) the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- c) the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The Secretary-Treasurer will compile a list of all the names reported on the statements filed by the trustees and will provide a copy of the list to all the trustees of the board, and the officials and employees of the board that the board directs shall receive a copy.



# INFORMATION REPORT

## **CURRENT SITUATION OR KEY POINT:**

Trustees are asked to return their completed form to Secretary-Treasurer, Candace Cole, by end of day Aug. 24, 2023. The Secretary-Treasurer will provide a summary of the disclosure information to trustees by Sept. 7, 2023 on the trustee website.

As a reference for trustees in completing the form, an adult interdependent partner is defined in section 3(1) of the *Adult Interdependent Relationships Act* as a person who has lived with another person in a relationship of interdependence for a continuous period of not less than three years or of some permanence if there is a child of the relationship by birth or adoption, or if the person has entered into an adult interdependent partner agreement with the other person under section 7 of the *Act*.

## **ATTACHMENT(S):**

1. Trustee Disclosure Statement form



**TRUSTEE DISCLOSURE STATEMENT**  
**Sections 86 of the *Education Act***

Name of Trustee: \_\_\_\_\_

Trustee's Employer: \_\_\_\_\_

Names and employment of the Trustee's spouse or adult interdependent partner and children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of corporations, partnerships, firms, governments or persons in which the Trustee has a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_

Names of corporations, partnerships, firms, governments or persons in which the Trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Complete this form and return to Candace Cole, Secretary-Treasurer  
prior to the end of the day, August 24, 2023**



# RECOMMENDATION REPORT

**DATE:** Aug. 24, 2023

**TO:** Board of Trustees

**FROM:** Dr. Sandra Stoddard, Superintendent

**SUBJECT:** 2023-24 Board Committee and Representative Appointments

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Sandra Stoddard, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 8: Board Committees  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## **RECOMMENDATION:**

**That the Board Committees and Representative schedule for 2023-24 be referred to the Board Meeting on Sept. 21, 2023.**

## **BACKGROUND:**

The Board Committees and Representative schedule has been prepared in accordance with Policy 8: Board Committees and Policy 9: Board Representatives. Committees and representatives are usually appointed annually at the Board meeting subsequent to the Organizational Meeting.

Trustees are asked to submit their committee preferences to the Board Chair following the Organizational Meeting. Trustees' workloads will be considered when determining appointments by the newly elected Board Chair and Vice-Chair.

Committee and representative appointments will be referred to the Board Meeting on Sept. 21, 2023, for approval.

## **COMMUNICATION PLAN:**

Once the schedule is completed and reviewed by the Board at the Board Public Meeting on September 21, the schedule will be published on the website, intranet site and provided to all stakeholders.



# RECOMMENDATION REPORT

**ATTACHMENT(S):**

1. Policy 8: Board Committees
2. Policy 9: Board Representatives
3. 2023-24 Board Committees and Representative Schedule (blank)

SS:clp

# Board Policies

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

##### 1.1. Purpose

- 1.1.1. To provide a forum for discussion.
- 1.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
- 1.1.3. To assign work to be undertaken.

##### 1.2. Powers and duties

- 1.2.1. Make recommendations for agenda items for subsequent Board meetings.
- 1.2.2. Maintain confidentiality of proceedings unless otherwise stated.

##### 1.3. Membership

- 1.3.1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

##### 2.1. Purpose

- 2.1.1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

## 2.2. Powers of duties

2.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:

- 2.2.1.1. Recommend the appointment of the external auditor,
- 2.2.1.2. Review the audit plan,
- 2.2.1.3. Assess the effectiveness of the auditor,
- 2.2.1.4. Review the annual financial statements and audit findings,
- 2.2.1.5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,
- 2.2.1.6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
- 2.2.1.7. Assess compliance with applicable legislation, regulations and guidelines,
- 2.2.1.8. Report findings and information to the Board.

## 2.3. Membership

2.3.1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.

2.3.2. Two community members

2.3.2.1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.

2.3.2.2. Community members shall serve a two-year term and may apply to serve additional two-year terms.

2.3.2.3. Selection of community members shall be made by the Board and Secretary-Treasurer.

2.3.3. Superintendent and/or designate

2.3.4. Secretary-Treasurer

2.3.5. Director, Financial Services

2.3.6. Other members of administration or the external auditors will be invited to attend, as required.

2.3.7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

## 2.4. Meetings

2.4.1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.

2.4.2. A recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings.

## 2.5. Compensation

- 2.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

### 3. Policy

#### 3.1. Purpose

- 3.1.1. To ensure the Board Policy Handbook is current and relevant.

#### 3.2. Powers and duties

- 3.2.1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
- 3.2.2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
- 3.2.3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.

#### 3.3. Membership

- 3.3.1. One trustee to serve as Chair and two other trustees.
- 3.3.2. Superintendent and/or designate(s).

#### 3.4. Meetings

- 3.4.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
- 3.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

### 4. Student Expulsion

#### 4.1. Purpose

- 4.1.1. To make decisions regarding the recommendations for the expulsion of any student.

#### 4.2. Powers and duties

- 4.2.1. On a recommendation for expulsion, reinstate or expel the student.
- 4.2.2. Inform the Board of the action taken by the Committee.

#### 4.3. Membership

- 4.3.1. One trustee to serve as Chair and two other trustees.

#### 4.4. Meetings

4.4.1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

## 5. Teachers' Collective Agreement Negotiations

### 5.1. Purpose

5.1.1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

### 5.2. Powers and duties

5.2.1. Report to the Board as necessary.

5.2.2. Maintain confidentiality of negotiation proceedings.

### 5.3. Membership

5.3.1. Three trustees

5.3.2. Superintendent and/or designate(s)

5.3.3. The Board will appoint the Chair and Vice-Chair.

### 5.4. Meetings

5.4.1. To be called by the Committee Chair.

## 6. Agenda Review

### 6.1. Purpose

6.1.1. To set the order of business for public meetings of the Board.

### 6.2. Membership

6.2.1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair

6.2.2. Superintendent and/or designate

6.2.3. Secretary-Treasurer.

### 6.3. Meetings

6.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

6.3.2. The Executive Assistant to the Board will serve as secretary.

## 7. Advocacy

### 7.1. Purpose

7.1.1. Support the ongoing advocacy efforts of the Board.

7.2. Powers and duties

7.2.1. Develop an action plan to support the Board's identified advocacy plan

7.2.2. Identify key messages to support the advocacy plan

7.3. Membership

7.3.1. Chair of the Board (Committee Chair) and two other trustees

7.3.2. Superintendent and/or designate

7.3.3. Associate Superintendent, Supports for Students

7.3.4. Director, Communications.

7.4. Meetings

7.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

#### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

#### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

## **References**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019

May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022
Oct. 6, 2022	Oct. 20, 2022
April 11, 2023	May 25, 2023

# Board Policies

## Policy 9

### BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organizational meeting and determined at the first regular meeting subsequent to the organizational meeting.

#### 1. Alberta School Boards Association (ASBA) Zone 2/3

##### 1.1. Purpose

1.1.1. Represent the Board at meetings of ASBA Zone 2/3

##### 1.2. Powers and duties

1.2.1. Attend ASBA Zone 2/3 meetings

1.2.2. Represent the Board's positions and interests at the zone level

1.2.3. Communicate to the Board the work of ASBA Zone 2/3

##### 1.3. Membership

1.3.1. One (1) trustee; one (1) alternate

##### 1.4. Meetings

1.4.1. As called by ASBA Zone 2/3

#### 2. Committee of School Councils (COSC)

##### 2.1. Purpose

2.1.1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community

##### 2.2. Powers and duties

- 2.2.1. Attend meetings of COSC
  - 2.2.2. Represent the Board's positions and interests at COSC meetings
  - 2.2.3. Communicate to the Board the work of COSC
- 2.3. Membership
- 2.3.1. Board Chair; and
  - 2.3.2. Minimum of two trustees, as scheduled
- 2.4. Meetings
- 2.4.1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
- 3.1. Purpose
    - 3.1.1. Represent the Board at meetings of TEBA
  - 3.2. Powers and duties
    - 3.2.1. Attend TEBA meetings
    - 3.2.2. Represent the Board's positions and interests
    - 3.2.3. Communicate to the Board the work of TEBA
  - 3.3. Membership
    - 3.3.1. One (1) trustee
  - 3.4. Meetings
    - 3.4.1. As called by TEBA

## References

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017

March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	
	June 18, 2020
June 3, 2021	June 17, 2021
April 12, 2022	
April 11, 2023	May 25, 2023



Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMITTEE PREFERENCE LIST for 2023-24**

List to be submitted to the Board Chair following the Organizational Meeting on Aug. 24, 2023.

Please indicate your interest to serve on any of the following with a check mark (✓) by the end of the day.

**Board Committees as per Board Policy 8**

	BOARD CAUCUS	All trustees
	BOARD AGENDA REVIEW	Board Chair, Board Vice-Chair and designated acting chair
	BOARD HIGHLIGHTS	Board Chair
<input type="checkbox"/>	ADVOCACY COMMITTEE	Board Chair and two (2) trustees (Board Chair to serve as Chair)
<input type="checkbox"/>	AUDIT COMMITTEE	Board Vice-Chair and two (2) trustees (Board Vice-Chair to serve as Chair)
<input type="checkbox"/>	POLICY COMMITTEE	Three (3) trustees (One trustee to serve as Chair)
<input type="checkbox"/>	STUDENT EXPULSION	Three (3) trustees and one (1) alternate (One (1) trustee to serve as Chair)
<input type="checkbox"/>	TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	Three (3) trustees (Board appoints Chair and Vice-Chair)

**Board Representatives for External Committees as per Board Policy 9**

<input type="checkbox"/>	ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3 <i>(Trustees may attend Zone meetings at any time)</i>	One (1) trustee and one (1) alternate
<input type="checkbox"/>	COMMITTEE OF SCHOOL COUNCILS (COSC) <i>(Trustees may attend COSC meetings at any time)</i>	Board Chair and minimum of two (2) trustees, as scheduled
<input type="checkbox"/>	TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)	One (1) trustee

*The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.*