

## **BOARD OPERATIONS**

The Board believes that its ability to discharge its obligations in an efficient, effective, and transparent manner is dependent upon the development and implementation of a sound organizational design. To fulfill its legislative capacity, the Board deems it necessary to meet on a regular basis to conduct their governance responsibilities. 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's fundamental obligation is to provide an excellent education system and to enhance the public assurance in education. Board meetings will be conducted in public.

There are times when public interest is best served by private discussion of specific issues in closed 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 closed session for issues dealing with individual students, individual employees, land, litigation, or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings and that the Board will actively encourage delegations (see Appendix B – Delegation Protocol) from students, parents, school councils, and members of the public.

The Board also believes that community engagement to address specific educational topics and held on a regular basis in various communities within the Division can enhance communications and effectiveness of the Board.

### **1. Wards**

1.1. Within the stipulations of the Order in Council establishing Grande Yellowhead Public School Division, the Board has decided to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

1.1.1. Ward 1 is Electoral Subdivision #1 (Hinton and area) and will be comprised of that portion of the Division in Townships 49-54 (inclusive) west of the 22 Range line, and that portion of the Division in township 45-48 (inclusive) west of the 23 Range line, all west of the fifth meridian.

1.1.1.1. Two (2) trustees will be elected from Electoral Subdivision #1.

1.1.2. Electoral Subdivision #2 (Edson and area) will be comprised of that portion of the Division east of the boundary described in 1.1.1 above and west of the 14 Range line, plus those portions of Townships 55-57 (inclusive), Range 13 west of the McLeod River EXCEPTING sections 1-3 (inclusive), 10-15 (inclusive), 22-27 (inclusive), and 34-36 (inclusive) in Township 53, Range 14, all west of the fifth meridian.

1.1.2.1. Two (2) trustees will be elected from Electoral Subdivision #2.

- 1.1.3. Electoral Subdivision #3 (Lobstick area) will be comprised of that portion of the Division to the easterly boundary described in clause 1.1.2. above.
  - 1.1.3.1. One (1) trustee will be elected from Electoral Subdivision #3.
- 1.1.4. Ward 2 will comprise all those lands within the previous Grande Cache School District No. 5258.
- 1.1.5. Ward 3 will comprise all those lands within the Municipality of Jasper.
- 1.1.6. The total number of trustees to be elected from each of Ward 2 and Ward 3 will be one (1).
- 1.2. Wards may be revised from time to time as determined by the Board.
  - 1.2.1. The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held to have the revision in effect following that general election.
  - 1.2.2. In the determination of revised ward boundaries, the Board must take into consideration representation by population, school attendance areas, and growth/depopulation forecasts.
    - 1.2.2.1. In balancing representation by population, the common representation rule that can be used is +/- 25% of the average ward population.
  - 1.2.3. Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
- 1.3. The provisions of the Local Authorities Election Act respecting the election of trustees will apply to every election in each ward and electoral subdivision.
- 1.4. By-elections may be held as determined by the Board.
  - 1.4.1. During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduced the Board to a number that is less than the quorum of the Board plus one (1).
2. Organizational Meeting
  - 2.1. An organizational meeting of the Board will be held annually in June except in an election year where it must be held within (4) weeks following the date of the statement of official election results.
  - 2.2. The Corporate Secretary-Treasurer of the Division must give notice of the organizational meeting to each trustee as if it were a special meeting. The Superintendent will call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
  - 2.3. Each trustee will take the oath-affirmation 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.
  - 2.4. Upon election, the Board Chair will preside over the remainder of the organizational meeting.
  - 2.5. The organizational meeting will, in addition include, but not be restricted to, the following:
    - 2.5.1. Elect a Vice Chair.
    - 2.5.2. Create such standing or ad hoc committees of the Board as are deemed appropriate and appoint members.

- 2.5.3. Appoint trustee(s) as Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.
- 2.5.4. Review Board member conflict of interest stipulations and determine any disclosure of information requirements Appendix A - Mandatory Disclosure of Personal Interest. Trustees will bring notice of any changes to conflict of interest to a public Board meeting.
- 2.5.5. Appoint signing authorities for the Division.
- 2.5.6. Appoint an external auditor, as required, for the subsequent fiscal period.
- 2.5.7. Address other organizational items as required.

### 3. Regular Meetings

- 3.1. Regular Board meetings will be held at least once per month during the school year; an additional meeting may occur within the month to address extensive business and decision demands where required. The schedule of meetings will be set for the coming year prior to the end of the previous school year.
  - 3.1.1. All meetings will ordinarily be held at the Education Services Centre in Edson, commencing at 10:00 a.m.
  - 3.1.2. Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule or location of the meeting in such a manner as it deems appropriate.
- 3.2. With prior knowledge of the Board Chair, trustees who are unable to attend a meeting in-person due to reasons such as inclement weather, other Board assigned commitments, or for personal reasons, may attend virtually.
  - 3.2.1. A maximum of three (3) consecutive meetings may be attended virtually or as approved by the Board Chair.
- 3.3. Delegations, school and system staff, Division students, and members of the public who are unable to attend public Board meetings in person, may attend virtually.
- 3.4. All trustees will notify the Board Chair if they are unable to attend a Board meeting.
- 3.5. All trustees who are absent from three (3) consecutive regular meetings will:
  - 3.5.1. Obtain authorization by resolution of the Board; or
  - 3.5.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to provide evidence may result in disqualification.
- 3.6. If both the Board Chair or Vice Chair, through illness or another cause, are unable to perform the duties of the office or are absent, the Board will appoint from among its members an acting Chair, who on being so appointed has all the powers and will perform all the duties of the Board Chair during the Board Chair's and Vice Chair's inability to act or absence.
- 3.7. The Board believes that most matters discussed at its meetings are of direct interest and relevance to the staff of the Division. The Board, therefore, approves the attendance of a representative of the Evergreen Local No. 11 of the Alberta Teachers' Association and a representative of the Canadian Union of Public Employees, Local 1357, at its regular and special meetings. Representatives as named by the Locals will be provided with an agenda prior to the date of the Board meeting.

- 3.8. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.
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 held from time to time as provided for under Section 3 of the Board Procedures Regulations (AR 82/2019). These are public meetings.
  - 4.3. 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.
  - 4.4. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.
5. Closed Sessions
  - 5.1. The Board may, by motion, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in a closed session.
    - 5.1.1. Such motions will be recorded in the minutes of the Board and will specify those individuals eligible to attend in addition to trustees and the Superintendent.
    - 5.1.2. The reason for the closed session will be stated prior to its approval and recorded in the minutes.
  - 5.2. The closed session will be limited to discussion pertaining to the following stated reasons:
    - 5.2.1. Individual students;
    - 5.2.2. Individual employees;
    - 5.2.3. Collective bargaining issues;
    - 5.2.4. Litigation issues;
    - 5.2.5. Acquisition/disposal of property; and
    - 5.2.6. Other topics that a majority of the trustees present feel must be held in private, in the public interest.
  - 5.3. Such sessions will be closed to the public and press.
    - 5.3.1. The Board will only discuss the matter which gave rise to the closed session.
    - 5.3.2. Board members and other persons attending will maintain confidentiality and not disclose the substance of the closed session discussions.
  - 5.4. The Board will, during the closed session, adopt only such motion as is required to reconvene the Board in an open, public meeting.
6. Agenda for Regular Meetings

The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair.

  - 6.1. The order of business at a regular meeting will be as follows:

- 6.1.1. **CALL TO ORDER**
  - 6.1.1.1. National Anthem
  - 6.1.1.2. Land Acknowledgement
  - 6.1.1.3. Announcements
  - 6.1.1.4. Changes to the Agenda
  - 6.1.1.5. Approval of the Agenda
- 6.1.2. **APPROVAL OF MINUTES**
  - 6.1.2.1. Minutes of Regular Board Meeting
  - 6.1.2.2. Minutes of Special Board Meeting
- 6.1.3. **BUSINESS ARISING FROM THE MINUTES**
- 6.1.4. **DELEGATION / PRESENTATION**
  - 6.1.4.1. **ATA Local**
  - 6.1.4.2. **CUPE Local**
- 6.1.5. **SPOTLIGHT ON STUDENTS**
- 6.1.6. **PUBLIC COMMENT PERIOD**
- 6.1.7. **ACTION ITEMS**
- 6.1.8. **BOARD CHAIR REPORT**
  - 6.1.8.1. Correspondence and Information
- 6.1.9. **SUPERINTENDENT REPORT**
  - 6.1.9.1. Superintendent Reports
- 6.1.10. **RECESS BREAK**
- 6.1.11. **ADMINISTRATION REPORTS**
- 6.1.12. **TRUSTEE/COMMITTEE REPORTS**
  - 6.1.12.1. Connections to Board Governance Work Plan Calendar
  - 6.1.12.2. Board Policy Committee
  - 6.1.12.3. Recognition of Employees Committee
  - 6.1.12.4. Board Planning Seminar Committee
  - 6.1.12.5. Board Negotiations Committee
  - 6.1.12.6. Board Representatives:
    - 6.1.12.6.1. PSBAA
    - 6.1.12.6.2. ASBA Zone 2/3
- 6.1.13. **FUTURE BUSINESS**
  - 6.1.13.1. Meeting Dates
  - 6.1.13.2. Notice of Motion
  - 6.1.13.3. Future Agenda Items

- 6.1.14. **CLOSED SESSION (Land, Legal, Labour)**
- 6.1.15. **ACTION IN RESPONSE TO CLOSED SESSION**
- 6.1.16. **ADJOURNMENT**
- 6.2. 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.
- 6.3. Items may be placed on the agenda in one (1) of the following ways:
  - 6.3.1. By notifying the Board Chair or Superintendent at least six (6) business days prior to the Board meeting.
  - 6.3.2. By notice of motion at the previous meeting of the Board.
  - 6.3.3. As a request from a committee of the Board.
  - 6.3.4. Emergent Issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, will ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority vote.
  - 6.3.5. 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.
- 6.4. The agenda package, containing the agenda and supporting information, will be provided to each trustee within three (3) business days prior to the date of the meeting. Subsequently, emergent information may follow.
- 6.5. The Public Board Meeting Package will be posted on the Division website at least 24 hours in advance of the Public Board Meeting.
- 6.6. 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.

## 7. Minutes for Regular or Special Meetings

The Board will keep minutes of its public board meetings.

- 7.1. The minutes will record:
  - 7.1.1. Date, time, and place of meeting;
  - 7.1.2. Type of meeting;
  - 7.1.3. Names of those trustees and administration in attendance;
  - 7.1.4. Approval of preceding minutes;
  - 7.1.5. A brief summary of the circumstances which gave rise to the matter being debated by the Board;
  - 7.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
  - 7.1.7. Names of trustee making the motion;
  - 7.1.8. Points of order and appeals;
  - 7.1.9. Receipt of summarized reports of committees;
  - 7.1.10. Recording of the vote on a motion (when requested pursuant to clauses 8(3) and 8(4) of the Board Procedures Regulation (AR 82/2019));

- 7.1.11. Trustee declaration of conflict of interest pursuant to Section 88 of the Education Act;
    - 7.1.12. Departure and re-entry times of trustees;
    - 7.1.13. The time of adjournment.
  - 7.2. The meeting may be recorded electronically, which would be found on the GYPSD Live Stream.
  - 7.3. The minutes will:
    - 7.3.1. Be prepared as directed by the Superintendent;
    - 7.3.2. Be reviewed by the Superintendent prior to submission to the Board;
    - 7.3.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
    - 7.3.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
  - 7.4. The Superintendent will ensure upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures of the Division are affixed to the concluding page of the minutes.
  - 7.5. The Superintendent will establish a codification system for resolutions determined by the Board which will:
    - 7.5.1. Provide for ready identification as to the meeting at which it was considered;
    - 7.5.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
    - 7.5.3. Establish and maintain a file of all Board minutes.
  - 7.6. 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.
  - 7.7. Upon adoption by the Board, the minutes will be available to the public through the Division website.
8. The Board will apply Robert's Rules for the order of the meeting.

## 9. Motions

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

### 9.1. Notice of Motion

- 9.1.1. 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.
- 9.1.2. A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date.
- 9.1.3. A trustee may also provide the Board chair 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.
  - 9.1.3.1. The trustee does not need to 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.

9.2. Discussion on Motions

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

9.2.2. 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 will confine their remarks to the motion or to the information pertinent to the motion.

9.3. Speaking to the Motion

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

9.3.2. If the Board Chair wishes to speak on a motion, they are to vacate their seat as Chair and ask the Vice-Chair to preside. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

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 is not to speak longer than five (5) 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.

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

9.3.6. When a trustee arrives 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 will rule on further discussion.

9.4. Reading of the Motion

9.4.1. 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. Recorded Vote

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

9.5.2. Immediately after a vote is taken and on the request of a trustee, the minutes will record the name of that trustee and whether that trustee voted for or against.

9.6. Required Votes

9.6.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provision of the *Board Procedures Regulation* (AR82/2019), will vote on each question.

9.6.2. Each question will be decided by a majority of the votes of those trustees present.



- 9.6.3. 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.
- 9.6.4. A vote on a question will 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, unless there is unanimous agreement among the trustees to use a show of hands.

## 10. Delegations to Board Meetings

For the purpose of this section, the word *delegation* will mean one (1) or more persons. For information on how to speak or present at a meeting, see **Policy 7 Appendix B – Delegation Protocol**:

- 10.1. In discussing matters with the delegation, the Board Chair will act as spokesperson for the Board. Individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation will any trustee commit the Board to any specific course of action.
- 10.2. Upon completion of the presentation, the Board Chair will inform the delegation when a decision, if required, will be made. Such decisions will be communicated in writing to the spokesperson.
- 10.3. Additionally, representatives named by ATA Local 11 and CUPE Local 1357 are encouraged to present information on Local activities under the Delegation section of the meeting agenda and are requested to take information including key messages back to their respective Locals.

## 11. Recording Devices

- 11.1. The Board expects that anyone wanting to use a recording device at a Public Board Meeting must obtain prior approval of the Board Chair.

## 12. 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.

Prior to a general election, the rates of compensation for trustees will be reviewed.

Trustees may claim honoraria and expenses at the following rates for attending to Board affairs:

- 12.1. Trustees will be paid a per diem and an expense allowance as set out below, plus meals, travel allowance, technology services, registration fees, and accommodation.
- 12.2. Trustees will be paid a base monthly honorarium and an expense allowance as set out below:
  - 12.2.1. Board Chair: six and one-half (6.5) days per month, in accordance with clause 12.3.2.
  - 12.2.2. Board Vice Chair: four and one-half (4.5) days per month, in accordance with clause 12.3.2.
  - 12.2.3. Board Trustees: three and one-half (3.5) days per month, in accordance with clause 12.3.2.
  - 12.2.4. Base monthly **honoraria is to cover**: preparation for regular and special Board meetings, communication with stakeholders, school-related events, and school council meetings.

### 12.3. Per Diem

Per diem is to cover attendance at regular or special Board meetings, Committee meetings, Board approved or directed meetings, and attendance at ASBA, PSBAA and Rural Caucus activities.

- 12.3.1. For meetings up to and including four (4) hours in duration (½ Day): one-half (½) the full day meeting rates specified in clause 12.3.2 for honorarium and expenses.
- 12.3.2. For meetings more than four (4) hours and up to and including eight (8) hours in duration (Full Day): \$138.42 per day honorarium and \$69.20 per day expenses, for a total of \$207.62 per day.
- 12.3.3. For meetings more than eight (8) hours in duration, in a single day: one and one half (1 ½) the full day meeting rates specified in clause 12.3.2 for honorarium and expenses.
- 12.3.4. The duration of the meeting is determined by the lessor of:
  - 12.3.4.1. Start and end time recorded in the minutes of the meeting or as declared by the meeting Chair or lead; or
  - 12.3.4.2. Substitution of the arrival or departure time of the trustee, for the start or end time noted in clause 7.1.14.
- 12.3.5. At a minimum, every four (4) years, the Board will review and may adjust the trustee per diem.

### 12.4. Subsistence

- 12.4.1. Subsistence allowances at the rates of \$13.00 for breakfast, \$17.00 for lunch, and \$27.00 for dinner.
- 12.4.2. The breakfast allowance may be claimed if the trustee is away from home prior to 0700 and the dinner allowance may be claimed if the trustee does not arrive home until after 1900 hours.
- 12.4.3. No subsistence allowance is claimable for a meal provided without additional cost in conjunction with a function or meeting.

### 12.5. Travel and Kilometrage

- 12.5.1. A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.55 per kilometer while attending to Board business. Pooling of transportation is encouraged.
- 12.5.2. Travel by public carrier will be reimbursed at cost and receipts must support claims.
- 12.5.3. Kilometrage will be paid for additional meetings if the meeting is held in a different location and involves extra kilometrage, but not within the same community.

### 12.6. Travel Time

Trustee circumstances often require additional travel time based on geography and/or responsibility.

- 12.6.1. Trustees will be paid a time allowance of one-one hundredth (1/100th) of the hourly rate outlined in clause 12.3.2 for each kilometer traveled, while attending to Division business; or

- 12.6.2. Trustees will be paid a time allowance for each hour in transport on a commercial carrier (e.g., airline) as determined by the carrier's schedule or ticket between destination points, equal to the rate per hour in clause 12.3.2.
- 12.7. Accommodation expenses:
- 12.7.1. Will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or
- 12.7.2. An allowance of sixty dollars (\$60.00) per night will be paid for the use of private accommodation.
- 12.7.3. An allowance of one hundred sixty-five dollars (\$165.00) per month is to be paid to a trustee for reimbursement for the cost of internet access and other telecommunication services, including long distance charges, cellular charges, etc. in carrying out their role as trustee.
- 12.8. Trustees will receive \$266.67 per month to offset the Federal Government decision in 2017 to remove the one-third tax exemption.
- 12.9. Other trustee expenses, supported by receipts, e.g. registration fees and other related expenses, etc. will be reimbursed at cost.
- 12.10. Leadership and Skills Development
- 12.10.1. The Board believes that trustees, by virtue of the fact that they have been elected, have been identified as leaders in their community. To nurture this quality of leadership, the Board believes that a culture of excellence must be developed at the Board level that provides opportunities for trustees to exercise and enhance their leadership skills, and to be identified in their communities with name badges, logo wear, and identification tags.
- 12.10.1.1. The Board will plan specific in-service activities designed to assist trustees in their efforts to improve their skills.
- 12.10.1.2. The Board will provide the opportunity for trustees to participate in school board conferences, workshops, and conventions held by provincial, national and international school board associations.
- 12.10.2. Trustees may, without approval from the Board, attend in-person or virtually, the following functions:
- 12.10.2.1. Alberta School Boards' Association conferences, workshops, general, and Zone 2/3 meetings;
- 12.10.2.2. Public School Boards' Association of Alberta conferences, workshops, general and council meetings;
- 12.10.2.3. Rural Caucus of Alberta School Boards conferences, workshops, and meetings;
- 12.10.2.4. Scheduled Board and Committee Meetings; and, 12.10.2.5. up to two (2) board/governance/education professional development events (i.e. ASCA, ARES, CASS Indigenous Education Gathering, conferences, workshops and/or symposiums.) within the province, each school year.
- 12.10.3. With prior approval of the Board, attend **out-of-province meetings**, conferences, conventions, seminars, or workshops, or visit other school systems.
- 12.10.3.1. A Trustee must provide the Board at the meeting where approval is being sought, with information related to the number of any

such events they have attended or have approval for, within that school year.

12.10.3.2. Trustees who have received approval, but will not be attending, must, at the earliest possible time, advise the Board at a public meeting of their intention to not attend.

12.10.3.3. Trustees attending such functions will provide the Board with a report at a regular public board meeting.

12.10.4. Trustees will apply to the Board in advance for authorization to attend community functions outside the boundaries of the Division.

12.10.5. The Board Chair may attend, without prior authorization of the Board, any meetings or events called that invite the Board Chair's attendance as representation of the Board (e.g., Alberta Education, ASBA Board Chairs' meeting) The Board Chair will report on their attendance at these events at the next regular Board meeting.

#### 12.11. Health Benefits

12.11.1. Trustees can participate in the Division benefit plans with one hundred percent (100%) cost coverage.

12.11.2. If a Trustee is ineligible for Division benefit plans, they will be reimbursed upon submission of receipts, to the maximum value of Division Plan premiums.

#### 12.12. Compensation

12.12.1. Compensation will be contingent upon the completion of the appropriate forms and claims.

12.12.2. Trustees will submit claim forms for per diem and reimbursement of expenses to Accounts Payable department for administrative purposes/procedures. All claims must adhere to responsible financial practice as outlined by the Secretary Treasurer.

12.12.2.1. Claim forms must be submitted within thirty (30) calendar days of the end of the month for which the claim is made.

12.12.2.2. Claim forms submitted thirty (30) calendar days after the end of the month for which the claim is made, may be reimbursed, subject to the appropriate approval.

12.12.2.3. Claim forms submitted after September 30 for claims in the previous fiscal year, will not be reimbursed.

12.13. If clarification is required, the Board Chair will address it with the trustee. Honoraria paid to trustees will be allocated to unvouchered expenses and wages as established by Revenue Canada.

#### 12.14. Public Disclosure of Trustee Compensation and Expenses.

12.14.1. To provide greater transparency and disclosure of trustee compensation, monthly summaries of trustee honoraria and expenses will be publicly disclosed.

12.14.2. Each month's summary is to be posted online, to the Division website, for a period of twelve (12) months.

12.14.3. Summaries are to be posted by the 15th of each month.

### 13. Trustee Conflict of Interest

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

- 13.2. 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.
- 13.3. 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.
  - 13.3.1. The trustee is expected to be conversant with sections 85-96 of the Education Act.
  - 13.3.2. The trustee is solely responsible for declaring themselves to be in possible conflict of interest.
    - 13.3.2.1. The trustee will 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.
    - 13.3.2.2. Following the declaration of conflict of interest by a trustee, all debate and action will cease until the trustee has left the room.
  - 13.3.3. It will 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 his/her declaration and absence is properly recorded within the minutes.
  - 13.3.4. The recording secretary will record in the minutes:
    - 13.3.4.1. The trustee's declaration;
    - 13.3.4.2. The trustee's abstention from the debate and the vote; and
    - 13.3.4.3. That the trustee left the room in which the meeting was held.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 76, 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

Approved: November 2005

Amended: February 16, 2011, June 1, 2011, August 22, 2012, October 2, 2013, December 18, 2013, February 19, 2014, May 7, 2014, September 3, 2014, June 17, 2015, September 9, 2015, November 5, 2015, May 4, 2016, September 7, 2016, September 6, 2017, February 7, 2018, March 21, 2018, April 29, 2020, September 23, 2020, February 24, 2021; March 9, 2022; March 15, 2023, January 31, 2024, October 23, 2024