



**Agenda of the
Organizational Meeting of the
Board of Trustees of the Sturgeon School Division
Held at Morinville on October 25, 2017 at 4:00 p.m.**

Location of meeting: Frank Robinson Education Centre
9820-104 Street, Morinville, AB

- 1. Roll Call**
- 2. Call to Order**
- 3. Treaty 6 Acknowledgement Statement**
- 4. Oath of Office**
- 5. Election of Chair**

The Board Chair will assume the Chair
- 6. Election of Vice Chair**
- 7. Code of Ethics**
- 8. Date, Time, Place of Regular Meetings**
- 9. Trustee Membership of Committees**
 - 9.1 Committee of the Whole**
 - 9.2 Municipal Liaison Committee**
 - 9.3 ATA Negotiations Committee**
 - 9.4 CUPE Negotiations Committee**
 - 9.5 Teacher Board Advisory Committee (Policy Advisory - ATA)**
 - 9.6 Labour Management Committee (Policy Advisory - CUPE)**

10. Trustee Committees

10.1 Advocacy Committee

10.2 Building & Maintenance Committee

10.3 Finance & Human Resources Committee

10.4 Education Policy Committee

10.5 Transportation Committee

11. Board Representatives to Other Organizations

**11.1 Alberta School Boards Association – Zone 2/3
Representative**

11.2 Morinville Rotary Representative

**11.3 Public School Boards Association of Alberta
Representative**

**11.4 Sturgeon Composite High School – School Council
Representative**

11.5 Student Discipline Committee

11.6 Community Services Advisory Representative

12. Close of Meeting



Board Memorandum

Date: October 25, 2017

To: Board of Trustees

From: Iva Paulik, Secretary Treasurer

Subject: Organizational Meeting

For your reference, attached you will find the following information:

- Policy B/III/1 – Board Procedures
- Policy B/II/4 – Requirement to Take Oath of Office
- Committees/Representatives 2016/2017
- Minutes from the Organizational Meeting of August 24, 2016
- Policy B/I/3 – Committees of the Board
- Policy B/I/4 – Board Representation to Other Organizations
- Policy B/II/2 - Code of Ethics
- Policy B/II/5 – Trusteeship Code of Conduct
- Policy B/II/3 - Requirement to Declare Conflict of Interest
- School Trustee Disclosure of Information form
- *The School Act* – Sections 80, 81, 82, and 83
- Policy E/II/2 – Trustee Remuneration and Expense Reimbursement



1.0 POLICY

1.1 Meetings of the Board

1.1.1 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date.

1.1.2 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

1.2 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.

1.2.1 Treaty 6 Acknowledgement Statement:

We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.

We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.

1.3 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.

References: Board Regulation: Board 1 – Board Procedures
School Act Division 2: Operations & Management



1.0 POLICY

1.1 The School Act requires newly elected trustees to take an Oath of Office.

2.0 GUIDELINES

2.1 Exhibit

Every trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

Prescribed form for the Oath of Office:

I _____, swear or affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of trustee.

Committees/Representatives

Chair: Tracy Nowak

Phone: 780-973-3113

Vice Chair: Shelley Porter

Phone: 780-939-3730

2016/2017

Amended October 26, 2016

Trustee Membership of Committees

ATA Negotiations Committee

Mr. Jewell, Mrs. Miller, Ms. Nowak
(*Mr. Holmes*)

Committee of the Whole

All Trustees with a quorum of four
(*Dr. Dick, Mrs. Paulik*)

CUPE Negotiations Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller
(*Mr. Holmes*)

Municipal Liaison Committee

All Trustees with a quorum of three
(Chair + 2 Trustees)
(*Dr. Dick*)

Policy Advisory Committee - ATA

Mr. Jewell, Mrs. Miller, Ms. Nowak
(*Mr. Holmes*)

Policy Review Committee (CUPE)

Mrs. Featherley, Mrs. Kohle, Mrs. Miller
(*Mr. Holmes*)

Trustee Committees

Advocacy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Porter
(*Dr. Dick*)

Building and Maintenance Committee

Mrs. Featherley, Mrs. Miller, Ms. Nowak
(*Dr. Dick, Mrs. Paulik*)

Education Policy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller
(*Dr. Dick, Mrs. Kuik*)

Finance & Human Resources Committee

Mr. Jewell, Ms. Nowak, Mrs. Porter
(*Dr. Dick, Mrs. Paulik, Mr. Holmes*)

Transportation Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller
(*Dr. Dick, Mrs. Paulik*)

Board Representatives to Other Organizations

Alberta School Boards Association - Zone 2/3

Mrs. Porter, Alternate – Mr. Jewell

Morinville Rotary

Mrs. Porter

Public School Boards Association of Alberta

Mrs. Kohle; Alternate – Mrs. Miller

SCHS – School Council

Ms. Nowak, Alternate – Mrs. Featherley

Student Discipline Committee

Trustees will rotate attendance (a quorum of three)
(*Mrs. Kuik*)

Community Services Advisory

Mrs. Kohle



**Organizational Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on August 24, 2016**

Roll Call

Present were Trustees: Mrs. Misty Featherley, Mr. Terry Jewell, Mrs. Liz Kohle, Mrs. Wendy Miller, Mrs. Michelle Mychasiw, Mrs. Shelley Porter and Ms. Tracy Nowak; Dr. Michele Dick (Superintendent); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mrs. Iva Paulik (Secretary-Treasurer); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support).

Call to Order

This being the Organizational Meeting, the Secretary-Treasurer called the meeting to order at 4:42 p.m.

Election of Chair

The Secretary-Treasurer called for nominations for the office of Chair of the Board of Trustees.

First Call Mrs. Mychasiw nominated Ms. Nowak.

Second Call

Third Call

#S-01/2016 – Moved by Mr. Jewell that nominations for the office of Chair of the Board of Trustees cease.

CARRIED 7/0

Ms. Nowak was declared elected Chair for the Board of Trustees.

Ms. Nowak assumed the Chair.

Election of Vice Chair

The Chair called for nominations for the office of Vice Chair of the Board of Trustees.

First Call Mrs. Miller nominated Mrs. Kohle.

Second Call Mrs. Mychasiw nominated Mrs. Porter.

Third Call

#S-02/2016 – Moved by Mrs. Miller that nominations for the office of Vice Chair of the Board of Trustees cease.

CARRIED 7/0

The vote was taken. Mrs. Porter was elected Vice Chair for the Board of Trustees.

Date, Time, Place of Regular Meetings

#S-03/2016 – Moved by Mrs. Kohle that the regular monthly Board meeting be held on the fourth Wednesday of each month at 4:30 p.m. at the Board office in Morinville, that the Closed Committee of the Whole meeting be held on the second Wednesday of each month at 4:30 p.m. at the Board office in Morinville, and that the regular Public Committee of the Whole meeting be held on the second Wednesday of each month at 6:30 p.m. at the Board office in Morinville.

CARRIED 7/0

Trustee Membership of Committees

Committee of the Whole

All Trustees with a quorum of four

Municipal Liaison Committee

All Trustees with a quorum of three, consisting of the Chair and two Trustees

ATA Negotiations Committee

Mr. Jewell, Mrs. Miller, Ms. Nowak

CUPE Negotiations Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

Policy Advisory Committee (ATA)

Mr. Jewell, Mrs. Miller, Ms. Nowak

Policy Advisory Committee (CUPE)

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

Trustee Committees

Advocacy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw

Building and Maintenance Committee

Mrs. Featherley, Mrs. Mychasiw, Ms. Nowak

Finance and Human Resources Committee

Mr. Jewell, Ms. Nowak, Mrs. Porter

Education Policy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

Transportation Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw

Board Representatives to Other Organizations

Alberta School Boards Association-Zone 2/3 Representative

Mrs. Mychasiw; Alternate – Mrs. Porter

Morinville Rotary Representative

Mrs. Porter

Public School Boards Association of Alberta Representative

Mrs. Kohle; Alternate – Mrs. Miller

Sturgeon Composite High School –School Council

Mrs. Mychasiw; Alternate – Mrs. Featherley

Student Discipline Committee

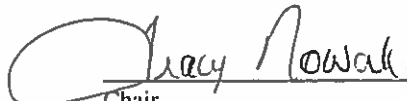
Trustees will rotate attendance (a quorum of three)

Community Services Advisory Board Representative

Mrs. Kohle

Close of Meeting

The meeting adjourned at 4:53 p.m.


Chair

Sept 28, 2016
Date


Secretary-Treasurer



1.0 POLICY

- 1.1 The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.
- 1.2 The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.6 All other committee procedures are to be included in the specific description for each committee.

References: *School Act: 60 (2) (i)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: COMMITTEE OF THE WHOLE B/I/3a

Committee Powers: To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

To review any matters relating to the operation of the Board.

Committee Terms of Reference

1. Membership: All trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools
4. Record of Proceedings of Committee Meetings: Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
5. Meetings: Second Wednesday of each month:
 - 4:30 p.m. closed to the public
 - 6:00 p.m. open to the public

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 66 (1)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: STUDENT DISCIPLINE COMMITTEE

B/I/3b

Committee Powers: To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 24 (6-9) and 25 (1-4) of the School Act.

Committee Terms of Reference

1. **Membership:** Three trustees excluding the Trustee from the student's designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
2. **Voting Privileges:** All members of the Committee may have the right to vote except in the case of a trustee acting as an observer.
3. **Administrator Assigned:** Associate Superintendent, Education Services.
4. **Record of Proceedings of Committee Meetings:** Kept by the Executive Assistant, Education Services.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
6. **Reporting:** The Board shall be provided with a yearly report.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: ATA NEGOTIATIONS COMMITTEE B/I/3c

Committee Powers: To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Each party to negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support will ensure matters on which agreement has been reached are properly recorded.
5. **Meetings:** Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. This Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
A.T.A. Collective Agreement: Article 3



Committee Name: C.U.P.E. NEGOTIATIONS COMMITTEE B/I/3d

Committee Powers: To negotiate on the Board’s behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources Leadership Support.
4. Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support records matters on which agreement has been reached.
5. Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
C.U.P.E. Collective Agreement: Article 2



Committee Name: **Teacher Board Advisory Committee (TBAC)** **B/I/3e**

Committee Powers: To meet with representatives of the teaching staff.

To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.

To refer to the Board or other Board committees matters requiring Board or Committee attention.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Kept by the administrator assigned and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. **Meetings:** At the call of either side. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: *School Act: 61 (1) (b)*
Policy B/IV/2 Board Staff Communication



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: **LABOUR MANAGEMENT COMMITTEE** **B/I/3f**

Committee Powers: To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

To refer to the Board or other Board committee matters requiring Board or Committee attention.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two. The Chair is one of the Board representatives.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Kept by the Associate Superintendent, Human Resources and Leadership Support. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E.

References: *Policy B/IV/2 Board Staff Communication*
 School Act: Section 119
 C.U.P.E. Agreement: Article 23



Committee Name: BUILDINGS COMMITTEE B/I/3g

- Committee Powers:**
1. To set the agenda for the Committee.
 2. To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board’s real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division’s Capital Plan and Modular requests
 3. To participate in final inspections of facilities constructed for the Board.
 4. In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
 5. In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
 6. To recommend policies affecting buildings to the Board.
 7. To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary-Treasurer or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: EDUCATION POLICY COMMITTEE B/I/3h

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Education Services or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: FINANCE & HUMAN RESOURCES COMMITTEE B/I/3i

Committee Powers: To set the agenda for the Committee.

To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.

To make recommendations to the Superintendent regarding matters related to the division budget.

To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.

To make recommendations to the Board regarding matters related to the division budget.

To make recommendations to Human Resources regarding matters related to the division budget.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary Treasurer and/or Associate Superintendent Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: TRANSPORTATION COMMITTEE

B/I/3j

Committee Powers: To set the agenda for the Committee.

To review and make recommendations to the Board on matters related to the transportation of Sturgeon School Division students.

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Superintendent or designate.
4. **Record of Proceedings of Committee Meetings:** Kept by the Secretary-Treasurer or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: **ADVOCACY COMMITTEE**

B/I/3k

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees

To recommend and review policies related to advocacy.

To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board’s work Plan.

To undertake Ad hoc Committee work relative to ASBA and PSBAA.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools.
4. Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B//4 – Board Representation to Other Organizations

B//4

EFFECTIVE: January 20, 1993

REVISED: February 26, 2014

REVIEW: 2021-2022

1.0 POLICY

- 1.1 The Board believes that ongoing partnerships and open lines of communication with various groups and organizations serves to inform and enhance its work on behalf of the division.
- 1.2 To this end, the Board may, from time to time, appoint a trustee to act as liaison representative to such organizations or groups as:
 - 1.2.1 Alberta School Boards Association (ASBA) Zone II (One trustee)
 - 1.2.2 Public School Board Association (PSBAA) (One trustee)
 - 1.2.3 Sturgeon County Community Services Advisory Board (One trustee)
 - 1.2.4 School Joint Use Committee (Local trustee and principal, except Sturgeon Composite High School where the Chair of the Building Committee and principal serve)
 - 1.2.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, trustees develop a rotating schedule of attendance)
 - 1.2.6 Linkages

References: *School Act: 63(1)*



1.0 POLICY

1.1 The Board shall maintain a written Code of Ethics for Trustees in its Policy Handbook and provide for an annual formal reading before the Board.

2.0 GUIDELINES

2.1 Reading Code of Ethics

The Board’s Code of Ethics will be read aloud at an appropriate time during the Annual Organization Meeting.

2.2 Exhibit

As an elected member of the Board of Trustees,

I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.

I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

I will endeavor to work with my fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancor and bitterness; observe proper decorum and behaviour; encourage full and open discussions in all matters with my fellow members of the Board.

I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.

I will do everything possible to maintain the integrity, confidence and dignity of the office of school trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.

I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.

References:



I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent of Schools and his/her staff; therefore, I will refer complaints and other communications to the Superintendent in accordance with policies and procedures approved by the Board.

I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

References:



1.0 POLICY

The Sturgeon School Division Board believes that, at all times, Trustees must conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

The Board of Trustees further believes that a Trustee Code of Conduct should serve to provide guidance and direction for the ongoing behaviour of trustees.

2.0 GUIDELINES

2.1 In keeping with the policy statement, Trustees for Sturgeon School Division shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behaviour.

2.1.1 Additionally, Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

2.2 Trustees shall be loyal to the interests of Sturgeon School Division. This loyalty supersedes loyalty to:

2.2.1 The personal interest of any trustee whether acting as an individual consumer of the School Division’s services or not.

2.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.4 Trustees shall avoid any conflict of interest with respect to their pecuniary interests as per Policy B/II/3 and the School Act (S80).

2.4.1 Trustees will file, and update forthwith if changes occur, with the Secretary-Treasurer, a disclosure of interest statement as required by the *School Act* (s. 81).

2.5 Trustees shall act in accordance with the role description provided for in Policy B/II/1 - Trustee Functions, Trusteeship & Policy as amended from time to time and shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent of Schools; or any member of the staff. In particular:

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



B/II/5 Trustee Code Of Conduct

B/II/5

EFFECTIVE: Nov. 27, 2013

REVISED:

REVIEW: 2021-2022

- 2.5.1 Individual trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution.
- 2.5.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or central office administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
- 2.5.3 Trustees shall comply with their fiduciary duty to inform administration of concerns brought to their attention.
- 2.6 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.
- 2.7 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.
 - 2.7.1 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.8 At all times Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon School division. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:
 - 2.8.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;
 - 2.8.2 The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;
 - 2.8.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and

References:	Board Policies:	B/I/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



B//I/5 Trustee Code Of Conduct

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EFFECTIVE: Nov. 27, 2013

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- 2.8.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.
- 2.9 Trustees shall be prepared for Board deliberations
- 2.9.1 Trustees shall attend all regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis. Provisions for absence because of illness and penalties for unapproved absences are delineated as follows:
- 2.9.1.1 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from salary of a per diem rate.
- 2.9.1.2 Notwithstanding 2.9.1, two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from salary will be made.
- 2.9.2 Trustees shall attend and take part in meetings, such as Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings, meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the annual general meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.
- 2.9.3 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.
- 2.9.4 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.
- 2.9.5 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.

References: Board Policies: B//I/1 – Trustee Functions, Trusteeship & Policy
B//I/3 – Requirement to Declare Conflict of Interest
E//I/11 – Harassment Policy
E//I/15 – Healthy Interactions Model
School Act: Sections 80; 81; 82; 83



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- 2.10 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- 2.11 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
- 2.11.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
- 2.11.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.12 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 2.13 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
- 2.13.1 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
- 2.14 Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 2.15 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
- 2.15.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;

References: Board Policies: B/II/1 – Trustee Functions, Trusteeship & Policy
B/II/3 – Requirement to Declare Conflict of Interest
E/II/11 – Harassment Policy
E/II/15 – Healthy Interactions Model
School Act: Sections 80; 81; 82; 83



2.15.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

2.15.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.

2.16 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

3.0 PROCEDURES – CODE OF CONDUCT HEARING

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

3.1 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.

3.1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.

3.2 The sequence of the Code of Conduct Hearing shall be:

3.2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;

3.2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;

3.2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee’s presentation;

3.2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;

References:	Board Policies:	B//I//1 – Trustee Functions, Trusteeship & Policy B//I//3 – Requirement to Declare Conflict of Interest E//I//11 – Harassment Policy E//I//15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



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- 3.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
- 3.2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
- 3.2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.3 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.
- 3.4 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 3.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 3.6 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 3.7 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 3.8 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent of Schools or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 3.9 The presiding Chair shall declare the Special Board Meeting adjourned.

References: Board Policies: B//I//1 – Trustee Functions, Trusteeship & Policy
 B//I//3 – Requirement to Declare Conflict of Interest
 E//I//11 – Harassment Policy
 E//I//15 – Healthy Interactions Model
 School Act: Sections 80; 81; 82; 83



1.0 POLICY

- 1.1 The School Act provides that a Trustee shall make a disclosure of any pecuniary interest and abstain from discussing and voting on certain matters.

School Trustee Disclosure of Information

**School Act
Disclosure of Information**

- 81(1) Each trustee of a board shall file with the board's secretary a statement showing
- (a) the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
 - (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.

Trustee Name and Employment:

Spouse/Partner's Name and Employment:

Children's Names and Employment:

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

Names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or children under 18 years of age have a pecuniary interest.

Accountability of board

78(1) A board shall develop a reporting and accountability system on any matter the Minister prescribes.

(2) A board shall disseminate any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) to students, parents, electors or the Minister in the manner the Minister prescribes.

(3) A board shall use any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) in the manner the Minister prescribes.

1995 c27 s9

Regulations

79 The Minister may make regulations

- (a) governing the requirement of boards to
 - (i) acquire insurance, or
 - (ii) take part in schemes or arrangements to protect the board and its teachers and other employees with respect to loss or legal liability;
- (b) respecting the collection, use, disclosure, disposal and destruction of personal information within the meaning of the *Freedom of Information and Protection of Privacy Act* by the Minister, a board or an operator of a charter school;
- (c) respecting the investment of money for the purpose of section 60(2)(d).

RSA 2000 cS-3 s79;2006 c9 s18

**Division 3
Conflict of Interest****Pecuniary interest**

80(1) In this Division,

- (a) “corporation”, “distributing corporation”, “shareholder”, “voting shares”, “voting rights”, “director” and “officer” have the meanings given to them in the *Business Corporations Act*;
- (b) “pecuniary interest” means, with respect to a person, an interest in a matter that could monetarily affect
 - (i) the person,

- (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer,
 - (iv) a partnership or firm of which the person is a member, or
 - (v) a corporation, partnership, firm, government or person that employs the person;
- (c) "spouse" means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

(2) For the purposes of this Division except section 81(1), the pecuniary interests of the spouse or adult interdependent partner of a person that are known to the person or of which the person reasonably should know are deemed to be the pecuniary interests of the person.

(3) For the purposes of this Division, a person does not have a pecuniary interest by reason only of any interest that the person may have

- (a) as an elector or taxpayer of the district or division,
- (b) by reason of
 - (i) the person's appointment by the board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the board, or
 - (ii) the person being appointed as the representative of the board on any commission, committee or other body,
- (c) with respect to any allowance, honorarium, remuneration or benefit to which the person may be entitled by reason of being a trustee or an employee of a board or by reason of having been appointed by the board to a position described in clause (b),

- (d) by reason of the person's employment by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the person is an employee,
 - (e) by reason of the person being a member of
 - (i) a credit union, a co-operative or a non-profit organization formed under an Act of the Legislature or of the Parliament of Canada, or
 - (ii) a service club,
 - (f) by reason of the person having an interest that is an interest in common with
 - (i) the majority of electors of the district or division, or
 - (ii) where the matter affects only part of the district or division, with the majority of electors in that part,
- or
- (g) by reason of an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the person.

(4) Subsection (3)(e) does not apply to a person who is an employee or director of a credit union or co-operative or an employee of an organization or club referred to in that clause.

RSA 2000 cS-3 s80,2002 cA-4.5 s71,2002 c23 s2,
2014 c8 s17

Disclosure of information

81(1) Each trustee of a board shall file with the board's secretary a statement showing

- (a) the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
 - (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.
- (2) The board's secretary shall

- (a) compile a list of all the names reported on the statements filed with the secretary, and
- (b) provide a copy of the list to
 - (i) all the trustees of the board, and
 - (ii) the officials and employees of the board that the board directs shall receive a copy.

RSA 2000 cS-3 s81;2002 cA-4.5 s71;2002 c23 s2

Disqualification of trustees

82(1) A person is disqualified from remaining as a trustee of a board if that person

- (a) ceases to be qualified for nomination as a trustee under the *Local Authorities Election Act*;
- (b) is an auditor or employee of the board for which the person is a trustee;
- (c) is a party to a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- (d) beneficially owns more than 10% of the issued shares of a corporation that has a pecuniary interest in a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- (e) has a pecuniary interest in a contract with the board, other than
 - (i) a contract for the provision of goods or services in an emergency,
 - (ii) a contract for the sale of goods or services to the board at competitive prices by a dealer in those goods or services incidental to and in the ordinary course of the dealer's business,
 - (iii) a contract of employment with the trustee's spouse or adult interdependent partner, child, parent or spouse's or adult interdependent partner's parent, or
 - (iv) a contract approved by the board pursuant to disclosure;

- (f) uses information gained through the person's position as a trustee of the board to gain a pecuniary benefit in respect of any matter in which the person has a pecuniary interest;
- (g) is a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- (h) absents himself or herself, without being authorized by a resolution of the board to do so, from 3 consecutive regular meetings of the board, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence;
- (i) is convicted of
 - (i) an indictable offence punishable by imprisonment for 5 or more years, or
 - (ii) an offence under section 123 of the *Criminal Code* (Canada)

for which an absolute discharge or pardon has not been granted.

(2) Notwithstanding section 24 of the *Local Authorities Election Act*, a trustee of the board who is disqualified under this section is eligible to be elected at the next general election of trustees to the board if that person is qualified for nomination under the *Local Authorities Election Act*.

RSA 2000 cS-3 s82,2002 cA-4.5 s71

Disclosure of pecuniary interest

83(1) When a trustee has a pecuniary interest in a matter before the board, any committee of the board or any commission, committee or agency to which the trustee is appointed as a representative of the board, the trustee shall, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from discussing the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until the discussion and voting on the matter are concluded.

- (2) If the matter with respect to which the trustee has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the trustee to leave the room.
- (3) If a trustee is temporarily absent from a meeting when a matter in which the trustee has a pecuniary interest is introduced, the trustee shall, immediately on the trustee's return to the meeting or as soon afterwards as the trustee becomes aware that the matter has been considered, disclose the general nature of the trustee's pecuniary interest in the matter.
- (4) The abstention of a trustee under subsection (1) and the disclosure of a trustee's pecuniary interest under subsection (3) must be recorded in the minutes of the meeting.
- (5) If a trustee
- (a) has a pecuniary interest in a matter before the board, any committee of the board or any commission, committee or agency to which the trustee is appointed as a representative of the board, and
 - (b) makes a disclosure of that pecuniary interest in accordance with this section,
- that trustee is not disqualified from being a trustee by reason of having that pecuniary interest.
- (6) Subsection (5) does not apply to an interest referred to in section 82(1)(c) or (d).
- (7) A trustee who contravenes this section is disqualified from remaining as a trustee of the board.

1988 cS-3.1 s65

Effect of interest on contract

- 84** No contract with a board under which a trustee of the board has an interest referred to in section 82(1)(c), (d) or (e) is binding on the board unless
- (a) the contract is for the provision of goods or services in the case of an emergency,
 - (b) the contract is for the sale of goods or services to the board or to persons contracting with the board at competitive prices by a dealer in those goods or services incidental to and in the ordinary course of the dealer's business,



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

1.0 POLICY

- 1.1 The Board believes that trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.
- 1.2 The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.
- 1.3 Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

- 2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.
- 2.2 Approved expenses incurred by trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
- 2.3 Advances will not be paid to cover any approved expenses.
- 2.4 Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
- 2.5 All expense reimbursement claims must be on an individual trustee basis other than expenses incurred pursuant to Guideline 2.6.
- 2.6 A Division credit card will be provided to the Board chair upon request.
 - 2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
- 2.7 Approved expenses will be reimbursed for the following activities:
 - 2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for trustee attendance.
 - 2.7.2 Other approved activities carried out by trustees in the performance of their duties, e.g. Board appointees to Ad Hoc Committees or other organizations.

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.

3.0 PROCEDURES

3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Superintendent or designate. Questions will be directed to the Board chair.

4.0 EXHIBIT

4.1 Approved expenses will be paid at the following rates:

4.1.1 Actual distance travelled in Alberta in the trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

4.1.2 Actual voucher expenses for travel incurred by means other than the use of the trustee's vehicle – receipts required.

4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

4.2 Standard per kilometre distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

4.3 A general expense allowance determined annually as part of the budget process.

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

EXHIBIT

Trustee Remuneration

Chairman		\$19,546
Vice Chair		\$18,783
Trustees	(5x 18,060)	\$90,300
Professional Development	(7 x 3,400)	\$23,800

GUIDELINES FOR TRUSTEE EXPENSE AND PER DIEM CLAIMS

The following expenses and per diems are payable by the Board. In the case of any uncertainty, the claim will be referred to the Chairman for decision. Claims for expenses other than below will be subject to prior Board approval.

1. Expenses

- Kilometre Allowances
- Committee Meetings
- School Council Meetings
- ASBA, PSBAA, Zone 2/3, Admin Council, Morinville Rotary, local Chamber of Commerce
- Board Retreats
- Conferences, Workshops, Seminars
- Joint Use Meetings
- Board Approved Business
- Graduation/Year End Exercises (tickets included)
- School Concerts, Plays, Music Events, etc.
- School Awards

Expenses – Meals, Accommodation, Telephone, Parking, Taxi

2. Per Diem

- Board Retreats
- Conferences, Workshops, Seminars, etc.
- ASBA, PSBAA, Zone 2/3, Admin Council
- Board Approved Business (Prior Approval)
- Discipline Hearings
- Community Services Advisory Board
- Negotiations – 7th Meeting Onward (including 7th meeting)
- NOTE: Does Not Include Task Group

Per Diem - Full Day - \$100 - greater than four hours (home to home)
 - Half Day - \$ 50

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage: **Edmonton North - 9450 – 137 Avenue**
Edmonton Central - 10088 – 108 Street
Edmonton South - 5015 – 111 Street

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



STURGEON SCHOOL DIVISION PUBLIC DISCLOSURE FORM

NAME: _____
MONTH: Sep-17

Trustee Admin

REIMBURSED EXPENSES:

DATE	TRANSP.		EXPENSES: (Cost before GST)				SUB-TOTAL	DESCRIPTION	ACCOUNT CODING
	AUTO KMS	SUB-TOTAL @ \$0.54/KM	ACCOMOD.	MEAL	OTHER	GST			
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
		\$0.00					\$0.00		
TOTALS:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS							TOTAL OF PAGE 1:		
							\$0.00		

Secretary-Treasurer Signature

Signature

Date

Date



STURGEON SCHOOL DIVISION PUBLIC DISCLOSURE FORM

NAME: _____

MONTH: _____

Trustee Admin

CORPORATE CREDIT CARD EXPENSES: (paid by SSD - not reimbursed)						
DATE	ACCOMOD.	EXPENSES: (Cost before GST)			SUB-TOTAL	DESCRIPTION
		MEAL	OTHER	GST		
TOTALS:		\$0.00	\$0.00	\$0.00	\$0.00	

DIRECT BILLING EXPENSES: (paid by SSD - not reimbursed)		
DATE	DESCRIPTION	AMOUNT
TOTALS:		\$0.00

_____ Secretary-Treasurer Signature

_____ Date

_____ Signature

_____ Date



Trustee Per Diem Report Form

Trustee: _____

Date: **September, 2017**

DATE	FUNCTION ATTENDED as BOARD REPRESENTATIVE *	OTHER FUNCTIONS: i.e. ASBA, PSBA, P.D. Associated Activity *	Indicate \$ amount
TOTAL			\$0.00

* Indicate Function Attended

Trustee Signature

Date

Secretary-Treasurer Signature

Date