



**Date:** September 27, 2023 **Agenda Item:** 10.5

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent  
Committee of the Whole

**Governance Policy:** [Board Policy 235 - Conduct of Board Meetings](#)  
[Board Policy 210 - Electoral Wards](#)  
[Board Policy 430 - Trustee Remuneration and Expense Reimbursement](#)  
[Board Policy 435 - Technology Equipment for Trustees](#)

**Additional Reference:** Education Act:  
*Division 2, Board Procedures Regulation*  
*Division 5, Conflict of Interest and Disqualifications*  
*Sections 33, 34, 64, 75*  
Board Procedures Regulation 82/2019  
Robert's Rules of Order  
[Administrative Procedure 425 - Purchasing Authority and Procedure](#)  
[Administrative Procedure 435 - Employee Expense Claims and Reimbursement](#)

**Assurance Domain:** Governance  
Local & Societal

**Superintendent Leadership Quality Standard (SLQS)**  
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
Supporting Effective Governance

**Subject:** **Policy 235 - Conduct of Board Meetings**

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**Purpose:**  
For approval. Motion required.

**Recommended Motion:**  
THAT the Board of Trustees approve the revised Board *Policy 235 - Board Operations*, with recommended changes, and adopt *Policy 210 - Electoral Wards*, *Policy 430 - Trustee Remuneration and Expense Reimbursement* and *Policy 435 - Technology Equipment for Trustees* as both part of the policy and as appendices as presented at the September 27, 2023, Public Board meeting.

**Background:**

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies (Policy 240 - Policy Development). Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the Education Act and Alberta Education regulations.

Administration has reviewed and updated *Policy 235 - Board Operations* as discussed at the Committee of the Whole meeting on September 13, 2023. Administration recommends *Policy 210 - Electoral Wards*, *Policy 430 - Trustee Remuneration and Expense Reimbursement* and *Policy 435 - Technology Equipment for Trustees* be adopted as appendices to Policy 235.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

**Attachment(s):**

1. Policy 235 - Board Operations - Clean Copy
2. Policy 235 - Board Operations - Tracked Changes
3. Policy 235 - Conduct of Board Meetings - Current Copy
4. Policy 210 - Electoral Wards - Current Copy
5. Policy 430 - Trustee Remuneration and Expense Reimbursement - Current Copy
6. Policy 435 - Technology Equipment for Trustees

# Policy 235 - Board Operations

## POLICY

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The meetings of the Board must be held in public and no person shall be excluded from them except for improper conduct (Education Act 64 (1)).

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

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) as often as is necessary to deal adequately with its business (Board Procedure Regulation 82/2019) with clearly defined procedures that are communicated clearly to the public.

## GUIDELINES

1. The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives ([Board Procedures Regulation 82/2019](#)).
2. 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. The agenda for this meeting is found in Appendix A.
  - 2.1 An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
    - 2.1.1 Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
    - 2.1.2 Special swearing-in provisions shall be made for a trustee taking office following a by-election.
3. 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. The format for the agendas of these meetings is found in Appendix B.
4. The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.
5. A quorum, which is a simple majority of the number of trustees, must be present for

every duly constituted meeting.

6. All meetings will ordinarily be held in the Division Office in Morinville.
7. Meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

## **Wards**

As per the Education Act (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

Any changes to the electoral ward boundaries shall be by Ministerial Order.

A copy of The Sturgeon Public School Division Electoral Wards is attached as Appendix C of this policy.

## **Preparation of Public Board Meeting Agendas**

8. The Superintendent of Schools, in consultation with the Board Chair, will prepare agendas for Public Board meetings.
9. Agenda Items to be considered for inclusion in the Public Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.
10. Distribution of Agenda Kits
  - 10.1 Regular Board Meeting Agenda kits will be available on the division website, no later than 5:00 pm three (3) business days or 5 calendar days prior to the Board Meeting.

10.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

11. The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.
12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

### **Public Participation at Board Meetings**

The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

13. Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.
  - 13.1 The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter and added to the Board package to ensure Trustees have the information at the same time as the Superintendent.
    - 13.1.1 The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances.
  - 13.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".
  - 13.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.
  - 13.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.
  - 13.5 Speakers shall address their comments to the Board Chair.
  - 13.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
  - 13.7 The Board Chair will thank the speaker and/or delegation on behalf of the

Board.

13.8 If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.

13.8.1 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

13.9 The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

14. During the Comment & Question period of a Public Board meeting:

14.1 The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand (in the chat, if online), wait to be called upon by the Board Chair and have their camera on (if online). The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent.

14.2 The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in 14.3, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

14.4 Questions or Comments with respect to the following issues will not be permitted:

14.4.1 the security of the property of The Sturgeon Public School Division,

14.4.2 personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,

14.4.3 a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,

14.4.4 labour relations or employee negotiations,

14.4.5 a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or

14.4.6 the consideration of a request for access for information under the

## Freedom of Information and Protection of Privacy Act.

- 14.4.7 With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

### **Audio/Video Recording Devices**

15. The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair. Public Board Meetings are recorded and live-streamed.

### **Preparation and Approval of Minutes**

16. The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.
17. The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.
18. Minutes, once approved, are only subject to change by a formal resolution.

### **Special Meetings of the Board**

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

19. Special meetings of the Board shall be called in accordance with Section 3 of the Board Procedures Regulation.
20. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

### **In-Camera**

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting in-camera.

Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

21. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
  - 21.1 Personnel; either
    - 24.1.1.1 Individual students; or
    - 24.1.1.2 Individual employees;
  - 21.2 Matters relating to negotiations;
  - 21.3. Acquisition/disposal of real property;
  - 21.4. Litigation brought by or against the Board;
  - 21.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
22. In-camera sessions shall be closed to the public and press.
23. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting.
24. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
25. In-camera minutes shall be marked as privileged and confidential.
26. The Board shall, during the in-camera session, adopt only such resolution and/or recommendation as is required to re-convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

### **Attendance at Meetings**

27. A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other (Board Procedures Regulation Section 5).
28. Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.
29. A Trustee who participates in a meeting by electronic means is considered present at the



meeting and will be recorded as in attendance (Board Procedures Regulation Section 5).

30. A maximum of six Trustees may attend a meeting of the Board by electronic means.
31. The Board Chair or designate must be physically present in the meeting room.
32. All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.
33. Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)
34. A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.
35. While electronic participation is accommodated, in-person attendance is strongly encouraged as it fosters a more effective collaborative environment within the Board.

### **Trustee Compensation and Expenses**

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.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

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.

36. Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.
37. Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
38. Advances will not be paid to cover any approved expenses.
39. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
40. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 41.

41. A Division credit card will be provided to the Board Chair upon request.
  - 41.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
42. Approved expenses are found in Appendix D.
43. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy
44. Claims for the reimbursement of approved expenses are to be submitted for payment to the Board Chair. Questions will be directed to the Board Chair.
45. Approved expenses will be paid at the following rates:
  - 45.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.
  - 45.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.
  - 45.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.
  - 45.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.
46. Standard per kilometer 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.
47. A general expense allowance determined annually as part of the budget process.

### **Technology Equipment for Trustees**

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be reimbursed. See Appendix E.

### **References:**

Education Act:  
Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75, 76

Appendix A - Sturgeon Public Schools Board Organizational Meeting Agenda

Appendix B - Sturgeon Public Schools Board Meeting Agenda

Appendix C - Electoral Wards

Appendix D - Trustee Remuneration

Appendix E - Technology Equipment for Trustees

[AP425– Purchasing Authority and Procedure](#)

[AP435– Employee Expense Claims and Reimbursement](#)

Board Procedures Regulation 82/2019

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

[2021 Sturgeon Public School Electoral Boundary Map](#)

Robert's Rules of Order

## **History**

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 Sep 27 Amended

## **Policy 235**

### **APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda**

1. Roll Call
2. Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.
3. Treaty 6 Acknowledgement Statement.
4. Declaration of Returning Officer - if applicable
5. Oath of Office - if applicable
6. Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
7. Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.
8. Code of Ethics - the Board Chair will read the Code of Ethics.
9. Date, Time, Place of Regular Meetings.
10. Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.
  - 10.1 Committee of the Whole
  - 10.2 Municipal Liaison Committee
  - 10.3 ATA Negotiations Committee
  - 10.4 CUPE Negotiations Committee
  - 10.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
  - 10.6 Labour Management Committee (Policy Advisory – CUPE)
11. Board Representatives to Other Organizations
  - 11.1 Alberta School Boards Association  
1 Representative, 1 Alternate Representative

11.2 Public School Boards Association of Alberta  
1 Representative, 1 Alternate Representative

11.3 TEBA Representative

11.4 Sturgeon Composite High School – School Council Representatives (Alternating)

11.5 Sturgeon Public Virtual Academy - School Council Representatives (Alternating)

11.6 Student Discipline Committee (as required)

11.7 Morinville Rotary Representative

11.8 Community Services Advisory Representative

12. Close of Meeting

## **APPENDIX B - Sturgeon Public Schools Board Meeting Agenda**

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of Minutes
5. Business Arising From The Minutes
6. Presentations / Delegations
7. Action Items
8. Administrative Reports
9. Reports from Trustees and Standing Committees
  - 9.1 Chair's Report
  - 9.2 Trustees' Reports
  - 9.3 Committee of the Whole Report
10. Reports from Special Committees/Task Groups
  - 10.1 Alberta School Boards Association Representative
  - 10.2 Public School Boards Association of Alberta Representative
11. Unfinished Business
12. Comment & Question Period
13. In Camera
14. Adjournment

## **Appendix C - Electoral Wards**

### **WARD 1 (REDWATER/CORONADO)**

#### **In Township 55, Range 21, West of the 4th Meridian**

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

#### **In Township 55, Range 22, West of the 4th Meridian**

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

#### **In Township 56, Range 20, West of the 4th Meridian**

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

#### **In Township 56, Range 21, West of the 4th Meridian**

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

#### **In Township 56, Range 22, West of the 4th Meridian**

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

#### **In Township 56, Range 23, West of the 4th Meridian**

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

#### **In Township 57, Range 20, West of the 4th Meridian**

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

**WARD 2 (BON ACCORD/LEGAL)**

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian



Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

**WARD 3 (ALCOMDALE/VILLENEUVE)**

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

**WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)**

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

**WARD 5 (MORINVILLE)**

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

**WARD 6 (CARDIFF/GARRISON)**

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 Lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

**WARD 7 (GIBBONS/LAMOUREUX)**

## Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

### In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

### In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

### In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

### In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

### In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

## **Appendix D - Trustee Remuneration**

### **Trustee Remuneration**

Chair \$22,536

Vice Chair \$21,511

Trustees (5x20,486) \$102,430

Professional Development (7x3,143) \$22,000

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

### **Per Diem Allowance**

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

12. ASBA Zone Meetings (designate and alternate can claim);
13. Alberta Education Meetings/Events;
14. PSBAA Zone Meetings (designate and alternate can claim);
15. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);

16. Board Retreat, school tours and school presentations;
17. Professional Development (Relevant to the role of Trustee);
18. TEBA Meetings;
19. ASBA/PSBAA Conferences;
20. Discipline Hearings;
21. Negotiations - 7th Meeting onward (including 7th meeting); and
22. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

### **Other Expenses**

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

23. Registration;
24. Parking;
25. Meals;
  - 25.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or
  - 25.2 Amount on the receipt (the Division will not reimburse alcohol purchases).
26. Accommodation.

## **Appendix E Technology Equipment for Trustees**

### **GUIDELINES**

1. Technology devices will be replaced consistent with the Division's technology replacement plan.
2. All equipment will be returned at the end of the trustee's term of office.
  - 2.2.1 Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.
3. Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.
4. The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.
5. Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.
6. General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.
7. Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

Policy 235 - #15 is from [AP 260 - Conduct of Board Meetings](#) - If policy is passed, AP 260 will be rescinded.

- Appendix A - Org. Meeting Agenda updated to reflect changes to CoW/Committees.
- Appendix B - Sturgeon Public Schools Board Meeting Agenda updated to reflect recommendations from the consultant at Board Retreat.
- Policy 210 - Electoral Wards captured in this policy and included as Appendix C - Electoral Wards.
- Policy 430 - Trustee Remuneration and Expense Reimbursement - added to Policy 235.
  - Policy 430 - Exhibit 1 - added as Appendix D and Trustee Remuneration \$ updated to reflect 1.25% salary increase and 23-24 Trustee Budget.
- Policy 435 - Technology Equipment for Trustees added to Policy 235 and added as Appendix E.

## Policy 235 Board Operations ~~Conduct of Board Meetings~~

### POLICY

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The meetings of the Board must be held in public and no person shall be excluded from them except for improper conduct (Education Act 64 (1)).

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

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) as often as is necessary to deal adequately with its business (Board Procedure Regulation 82/2019) with clearly defined procedures that are communicated clearly to the public.

### GUIDELINES

1. The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives ([Board Procedures Regulation 82/2019](#)).
2. 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. The agenda for this meeting is found in Appendix A.
  - 2.1 An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
    - 2.1.1 Each trustee shall take the oath of office or make an affirmation as



called upon in accordance with the agenda.

2.1.2 Special swearing-in provisions shall be made for a trustee taking office following a by-election.

3. 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. The format for the agendas of these meetings is found in Appendix B.

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

~~2.5 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.~~

5. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

6. All meetings will ordinarily be held in the Division Office in Morinville.

5.7. Meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s employment contract is being discussed.

#### Wards

As per the Education Act (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward’s population should follow the Electoral Boundaries commission’s recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

Any changes to the electoral ward boundaries shall be by Ministerial Order.

A copy of The Sturgeon Public School Division Electoral Wards is attached as Appendix C of this policy.

#### **-Preparation of Public Board Meeting Agendas**

6.8. The Superintendent of Schools, in consultation with the Board Chair, will prepare agendas for Public Board meetings.

7.9. Agenda Items to be considered for inclusion in the Public Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

8.10. Distribution of Agenda Kits

1. 10.1 Regular Board Meeting Agenda kits will be available on the division website ~~or delivered in person to the residence of each trustee or other place designated by the trustee~~, no later than 5:00 pm three (3) business days or 5 calendar days prior to the Board Meeting.

10.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

11. The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

### Public Participation at Board Meetings

The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

9.13. Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

14.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date. ~~The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter and added to the Board package to ensure Trustees have the information at the same time as the Superintendent.~~

14.1.1 The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances ~~where the health and/or safety of students and/or staff are of concern.~~

14.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".

14.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

14.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

14.5 Speakers shall address their comments to the Board Chair.

14.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

14.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

14.8 If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.

14.8.1 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

14.9 The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

10-14. During the Comment & Question period of a Public Board meeting:

1. The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand (in the chat, if online), wait to be called upon by the Board Chair and have their camera on (if online). The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent.
2. The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in 14.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
3. Questions or Comments with respect to the following issues will not be permitted:
  - i. the security of the property of The Sturgeon Public School Division,
  - ii. personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,
  - iii. a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,
  - iv. labour relations or employee negotiations,
  - v. a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or
  - vi. the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
  - vii. With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

### **Audio/Video Recording Devices**

11-15. The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

~~The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.~~

12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being

~~discussed.~~

~~2.~~

### **Preparation and Approval of Minutes**

~~13-16.~~ The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

~~14-17.~~ The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.

~~15-18.~~ Minutes, once approved, are only subject to change by a formal resolution.

### **2.11 Open Meetings**

~~All meetings shall be held in accordance with the Education Act, Section 64.~~

### **Special Meetings of the Board**

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

~~19.~~ Special meetings of the Board shall be called in accordance with ~~the Education Act, Section 64~~ Section 3 of the Board Procedures Regulation.

~~16-20.~~ Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

~~2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.~~

### **In-Camera**

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting in-camera.

Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

~~17-21.~~ The Board may convene in-camera only to discuss matters of a sensitive nature, including:

24.1 Personnel; either

24.1.1.1 Individual students; or

24.1.1.2 Individual employees;

24.2 Matters relating to negotiations;

24.3. Acquisition/disposal of real property;

24.4. Litigation brought by or against the Board;

24.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.

~~18-22.~~ In-camera sessions shall be closed to the public and press.

~~19-23.~~ The Board shall only discuss the matter(s) that gave rise to the in-camera meeting.

~~20-24.~~ Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.

~~21-25.~~ In-camera minutes shall be marked as privileged and confidential.

~~22-26.~~ The Board shall, during the in-camera session, adopt only such resolution and/or recommendation as is required to re-convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

### **Attendance at Meetings**

~~23-27.~~ A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other ([Board Procedures Regulation Section 5](#)).

~~24-28.~~ Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

~~25-29.~~ A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance ([Board Procedures Regulation Section 5](#)).

~~26-30.~~ A maximum of six Trustees may attend a meeting of the Board by electronic means.

~~27-31.~~ The Board Chair or designate must be physically present in the meeting room.

~~28-32.~~ All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

~~29-33.~~ Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug.

31)

~~30.34.~~ A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.

~~31.35.~~ While electronic participation is accommodated, in-person attendance is strongly encouraged as it fosters a more effective collaborative environment within the Board.

~~3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.~~

## ~~4.0 ANNUAL GENERAL MEETING OF THE BOARD~~

~~4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:~~

~~4.1.1 Prior to November 15 in each year~~

~~4.1.2 At a convenient place within the Division~~

~~4.1.3 At a date, time and place specified by the Board.~~

## Trustee Compensation and Expenses

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.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

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.

Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

36. Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.

37. Advances will not be paid to cover any approved expenses.

38. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.

39. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.

40. A Division credit card will be provided to the Board Chair upon request.

1. Expenses incurred and charged to such credit cards shall be in line with the intent

of this policy.

41. Approved expenses are found in Appendix D.

42. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy

43. Claims for the reimbursement of approved expenses are to be submitted for payment to the Board Chair. Questions will be directed to the Board Chair.

44. Approved expenses will be paid at the following rates:

46.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

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

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

46.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

45. Standard per kilometer 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.

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

### **Technology Equipment for Trustees**

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be reimbursed. See Appendix E.

### **References:**

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Administrative Procedure 260 - Conduct of Board Meetings - to be rescinded once policy adopted

[Appendix A - Sturgeon Public Schools Board Organizational Meeting Agenda](#)

[Appendix B - Sturgeon Public Schools Board Meeting Agenda](#)

[Appendix C - Electoral Wards](#)

[Appendix D - Trustee Remuneration](#)

[Appendix E - Technology Equipment for Trustees](#)

[AP425- Purchasing Authority and Procedure](#)

[AP435- Employee Expense Claims and Reimbursement](#)

Board Procedures Regulation 82/2019

Robert's Rules of Order

## **History**

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended



# 235: APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda

~~EFFECTIVE: March 27, 2019~~

~~REVISED: November 25, 2020~~

~~REVIEW: 2024-2025~~

1.0 Roll Call

2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.

3.0 Treaty 6 Acknowledgement Statement.

4.0 Declaration of Returning Officer - if applicable

5.0 Oath of Office - if applicable

6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.

7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.

8.0 Code of Ethics - the Board Chair will read the Code of Ethics.

9.0 Date, Time, Place of Regular Meetings.

~~10.0 Trustee Committees~~

~~10.1 Advocacy Committee~~

~~10.2 Building and Maintenance Committee~~

~~10.3 Finance and Human Resources Committee~~

~~10.4 Policy Committee~~

~~10.5 Transportation Committee~~

140.0 Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

- 11.1 Committee of the Whole
- 11.2 Municipal Liaison Committee
- 11.3 ATA Negotiations Committee
- 11.4 CUPE Negotiations Committee
- 11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 11.6 Labour Management Committee (Policy Advisory – CUPE)
- 12.0 Board Representatives to Other Organizations
- 12.1 Alberta School Boards Association
  - 1 Representative, 1 Alternate Representative
- 12.2 Public School Boards Association of Alberta
  - 1 Representative, 1 Alternate Representative
- 12.3 TEBA Representative
- 12.4 Sturgeon Composite High School – School Council Representatives (Alternating)
- 12.5 Sturgeon Public Virtual Academy - School Council Representatives (Alternating)
- 12.6 Student Discipline Committee (as required)
- 12.7 Morinville Rotary Representative
- 12.8 Community Services Advisory Representative
- 13.0 Close of Meeting

**References:**

~~Education Act:~~

~~Division 2, Board Procedures;~~

~~Division 5, Conflict of Interest and Disqualification~~

~~Sections 33, 34, 64, 75~~

~~Board Procedures Regulation 82/2019~~

~~Robert's Rules of Order~~

# APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

~~EFFECTIVE: March 27, 2019~~

~~REVISED: November 25, 2020~~

~~REVIEW: 2024-2025~~

- 1.0 Call to Order
- 2.0 Land Acknowledgement
- 3.0 ~~Consideration~~Approval of Agenda
- 3.1 ~~Additions/Deletions to Agenda~~
- 3.2 Approval of Agenda
- 4.0 Appointments
- 4.1 \_\_\_\_\_
- 5.0 ~~Reading and~~ Approval of Minutes
- 5.1 ~~Approval of the Minutes of the Regular Meeting of \_\_\_\_\_~~
- 6.0 Business Arising From The Minutes
- 6.0 Presentations / Delegations
- 6.1 \_\_\_\_\_
- 8.0 Action Items
- 7.0 ~~Administrative~~ Reports ~~from Senior Executive~~
- 8.0 Reports from Trustees and Standing Committees
- 8.0.1 Chair's Report
- 8.0.2 Trustees' Reports
- 8.0.3 Committee of the Whole Report ~~Advocacy Committee~~
- 8.4 ~~Audit, Finance, and Human Resources Committee~~
- 8.5 ~~Building & Maintenance Committee~~
- 8.6 ~~Policy Committee~~
- 8.7 ~~Transportation Committee~~
- 9.0 Reports from Special Committees/Task Groups
- 9.0.1 Alberta School Boards Association Representative
- 9.0.2 Public School Boards Association of Alberta Representative
- 10.0 ~~New Business~~
- 10.1 \_\_\_\_\_
- 10.2 \_\_\_\_\_
- 10.3 \_\_\_\_\_
- 11.0 Unfinished Business
- 11.1 \_\_\_\_\_
- 12.0 ~~Notices of Motion~~
- 13.0 Information
- 13.0 Comment & Question Period
- 14.1 ~~ATA; CUPE~~

14.2 Community Members  
14.3 Media  
15.0 Requests for Information  
16.0 In Camera  
14. In Camera

137.0 Adjournment

References:

~~Education Act;~~  
~~Division 2, Board Procedures;~~  
~~Division 5, Conflict of Interest and Disqualification~~  
~~Sections 33, 34, 64, 75~~  
~~Board Procedures Regulation 82/2019~~  
~~Robert's Rules of Order~~

-

## 235 - Appendix C - Electoral Wards

### 1.0 POLICY

~~The Board has determined that, pursuant to Section 76 of the Education Act, 2019, the nomination and election of trustees shall be by electoral ward.~~

~~The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.~~

~~Electoral wards will be established based primarily on representation by population.~~

~~Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.~~

~~Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.~~

### 2.0 GUIDELINES

~~2.1 The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.~~

~~2.2 Any changes to the electoral ward boundaries shall be by Ministerial Order.~~

~~2.3 Exhibit~~

All west of the fourth meridian unless otherwise noted.

#### **2.3.1 WARD 1 (REDWATER/CORONADO)**

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

**2.3.2 WARD 2 (BON ACCORD/LEGAL)**

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

**2.3.3 WARD 3 (ALCOMDALE/VILLENEUVE)**

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian



Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

~~2.3.4~~ **WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)**

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

~~2.3.5~~ **WARD 5 (MORINVILLE)**

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

~~2.3.6~~ **WARD 6 (CARDIFF/GARRISON)**

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

**2-2-3.7 WARD 7 (GIBBONS/LAMOUREUX)**

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

### **References:**

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Education Act: Section 76

Board Procedures Regulation 82/2019

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

[2021 Sturgeon Public School Electoral Boundary Map](#)

### **History**

~~2019-Apr 24 Initial Approval~~

~~2020-Jan 29 Amended~~

~~2021-Oct 27 Reviewed~~

# Policy 235 Appendix D - Trustee Remuneration-430- Exhibit A

## Appendix~~Exhibit~~ DA

### ~~1.~~ **Trustee Remuneration**

Chair ~~\$22,000~~ \$22,536

Vice Chair ~~\$21,000~~ \$21,511

Trustees ~~(5x20,000)~~ \$100,000 (5x20,486) \$102,430

Professional Development (7x3, ~~1432400~~) \$23,80022,000

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

### ~~2.~~ **Per Diem Allowance**

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

1. ASBA Zone Meetings (designate and alternate can claim);
2. Alberta Education Meetings/Events;
3. PSBAA Zone Meetings (designate and alternate can claim);
4. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);

5. Board Retreat, school tours and school presentations;
6. Professional Development (Relevant to the role of Trustee);
7. TEBA Meetings;
8. ASBA/PSBAA Conferences;
9. Discipline Hearings;
10. Negotiations - 7th Meeting onward (including 7th meeting); and
11. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

### **3. Other Expenses**

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

3.1 Registration;

3.2 Parking;

3.3 Meals;

3.3.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or

3.3.2 Amount on the receipt (the Division will not reimburse alcohol purchases).

3.4 Accommodation.

Appendix E - Policy 235 Board Operations - Technology Equipment for Trustees  
**435: Technology Equipment for Trustees**

**1.0 POLICY**

~~To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be covered under Policy 430—Trustee Remuneration and Expense Reimbursement.~~

**2.0 GUIDELINES**

- ~~1. 2.1~~ Technology devices will be replaced consistent with the Division's technology replacement plan.
- ~~2.2~~ All equipment will be returned at the end of the trustee's term of office.
  - ~~a. 2.2.1~~ Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.
- ~~2. 2.3~~ Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.

~~3. 2.4~~ The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.

~~4. 2.5~~ Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.

~~5. 2.6~~ General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.

~~6. 7. 2.7~~ Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

**References:**

~~Board Policy: 430 Trustee Remuneration and Expense Reimbursement~~

**History**

~~2019 Jun 26 Initial Approval~~

~~2020 Jan 29 Reviewed~~

~~2021 Oct 27 Reviewed~~

~~2022 Jun 22 Amended~~



## 235: Conduct of Board Meetings

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### 1.0 POLICY

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) with clearly defined procedures that are communicated clearly to the public.

### 2.0 GUIDELINES

2.1 The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.

2.2 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. The agenda for this meeting is found in Appendix A.

2.3 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. The format for the agendas of these meetings is found in Appendix B.

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



2.5 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.

## **2.6 Preparation of Board Meeting Agendas**

2.6.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

2.6.2 Agenda Items Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

### **2.6.3 Distribution of Agenda Kits**

2.6.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, no later than 5:00 pm three (3) business days prior to the Board Meeting.

2.6.3.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

2.7 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

2.8 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

2.8.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.

2.8.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category “Appointments”.

2.8.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

2.8.4 The total duration of the “Appointments” section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

2.8.5 Speakers shall address their comments to the Board Chair.

2.8.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

2.8.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

2.8.8 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

## 2.10 **Preparation and Approval of Minutes**

2.10.1 The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

2.10.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.

2.10.3 Minutes, once approved, are only subject to change by a formal resolution.

### **2.11 Open Meetings**

All meetings shall be held in accordance with the Education Act, Section 64.

### **2.12 Special Meetings of the Board**

Special meetings of the Board shall be called in accordance with the Education Act, Section 64.

2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

## **3.0 PROCESS**

3.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

3.2 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

3.3 A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.

3.4 A maximum of six Trustees may attend a meeting of the Board by electronic means.

3.5 The Board Chair or designate must be physically present in the meeting room.

3.6 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

3.7 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)

3.8 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.

3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.

## **4.0 ANNUAL GENERAL MEETING OF THE BOARD**

4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

4.1.1 Prior to November 15 in each year

4.1.2 At a convenient place within the Division

4.1.3 At a date, time and place specified by the Board.

### **References:**

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

## **History**

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

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## **Policy Handbook II. School Board Governance and Operations**



# **235: APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda**

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EFFECTIVE: March 27, 2019

REVISED: November 25, 2020

REVIEW: 2024-2025

1.0 Roll Call

2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.

3.0 Treaty 6 Acknowledgement Statement.

4.0 Declaration of Returning Officer - if applicable

5.0 Oath of Office - if applicable

6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.

7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.

8.0 Code of Ethics - the Board Chair will read the Code of Ethics.

9.0 Date, Time, Place of Regular Meetings.

10.0 Trustee Committees

10.1 Advocacy Committee

10.2 Building and Maintenance Committee

10.3 Finance and Human Resources Committee

10.4 Policy Committee

10.5 Transportation Committee

11.0 Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

11.1 Committee of the Whole

11.2 Municipal Liaison Committee

11.3 ATA Negotiations Committee

11.4 CUPE Negotiations Committee

11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)

11.6 Labour Management Committee (Policy Advisory – CUPE)

12.0 Board Representatives to Other Organizations

12.1 Alberta School Boards Association

1 Representative, 1 Alternate Representative

12.2 Public School Boards Association of Alberta

1 Representative, 1 Alternate Representative

12.3 TEBA Representative

12.4 Sturgeon Composite High School – School Council Representatives  
(Alternating)

12.5 Sturgeon Public Virtual Academy - School Council Representatives  
(Alternating)

12.6 Student Discipline Committee (as required)

12.7 Morinville Rotary Representative

## 12.8 Community Services Advisory Representative

## 13.0 Close of Meeting

### **References:**

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

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**Policy Handbook II. School Board Governance and Operations**





# 235: APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

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EFFECTIVE: March 27, 2019

REVISED: November 25, 2020

REVIEW: 2024-2025

1.0 Call to Order

2.0 Land Acknowledgement

3.0 Consideration of Agenda

3.1 Additions/Deletions to Agenda

3.2 Approval of Agenda

4.0 Appointments

4.1 \_\_\_\_\_

5.0 Reading and Approving of Minutes

5.1 Approval of the Minutes of the Regular Meeting of \_\_\_\_\_

6.0 Presentations

6.1 \_\_\_\_\_

7.0 Reports from Senior Executive

8.0 Reports from Trustees and Standing Committees

8.1 Chair's Report

8.2 Trustees' Reports

8.3 Advocacy Committee

8.4 Audit, Finance, and Human Resources Committee

8.5 Building & Maintenance Committee

8.6 Policy Committee

8.7 Transportation Committee

9.0 Reports from Special Committees/Task Groups

9.1 Alberta School Boards Association Representative

9.2 Public School Boards Association of Alberta Representative

10.0 New Business

10.1 \_\_\_\_\_

10.2 \_\_\_\_\_

10.3 \_\_\_\_\_

11.0 Unfinished Business

11.1 \_\_\_\_\_

12.0 Notices of Motion

13.0 Information

14.0 Comment & Question Period

14.1 ATA; CUPE

14.2 Community Members

14.3 Media

15.0 Requests for Information

16.0 In Camera

17.0 Adjournment

## **References:**

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

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**Policy Handbook II. School Board Governance and Operations**



## 210: Electoral Wards

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### 1.0 POLICY

The Board has determined that, pursuant to Section 76 of the Education Act, 2019, the nomination and election of trustees shall be by electoral ward.

The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

### 2.0 GUIDELINES

2.1 The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

2.2 Any changes to the electoral ward boundaries shall be by Ministerial Order.

2.3 Exhibit

All west of the fourth meridian unless otherwise noted.

#### **2.3.1 WARD 1 (REDWATER/CORONADO)**

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian  
Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian  
Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

### 2.3.2 **WARD 2 (BON ACCORD/LEGAL)**

#### In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

#### In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

#### In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian  
Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

#### In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian  
Sections 1 to 36 inclusive

#### In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

#### In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

#### In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

#### In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

### **2.3.3 WARD 3 (ALCOMDALE/VILLENEUVE)**

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

#### 2.3.4 **WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)**

In Township 53, Range 25, West of the 4th Meridian



Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

### 2.3.5 **WARD 5 (MORINVILLE)**

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

### 2.3.6 **WARD 6 (CARDIFF/GARRISON)**

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

## 2 2.3.7 **WARD 7 (GIBBONS/LAMOUREUX)**

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

## **References:**

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Education Act: Section 76

Board Procedures Regulation 82/2019

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

2021 Sturgeon Public School Electoral Boundary Map

## **History**

2019 Apr 24 Initial Approval

2020 Jan 29 Amended

2021 Oct 27 Reviewed



## 430: Trustee Remuneration and Expense Reimbursement

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### 1.0 POLICY

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.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

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 are found in Exhibit A.

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 Board Chair. Questions will be directed to the Board Chair.

### **4.0 EXPENSES**

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 kilometer 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:**

Policy 430 - Exhibit A

Board Procedures Regulation 82/2019

Administrative Procedures:

AP425– Purchasing Authority and Procedure

AP435– Employee Expense Claims and Reimbursement

## **History**

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2023 Apr 26 Amended

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**Policy Handbook IV. Business Administration**



## 430: Exhibit A

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### Exhibit A

#### 1. Trustee Remuneration

Chair \$22,000

Vice Chair \$21,000

Trustees (5x20,000) \$100,000

Professional Development (7x3,400) \$23,800

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

## **2. Per Diem Allowance**

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

1. ASBA Zone Meetings (designate and alternate can claim);
2. Alberta Education Meetings/Events;
3. PSBAA Zone Meetings (designate and alternate can claim);
4. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);
5. Board Retreat, school tours and school presentations;
6. Professional Development (Relevant to the role of Trustee);
7. TEBA Meetings;
8. ASBA/PSBAA Conferences;
9. Discipline Hearings;
10. Negotiations - 7th Meeting onward (including 7th meeting); and
11. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

## **3. Other Expenses**

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

3.1 Registration;

3.2 Parking;

3.3 Meals;

3.3.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or



3.3.2 Amount on the receipt (the Division will not reimburse alcohol purchases).

3.4 Accommodation.

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**Policy Handbook IV. Business Administration**



## 435: Technology Equipment for Trustees

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### 1.0 POLICY

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be covered under Policy 430 – Trustee Remuneration and Expense Reimbursement.

### 2.0 GUIDELINES

2.1 Technology devices will be replaced consistent with the Division's technology replacement plan.

2.2 All equipment will be returned at the end of the trustee's term of office.

2.2.1 Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.

2.3 Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.

2.4 The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.

2.5 Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.

2.6 General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.

2.7 Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

## **References:**

Board Policy: 430 Trustee Remuneration and Expense Reimbursement

## **History**

2019 Jun 26 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2022 Jun 22 Amended

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**Policy Handbook IV. Business Administration**