

Method of Voting

The Education Act, Board Procedures Regulation Section 9 states:

At a meeting of a Board, the following applies:

- a) each question must be decided by a majority of the votes of the trustees present;
- b) in case of an equality of votes, the question must be decided in the negative;
- c) a vote on a question must be taken by open vote;
- d) notwithstanding clause (c), with respect to the election of a chair of the board or a vice-chair of the board, if one or more trustees request that the vote be by secret ballot, the vote must be by secret ballot.

Recommendation: That elections, if necessary, be made by way of secret ballot.

Destruction of Ballots

Recommendation: That the ballots for any voting be destroyed after each election.

Northern Gateway School Division Trustee Certification and Disclosure Statement

It is the duty of each Northern Gateway School Division Trustee to disclose personal and financial information, as required by Sections 85 and 86 of the Education Act, including pecuniary interests held by them, their spouse or adult interdependent partner, or their minor children, that could affect or be affected by the deliberations, decisions, and business objectives of Northern Gateway School Division. A person has a pecuniary interest if they have:

- a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer;
- a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer;
- a partnership or firm of which the person is a member; or
- a corporation, partnership, firm, government, or person that employs the person.

Disclosure is to occur prior to the first regular or special Board of Trustees' meeting held following each election, and annually thereafter during the term of office, at the time of the annual organizational meeting, or at any time if there are significant changes in a Trustee's pecuniary interests. The purpose of this disclosure is to comply with the Education Act and to ensure that all commitments made on behalf of Northern Gateway School Division are made in an accountable and transparent manner. An excerpt of the Education Act (sections 85 and 86) is attached for your reference.

This information is being collected to ensure compliance with the Education Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. It will be disclosed to all Trustees of Northern Gateway School Division and otherwise, as required by law. If you have any questions regarding this collection, please contact the Secretary-Treasurer.

I, _____ (Print Trustee's First and Last Name), in accordance with Sections 85 and 86 of the Education Act, hereby declare the following names of my spouse or adult interdependent partner, and all children, the employment of myself, my spouse or adult interdependent partner, and all children, and the pecuniary interests of myself, my spouse or adult interdependent partner, and children under 18 years of age, that is outside the scope of my position with Northern Gateway School Division.

I certify that the information provided in this form is correct and is a complete disclosure of all information required in accordance with Sections 85 and 86 of the Education Act.

Trustee's Signature _____ Date _____

	Name	Employment Position Held and Employer Name	Name of Corporations, Partnerships, Firms, Governments or Persons in Which Persons Have a Pecuniary Interest
Trustee			
Trustee's Spouse or Adult Interdependent Partner			
Trustee's Children			Provide this information only for children under the age of 18.

- (b) the Minister, at the request of the board or in consultation with the board and the band,

may appoint a trustee to represent First Nations students and parents on the board.

(2) A person appointed by the board or the Minister under subsection (1) is in the same position as the person would have been had the person been elected under any other provision of this Act.

(3) Notwithstanding subsection (2), where a trustee appointed under this section resigns or is disqualified under section 87, the board is not required to comply with the obligations set out in section 81.

(4) A person appointed by the board or the Minister under subsection (1) is in addition to the number of trustees specified by the Minister under section 78.

(5) The number of trustees appointed to a board under this section may not exceed 1/3 of the number of trustees specified by the Minister under section 78 for that board.

Division 5 Conflict of Interest and Disqualification

Pecuniary interest

85(1) In this Division,

- (a) “corporation”, “distributing corporation”, “shareholder”, “voting shares”, “voting rights”, “director” and “officer” have the meanings given to them in the *Business Corporations Act*;
- (b) “pecuniary interest” means, with respect to a person, an interest in a matter that could monetarily affect
 - (i) the person,
 - (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer,

- (iv) a partnership or firm of which the person is a member, or
- (v) a corporation, partnership, firm, government or person that employs the person;
- (c) “spouse” means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

(2) For the purposes of this Division except section 86(1), the pecuniary interests of the spouse or adult interdependent partner of a person that are known to the person or of which the person reasonably should know are deemed to be the pecuniary interests of the person.

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

- (a) as an elector or taxpayer of the school division,
- (b) as a parent of a student or a child enrolled in an early childhood services program in the school divisions,
- (c) by reason of
 - (i) the person’s appointment by the board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the board, or
 - (ii) the person’s appointment as the representative of the board on any commission, committee or other body,
- (d) with respect to any allowance, honorarium, remuneration or benefit to which the person may be entitled by reason of being a trustee or an employee of a board or by reason of having been appointed by the board to a position described in clause (c),
- (e) by reason of the person’s employment by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the person is an employee,
- (f) by reason of the person’s being a member of a credit union, a cooperative or a non-profit organization formed under an Act of the Legislature or of the Parliament of Canada,

- (g) by reason of the person's having an interest that is an interest in common
 - (i) with the majority of electors of the school division, or
 - (ii) in respect of a matter that affects only part of the school division, with the majority of electors in that part,
- or
- (h) by reason of an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the person.

(4) Subsection (3)(f) does not apply to a person who is an employee or director of a credit union or cooperative or an employee of a non-profit organization referred to in that clause.

2012 cE-0.3 s85;2014 c8 s17

Disclosure of information

86(1) Each trustee of a board shall file with the board's secretary a statement showing

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

(2) The board's secretary shall

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

Board Policy 7

Board Operations

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate, the Board shall hold meetings as often as is necessary.

The Board believes that its fundamental obligation is to preserve and enhance the public's trust in education, and in the affairs of its operations, be consistent with its objective to encourage the general public to contribute to the educational process. Consequently, the Board believes its affairs must be conducted in public to the greatest extent possible.

1. Organizational Meeting

An organizational meeting of the Board shall be held annually, and no later than four (4) weeks following the date of the statement of election results when there has been a general election. The first meeting of the Board following a general election shall be an organizational meeting. The Secretary-Treasurer or designate will give notice of the organizational meeting to each Trustee as if it were a special meeting. The organizational meeting during the 2nd, 3rd and 4th year of the term shall be held on the first Board meeting date in September.

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

Agenda for Organizational Meeting

- 1.1 The Secretary-Treasurer shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 1.2 Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. Vote to elect the Board Chair shall be by secret ballot.
- 1.3 Voting to elect the Vice-Chair shall be by secret ballot. Upon election as Vice-Chair, the Vice-Chair shall take the oath of office or make an affirmation.
- 1.4 Establish a schedule -- date, time, and place for regular meetings and any additional required meetings for the ensuing year.
- 1.5 Appoint Trustees to the standing committees of the Board.

- 1.6 Appoint Trustees to the organizations or agencies where the Board has regular representation.
- 1.7 Establish rates of honoraria and expense reimbursement for Trustees.
- 1.8 Review Trustee conflict of interest stipulations and determine any disclosure of Pecuniary Interest (Section 85, Education Act).
- 1.9 Affirm Trustee attendance representation at school council meetings.
- 1.10 Address other organizational items as required.

2. Meetings of the Board

The schedule for regular Board meetings shall be as established at the organizational meeting.

- 2.1 Meetings will ordinarily be held in the Division Office in Whitecourt.
- 2.2 Notwithstanding the schedule noted in 2., the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 2.3 Trustees shall notify the Board Chair, or the Vice-Chair, if they are unable to attend a regular Board meeting.
- 2.4 A Trustee unable to be physically present may participate in a meeting by electronic means or other forms of 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.
- 2.5 Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.
- 2.6 It is the responsibility of the Trustee to make all necessary arrangements to participate electronically in the meeting.
- 2.7 Trustees who are absent from three (3) or more consecutive regularly scheduled meetings shall:
 - 2.7.1 obtain authorization by resolution of the Board to do so; or
 - 2.7.2 provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification in accordance with the Education Act.

Process for Elections to Committees of the Board and Representatives to Organizations

Elections to Committees of the Board and Representatives to Organizations can be made by:

- a) secret ballot;
- b) open vote; or
- c) volunteer basis (in order of preference by each Trustee).

Recommendation: That the procedure for elections to Committees of the Board and Representatives to Organizations be made by _____.

Secretary-Treasurer

Board Policy 8

Committees of the Board

PURPOSE:

Board committees are established by the Board of Trustees to assist the Board in meeting its roles and responsibilities as governors. The Board grants authority to its committees to undertake work at the Board's direction with recommendations for Board action to return to the Board of Trustees for decision.

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

- a) Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
- b) All committee meetings of the Board are normally closed to the public, and may be held virtually, or in person.
- c) For the first meeting following the Board Organizational meeting, the Superintendent and/or designate shall call the meeting and establish the agenda, which shall include the election of the committee chair. Thereafter, the chair shall call the committee meeting.
- d) The appointed member shall serve on the committee for one (1) year unless the Trustee is unable to perform the duties assigned or until replaced by a subsequent appointment.
- e) The substance of deliberations in committee meetings shall remain confidential.
- f) The Board shall determine Trustee membership.
- g) The Superintendent and/or designate serves as an officer of committees.
- h) The Superintendent shall ensure that a record of committee meetings is maintained. The record shall contain any recommendation for Board consideration and shall be presented as a report to the Board in the public session of a Board meeting, unless otherwise stated in the following committee descriptions.
- i) Committees, other than Ad Hoc, are appointed annually at the Organizational Meeting.

1. **ADVOCACY COMMITTEE**

1.1 Purpose

To develop, support and monitor the Board's plan of advocacy.

1.2 Responsibilities

1.2.1 Identify and recommend a set of advocacy goals at the December Board meeting.

1.2.2 Upon Board approval, develop an Advocacy Action Plan to support the goals, no later than February.

1.2.3 Continually monitor progress of the Advocacy Action Plan.

1.3 Trustee Membership

1.3.1 Three (3) Trustees and one (1) alternate.

1.4 Decision Making

1.4.1 By Trustee consensus.

1.5 Meetings

1.5.1 A minimum of two (2) meetings per year.

2. ATA NEGOTIATIONS COMMITTEE

2.1 Purpose

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

2.2 Responsibilities

2.2.1 Maintain strict confidence of all matters and materials.

2.2.2 Prepare a bargaining position for the consideration of the Board.

2.2.3 Conduct the negotiation process.

2.3 Trustee Membership

2.3.1 Three (3) Trustees.

2.4 Decision Making

2.4.1 By Trustee consensus.

2.5 Reporting

2.5.1 The Committee Chair shall verbally report to the Board in the Closed Session of a Board meeting.

2.5.2 The Memorandum of Agreement will be recommended to the Board for approval.

2.5.3 The record for ATA Negotiations Committee shall be the Memorandum of Agreement.

2.6 Meetings

2.6.1 To be held as required.

3. AUDIT COMMITTEE

3.1 Purpose

The Board shall establish an Audit Committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

3.2 Responsibilities

3.2.1 Audit

3.2.1.1 At the end of the external audit contract, commence a Request for Proposal (RFP) process and then recommend to the Board an auditor.

3.2.1.2 Review the auditors proposed audit scope and approach as presented in the audit plan.

3.2.1.3 Review with Administration and the auditors the results of the audit, including any difficulties encountered.

3.2.1.4 Meet separately from Administration with the auditors to discuss any matters that the Audit Committee or auditors believe must be discussed privately.

3.2.1.5 Identify matters required to be communicated to the Board, including a summary presentation of the Audited Financial Statement by the Committee Chair, along with a recommendation to the Board for approval.

3.2.2 Compliance

1.2.2.1 Review the findings of any examinations by regulatory agencies, and any audit observations.

1.2.2.2 Obtain regular updates from management and company legal counsel regarding compliance matters.

3.3 Compensation

3.3.1 Compensation shall be remunerated in accordance with Board Policy.

3.4 Membership

- 3.4.1 The Committee shall be made up of five (5) voting members and two (2) non-voting members.
- 3.4.2 A quorum is a simple majority.
- 3.4.3 Voting membership shall consist of:
 - 3.4.3.1 Three (3) Trustees and one of the Trustees shall be appointed Chair by the Trustees on the Committee.
 - 3.4.3.2 One (1) member-at-large, not connected to Northern Gateway School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
 - 3.4.3.3 One (1) member-at-large from the community who is not a Trustee.
- 3.4.4 The members shall serve a two (2) year term.
- 3.4.5 Non-voting members shall be appointed by the Superintendent and shall consist of:
 - 3.4.5.1 The Secretary-Treasurer; and
 - 3.4.5.2 One (1) Recording Secretary.
- 3.4.6 The Secretary-Treasurer shall provide information and advice to the Committee as requested.

3.5 Meetings

- 3.5.1 The Audit Committee shall meet at least two (2) times a year, with authority to convene additional meetings, as circumstances require.
- 3.5.2 Meetings shall be closed to the public.
- 3.5.3 The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information as necessary.

4. COMMUNITY ENGAGEMENT COMMITTEE

4.1 Purpose

To develop and monitor Board engagement with the community regarding the Division's vision.

4.2 Responsibilities

To create an Annual Community Engagement Plan that identifies opportunities for the Board to be engaged with the community, specifically with students, parents, staff, and the community-at-large.

4.3 Trustee Membership

4.3.1 Three (3) Trustees and one (1) alternate.

4.4 Decision Making

4.4.1 By Trustee consensus.

4.5 Meetings

4.5.1 To be held regularly as required.

5. FINANCE COMMITTEE

5.1 Purpose

To develop budget priorities through collaborative discussion.

5.2 Responsibilities

5.2.1 Prior to the provincial budget announcement, establish guiding principles for consideration during the budget development.

5.2.2 Following the provincial budget announcement, review the funding allocation process.

5.2.3 Recommend a final budget to the Board for approval.

5.3 Trustee Membership

5.3.1 All Trustees.

5.4 Decision Making

5.4.1 By Trustee consensus.

5.5 Meetings

5.5.1 At least one (1) meeting prior to the Provincial budget announcement and one (1) meeting after the Provincial budget announcement.

6. GOVERNANCE, STRATEGY, AND DEVELOPMENT COMMITTEE

6.1 Purpose

To explore areas of interest that require generative discussion.

6.2 Responsibilities

6.2.1 Seek the Superintendent's input and perspective relating to identified operational matters.

6.2.2 Clarify Board procedures.

6.2.3 Consider recommendations for potential agenda items for a Board meeting.

6.2.4 Discuss significant trends and issues in the Division and Province.

6.3 Trustee Membership

6.3.1 All Trustees

6.4 Meetings

6.4.1 Approximately four (4) meetings per year or as required, normally in August/September (before Organizational Meeting in non-election years); December (following Results Review); March/April (following school tours); and June (at the end of the school year).

7. GRIEVANCE COMMITTEE

7.1 Purpose

To seek a resolution to a grievance submitted by any employee or employee group.

7.2 Responsibilities

To follow the grievance process as outlined in the Collective Agreement or Terms of Employment.

7.3 Trustee Membership

7.3.1 Three (3) Trustees to be appointed at a Board meeting prior to the Grievance Committee hearing.

7.4 Decision Making

7.4.1 By Trustee majority vote.

7.5 Reporting

7.5.1 The decision of the Committee shall be reported to the Board in the Closed Session of a Board meeting.

8. JOINT BOARD/SUPPORT STAFF LIAISON COMMITTEE -- CUPE

8.1 Responsibilities

To discuss matters of interest not relating to the CUPE Collective Agreement.
Will serve as the CUPE Labour Management Committee.

8.2 Trustee Membership

8.2.1 Four (4) Trustees.

8.3 Decision Making

8.3.1 Participants make recommendations by consensus for consideration by Administration.

9. POLICY COMMITTEE

9.1 Purpose

To ensure the policy framework supports Board governance.

9.2 Responsibilities

9.2.1 To review regularly, current Board policies with the recommendation to:

9.2.1.1 Affirm as presented;

9.2.1.2 Affirm as amended; or

9.2.1.3 Delete.

9.2.2 To create new policy by Board direction.

9.2.3 To make non-substantive editorial changes, without Board approval.

9.3 Trustee Membership

9.3.1 Three (3) Trustees and one (1) alternate.

9.4 Decision Making

9.4.1 By Trustee consensus.

9.5 Meetings

9.5.1 Approximately one (1) per month during the school year.

10. STUDENT DISCIPLINE REVIEW COMMITTEE

10.1 Purpose

To adjudicate any Superintendent recommendations for student expulsion.

10.2 Trustee Membership

10.2.1 Two (2) Trustees to be determined by the Board Chair in consultation with the Superintendent, on a case-by-case basis.

10.3 Decision Making

10.3.1 Unanimous vote of Trustees.

10.4 Reporting

10.4.1 The decision of the Committee shall be reported verbally to the Board in a Closed Session of a Board Meeting.

11. SUPPORT STAFF/CONTRACTOR COMPENSATION COMMITTEE

11.1 Purpose

To advise and assist the Board in compensation determination for support staff and contractors.

11.2 Responsibilities

11.2.1 To recommend revisions to the Terms of Employment and contracts for service.

11.2.2 To prepare a bargaining position for consideration of the Board regarding negotiations with CUPE.

11.2.3 To negotiate with CUPE and conclude Memoranda of Agreement for recommendation to the Board.

11.2.4 The Committee Chair or designate shall attend the Group Benefits Administrative Committee meetings.

11.3 Trustee Membership

11.3.1 Three (3) Trustees and one (1) alternate.

11.4 Decision Making

11.4.1 By Trustee consensus.

11.5 Reporting

11.5.1 The Committee Chair shall verbally report to the Board in the Closed Session of a Board meeting.

11.5.2 For support staff other than CUPE, the record shall be the revised Terms of Employment.

11.5.3 For contractors, the record shall be the revised or new contract(s).

11.5.4 For CUPE negotiations, the record shall be the Memorandum of Agreement.

11.6 Meetings

11.6.1 As required.

12. AD HOC COMMITTEES

- 12.1 Ad Hoc Committees may be established at any meeting of the Board for the purpose of studying, investigating, or acting on specific matters.
- 12.2 Terms of reference are outlined at the time of establishment.
- 12.3 Ad Hoc Committees cease to exist as soon as they have completed the specified task.

References: Sections 33, 39, 51, 52, 53, 64, 67, 222 - Education Act
Collective Agreement

Board Policy 9

Board Representatives

The Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the duties for each representative. The Superintendent may appoint resource personnel to work with representatives.

The following organizations will have a Board representative as appointed at the Annual Organization Meeting.

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

1.1 Purpose

To represent the Board at meetings of ASBA Zone 2/3.

1.2 Powers and Duties

1.2.1 Attend ASBA Zone 2/3 meetings.

1.2.2 Represent the Board's position and interests at the Zone level.

1.2.3 Communicate to the Board the work of ASBA Zone 2/3 at the next regular Board meeting.

1.3 Trustee Representation

1.3.1 Two (2) Trustees -- one (1) Trustee able to attend as a representative and one (1) Trustee as alternate; both authorized to attend.

1.4 Meetings

1.4.1 As called by ASBA Zone 2/3.

2. Public School Boards Association of Alberta (PSBAA)

2.1 Purpose

To represent the Board at council meetings of PSBAA.

2.2 Powers and Duties

2.2.1 Attend PSBAA Council meetings.

2.2.2 Represent the Board's position and interests at PSBAA Council meetings.

2.2.3 Communicate to the Board at the next regular Board meeting the work of PSBAA.

2.3 Trustee Representation

2.3.1 Two (2) Trustees – one (1) Trustee able to attend as representative and one (1) Trustee as alternate, both authorized to attend.

2.4 Meetings

2.4.1 As called by PSBAA.

3. Whitecourt Community Association (WCA)

3.1 Purpose

To represent the Board on the Whitecourt Community Association that manages the joint community space with Whitecourt Central School.

3.2 Powers and Duties

3.2.1 Attend WCA meetings.

3.2.2 Represent the Board's position and interests at WCA meetings.

3.2.3 Communicate to the Board at the next regular Board meeting, the work of WCA.

3.3 Trustee Representation

3.3.1 Two (2) Trustees – one (1) Trustee able to attend as representative and one (1) Trustee as alternate; both authorized to attend.

3.4 Meetings

3.4.1 As called by WCA.

3.5 Reporting

3.5.1 Trustee representatives shall report to the Board at a Board meeting following attendance.

4. Yellowhead Regional Library (YRL)

4.1 Purpose

To represent the Board at meetings of YRL.

4.2 Powers and Duties

4.2.1 Attend YRL meetings as required.

4.2.2 Represent the Board's position and interests on YRL.

4.2.3 Communicate to the Board the work of YRL at the next regular Board meeting.

4.2.4 Set member fees and budget.

4.3 Trustee Representation

4.3.1 Two (2) Trustees—one (1) Trustee able to attend as representative and one (1) Trustee as alternate; both authorized to attend.

4.4 Meetings

4.4.1 As called by YRL.

4.5 Reporting

4.5.1 Trustee representatives shall report to the Board at a Board meeting following attendance.

5. Chamber of Commerce/Community Association

The Board supports a Trustee representative at their local Chamber of Commerce or local Community Association according to the structure of each Association, excluding the Whitecourt Community Association (refer to Section 3.1)

6. Rural Caucus

6.1 Purpose

To represent the Board at meetings of Rural Caucus.

6.2 Powers and Duties

6.2.1 Attend Rural Caucus meetings as required.

6.2.2 Represent the Board's position and interests on Rural Caucus; Communicate to the Board the work of Rural Caucus at the next regular Board meeting.

6.3 Trustee Representation

6.3.1 Two (2) Trustees — one (1) Trustee able to attend as representative and one (1) Trustee as alternate; both authorized to attend.

6.4 Meetings

6.4.1 As called by Rural Caucus.

References: Sections 61, 68 - Education Act

2024 – 2025

Board Meetings and Results Reviews Calendar

September 2024

September 10 Organizational Meeting
September 10 Regular Board Meeting

October 2024

October 15 Regular Board Meeting

November 2024

November 5 Regular Board Meeting
November 26 Regular Board Meeting
November 27 and 28 Results Reviews

December 2024

December 16 Professional Development/Workshop/GSD Meeting
December 17 Regular Board Meeting

January 2025

January 21 Regular Board Meeting

February 2025

February 18 Regular Board Meeting

March 2025

March 18 Regular Board Meeting

April 2025

April 15 Regular Board Meeting

May 2025

May 20 GSD Meeting
May 27 Regular Board Meeting

June 2025

June 17 Regular Board Meeting

***** Four Governance, Strategy and Development (GSD) Meetings to be scheduled per school year.**

Board Policy 7 – Appendix A

Trustee Claim Rates

1. Honoraria

For attendance, Trustees shall be paid an hourly rate of Thirty Dollars (\$30.00) per hour. When attending an overnight/multi-day event, normally Trustees will claim a maximum of twelve (12) hours for each 24-hour conference day.

2. Travel

2.1 The kilometre rate for Trustees and staff shall be Fifty-seven Cents (\$0.57) per kilometer with an additional Five Cents (\$0.05) per kilometre for carpooling.

2.2 Parking fees – by receipt.

2.3 Taxi fare/car rental – by receipt.

2.4 Airfare – by receipt.

2.5 For out-of-province travel, Trustees shall be responsible for transportation claims that are reasonable and cost-effective in consultation with the Board Chair.

Note: Mileage allowance for travel to and from Division Office for Trustees is considered by Canada Customs and Revenue Agency to be a personal benefit and therefore must be included in income as an employment benefit.

3. Accommodation/Lodging

3.1 By receipt.

3.2 In lieu of an accommodation receipt, a private accommodation allowance of Fifty Dollars (\$50.00) per day may be claimed without a receipt.

4. Meals

4.1 By receipt; or

4.1.1 Breakfast up to Twenty Dollars (\$20.00).

4.1.2 Lunch up to Twenty-five Dollars (\$25.00).

4.1.3 Supper up to Thirty-five Dollars (\$35.00).

Total: Eighty Dollars (\$80.00).

5. Additional Honoraria

5.1 The Board Chair shall be paid an additional honorarium of Five Thousand, Three Hundred and Fifty Dollars (\$5,350.00) per annum.

5.1 The Committee Chair shall be paid an additional honorarium of Sixty Dollars (\$60.00) per committee meeting.

5.2 The Board shall compensate Trustees for internet, cell phone and other technology use to be claimed under a communication allowance, at Seventy-five Dollars (\$75.00) per month.

6. Preparation Time

6.1 Trustees shall receive an additional rate of Two Hundred and Forty Dollars (\$240.00) per month for preparation time, only for months in which Board meetings occur.

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

AXA VOLUNTARY AD&D RATES

Principal Sum	Employee Plan only	Family Plan
\$ 25,000.00	\$ 0.63	\$ 1.00
\$ 50,000.00	\$ 1.25	\$ 2.00
\$ 100,000.00	\$ 2.50	\$ 4.00
\$ 150,000.00	\$ 3.75	\$ 6.00
\$ 200,000.00	\$ 5.00	\$ 8.00
\$ 250,000.00	\$ 6.25	\$ 10.00
\$ 300,000.00	\$ 7.50	\$ 12.00
\$ 350,000.00	\$ 8.75	\$ 14.00
\$ 400,000.00	\$ 10.00	\$ 16.00
\$ 450,000.00	\$ 11.25	\$ 18.00
\$ 500,000.00	\$ 12.50	\$ 20.00