



**Wetaskiwin
Regional
Public
Schools**

public school trustee candidate's handbook

Election 2017

www.wrps.ab.ca



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Introduction

General

The information provided in this guide may assist you in your decision to run for the office of public school trustee. It includes a brief overview of the Wetaskiwin Regional Public Schools (WRPS) system, as well as information on questions most frequently asked by candidates prior to nomination day. The guide provides facts about the organization and clearly outlines the election process. It is important to note that each candidate is personally responsible for being familiar with the rules and regulations governing the election and role of trustee.

Elections are governed by the *Local Authorities Election Act*. Pertinent sections have been reprinted in this guide for your information ([Appendix 14](#)), and copies of the complete *Local Authorities Election Act* are available from:

Queen's Printer Bookstore

Fifth Floor, Park Plaza
10611 - 98 Avenue, Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668 qp@gov.ab.ca
www.qp.alberta.ca/contact.cfm
Shop online at www.qp.alberta.ca

You may also wish to obtain a copy of the *School Act*, which is the provincial legislation governing how school boards operate and outlines how trustees must conduct themselves. It is available from the Queen's Printer Bookstore or online.

If you have any questions regarding the information contained in this manual or about the role of a public school board trustee, please contact:

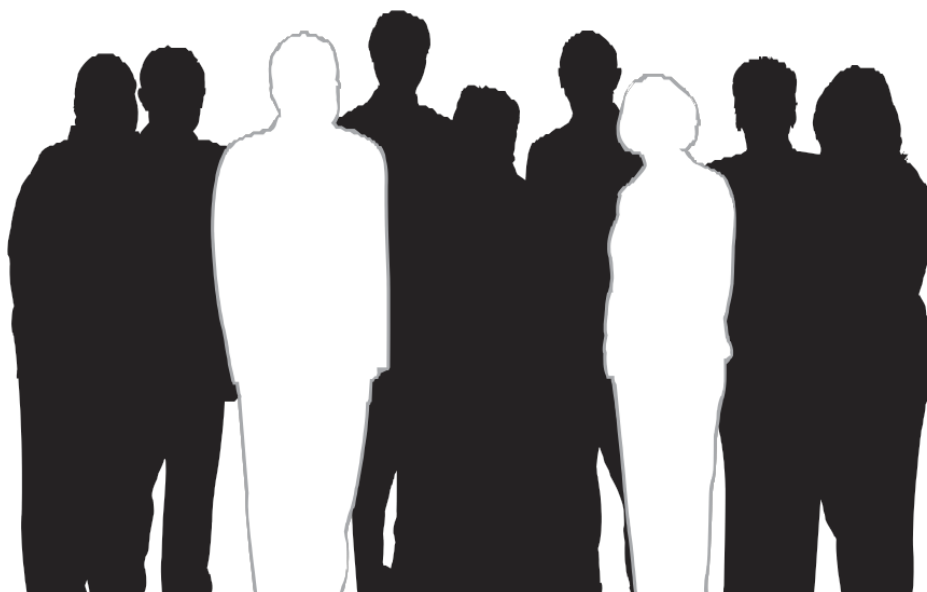
Returning Officer

Mrs. Sherri Senger
Phone: 780-352-6018
sherri.senger@wrps11.ca

Wetaskiwin Regional Public Schools

Phone: 780-352-6018 Fax: 780-352-7886
www.wrps.ab.ca

or set up an appointment to visit our office at
5515-47A Avenue, Wetaskiwin, AB T9A 3S3



Division Foundational Statements

(see Policy 1, [Appendix 3](#))

Vision

Wetaskiwin Regional Public Schools is a learning community that is caring, collaborative, committed to celebrating diversity, respected for its focus on excellence, where students eagerly embrace and believe that learning has the power to inspire them to discover, develop and act upon their potential, thereby enriching their lives and their community.

Mission

We strive to deliver quality education in a safe and caring environment so students realize their maximum potential and develop a desire for lifelong learning.

This has been summarized as:

Inspiring students to become the best they can be.

Core Values

Accountability
Collaboration
Compassion
Creativity
Courage
Diversity
Honesty
Integrity
Opportunity
Professionalism
Respect
Transparency
Service

Beliefs

1. Our reason for being is to ensure our students receive a quality education.
2. Our students have a right to a safe and nurturing learning environment, free of discrimination on any basis.
3. Our students are capable of achieving their full potential, and are responsible to actively participate in their learning.
4. An egalitarian system of public education must be maintained.
5. Our staff value growth, development and continual refinement of their skills to engage students in their learning.
6. Our parents and communities have a major supporting role to play in the education of our students.
7. Our decision-making should involve all stakeholders and be cooperative and collaborative.
8. As a team of students, parents, staff, trustees, and community, we are committed to help all students achieve their full potential.
9. We believe that spirituality is the beliefs, practices, customs and rituals that are deeply personal and embedded in virtually all cultures and traditions which are intended to provide guidance for principled living.



School System Information

Wetaskiwin Regional Public Schools (WRPS) serves approximately 3,900 students in 19 schools located in the City of Wetaskiwin, the County of Wetaskiwin, and the Town of Millet.

The schools range in size from approximately 15 students in one of the two Hutterite Colony schools to 915 students in a high school in the City of Wetaskiwin. By geographic area, eight schools are located in the City of Wetaskiwin, ten rural schools in the County of Wetaskiwin, and one school in the Town of Millet.

WRPS provides a high quality of education to its students within a safe and caring environment with various program supports. In addition to instruction in English, WRPS offers French Immersion (K-8), Early Education, Home Education, and Year-Round Education opportunities.

Supports are enhanced in the areas of counselling services, special education, career counselling and student mental health.

WRPS offers a broad range of programming options for students. These include, but are not limited to: Indigenous Education, Mental Health Capacity Building, and Off-Campus & Outreach Programs. WRPS offers a range of fitness, health and wellness, art, drama, music and sport options for students throughout the Division.

WRPS' strong extracurricular programming allows students opportunities to become involved in music and drama productions, special interest clubs, and athletic teams, contributing to a student's well-rounded education.

For further information, view [WRPS' Three-Year Education Plan](#) on our website at www.WRPS.ab.ca.

The Division currently employs approximately 225 full-time equivalent teaching staff and 250 full-time equivalent non-teaching staff.

In May 2017, WRPS' Board of Trustees approved an operating budget of approximately \$55 million for September 1, 2017 to August 31, 2018, which includes an operating surplus of approx. \$200,000. Over the course of the budget process, WRPS worked to maintain funding within our schools and a focus on instruction.

Provincial Highlights

Alberta's 62 school boards, made up of 450 trustees, make decisions about how to educate 703,000 students in Kindergarten to Grade 12. Trustees also guide the expenditures of \$7.1 billion in tax dollars annually*. Leading a basic education system that addresses the varied learning needs of students throughout the province, trustees ensure that students receive a strong foundation of knowledge and skills to prepare them for lifelong learning, citizenship, and work.

*taken from Alberta Education's website



WRPS' Board of Trustees

The Board of Trustees for WRPS consists of eight (8) members from the following electoral subdivisions:

ONE (1) trustee from the eastern portion of the County of Wetaskiwin, surrounding the City of Wetaskiwin – Electoral Subdivision 1

ONE (1) trustee from the Town of Millet and surrounding area – Electoral Subdivision 2

ONE (1) trustee from the central portion of the County of Wetaskiwin, Highway 2 west to approximately Lakedell School – Electoral Subdivision 3

ONE (1) trustee from the western portion of the County of Wetaskiwin, west of Lakedell School – Electoral Subdivision 4

THREE (3) trustees from the City of Wetaskiwin

Maps of WRPS's electoral subdivisions can be found in [Appendix 2](#)

provide overall direction and leadership, be fiscally responsible and act as an advocate for public education and the Division.

A single trustee acting individually does not have the authority to make decisions, but must work as part of a team to represent the Division as a whole. Individual trustees must clearly represent their electors and inform their community regarding decisions made by the school board.

Successful trustees put the needs of students first and run for office because they have a desire to make education better for children. Trusteeship requires a commitment to carry out the responsibilities that trustees perform on behalf of the public and for the school system. Trustees' responsibilities include, but are not limited to:

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Provide for the engagement of parents, students and various communities.
3. Respectfully bring forward and advocate for local issues and concerns.
4. Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
5. Refer administrative matters to the Superintendent.
6. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, Principal or department and will inform the Superintendent of this action.
7. Keep the Superintendent and the Board informed in a timely manner of all matters

Responsibilities

Trustees and the School Board

Trustees are politicians elected by and accountable to the community they serve. Trustees are elected for a four-year term and are responsible to the community and provincial government for educational results and for conducting the affairs of the school jurisdiction. As a school board, trustees work together to govern their school system according to community needs and values while maintaining standards set by provincial legislation.

School board authority rests with the Board as a whole, not with each trustee individually; consequently, whatever decisions trustees make as a school board can only be made by a majority of Board members. The primary roles of the school board are to develop policy,

coming to his/her attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.

8. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.

9. Attend meetings of the Board; prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.

10. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.

11. When delegated individual responsibility by the Board, exercise such authority within the defined limits in a responsible and effective way.

12. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.

13. Stay current with respect to educational issues and trends.

14. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.

15. Contribute to a positive and respectful learning and working culture both within the Board and the Division.

16. Attend Division or school events when possible.

17. Act as a liaison to assigned School Councils/Parent Advisory Councils.

18. Become familiar with, and adhere to, the Trustee Code of Conduct.

19. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice Chair.

As a school board, trustees are responsible for carrying out duties and responsibilities assigned to them by the Minister of Education through the *School Act*. School boards assist the government in meeting its overall educational objectives through the implementation of government policy. School boards strive to meet the local needs of their community by developing and implementing specific policies that reflect the values and needs of their local community.

Refer to Policy 2, Role of the Board ([Appendix 4](#)), and Policy 3, Role of the Trustee ([Appendix 5](#)), or view all policies on our website at www.WRPS.ab.ca.

Trustee Code of Conduct

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the diversity, dignity and worth of each person. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4 ([Appendix 6](#)). The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Commitment

On average, trustees are expected to commit at least two days per month for Board business, as well as some time for evening meetings associated with Division and school activities. Commitments are greater for the Board Chair and Vice-Chair and thus these individuals are compensated differently. Trustee commitments include attending Board meetings, committee meetings, school tours and school council visits, Alberta School Boards Association (ASBA) conferences, ASBA Zone meetings as well as other education-related activities.

A schedule of Board meetings from September 2017 to June 2018 is provided in [Appendix 9](#).

The following is a summary of commitments for Board members:

Board Meetings

The Board meets for two full days per month, usually on the second and fourth Tuesday of the month. There are no meetings in July or August. These usually run from 9:00 am - 4:30 pm. Board meetings are held in the Central Administration Building at 5515-47A Avenue, Wetaskiwin, Alberta.

Organizational Meeting

The Organizational Meeting of the Board is scheduled for October 24, 2017. At this meeting, the Board elects a Board Chair, a Vice-Chair, and confirms the annual Board meeting schedule. In years when there is no trustee election, the organizational meeting is held at the first regularly scheduled Board meeting in September.

Committees

Trustees are expected to serve on at least one Board Committee or as a Board representative on task forces and ad hoc committees. Committees are established for a specific

purpose and report to the Board (see [Appendix 7 – Committees of the Board](#)).

Appointments to committees are made by the Board at the Organizational meeting or at any other time at the will of the Board.

Appointments are made on the basis of interest as well as maintaining a balance in time commitments. Committee meetings are generally held during the day. Meeting dates are determined by the committee membership and a complete listing and trustee assignments will usually be made available at the beginning of the school year.

School Liaison

Trustees serve as school liaison representatives of the Board to the schools in their electoral subdivision.

This requires trustee attendance at school council meetings, concerts, graduations, and other events at the invitation of the school. A majority of these commitments are in the evening, after the school day.

Conferences

The Alberta School Boards Association (ASBA) has two general meetings/conferences per year. The Fall General Meeting takes place in November in Edmonton and the Spring General Meeting takes place in June in Red Deer.

The ASBA has a mandate to represent school board interests to the provincial government. Trustees are expected to attend the conference. It is an opportunity to deal with Association business, discuss educational issues, meet with government representatives, attend professional development sessions, and network with other trustees from across the province.

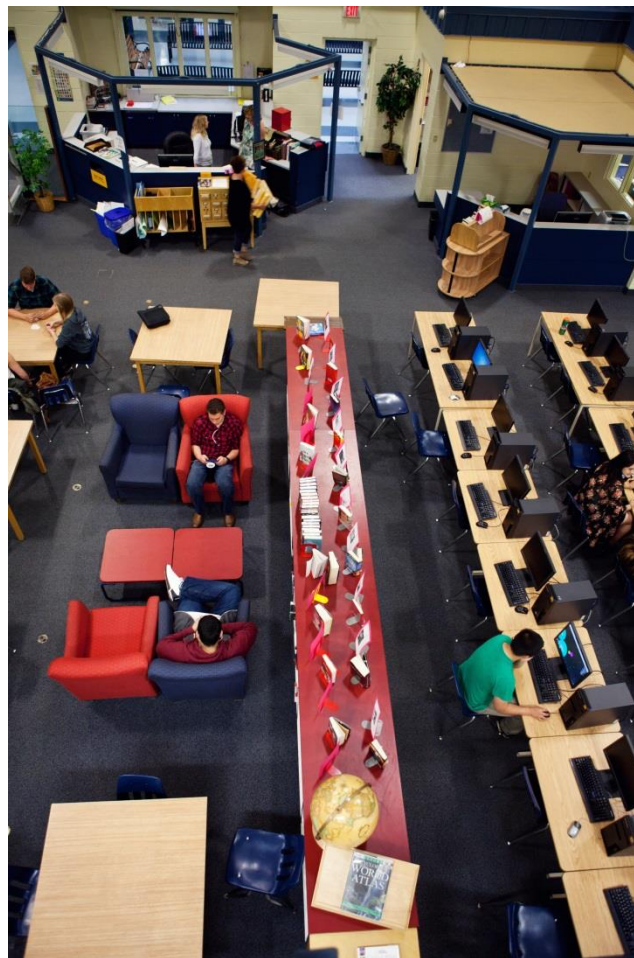
Remuneration and Benefits

Trustee Remuneration effective Sept. 1, 2017

Remuneration is set by the Board. The Honoraria and per diem rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided to WRPS by Alberta Education. Honoraria shall be reviewed by the Board every four years, subsequent to an election. The remuneration is paid to trustees in 12 equal monthly payments. Details of Trustee remuneration can be found in Policy 7: Appendix A, attached as [Appendix 7](#). Trustees are required to maintain all records and receipts related to their activities. As per federal legislation, one third of the trustee remuneration is nontaxable.

Benefit Plan

Trustees have the option of participating in benefit plans fully funded by the Division. The plans include coverage for life insurance, accidental death and dismemberment, long-term disability, extended health care, dental care, life insurance and health spending. The particulars of available benefit coverage are provided to trustees following their election. The option to participate may only be exercised at the start of the trustee term of office.



Election Information

NOMINATION DAY:

Monday, September 18, 2017

The Returning Officer shall receive nominations at WRPS' Central Administration Building at 5515-47A Avenue in Wetaskiwin between 9:00 am and NOON on nomination day.

ELECTION DAY:

Monday, October 16, 2017

To find out where to vote and hours of operation, please refer to your municipality for details.

Nominations

Nomination Papers

Two copies of the Nomination Paper and Candidate's Acceptance are included in this guide ([Appendix 12](#)).

One is to be completed and submitted to the Returning Officer for WRPS on nomination day; the other is a copy.

Links to the forms are also available in the [General Information](#) section of this.

Completion of Nomination Papers & Nominators Requirements

At least five (5) eligible voters are required to sign your Nomination Paper to make it valid. WRPS does encourage candidates to sign additional eligible voters to ensure the validity of the nomination.

If you wish to have more than five (5) Eligible voters sign your nomination, please use the space provided on [Appendix 13](#).

An eligible voter is a person who:

- is at least 18 years old;
- is a Canadian citizen;
- has resided in Alberta for the last six (6) months immediately preceding Election Day and the person's place of residence is located in the area on election day; and
- is a resident of the electoral subdivision for which a candidate for election is being nominated on the date of signing the nomination.

The Candidate's Acceptance requires you swear or affirm that you:

- are eligible to be elected under Sections 21 and 47 of the *Local Authorities Election Act*, and Section 44(4) of the *School Act*;
- are not otherwise disqualified under Section 22 or 23 of the *Local Authorities Election Act*;
- have read and understand Sections 12, 21, 22, 23, 27, 47, 68. 1, 147.11, 147.2, 147.21, and 151 of the *Local Authorities Election Act*, and Section 44(4) of the *School Act* and understand their contents; and
- will accept the office, if elected.

All portions of your Nomination Paper must be completed and the Candidate's Acceptance sworn or affirmed before a Commissioner for Oaths or Returning Officer. If possible, please have the Candidate's Acceptance sworn or affirmed before presenting it to the Returning Officer on nomination day.

It is your responsibility to ensure that you are fully aware of the nomination requirements and comply with them. See [Appendix 14](#) for relevant sections of legislation.

The Returning Officer will not rule on the validity of the information contained in your Nomination Paper. That responsibility lies with the courts should the election or your

nomination be challenged by a voter. However, the Returning Officer will not accept a nomination for filing if it is not signed by at least five (5) Eligible voters (Section 28 (3.01)).

WRPS' employees wishing to run for school trustee

Section 22 (1.1) provides that an employee of a school jurisdiction, charter school, or private school is not eligible to be nominated as a candidate for election on a school board on nomination day unless that person takes a leave of absence under Section 22. The employee may give notice of intention to take a leave of absence without pay to his or her employer in order to run for trustee in any school jurisdiction. An employee who gives such notice of intention to take a leave of absence without pay must do so on or after July 1, but before the employee's last working day prior to nomination day. A school jurisdiction, charter school, or private school must grant every application.

Therefore, if you are a current WRPS employee interested in running for school trustee, please contact WRPS' Returning Officer or Human Resources for leave details. The conditions of this leave of absence are the same as any other unpaid leave of absence for any other purpose.

Filing of Nomination Papers

You must file your Nomination Papers completed in the prescribed form with the Returning Officer for WRPS, Sherri Senger, at the following time and place:

Between 9:00 am and NOON Monday, September 18, 2017

Wetaskiwin Regional Public School
Central Administration Building
5515-47A Avenue
Wetaskiwin, Alberta

There is no nomination deposit required.

Nomination Papers cannot be submitted any earlier or later than the date and times noted. It is not necessary to personally file your Nomination Papers. Someone else may file it on your behalf provided it is fully completed, including having the Candidate's Acceptance sworn or affirmed.

Newspaper advertisements will be published two weeks before nomination day confirming the time, date, and place for receiving Nomination Papers.

Faxed copies of Nomination Papers will NOT be accepted.

After NOON on nomination day, a person eligible to vote in the election may request to examine the filed nominations during regular business hours and in the presence of the Returning Officer.

Release of Candidate Information to the Public

Throughout the election campaign, the Returning Officer receives numerous requests for candidates' telephone numbers, email addresses, and websites. These come from the news media, organizers of election forums, and the public. In addition, the Deputy Minister of Municipal Affairs, as well as the Deputy Minister of Education requires contact information for candidates.

In order for the Returning Officer to release contact information, candidates are asked to complete a *Release of Candidate Information* form ([Appendix 10](#)) and provide it to the Returning Officer with their Nomination Papers.

The contact information provided by candidates on this form will be posted on the www.wrps.ab.ca website, released to the news media, and provided in response to any inquiries.

Note: Any appointed Official Agent will also be required to sign a *Release of Official Agent Information* form ([Appendix 11](#)).

Candidate's Appointment of an Official Agent

Each person nominated as a candidate may, when filing nomination papers, appoint an elector to be the candidate's Official Agent. Any Official Agent must be appointed by the candidate on the Nomination Paper and Candidate's Acceptance form. If a candidate does not appoint an Official Agent on this form or later changes the person serving as Official Agent, the candidate must inform the Returning Officer in writing according to Section 68.1. Any appointed Official Agent will also be required to sign a *Release of Official Agent Information* form ([Appendix 11](#)).

A person who has been, within the previous 10 years, convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act (Canada)* is NOT eligible to be appointed as an Official Agent.

No candidate shall act as an Official Agent for any other candidate.

The duties of an Official Agent are those assigned to the Official Agent by the candidate.

Candidate's Appointment of Election Day Scrutineers

If a candidate would like to appoint an Election Day Scrutineer to observe the election process at the voting stations, the candidate must follow the process outlined by the municipality governing the election. Please inquire directly with the municipality regarding rules and regulations regarding this process.



Governing Legislation

Local Authorities Election Act

QUALIFICATIONS OF CANDIDATES (Section 21)

ELIGIBILITY TO VOTE (Section 47)

INELIGIBILITY FOR NOMINATION (Sections 22, 23 AND 24)

RULES OF RESIDENCE (Section 48)

Please refer back to the Act ([Appendix 14](#)) and regulations for complete details.

Note: It is your responsibility to ensure you are not in violation of the conditions of eligibility.

Withdrawal of Nomination

If more than the required number of candidates for school trustee are nominated and you wish to withdraw your nomination, you can do so only within 24 hours after the close of nominations (before NOON) on Tuesday, September 19, 2017). To withdraw, you must deliver a notice of withdrawal in writing and in person to the Returning Officer, Sherri Senger, at WRPS Central Administration Building, 5515-47A Avenue, Wetaskiwin. Withdrawal requests will be processed in the order in which they are received.

Faxed or emailed notice of withdrawal will NOT be accepted.

If, after one or more candidates have withdrawn and the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept additional withdrawals.

After the 24-hour deadline has passed, all eligible candidates' names will appear on the ballot for the election.

If Nominations Received Equal the Positions Available

If, at the close of nominations, the number of nominations received equals the number of persons required to be elected for school trustee for that particular electoral subdivision, the Returning Officer shall declare the person(s) nominated to be elected (by acclamation).

If Insufficient Nominations Are Received

If sufficient nominations to fill the number of persons required for the office of school trustees are not received during the specified hours on nomination day, the Returning Officer will continue to receive nominations on the next day between the hours of 9:00 am and NOON at the same location. The process will continue from day to day until the required number of nominations has been received or a period of six (6) days, including nomination day, but not including Saturday, Sunday, or holidays, has elapsed.

Notice of Election

If more than the required number of persons for any office remains nominated 24 hours after the close of nominations, the Returning Officer shall declare that an election shall be held for filling that office.

School Act

CONFLICT OF INTEREST

The rules governing trustee conflicts of interest are outlined in the *School Act*. Only the pecuniary interests of a trustee's spouse or adult interdependent partner are deemed to be the pecuniary interest of the trustee.

Once elected, trustees must file a statement with the secretary of the Board showing:

- the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children.
- the names of the corporations, partnerships, firms, governments, or persons in which the trustee has a pecuniary interest, and
- 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.

Campaign Literature

Prohibition

[Appendix 14](#), Section 148 of the *Local Authorities Election Act*

DISTRIBUTION OF CAMPAIGN LITERATURE

[Appendix 14](#), Section 152 of the *Local Authorities Election Act*

CAMPAIGN LITERATURE AND WEB SITES

The WRPS logo is not available for use by candidates for campaign materials, websites, or for any purposes.

Photographs and visuals, including website images, owned by WRPS are also not available for use on campaign material. Candidates are encouraged to use original photographs and images to which they own the rights.

ELECTION SIGNS AND CAMPAIGN LITERATURE

Please check with the municipality for information on Election sign regulations and whether permits are required for posting

election signs on property within the municipality's control.

Candidates should call their respective municipality for further information and details.

Also refer to [Appendix 14](#), Section 153 of the *Local Authorities Election Act*.

USE OF SCHOOLS AND SCHOOL RESOURCES IN CAMPAIGNING PROHIBITED

Campaigning in WRPS' schools and buildings is strictly prohibited.

- Students and student work will not be used for political purposes;
- Posting or distribution of campaign materials associated with elections on lands, vehicles, and within buildings is prohibited;
- Employee electioneering is prohibited;
- Any public statements or opinions by individuals shall be stated as that of the individual, not as an employee of the school Division;
- Use of the Division's system email, fax, website, or courier is prohibited; and
- Soliciting employees for political purposes during the school/work day is prohibited.

Please contact WRPS' Returning Officer for clarification and complete details regarding WRPS' election protocols.

Voters' List

WRPS does not maintain, nor does it compile, a Voters' list.

Other Information for Candidates

It may become necessary for WRPS to provide supplemental information to candidates leading up to nomination day. New information will be posted on the [WRPS election web page](http://www.wrps.ab.ca/trustees/election-2017) <http://www.wrps.ab.ca/trustees/election-2017> as it becomes available, and prospective candidates are encouraged to check for updates. If you do not have access to the web, please call the Returning Officer at 780-352-6018 to ensure you have the most up-to-date information.

Election Day

Monday, October 16, 2017
10:00 am to 8:00 pm

Voter Eligibility

A person is eligible to vote in an election if the person:

- has not voted before in the election;
- is at least 18 years old;
- is a Canadian citizen, and
- resides in Alberta for the six (6) consecutive months immediately preceding election day and the person is a resident in the area on election day (area means within the boundary of WRPS). An elector is eligible to vote only at the voting station for the ward/electoral subdivision in which he or she resides.

Voting stations are wheelchair accessible. Please note that at some stations, wheelchair access is provided at specific entrances.

Election Night

Election Night Posting

WRPS expects to begin posting results by 8:30 pm and hopes to have complete election results by 10:30 pm.

Results will be available on the WRPS division website at:

www.wrps.ab.ca/trustees/election-2017

Recount by Returning Officer

[Appendix 14](#), Section 148 of the *Local Authorities Election Act* has the specific requirements for the recount process by a Returning Officer.

Judicial Recount

[Appendix 14](#), Section 103 of the *Local Authorities Election Act* has the specific requirements for the judicial recount application.



Joint Elections

The election for WRPS' trustees in the respective electoral subdivisions will be conducted jointly with the municipal election authorities in the particular subdivisions.

You will, therefore, only need to go to one location to cast your ballot for municipal and school purposes.

County of Wetaskiwin will conduct the election for public school trustee in Electoral Subdivisions 1, 3, and 4, jointly with the municipal election. Similarly, the City of Wetaskiwin will conduct the election for public school trustee in the City of Wetaskiwin, in conjunction with their municipal election. The Town of Millet will conduct the election in for public school trustee in Electoral Subdivision 2 in conjunction with their municipal election.

General election information regarding signage, voting stations, dates for advance votes, voting times, etc. is available from the municipal authorities conducting the election for the subdivision in which you live. The following is contact information for the respective municipal authorities:

COUNTY OF WETASKIWIN
www.county.wetaskiwin.ab.ca
780-352-3321

CITY OF WETASKIWIN
www.wetaskiwin.ca
780-361-4400

TOWN OF MILLET
www.millet.ca
780-387-4554

General information

References

[The Alberta School Boards Association](http://www.asba.ab.ca)
www.asba.ab.ca

[The Canadian School Boards Association](http://www.cdnsba.org)
www.cdnsba.org

[The College of Alberta School Superintendents](http://www.cass.ab.ca)
www.cass.ab.ca

[The Alberta Teachers' Association](http://www.teachers.ab.ca)
www.teachers.ab.ca

[The Public School Boards' Association of Alberta](http://www.public-schools.ab.ca)
www.public-schools.ab.ca

[Alberta Municipal Affairs](http://www.municipalaffairs.alberta.ca)
www.municipalaffairs.alberta.ca

[Alberta Municipal Affairs: Local Authorities Election](http://www.municipalaffairs.alberta.ca)
www.municipalaffairs.alberta.ca

[Alberta Education](http://www.education.alberta.ca)
www.education.alberta.ca

[Alberta Education: School Board Trustee Elections](http://www.education.alberta.ca/school-board-elections/elections)
www.education.alberta.ca/school-board-elections/elections

If you have any questions or concerns regarding the upcoming election for WRPS' school board trustees, please contact Returning Officer, Sherri Senger, at 780-352-6018 or to arrange to meet in person at:

WETASKIWIN REGIONAL PUBLIC SCHOOLS
5515-47A Avenue, Wetaskiwin, AB T9A 3S3

If you have any questions regarding the information contained in this manual or about the role of a public school board trustee, please contact:

Returning Officer

Sherri Senger

Phone: 780.352.6018

sherri.senger@wrps11.ca

Wetaskiwin Regional Public Schools

Phone: 780.352.6018

Fax: 780.352.6018

www.wrps.ab.ca

or set up an appointment to visit our office at:

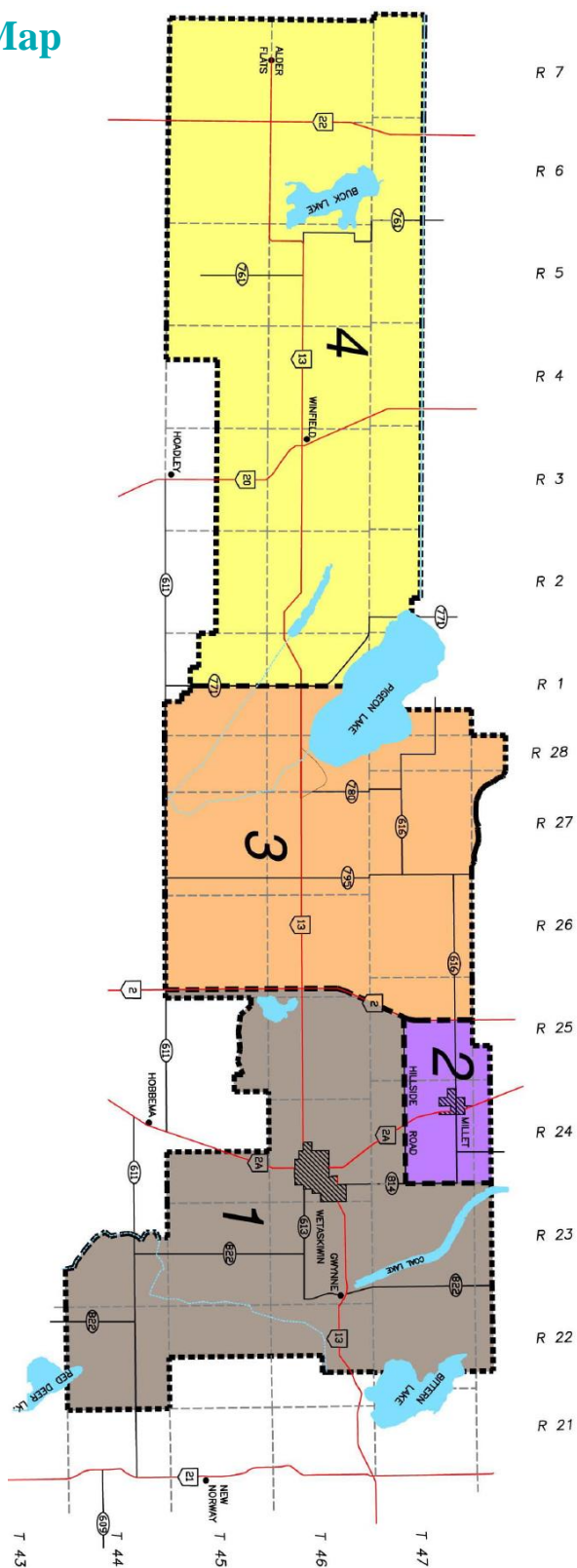
5515-47A Avenue, Wetaskiwin, Alberta, T9A 3S3

Appendices

APPENDIX 1**Election Timeline**

Monday, September 5, 2017	Notice of Nomination Day
Monday, September 11, 2017	Second Notice of Nomination Day
Monday, September 18, 2017	9:00 am-12:00 NOON Nomination Day
Monday, September 18, 2017	After 12:00 NOON View Nomination Forms
Tuesday, September 19, 2017	Prior to 12:00 NOON Withdrawal of Nominations
Monday, October 16, 2017	10:00 am-8:00 pm Election Day
Friday, October 20, 2017	12:00 NOON Declare Election Results
Tuesday, October 24, 2017	9:00 am Organizational /Regular Board Meeting
	5:00 pm TBAC Meeting
Wednesday, October 25, 2017	9:00 am-4:30 pm Board Orientation
Friday, November 3, 2017	Last day for an elector to request a judicial recount
Monday, December 11, 2017	Last day for school boards to have an organizational meeting (section 64 – <i>School Act</i>)

Electoral Divisions Map



WETASKIWIN REGIONAL DIVISION NO. 17
ELECTORAL SUBDIVISIONS

APPENDIX 3**Policy 1****DIVISION FOUNDATIONS AND PHILOSOPHICAL COMMITMENTS**

The Board believes in the importance of having a well-articulated philosophic foundation from which to initiate regular strategic planning. Accordingly, in consultation with stakeholders, the Board has established a statement of mission, vision, and goals of education. These statements will:

1. Be the underlying guide to all system governance and administration;
2. Be the philosophic basis for all Board and administrative decisions;
3. Provide the basic direction for all system planning;
4. Be visually represented in our logo, accompanied by an explanation of its symbolism; (Appendix A) and
5. Be reviewed from time to time in consultation with all stakeholders.

Core Values

Accountability
 Collaboration
 Compassion
 Creativity
 Courage
 Diversity
 Honesty
 Integrity
 Opportunity
 Professionalism
 Respect
 Transparency
 Service

Beliefs

1. Our reason for being is to ensure our students receive a quality education.
2. Our students have a right to a safe and nurturing learning environment, free of discrimination on any basis.
3. Our students are capable of achieving their full potential, and are responsible to actively participate in their learning.
8. An egalitarian system of public education must be maintained.
4. Our staff value growth, development and continual refinement of their skills to engage students in their learning.
5. Our parents and communities have a major supporting role to play in the education of our students.
6. Our decision-making should involve all stakeholders and be cooperative and collaborative.
7. As a team of students, parents, staff, trustees, and community, we are committed to help all students achieve their full potential.

9. We believe that spirituality is the beliefs, practices, customs and rituals that are deeply personal and embedded in virtually all cultures and traditions which are intended to provide guidance for principled living.

Mission Statement

We strive to deliver quality education in a safe and caring environment so students realize their maximum potential and develop a desire for lifelong learning.

This has been summarized into the motto:

Inspiring students to become the best they can be.

Our Vision

Wetaskiwin Regional Public Schools is a learning community that is caring, collaborative, committed to celebrating diversity, respected for its focus on excellence, where students eagerly embrace and believe that learning has the power to inspire them to discover, develop and act upon their potential, thereby enriching their lives and their community.

Respectful Environment Statement

Wetaskiwin Regional Public Schools supports mutual respect and dignity for those we serve and for those who serve. Inappropriate conduct or abusive behaviour towards staff, students, or their families is not tolerated. Please help us maintain a positive and safe work environment. Respect earns respect.

Goals

1. To achieve the provincial Goals of Education
 - 1.1 Achievement of the broader goals of education must be viewed as a shared responsibility of the community. Maximum learning occurs when the efforts and expectations of various agencies affecting children complement each other. Recognizing the learning that has or has not occurred through various community influences, among which the home is most important, the school will strive to develop:
 - 1.1.1 Intellectual curiosity and a desire for lifelong learning;
 - 1.1.2 The ability to get along with people of varying backgrounds, beliefs and life-styles;
 - 1.1.3 A sense of community responsibility which embraces respect for law and authority, public and private property, and the rights of others;
 - 1.1.4 Self-discipline, self-understanding, and a positive self-concept through realistic appraisal of one's capabilities and limitations;
 - 1.1.5 An appreciation for tradition and the ability to understand and respond to change as it occurs in personal life and in society;
 - 1.1.6 Skills for effective utilization of financial resources and leisure time and for constructive involvement in community endeavors;
 - 1.1.7 An appreciation for the role of the family in society;
 - 1.1.8 An interest in cultural and recreational pursuits;
 - 1.1.9 A commitment to the careful use of natural resources and to the preservation and improvement of the physical environment; and
 - 1.1.10 A sense of purpose in life, and ethical and spiritual values which respect the worth of the individual, justice, fair play and fundamental rights, responsibilities and freedoms.
 - 1.2 The striving of the school and community must be coupled with an accountability and responsibility on the individual learner to partake in the process.

- 1.3 The ultimate aim of education is to develop the abilities of the individual in order to fulfill personal aspirations while making a positive contribution to society.
2. To achieve the provincial Goals of Schooling
 - 2.1 Schooling as part of education, accepts primary and distinctive responsibility for specific goals basic to the broader goals of education. Programs and activities shall be planned, taught and evaluated on the basis of these specific goals in order that students:
 - 2.1.1 Develop competencies in reading, writing, speaking, listening and viewing;
 - 2.1.2 Acquire basic knowledge and develop skills and attitudes in mathematics, the practical and fine arts, the sciences and the social studies (including history and geography), with appropriate local, national and international emphasis in each
 - 2.1.3 Develop the learning skills of finding, organizing, analyzing and applying information in a constructive and objective manner;
 - 2.1.4 Acquire knowledge and develop skills, attitudes and habits which contribute to physical, mental and social well-being;
 - 2.1.5 Develop an understanding of the meaning, responsibilities, and benefits of active citizenship at the local, national and international levels; and
 - 2.1.6 Acquire knowledge and develop skills, attitudes and habits required to respond to the opportunities and expectations of the world of work, with appropriate emphasis on technology use.
 - 2.2 Because the above goals are highly interrelated, each complementing and reinforcing the others, priority ranking among them is not suggested. It is recognized that in sequencing learning activities for students, some goals are emphasized earlier than others; however, in relation to the total years of schooling, they are of equal importance.
 - 2.3 In working toward the attainment of its goals, the school will strive for excellence. However, the degree of individual achievement also depends on student ability and motivation as well as support from the home. Completion of diploma requirements is expected to provide the graduate with basic preparation for lifelong learning. Dependent on program choices, the diploma also enables job entry or further formal study.
3. To develop in our students the provincial Desirable Personal Characteristics
 - 3.1 Children inhabit schools for a significant portion of their lives. Each day, in their relationship with fellow students, teachers and other adults who are in the school, children are exposed to a complex combination of influences, some deliberate and others incidental. In Canada, the common pattern of attitudes derives from many sources, cultural, religious, ethnic and legal. Public schools exist within this culture and it is from this culture that the schools' dominant values emerge.
 - 3.2 The school, as the site of a child's formal education, is not the sole or even dominant determiner of student attitudes. Other important sources of influence include the home, the church, the media, and the community. Educators alone cannot, and must not, assume the responsibility for the moral, ethical and spiritual development of their students. They do, however, play a significant role in support of other institutions. The actions of teachers and the activities that take place in schools contribute in a major way to the formation of attitudes.
 - 3.3 The Alberta community lives with a conviction that human beings are unique and are uniquely related to their world. Generally, but not universally, this expresses itself spiritually, through the belief in a Supreme Being (e.g., God). Ethical/moral characteristics, intellectual characteristics, and social/personal characteristics must be treated in a way that recognizes this reality and respects the positive contribution of this belief to our community.

- 3.4 Parents and other groups in society clearly expect teachers to encourage the growth of certain positive attitudes in students. These attitudes are thought of as being the prerequisites to the development of essential personal characteristics. For the guidance of all, the following list has been prepared. The list is not a definitive one, nor are the items ranked, but, rather, the list is a compilation of the more important attributes that schools ought to foster in students as well as staff.

3.5 Ethical/Moral Characteristics

Respectful	-	has respect for the opinions and rights of others, and for property.
Responsible	-	accepts responsibility for own actions; discharges duties in a satisfactory manner.
Fair/Just	-	behaves in an open, consistent and equitable manner.
Tolerant	-	is sensitive to other points of view, but able to reject extreme or unethical positions; free from undue bias and prejudice.
Honest	-	is truthful, sincere, possessing integrity; free from fraud or deception.
Kind	-	is generous, compassionate, understanding, considerate.
Forgiving	-	is conciliatory, excusing; ceases to feel resentment toward someone.
Committed to	-	displays behaviour consistent with the principles democratic ideals inherent in the social, legal and political institutions of this country.
Loyal	-	is dependable, faithful; devoted to friends, family and country.
Open-minded	-	delays judgments until evidence is considered, and listens to other points of view.
Thinks critically	-	analyzes the pros and cons; searches for and considers alternatives before reaching a decision.
Intellectually curious	-	is inquisitive, inventive, self-initiated; searches for knowledge.
Creative	-	expresses self in an original but constructive manner; seeks new solutions to problems and issues.
Pursues excellence	-	has internalized the need for doing his or her best in every field of endeavor.
Appreciative	-	recognizes aesthetic values; appreciates intellectual accomplishments and the power of human strivings.

3.6 Social/Personal Characteristics

Cooperative	-	works with others to achieve common aims.
Accepting	-	is willing to accept others as equals.
Conserving	-	behaves responsibly toward the environment and the resources therein.
Industrious	-	applies self diligently, without supervision.
Possesses a strong sense of self-worth	-	is confident and self-reliant; believes in own ability and worth.
Persevering	-	pursues goals in spite of obstacles.
Prompt	-	is punctual; completes assigned tasks on time.

Neat	- organizes work in an orderly manner; pays attention to personal appearance.
Attentive	- is alert and observant; listens carefully.
Unselfish	- is charitable, dedicated to humanitarian principles.
Mentally and physically prepared	- possesses a healthy, sound attitude toward life; seeks and maintains an optimum level of bodily health.

4. To provide quality instruction and leadership from staff and trustees involving the collaborative effort and common focus of all stakeholders.

4.1 Wetaskiwin Regional Public Schools is committed to providing a policy driven operational environment which stimulates effective leadership and quality instruction to “Inspiring students to become the best they can be.” The continued development and refinement of this environment will involve the collaborative decision-making, cooperative effort, and shared vision or common focus of all stakeholders. This partnership of stakeholders fosters the shared vision we pursue.

Long Range Objectives

In support of the above goals, the following objectives have been identified:

1. To achieve high levels of student performance in relation to each student's abilities.
2. To achieve high levels of staff performance in support of students' success.
3. To provide a program appropriate to the wide range of student needs so that students may experience optimum opportunities for success.
4. To provide appropriate facilities and premises such that a clean, comfortable and safe teaching/learning/working environment is available to students and staff.
5. To provide a safe, efficient, and effective Student Transportation System.
6. To supply and maintain appropriate technology, supplies, materials, furniture and equipment required to implement programs effectively and efficiently.
7. To operate the school system in an environmentally friendly manner and promote individual responsibility for the environment.
8. To manage financial resources to operate programs effectively and efficiently within a balanced budget.
9. To gain support and participation in the educational process from community and appropriate other agencies, while providing for consultation and collaborative decision making.
10. To maintain effective internal and external communications.
11. To promote the value of public education for the benefit of individuals and society.

Priorities

From time to time the Board, in consultation with stakeholders, will establish near term priorities relating to the long range objectives cited above.

Strategic Action Plans

Action plans and strategies to fulfill the objectives are developed, recorded in the Strategic Education Plan, and carried out through policy implementation and exercise at the school and system level.

Legal Reference: Section 39, 45, 47, 78, *School Act*

Policy 2

ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the *School Act* and attendant Regulations; the corporate body elected in accordance with the *Local Authorities Election Act* and including a trustee appointed in accordance with the *School Act*, the Board of Trustees shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board is therefore charged with the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction and the wise use of resources.

Specific Areas of Responsibility

1. Accountability for Student Learning and Wellness

The Board shall:

- 1.1 Provide overall direction for the Division by establishing mission, vision, values, strategic priorities and key results.
- 1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
- 1.3 Annually approve Three-Year Education Plan process and timelines.
- 1.4 Identify Board priorities at the outset of the annual Three-Year Education Planning process.
- 1.5 Initiate school and program reviews as necessary to monitor the achievement of student outcomes.
- 1.6 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
- 1.7 Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.

2. Community Assurance

The Board shall:

- 2.1 Make data-driven informed decisions which consider community values and represent the interests of the community served.
- 2.2 Engage the community in a dialogue about Division programs, needs and desires.
- 2.3 Establish processes and provide opportunities for community engagement; provide feedback on recommendations and input received.
- 2.4 Establish plans for collaborative work between the Division and First Nations.
- 2.5 Establish a forum for student engagement.
- 2.6 Report Division results to the community at least annually.
- 2.7 Support community engagement, development and capacity building to foster student success.

- 2.8 Develop appeal procedures for and hold hearings as required by statute and/or Board policy.
- 2.9 Model a culture of respect, understanding and integrity.
- 2.10 Maintain transparency in all fiduciary aspects.

3. Accountability to Provincial Government

The Board shall:

- 3.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
- 3.2 Perform Board functions required by governing legislation and existing Board policy.
- 3.3 Ensure all students, teachers and Division leaders learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.

4. Fiscal Accountability

The Board shall:

- 4.1 Within the context of results-based budgeting, approve budget assumptions/ principles and establish priorities at the outset of the budget process.
- 4.2 Approve the budget annually, establish trustee compensation rates, approve the funding allocation formula, approve Careers & Technology Foundations, Band Equipment Rental and Transportation fees, and ensure resources are allocated to achieve desired results.
- 4.3 Approve expense reimbursement rates.
- 4.4 Monitor fiscal management of the Division through receipt a monthly balance sheet and statement of revenue and expenditures report.
- 4.5 Receive the Audit Report and ensure management letter recommendations are addressed.
- 4.6 Approve annually the Three-Year Capital Plan for submission to Alberta Education by the date due.
- 4.7 Approve borrowing for capital expenditures within provincial restrictions.
- 4.8 Solicit advice then set the mandates for negotiation.
- 4.9 Ratify Memoranda of Agreement with bargaining units.
- 4.10 Approve any contracts in excess of two hundred and fifty thousand dollars (\$250,000).
- 4.11 Appoint members to the Board's Audit Committee.
- 4.12 Approve the Superintendent's contract.
- 4.13 Approve annually signing authorities for the Division.
- 4.14 Approve transfer of funds to/from reserves.
- 4.15 Approve investment parameters.
- 4.16 Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.

5. Superintendent/Board Relations

The Board shall:

- 5.1 Select the Superintendent.
- 5.2 Provide the Superintendent with clear corporate direction.

- 5.3 Delegate, in policy, administrative authority and identify responsibility subject to provisions and restrictions in the *School Act*.
 - 5.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 5.5 Annually evaluate the Superintendent in regard to the Superintendent's job description and additional Board direction.
 - 5.6 Annually review compensation.
 - 5.7 Interact with the Superintendent in an open, honest, respectful and ethical manner.
6. Board Development
- The Board shall:
- 6.1 Develop a yearly plan for trustee development including increased knowledge of role, processes and issues to further the effective implementation of the Three-Year Education Plan.
 - 6.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
 - 6.3 Develop an orientation package and process.
7. Policy
- The Board shall:
- 7.1 Identify how the Board is to function.
 - 7.2 Develop/revise policies using a generative engagement process.
 - 7.3 Monitor policy currency and relevancy.
8. Political Advocacy
- The Board shall:
- 8.1 Act as an advocate for public education and the Division.
 - 8.2 Identify issues for advocacy on an ongoing basis.
 - 8.3 Develop a yearly plan for advocacy including focus, key messages and mechanisms.
 - 8.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
 - 8.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

Selected Responsibilities

The Board shall:

- 1. Approve Division school-year calendars.
- 2. Establish school attendance areas.
- 3. Establish entrance ages for student admission.

4. Approve an alternative primary second language of instruction at a school.
5. Approve religious programs of instruction.
6. Receive highlights of School Education Plans and Results Reports.
7. Approve requests to the Minister for the disposition of land and buildings.
8. Name schools and other Board-owned facilities.
9. Provide opportunities for dialogue with School Councils.
10. Hear concerns raised by a School Council or Principal, following an attempt of resolution by the Superintendent.
11. Make a recommendation to the Minister for the dissolution of a School Council.
12. Approve joint-use agreements.
13. Approve locally developed/acquired courses for students.

Adopted/Revised: October 2011, March 2017

Legal Reference: Section 56, 60, 61, 62, 63, 187, 188 *School Act*
Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

APPENDIX 5**Policy 3****ROLE OF THE TRUSTEE**

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision making role in the context of corporate action. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Provide for the engagement of parents, students and various communities.
3. Respectfully bring forward and advocate for local issues and concerns.
4. Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
5. Refer administrative matters to the Superintendent.
6. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, Principal or department and will inform the Superintendent of this action.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.
8. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
9. Attend meetings of the Board; prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
10. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
11. When delegated individual responsibility by the Board, exercise such authority within the defined limits in a responsible and effective way.
12. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
13. Stay current with respect to educational issues and trends.
14. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
15. Contribute to a positive and respectful learning and working culture both within the Board and the Division.
16. Attend Division or school events when possible.
17. Act as a liaison to assigned School Councils/Parent Advisory Councils.
18. Become familiar with, and adhere to, the Trustee Code of Conduct.
19. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice Chair.

Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

1. The Division will offer an orientation program for all trustees that will provide information on:
 - 1.1 Role of the trustee and the Board;
 - 1.2 Organizational structures and procedures of the Division;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 Division programs and services;
 - 1.6 Board's function as an appeal body; and
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The Division will provide financial support for trustees to attend Alberta School Boards Association and Public School Boards Association of Alberta sponsored orientation seminars.
3. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for trustees.
4. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 246 *School Act*
 Section 6, *Commissioner of Oaths Act*

Policy 4

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the diversity, dignity and worth of each person.

Specifically

1. Trustees shall carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with diligence.
2. Trustees shall respect issues of a sensitive or confidential nature. Confidential information will not be shared or disclosed.
3. Trustees shall work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion which may arise during debate.
4. Trustees shall make decisions based on available information from all sources.
5. While elected from specific electoral subdivisions, trustees must represent the best interests of the entire Division.
6. Trustees shall honour their fiduciary responsibility; fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division's services.
7. Trustees shall reflect the Board's values, priorities, policies and resolutions when communicating with the public; trustees shall uphold the Board's communications protocol at all times.
8. Trustees shall represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
9. Trustees shall disclose the nature of any pecuniary interest, and abstain and absent themselves from discussion or voting on the matter in question.
10. Trustees shall not use their influence to obtain employment within the Division for family members or friends.
11. Trustees shall ensure that any use of electronic devices during a meeting is for the purposes of the meeting.
12. Trustees shall refrain from engaging in private communications while at Board meetings.
13. Trustees will maintain the highest standards of civility and respect, and abstain from criticism of fellow Board members, the Board, employees, students and parents.
14. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix B – Trustee Code of Conduct Sanctions.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 246 *School Act*

Policy 4 – Appendix A

COMMUNICATIONS PROTOCOL

A role of an individual trustee as outlined in Policy 3 – Role of the Trustee is to contribute to a positive and respectful learning and working culture both within the Board and the Division. Paramount in the achievement of this role is communication.

1. As stated in Policy 4 – Trustee Code of Conduct, trustees shall reflect the Board's values, priorities, policies, and resolutions and be respectful of current Division practices when communicating with the public.
 - 1.1 Trustees shall speak with deliberation and care, understanding that when they speak, the perception often is that the Board is speaking.
 - 1.2 When speaking, trustees will communicate as accurately as possible at all times.
 - 1.3 Trustees may speak about a motion they put forward prior to the debate and Board decision. Once a decision is made, all trustees are expected to publically respect the Board decision.
 - 1.4 A trustee may provide personal opinion or comment as the electoral subdivision trustee on local issues, while recognizing that all local issues may have Division implications.
2. As stated in Policy 5 – Role of the Board Chair, the Board Chair will act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual group.
 - 2.1 The Board Chair will respond promptly to emails addressed to all trustees. The return email will indicate that all trustees are aware that the Board Chair is responding on behalf of the Board. Trustees will not respond if they are copied in an email.
3. As stated in Policy 4 – Trustee Code of Conduct, trustees will maintain the highest standards of civility and respect, and abstain from criticism of fellow Board members, the Board, employees, students and parents.
 - 3.1 Trustees will be respectful of others in the volume of emails sent to colleagues, will read information received from colleagues, will avoid debate by email and will avoid compromising the public nature of debate in sharing information.
 - 3.2 Public statements will avoid criticism of the intentions or actions of other Board members, the Board, employees, students and parents.
 - 3.3 Recognizing that email is not a secure communication, trustees will not use email to pass along sensitive or confidential information.
 - 3.4 Trustees will inform the electoral subdivision trustee prior to contacting or visiting community groups, organizations or MLAs in electoral subdivisions other than their own.
4. As stated in Policy 3 – Role of the Trustee, trustees are to provide for the engagement of parents, students and various communities.
 - 4.1 Trustees must be aware of social media etiquette when inviting feedback on Board proposals, including policy, and in modeling the principles of open and transparent governance and inclusiveness in public education.
 - 4.2 Trustee personal blogs, websites and social media groups will be respectful of Board values, priorities, policies and resolutions and respect confidentiality. (The expression of personal opinion may impact the range of feedback received or the perception that the trustee is going into a debate with an open mind.)
 - 4.2.1 Trustees will consider the accuracy and potential legal liabilities of all posts before posting.
 - 4.2.2 Trustees will monitor personal sites.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 246 *School Act*

TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. A trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event or knowledge of the event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
4. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees; the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
5. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other trustee must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint be heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
6. Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
7. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his/her views of the alleged violation of the Code of Conduct.
8. At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

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

- 8.1 The Code of Conduct complaint shall be conducted at an in-camera session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 8.2 The sequence of the Code of Conduct hearing shall be:
 - 8.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 8.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 8.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 8.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 8.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 8.2.6 The complaining trustee shall be given the opportunity to make final comments; and
 - 8.2.7 The respondent trustee shall be given the opportunity to make final comments.

- 8.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- 8.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 8.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 8.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 8.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 8.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 8.9 The presiding Chair shall declare the special Board meeting adjourned.
9. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 9.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 9.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 9.3 Having a motion to remove the offending trustee from one (1), some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee's term as trustee.
10. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 246 *School Act*

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 of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board believes that Board meetings must be governed by a set of principles that ensure orderly, efficient and legal operation.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs should be conducted in public to the greatest extent possible.

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

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

1. Organizational Meeting

- 1.1 An organizational meeting of the Board shall be held annually, and no later than four weeks following Election Day when there has been a general election. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
- 1.2 Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 1.3 The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected to serve at the pleasure of the Board, for a maximum period of one year.
- 1.4 The organizational meeting shall, in addition:
 - 1.4.1 Elect a Vice-Chair to serve at the pleasure of the Board;
 - 1.4.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 1.4.3 Create such standing committees of the Board as are deemed appropriate, and appoint members to serve at the pleasure of the Board;
 - 1.4.4 Appoint Board representatives, to serve at the pleasure of the Board, to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;

- 1.4.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and
 - 1.4.6 Address other organizational items as required.
- 2. Regular Scheduled Meetings
 - 2.1 The Board shall hold two (2) monthly Board meetings on dates as determined at the annual Board Organizational meeting.
 - 2.2 There shall be no regular scheduled meetings during July and August.
 - 2.3 Regular scheduled meeting dates may be canceled or changed by resolution of the Board at a properly constituted meeting or by the Board Chair in agreement with all trustees.
 - 2.4 Regular Board meetings for the purpose of conducting the regular business of the Board shall be held in the Board Room of the Division Office and shall commence at 9:00 a.m.
 - 2.5 Board meetings are not to continue past 4:30 p.m. When business cannot be completed within this time period, the Chair shall call for direction from the Board to either extend the meeting time or to defer unfinished business to a future meeting.
 - 2.6 An annual schedule of meetings shall be prepared and passed at the annual Board Organizational meeting. Any revisions to this schedule shall be duly advertised.
 - 2.7 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
 - 2.8 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 2.8.1 Obtain authorization by resolution of the Board to do so; or
 - 2.8.2 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.
 - 2.9 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.
 - 2.10 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 3. Special Meetings
 - 3.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
 - 3.2 Special meetings of the Board will only be called when the Board Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
 - 3.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven (7) days prior to the date of the meeting) or in person (at least two (2) days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
 - 3.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

- 3.5 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.
- 3.6 The agenda package, containing the notice of meeting and the agenda and supporting information, will be made available to each trustee at least two (2) days in advance of the Special Board meetings, if possible.
- 3.7 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 3.8 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

4. Confidential/In-Camera Meetings or Portions Thereof

- 4.1 In accordance with the School Act, the meetings of a Board shall be held in public and no person shall be excluded from them except for improper conduct. However, when a majority of the trustees present at a meeting of the Board are of the opinion that it is in the public interest to hold the meeting or part of the meeting in private for the purpose of considering any matter, the Board may, by resolution, exclude any person from the meeting. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Superintendent.
- 4.2 Although the Board has the right to determine what issues will be dealt with confidentially in an "in camera" session, convention holds that the following be confidential:
 - 4.2.1 Issues relating to individual students or small groups that may be identifiable individually;
 - 4.2.2 Issues relating to individual employees;
 - 4.2.3 Issues relating to collective bargaining or negotiations with individuals or groups of employees;
 - 4.2.4 Issues relating to the acquisition or disposal of real property or assets; and
 - 4.2.5 Issues relating to legal counsel involving on-going, pending, imminent, or contemplated legal action or any other matter where legal advice is being sought.
- 4.3 In Camera sessions may include any other issue that the Board feels is in the best interest of the public trust to be dealt with confidentially.
- 4.4 Such sessions shall be closed to the public and press. The Board shall only discuss the matters which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Discussion and debate shall not be repeated outside the meeting.
- 4.5 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
- 4.6 The Board may pass a resolution in public session formally approving directions determined in the in-camera session.
 - 4.6.1 Should a trustee wish to amend such resolution, the Board must revert to the in-camera session for any discussion.

5. Participation by Electronic Means

- 5.1 Notwithstanding Section 71 of the School Act, it is the preference of the Board to meet in person at a common location to conduct Division business.

- 5.2 Notwithstanding 5.1 above, in exceptional circumstances, a regular Board meeting may be conducted by means of electronic or other communication facilities where weather conditions or specific needs prohibit a trustee from being physically present.
- 5.3 Trustees participating in a Board meeting via electronic communication shall be deemed to be present at the meeting.
- 5.4 Trustees participating via electronic communications shall have all meeting documents and handouts at their disposal.
- 5.5 The electronic communication means must enable all participants, including public members present, to hear all communications.
- 5.6 One (1) facility will be determined by the Superintendent or designate to be the central and public-accessible site, and this site will be communicated to the public with the Board agenda.
 - 5.6.1 At least one (1) trustee and the Superintendent or designate must participate from the central and public-accessible site.
- 5.7 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.8 A trustee may participate from a location to which the public does not have access.
- 5.9 A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera, and will meet all requirements of an in-camera session.
- 5.10 Unless there are mitigating reasons, approved in advance by the Chair, a trustee may not attend two consecutive meetings via electronic means.
- 5.11 Committee or special meetings that are of a short duration and that do not warrant travel may be conducted entirely via electronic means by unanimous consent of all committee members.

6. Agenda for Regular Meetings

The Board Chair is responsible for establishing the agenda for Board Meetings, in consultation with the Vice-Chair and the Superintendent.

- 6.1 The agenda for regular business meetings of the Board shall be arranged according to the following:
 - 6.1.1 Action Items – those items that must receive Board action;
 - 6.1.2 Information Items – those items which are informative in nature and may or may not lead to Board action; and
 - 6.1.3 Confidential Items – those items that pertain to personnel and other confidential matters that require discussion in camera prior to discussion in an open meeting.
- 6.2 The order of business for meetings of the Board shall be as follows:
 - 6.2.1 Call to Order
 - 6.2.2 Treaty Land Acknowledgement
 - 6.2.3 Consideration of the Agenda
 - 6.2.4 Approval of Agenda
 - 6.2.5 Approval of Minutes
 - 6.2.6 Business Arising From the Minutes
 - 6.2.7 Celebrating Excellence
 - 6.2.8 Representative Reports
 - 6.2.9 Action Items

- 6.2.10 Committee Reports
- 6.2.11 Division Staff Reports
- 6.2.12 Information Items
- 6.2.13 Board Correspondence
- 6.2.14 Upcoming Events
- 6.2.15 Requests For Information
- 6.2.16 Confidential Session (if necessary)
- 6.2.17 Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

- 6.3 The nature of the business to be transacted must be clearly specified.
- 6.4 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.
- 6.5 Items may be placed on the agenda in one of the following ways:
 - 6.5.1 By notifying the Board Chair or Superintendent at least seven (7) days prior to the Board meeting through Call2Order.
 - 6.5.2 By notice of motion at a previous meeting of the Board.
 - 6.5.3 As a request from a committee of the Board.
 - 6.5.4 The Board Chair, at the beginning of the Board meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval.
 - 6.5.4.1 Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
- 6.6 The agenda package, containing the notice of meeting and the agenda and supporting information, will be made available to each trustee at least six (6) days in advance of regular Board meetings.
- 6.7 The list of agenda items shall be posted on the Division website and available in the Division Office. Any elector may inspect the agenda and request a copy.
- 6.8 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.9 During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

- 7.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 7.2 The minutes shall record:
 - 7.2.1 Date, time and place of meeting;
 - 7.2.2 Type of meeting (regular, special or organizational);
 - 7.2.3 Name of presiding officer;
 - 7.2.4 Names of those trustees and administration in attendance;
 - 7.2.5 Approval of preceding minutes;
 - 7.2.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;

- 7.2.7 All resolutions, including the Board's disposition of the same, placed before the Board, must be entered in full;
- 7.2.8 Names of persons making the motion;
- 7.2.9 Points of order and appeals;
- 7.2.10 Appointments;
- 7.2.11 Summarized reports of committees;
- 7.2.12 Recording of the vote on all motions;
- 7.2.13 Trustee declaration of conflict of interest pursuant to the School Act;
- 7.2.14 Departure and re-entry times of trustees; and
- 7.2.15 The time of adjournment.
- 7.3 The minutes shall:
 - 7.3.1 Be prepared as directed by the Superintendent;
 - 7.3.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 7.3.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 7.3.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.4 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
- 7.5 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
 - 7.5.1 Provide for identification as to the meeting at which it was considered;
 - 7.5.2 Establish and maintain a file of all Board minutes.
- 7.6 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.
- 7.7 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 7.8 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Division Office.
- 7.9 Copies of the minutes adopted by the Board shall be posted on the website, distributed to all trustees, schools, and other destinations as directed by the Board as soon as is practicable.

8. Motions

Motions must clearly describe the proposal; the mover must say precisely what the words of the motion are to be. The Board votes on exact language, not a vague idea. The Board Chair can require that main motions be submitted by the mover in writing. [RONR (11th ed.), p. 40, II. 4 7]

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

8.1 Notice of Motion

- 8.1.1 The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

- 8.1.1.1 A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date.
 - 8.1.1.2 A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting.
 - 8.1.1.3 The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.
- 8.2 Motion to Reconsider
 - 8.2.1 A motion to reconsider may be made only by a trustee who voted on the prevailing side in the original vote (i.e. a trustee who voted “yes” if the original motion passed or who voted “no” if the motion was defeated).
 - 8.2.2 The mover of a motion to reconsider must provide new information as rationale for reconsideration.
 - 8.2.3 The motion to reconsider must be brought to the next regular Board meeting after the passage of the original motion unless new information becomes available on a subsequent date.
 - 8.2.4 The motion to reconsider is debatable.
- 8.3 Discussion on Motions
 - 8.3.1 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
 - 8.3.2 A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.
- 8.4 Speaking to the Motion
 - 8.4.1 The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
 - 8.4.2 If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to take over. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.
 - 8.4.3 The mover of the motion is permitted to close debate on the motion.
 - 8.4.4 As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
 - 8.4.5 No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
 - 8.4.6 When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.
- 8.5 Reading of the Motion

- 8.5.1 A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 8.6 Recorded Vote
 - 8.6.1 All votes will be recorded.
- 8.7 Required Votes
 - 8.7.1 The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.
 - 8.7.2 Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.
- 8.8 Debate
 - 8.8.1 In all debate, any matter of procedure not covered in this policy and in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9. Delegations

The Board believes that it has the responsibility to encourage members of the public to bring concerns relating to educational matters to regular meetings of the Board. The Board also believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient fashion. The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

- 9.1 The Board welcomes delegations according to the following procedures:
 - 9.1.1 Delegations will normally be scheduled at the beginning of Board meetings. However, requests by delegations for specific times will be accommodated where feasible.
 - 9.1.2 All delegations must provide a written submission stating the nature and purpose of their presentation ten (10) days in advance of the meeting for inclusion in agenda packages.
 - 9.1.3 The Superintendent shall encourage potential delegations to meet with administration to clarify issues before delegations come to the Board.
 - 9.1.4 Delegations shall identify a spokesperson for all group appointments.
- 9.2 Normally, and excepting items raised pursuant to section 4 of this policy, the following procedures will govern the conduct of the delegation:
 - 9.2.1 The Board Chair shall outline the process.
 - 9.2.2 The delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum.
 - 9.2.3 The spokesperson will be asked to present the position/request. Speakers may offer objective criticism of school operations and programs or make requests of the Board. The Board will not hear complaints against Division staff or contractors. The Board Chair may terminate the remarks of any individual who does not adhere to the above guidelines.

- 9.2.4 The delegation spokesperson shall be entitled to complete his/her presentation, within fifteen (15) minutes without questioning or comments from the Board.
- 9.2.5 During a presentation by a delegation, trustees shall not express opinions. Upon completion of the presentation the Board Chair shall allow, for a maximum of fifteen (15) minutes, trustee questions of clarification of the delegation.
- 9.2.6 Upon completion of the question period the Board Chair shall inform the delegation when the decision will be made. When a decision has been reached it will be communicated in writing to the spokesperson. Normally, the Board will defer action on items of business that are presented by a delegation, postponing any discussion and action to that section of the agenda specified for that purpose.

10. Recording Devices

- 10.1 The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Board Chair.

11. Trustee Compensation

In recognition of the time commitments required by trustees in conducting the business of the Board, trustees shall be provided reasonable honoraria and expense reimbursement.

- 11.1 The honoraria and per diem rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided to Wetaskiwin Regional Division No. 11 by Alberta Education.
 - 11.1.1 Honoraria shall be reviewed by the Board, in consultation with the Associate Superintendent: Business every four (4) years.
- 11.2 The Board Chair and trustees will receive a basic annual honorarium in recognition of the responsibilities of their positions. These responsibilities include:
 - 11.2.1 Regular Board meetings;
 - 11.2.2 Regular Board Committee meetings; and
 - 11.2.3 Attendance at School Council meetings.
- 11.3 The Board Chair and the Vice-Chair shall receive an extra allowance established annually to cover attendance at agenda planning sessions and increased responsibility as the Board spokesperson. The Board Chair and the Vice-Chair shall be paid travel costs to attend to these duties.
- 11.4 Of this honorarium, 1/6 is considered to be a general expense allowance to cover various costs including those for phone lines, office supplies, copying and other expenses. In addition, 1/6 is considered to be a travel expense allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel from meetings (excluding regularly scheduled meetings) as elected representatives. In summary, these allowances are provided to offset costs incurred by trustees that are not reimbursed through the Board's personal expense claim process.
- 11.5 Attendance at the following activities shall be considered a part of trustee public relations for which no compensation will be paid:
 - 11.5.1 Attendance at concerts, student competitions, plays and/or other social functions of the schools; (outside of clause 11.6);
 - 11.5.2 Attendance at social functions of the staff; (e.g. Appreciation Night and Fall Social);
 - 11.5.3 Informal, unsolicited school or office visits and individual meetings with members of the staff or public;

- 11.6 Trustees will receive additional per diem allowances and travel and subsistence reimbursement for the following activities:
 - 11.6.1 Meetings of Standing Committees not addressed under clause 11.2,
 - 11.6.2 Special meetings and Committee of the Whole Meetings
 - 11.6.3 Board Annual School Tours
 - 11.6.4 Board/School Council Chairs meetings
 - 11.6.5 ASBA Conventions
 - 11.6.6 ASBA Zone Meetings / Committee Appointments
 - 11.6.7 Conferences/Workshops
 - 11.6.8 System Administrator Team meetings
 - 11.6.9 Graduations and other functions where the trustee has been requested to attend as an official Board representative with a specific task to perform on behalf of the Board.
 - 11.6.10 The Board Chair or designate's attendance at any meeting or event where their attendance is requested as a representative of the jurisdiction.
- 11.7 Out of City trustees shall receive a taxable allowance to cover travel to and from regularly scheduled meetings.
 - 11.7.1 Board members may not claim travel expenses in the performance of their regular official duties covered under clause 11.2 except for the attendance at School Council meetings.
 - 11.7.2 The following travel expenses actually incurred by Board members in the performance of their official duties covered under clause 11.5, and not reimbursed to established Division rates by any other source, will be deemed approved expenses and appropriate for reimbursement:
 - 11.7.2.1 All commercial transportation less than first class airfare. Ground transportation will not exceed transportation fares from hotel of residence to the meeting and return, transportation fares from the airport to the hotel of residence and return, or kilometrage, meals and accommodations at rates established by the Board.
 - 11.7.2.2 Kilometrage, meals and accommodation for meetings outside the Wetaskiwin Regional Division boundaries.
 - 11.7.2.3 Reimbursement of honoraria, travel and/or subsistence by other parties below that of established Division rates shall be eligible for additional claims by trustees to make up the variance.
 - 11.7.2.4 Payments shall be made monthly following presentation of a signed Expense Claim form and submitted by the 15th of each month.
 - 11.7.2.5 Trustee claims are approved by the Board Chair and Vice-Chair. Trustees may be contacted for further clarification.
 - 11.7.2.6 Trustees will be informed by the Board Chair or Vice-Chair of any alterations to a claim and provided with the revised expense claim.
 - 11.7.2.7 Trustee disputes in the payment of an honorarium or expense claim are to be made in writing to the Board Chair. The Board Chair will make a ruling in a timely manner.

- 11.7.2.8 An appeal of the Board Chair's ruling will be presented to the Board for resolution within the current school year.

11.8 Travel and Subsistence

- 11.8.1 The Board believes that it can best perform its duties if each member makes an effort to become better informed through attending seminars, workshops, conventions, etc. In support of this belief, there will be an annual allotment in the budget for expenses incurred by trustees.
- 11.8.2 For events of a local, zone, or provincial nature, expenses may be claimed as follows:
 - 11.8.2.1 Automobile Expense: reimbursement for kilometerage will be based on the rate determined by the Board and excluded from income.
 - 11.8.2.2 Food and lodging as determined by the Board.
 - 11.8.2.3 Registration and membership fees.
- 11.8.3 For events out of the province, special arrangements for expenses shall be made by motion at a meeting of the Board.
- 11.8.4 Each trustee, once within a four year elected term, may attend CSBA, CEA or Board approved alternative subject to budget availability.
- 11.8.5 When a trustee accesses funds for trustee professional development, the trustee is expected to provide a written or e-mail report to the next Board meeting that would include:
 - 11.8.5.1 Information about the event.
 - 11.8.5.2 Learnings/benefits to the students or the Division.
 - 11.8.5.3 Impressions of what took place.
- 11.9 Trustees are eligible for enrolment in a medical benefit plan as determined by the Board. The following benefits are available:
 - 11.9.1 Life Insurance.
 - 11.9.2 Accidental Death and Dismemberment.
 - 11.9.3 Extended Health Care.
 - 11.9.4 Dental.
 - 11.9.5 Vision and Hearing Aid Care.
 - 11.9.6 Health Spending Account.
 - 11.9.7 Alberta Health Care coverage as determined by the Board.
 - 11.9.8 Trustees, who are covered under an Early Retirement Plan, are eligible for support of benefits, which were not available to them at the time of retirement. (e.g. vision and hearing aid care).
 - 11.9.9 The Division also provides accident insurance coverage for each trustee.

12. Trustee Computers

- 12.1 Communication within the Division is carried out in a variety of formats and every attempt is made to choose the most appropriate in terms of effectiveness and efficiency. Very often computer technology and email is the most effective way of communicating and sharing information in a timely

fashion. To facilitate this information flow and to enable Board members to fulfill their duties as trustees appropriate computer technology will be provided for their use while in office.

- 12.2 Because this equipment is owned by the Division and is lent to trustees for the purpose of engaging in Division-related business, trustees must become familiar with and follow Administrative Procedure 140 – Technology Acceptable Use.

- 12.2.1 Trustees will be provided a docking laptop computer, meeting the standard set for administrative computers, and a printer. Hardware will be replaced consistent with the Division technology replacement plan, for laptop computers this is a six-year cycle.
- 12.2.2 Computers will have software consistent with the standard business software in use in the Division and will be upgraded from time to time to remain current with Division standards.
- 12.2.3 Each trustee will be provided with a Division email account and Internet access through GroupWise. Agenda preparation and much general communication will be conducted via electronic means. Securing an Internet Service Provider is the responsibility of individual trustees.
- 12.2.4 Basic training in the use of email, backing up files, antivirus software, and Microsoft Office software will be provided by system staff as needed.
- 12.2.5 General maintenance and upgrades of trustee laptops will be on an as required basis.
- 12.2.6 Trustees will have the option of returning the computer and printer at the end of their term in office or purchasing it at a fair market price as determined by the Superintendent or designate. Returned technology that still has use will either be passed on to the incoming trustee or cycled for use elsewhere in the Division.
- 12.2.7 In addition, the Division makes available a computer purchase plan for the purchase of personal computers by individual trustees.

13. Trustee Conflict of Interest

- 13.1 The trustee is directly responsible to the electorate of the Division and to the Board.
- 13.2 Upon election to office, and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.
- 13.3 The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.
 - 13.3.1 The trustee is expected to be conversant with the relevant sections of the School Act. The Board may consult legal counsel in a final determination of conflict of interest.
 - 13.3.2 The trustee is solely responsible for declaring himself/herself to be in possible conflict of interest. The trustee shall limit a declaration of conflict of interest to those matters specified in the relevant section(s) of the School Act.
 - 13.3.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest; and
 - 13.3.4 Upon making such declaration, the member shall request the Board or Committee secretary to record the declaration in the minutes.

- 13.3.5 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 13.3.6 It shall be the responsibility of the Superintendent's designate to record in the minutes the trustee declaration and the trustee abstention from the debate, the vote, and absence from the room.

14. Board Self-Evaluation

The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled Superintendent Evaluation Process, Criteria and Timelines.

- 14.1 The purpose of the Board self-evaluation is to answer the following questions:
 - 14.1.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
 - 14.1.2 How do we perceive our interpersonal working relationships?
 - 14.1.3 How well do we receive input and how well do we communicate?
 - 14.1.4 How well have we adhered to our annual work plan?
 - 14.1.5 How would we rate our Board-Superintendent relations?
 - 14.1.6 How well have we adhered to our governance policies?
 - 14.1.7 What have we accomplished this past year? How do we know?
- 14.2 The principles upon which the Board self-evaluation is based are as follows:
 - 14.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 14.2.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 14.2.3 An evidence-based approach provides objectivity.
- 14.3 The components of the Board self-evaluation are:
 - 14.3.1 Review of Board Role Performance
 - 14.3.2 Monitoring Interpersonal Working Relationships
 - 14.3.3 Monitoring Board Representation/Communication
 - 14.3.4 Review of Annual Work Plan Completion
 - 14.3.5 Monitoring Board-Superintendent Relations
 - 14.3.6 Review of Board Motions
 - 14.3.7 Review of Board Governance Policies
 - 14.3.8 Creating a Positive Path Forward

Legal Reference: Section 27, 60, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 145, 277 *School Act*
Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

Policy 7 – Appendix A

TRUSTEE ANNUAL HONORARIUM AND EXPENSE CLAIM SCHEDULE

Annual Honorarium

Paid monthly via the payroll department. Intended to compensate trustees for attendance at Regular Board meetings, School Council meetings and to cover general expenses such as office supplies, phone lines, etc. These rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided by Alberta Education.

Annual Honorarium – Board Chair	\$17,989/yr
Annual Honorarium – Board Vice-Chair	\$16,079/yr
Annual Honorarium – Trustee	\$13,152/yr

Annual Taxable Travel Allowance

Paid monthly via the payroll department. Intended to compensate trustees who reside outside the City of Wetaskiwin for travel expenses required to attend Regular Board meetings held at Central Office.

Electoral Subdivision 4	\$2,033/yr
Electoral Subdivision 3	\$1,254/yr
Maskwacis	\$ 428/yr
Electoral Subdivision 2	\$ 323/yr
Electoral Subdivision 1	\$ 190/yr

Expenses Claimed as Incurred

Paid by the accounts payable department upon submission and approval of a Trustee Expense Claim form. Intended to cover the following:

- Meetings and Standing Committees
- Special and Committee of the Whole meetings
- Board School Tours
- Board/School Council Chairs (COSC) meetings
- ASBA/PSBAA Zone and Committee meetings (Board appointed trustee representative(s))
- System Administrator Team meetings
- Conventions, conferences and workshops
- Graduations and other functions where a trustee has been requested to attend as an official Board representative.
- Any meeting or event where a trustee has been requested to attend as an official Board representative.

Reimbursement Rates

Meetings < 2 hours	\$23/hr
Meetings ½ day (approx. 4 hrs.)	\$90
Meetings full day (approx. 8 hours)	\$180
Meetings > 8 hours	\$23/hr
Travel time in excess of 2 hours	\$23/hr
Conference per Diem (accommodation and meals)	\$210/night
Mileage	\$0.52/km
Registration or fees	Actual Receipts
Meals (day business)	Actual Receipts
Parking	Actual Receipts
Commercial transportation (standard fare)	Actual Receipts

Trustee Public Relations

Attendance at the following activities shall be considered a part of trustee public relations for which no compensation will be paid.

- Student concerts, competitions, plays and other social functions
- Staff Social Functions
- Informal, unsolicited school or office visits
- Individual meetings with members of staff or public
- Meetings trustees choose to attend but are not directed by the Board

Legal Reference: Section 27, 60, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 145, 277 *School Act*
 Government Accountability Act
 Guide to Education ECS to Grade 12
 Policy and Requirements for School Board Planning and Reporting
 School Authority Planning and Reporting Reference Guide

APPENDIX 8**Policy 8****COMMITTEES OF THE BOARD**

The Board may establish committees to assist with its work.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations or presenting requests to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

General Requirements

1. Committees may be standing or ad hoc in nature. At its annual organizational meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board shall establish such ad hoc committees, and terms of reference for each, as it deems necessary.
2. Trustees shall be appointed to Standing Committees at the annual Organizational Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.
3. Persons other than a trustee may be appointed to membership on a committee of the Board at the discretion of the Board. Appointment of members to a committee to serve at the pleasure of the Board may be by resolution of the Board or by a decision of the Board Chair. Any group or agency that the Board has agreed shall have representation on a committee may choose their representative.
4. The number of trustees appointed to a committee other than the Committee of the Whole shall not normally constitute a quorum of the Board.
5. The Board Chair shall appoint committee chairs, or determine the method for their appointment.
6. The Board Chair shall be an ex-officio member of all committees of the Board that s/he is not appointed to as an active member. The Superintendent shall be an ex-officio member of all committees unless appointed as an active member. As an ex-officio member, the Chair shall have all the privileges of committee members except the right to vote, but none of the obligations such as the requirement to attend. The Chair shall not be counted toward a quorum. The Chair shall be advised of all committee meetings and shall be free to attend such meetings as the Chair sees fit.
7. Minutes of all meetings of all committees, shall be distributed as follows:
 - 7.1 Copies of minutes shall be given to the Superintendent or designate(s) on a Committee as soon as possible.
 - 7.2 Minutes of all meetings of all committees shall be sent to all trustees as well as to all members of the committee.
 - 7.3 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the agenda package.
8. Committee meetings shall be open for public attendance. Committees may entertain attendance by groups or individuals with an interest in the specific items to be discussed at a committee meeting, at the discretion of the Chair. Such groups may be invited to make presentation before the committee as required.

9. All notes of committee proceedings shall be made available to members of the public upon request following adoption by the Committee. Committee meetings shall be conducted in the same manner as regular Board meetings and shall normally be subject to the same rules of procedure.
10. Committee meetings shall not normally be scheduled for the week immediately preceding the regular Board meeting.
11. Confidential matters shall be discussed "In Camera" subject to the same procedures applied to regular Board meetings. All "In Camera" sessions shall be duly recorded in the notes of the meeting.
12. Committee agendas complete with attachments shall be maintained on file and shall be available to members of the public to view.
13. Committees of the Board may establish subcommittees from time to time to deal with issues of a nature that requires membership beyond the regular committee or that can be dealt with by one or more persons. At the completion of the issue for which the subcommittee was established, the subcommittee shall be dissolved.

Standing Committees

1. Board Advocacy Committee
 - 1.1 Purpose
 - 1.1.1 To advocate for a public education system that meets the needs of all students in Wetaskiwin Regional Public Schools (WRPS).
2. Powers and Duties
 - 2.1 To discuss and draft strategies to be implemented as part of the Board's Advocacy Plan.
 - 2.2 To ensure the critical issues, challenges and successes of the Board are identified and articulated.
 - 2.3 To develop briefing notes and key messages that pertain to goals and objectives of the Board's Advocacy Plan.
 - 2.4 To coordinate and implement community engagement that builds and maintains meaningful community relationships.
 - 2.5 To provide direct link for communication and problem solving as it pertains to the critical issues and challenges facing the Board.
 - 2.6 To identify local, provincial and federal issues that will impact students, parents, staff and the Board, and to recommend action to be undertaken by the Board to address them.
 - 2.7 To collaborate with local and provincial agencies, organizations and individuals to advocate for programs, services and legislation that benefits students.
 - 2.8 The committee will advise the Board of lobbying issues, pending legislation, and the stance of locally elected officials on issues important to the Board.
 - 2.9 To ensure the Board members are familiar with the advocacy process and key messages.
 - 2.10 To recommend other such advocacy matters as the Board may refer to the Committee.
 - 2.11 To work with the Communications Coordinator to ensure consistent messaging to all stakeholders.
 - 2.12 To strengthen the Board's relationship with the Four Bands.
 - 2.13 To build and maintain meaningful community relationships.
 - 2.14 To recommend the content of the advocacy plan that is to be approved by the Board.
3. Membership
 - 3.1 All trustees.
 - 3.2 Superintendent or designate
4. Meetings
 - 4.1 During regularly scheduled Board meetings.
5. Appreciation
 - 5.1 Purpose

- 5.1.1 To recognize and demonstrate appreciation to staff and other partners.
 - 5.2 Powers and Duties
 - 5.2.1 Provide for the identification and recognition of staff and other parties contributing to the successful operation of the Division.
 - 5.2.2 Keep the Board informed and make recommendations to the Board regarding staff wellness, recognition and appreciation.
 - 5.3 Membership
 - 5.3.1 Three (3) trustees, one (1) of whom shall be the Committee Chair.
 - 5.3.2 The Superintendent or designate.
 - 5.4 Meetings
 - 5.4.1 As required.
- 6. Audit
 - 6.1 Purpose
 - 6.1.1 Acts as an independent review / monitoring agent of the Board.
 - 6.1.2 Oversees risk and internal control processes.
 - 6.1.3 Provides an oversight role with regard to the work of the external auditors.
 - 6.2 Powers and Duties
 - 6.2.1 Recommends appointment of the external auditor.
 - 6.2.2 Reviews and assesses financial statements and ensures essential governance issues are addressed.
 - 6.2.3 Assesses internal financial controls, assesses risk and monitors organizational performance.
 - 6.2.4 Receive and discuss the external audit reports on the annual financial statements and quality of internal controls.
 - 6.3 Membership
 - 6.3.1 Three (3) trustees, one (1) of whom shall be the Committee Chair, and one (1) independent external non-board member.
 - 6.3.2 All members shall be financially literate with at least one member having accounting or related financial expertise.
 - 6.3.3 The Superintendent or designate.
 - 6.4 Meetings
 - 6.4.1 The Audit committee will hold three (3) meetings per school year.
- 7. Board Development Planning Committee
 - 7.1 Purpose
 - 7.1.1 To develop, for consideration by the Board, professional development opportunities for trustees.
 - 7.2 Powers and Duties
 - 7.2.1 To recommend the content of the Board's Professional Development Plan.
 - 7.2.2 To develop strategies to be implemented to achieve the Board's Professional Development Plan.
 - 7.2.3 To plan, implement and coordinate the delivery of Board professional development.
 - 7.2.4 To develop a new Trustee Orientation Package and WRPS Trustee Handbook.
 - 7.2.5 To review and update the Trustee Orientation Package and WRPS Trustee Handbook as needed.
 - 7.3 Membership
 - 7.3.1 At least two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 7.3.2 Superintendent or designate.
 - 7.4 Meetings
 - 7.4.1 As required
- 8. City of Wetaskiwin / WRPS Joint Liaison Committee

- 8.1 Purpose
 - 8.1.1 Represent the Board at meetings of the Joint City/WRPS Liaison Committee.
- 8.2 Powers and Duties
 - 8.2.1 Attend Joint City/WRPS Liaison meetings.
 - 8.2.2 Represent the Board's positions and interests.
 - 8.2.3 Communicate to the Board the work of the City/ WRPS Liaison Committee.
- 8.3 Membership
 - 8.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 8.3.2 The Superintendent or designate.
- 8.4 Meetings
 - 8.4.1 As determined by the Joint City/WRPS Liaison Committee.
- 9. Council of School Councils (COSC)
 - 9.1 Purpose
 - 9.1.1 Represent the Board at meetings of COSC.
 - 9.2 Powers and Duties
 - 9.2.1 Attend COSC meetings.
 - 9.2.2 Represent the Board's positions and interests.
 - 9.2.3 Communicate to the Board the work of COSC.
 - 9.3 Membership
 - 9.3.1 Board Chair or designate.
 - 9.3.2 Superintendent or designate.
 - 9.4 Meetings
 - 9.4.1 COSC will hold four (4) meetings per school year.
- 10. County of Wetaskiwin / WRPS Joint Liaison Committee
 - 10.1 Purpose
 - 10.1.1 Represent the Board at meetings of the Joint County of Wetaskiwin /WRPS Liaison Committee.
 - 10.2 Powers and Duties
 - 10.2.1 Attend Joint County /WRPS Liaison meetings.
 - 10.2.2 Represent the Board's positions and interests.
 - 10.2.3 Communicate to the Board the work of the County/ WRPS Liaison Committee.
 - 10.3 Membership
 - 10.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 10.3.2 Superintendent or designate.
 - 10.4 Meetings
 - 10.4.1 As determined by the Joint County of Wetaskiwin /WRPS Liaison Committee.
- 11. Human Resource Agreement Committees
 - 11.1 Purpose
 - 11.1.1 Establish Board proposals within Board mandates and guidelines. There shall be two (2) Human Resource Agreement Committees:
 - 11.1.1.1 ATA Staff; and
 - 11.1.1.2 Support/Administration Staff.
 - 11.2 Powers and Duties
 - 11.2.1 Represent the Board at economic conferences or workshops and to generally keep informed of current salaries, economic indicators, etc.
 - 11.2.2 Meet with and/or negotiate with employees or representatives thereof on matters pertaining to salaries, contracts, and other terms of employment.
 - 11.2.3 Keep the Board informed regarding information and direction as developments dictate, and bring recommendations to the Board.
 - 11.3 Membership

- 11.3.1 Three (3) trustees for 2.1.1.1, one of whom shall be the Committee Chair and two (2) trustees for 2.1.1.2, one (1) of whom shall be the Committee Chair.
 - 11.3.2 Superintendent or designate.
 - 11.4 Meetings
 - 11.4.1 As required.
- 12. Maskwacis Education Council
 - 12.1 Purpose
 - 12.1.1 To have effective communication with First Nations families and to involve them in a collaborative decision-making process.
 - 12.2 Powers and Duties
 - 12.2.1 To discuss and implement strategies to involve First Nations families in public consultations regarding the education of First Nations students and the involvement of their families in the decision-making process.
 - 12.2.2 To coordinate and implement public consultations with First Nations families.
 - 12.2.3 To provide a direct communication and problem-solving link between First Nations families and the Board.
 - 12.2.4 To discuss and make recommendations to the Board regarding any issues that pertains to programming and services for First Nations students.
 - 12.2.5 To discuss school system operations referred to it from time to time that pertains to First Nations students.
 - 12.2.6 To identify issues that are more directly associated with improving educational opportunities for First Nations students of the Division.
 - 12.2.7 To review proposed and existing policies of the Board and Administrative Procedures of the Division.
 - 12.3 Membership
 - 12.3.1 At least two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 12.3.2 Superintendent or designate.
 - 12.3.3 Cultural Advisor/Elder.
 - 12.3.4 Representatives of First Nations families.
 - 12.4 Meetings
 - 12.4.1 The Maskwacis Education Council will hold up to a maximum of four (4) meetings per school year.
- 13. Teacher-Board Advisory
 - 13.1 Purpose
 - 13.1.1 To have effective communication with teaching staff and to involve them in a collaborative decision-making process.
 - 13.2 Powers and Duties
 - 13.2.1 To provide a direct communication and problem-solving link between the ATA Local and the Board (respective governing bodies).
 - 13.2.2 To discuss and make recommendations to the respective governing bodies regarding any issues that pertain to school system operation.
 - 13.2.3 To discuss specific issues referred to it from time to time by the respective governing bodies exclusive of items currently in the collective agreement or issues currently under official negotiation.
 - 13.2.4 To emphasize issues that are more directly associated with improving educational opportunities for the students of the Division.
 - 13.2.5 To review proposed and existing policies of the Board.
 - 13.3 Membership
 - 13.3.1 At least two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 13.3.2 Superintendent or designate.
 - 13.3.3 Up to three (3) teachers named by the ATA local.

- 13.4 Meetings
 - 13.4.1 The Teacher Board Advisory Committee (TBAC) will meet at the request of either party to a maximum of five (5) meetings per year.
- 14. Town of Millet / WRPS Joint Liaison Committee
 - 14.1 Purpose
 - 14.1.1 Represent the Board at meetings of the Joint Town of Millet /WRPS Liaison Committee.
 - 14.2 Powers and Duties
 - 14.2.1 Attend Joint Town of Millet/WRPS Liaison meetings.
 - 14.2.2 Represent the Board's positions and interests.
 - 14.2.3 Communicate to the Board the work of the Town of Millet/ WRPS Liaison Committee.
 - 14.3 Membership
 - 14.3.1 Two (2) trustees, one (1) of whom shall be the Committee Chair.
 - 14.3.2 Superintendent or designate.
 - 14.4 Meetings
 - 14.4.1 As determined by the Joint Town of Millet /WRPS Liaison Committee.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of the formation.

Resource Personnel

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

Legal Reference: Section 60, 61, 62, 63 *School Act*

APPENDIX 9

2017-2018 Board of Trustees Meeting Schedule

Start Time: 9:00 am (full-day meetings)
 Location: WRPS Board Room
 5515 – 47A Avenue, Wetaskiwin, AB

2017 Meeting Dates:

September 12, 2017	Regular Board Meeting
September 26, 2017	Regular Board Meeting
October 10, 2017	Regular Board Meeting
October 24, 2017	Board Organizational Meeting – 9:00 am
	Regular Board Meeting – 1:00 pm
November 15-21, 2017	ASBA/PSBA Fall General Meeting – Edmonton
November 28, 2017	Regular Board Meeting
December 12, 2017	Regular Board Meeting

2018 Meeting Dates:

January 9, 2018	Regular Board Meeting
January 23, 2018	Regular Board Meeting
February 13, 2018	Regular Board Meeting
February 27, 2018	Regular Board Meeting
March 13, 2018	Regular Board Meeting
April 10, 2018	Regular Board Meeting
April 24, 2018	Regular Board Meeting
May 8, 2018	Regular Board Meeting
May 22, 2018	Regular Board Meeting
June 1-5, 2018	ASBA Spring General Meeting – Red Deer
June 13, 2018 - tentative	Board Self-Evaluation
June 14, 2018 - tentative	CEO Evaluation
June 19, 2018	Regular Board Meeting

APPENDIX 10**Release of Candidate Information**

I, _____, hereby consent to the release by Wetaskiwin Regional Public Schools No. 11, the following personal information about me to the Province of Alberta and any interested person or organization including the news media, from the date of filing my Nomination Papers until the completion of my election term.

Name: _____

Address: _____

Postal Code: _____

Phone (residence): _____ Phone (business): _____

Fax: _____ Cell: _____

Email: _____

Website: _____

Candidate Signature: _____ Date: _____

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the news media during the 2017 election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

For additional information on the collection and use of personal information, contact the WRPS FOIP Coordinator at (780)352-6018.

APPENDIX 11

Release of Official Agent Information

I, _____, Official Agent for _____ for the office of Public School Trustee hereby consent to the release by Wetaskiwin Regional Public Schools No. 11, the following personal information about me to the Province of Alberta and any interested person or organization including the news media, from the date of signing this consent until the completion of the 2017 elections.

Name: _____

Address: _____

Postal Code: _____

Phone (residence): _____ Phone (business): _____

Fax: _____ Cell: _____

Email: _____

Website: _____

Official Agent Signature: _____ Date: _____

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the news media during the 2017 election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

For additional information on the collection and use of personal information, contact the WRPS FOIP Coordinator at (780)352-6018.

APPENDIX 12

FORM 3

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 47, 68.1,
147.11, 147.2, 147.21, 151)
School Act (Section 44(4))

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator

780-352-6018

(Title of the Responsible Official)

(Business Phone Number)

LOCAL JURISDICTION: **Wetaskiwin Regional Division No. 11**, PROVINCE OF ALBERTA

We, the undersigned electors of **Wetaskiwin Regional Division No. 11**, nominate
(Name of local jurisdiction and ward, if applicable)

(Candidate Surname) (Given Names) of

(Complete Address and postal code) as a candidate at the election

about to be held for the office of **PUBLIC SCHOOL TRUSTEE**
(Office Nominated for)

of **Wetaskiwin Regional Division No. 11**
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable). If a city or a board of trustees under the *School Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 47, 88.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing

(Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)

as my official agent.

Print name as it should appear on the ballot

(Candidate's Surname)

(Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



(Candidate's Signature)

(Signature of Returning Officer or Commissioner for Oaths)

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**

FORM 3

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 47, 68.1,
147.11, 147.2, 147.21, 151)
School Act (Section 44(4))

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator

(Title of the Responsible Official)

780-352-6018

(Business Phone Number)

LOCAL JURISDICTION: **Wetaskiwin Regional Division No. 11**, PROVINCE OF ALBERTA

We, the undersigned electors of **Wetaskiwin Regional Division No. 11**, nominate
(Name of local jurisdiction and ward, if applicable)

(Candidate Surname) (Given Names) of

(Complete Address and postal code) as a candidate at the election

about to be held for the office of **PUBLIC SCHOOL TRUSTEE**
(Office Nominated for)

of **Wetaskiwin Regional Division No. 11**
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable). If a city or a board of trustees under the *School Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing

(Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)
as my official agent.

Print name as it should appear on the ballot

(Candidate's Surname) (Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



(Candidate's Signature)

(Signature of Returning Officer or Commissioner for Oaths)

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**

APPENDIX 13

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

public school trustee candidate's handbook

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

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Excerpts – *Local Authorities Election Act*

Qualification of candidates

21(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

(2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.

(3) Notwithstanding subsection (1), a candidate for trustee of a board of a school district that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school district.

(4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

1983 cL-27.5 s21;1985 c38 s6;1988 cS-3.1 s247;1990 c36 s52;
1991 c23 s2(10)

Ineligibility

22(1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day

- (a) the person is the auditor of the local jurisdiction for which the election is to be held;
- (b) the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
 - (i) any indebtedness for current taxes, and
 - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the Election Act or the Canada Elections Act (Canada).

(e),(f) repealed 2006 c22 s13.

(1.1) A person is not eligible to be nominated as a candidate for election as a trustee of a school board if on nomination day the person is employed by

- (a) a school district or division,
- (b) a charter school, or
- (c) a private school,

in Alberta unless the person takes a leave of absence under this section.

(1.2) A person is not eligible to be nominated as a candidate for election as a councillor if

- (a) the secretary transmitted a report to council under section 147.8(1) in respect of the person,
- (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
- (c) subject to subsection (1)(d.1), nomination day for the election occurs within
 - (i) the 8-year period following the day on which the secretary transmitted the report to council, or
 - (ii) where the disclosure statement required by section 147.4 has been filed with the municipality, the 3-year period following the day of filing,

whichever period expires first.

(1.3) Subsection (1.2) applies where a report has been transmitted under section 147.8(1) respecting a campaign period beginning on or after January 1, 2014.

(2) Repealed 2006 c22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a school board.

(4) Subsection (1) does not apply to a person by reason only

(a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,

- (i) unless the person holds or there is held by the person and the person's spouse or adult interdependent partner, parents, children, brothers and sisters more than 25% of the issued capital stock of the corporation, or
- (ii) unless the contract or dealings are for the building or construction of a public work of the local jurisdiction;

(b) that the person has a contract with the local jurisdiction for the supplying to the person, the person's spouse or adult interdependent partner or child of a service, utility or commodity that the local jurisdiction has statutory authority to supply;

- (c) that the person holds an interest in a publication
 - (i) in which official advertisements of the local jurisdiction appear, or
 - (ii) that is supplied to the local jurisdiction at the usual rates;
 - (d) that the person sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;
 - (e) that the person supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are supplied at competitive prices and in the ordinary course of the person's business or profession;
 - (f) that the person renders
 - (i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or
 - (ii) services for which the local jurisdiction has provided a subsidy;
 - (g) that the person is appointed to a position under the *Emergency Management Act*;
 - (h) that the person has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been reviewed or assessed under the *Alberta Rules of Court*;
 - (i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;
 - (j) that the person is a member of an association under the *Rural Utilities Act* or is a member of a cooperative under the *Cooperatives Act*;
 - (k) that the person is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agriculture Financial Services Act*;
 - (l) that the person is a party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day;
 - (m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.
- (5) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may notify his or her employer on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.
- (5.1) An employee referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a school board may notify his or her employer on or after July 1 in the year of an election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.
- (6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer

under subsection (5) or (5.1) is entitled to a leave of absence without pay.

(6.1) Repealed 2012 c5 s107.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

(8) If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who takes a leave of absence under this section is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who takes a leave of absence under this section is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.

(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

RSA 2000 cL-21 s22; 2001 cC-28.1 s458; 2001 c23 s1(11); 2002 cA-4.5 s52; 2002 c23 s1; 2006 c22 s13; 2007 c12 s12; 2009 c53 s104; 2010 c9 s1; 2012 c5 s107

Ineligibility for nomination

23(1) A person is not eligible to be nominated for more than one office of the same elected authority.

(2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority

(a) unless the member's term of office is expiring, or

(b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

1983 cL-27.5 s23

Re-election

24(1) A person who held office on a board of trustees under the *School Act* and

(a) who resigned that office to avoid making restitution for money the person received that disqualified the person from holding that office pursuant to this or any other Act and has been ordered by a judge to make restitution, or

(b) who was declared by a judge to be disqualified to hold that office pursuant to this or any other Act, is not eligible to become a

member of that board of trustees until after 2 general elections have occurred after the date on which the person was ordered to make restitution or was declared to be disqualified.

(2) Notwithstanding that a by-election or general election has been held between the time when the disqualification of the member or former member arose and the time when the order or declaration has been made by the judge, subsection (1) applies and, if the person was re-elected, the person is not eligible to remain a member of the board of trustees.

(3) Notwithstanding subsections (1) and (2), a judge

(a) who has made an order described in subsection (1)(a), or

(b) who has declared a person to be disqualified may reduce the period of disqualification.

(4) An appeal against the decision of a judge under this section lies to the Court of Appeal.

1983 cL-27.5 s24;1994 cM-26.1 s642(42)

Nomination day

25 Nomination Day shall be 4 weeks before Election Day.

1983 cL-27.5 s25

Notice of nomination day

26(1) The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

(2) On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s26;2003 c27 s9

Form of nomination

27(1) Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating

(a) that the person is eligible to be elected to the office,

(a.1) the name, address and telephone number of the person's official agent, and

(b) that the person will accept the office if elected, and if required by bylaw, it must be accompanied with a deposit in the required amount.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the School Act of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) If a bylaw has been passed providing for a deposit, a nomination paper is not valid nor shall it be acted on by the returning officer unless it is accompanied with the deposit.

RSA 2000 cL-21 s27;2003 c27 s10;2006 c22 s14

Nominations

28(1) The returning officer shall receive nominations at the local jurisdiction office between 10 a.m. and 12 noon on nomination day.

(1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed under subsection (1) meets the requirements of section 27.

(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the returning officer

(a) may receive nominations earlier than 10 a.m., and

(b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(3) Any person may file a nomination described in section 27 with the returning officer or deputy.

(3.01) If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.

(3.1) Repealed 2006 c22 s15.

(4) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(5) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.

(6) Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.

RSA 2000 cL-21 s28;2003 c27 s11;2006 c22 s15;2012 c5 s108

Insufficient nominations

31(1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations

(a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and

(b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday,

Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

(2) Notwithstanding subsection (1), if a bylaw under section 28(2)(a) is in force in the local jurisdiction, the time for receipt of nominations must comply with the bylaw.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.

1983 cL-27.5 s31;1997 c15 s10

Withdrawal of nomination

32(1) Subject to subsection (2), if more than the required number of candidates for any particular office are nominated, any person so nominated may, at any time within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(2) If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

1983 cL-27.5 s32

Death of candidate

33(1) An elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,

(a) the election for the position for which the deceased candidate was nominated shall be discontinued, and

(b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.

(2) If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

1983 cL-27.5 s33;1991 c23 s2(14)

Election by acclamation

34(1) When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.

(2) Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.

(2.1) Repealed 2006 c22 s18.

(3) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(4) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

RSA 2000 cL-21 s34;2003 c27 s13;2006 c22 s18

Eligibility to vote

47(1) A person is eligible to vote in an election held pursuant to this Act if the person

(a) is at least 18 years old,

(b) is a Canadian citizen, and

(c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(4) In the case of the performance of any function or the exercise of any right under this Act, a person shall be a resident on the day on which that function is performed or that right is exercised in the area, ward or voting subdivision in respect of which that function is performed or that right is exercised and shall have been a resident of Alberta for the 6 consecutive months immediately preceding the day on which that function is performed or that right is exercised, unless otherwise required by this Act.

RSA 2000 cL-21 s47;2003 c27 s15;2006 c22 s23

Rules of residence

48(1) For the purposes of this Act, the place of residence is governed by the following rules:

(a) a person may be a resident of only one place at a time for the purposes of voting under this Act;

(a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;

(b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;

(c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;

(d) subject to clause (e), a student who

(i) attends an educational institution within or outside

Alberta,

(ii) temporarily rents accommodation for the purpose of attending an educational institution, and

(iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;

(e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

(1.1) For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

(a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;

(b) the address to which the person's income tax correspondence is addressed and delivered;

(c) the address to which the person's mail is addressed and delivered.

(2) A person who is a resident of a public school district, school division or regional division or of a separate school district, school division or regional division under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.

(3) Notwithstanding subsection (2), a person who owns and lives in the person's residence and whose residence is assessable for public school purposes or for separate school purposes under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1

Official agent

68.1(1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

(1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.

(2) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

(3) No candidate shall act as an official agent for any other candidate.

(4) The duties of an official agent are those assigned to the official agent by the candidate.

2006 c22 s32;2012 c5 s112

Candidate's scrutineer

69(1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

(a) signed by a candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station, the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.

(3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

(4) A candidate or official agent personally may

(a) undertake the duties that the candidate's scrutineer may undertake, and

(b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2), 77 or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers

(a) that are authorized to attend, and

(b) that have in fact attended at the time and place where that act or thing is being done, and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

RSA 2000 cL-21 s69;2006 c22 s33;2012 c5 s113

Proof of appointment

71 If a person is appointed as a scrutineer under section 70, the person shall

- (a) before being admitted as a scrutineer to the voting station during voting hours, or
- (b) before being permitted to attend at the voting station for the counting of votes, produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71; 2003 c27 s23;2006 c22 s35

Recount

98(1) The returning officer may make a recount of the votes cast at one or more voting stations if

(a) a candidate or an official agent or a scrutineer of a candidate recognized pursuant to section 69 or, in the case of a vote on a bylaw or question, a scrutineer appointed pursuant to section 70(1) shows grounds that the returning officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate,

(b) the returning officer considers that the number of

- (i) valid ballots objected to, or
- (ii) rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be, or

(c) the returning officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes.

(2) If the returning officer makes a recount, the returning officer shall

(a) 12 hours before the recount, notify

- (i) any candidates who may be affected by the recount or, in the case of a vote on a bylaw or question, one scrutineer in support of the passage of the bylaw or voting in the affirmative on the question and one scrutineer in opposition to the passage of the bylaw or voting in the negative on the question, and
- (ii) those officers that the returning officer considers necessary to assist in the recount,

(b) break the seal of the ballot box, and

(c) proceed to count the ballots contained in it in the same manner as the deputy presiding at the voting station is directed to do.

(3) After the recount, the returning officer shall

- (a) correct the ballot account if necessary,
- (b) place in the ballot box all the documents contained in it at the time the returning officer broke the seal, and
- (c) close the ballot box and seal it with the returning officer's seal.

(4) An application under this section may be made during the 44 hours immediately following the closing of the voting stations but may not be made afterwards.

(5) The returning officer shall complete the recount

(a) in the case of an election other than a vote on a bylaw or question, prior to the time set for the declaration of the results under section 97(2), or

(b) in the case of a vote on a bylaw or question, within 96 hours of the close of the voting stations on election day.

(6) A declared vote under section 99 at the original count of ballots shall be counted at the recount of ballots only if the recount confirms the equality of votes among the same candidates as at the original count.

(7) If the recount results in an equality of votes different from the result of the original count and it is necessary to determine which candidate is elected, section 99 applies.

(8) If votes have been taken and counted under section 84, a reference in this section to a voting station is deemed to include the place where the votes were counted.

RSA 2000 cL-21 s98; 2006 c22 s51;2012 c5 s117

Judicial recount application

103(1) At any time within 19 days after the close of the voting stations on election day, any elector may apply to the Court for a recount, after the elector has

(a) filed an affidavit with the clerk of the Court alleging reasonable grounds for believing that the returning officer or a deputy or other officer presiding at the voting station, in counting the ballots given at the election, improperly counted or rejected ballots, and

(b) deposited with the clerk of the Court \$300 in cash, or by certified cheque or by money order, as security for the payment of costs and expenses.

(2) The deposit of \$300 shall not be paid out by the clerk without the order of a judge.

RSA 2000 cL-21 s103;2003 c27 s37;2009 c53 s104

Candidate self-funded election campaign

147.11(1) Any money up to and including \$10 000 paid by a candidate out of the candidate's own funds for the purposes of the candidate's election campaign is not a campaign contribution for the purposes of this Part.

(2) If a candidate's entire election campaign is funded exclusively out of the candidate's own funds, the candidate is not required to

(a) open and deposit the funds in a campaign account at a financial institution in the name of the candidate's election campaign or of the candidate,

(b) file a disclosure statement with the municipality setting out the total amount contributed by the candidate to the candidate's own election campaign, or

(c) file a disclosure statement with the municipality listing the campaign expenses incurred during the candidate's election campaign.

(3) This section does not apply if the candidate receives or accepts any campaign contribution from any other person, corporation, trade union or employee organization.

2010 c9 s1; 2012 c5 s118

Limitations on contributions

147.2(1) Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5000 in any year.

(1.1) Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10 000 in any campaign period.

(2) Repealed 2010 c9 s2.

(3) No prohibited organization, person normally resident outside Alberta or trade union or employee organization other than a trade union or employee organization as defined in this Part shall make any campaign contributions to a candidate.

(4) A corporation, trade union or employee organization that contravenes this section is guilty of an offence and liable to a fine of not more than \$10 000.

(5) A person or a candidate who contravenes this section is guilty of an offence and liable to a fine of up to \$5000.

2009 c10 s3; 2010 c9 ss1, 2

Registration of candidates

147.21(1) No candidate may accept campaign contributions, including the funds of the candidate, unless the candidate is registered under this Act with the municipality in which the candidate intends to run.

(2) The municipality shall maintain a register of candidates in relation to each election and shall register in it any candidate who is eligible to be nominated at the time of registration and who files with the municipality an application for registration setting out

(a) the full name and address of the candidate,

(b) the addresses of the place or places where records of the candidate are maintained and of the place to which communications may be addressed,

(c) the names and addresses of the financial institutions to be used by or on behalf of the candidate as depositories for campaign contributions made to that candidate, and

(d) the names of the signing authorities for each depository referred to in clause (c).

(3) When there is any change in the information required to be provided under subsection (2), the registered candidate shall notify the municipality in writing within 48 hours after the change, and on receipt of the notice the municipality shall update the register of candidates accordingly.

(4) Notice under subsection (3) may be sent by fax or electronic mail.

(5) A candidate who contravenes subsection (1) or (3) is guilty of an offence and liable to a fine of not more than \$1000.

(6) This section does not apply to a candidate if the candidate's entire election campaign is funded exclusively out of the candidate's own funds up to a maximum of \$10 000.

(7) This section applies to a campaign period beginning on or after January 1, 2014.

2012 c5 s119

Prohibition

148 (5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.

Offence

151 A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

1983 cL-27.5 s151

Advertisement distribution

152(1) Subject to subsection (2), a person who, on election day,

(a) displays inside or on the outside of a building used for a voting station, or

(b) distributes within a building used for a voting station, an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.

(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

(3) The distribution by or on behalf of a candidate or the candidate's official agent or scrutineer of newspapers, pamphlets or other literature containing articles or reports on matters of public interest is not a contravention of this section.

(4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

RSA 2000 cL-21 s152; 2006 c22 s58

Interference with posted documents

153 A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable

(a) if the person is an officer, to a fine of not more than \$1000, and

(b) in any other case, to a fine of not more than \$200.

1983 cL-27.5 s155; 1997 c15 s3

APPENDIX 15

Excerpts – *School Act*

44(4) Where a separate school district is established, an individual residing within the boundaries of the separate school district who is of the same faith as those who established that district, whether Protestant or Catholic.

- (a) Is a resident of the separate school district, and
- (b) Is not a resident of the public school district.