

## BOARD OPERATIONS

### Background

The Board of Trustees believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational design. To discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance trust in public education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must 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 having members of the public make presentations at Board meetings can enhance public interest. To mitigate any safety risks to the public attending any Board meetings, and for the trustees, a safety plan has been put in place.

### Guidelines

#### 1. Wards

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division office.

- 1.1. Each of the following is established as a ward of the Division:
  - 1.1.1. County of Minburn No. 27—western portion
  - 1.1.2. Lamont County
  - 1.1.3. Strathcona County—further divided into the following electoral subdivisions:

- 1.1.3.1. Electoral Subdivision No. 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
    - 1.1.3.2. Electoral Subdivision No. 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;
    - 1.1.3.3. Electoral Subdivision No. 3 – comprised of all lands north of secondary Highway 630, except those lands referenced in 1.1.3.2; and
    - 1.1.3.4. Electoral Subdivision No. 4 – comprised of all lands south of secondary Highway 630, except those lands referenced in 1.1.3.2.
  - 1.2. The number of trustees to be elected in each ward is as follows:
    - 1.2.1. one trustee from the County of Minburn No. 27 Ward—western portion;
    - 1.2.2. one trustee from the Lamont County Ward; and
    - 1.2.3. seven trustees from the Strathcona County Ward, elected as follows:
      - 1.2.3.1. two trustees from Electoral Subdivision No. 1;
      - 1.2.3.2. three trustees from Electoral Subdivision No. 2;
      - 1.2.3.3. one trustee from Electoral Subdivision No. 3; and
      - 1.2.3.4. one trustee from Electoral Subdivision No. 4.
  - 1.3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
  - 1.4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur before the fourth year of the term of office, a by-election must be held.

## **2. Oath of office**

- 2.1. A formal ceremony shall be scheduled following confirmation of trustee election results in a general election year.
- 2.2. Each trustee shall take the oath of office or make an affirmation as prescribed by the *Oaths of Office Act*.
- 2.3. Special provisions shall be made for a trustee taking office following a by-election.

## **3. Organizational meeting**

- 3.1. 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 first official meeting of the Board following a general election shall be an organizational meeting.
- 3.2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
- 3.3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.

- 3.4. The organizational meeting shall, in addition:
  - 3.4.1. elect a Board Vice-Chair;
  - 3.4.2. establish a schedule—date, time and place—for regular meetings and any additional required meetings for the ensuing year;
  - 3.4.3. review standing committees of the Board as deemed appropriate;
  - 3.4.4. review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 3.4.5. review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 3.4.6. address other organizational items as required.
- 3.5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
  - 3.5.1. create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members;
  - 3.5.2. appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
  - 3.5.3. create a Rotational Acting-Chair Schedule.

#### 4. **Regular public Board meetings**

Regular public Board meeting dates and times shall be as established at the annual organizational meeting.

- 4.1. All meetings shall ordinarily be held in the Division office.
- 4.2. All trustees shall notify the Board Chair and the Superintendent if they are unable to attend a public Board meeting.
- 4.3. All trustees who are absent from three consecutive public Board meetings shall:
  - 4.3.1. obtain authorization by resolution of the Board to do so; or
  - 4.3.2. provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
- 4.4. Failure to comply with section 4.3 may result in disqualification.
- 4.5. Attendance of all trustees at public Board meetings is an expectation under the *Education Act* to fulfil legislated responsibilities. The Board expects all trustees to make attendance at the public Board's meetings a priority. The Board believes that attendance of all trustees at the public Board meeting place is important for the Board's processes by enhancing dialogue and modelling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a public Board meeting or committee meeting by using electronic means or other communication facilities in accordance with Section 5, Board Procedures Regulation made under the *Education Act*.
  - 4.5.1. A trustee wishing to participate electronically must provide the Board Chair with a minimum of one working day notice prior to the meeting at

- which they wish to participate electronically and a telephone number from which contact can be made during the meeting.
- 4.5.2. A trustee may participate in a meeting of the Board by electronic means provided that trustees participating in the meeting and members of the public attending the meeting are able to hear each other.
  - 4.5.3. A trustee shall be able to participate electronically a maximum of three times per year.
  - 4.5.4. Costs incurred for service charges shall be charged to the office of the trustee(s) participating electronically.
  - 4.5.5. Trustees participating electronically shall inform the Board Chair of their departure from a meeting—temporarily or permanently.
  - 4.5.6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Board Chair and disconnect from the meeting. The Board Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  - 4.5.7. The Board Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating—for example, the Board Chair’s left to right—followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  - 4.5.8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  - 4.5.9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
- 4.6. If the Board Chair and Board Vice-Chair are unable to perform the duties of the office or is absent, the rotational acting Board Chair has all the powers and shall perform all the duties of the Chair during the Board Chair’s and Board Vice-Chair’s inability to act or absence.
  - 4.7. Regular public meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent’s contract is being discussed.
  - 4.8. Any recording of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## **5. Special public Board meetings**

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and action.
- 5.2. Special meetings of the Board shall only be called when the Board Chair, the majority of trustees, or the Education Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees by electronic mail or in person at least two

days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.

- 5.4. 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.
- 5.5. Special meetings of the Board shall be open to the public, recognizing that specific agenda matters may be held in camera.
- 5.6. Special meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 6. In-camera sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in camera" is most commonly used and is synonymous with the other two terms.

- 6.1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 6.2. The Board may convene in camera to discuss matters of a sensitive nature, including:
  - 6.2.1. personnel:
    - 6.2.1.1. individual students, or
    - 6.2.1.2. individual employees;
  - 6.2.2. matters relating to negotiations;
  - 6.2.3. acquisition or disposal of real property;
  - 6.2.4. litigation brought by or against the Board; and
  - 6.2.5. other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 6.3. In-camera sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 6.4. During the in-camera session, the Board shall adopt only such resolution as is required to reconvene the Board in an open, public meeting.

## 7. Agenda for regular Board meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

- 7.1. The agenda shall be supported, electronically, by copies of letters, reports, contracts and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
  - 7.1.1. Report for Recommendation;
  - 7.1.2. Report for Information; or
  - 7.1.3. Report for Feedback.
- 7.2. Items may be placed on the agenda in one of the following ways:
  - 7.2.1. by notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting;
  - 7.2.2. by notice of motion at the previous meeting of the Board;
  - 7.2.3. as a request from a committee of the Board; or
  - 7.2.4. emergent issues that require Board action may arise after the agenda has been prepared. At the beginning of the meeting, the Board Chair shall ask for additions to or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 7.4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.6. The list of agenda items, and respective reports, shall be posted on the Division website two-and-one-half days prior to the Board meeting.

## 8. Minutes for regular or special meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1. The minutes shall record:
  - 8.1.1. date, time and place of meeting;
  - 8.1.2. type of meeting;
  - 8.1.3. name of the chair;
  - 8.1.4. names of those trustees and senior administration in attendance;
  - 8.1.5. approval of preceding minutes;
  - 8.1.6. all resolutions, including the Board's disposition of the same, placed before the Board are to be entered in full along with a brief explanation as to why the matter is before the Board;
  - 8.1.7. names of persons making the motions;
  - 8.1.8. points of order and appeals;
  - 8.1.9. appointments;

- 8.1.10. receipt of reports of committees;
  - 8.1.11. recording of the vote on all motions;
  - 8.1.12. trustee declaration of vote pursuant to the *Education Act*; and
  - 8.1.13. the hour of adjournment.
- 8.2. The minutes shall:
- 8.2.1. be prepared as directed by the Superintendent;
  - 8.2.2. be reviewed by the Superintendent prior to submission to the Board;
  - 8.2.3. be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.2.4. upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
- 8.4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
- 8.5. 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.
- 8.6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

- 9.1. Notice of motion:
- 9.1.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 9.2. Discussion on motions:
- 9.2.1. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
  - 9.2.2. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
  - 9.2.3. 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.
  - 9.2.4. Motions may be submitted by any trustee, including the Board Chair.
- 9.3. Speaking to the motion:

- 9.3.1. The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.
- 9.3.2. The Chair may speak at the conclusion of each round.
- 9.3.3. The mover of the motion is permitted to close debate on the motion.
- 9.3.4. As a general guide, a trustee should not speak longer than five minutes on any motion.
- 9.3.5. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.3.6. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks. Any such interruption shall not be permitted without permission of the Board Chair.
- 9.3.7. Should a trustee arrive 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.
- 9.3.8. The Board Chair shall rule on further discussion.
- 9.4. Reading of the motion:
  - 9.4.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 9.5. Voting on the motion:
  - 9.5.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present.
  - 9.5.2. In the case of an equality of votes, the question is defeated.
  - 9.5.3. 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 Board Vice-Chair, which is by secret ballot.
- 9.6. Debate:
  - 9.6.1. In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by a motion supported by the majority of trustees in attendance.

## 10. Comments, presentations and delegations at Board meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

Considerations for a safety plan have been put in place.

Presenters and members of their delegation are expected to conduct themselves in a respectful manner as outlined by the Board Chair in accordance with [Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments](#).



The delegation will be advised that Board meetings are recorded and therefore presentations must follow legislative requirements such as *Freedom of Information and Protection of Privacy Act (FOIP)*.

- 10.1. General comments on an educational issue at a Board meeting:
  - 10.1.1. A member of the public or a staff-group representative may address the Board on any educational issue.
  - 10.1.2. If a member of the public or a staff-group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.1.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.1.4. Speakers shall address their comments to the Board Chair.
- 10.2. Comments on specific Board agenda items:
  - 10.2.1. A member of the public or a staff-group representative may address the Board on a specific Board agenda item.
  - 10.2.2. If a member of the public or a staff-group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.2.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.2.4. Speakers shall address their comments to the Board Chair.
- 10.3. Formal delegations and presentations to Board:
  - 10.3.1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure or statute.
  - 10.3.2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. The process provides the presenter an opportunity to clarify their understanding of Division practices related to the presentation topic and determine what other assistance may be available through the administration.
  - 10.3.3. If, after meeting with the administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. The request shall be made in

writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

- 10.3.4. The Board reserves the right to determine whether the delegation shall be heard and, if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent, or designate, and Board Chair shall make appropriate arrangements for the delegation to be heard.
- 10.3.5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent, or designate, at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
- 10.3.6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- 10.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of their right to the next avenue of appeal.

## **11. Audio-recording devices**

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

## **12. Trustee compensation and expenses**

The Board acknowledges that Board members are entitled to compensation for the performance of their duties. The Board believes the governance budget must be set, monitored and publicly reported, as part of the budgeting process.

- 12.1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible and accountable in the use of public funds.
- 12.2. The Board shall establish rates for the Board Chair, Board Vice-Chair and trustees in conjunction with the budgeting process.
- 12.3. Remuneration shall be paid annually, in 12 equal monthly payments.

- 12.4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the per cent change in annual average index of Alberta Consumer Price Index (CPI) and the per cent change in annual average earnings Alberta Average Weekly Earnings (AWE)—not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
- 12.5. Trustees are encouraged to participate in professional development and public relations activities.
- 12.6. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Board Chair and Board Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
- 12.7. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover the travel allowance.
- 12.8. Travel allowance is separated into three categories:
  - 12.8.1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    - 12.8.1.1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    - 12.8.1.2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
  - 12.8.2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County and Fort Saskatchewan to account for the increased travel required because of their geographical area.
  - 12.8.3. The Board Chair and Board Vice-Chair receive an additional allowance to account for the increased travel required to fulfil their roles.
- 12.9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business-expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
- 12.10. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review. Discretionary funds can be allocated to five main categories of trustee expenses:
  - 12.10.1. *public relations* – Expenses incurred to promote and maintain the visibility of the Division—acceptable expenses include Chamber of Commerce, public events and school functions.

- 12.10.2. *professional development (PD)* – Expenses incurred to support the ongoing professional development of trustees—acceptable expenses include workshops and seminars, Canadian School Boards Association conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences. Additional PD funds are available to trustees from the Board’s budget. These funds must be requested, in writing, to the Board Chair and approved by the Board.
- 12.10.3. *equipment* – Expenses incurred to provide equipment to perform the trustee’s role—acceptable expenses include cellphones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops shall be allocated out of general funds.
- 12.10.4. *communications* – Expenses incurred for communication—acceptable expenses include internet connections, cellphone bills, etc.
- 12.10.5. *supplies and materials* – Expenses incurred for consumable materials and supplies, such as office supplies, paper, printer ink, etc.
- 12.11. It is the trustees’ responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
- 12.12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis, and placement of funds shall be determined at a public meeting of the Board.
- 12.13. Trustees shall be enrolled in the insurance and benefits plan upon being elected to the position of trustee, as per the guidelines of the insurance carriers.
  - 12.13.1. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
    - 12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.
    - 12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per the guidelines of the insurance carriers.
    - 12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.
  - 12.13.2. In the event of a by-election, a trustee may enrol within 31 days of the swearing-in of the trustee and shall be covered until the end of the four-year term.
  - 12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.

12.13.4. A trustee is not eligible for benefits if they are no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.

12.14. All reimbursement, or expense claims, must be settled during the respective fiscal year—September 1 to August 31—that the expense was incurred.

12.15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### 13. Trustee conflict of interest

The trustee is directly responsible to the electorate of the Division and to the Board. 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 that shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and trustee members.

Therefore, the Board believes in the requirement to declare a conflict of interest.

13.1. The trustee is expected to be conversant with Sections 85-96 of the *Education Act*.

13.2. The trustee is responsible for declaring themselves to be in a possible conflict of interest.

13.2.1. The trustee shall make such declaration in open meeting prior to the Board or committee discussion of the subject matter, which may place the trustee in conflict of interest.

13.2.2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

13.3. It shall be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of the *Education Act* and ensure that their declaration and absence are properly recorded within the minutes.

13.4. The recording secretary shall record in the minutes:

13.4.1. the trustee's declaration;

13.4.2. the trustee's abstention from the debate and the vote; and

13.4.3. that the trustee left the room in which the meeting was held.

### 14. Board self-evaluation

14.1. On an annual basis, the Board shall complete a self-evaluation.

## References

Sections 53, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:            Last updated:  
Nov. 26, 2015            Nov. 26, 2015

March 23, 2016	
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019
	Dec. 3, 2019
	Feb. 20, 2020
	March 26, 2020
Dec. 8, 2020	Jan. 21, 2021
Dec. 16, 2021	
Jan. 11, 2022	
Feb. 8, 2022	Feb 17, 2022
	March 1, 2022
Dec. 12, 2022	Jan. 19, 2023
Oct. 4, 2023	Oct. 19, 2023
Jan. 10, 2024	Jan. 25, 2024
June 10, 2024	June 20, 2024