

ORGANIZATIONAL MEETING

AGENDA

October 29, 2021

9:00 A.M.

This virtual meeting will be live-streamed at:

<https://www.youtube.com/watch?v=SIVgqIgVb8Q>



PARKLAND
SCHOOL DIVISION

Our Vision:

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

PARKLAND SCHOOL DIVISION

Board of Trustees Organizational Meeting

October 29, 2021, at 9:00 AM

VIRTUAL MEETING: Live-Streamed: <https://www.youtube.com/watch?v=SIVgqIlgVb8Q>

Page Number	A G E N D A
-1-	<p>1. CALL TO ORDER at 9:00 AM</p> <p>1.1. Treaty 6 Acknowledgement</p> <p>1.2. National Anthem</p> <p>Secretary-Treasurer, Associate Superintendent McFadyen (<i>Education Act – Board Procedures Regulation 82 (1)</i>)</p>
	<p>2. ACCEPTANCE OF AGENDA</p> <p>Recommendation: That the Board of Trustees accepts the Organizational Meeting Agenda of October 29, 2021, as presented.</p>
	<p>3. ELECTION PROCEDURES</p>
	<p>3.1. Ballot Vote</p> <p>Recommendation: That the elections of Chairperson and Vice-Chairperson be held electronically, by secret ballot.</p>
	<p>3.2. Appointment of Scrutineers</p> <p>Recommendation: That Mr. Johnston and Mr. Francis be appointed as scrutineers.</p>
	<p>3.3. Election by Simple Majority (Chairperson, Vice-Chairperson)</p> <p>Recommendation: That the Board of Trustees elect the Chairperson and Vice-Chairperson by simple majority of the Trustees present.</p> <p>In the event that three (3) or more Trustees are vying for the position, the candidate with the lowest number of votes will be removed from the electronic ballot if a simple majority is not achieved in the first vote. If there is a tie for the lowest vote, a simple majority vote of the candidates with the lowest number of votes will be held to determine who</p>

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	<p>remains in the voting. If a tie remains after the subsequent vote the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority. A new vote will be taken with the remaining candidates until a majority of the Trustees vote for one candidate.</p> <p>If only two candidates are vying for the position, in case of a tie after three (3) rounds of voting, the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority.</p>
	<p>3.4. Appointment of Committees</p> <p>Recommendation: That if more members are nominated to a committee or agency than there are positions available, an election, by secret ballot, shall be held electronically, and further, those candidates receiving the largest number of votes shall be declared elected.</p>
	<p>4. ELECTION OF CHAIRPERSON</p> <p>4.1. Nominations (three (3) calls for nominations)</p> <p>4.2. Nominations Cease</p> <p>Recommendation: That nominations for the position of Board Chairperson, cease.</p> <p>4.3. Vote and Declaration of Winner</p> <p>4.4. Oath of Office</p>
	<p>5. ELECTION OF VICE-CHAIRPERSON</p> <p>5.1. Nominations (three (3) calls for nominations)</p> <p>5.2. Nominations Cease</p> <p>Recommendation: That nominations for the position of Board Vice-Chairperson, cease.</p> <p>5.3. Vote and Declaration of Winner</p> <p>5.4. Oath of Office</p>
-4-	<p>6. APPOINTMENT OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES</p> <p>6.1. Alberta School Boards Association (ASBA), Zone 2/3 (<i>two (2) representatives</i>)</p>

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	<p>6.2. Alberta Teachers’ Association (ATA) Labour Relations <i>(three (3) representatives)</i></p> <p>6.3. Audit Committee <i>(three (3) representatives)</i></p> <p>6.4. Benefit Plan Advisory Committee <i>(one (1) representative)</i></p> <p>6.5. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations <i>(three (3) representatives)</i></p> <p>6.6. Council of School Councils (COSC) <i>(one (1) representative)</i></p> <p>6.7. International Union of Operating Engineers (IUOE) Labour Relations <i>(three (3) representatives)</i></p> <p>6.8. Public School Boards’ Association of Alberta (PSBAA) Council <i>(two (2) representatives)</i></p> <p>6.9. Rural Caucus of Alberta School Boards (RCASB) <i>(one (1) representative)</i></p> <p>6.10. Spruce Grove Joint Use Committee <i>(one (1) representative)</i></p> <p>6.11. Stony Plain Joint Use Committee <i>(one (1) representative)</i></p> <p>6.12. Teacher Board Advisory Committee (TBAC) <i>(three (3) representatives)</i></p> <p>6.13. Teachers’ Employer Bargaining Association (TEBA) <i>(one (1) representative)</i></p>
	<p>7. DESTRUCTION OF VOTING RECORD</p> <p>Recommendation: That the Board of Trustees authorizes the destruction of any electronic or written voting record of ballots cast during the Organizational Meeting of October 29, 2021.</p>
-7-	8. REMUNERATION SCHEDULE – BOARD POLICY 7: APPENDIX 7.3
-10-	9. ESTABLISHMENT OF 2021-2022 MEETING DATES
-14-	10. BOARD ANNUAL WORK PLAN 2021-2022
-18-	11. TRUSTEE DISCLOSURE STATEMENT
	12. ADJOURNMENT



MEMORANDUM

October 29, 2021
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Scott McFadyen, Associate Superintendent

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 8: Board Committees
Board Policy 9: Board Representatives
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 7: Organizational Meeting
Board Executive Work Plan

SUBJECT **BLANKET RESOLUTION FOR COMMITTEE APPOINTMENTS 2021-2022**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees appoints the following members as representatives to Committees for the 2021-2022 school year, effective immediately and as presented at the Organizational Meeting of October 29, 2021.

BACKGROUND

The Board of Trustees is responsible for creating standing or ad hoc committees of the Board as are deemed appropriate, and appointing members and Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation. This recommendation is in support of this responsibility.

REPORT SUMMARY

After consultation with the Board in their interest and evaluation of the representation needed for committees, the Board of Trustees has compiled a blanket resolution that details the representation for each committee the Board is charged with conducting.

- | | | |
|------|---|---|
| 6.1 | Alberta School Boards Association (ASBA), Zone 2/3 | 1. Representative One (1)
2. Representative Two (2) |
| 6.2 | Alberta Teachers' Association (ATA) Labour Relations | 1. Representative One (1)
2. Representative Two (2)
3. Representative Three (3) |
| 6.3 | Audit Committee | 1. Representative One (1)
2. Representative Two (2)
3. Representative Three (3) |
| 6.4 | Benefit Plan Advisory Committee | 1. Representative One (1) |
| 6.5 | Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations | 1. Representative One (1)
2. Representative Two (2)
3. Representative Three (3) |
| 6.6 | Council of School Councils (COSC) | 1. Representative One (1) |
| 6.7 | International Union of Operating Engineers (IUOE) Labour Relations | 1. Representative One (1)
2. Representative Two (2)
3. Representative Three (3) |
| 6.8 | Public School Boards' Association of Alberta (PSBAA) Council | 1. Representative One (1)
2. Representative Two (2) |
| 6.9 | Rural Caucus of Alberta School Boards (RCASB) | 1. Representative One (1) |
| 6.10 | Spruce Grove Joint Use Committee | 1. Representative One (1) |

- | | | |
|------|---|---|
| 6.11 | Stony Plain Joint Use Committee | 1. Representative One (1) |
| 6.12 | Teacher Board Advisory Committee (TBAC) | 1. Representative One (1)
2. Representative Two (2)
3. Representative Three (3) |
| 6.13 | Teachers' Employer Bargaining Association Representative (TEBA) | 1. Representative One (1) |

SM:kz



MEMORANDUM

October 29, 2021
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director of Financial Services

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations

ADDITIONAL REFERENCE BP 2: Educational Planning and Programming
BP 7: Organizational Meeting
BP 7: Trustee Compensation of Expenses

SUBJECT **2021-2022 BOARD REMUNERATION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

The Board of Trustees approve the Board Remuneration for the 2021-2022 school year.

BACKGROUND

Every year during the Organizational meeting as per Board Policy 8: Section 12.5 requires that the rates of compensation and expense reimbursement for trustees shall be established.

The Audit Committee did a full review of Trustee compensation as per Board Policy 8, Appendix 8.5 section 3.1.5 and the committee's recommendations were presented to the Board at the May 25, 2021 Board meeting. The Board approved the remuneration model that was used for the 2020-2021 school year and the rates for the 2021-2022 school year. The model reduced the time and complexity of paying Trustees as it reduces the amount of expense claims that need to be processed as per diems and mileage no longer have to be submitted. This saves time for the Trustees, administration, financial services and payroll staff to prepare, review and

process claims. It also provided clarity and simplified the process as there are no longer question over which events are eligible for per diems.

REPORT SUMMARY

Parkland School Division Trustees receive a base compensation that covers their time for attending meetings, events and performing their role as a Trustee including travel within the Division. There are additional modifiers for the distance of the wards from CFE, and the positions of Board Chair and Vice Chair. The rates are disclosed in Board Policy 7: Appendix 7.3.

Administration would be pleased to respond to any questions.

SM:kz



**Parkland School Division
Board Policy 7: Appendix 7.3**

TRUSTEE REMUNERATION SCHEDULE

Basic Annual Remuneration: The Basic Annual Remuneration compensates trustees for performing their roles including travel within the Division.

Chair (includes additional allowance of \$13,020)	\$44,848
Vice-Chair (includes additional allowance of \$5,661)	\$37,489
Trustee	\$31,828

Distance Allowance: The Distance allowance is a provision for trustees who represent Wards 1, 2 and 3 and is based on the distance of the wards from the Centre for Education and the location of the schools within the wards.

Ward 1 Distance Allowance	\$ 3,800
Ward 2 Distance Allowance	\$ 800
Ward 3 Distance Allowance	\$ 1,050



MEMORANDUM

October 29, 2021
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Executive Team

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 7: Organizational Meeting – Schedule
BP 7: Organizational Meeting – Process
BP 12: Section 6: Superintendent / Board Relations
Board Annual Work Plan

SUBJECT **2021-2022 MEETING DATES**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the 2021-2022 Meeting Dates, as presented at the Organizational Meeting of October 29, 2021.

BACKGROUND

As per Board Policy 7: Board Operations (BP 7), Article 12.2., the Board approves *“the schedule (date, time and place) for regular meetings and any additional required meetings shall be established”*, at the Organizational Meeting. Board Policy 12: Role of the Superintendent, Section 6.3, states that *“the Superintendent shall: Provide the information which the Board requires to perform its role”*. This recommendation is in support of these responsibilities.

REPORT SUMMARY

Every year, at the Organizational Meeting of the Board, a schedule of the meeting dates for Regular Board meetings, committee meetings and other various events is reviewed and approved for the ensuing school year.

Administration has proposed the following dates according to the 2021-2022 School Calendar and suggested dates that will allow the Board to participate in all board and committee meetings, engagements, school events and activities throughout the 2021-2022 school calendar year, and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

2021-2022 Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
AUGUST 2021				
27	TBD			PSD PD Day
31	9:00 am, CFE	Governance and Planning Session (AM Only)		
SEPTEMBER 2021				
7	6:00 pm, CFE	Special Board Meeting		
14	6:00 pm, CFE	Regular Board Meeting		
15	1:00 pm, CFE		Audit Committee	
23	3:30 pm, CFE		Benefits Committee	
28	9:00 am, CFE	Governance and Planning Session (Full Day)		
OCTOBER 2021				
12	2:40 pm (Live-Stream)			MCHS Awards (2020-2021)
26	6:00 pm, CFE	Oaths of Office / Swearing-in		
27 - 29	1:00 pm, Off-Site	Trustee Summit/Orientation		
28	9:00 am, Off-Site	Governance and Planning Session (Full Day)		
29	9:00 am, Off-Site	Organizational Meeting		
29	10:00 am, Off-Site	Regular Board Meeting		
NOVEMBER 2021				
2	4:15 pm, CFE		Teacher Board Advisory Cte	
2	7:00 pm, CFE		COSC first meeting	
8 - 12		Fall Break		
14 - 16	Edmonton			ASBA Fall Conference & AGM
17 -19	Edmonton			PSBAA Fall Conference & AGM
22	1:00 pm, CFE		Audit Committee	
23	9:00 am, CFE	Governance and Planning Session (Full Day)		
30	9:00 am, CFE	Regular Board Meeting		
DECEMBER 2021				
TBD	7:00 pm, CFE		COSC	
1	3:30 pm, CFE		Benefits Committee	
1	7:00 pm, TBD	Stakeholder Engagement Evening		
14	9:00 am, CFE	Regular Board Meeting		
14	1:00 pm, CFE	Governance and Planning Session (PM Only)		
Dec 24 - Jan 7		Christmas Break		
JANUARY 2022				
18	9:00 am, CFE	Regular Board Meeting		
25	9:00 am, CFE	Governance and Planning Session (Full Day)		
FEBRUARY 2022				
TBD	TBD			Joint Meeting with Town of Stony Plain
TBD	7:00 pm, CFE		COSC	
8	9:00 am, CFE	Regular Board Meeting		
15	4:15 pm, ATA Office		Teacher Board Advisory Cte	
18	9:00 am, CFE	Governance and Planning Session (Full Day)		
MARCH 2022				
TBD	TBD			Joint Meeting with Parkland County
TBD	TBD			Joint Meeting with Evergreen
TBD	7:00 pm, CFE		COSC	
8	9:00 am, CFE	Regular Board Meeting		
15	9:00 am, CFE	Governance and Planning Session (Full Day)		
Mar 21 - Mar 25		Spring Break		
APRIL 2022				
TBD	TBD			Joint Meeting with City of Spruce Grove
TBD	TBD			Joint Meeting with Paul First Nation
4	1:00 pm, CFE		Audit Committee	
7	8:30 am, TBD	Education Planning Day		
12	9:00 am, CFE	Regular Board Meeting		
13	3:30 pm, CFE		Benefits Committee	
21	9:00 am, CFE	Governance and Planning Session (Full Day)		
26	4:15 pm, CFE		Teacher Board Advisory Cte	

2021-2022 Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
MAY 2022				
TBD	7:00 pm, CFE		COSC	
10	9:00 am, CFE	Governance and Planning Session (Full Day)		
11	1:00 pm, CFE		Audit Committee	
24	9:00 am, CFE	Regular Board Meeting		
27	TBD, Stony Plain			Milestones and Merits
JUNE 2022				
2 - 4	Red Deer			PSBAA Spring Conference & AGM
5 - 7	Red Deer			ASBA Spring Conference & AGM
11	4:00 pm (Tentative)			SGCHS Graduation
14	9:00 am, CFE	Governance and Planning Session (Full Day)		
14	5:00 pm, TBD		Teacher Board Advisory Cte	
21	9:00 am, CFE	Organizational Meeting		
21	10:00 am, CFE	Regular Board Meeting		
25	4:00 pm (Tentative)			MCHS Graduation
JULY 2022				
6 - 8	Saskatoon			CSBS Congress 2022

There are 10 Regular Board Meetings: 1 per month Sep - Jun

There are Two Organizational Meetings: Oct and Jun

There are 11 Governance and Planning Sessions: Aug, Sep, Nov, Dec, Jan, Feb, Mar, Apr and May

A Board Summit and Orientation has been planned for Oct 27-29, 2021

There are 4 Audit committee meetings: Sep, Nov, Apr and May

There are 3 Benefits Committee meetings: Sep, Dec and Apr

There are 5 COSC meetings planned tentatively for: Nov, Dec, Feb, Mar and May

There are 4 TBAC meetings: Oct, Feb, Apr and Jun

Education Planning Day is tentatively planned for April 7, 2022

A Stakeholder Engagement Evening will be scheduled between January and June of 2022



MEMORANDUM

October 29, 2021
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Executive Team

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE Board Annual Work Plan
BP 7: Organizational Meeting
Education Act

SUBJECT **2021-2022 BOARD ANNUAL WORK PLAN**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2021-2022 Board Annual Work Plan, as presented at the Organizational Meeting of October 29, 2021.

BACKGROUND

Each year at the Organizational Meeting, as per Board Policy 2, the Board fulfills its responsibility to review and approve the Board Annual Work Plan. This recommendation is in support of this responsibility.

REPORT SUMMARY

Each year the Parkland School Division (PSD) Executive Team review and adjust the action items needed for Board approval and the information items and reports that may be of interest to the Board of Trustees

according to timelines set by Alberta Education and within PSD. Once the adjustments have been made, various Board events, engagements and responsibilities are added to develop the Board Annual Work Plan.

Administration would be pleased to respond to any questions.

SM:kz



2021-2022 BOARD ANNUAL WORK PLAN

		EVENTS	BOARD MEETINGS	
		Event	Key Action Items	Administration Reports / Information
August	Aug 27, 2021 (TBD)			
		• Opening Day - PSD Staff Welcome		
September	Sep 14, 2021 (6pm - 9pm) - Regular Meeting			
			<ul style="list-style-type: none"> • Board Policy 8: Board Committees • Board Legacy Document 	<ul style="list-style-type: none"> • Facilities Summer Work Report • Field-Trip Summary Report • Human Resources Report • 2020-2021 Student Conduct Report • 2020-2021 Indigenous Education Report
October	Oct 26, 2021 - (6pm)		Oct 29, 2021 (9am - 10am) - Organizational Meeting	
		• Oath of Office	• Committees 2021-2022	
	Oct 27, 2021 (1pm) - Oct 29, 2021 (1pm)		Oct 29, 2021 (10am - 12pm) - Regular Meeting	
	• Board Summit	• Modular Submission Request	• 2021-2022 Enrolment Report	
November	TBD		Nov 30, 2021 (9am - 12pm) - Regular Meeting	
			<ul style="list-style-type: none"> • Annual Education Results Report (AERR) • Audited Financial Statements 	<ul style="list-style-type: none"> • Budget Forecast Update • Achievement Results Report (PAT/DIP) * • Early Learning Report • Community Partnerships Report • Communications Priorities Report
December	TBD		Dec 14, 2021 (9am - 12pm) - Regular Meeting	
		• School Christmas Celebrations		<ul style="list-style-type: none"> • Programs of Choice Report • Off-Campus Education Report • Student and Staff Wellness Report • Class Size Report
January	TBD		Jan 18, 2022 (9am - 12pm) - Regular Meeting	
		• PSD / Parkland County Joint Meeting	<ul style="list-style-type: none"> • Edwin Parr Selection Committee • Attendance Area Review 	<ul style="list-style-type: none"> • 1st Quarter Financial Report • 2022-2023 School Calendar • Safety in Schools Report • School Resource Officer Report • Stakeholder Engagement Feedback • Literacy Report
February	TBD		Feb 8, 2022 (9am - 12pm) - Regular Meeting	
		• PSD / Town of Stony Plain Joint Meeting		<ul style="list-style-type: none"> • Occupational Health and Safety Report • Transportation Department Report • Student Services Department Report
March	TBD		Mar 8, 2022 (9am - 12pm) - Regular Meeting	
		• PSD / Evergreen Joint Meeting	<ul style="list-style-type: none"> • 2022-2023 Fees and Allowances • Edwin Parr Nominee • Approve Capital Plan 	<ul style="list-style-type: none"> • 2021-2022 IMR Expenditure Plan • Financial Reporting Profile • Numeracy Report
April	TBD		Apr 12, 2022 (9am - 12pm) - Regular Meeting	
		<ul style="list-style-type: none"> • PSD / Paul First Nation Joint Meeting • PSD / City of Spruce Grove Meeting 	• Budget Assumptions	<ul style="list-style-type: none"> • 2nd Quarter Financial Report and Forecast • Student Advisory Report
	Apr 7, 2022 (8:30am - 4pm)			
	• Education Planning Day Engagement			
May	TBD - (Late May)		May 24, 2022 (9am - 12pm) - Regular Meeting	
		• Milestones and Merits	<ul style="list-style-type: none"> • Education Plan • 2022-2023 Budget 	<ul style="list-style-type: none"> • Communications Department Report • Learning & Technology Report • Assurance Results Report
June	Jun 2-4 / 5-7, 2021		Jun 21, 2022 (9am - 10am) - Organizational Meeting	
		• PSBAA / ASBA Spring General Assembly	• Committees 2022-2023	
	TBD		Jun 21, 2022 (10:00am - 12:00pm) - Regular Meeting	
			<ul style="list-style-type: none"> • 3rd Quarter Financial Report and Forecast • Science, Technology, Engineering, Arts and Mathematics (STEAM) Report • 2021-2022 Indigenous Education Report 	

Please Note: A Stakeholder Engagement Evening will be scheduled sometime between January and June of 2022.

*** No DIP/PAT Exams in 2021**

ONGOING BOARD WORK PLAN ITEMS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Attend all 'Committees of the Whole' Meetings • Attend all ASBA Fall and Spring business meetings • Attend all PSBAA Fall and Spring business meetings • Attend Committee Meetings as appointed • Attend Ad Hoc Committee, ASBA Zone 2/3 and PSBC Meetings as appointed • Attend School Council Meetings (monthly) • Attend Stakeholder Engagements / Meetings • Attend Division or school community functions when possible | <ul style="list-style-type: none"> • Attend Professional Development • Host Community Consultations • Participate in community initiatives / activities • Participate in meetings with elected officials (MLAs, Mayors, Councillors, etc.) • Conduct Advocacy Activities • Review and update each Board Policy as necessary and at least once within the four-year term of an established Board (Board Policy Committee - Chair and Vice-Chair) |
|---|---|

Governance and Planning Session Areas for Discussion

Governance:	Strategic Planning	Operations and Information
<ul style="list-style-type: none"> • Policy Review • Advocacy & Provincial Connections (MLA mtgs, Chamber, ASBA, PSBAA) • Board Evaluation • Superintendent Evaluation 	<ul style="list-style-type: none"> • Budget • Capital Planning • Fee/Transportation Assumptions • Education Plan • Engagement Plan • Student Engagement Opportunities • Communications Plan 	<ul style="list-style-type: none"> • Education Plan, Priorities and Progress • Literacy • Numeracy • Wellness • Indigenous Ways of Knowing • Inclusive and Supportive Practices • Community Partnerships and Support



MEMORANDUM

October 29, 2021
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Scott McFadyen, Associate Superintendent

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations

ADDITIONAL REFERENCE BP 7: Organizational Meeting – Process
Education Act

SUBJECT **TRUSTEE DISCLOSURE STATEMENT**

PURPOSE

For disclosure of information. Action required.

BACKGROUND

Trustees are required to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7: Board Operations, Article 13, as presented at its Organizational Meeting of October 29, 2021.

REPORT SUMMARY

Trustees are required to fill out the attached form as per Section 86(1) of the *Education Act*, Disclosure of Information, and as per Board Policy 7: Board Operations, Article 13 Trustee Conflict of Interest, for annual disclosures.

Administration would be pleased to respond to any questions.

SM:kz



TRUSTEE DISCLOSURE STATEMENT OCTOBER 2021

Presented to the Board of Trustees, October 29, 2021
Scott McFadyen, Associate Superintendent

Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

BACKGROUND

Trustee's are required to disclose potential conflicts of interest to the corporate secretary. This collection of this information is required through the Education Act; Statutes of Alberta, 2012 Chapter E-0.3; Part 4: Board Powers and Elections; Division 5: Conflict of Interest and Disqualification; Section 86: Disclosure of information:

Disclosure of Information

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

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

REPORT

The Education Act requires that Trustees complete the attached Trustee Disclosure Statement and submit to the Corporate Secretary of the Division. The collection of this information is required under the Education Act as it informs the Division of any potential conflicts that may arise as a result of relationships that a Trustee has. A pecuniary interest is described in the Education Act in section 85. It is as an interest in a matter that could monetarily affect the person their spouse or interdependent partner, a corporation in which the person is a shareholder, director or officer, firm or partnership or firm or employer. Disclosure of these relationships allows the Division and the Trustee to avoid situations where these relationships may create a real or perceived conflict of interest.

Section 88 of the Education Act provides guidelines to Trustees where a Trustee has a pecuniary interest in an item before the board.

TRUSTEE DISCLOSURE STATEMENT

Information is required per the Education Act; Statutes of Alberta, 2012 Chapter E-0.3; Part 4: Board Powers and Elections; Division 5: Conflict of Interest and Disqualification; Section 86: Disclosure of information

Name of Trustee: _____

Trustee's Employer(s): _____

Name of Spouse / Interdependent Partner: _____

Spouse's/Interdependent Partner's Employer: _____

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

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

Signature

Date