

REGULAR BOARD MEETING

AGENDA

September 9, 2025 at 9:00 A.M.

Live-Streamed for the Public at:

<https://www.youtube.com/live/4jAp6llfHq0>



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 Regular Meeting

September 9, 2025, at 9:00 AM

Live-Streaming: <https://www.youtube.com/live/4jAp6lIfHq0>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 1.1. Land Acknowledgement 1.2. National Anthem 1.3. Personal Reflection 1.4. Trustee Announcements 1.5. Changes to the Agenda 1.6. Approval of the Agenda
-4- -10-	2. APPROVAL OF MINUTES 2.1. Regular Meeting of June 17, 2025 2.2. Special Meeting of July 4, 2025
	3. BUSINESS ARISING FROM THE MINUTES
	4. DELEGATION / PRESENTATION
	<i>Recess Period / Public Question Period</i>
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
	7. ACTION ITEMS
-12-	7.1. Revised Board Policy 7: Appendix 7.3: Trustee Remuneration Schedule (Policy Review Committee)
-80-	7.2. Revised Board Policy 4: Appendix 4.1: Trustee Code of Conduct Sanctions (Policy Review Committee)
-104-	7.3. Surplus Funds to Operating Reserves

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-106- -116-	8. ADMINISTRATIVE REPORTS 8.1. Human Resources Report (M. Francis, A. Goerzen) 8.2. Student Conduct and Intervention Report (M. Francis, M. Miskolzie)	
-124- -128-	9. TRUSTEE REPORTS 9.1. Governance and Planning Session (L. Stewart) 9.2. Teacher Board Advisory Council (J. Osborne) 9.3. Alberta School Boards Association (A. Wagner) 9.4. Public School Boards' Association of Alberta (A. Hennig, E. Cameron) 9.5. Chamber of Commerce (L. Stewart)	
	10. FUTURE BUSINESS 10.1. Meeting Dates:	
	<i>Board – Open to the Public:</i>	
	Nov 4, 2025	----- Organizational Board Meeting 1pm , Centre for Education (<i>Meeting Live-Streamed for Public</i>)
	Nov 4, 2025	----- Regular Board Meeting 1:30pm , Centre for Education (<i>Meeting Live-Streamed for Public</i>)
	<i>Committees – Closed to the Public:</i>	
	Sep 19, 2025	----- ASBA Zone 2/3 Meeting 9:30am , Edmonton
	Sep 23, 2025	----- Governance & Planning Session (GPS) 9am , Centre for Education (<i>full day</i>)
	Sep 25, 2025	----- Benefits Committee 3:30pm , Centre for Education
	Oct 1, 2025	----- Audit Committee 1pm , Centre for Education
	<i>By Invitation:</i>	
	Oct 08, 2025	----- Shikaoi Dignitary Luncheon 11:45am , Memorial Composite High School, Stony Plain
	<i>Other:</i>	
	Oct 14, 2025	----- Council of School Councils 6:30pm , Centre for Education
	Oct 28, 2025	----- Board of Trustees Swearing-In Ceremony 6:30pm , Centre for Education
	Oct 29-30, 2025	----- Trustee Board Orientation 9am , Centre for Education

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-130-	10.2. Notice of Motion 10.3. Topics for Future Agendas 10.4. Requests for Information 10.5. Responses to Requests for Information 10.5.1 Student Counselling Statistics
	11. IN-CAMERA: LABOUR
	12. ACTION IN RESPONSE TO IN-CAMERA
	13. ADJOURNMENT



MINUTES OF THE REGULAR BOARD MEETING

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN
STONY PLAIN, ALBERTA ON TUESDAY, JUNE 17, 2025, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Scott Johnston, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Dean Bernard, Division Principal, Northern and Indigenous Relations
Linda Madge-Arkininstall, Division Principal, Literacy and Lifelong Learning
Jason Krefting, Director, Financial Services
Jordi Weidman, Director, Strategic Communications
Lee-Anne Yager, Recording Secretary

CALL TO ORDER

Board Chair Stewart called the meeting to order at 9:00 a.m.

LAND ACKNOWLEDGEMENT

Board Chair Stewart acknowledged Parkland School Division's presence in Treaty #6 and Treaty #8 Territories.

NATIONAL ANTHEM

PERSONAL REFLECTION

ANNOUNCEMENTS

CHANGES TO THE AGENDA

Add Labour to agenda item 11 IN-CAMERA

Res 058-2025

APPROVAL OF THE AGENDA

MOVED by Trustee Osborne that the agenda be approved as amended.

CARRIED UNANIMOUSLY

Res 059-2025

APPROVAL OF THE MINUTES

MOVED by Trustee McCann that the minutes of the Regular Meeting held on May 27, 2025, be approved as amended.

Amendment: Change Vice-Chair Wagner to Vice-Chair Hennig page 11.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

PRESENTATION/DELEGATION

Mr. Corey Haley was presented with the Certificate of Sisterhood from the Shikaoi School.

QUESTION PERIOD:

Board Chair Stewart responded to a question submitted to the Board at Board@psd.ca, for the June 17, 2025, Question Period.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

Res 060-2025

REVISED BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES

MOVED by Board Chair Stewart that the Board approves Revised Board Policy 17: Student Transportation Services, as recommended by the Policy Review Committee and presented at the Regular Meeting of June 17, 2025.

Board Chair Stewart called a recess at 9:56 a.m. Meeting resumed at 9:58 a.m.

Carried 5 to 2

IN FAVOUR: Board Chair Stewart, Vice-Chair Hennig, Trustee McCann, Trustee Cameron, Trustee Osborne

OPPOSED: Trustee Wagner and Trustee Montgomery

THE STUDENT CONDUCT AD HOC COMMITTEE

MOVED by Trustee Wagner that the Board of Trustees continue to advocate to the provincial government for a collaborative and comprehensive approach to address classroom complexity through Cross Ministerial approaches to support families and students.

PROPOSED AMENDMENT:

MOVED by Trustee Cameron that the words “with input from local School Boards” be added after the word “students”.

CARRIED 6 to 1

IN FAVOUR: Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee Cameron, Trustee Osborne, Trustee Montgomery

OPPOSED: Trustee McCann

Res 061-2025

MOVED by Board Chair Stewart that the Board of Trustees continue to advocate to the provincial government for a collaborative and comprehensive approach to address classroom complexity through Cross Ministerial approaches to support families and students with input from local School Boards.

CARRIED UNANIMOUSLY

Res 062-2025

MOVED by Trustee Wagner that the Board of Trustees dialogue with the Alberta School Boards Association to determine progress on previously approved Position Statements on Cross Ministerial Collaboration.

CARRIED UNANIMOUSLY

MOVED by Board Chair Stewart that the Student Conduct Ad Hoc Committee be disbanded effective June 17, 2025.

PROPOSED AMENDMENT:

MOVED by Trustee Montgomery that the Recommendation reads: Student Conduct Ad Hoc Committee provide a summary report and thanks to the Alberta School Board Association and the Public School Boards’ Association of Alberta and thereafter be disbanded no later than September 1, 2025.

Board Chair Stewart transferred chair to Vice-Chair Hennig 10:21 a.m. and resumed chair at 10:22 a.m.

CARRIED UNANIMOUSLY

Res 063-2025

MOVED by Board Chair Stewart that the Student Conduct Ad Hoc Committee provide a summary report and thanks to the Alberta School Board Association and the Public School Boards' Association of Alberta and thereafter be disbanded no later than September 1, 2025.

CARRIED UNANIMOUSLY

ADMINISTRATIVE REPORTS

2024-2025 THIRD QUARTER FINANCIAL REPORT

The Board of Trustees received for information, the 2024-2025 Third Quarter Financial Report and Forecast.

Associate Superintendent McFadyen and Mr. Krefting provided additional information and responded to questions.

Vice-Chair Hennig exited the meeting at 10:56 a.m. and entered at 10:57 a.m.

STRATEGIC COMMUNICATIONS DEPARTMENT REPORT

The Board of Trustees received for information, the Strategic Communications Department Report.

Deputy Superintendent Francis and Mr. Weidman provided additional information and responded to questions.

INDIGENOUS PERSPECTIVES AND WAYS OF KNOWING

The Board of Trustees received for information, the Indigenous Perspectives and Ways of Knowing Report.

Deputy Superintendent Francis, Superintendent Boyce and Mr. Bernard provided additional information and responded to questions.

FINE ARTS IN SCHOOLS REPORT

The Board of Trustees received for information, the Fine Arts in Schools Report.

Ms. Madge-Arkininstall provided additional information and responded to questions.

TRUSTEE REPORTS

GOVERNANCE AND PLANNING SESSION

Board Chair Stewart shared her report.

ALBERTA SCHOOL BOARDS ASSOCIATION

There was no report.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

There was no report.

CHAMBER OF COMMERCE

There was no report.

RURAL CAUCUS

Trustee Wagner shared her report.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

Sep 9, 2025	-----	Regular Board Meeting 9:00 AM, Centre for Education <i>(Meeting Live-Streamed for Public)</i>
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Committees – Closed to the Public:

Aug 6-8, 2025	-----	PSBC Meeting 5:00 PM, Red Deer
Aug 27, 2025	-----	Governance & Planning Session (GPS) Time: TBD, Centre for Education
Sep 19, 2025	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
Sep 23, 2025	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>
Sep 24, 2025	-----	Audit Committee 1:00 PM, Centre for Education
Sep 25, 2025	-----	Benefits Committee 3:30 PM, Centre for Education

NOTICE OF MOTION

MOVED by Trustee Montgomery that the Board of Trustees moves that any surplus realized at the end of the 2024/2025 fiscal year be transferred into the Operating Reserve.

TOPICS FOR FUTURE AGENDAS

There were no topics for future agendas.

REQUESTS FOR INFORMATION

Trustee Osborne requests to receive information regarding the number of students that have been given support through our Division Psychologist model and the number that have been referred to outside supports.

RESPONSES TO REQUESTS FOR INFORMATION

There were no responses to requests for information.

Res 064-2025

IN-CAMERA: LABOUR

MOVED by Vice-Chair Hennig that the Board of Trustees move to In-Camera at 12:35 p.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused. Associate Superintendent Dr. Miskolzie, Associate Superintendent Johnston and Mr. Weidman exited the public meeting in the Boardroom. Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee McCann, Trustee Cameron, Trustee Montgomery, Trustee Osborne, Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent McFadyen and Mrs. Yager remained in the Boardroom for the In-Camera meeting at 12:35 p.m.

Res 065-2025

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee McCann that the Board of Trustees revert to a public meeting at 1:14 p.m.

CARRIED UNANIMOUSLY

Mr. Weidman re-entered the meeting at 1:14 p.m. The public meeting and live-stream resumed at 1:14 p.m.

Res 066-2025

ACTION IN RESPONSE TO IN-CAMERA

MOVED by Vice-Chair Hennig that until the next Organizational Meeting of the Board of Trustees, the Board empowers the TEBA representative to vote on TEBA matters in the manner in which the representative believes is in the best interest of Parkland School Division.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 1:20 p.m.



**MINUTES OF THE
SPECIAL BOARD MEETING
HELD VIRTUALLY FROM VARIOUS LOCATIONS
ON FRIDAY, JULY 4, 2025, AT 10:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Scott McFadyen, Associate Superintendent
Meg Miskolzie, Associate Superintendent
Jordi Weidman, Director, Strategic Communications
Lee-Anne Yager, Recording Secretary

CALL TO ORDER

Board Chair Stewart called the meeting to order at 10:00 a.m.

IN-CAMERA: OTHER CONFIDENTIAL MATTERS

Res 067-2025

MOVED by Trustee Cameron that the Board of Trustees moves to In-Camera at 10:00 a.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused at 10:00 a.m.

Res 068-2025

MOTION TO REVERT TO A PUBLIC MEETING

Moved by Trustee McCann that the Board of Trustees reverts to a public meeting at 11:03 a.m.

CARRIED UNANIMOUSLY

The public meeting and live-stream resumed at 11:03 a.m.

ACTION IN RESPONSE TO IN-CAMERA

REFERRAL TO COMPLEX EDUCATION NEEDS TRIBUNAL

Res 069-2025

Moved by Trustee McCann that the Board of Trustees, having made a determination under Section 40(1) of the *Education Act* that the student requires specialized supports and services that cannot be met in an educational program that can be provided by the Board, immediately refers the matter to a Complex Education Needs Tribunal.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 11:07 a.m.



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair Aimee Hennig, Board Vice-Chair
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Policy Review Committee
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 8: Board Committees and Representation Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Governance and Organization BP 12: Section 5. Policy <i>Education Act</i>
SUBJECT	REVISED BOARD POLICY 7: APPENDIX 7.3: TRUSTEE REMUNERATION SCHEDULE

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 7: Board Operations, as recommended by the Policy Review Committee and presented at the Regular Meeting of September 9, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On August 28, 2025, the Policy Review Committee reviewed Board Policy 7: Appendix 7.3 Trustee Remuneration Schedule and drafted a revised BP 7 Appendix 7.3 with the following key change:

- Update the Labour Relations Allowance for those that exceed 40 meeting hours during a round of collective agreement bargaining.

The Policy Review Committee finalized BP 7 Appendix 7.3 August 28, 2025, for Board recommendation.

The Policy Committee would be pleased to respond to any questions.

LS:ly

The Board's ability to fulfill its duties, in an efficient and effective manner, is dependent upon the development and implementation of a sound organization design. In order to effectively carry out its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary to deal adequately with its business. The Board adopts, amends and rescinds policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board has a fundamental obligation to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. The Board demonstrates the belief that public participation at Board meetings can enhance public interest; therefore, Board meetings shall be open to the public, to the greatest extent possible, and in a manner that encourages the general public to contribute to the educational process.

Wards

As per the *Education Act* (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division Electoral Ward Bylaw is attached as Appendix 7.1 of this policy.

1. All wards (electoral subdivisions) shall comprise all those lands as outlined in Bylaw 1-2021 (Policy 7 Appendix 7.1.).
2. The number of trustees to be elected in each ward is as follows:
 - 2.1. One (1) trustee from each of wards 1, 2, 3 and 4.
 - 2.2. Three (3) trustees from ward 5, elected at large.
3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
4. If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, as determined by the Board.
 - 4.1. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election shall be held.

Swearing-In Ceremony

5. An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
 - 5.1. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
 - 5.2. Special "swearing-in" provisions shall be made for a trustee taking office, following a by-election.

Organizational Meeting – Schedule

6. The first official meeting of the Board, following a general election, shall be the Organizational Meeting.
7. During an election year, the Organizational Meeting shall be held no later than four (4) weeks following the election day, when there has been a general election.
8. With the exception of an election year, the Organizational Meeting of the Board shall be held annually at the June Board meeting.
 - 8.1. The decisions of the June Organizational Meeting shall be in effect for September 1 of each year.

Organizational Meeting – Process

9. The Corporate Secretary of the Board shall give notice of the Organizational Meeting to each trustee as if it were a special meeting.
10. The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
11. Upon election as Board Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the Organizational Meeting.
 - 11.1. The Board Chair shall normally be elected for a period of one (1) year.
12. The Organizational Meeting shall, in addition, attend to the following organizational items by approved motions(s):
 - 12.1. The Vice-Chair shall be elected by a majority vote;
 - 12.2. The schedule (date, time and place) for regular meetings and any additional required meetings shall be established;
 - 12.3. The creation of such standing committees of the Board as deemed appropriate, shall proceed with the appointment of members;
 - 12.4. The appointment of Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, shall proceed as deemed appropriate;
13. The Secretary Treasurer shall review trustee conflict of interest stipulations and determine any disclosure of information requirements and address other organizational items as required.

Regular Meetings

14. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.
15. Regular Board meeting dates and times shall be as established at the annual Organizational Meeting.
16. All meetings will ordinarily be held in the Division Office in Stony Plain.

Trustee Absences

17. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
18. All trustees who are absent from three (3) consecutive regular meetings shall:

- 18.1. Obtain authorization by resolution of the Board to do so; or
 - 18.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; and
 - 18.3. Failure to attend may result in disqualification.
19. If both the Board Chair and 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, shall have all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's absence or inability to act.
 20. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Special Meetings

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

21. Special meetings of the Board shall 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.
22. A written notice of a special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served to the trustee, or a responsible person at the trustee's residence, or by electronic means (at least 3 days before the date of the meeting).
23. Notwithstanding section 21. and 22., a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of sections 21. and 22.
24. The date, time and place of the special meeting, and the nature of the business to be transacted, must be clearly specified in the notice of the special meeting.
25. Unless all trustees are present at the special meeting, no other business may be transacted; and
 - 25.1. Items may be added to the agenda only by the unanimous consent of the entire Board.
26. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held *in-camera*.
27. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

In-Camera

As per the *Education Act* (s.64), there are times when public interest is best served by private discussion of specific issues through *in-camera* sessions.

28. 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*; and
 - 28.1. Such resolutions shall be recorded in the minutes of the Board, and shall specify those individuals, in addition to trustees and the Superintendent, who are eligible to attend.
29. The Board may convene *in-camera* only to discuss matters of a sensitive nature, including:

- 29.1. Individual matters; either
 - 29.1.1. A particular student(s); or
 - 29.1.2. A particular employee(s);
- 29.2. Matters relating to negotiations;
- 29.3. Acquisition/disposal of real property;
- 29.4. Matters relating to other government agencies, such as provincial ministries or municipalities;
- 29.5. Litigation brought by or against the Board; and/or
- 29.6. Other matters to be considered in private for the public interest,, as determined by a majority of the trustees in attendance.
- 30. *In-camera* sessions shall be closed to the public and to the press.
- 31. The Board shall only discuss the matter(s) that gave rise to the *in-camera* meeting.
- 32. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 33. *In-camera* minutes shall be marked as privileged and confidential.
- 34. The Board shall, during the *in-camera* session, adopt only such resolution and/or recommendation as is required to re- convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

Agenda for Regular Meetings

- 35. The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.
- 36. The order of business at a regular meeting shall generally include the following:
 - 36.1. Call to Order Items, including:
 - 36.1.1. A Land Acknowledgement statement,
 - 36.1.2. The National Anthem,
 - 36.1.3. A call for personal reflection,
 - 36.1.4. Trustee Announcements,
 - 36.1.5. Request for changes to the Agenda,
 - 36.1.6. A call for the motion to approve the Agenda;
 - 36.2. Approval of Minutes;
 - 36.3. Business Arising from the Minutes;
 - 36.4. Public Participation;
 - 36.4.1. Presentation,
 - 36.4.2. Delegation,

- 36.4.3. Question Period.
- 36.5. Board Chair Report;
- 36.6. Superintendent Report;
- 36.7. Action Items;
- 36.8. Administration Reports;
- 36.9. Trustee Reports;
- 36.10. Future Business items, including:
 - 36.10.1. Meeting Dates,
 - 36.10.2. Notice of Motion,
 - 36.10.3. Topics for Future Agendas,
 - 36.10.4. Requests for Information,
 - 36.10.5. Responses to Requests for Information;
- 36.11. *In-Camera* items, as permitted in this policy;
- 36.12. Action in Response to *In-Camera*;
- 36.13. Adjournment.
- 37. Items scheduled for a specific time shall be clearly identified on the agenda.
- 38. The agenda shall be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
- 39. Each action item shall include a clear recommendation.
- 40. Items may be placed on the agenda in one of the following ways:
 - 40.1. By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;
 - 40.2. By notice of motion at the previous meeting of the Board (this may be waived as per s. 51.3);
 - 40.3. As a request from a committee of the Board;
 - 40.4. Emergent items that require Board action may arise after the agenda has been prepared; and/or
 - 40.5. Changes to the agenda may be made by a majority of those present.
- 41. The agenda package, containing the agenda and supporting information, shall be provided to each trustee five (5) calendar days prior to the Board meeting and shall be posted on the Division website and be available in the Division Office;
 - 41.1. The Board shall follow the order of business set by the agenda unless the order is altered by agreement of the Board;

- 41.2. During the course of the Board meeting, the majority of trustees present may amend the agenda to place items before the Board for discussion and subsequent action.

Minutes for Regular or Special Meetings

42. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
43. The minutes shall record:
 - 43.1. The date, time and place of meeting;
 - 43.2. The type of meeting;
 - 43.3. The name of presiding officer;
 - 43.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
 - 43.5. The approval of preceding minutes;
 - 43.6. All motions and amendments;
 - 43.7. The names of persons making the motions;
 - 43.8. The points of order and appeals;
 - 43.9. Approved appointments;
 - 43.10. The receipt of reports of committees;
 - 43.11. The recording of the vote on a motion or amendment (when requested pursuant to the *Education Act*); including:
 - 43.11.1. Any trustee declaration pursuant to the *Education Act*;
 - 43.12. The times of departures and re-entries for trustees during a meeting; and
 - 43.13. The time of adjournment.
44. The minutes shall be prepared and reviewed as directed by the Superintendent, prior to submission to the Board.
45. Minutes shall be considered an unofficial record of proceedings until such time as approved through resolution of the Board.
 - 45.1. Approved minutes shall be deemed to be the official and sole record of the Board's business.
46. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes.
47. The Superintendent or designate shall establish and maintain a file of all Board minutes.
48. 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.
49. The approved minutes of a regular, organizational, or special meeting shall be posted to the website as soon as possible following approval.

- 49.1. The Superintendent or designate shall be responsible for the distribution and appropriate posting of approved minutes.
- 50. Each standing or ad hoc committee shall maintain records of the proceedings;
 - 50.1. Once approved by the committee Chair, the minutes shall be presented to the Board for approval.

Motions

- 51. A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all trustees that an item shall be discussed while also providing time for consideration and preparation for the motion; notably,
 - 51.1. A notice of motion section shall exist as a standing item on regular Board meeting agendas to provide trustees an opportunity to speak to, and suggest a motion for, future consideration for action;
 - 51.2. Unless suggested for an alternate, later Board meeting, the motion shall be brought forth at the next scheduled meeting of the Board;
 - 51.3. The mover may ask the Board to “waive notice of motion” so that the debate and vote can happen immediately;
 - 51.4. A notice of motion can only be waived by a unanimous decision of the Board; and
 - 51.5. There is no debate on a notice of motion.
- 52. Motions may be put forward by any trustee, including the Board Chair.
- 53. Motions do not require a seconder.
- 54. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.

Speaking to a Motion and Discussion

- 55. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 56. 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.
- 57. The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 58. Whenever the Board Chair wishes to speak on a motion, the Chair is temporarily vacated and the Vice-Chair presides.
- 59. The Board Chair shall normally speak just prior to the last speaker.
- 60. The mover of the motion will be invited to be the last speaker to the motion, unless debate is closed by resolution.
- 61. As a general guide, a trustee should not speak longer than five (5) minutes on any motion.

- 61.1. 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.
- 62. 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.
- 63. 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.
 - 63.1. The Board Chair shall rule on further discussion.
- 64. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

Voting on the Motion

- 65. Only Trustees shall vote on a motion or amendment.
- 66. All votes shall be recorded, and the minutes of every regular scheduled Board meeting shall indicate the names of each trustee present, and whether the trustee voted for, or against, the motion.
- 67. 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; notably:
 - 67.1. Each question shall be decided by a majority of the votes of those trustees who are present; and
 - 67.2. A simple majority of a quorum of the Board shall decide in favour of the question;
 - 67.2.1. In the case of an equality of votes, the question is defeated; and
 - 67.2.2. 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 shall occur through a secret ballot process.
- 68. Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board; notably:
 - 68.1. Questions and comments related to the information are permitted, but no decisions are required or expected; and
 - 68.2. These items shall only require a written acknowledgment in the recorded minutes that they were received as information only.

Debate

- 69. In all debate, any matter of procedure in dispute shall be settled, wherever possible, by reference to *Robert's Rules of Order*; however
 - 69.1. If *Robert's Rules of Order* proves inadequate, then procedure may be determined, by resolution.

Public Participation at Board Meetings

The Board is committed to providing opportunities for the public to engage directly with trustees during a regular Board meeting to provide information regarding agenda items with transparency, and to hear a presentation or delegation regarding a specific matter pertaining to governance.

There are different ways in which stakeholders can engage with trustees during a Board meeting. These include:

- Presentations,
- Delegations,
- Question period.

Public participation at a Board meeting shall be considered by the Board Chair, as long as the engagement is safely and respectfully conducted under the guidelines set forth in Board Policy 7: Board Operations and the *Education Act* (s.64(1), (2), and (3)), and shall not disrupt the regular business of the Board meeting agenda.

Presentations

The Board may welcome student, staff and community presentations for educational purposes and program information. Presentations are communicated in advance according to the timelines indicated below and are included as part of the Board's meeting agenda.

70. The notice, the summary and the names of the presenters shall be included in the agenda for the meeting.
71. Presenters will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

Delegations

The Board may allow delegations on educational matters by individuals or groups from the community at its meetings and may direct questions of clarification to delegations.

72. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board.
 - 72.1. The Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
73. The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter.
74. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
75. The notice, the summary and the names of persons in the delegation shall be included in the agenda for the meeting.
76. The delegation will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

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

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

Question Period

78. A Question Period of no more than fifteen (15) minutes duration shall be set on the agenda of each Regular Meeting.

79. The Question Period is intended to enable the public to obtain clarifying information regarding a current or past agenda item from the Board.

80. The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.

81. The Board may consider questions brought forward not pertaining to the current or past agendas.

82. Questions related to individual Trustees, staff or students of Parkland School Division will not be recognized.

83. Persons directing questions to the Board at a regular meeting shall do so in writing on the form provided or in advance to the Board's email address (Board@psd.ca). Each individual shall be limited to one question, and one follow up question on the response to that question, until the time duration of the Question Period has expired.

83.1. If the meeting is being held in-person and the persons wishing to ask questions are present, the Board Chair shall identify the questioner or request the questioner identify themselves and ask their question to the Board Chair.

83.2. If the meeting is being held electronically, persons wishing to ask questions shall email their question to the Board's email address to be read by the Board Chair and addressed accordingly.

84. The Board Chair shall rule on any question which is placed, as to whether the answer will be either verbal or written.

85. No one shall ask the same question at any one meeting when the Board Chair rules that the question has been answered.

86. The Board Chair shall rule on when a question has been given sufficient time and ask that the next question be placed.

87. Should a question be asked on topics where the Board will not have, and cannot be expected to have, information necessary to respond appropriately, a reply will be given at the next regular meeting of the Board, or a written response will be provided as soon as possible.

88. The Board Chair may direct any question to other Division staff to respond.

Petitions

89. Petitions to the Board shall be conveyed in full accordance with the *Petitions and Public Notices Regulation* (925/2019) and in the form established by the Minister.

90. For Board consideration and/or subsequent motion, a petition shall be determined to be valid if signed by the number of electors that is equal to 10% of the number of funded students of the Board.
91. The Board shall respond to a valid petition as per sections 5 through 9 of the *Petitions and Public Notices Regulation* (925/2019).

Improper Conduct during Public Participation

92. The Board has a responsibility to act when disruptions are keeping the Board from doing their business (*Education Act*; s.256).
93. The Board Chair may use discretion to terminate a speaker's privilege or exclude a speaker from the meeting, if after warning, the speaker persists with conduct or remarks that are disruptive to the meeting.
94. The Board Chair will monitor the meeting and recognize when a break is necessary to restore order.
95. If a break is called the Board shall leave the room.
96. In accordance with section 64 of the *Education Act*, the Board Chair may expel and exclude from the meeting, any person, other than a trustee, who, in the opinion of the Board Chair, is guilty of improper conduct at that meeting.
97. If a person is expelled from the meeting, the Board Chair will call a break and the Board will leave the room until the expelled person is removed.

Trustee Compensation and Expenses

98. To compensate trustees for their time, contribution, and expenses, the Board approves the establishment of a trustee remuneration program.
99. Basic annual remuneration shall be set for each individual trustee:
 - 99.1. Basic annual remuneration compensates trustees for performing their governance role, including travel within the Division;
 - 99.2. Meals may be claimed as per *Administrative Procedure 536 - Expense Reimbursements*;
 - 99.3. Trustees elected or appointed by the Board to represent the Board at meetings of other organizations outside the Parkland School Division boundary or are attending Board approved professional development including conventions, workshops, or seminars, are eligible to claim for travel, including mileage in accordance with *Administrative Procedure 536 – Expense Reimbursements*;
 - 99.4. The basic annual remuneration shall not be reduced if a trustee is unable to attend the designated meetings;
 - 99.5. Retiring trustees receive the basic annual remuneration, on a pro-rated basis, for the month in which they retire;
 - 99.6. Newly elected trustees receive a pro-rated basic remuneration effective from the date of their official oath of office;
 - 99.7. The Board Chair and Vice-Chair of the Board shall receive an additional annual remuneration as approved through the *Trustee Remuneration Schedule*;

- 99.8. Trustee claims for allowable expenses and mileage are to be submitted using the established electronic expense claim:
 - 99.8.1. Claims must be submitted monthly (submitted by the end of the second week of the next month);
 - 99.8.2. Original itemized receipts must accompany claims; and
 - 99.8.3. Parkland School Division shall not reimburse a trustee for guest expenses.
- 99.9. Trustee claims are approved by the Board Chair (Vice-Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.10. Board Chair claims are approved by the Vice-Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.11. Trustees shall be informed by the Board Chair or Vice-Chair of any alterations to their submitted claim:
 - 99.11.1. A trustee dispute in the payment of an expense claim shall be made in writing (email) to the Board Chair and the Board Chair shall make a ruling in a timely manner; and
 - 99.11.1.1. A Board Chair dispute in the payment of an expense claim shall be made to the Vice-Chair.
 - 99.11.2. Appeal to the Board Chair / Vice-Chair ruling, in 99.11.1 shall be presented to the Board for resolution in a timely manner, within the current school year;
- 99.12. The Audit Committee shall conduct a full review of trustee remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year; and
- 99.13. All approved and paid expenses for trustees shall be publicly disclosed on the Division website on a quarterly basis.

Trustee Conflict of Interest

- 100. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust.
- 101. 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.
- 102. The trustee is expected to be conversant with sections 85 (Pecuniary Interest) and 86 (Disclosure of Information) of the *Education Act*.
 - 102.1. Trustees shall annually complete the *Trustee Disclosure Statement* form.
- 103. The trustee is responsible for disclosing, to the Board, any existing or potential conflict of interest that may exist for the trustee.; notably,
 - 103.1. The trustee shall make such declaration in an open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest; and

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

104. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that the declaration and absence is properly recorded within the minutes.

105. The recording secretary shall record the following in the minutes:

105.1. The trustee's declaration;

105.2. The trustee's abstention from the debate and the vote; and

105.3. That the trustee left the room in which the meeting was held.

Board Self-Evaluation

106. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

Reference:	Education Act: 51-53, 64-69, 73-96, 138, 230, 243, 247-250, 256 Board Procedures Regulation 82/2019 Local Authorities Election Act Income Tax Act (Canada) Petitions and Public Notices Regulation 925/2019	Approved:
		Date Approved:
		Reviewed or Revised: August, 2025 November, 2024 April, 2023 May, 2021 November, 2020 May, 2020 April, 2019

A Bylaw in the Province of Alberta
of the Board of Trustees of the Parkland School Division
to Provide for the Nomination and Election of Trustees

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
 - a. One (1) trustee shall be elected from Ward 1
 - b. One (1) trustee shall be elected from Ward 2
 - c. One (1) trustee shall be elected from Ward 3
 - d. One (1) trustee shall be elected from Ward 4
 - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:

Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian

Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian

Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian

Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian

Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian

Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian

Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina River.

Township 52, Range 2, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian

Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to 31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian

Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32 inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian

Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian

Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian

Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian

Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7, 8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian

Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian

Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

Ward 2 (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian

Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian

Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

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

Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian

Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian Fractional Sections 12, 13, 24, 25 and 36.

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

Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian Sections
1 to 5 inclusive; Sections 8 to 12 inclusive.

Ward 3 (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2, West of the 5th Meridian
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Section 36; South half and Northeast quarter of Section 20; Southeast quarter and that portion of the Southwest Quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

Ward 4 (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

Ward 5 (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

READ A SECOND TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

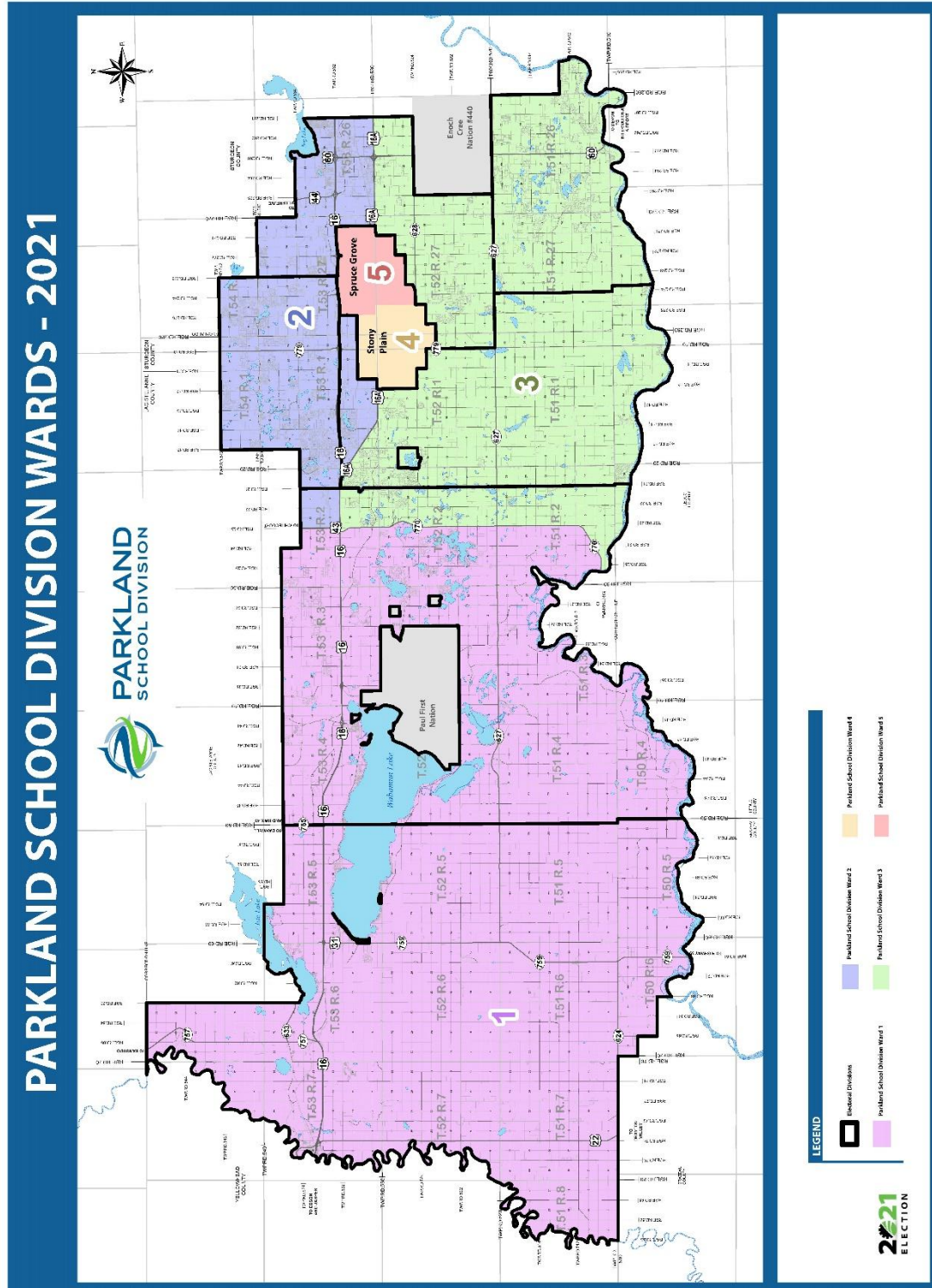
READ A THIRD TIME AND PASSED THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer



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

Labour Relations Allowance: Trustees on a Labour Relations Committee, as identified in Board Policy 8, who exceed 40 meeting hours during a round of collective agreement bargaining, are eligible to request an additional \$250 in compensation for each additional 20 hours, or portion thereof.

The Board's ability to fulfill its duties, in an efficient and effective manner, is dependent upon the development and implementation of a sound organization design. In order to effectively carry out its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary to deal adequately with its business. The Board adopts, amends and rescinds policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board has a fundamental obligation to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. The Board demonstrates the belief that public participation at Board meetings can enhance public interest; therefore, Board meetings shall be open to the public, to the greatest extent possible, and in a manner that encourages the general public to contribute to the educational process.

Wards

As per the *Education Act* (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division Electoral Ward Bylaw is attached as Appendix 7.1 of this policy.

1. All wards (electoral subdivisions) shall comprise all those lands as outlined in Bylaw 1-2021 (Policy 7 Appendix 7.1.).
2. The number of trustees to be elected in each ward is as follows:
 - 2.1. One (1) trustee from each of wards 1, 2, 3 and 4.
 - 2.2. Three (3) trustees from ward 5, elected at large.
3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
4. If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, as determined by the Board.
 - 4.1. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election shall be held.

Swearing-In Ceremony

5. An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
 - 5.1. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
 - 5.2. Special "swearing-in" provisions shall be made for a trustee taking office, following a by-election.

Organizational Meeting – Schedule

6. The first official meeting of the Board, following a general election, shall be the Organizational Meeting.
7. During an election year, the Organizational Meeting shall be held no later than four (4) weeks following the election day, when there has been a general election.
8. With the exception of an election year, the Organizational Meeting of the Board shall be held annually at the June Board meeting.
 - 8.1. The decisions of the June Organizational Meeting shall be in effect for September 1 of each year.

Organizational Meeting – Process

9. The Corporate Secretary of the Board shall give notice of the Organizational Meeting to each trustee as if it were a special meeting.
10. The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
11. Upon election as Board Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the Organizational Meeting.
 - 11.1. The Board Chair shall normally be elected for a period of one (1) year.
12. The Organizational Meeting shall, in addition, attend to the following organizational items by approved motions(s):
 - 12.1. The Vice-Chair shall be elected by a majority vote;
 - 12.2. The schedule (date, time and place) for regular meetings and any additional required meetings shall be established;
 - 12.3. The creation of such standing committees of the Board as deemed appropriate, shall proceed with the appointment of members;
 - 12.4. The appointment of Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, shall proceed as deemed appropriate;
13. The Secretary Treasurer shall review trustee conflict of interest stipulations and determine any disclosure of information requirements and address other organizational items as required.

Regular Meetings

14. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.
15. Regular Board meeting dates and times shall be as established at the annual Organizational Meeting.
16. All meetings will ordinarily be held in the Division Office in Stony Plain.

Trustee Absences

17. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
18. All trustees who are absent from three (3) consecutive regular meetings shall:

- 18.1. Obtain authorization by resolution of the Board to do so; or
 - 18.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; and
 - 18.3. Failure to attend may result in disqualification.
19. If both the Board Chair and 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, shall have all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's absence or inability to act.
 20. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Special Meetings

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

21. Special meetings of the Board shall 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.
22. A written notice of a special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served to the trustee, or a responsible person at the trustee's residence, or by electronic means (at least 3 days before the date of the meeting).
23. Notwithstanding section 21. and 22., a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of sections 21. and 22.
24. The date, time and place of the special meeting, and the nature of the business to be transacted, must be clearly specified in the notice of the special meeting.
25. Unless all trustees are present at the special meeting, no other business may be transacted; and
 - 25.1. Items may be added to the agenda only by the unanimous consent of the entire Board.
26. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held *in-camera*.
27. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

In-Camera

As per the *Education Act* (s.64), there are times when public interest is best served by private discussion of specific issues through *in-camera* sessions.

28. 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*; and
 - 28.1. Such resolutions shall be recorded in the minutes of the Board, and shall specify those individuals, in addition to trustees and the Superintendent, who are eligible to attend.
29. The Board may convene *in-camera* only to discuss matters of a sensitive nature, including:

- 29.1. Individual matters; either
 - 29.1.1. A particular student(s); or
 - 29.1.2. A particular employee(s);
- 29.2. Matters relating to negotiations;
- 29.3. Acquisition/disposal of real property;
- 29.4. Matters relating to other government agencies, such as provincial ministries or municipalities;
- 29.5. Litigation brought by or against the Board; and/or
- 29.6. Other matters to be considered in private for the public interest,, as determined by a majority of the trustees in attendance.
- 30. *In-camera* sessions shall be closed to the public and to the press.
- 31. The Board shall only discuss the matter(s) that gave rise to the *in-camera* meeting.
- 32. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 33. *In-camera* minutes shall be marked as privileged and confidential.
- 34. The Board shall, during the *in-camera* session, adopt only such resolution and/or recommendation as is required to re- convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

Agenda for Regular Meetings

- 35. The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.
- 36. The order of business at a regular meeting shall generally include the following:
 - 36.1. Call to Order Items, including:
 - 36.1.1. A Land Acknowledgement statement,
 - 36.1.2. The National Anthem,
 - 36.1.3. A call for personal reflection,
 - 36.1.4. Trustee Announcements,
 - 36.1.5. Request for changes to the Agenda,
 - 36.1.6. A call for the motion to approve the Agenda;
 - 36.2. Approval of Minutes;
 - 36.3. Business Arising from the Minutes;
 - 36.4. Public Participation;
 - 36.4.1. Presentation,
 - 36.4.2. Delegation,

36.4.3. Question Period.

36.5. Board Chair Report;

36.6. Superintendent Report;

36.7. Action Items;

36.8. Administration Reports;

36.9. Trustee Reports;

36.10. Future Business items, including:

36.10.1. Meeting Dates,

36.10.2. Notice of Motion,

36.10.3. Topics for Future Agendas,

36.10.4. Requests for Information,

36.10.5. Responses to Requests for Information;

36.11. *In-Camera* items, as permitted in this policy;

36.12. Action in Response to *In-Camera*;

36.13. Adjournment.

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

38. The agenda shall be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.

39. Each action item shall include a clear recommendation.

40. Items may be placed on the agenda in one of the following ways:

40.1. By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;

40.2. By notice of motion at the previous meeting of the Board (this may be waived as per s. 51.3);

40.3. As a request from a committee of the Board;

40.4. Emergent items that require Board action may arise after the agenda has been prepared; and/or

40.5. Changes to the agenda may be made by a majority of those present.

41. The agenda package, containing the agenda and supporting information, shall be provided to each trustee five (5) calendar days prior to the Board meeting and shall be posted on the Division website and be available in the Division Office;

41.1. The Board shall follow the order of business set by the agenda unless the order is altered by agreement of the Board;

- 41.2. During the course of the Board meeting, the majority of trustees present may amend the agenda to place items before the Board for discussion and subsequent action.

Minutes for Regular or Special Meetings

42. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
43. The minutes shall record:
 - 43.1. The date, time and place of meeting;
 - 43.2. The type of meeting;
 - 43.3. The name of presiding officer;
 - 43.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
 - 43.5. The approval of preceding minutes;
 - 43.6. All motions and amendments;
 - 43.7. The names of persons making the motions;
 - 43.8. The points of order and appeals;
 - 43.9. Approved appointments;
 - 43.10. The receipt of reports of committees;
 - 43.11. The recording of the vote on a motion or amendment (when requested pursuant to the *Education Act*); including:
 - 43.11.1. Any trustee declaration pursuant to the *Education Act*;
 - 43.12. The times of departures and re-entries for trustees during a meeting; and
 - 43.13. The time of adjournment.
44. The minutes shall be prepared and reviewed as directed by the Superintendent, prior to submission to the Board.
45. Minutes shall be considered an unofficial record of proceedings until such time as approved through resolution of the Board.
 - 45.1. Approved minutes shall be deemed to be the official and sole record of the Board's business.
46. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes.
47. The Superintendent or designate shall establish and maintain a file of all Board minutes.
48. 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.
49. The approved minutes of a regular, organizational, or special meeting shall be posted to the website as soon as possible following approval.

- 49.1. The Superintendent or designate shall be responsible for the distribution and appropriate posting of approved minutes.
- 50. Each standing or ad hoc committee shall maintain records of the proceedings;
 - 50.1. Once approved by the committee Chair, the minutes shall be presented to the Board for approval.

Motions

- 51. A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all trustees that an item shall be discussed while also providing time for consideration and preparation for the motion; notably,
 - 51.1. A notice of motion section shall exist as a standing item on regular Board meeting agendas to provide trustees an opportunity to speak to, and suggest a motion for, future consideration for action;
 - 51.2. Unless suggested for an alternate, later Board meeting, the motion shall be brought forth at the next scheduled meeting of the Board;
 - 51.3. The mover may ask the Board to “waive notice of motion” so that the debate and vote can happen immediately;
 - 51.4. A notice of motion can only be waived by a unanimous decision of the Board; and
 - 51.5. There is no debate on a notice of motion.
- 52. Motions may be put forward by any trustee, including the Board Chair.
- 53. Motions do not require a seconder.
- 54. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.

Speaking to a Motion and Discussion

- 55. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 56. 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.
- 57. The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 58. Whenever the Board Chair wishes to speak on a motion, the Chair is temporarily vacated and the Vice-Chair presides.
- 59. The Board Chair shall normally speak just prior to the last speaker.
- 60. The mover of the motion will be invited to be the last speaker to the motion, unless debate is closed by resolution.
- 61. As a general guide, a trustee should not speak longer than five (5) minutes on any motion.

- 61.1. 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.
62. 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.
63. 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.
- 63.1. The Board Chair shall rule on further discussion.
64. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

Voting on the Motion

65. Only Trustees shall vote on a motion or amendment.
66. All votes shall be recorded, and the minutes of every regular scheduled Board meeting shall indicate the names of each trustee present, and whether the trustee voted for, or against, the motion.
67. 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; notably:
- 67.1. Each question shall be decided by a majority of the votes of those trustees who are present; and
- 67.2. A simple majority of a quorum of the Board shall decide in favour of the question;
- 67.2.1. In the case of an equality of votes, the question is defeated; and
- 67.2.2. 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 shall occur through a secret ballot process.
68. Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board; notably:
- 68.1. Questions and comments related to the information are permitted, but no decisions are required or expected; and
- 68.2. These items shall only require a written acknowledgment in the recorded minutes that they were received as information only.

Debate

69. In all debate, any matter of procedure in dispute shall be settled, wherever possible, by reference to *Robert's Rules of Order*; however
- 69.1. If *Robert's Rules of Order* proves inadequate, then procedure may be determined, by resolution.

Public Participation at Board Meetings

The Board is committed to providing opportunities for the public to engage directly with trustees during a regular Board meeting to provide information regarding agenda items with transparency, and to hear a presentation or delegation regarding a specific matter pertaining to governance.

There are different ways in which stakeholders can engage with trustees during a Board meeting. These include:

- Presentations,
- Delegations,
- Question period.

Public participation at a Board meeting shall be considered by the Board Chair, as long as the engagement is safely and respectfully conducted under the guidelines set forth in Board Policy 7: Board Operations and the *Education Act* (s.64(1), (2), and (3)), and shall not disrupt the regular business of the Board meeting agenda.

Presentations

The Board may welcome student, staff and community presentations for educational purposes and program information. Presentations are communicated in advance according to the timelines indicated below and are included as part of the Board's meeting agenda.

70. The notice, the summary and the names of the presenters shall be included in the agenda for the meeting.
71. Presenters will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

Delegations

The Board may allow delegations on educational matters by individuals or groups from the community at its meetings and may direct questions of clarification to delegations.

72. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board.
 - 72.1. The Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
73. The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter.
74. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
75. The notice, the summary and the names of persons in the delegation shall be included in the agenda for the meeting.
76. The delegation will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

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

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

Question Period

78. A Question Period of no more than fifteen (15) minutes duration shall be set on the agenda of each Regular Meeting.

79. The Question Period is intended to enable the public to obtain clarifying information regarding a current or past agenda item from the Board.

80. The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.

81. The Board may consider questions brought forward not pertaining to the current or past agendas.

82. Questions related to individual Trustees, staff or students of Parkland School Division will not be recognized.

83. Persons directing questions to the Board at a regular meeting shall do so in writing on the form provided or in advance to the Board's email address (Board@psd.ca). Each individual shall be limited to one question, and one follow up question on the response to that question, until the time duration of the Question Period has expired.

83.1. If the meeting is being held in-person and the persons wishing to ask questions are present, the Board Chair shall identify the questioner or request the questioner identify themselves and ask their question to the Board Chair.

83.2. If the meeting is being held electronically, persons wishing to ask questions shall email their question to the Board's email address to be read by the Board Chair and addressed accordingly.

84. The Board Chair shall rule on any question which is placed, as to whether the answer will be either verbal or written.

85. No one shall ask the same question at any one meeting when the Board Chair rules that the question has been answered.

86. The Board Chair shall rule on when a question has been given sufficient time and ask that the next question be placed.

87. Should a question be asked on topics where the Board will not have, and cannot be expected to have, information necessary to respond appropriately, a reply will be given at the next regular meeting of the Board, or a written response will be provided as soon as possible.

88. The Board Chair may direct any question to other Division staff to respond.

Petitions

89. Petitions to the Board shall be conveyed in full accordance with the *Petitions and Public Notices Regulation* (925/2019) and in the form established by the Minister.

90. For Board consideration and/or subsequent motion, a petition shall be determined to be valid if signed by the number of electors that is equal to 10% of the number of funded students of the Board.
91. The Board shall respond to a valid petition as per sections 5 through 9 of the *Petitions and Public Notices Regulation* (925/2019).

Improper Conduct during Public Participation

92. The Board has a responsibility to act when disruptions are keeping the Board from doing their business (*Education Act*; s.256).
93. The Board Chair may use discretion to terminate a speaker's privilege or exclude a speaker from the meeting, if after warning, the speaker persists with conduct or remarks that are disruptive to the meeting.
94. The Board Chair will monitor the meeting and recognize when a break is necessary to restore order.
95. If a break is called the Board shall leave the room.
96. In accordance with section 64 of the *Education Act*, the Board Chair may expel and exclude from the meeting, any person, other than a trustee, who, in the opinion of the Board Chair, is guilty of improper conduct at that meeting.
97. If a person is expelled from the meeting, the Board Chair will call a break and the Board will leave the room until the expelled person is removed.

Trustee Compensation and Expenses

98. To compensate trustees for their time, contribution, and expenses, the Board approves the establishment of a trustee remuneration program.
99. Basic annual remuneration shall be set for each individual trustee:
- 99.1. Basic annual remuneration compensates trustees for performing their governance role, including travel within the Division;
 - 99.2. Meals may be claimed as per *Administrative Procedure 536 - Expense Reimbursements*;
 - 99.3. Trustees elected or appointed by the Board to represent the Board at meetings of other organizations outside the Parkland School Division boundary or are attending Board approved professional development including conventions, workshops, or seminars, are eligible to claim for travel, including mileage in accordance with *Administrative Procedure 536 – Expense Reimbursements*;
 - 99.4. The basic annual remuneration shall not be reduced if a trustee is unable to attend the designated meetings;
 - 99.5. Retiring trustees receive the basic annual remuneration, on a pro-rated basis, for the month in which they retire;
 - 99.6. Newly elected trustees receive a pro-rated basic remuneration effective from the date of their official oath of office;
 - 99.7. The Board Chair and Vice-Chair of the Board shall receive an additional annual remuneration as approved through the *Trustee Remuneration Schedule*;

- 99.8. Trustee claims for allowable expenses and mileage are to be submitted using the established electronic expense claim:
 - 99.8.1. Claims must be submitted monthly (submitted by the end of the second week of the next month);
 - 99.8.2. Original itemized receipts must accompany claims; and
 - 99.8.3. Parkland School Division shall not reimburse a trustee for guest expenses.
- 99.9. Trustee claims are approved by the Board Chair (Vice-Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.10. Board Chair claims are approved by the Vice-Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.11. Trustees shall be informed by the Board Chair or Vice-Chair of any alterations to their submitted claim:
 - 99.11.1. A trustee dispute in the payment of an expense claim shall be made in writing (email) to the Board Chair and the Board Chair shall make a ruling in a timely manner; and
 - 99.11.1.1. A Board Chair dispute in the payment of an expense claim shall be made to the Vice-Chair.
 - 99.11.2. Appeal to the Board Chair / Vice-Chair ruling, in 99.11.1 shall be presented to the Board for resolution in a timely manner, within the current school year;
- 99.12. The Audit Committee shall conduct a full review of trustee remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year; and
- 99.13. All approved and paid expenses for trustees shall be publicly disclosed on the Division website on a quarterly basis.

Trustee Conflict of Interest

- 100. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust.
- 101. 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.
- 102. The trustee is expected to be conversant with sections 85 (Pecuniary Interest) and 86 (Disclosure of Information) of the *Education Act*.
 - 102.1. Trustees shall annually complete the *Trustee Disclosure Statement* form.
- 103. The trustee is responsible for disclosing, to the Board, any existing or potential conflict of interest that may exist for the trustee.; notably,
 - 103.1. The trustee shall make such declaration in an open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest; and

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

104. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that the declaration and absence is properly recorded within the minutes.

105. The recording secretary shall record the following in the minutes:

105.1. The trustee's declaration;

105.2. The trustee's abstention from the debate and the vote; and

105.3. That the trustee left the room in which the meeting was held.

Board Self-Evaluation

106. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

Reference:	Education Act: 51-53, 64-69, 73-96, 138, 230, 243, 247-250, 256	Approved:	UNAPPROVED
	Board Procedures Regulation 82/2019	Date Approved:	November 26, 2024 September 9, 2025
	Local Authorities Election Act Income Tax Act (Canada) Petitions and Public Notices Regulation 925/2019	Reviewed or Revised:	August, 2025 November, 2024 April, 2023 May, 2021 November, 2020 May, 2020 April, 2019



**Parkland School Division
Board Policy 7: Appendix 7.1**

**BYLAW 1-2021: THE PARKLAND SCHOOL DIVISION TRUSTEE
ELECTORAL WARD BYLAW**

**A Bylaw in the Province of Alberta
of the Board of Trustees of the Parkland School Division
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
 - a. One (1) trustee shall be elected from Ward 1
 - b. One (1) trustee shall be elected from Ward 2
 - c. One (1) trustee shall be elected from Ward 3
 - d. One (1) trustee shall be elected from Ward 4
 - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:

Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian

Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian

Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian

Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian

Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2. West of the 5th Meridian

Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian

Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina River.

Township 52, Range 2, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian

Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to 31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian

Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32 inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian

Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian

Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian

Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian

Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7, 8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian

Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian

Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

Ward 2 (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian

Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian

Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

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

Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian

Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian Fractional Sections 12, 13, 24, 25 and 36.

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

Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian Sections
1 to 5 inclusive; Sections 8 to 12 inclusive.

Ward 3 (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Section 36; South half and Northeast quarter of Section 20; Southeast quarter and that portion of the Southwest Quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

Ward 4 (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

Ward 5 (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

READ A SECOND TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

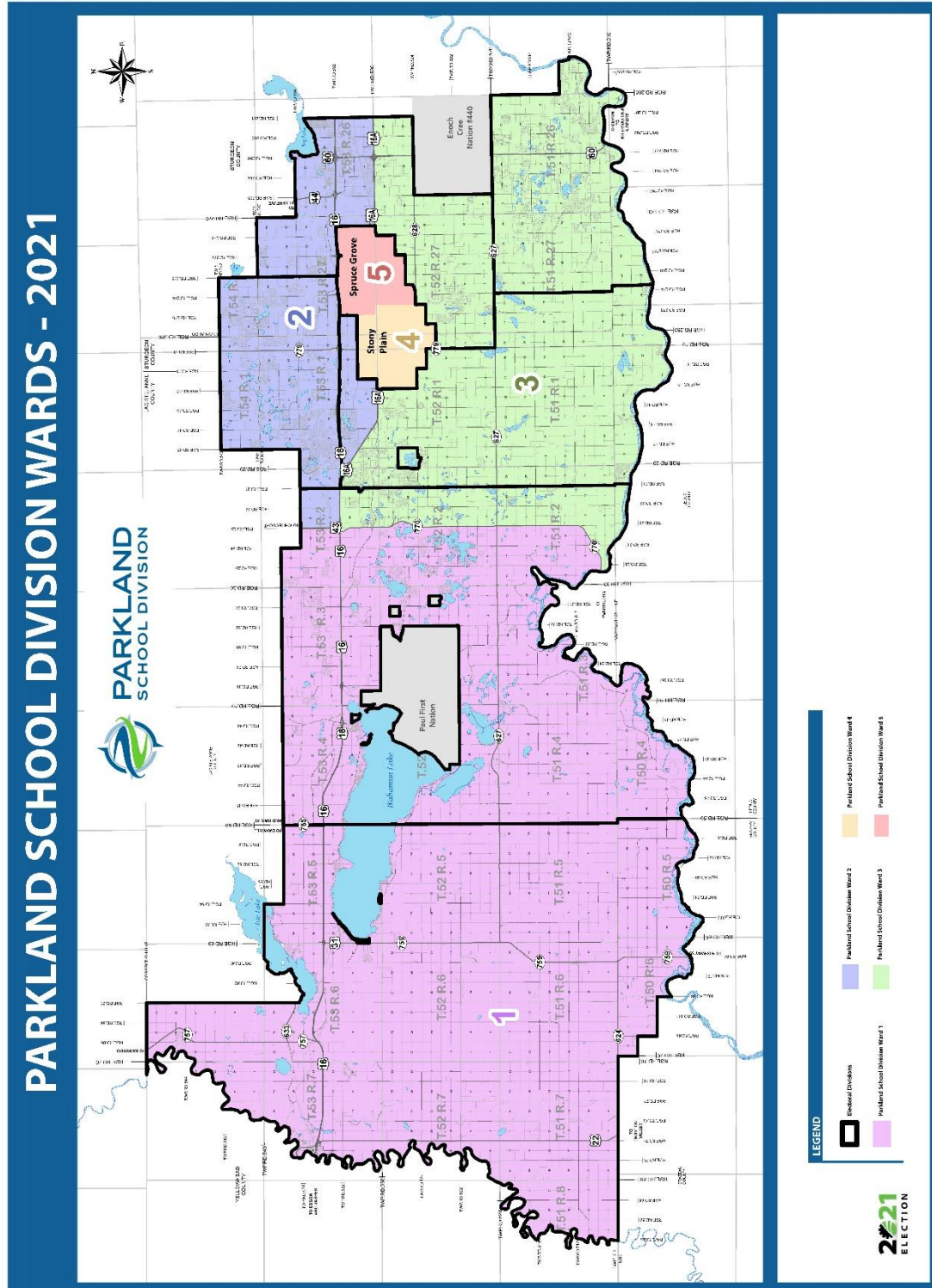
READ A THIRD TIME AND PASSED THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer



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

Labour Relations Allowance: Trustees on a Labour Relations Committee, as identified in Board Policy 8, who exceed 40 meeting hours during a round of collective agreement bargaining, are eligible to request an additional \$250 in compensation for each additional 20 hours, or portion thereof.

The Board's ability to fulfill its duties, in an efficient and effective manner, is dependent upon the development and implementation of a sound organization design. In order to effectively carry out its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary to deal adequately with its business. The Board adopts, amends and rescinds policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board has a fundamental obligation to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. The Board demonstrates the belief that public participation at Board meetings can enhance public interest; therefore, Board meetings shall be open to the public, to the greatest extent possible, and in a manner that encourages the general public to contribute to the educational process.

Wards

As per the *Education Act* (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division Electoral Ward Bylaw is attached as Appendix 7.1 of this policy.

1. All wards (electoral subdivisions) shall comprise all those lands as outlined in Bylaw 1-2021 (Policy 7 Appendix 7.1.).
2. The number of trustees to be elected in each ward is as follows:
 - 2.1. One (1) trustee from each of wards 1, 2, 3 and 4.
 - 2.2. Three (3) trustees from ward 5, elected at large.
3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
4. If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, as determined by the Board.
 - 4.1. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election shall be held.

Swearing-In Ceremony

5. An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
 - 5.1. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
 - 5.2. Special "swearing-in" provisions shall be made for a trustee taking office, following a by-election.

Organizational Meeting – Schedule

6. The first official meeting of the Board, following a general election, shall be the Organizational Meeting.
7. During an election year, the Organizational Meeting shall be held no later than four (4) weeks following the election day, when there has been a general election.
8. With the exception of an election year, the Organizational Meeting of the Board shall be held annually at the June Board meeting.
 - 8.1. The decisions of the June Organizational Meeting shall be in effect for September 1 of each year.

Organizational Meeting – Process

9. The Corporate Secretary of the Board shall give notice of the Organizational Meeting to each trustee as if it were a special meeting.
10. The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
11. Upon election as Board Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the Organizational Meeting.
 - 11.1. The Board Chair shall normally be elected for a period of one (1) year.
12. The Organizational Meeting shall, in addition, attend to the following organizational items by approved motions(s):
 - 12.1. The Vice-Chair shall be elected by a majority vote;
 - 12.2. The schedule (date, time and place) for regular meetings and any additional required meetings shall be established;
 - 12.3. The creation of such standing committees of the Board as deemed appropriate, shall proceed with the appointment of members;
 - 12.4. The appointment of Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, shall proceed as deemed appropriate;
13. The Secretary Treasurer shall review trustee conflict of interest stipulations and determine any disclosure of information requirements and address other organizational items as required.

Regular Meetings

14. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.
15. Regular Board meeting dates and times shall be as established at the annual Organizational Meeting.
16. All meetings will ordinarily be held in the Division Office in Stony Plain.

Trustee Absences

17. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
18. All trustees who are absent from three (3) consecutive regular meetings shall:

- 18.1. Obtain authorization by resolution of the Board to do so; or
 - 18.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; and
 - 18.3. Failure to attend may result in disqualification.
19. If both the Board Chair and 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, shall have all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's absence or inability to act.
 20. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Special Meetings

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

21. Special meetings of the Board shall 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.
22. A written notice of a special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served to the trustee, or a responsible person at the trustee's residence, or by electronic means (at least 3 days before the date of the meeting).
23. Notwithstanding section 21. and 22., a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of sections 21. and 22.
24. The date, time and place of the special meeting, and the nature of the business to be transacted, must be clearly specified in the notice of the special meeting.
25. Unless all trustees are present at the special meeting, no other business may be transacted; and
 - 25.1. Items may be added to the agenda only by the unanimous consent of the entire Board.
26. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held *in-camera*.
27. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

In-Camera

As per the *Education Act* (s.64), there are times when public interest is best served by private discussion of specific issues through *in-camera* sessions.

28. 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*; and
 - 28.1. Such resolutions shall be recorded in the minutes of the Board, and shall specify those individuals, in addition to trustees and the Superintendent, who are eligible to attend.
29. The Board may convene *in-camera* only to discuss matters of a sensitive nature, including:

- 29.1. Individual matters; either
 - 29.1.1. A particular student(s); or
 - 29.1.2. A particular employee(s);
 - 29.2. Matters relating to negotiations;
 - 29.3. Acquisition/disposal of real property;
 - 29.4. Matters relating to other government agencies, such as provincial ministries or municipalities;
 - 29.5. Litigation brought by or against the Board; and/or
 - 29.6. Other matters to be considered in private for the public interest,, as determined by a majority of the trustees in attendance.
- 30. *In-camera* sessions shall be closed to the public and to the press.
 - 31. The Board shall only discuss the matter(s) that gave rise to the *in-camera* meeting.
 - 32. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
 - 33. *In-camera* minutes shall be marked as privileged and confidential.
 - 34. The Board shall, during the *in-camera* session, adopt only such resolution and/or recommendation as is required to re- convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

Agenda for Regular Meetings

- 35. The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.
- 36. The order of business at a regular meeting shall generally include the following:
 - 36.1. Call to Order Items, including:
 - 36.1.1. A Land Acknowledgement statement,
 - 36.1.2. The National Anthem,
 - 36.1.3. A call for personal reflection,
 - 36.1.4. Trustee Announcements,
 - 36.1.5. Request for changes to the Agenda,
 - 36.1.6. A call for the motion to approve the Agenda;
 - 36.2. Approval of Minutes;
 - 36.3. Business Arising from the Minutes;
 - 36.4. Public Participation;
 - 36.4.1. Presentation,
 - 36.4.2. Delegation,

- 36.4.3. Question Period.
- 36.5. Board Chair Report;
- 36.6. Superintendent Report;
- 36.7. Action Items;
- 36.8. Administration Reports;
- 36.9. Trustee Reports;
- 36.10. Future Business items, including:
 - 36.10.1. Meeting Dates,
 - 36.10.2. Notice of Motion,
 - 36.10.3. Topics for Future Agendas,
 - 36.10.4. Requests for Information,
 - 36.10.5. Responses to Requests for Information;
- 36.11. *In-Camera* items, as permitted in this policy;
- 36.12. Action in Response to *In-Camera*;
- 36.13. Adjournment.
- 37. Items scheduled for a specific time shall be clearly identified on the agenda.
- 38. The agenda shall be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
- 39. Each action item shall include a clear recommendation.
- 40. Items may be placed on the agenda in one of the following ways:
 - 40.1. By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;
 - 40.2. By notice of motion at the previous meeting of the Board (this may be waived as per s. 51.3);
 - 40.3. As a request from a committee of the Board;
 - 40.4. Emergent items that require Board action may arise after the agenda has been prepared; and/or
 - 40.5. Changes to the agenda may be made by a majority of those present.
- 41. The agenda package, containing the agenda and supporting information, shall be provided to each trustee five (5) calendar days prior to the Board meeting and shall be posted on the Division website and be available in the Division Office;
 - 41.1. The Board shall follow the order of business set by the agenda unless the order is altered by agreement of the Board;

- 41.2. During the course of the Board meeting, the majority of trustees present may amend the agenda to place items before the Board for discussion and subsequent action.

Minutes for Regular or Special Meetings

42. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
43. The minutes shall record:
 - 43.1. The date, time and place of meeting;
 - 43.2. The type of meeting;
 - 43.3. The name of presiding officer;
 - 43.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
 - 43.5. The approval of preceding minutes;
 - 43.6. All motions and amendments;
 - 43.7. The names of persons making the motions;
 - 43.8. The points of order and appeals;
 - 43.9. Approved appointments;
 - 43.10. The receipt of reports of committees;
 - 43.11. The recording of the vote on a motion or amendment (when requested pursuant to the *Education Act*); including:
 - 43.11.1. Any trustee declaration pursuant to the *Education Act*;
 - 43.12. The times of departures and re-entries for trustees during a meeting; and
 - 43.13. The time of adjournment.
44. The minutes shall be prepared and reviewed as directed by the Superintendent, prior to submission to the Board.
45. Minutes shall be considered an unofficial record of proceedings until such time as approved through resolution of the Board.
 - 45.1. Approved minutes shall be deemed to be the official and sole record of the Board's business.
46. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes.
47. The Superintendent or designate shall establish and maintain a file of all Board minutes.
48. 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.
49. The approved minutes of a regular, organizational, or special meeting shall be posted to the website as soon as possible following approval.

- 49.1. The Superintendent or designate shall be responsible for the distribution and appropriate posting of approved minutes.
- 50. Each standing or ad hoc committee shall maintain records of the proceedings;
 - 50.1. Once approved by the committee Chair, the minutes shall be presented to the Board for approval.

Motions

- 51. A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all trustees that an item shall be discussed while also providing time for consideration and preparation for the motion; notably,
 - 51.1. A notice of motion section shall exist as a standing item on regular Board meeting agendas to provide trustees an opportunity to speak to, and suggest a motion for, future consideration for action;
 - 51.2. Unless suggested for an alternate, later Board meeting, the motion shall be brought forth at the next scheduled meeting of the Board;
 - 51.3. The mover may ask the Board to “waive notice of motion” so that the debate and vote can happen immediately;
 - 51.4. A notice of motion can only be waived by a unanimous decision of the Board; and
 - 51.5. There is no debate on a notice of motion.
- 52. Motions may be put forward by any trustee, including the Board Chair.
- 53. Motions do not require a seconder.
- 54. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.

Speaking to a Motion and Discussion

- 55. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 56. 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.
- 57. The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 58. Whenever the Board Chair wishes to speak on a motion, the Chair is temporarily vacated and the Vice-Chair presides.
- 59. The Board Chair shall normally speak just prior to the last speaker.
- 60. The mover of the motion will be invited to be the last speaker to the motion, unless debate is closed by resolution.
- 61. As a general guide, a trustee should not speak longer than five (5) minutes on any motion.

- 61.1. 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.
- 62. 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.
- 63. 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.
 - 63.1. The Board Chair shall rule on further discussion.
- 64. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

Voting on the Motion

- 65. Only Trustees shall vote on a motion or amendment.
- 66. All votes shall be recorded, and the minutes of every regular scheduled Board meeting shall indicate the names of each trustee present, and whether the trustee voted for, or against, the motion.
- 67. 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; notably:
 - 67.1. Each question shall be decided by a majority of the votes of those trustees who are present; and
 - 67.2. A simple majority of a quorum of the Board shall decide in favour of the question;
 - 67.2.1. In the case of an equality of votes, the question is defeated; and
 - 67.2.2. 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 shall occur through a secret ballot process.
- 68. Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board; notably:
 - 68.1. Questions and comments related to the information are permitted, but no decisions are required or expected; and
 - 68.2. These items shall only require a written acknowledgment in the recorded minutes that they were received as information only.

Debate

- 69. In all debate, any matter of procedure in dispute shall be settled, wherever possible, by reference to *Robert's Rules of Order*; however
 - 69.1. If *Robert's Rules of Order* proves inadequate, then procedure may be determined, by resolution.

Public Participation at Board Meetings

The Board is committed to providing opportunities for the public to engage directly with trustees during a regular Board meeting to provide information regarding agenda items with transparency, and to hear a presentation or delegation regarding a specific matter pertaining to governance.

There are different ways in which stakeholders can engage with trustees during a Board meeting. These include:

- Presentations,
- Delegations,
- Question period.

Public participation at a Board meeting shall be considered by the Board Chair, as long as the engagement is safely and respectfully conducted under the guidelines set forth in Board Policy 7: Board Operations and the *Education Act* (s.64(1), (2), and (3)), and shall not disrupt the regular business of the Board meeting agenda.

Presentations

The Board may welcome student, staff and community presentations for educational purposes and program information. Presentations are communicated in advance according to the timelines indicated below and are included as part of the Board's meeting agenda.

70. The notice, the summary and the names of the presenters shall be included in the agenda for the meeting.
71. Presenters will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

Delegations

The Board may allow delegations on educational matters by individuals or groups from the community at its meetings and may direct questions of clarification to delegations.

72. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board.
 - 72.1. The Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
73. The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter.
74. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
75. The notice, the summary and the names of persons in the delegation shall be included in the agenda for the meeting.
76. The delegation will be allotted a total of fifteen (15) minutes for presentation, followed by up to ten (10) minutes for trustee questions.

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

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

Question Period

78. A Question Period of no more than fifteen (15) minutes duration shall be set on the agenda of each Regular Meeting.

79. The Question Period is intended to enable the public to obtain clarifying information regarding a current or past agenda item from the Board.

80. The Question Period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels.

81. The Board may consider questions brought forward not pertaining to the current or past agendas.

82. Questions related to individual Trustees, staff or students of Parkland School Division will not be recognized.

83. Persons directing questions to the Board at a regular meeting shall do so in writing on the form provided or in advance to the Board's email address (Board@psd.ca). Each individual shall be limited to one question, and one follow up question on the response to that question, until the time duration of the Question Period has expired.

83.1. If the meeting is being held in-person and the persons wishing to ask questions are present, the Board Chair shall identify the questioner or request the questioner identify themselves and ask their question to the Board Chair.

83.2. If the meeting is being held electronically, persons wishing to ask questions shall email their question to the Board's email address to be read by the Board Chair and addressed accordingly.

84. The Board Chair shall rule on any question which is placed, as to whether the answer will be either verbal or written.

85. No one shall ask the same question at any one meeting when the Board Chair rules that the question has been answered.

86. The Board Chair shall rule on when a question has been given sufficient time and ask that the next question be placed.

87. Should a question be asked on topics where the Board will not have, and cannot be expected to have, information necessary to respond appropriately, a reply will be given at the next regular meeting of the Board, or a written response will be provided as soon as possible.

88. The Board Chair may direct any question to other Division staff to respond.

Petitions

89. Petitions to the Board shall be conveyed in full accordance with the *Petitions and Public Notices Regulation* (925/2019) and in the form established by the Minister.

90. For Board consideration and/or subsequent motion, a petition shall be determined to be valid if signed by the number of electors that is equal to 10% of the number of funded students of the Board.
91. The Board shall respond to a valid petition as per sections 5 through 9 of the *Petitions and Public Notices Regulation* (925/2019).

Improper Conduct during Public Participation

92. The Board has a responsibility to act when disruptions are keeping the Board from doing their business (*Education Act*; s.256).
93. The Board Chair may use discretion to terminate a speaker's privilege or exclude a speaker from the meeting, if after warning, the speaker persists with conduct or remarks that are disruptive to the meeting.
94. The Board Chair will monitor the meeting and recognize when a break is necessary to restore order.
95. If a break is called the Board shall leave the room.
96. In accordance with section 64 of the *Education Act*, the Board Chair may expel and exclude from the meeting, any person, other than a trustee, who, in the opinion of the Board Chair, is guilty of improper conduct at that meeting.
97. If a person is expelled from the meeting, the Board Chair will call a break and the Board will leave the room until the expelled person is removed.

Trustee Compensation and Expenses

98. To compensate trustees for their time, contribution, and expenses, the Board approves the establishment of a trustee remuneration program.
99. Basic annual remuneration shall be set for each individual trustee:
 - 99.1. Basic annual remuneration compensates trustees for performing their governance role, including travel within the Division;
 - 99.2. Meals may be claimed as per *Administrative Procedure 536 - Expense Reimbursements*;
 - 99.3. Trustees elected or appointed by the Board to represent the Board at meetings of other organizations outside the Parkland School Division boundary or are attending Board approved professional development including conventions, workshops, or seminars, are eligible to claim for travel, including mileage in accordance with *Administrative Procedure 536 – Expense Reimbursements*;
 - 99.4. The basic annual remuneration shall not be reduced if a trustee is unable to attend the designated meetings;
 - 99.5. Retiring trustees receive the basic annual remuneration, on a pro-rated basis, for the month in which they retire;
 - 99.6. Newly elected trustees receive a pro-rated basic remuneration effective from the date of their official oath of office;
 - 99.7. The Board Chair and Vice-Chair of the Board shall receive an additional annual remuneration as approved through the *Trustee Remuneration Schedule*;

- 99.8. Trustee claims for allowable expenses and mileage are to be submitted using the established electronic expense claim:
 - 99.8.1. Claims must be submitted monthly (submitted by the end of the second week of the next month);
 - 99.8.2. Original itemized receipts must accompany claims; and
 - 99.8.3. Parkland School Division shall not reimburse a trustee for guest expenses.
- 99.9. Trustee claims are approved by the Board Chair (Vice-Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.10. Board Chair claims are approved by the Vice-Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing;
- 99.11. Trustees shall be informed by the Board Chair or Vice-Chair of any alterations to their submitted claim:
 - 99.11.1. A trustee dispute in the payment of an expense claim shall be made in writing (email) to the Board Chair and the Board Chair shall make a ruling in a timely manner; and
 - 99.11.1.1. A Board Chair dispute in the payment of an expense claim shall be made to the Vice-Chair.
 - 99.11.2. Appeal to the Board Chair / Vice-Chair ruling, in 99.11.1 shall be presented to the Board for resolution in a timely manner, within the current school year;
- 99.12. The Audit Committee shall conduct a full review of trustee remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year; and
- 99.13. All approved and paid expenses for trustees shall be publicly disclosed on the Division website on a quarterly basis.

Trustee Conflict of Interest

- 100. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust.
- 101. 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.
- 102. The trustee is expected to be conversant with sections 85 (Pecuniary Interest) and 86 (Disclosure of Information) of the *Education Act*.
 - 102.1. Trustees shall annually complete the *Trustee Disclosure Statement* form.
- 103. The trustee is responsible for disclosing, to the Board, any existing or potential conflict of interest that may exist for the trustee.; notably,
 - 103.1. The trustee shall make such declaration in an open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest; and

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

104. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that the declaration and absence is properly recorded within the minutes.

105. The recording secretary shall record the following in the minutes:

105.1. The trustee's declaration;

105.2. The trustee's abstention from the debate and the vote; and

105.3. That the trustee left the room in which the meeting was held.

Board Self-Evaluation

106. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

Reference:	Education Act: 51-53, 64-69, 73-96, 138, 230, 243, 247-250, 256 Board Procedures Regulation 82/2019 Local Authorities Election Act Income Tax Act (Canada) Petitions and Public Notices Regulation 925/2019	Approved:	UNAPPROVED
		Date Approved:	November 26, 2024
		Reviewed or Revised:	November, 2024 April, 2023 May, 2021 November, 2020 May, 2020 April, 2019



**Parkland School Division
Board Policy 7: Appendix 7.1**

**BYLAW 1-2021: THE PARKLAND SCHOOL DIVISION TRUSTEE
ELECTORAL WARD BYLAW**

**A Bylaw in the Province of Alberta
of the Board of Trustees of the Parkland School Division
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
 - a. One (1) trustee shall be elected from Ward 1
 - b. One (1) trustee shall be elected from Ward 2
 - c. One (1) trustee shall be elected from Ward 3
 - d. One (1) trustee shall be elected from Ward 4
 - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:

Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian

Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian

Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian

Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian

Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian

Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian

Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina River.

Township 52, Range 2, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian

Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to 31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian

Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32 inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian

Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian

Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian

Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian

Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7, 8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian

Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian

Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

Ward 2 (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian

Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian

Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

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

Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian

Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian Fractional Sections 12, 13, 24, 25 and 36.

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

Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian Sections
1 to 5 inclusive; Sections 8 to 12 inclusive.

Ward 3 (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2, West of the 5th Meridian
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Section 36; South half and Northeast quarter of Section 20; Southeast quarter and that portion of the Southwest Quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

Ward 4 (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

Ward 5 (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

READ A SECOND TIME THIS 06TH DAY OF APRIL, 2021


Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 06TH DAY OF APRIL, 2021

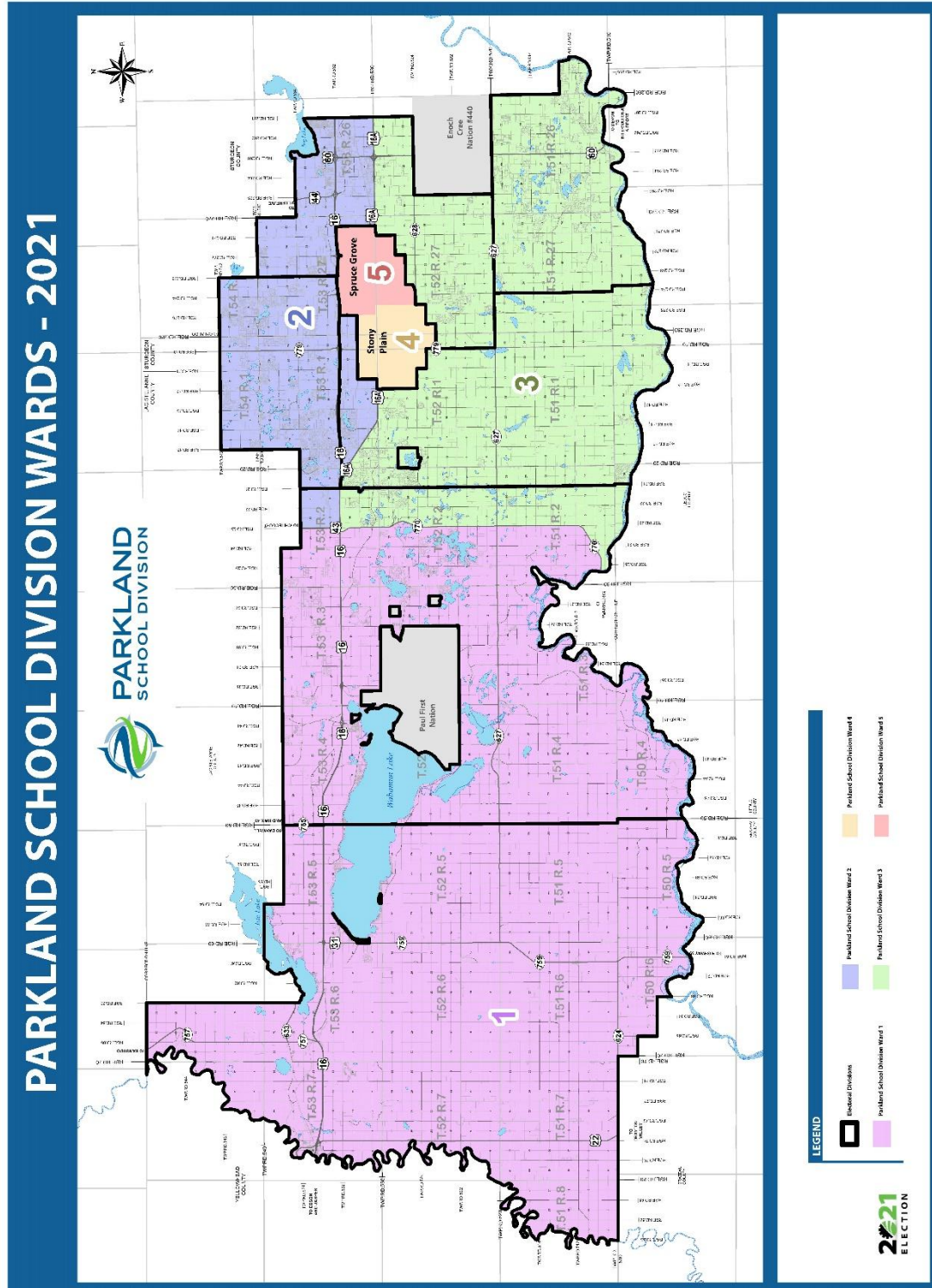

Electronic Signature

Board Chair


Electronic Signature

Secretary-Treasurer

MAP OF WARDS



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

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair Aimee Hennig, Board Vice-Chair
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Policy Review Committee
GOVERNANCE POLICY	Board Policy 1: Division Foundational Statements Board Policy 3: Role of the Trustee Board Policy 18: Learning and Working in a Welcoming, Caring, Respectful and Safe Environment Board Policy 20: Whistle-Blower Protection
ADDITIONAL REFERENCE	<i>Education Act</i>
SUBJECT	REVISED BOARD POLICY 4: APPENDIX 4.1: TRUSTEE CODE OF CONDUCT SANCTIONS

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 4: Appendix 4.1 Trustee Code of Conduct Sanctions, as recommended by the Policy Review Committee and presented at the Regular Meeting of September 9, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On August 28, 2025, the Policy Review Committee reviewed Board Policy 4: Appendix 4.1 Trustee Code of Conduct Sanctions and drafted a revised BP 4 Appendix 4.1 with the following key changes:

- Updates that reflect the new incoming legislation concerning sanctioning trustees.

The Policy Review Committee finalized BP 4 Appendix 4.1 August 28, 2025, for Board recommendation.

The Policy Committee would be pleased to respond to any questions.

LS:ly



Parkland School Division Board Policy 4

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct of the highest ethical standards. This high standard includes the proper use of authority and appropriate decorum exhibited as individuals and within group behaviour. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person. The *Trustee Code of Conduct* requires that trustees respect the confidentiality appropriate to issues of a sensitive nature.

Guidelines for Trustee Conduct:

1. Trustees shall carry out their responsibilities as detailed in *Board Policy 3: Role of the Trustee* and shall devote time, thought and study to the duties and responsibilities of trusteeship, with reasonable diligence, so that they may render effective and creditable service.
2. Trustees shall conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial manner.
3. Trustees shall commit themselves to dignified, ethical, lawful and professional conduct.
4. While trustees have the same rights afforded to individuals, trustees are required at all times to maintain the integrity of public office and conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial and professional manner. Specifically:
 - 4.1. Relationships with the division staff, the local citizenry, and the media shall be conducted on the basis of this fact.
 - 4.2. Trustees have no legal authority outside the meetings of the Board, unless the Board has so delegated.
 - 4.3. Trustees recognize that the Board Chair is the official spokesperson of the Board.
 - 4.4. Trustees shall not attempt to exercise individual authority over the Superintendent of Schools or any member of the staff.
5. Trustees shall support the Board's policies and resolutions when communicating with the public.
6. While elected from specific wards, trustees shall represent the best interest of the entire Division.

With respect to trustee decisions:

7. Trustees shall do everything possible to maintain the integrity, confidence, and dignity of the office of trustee.

8. Trustees shall base decisions upon all available facts in each situation.
9. Trustees shall vote with honest conviction in every case.
10. Trustees shall refrain from becoming swayed by partisan bias of any kind.

With respect to Board collegiality:

11. Trustees shall endeavour to work with fellow Board members cooperatively, with respect, and in a spirit of harmony and cooperation, in spite of any differences of opinion which may arise during debate:
 - 11.1. Trustees shall encourage full and open discussions in all matters with fellow trustees;
 - 11.2. Trustees shall not withhold or conceal any information or matter with which other Trustees should be concerned;
 - 11.3. Trustees shall honour the roles established by the Board for the purpose of Board Chair, Board Vice-Chair and/or Board committee representation, and
 - 11.4. Trustees shall abide by and uphold the final majority decision of the Board.

With respect to schools and school operations:

12. Trustees shall not use the schools or any part of the school program for their own personal advantage or for the advantage of family and friends.
13. Trustees shall demonstrate an understanding of the needs and aspirations of the Division and shall support the Board's current Education Plan.
14. Trustees shall govern through Board policy and shall respect the role of the Superintendent with regard to Division management and operations.

With respect to confidentiality, pecuniary interest and/or fiduciary responsibilities:

15. Trustees shall keep confidential any personal, privileged or confidential information obtained in the capacity of a trustee, and shall not disclose the information except when authorized by law, or by the Board.
16. Trustees shall honour their fiduciary responsibility to the Board and demonstrate that the expenditure of school funds is a public trust; notably
 - 16.1. Trustees shall endeavour to see that all such funds shall be expended efficiently, economically, and for the best interest of the students.
17. Trustees' fiduciary responsibility to the Board supersedes any conflicting loyalty, such as that to advocacy or interest groups and memberships on other Boards or staffs, or acting as an individual consumer of the Division's services:

- 17.1. Trustees, having a pecuniary interest in a matter before the Board, and as defined in section 85(1)(b) of the *Education Act*, shall follow the requirements of the *Education Act* and *Board Policy 7: Board Operations*;
 - 17.2. Trustees shall declare any pecuniary interests and act in accordance with provincial and federal legislation; and
 - 17.3. Trustees shall avoid any conflict-of-interest with respect to their fiduciary responsibility.
 - 17.4. Trustees shall not use their influence, or allow themselves to submit to any external pressure, to advance any personal, family or friends' interests or the interests of any organization with which the trustee is associated.
18. Trustees shall be accountable to represent loyalty without conflict to the interests of the Division:
- 18.1. This accountability shall supersede any conflicting loyalty such as that to advocacy or interest groups and memberships on other boards or staffs; and
 - 18.2. This accountability also supersedes the personal interest of any trustee acting as a consumer of the organization's services.

With respect to a breach of the *Code of Conduct*:

19. Consequences for the failure of a Trustee to adhere to *Board Policy 4: Trustee Code of Conduct* (herein) are specified in Policy 4: Appendix 4.1.

Reference:	Education Act: 33, 34, 51-53, 64, 67, 85-91, Local Authorities Election Act: 21-24,	Approved:	
		Date	September 9, 2025
Cross-Reference:	Board Policy: 1, 3, 18, 20	Approved:	
		Reviewed or Revised:	August, 2025 June, 2021



Parkland School Division Board Policy 4: Appendix 4.1

TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with Parkland School Division Board Policy 4: Trustee *Code of Conduct*. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Regarding allegations of inappropriate or unethical conduct:

1. Any trustee who perceives 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*.
2. A trustee who wishes to commence an official complaint (the complainant) under the *Code of Conduct* shall file a letter of complaint with the Board Chair within fifteen (15) days of becoming aware of the alleged violation of the *Code of Conduct* occurring:
 - 2.1. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair;
 - 2.2. The letter of complaint shall 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;
 - 2.3. The trustee who is alleged to have violated the *Code of Conduct* (the respondent), and all other trustees, shall be forwarded a copy of the letter of complaint by the Board Chair, or by the Vice-Chair where otherwise applicable, within five (5) days of receipt by the Board Chair or Vice Chair of the letter of complaint;
 - 2.4. The communication forwarding the letter of complaint to the other trustees shall be by e-mail to the trustees' Parkland School Division email accounts.
3. 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*; notably:
 - 3.1. 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.
4. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within five (5) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a *Code of Conduct* hearing; notably:

- 4.1. 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.
5. Where no letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the complaint shall not be heard; notably:
 - 5.1. The Board Chair shall notify all other trustees in writing by email to each trustees' Parkland School Division email account that no further action of the Board shall occur.
6. Where a letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to conduct a *Code of Conduct* hearing.
7. The Board Chair may request that the Superintendent or designate (as Head of the Division under the *Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter.
 - 7.1. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at an *in-camera* meeting of the Board.
 - 7.2. This decision shall immediately be approved in a public meeting of the Board.
 - 7.3. The independent investigator shall investigate the matter and submit, in a timely manner, a report of findings and recommendations to the Board Chair and to the Superintendent.
 - 7.4. The Board Chair shall present the report of the independent investigator at an *in-camera* meeting of the Board.
 - 7.5. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.

Code of Conduct Hearing:

8. At the commencement of a special meeting of the Board, the Board Chair shall indicate the nature of the business to be transacted, and that the complaint shall be heard in an *in-camera* session of the special meeting; notably:
 - 8.1. The Board Chair shall also confirm that trustees may optionally take paper notes for their own use but otherwise, there will be no recording of the proceedings; and
 - 8.2. The notes, if any, shall be retained until the matter has been disposed of by way of a resolution of the Board, following which the notes will be destroyed, and the resolution will be the only record relating to the proceedings.
9. Without limitation, the Board Chair shall ensure fairness in dealing with the complaint or allegation, and shall adhere to the following:
 - 9.1. All preliminary matters, including whether one 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 complainant trustee.

10. The *Code of Conduct* hearing shall adhere to the following sequence:
 - 10.1. The complainant trustee shall provide a presentation which may be written or oral or both;
 - 10.2. The respondent trustee shall provide a presentation which may be written or oral or both;
 - 10.3. The complainant trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 10.4. The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 10.5. The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 10.6. The complainant trustee shall be given the opportunity to make final comments; and
 - 10.7. The respondent trustee shall be given the opportunity to make final comments.
11. Following the presentation of the respective positions of the complainant trustee and respondent trustee, the complainant trustee and respondent trustee shall be required to leave the room, and the remaining trustees shall deliberate, without assistance from administration;
 - 11.1. The Board may, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
12. If the remaining trustees in deliberation require further information or clarification, the parties shall be recalled, and the requests made in the presence of both parties:
 - 12.1. 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.
 - 12.2. 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.
13. The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
14. 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 consider motion(s), if any.
 - 14.1. The respondent trustee and complainant trustee would be ineligible from voting on the motions.
15. Sanctions shall be applied to a Trustee if, by a majority vote of the Board, it is determined that a breach of the *Code of Conduct* has occurred.
16. 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.
17. The presiding Chair shall declare the special Board meeting adjourned.

Code of Conduct Sanctions:

18. Should the Board determine that a violation of the *Code of Conduct* has occurred, the Board may institute by resolution, and without limitation, any sanctions available to the Board.
19. 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.
20. If a trustee is disqualified under section 87 or 88 of the *Education Act* from remaining as a trustee of the Board and does not resign as required under section 90, the Board may by resolution declare the trustee to be disqualified from remaining a trustee and the seat on the Board to be vacant.
21. The Board may apply for originating notice to the Court of King's Bench for an Order:
 - 21.1. Determining whether the person is qualified to remain as a trustee, or
 - 21.2. Declaring the person to be disqualified from remaining as a trustee and the seat on the Board to be vacant.

Date Approved: September 9, 2025	Reviewed or Revised: August, 2025 June, 2021
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Parkland School Division Board Policy 4

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct of the highest ethical standards. This high standard includes the proper use of authority and appropriate decorum exhibited as individuals and within group behaviour. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person. The *Trustee Code of Conduct* requires that trustees respect the confidentiality appropriate to issues of a sensitive nature.

Guidelines for Trustee Conduct:

1. Trustees shall carry out their responsibilities as detailed in *Board Policy 3: Role of the Trustee* and shall devote time, thought and study to the duties and responsibilities of trusteeship, with reasonable diligence, so that they may render effective and creditable service.
2. Trustees shall conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial manner.
3. Trustees shall commit themselves to dignified, ethical, lawful and professional conduct.
4. While trustees have the same rights afforded to individuals, trustees are required at all times to maintain the integrity of public office and conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial and professional manner. Specifically:
 - 4.1. Relationships with the division staff, the local citizenry, and the media shall be conducted on the basis of this fact.
 - 4.2. Trustees have no legal authority outside the meetings of the Board, unless the Board has so delegated.
 - 4.3. Trustees recognize that the Board Chair is the official spokesperson of the Board.
 - 4.4. Trustees shall not attempt to exercise individual authority over the Superintendent of Schools or any member of the staff.
5. Trustees shall support the Board's policies and resolutions when communicating with the public.
6. While elected from specific wards, trustees shall represent the best interest of the entire Division.

With respect to trustee decisions:

7. Trustees shall do everything possible to maintain the integrity, confidence, and dignity of the office of trustee.

8. Trustees shall base decisions upon all available facts in each situation.
9. Trustees shall vote with honest conviction in every case.
10. Trustees shall refrain from becoming swayed by partisan bias of any kind.

With respect to Board collegiality:

11. Trustees shall endeavour to work with fellow Board members cooperatively, with respect, and in a spirit of harmony and cooperation, in spite of any differences of opinion which may arise during debate:
 - 11.1. Trustees shall encourage full and open discussions in all matters with fellow trustees;
 - 11.2. Trustees shall not withhold or conceal any information or matter with which other Trustees should be concerned;
 - 11.3. Trustees shall honour the roles established by the Board for the purpose of Board Chair, Board Vice-Chair and/or Board committee representation, and
 - 11.4. Trustees shall abide by and uphold the final majority decision of the Board.

With respect to schools and school operations:

12. Trustees shall not use the schools or any part of the school program for their own personal advantage or for the advantage of family and friends.
13. Trustees shall demonstrate an understanding of the needs and aspirations of the Division and shall support the Board's current Education Plan.
14. Trustees shall govern through Board policy and shall respect the role of the Superintendent with regard to Division management and operations.


With respect to confidentiality, pecuniary interest and/or fiduciary responsibilities:

15. Trustees shall keep confidential any personal, privileged or confidential information obtained in the capacity of a trustee, and shall not disclose the information except when authorized by law, or by the Board.
16. Trustees shall honour their fiduciary responsibility to the Board and demonstrate that the expenditure of school funds is a public trust; notably
 - 16.1. Trustees shall endeavour to see that all such funds shall be expended efficiently, economically, and for the best interest of the students.
17. Trustees' fiduciary responsibility to the Board supersedes any conflicting loyalty, such as that to advocacy or interest groups and memberships on other Boards or staffs, or acting as an individual consumer of the Division's services:

- 17.1. Trustees, having a pecuniary interest in a matter before the Board, and as defined in section 85(1)(b) of the *Education Act*, shall follow the requirements of the *Education Act* and *Board Policy 7: Board Operations*;
 - 17.2. Trustees shall declare any pecuniary interests and act in accordance with provincial and federal legislation; and
 - 17.3. Trustees shall avoid any conflict-of-interest with respect to their fiduciary responsibility.
 - 17.4. Trustees shall not use their influence, or allow themselves to submit to any external pressure, to advance any personal, family or friends' interests or the interests of any organization with which the trustee is associated.
18. Trustees shall be accountable to represent loyalty without conflict to the interests of the Division:
- 18.1. This accountability shall supersede any conflicting loyalty such as that to advocacy or interest groups and memberships on other boards or staffs; and
 - 18.2. This accountability also supersedes the personal interest of any trustee acting as a consumer of the organization's services.

With respect to a breach of the *Code of Conduct*:

19. Consequences for the failure of a Trustee to adhere to *Board Policy 4: Trustee Code of Conduct* (herein) are specified in Policy 4: Appendix 4.1.

Reference:	Education Act: 33, 34, 51-53, 64, 67, 85-96 85-91 , 260	Approved:	
	Local Authorities Election Act: 21-24,	Date Approved:	June 15, 2021 September 9, 2025
Cross-Reference:	Board Policy: 1, 3, 18 , 20	Reviewed or Revised:	June, 2021 June, 2021 August, 2025



Parkland School Division Board Policy 4: Appendix 4.1

TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with Parkland School Division Board Policy 4: Trustee *Code of Conduct*. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Regarding allegations of inappropriate or unethical conduct:

1. Any trustee who perceives 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*.
2. A trustee who wishes to commence an official complaint (the complainant) under the *Code of Conduct* shall file a letter of complaint with the Board Chair within fifteen (15) days of becoming aware of the alleged violation of the *Code of Conduct* occurring:
 - 2.1. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair;
 - 2.2. The letter of complaint shall 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;
 - 2.3. The trustee who is alleged to have violated the *Code of Conduct* (the respondent), and all other trustees, shall be forwarded a copy of the letter of complaint by the Board Chair, or by the Vice-Chair where otherwise applicable, within five (5) days of receipt by the Board Chair or Vice Chair of the letter of complaint;
 - 2.4. The communication forwarding the letter of complaint to the other trustees shall be by e-mail to the trustees' Parkland School Division email accounts.
3. 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*; notably:
 - 3.1. 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.

4. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within five (5) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a *Code of Conduct* hearing; notably:
 - 4.1. 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.
5. Where no letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the complaint shall not be heard; notably:
 - 5.1. The Board Chair shall notify all other trustees in writing by email to each trustees' Parkland School Division email account that no further action of the Board shall occur.
6. Where a letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to conduct a *Code of Conduct* hearing.
7. The Board Chair may request that the Superintendent or designate (as Head of the Division under the *Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter.
 - 7.1. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at an *in-camera* meeting of the Board.
 - 7.2. This decision shall immediately be approved in a public meeting of the Board.
 - 7.3. The independent investigator shall investigate the matter and submit, in a timely manner, a report of findings and recommendations to the Board Chair and to the Superintendent.
 - 7.4. The Board Chair shall present the report of the independent investigator at an *in-camera* meeting of the Board.
 - 7.5. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.

Code of Conduct Hearing:

8. At the commencement of a special meeting of the Board, the Board Chair shall indicate the nature of the business to be transacted, and that the complaint shall be heard in an *in-camera* session of the special meeting; notably:
 - 8.1. The Board Chair shall also confirm that trustees may optionally take paper notes for their own use but otherwise, there will be no recording of the proceedings; and
 - 8.2. The notes, if any, shall be retained until the matter has been disposed of by way of a resolution of the Board, following which the notes will be destroyed, and the resolution will be the only record relating to the proceedings.

9. Without limitation, the Board Chair shall ensure fairness in dealing with the complaint or allegation, and shall adhere to the following:
 - 9.1. All preliminary matters, including whether one 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 complainant trustee.
10. The *Code of Conduct* hearing shall adhere to the following sequence:
 - 10.1. The complainant trustee shall provide a presentation which may be written or oral or both;
 - 10.2. The respondent trustee shall provide a presentation which may be written or oral or both;
 - 10.3. The complainant trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 10.4. The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 10.5. The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 10.6. The complainant trustee shall be given the opportunity to make final comments; and
 - 10.7. The respondent trustee shall be given the opportunity to make final comments.
11. Following the presentation of the respective positions of the complainant trustee and respondent trustee, the complainant trustee and respondent trustee shall be required to leave the room, and the remaining trustees shall deliberate, without assistance from administration;
 - 11.1. The Board may, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
12. If the remaining trustees in deliberation require further information or clarification, the parties shall be recalled, and the requests made in the presence of both parties:
 - 12.1. 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.
 - 12.2. 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.
13. The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
14. 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 consider motion(s), if any.
 - 14.1. The respondent trustee and complainant trustee would be ineligible from voting on the motions.
15. Sanctions shall be applied to a Trustee if, by a majority vote of the Board, it is determined that a breach of the *Code of Conduct* has occurred.

16. 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.
17. The presiding Chair shall declare the special Board meeting adjourned.

Code of Conduct Sanctions:

18. Should the Board determine that a violation of the *Code of Conduct* has occurred, ~~may result in~~ the Board may institute instituting by resolution, and without limitation, any ~~or all~~ sanctions available to the Board. of the following sanctions:
 - ~~18.1.—The Board Chair writing a letter of identifying the violation of the *Code of Conduct* marked “Personal and Confidential” to the trustee in question.~~
 - ~~18.1.1.—This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at an *in-camera* meeting of the Board.~~
 - ~~18.1.2.—A majority of trustees at a public meeting of the Board shall approve this decision.~~
 - ~~18.2.—Having a motion of censure naming the respondent passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;~~
 - ~~18.3.—Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board for a time not to exceed the trustee’s term as trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board; or~~
 - ~~18.4.—Having a motion to disqualify the offending trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.~~
19. 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.
20. If a trustee is disqualified under section 87 or 88 of the *Education Act* from remaining as a trustee of the Board and does not resign as required under section 90, the Board may by resolution declare the trustee to be disqualified from remaining a trustee and the seat on the Board to be vacant.
21. The Board may apply for originating notice to the Court of ~~Queen~~ King’s Bench for an Order:
 - 21.1. Determining whether the person is qualified to remain as a trustee, or
 - 21.2. Declaring the person to be disqualified from remaining as a trustee and the seat on the Board to be vacant.

Date Approved: ~~June 15, 2021~~ September 9, 2025

Reviewed or Revised: ~~June, 2021~~

	August, 2025
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TRACKED



Parkland School Division Board Policy 4

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct of the highest ethical standards. This high standard includes the proper use of authority and appropriate decorum exhibited as individuals and within group behaviour. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person. The *Trustee Code of Conduct* requires that trustees respect the confidentiality appropriate to issues of a sensitive nature.

Guidelines for Trustee Conduct:

1. Trustees shall carry out their responsibilities as detailed in *Board Policy 3: Role of the Trustee* and shall devote time, thought and study to the duties and responsibilities of trusteeship, with reasonable diligence, so that they may render effective and creditable service.
2. Trustees shall conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial manner.
3. Trustees shall commit themselves to dignified, ethical, lawful and professional conduct.
4. While trustees have the same rights afforded to individuals, trustees are required at all times to maintain the integrity of public office and conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial and professional manner. Specifically:
 - 4.1. Relationships with the division staff, the local citizenry, and the media shall be conducted on the basis of this fact.
 - 4.2. Trustees have no legal authority outside the meetings of the Board, unless the Board has so delegated.
 - 4.3. Trustees recognize that the Board Chair is the official spokesperson of the Board.
 - 4.4. Trustees shall not attempt to exercise individual authority over the Superintendent of Schools or any member of the staff.
5. Trustees shall support the Board's policies and resolutions when communicating with the public.
6. While elected from specific wards, trustees shall represent the best interest of the entire Division.

With respect to trustee decisions:

7. Trustees shall do everything possible to maintain the integrity, confidence, and dignity of the office of trustee.

8. Trustees shall base decisions upon all available facts in each situation.
9. Trustees shall vote with honest conviction in every case.
10. Trustees shall refrain from becoming swayed by partisan bias of any kind.

With respect to Board collegiality:

11. Trustees shall endeavour to work with fellow Board members cooperatively, with respect, and in a spirit of harmony and cooperation, in spite of any differences of opinion which may arise during debate:
 - 11.1. Trustees shall encourage full and open discussions in all matters with fellow trustees;
 - 11.2. Trustees shall not withhold or conceal any information or matter with which other Trustees should be concerned;
 - 11.3. Trustees shall honour the roles established by the Board for the purpose of Board Chair, Board Vice-Chair and/or Board committee representation, and
 - 11.4. Trustees shall abide by and uphold the final majority decision of the Board.

With respect to schools and school operations:

12. Trustees shall not use the schools or any part of the school program for their own personal advantage or for the advantage of family and friends.
13. Trustees shall demonstrate an understanding of the needs and aspirations of the Division and shall support the Board's current Education Plan.
14. Trustees shall govern through Board policy and shall respect the role of the Superintendent with regard to Division management and operations.


With respect to confidentiality, pecuniary interest and/or fiduciary responsibilities:

15. Trustees shall keep confidential any personal, privileged or confidential information obtained in the capacity of a trustee, and shall not disclose the information except when authorized by law, or by the Board.
16. Trustees shall honour their fiduciary responsibility to the Board and demonstrate that the expenditure of school funds is a public trust; notably
 - 16.1. Trustees shall endeavour to see that all such funds shall be expended efficiently, economically, and for the best interest of the students.
17. Trustees' fiduciary responsibility to the Board supersedes any conflicting loyalty, such as that to advocacy or interest groups and memberships on other Boards or staffs, or acting as an individual consumer of the Division's services:

- 17.1. Trustees, having a pecuniary interest in a matter before the Board, and as defined in section 85(1)(b) of the *Education Act*, shall follow the requirements of the *Education Act* and *Board Policy 7: Board Operations*;
 - 17.2. Trustees shall declare any pecuniary interests and act in accordance with provincial and federal legislation; and
 - 17.3. Trustees shall avoid any conflict-of-interest with respect to their fiduciary responsibility.
 - 17.4. Trustees shall not use their influence, or allow themselves to submit to any external pressure, to advance any personal, family or friends' interests or the interests of any organization with which the trustee is associated.
18. Trustees shall be accountable to represent loyalty without conflict to the interests of the Division:
- 18.1. This accountability shall supersede any conflicting loyalty such as that to advocacy or interest groups and memberships on other boards or staffs; and
 - 18.2. This accountability also supersedes the personal interest of any trustee acting as a consumer of the organization's services.

With respect to a breach of the *Code of Conduct*:

19. Consequences for the failure of a Trustee to adhere to *Board Policy 4: Trustee Code of Conduct* (herein) are specified in Policy 4: Appendix 4.1.

Reference:	Education Act: 33, 34, 51-53, 64, 67, 85-96, 260	Approved:	
	Local Authorities Election Act: 21-24,	Date Approved:	June 15, 2021
Cross-Reference:	Board Policy: 1, 3, 20	Reviewed or Revised:	June, 2021



Parkland School Division Board Policy 4: Appendix 4.1

TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with Parkland School Division Board Policy 4: Trustee *Code of Conduct*. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Regarding allegations of inappropriate or unethical conduct:

1. Any trustee who perceives 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*.
2. A trustee who wishes to commence an official complaint (the complainant) under the *Code of Conduct* shall file a letter of complaint with the Board Chair within fifteen (15) days of becoming aware of the alleged violation of the *Code of Conduct* occurring:
 - 2.1. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair;
 - 2.2. The letter of complaint shall 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;
 - 2.3. The trustee who is alleged to have violated the *Code of Conduct* (the respondent), and all other trustees, shall be forwarded a copy of the letter of complaint by the Board Chair, or by the Vice-Chair where otherwise applicable, within five (5) days of receipt by the Board Chair or Vice Chair of the letter of complaint;
 - 2.4. The communication forwarding the letter of complaint to the other trustees shall be by e-mail to the trustees' Parkland School Division email accounts.
3. 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*; notably:
 - 3.1. 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.
4. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within five (5) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a *Code of Conduct* hearing; notably:

- 4.1. 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.
5. Where no letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the complaint shall not be heard; notably:
 - 5.1. The Board Chair shall notify all other trustees in writing by email to each trustees' Parkland School Division email account that no further action of the Board shall occur.
6. Where a letter supporting a hearing is received by the Board Chair within the five (5) day period referred to in section 4 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to conduct a *Code of Conduct* hearing.
7. The Board Chair may request that the Superintendent or designate (as Head of the Division under the *Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter.
 - 7.1. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at an *in-camera* meeting of the Board.
 - 7.2. This decision shall immediately be approved in a public meeting of the Board.
 - 7.3. The independent investigator shall investigate the matter and submit, in a timely manner, a report of findings and recommendations to the Board Chair and to the Superintendent.
 - 7.4. The Board Chair shall present the report of the independent investigator at an *in-camera* meeting of the Board.
 - 7.5. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.

Code of Conduct Hearing:

8. At the commencement of a special meeting of the Board, the Board Chair shall indicate the nature of the business to be transacted, and that the complaint shall be heard in an *in-camera* session of the special meeting; notably:
 - 8.1. The Board Chair shall also confirm that trustees may optionally take paper notes for their own use but otherwise, there will be no recording of the proceedings; and
 - 8.2. The notes, if any, shall be retained until the matter has been disposed of by way of a resolution of the Board, following which the notes will be destroyed, and the resolution will be the only record relating to the proceedings.
9. Without limitation, the Board Chair shall ensure fairness in dealing with the complaint or allegation, and shall adhere to the following:
 - 9.1. All preliminary matters, including whether one 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 complainant trustee.

10. The *Code of Conduct* hearing shall adhere to the following sequence:
 - 10.1. The complainant trustee shall provide a presentation which may be written or oral or both;
 - 10.2. The respondent trustee shall provide a presentation which may be written or oral or both;
 - 10.3. The complainant trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 10.4. The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 10.5. The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 10.6. The complainant trustee shall be given the opportunity to make final comments; and
 - 10.7. The respondent trustee shall be given the opportunity to make final comments.
11. Following the presentation of the respective positions of the complainant trustee and respondent trustee, the complainant trustee and respondent trustee shall be required to leave the room, and the remaining trustees shall deliberate, without assistance from administration;
 - 11.1. The Board may, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
12. If the remaining trustees in deliberation require further information or clarification, the parties shall be recalled, and the requests made in the presence of both parties:
 - 12.1. 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.
 - 12.2. 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.
13. The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
14. 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 consider motion(s), if any.
 - 14.1. The respondent trustee and complainant trustee would be ineligible from voting on the motions.
15. Sanctions shall be applied to a Trustee if, by a majority vote of the Board, it is determined that a breach of the *Code of Conduct* has occurred.
16. 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.
17. The presiding Chair shall declare the special Board meeting adjourned.

Code of Conduct Sanctions:

18. A violation of the *Code of Conduct* may result in the Board instituting, without limitation, any or all of the following sanctions:
 - 18.1. The Board Chair writing a letter of identifying the violation of the *Code of Conduct* marked “Personal and Confidential” to the trustee in question.
 - 18.1.1. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at an *in-camera* meeting of the Board.
 - 18.1.2. A majority of trustees at a public meeting of the Board shall approve this decision.
 - 18.2. Having a motion of censure naming the respondent passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 18.3. Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board for a time not to exceed the trustee’s term as trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board; or
 - 18.4. Having a motion to disqualify the offending trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.
19. 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.
20. If a trustee is disqualified under section 87 or 88 of the *Education Act* from remaining as a trustee of the Board and does not resign as required under section 90, the Board may by resolution declare the trustee to be disqualified from remaining a trustee and the seat on the Board to be vacant.
21. The Board may apply for originating notice to the Court of Queen’s Bench for an Order:
 - 21.1. Determining whether the person is qualified to remain as a trustee, or
 - 21.2. Declaring the person to be disqualified from remaining as a trustee and the seat on the Board to be vacant.

Date Approved: June 15, 2021	Reviewed or Revised: June, 2021
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MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Anne Montgomery, Trustee
ORIGINATOR	Anne Montgomery, Trustee
RESOURCE	Anne Montgomery, Trustee
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations
ADDITIONAL REFERENCE	
SUBJECT	SURPLUS FUNDS TO OPERATING RESERVES

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees moves that any surplus realized at the end of the 2024/2025 fiscal year be transferred into the Operating Reserve.

BACKGROUND

During the June 17, 2025 Regular Board Meeting Trustee Montgomery provided a Notice of Motion to come forward to the Regular Board Meeting on September 9, 2025. It read as follows:

NOTICE OF MOTION

MOVED by Trustee Montgomery that the Board of Trustees moves that any surplus realized at the end of the 2024/2025 fiscal year be transferred into the Operating Reserve.

REPORT SUMMARY

Trustee Montgomery would be pleased to respond to any questions.

AM:ly



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Mark Francis, Deputy Superintendent
RESOURCE	Amy Goerzen, Director of Human Resources
GOVERNANCE POLICY	Board Policy 1: Division Foundation Statements Board Policy 2: Role of the Board
ADDITIONAL REFERENCE	BP 2: Section 1. Planning BP 2: Section 3. Accountability BP 2 Appendix 2.1 Board Work Plan
SUBJECT	HUMAN RESOURCES 2024-2025 REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees supports the Division vision and mission for students, reviews the budget on an annual basis and monitors, evaluates and reports Division performance and achievements to all stakeholders. The following report supports these responsibilities and adheres to the Board Annual Work Plan.

REPORT SUMMARY

The Human Resources Department Report outlines many aspects of staffing at Parkland School Division for the 2024-2025 school year for all union and non-union groups including recruitment, retirement, health supports, negotiations and professional development.

Administration would be pleased to respond to any questions.

AG:lg



HUMAN RESOURCES 2024-2025 Report

September 2025

Presented to the Board of Trustees, September 9, 2025

Mark Francis, Deputy Superintendent

Resource: Amy Goerzen, Director, Human Resources

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

BACKGROUND

The Human Resources Department 2024-2025 report covers key areas such as recruitment, resignations, workforce demographics, leaves of absence, and labour relations. The department is staffed by an HR Director, three HR Advisors, and an HR Assistant who specializes in Substitute and Casual staffing.

REPORT / TOPIC

Recruitment Activities

The Human Resources Department oversees the recruitment and selection process for all positions within the Division, including substitute teachers and casual support staff.

Recruitment Competitions

<i>Table 1: Recruitment Competitions</i>			
Employee Group	2022/2023	2023/2024	2024/2025
Teacher (includes Principals)	308	235	223
Support (CUPE/IUOE/NUG/ADCS)	238	216	192
Increase/decrease from previous year	+20%	-17%	-8%

The decrease in 2023/2024 was attributed to additional recruitment activities in 2022/2023, driven by grants supporting curriculum implementation and learning loss initiatives.

The decrease in 2024/2025 is attributed to a reduction in resignations and leaves of absences.

Substitute Teacher Recruitment

Recruitment of substitute teachers is ongoing throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources is responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. During the 2024/2025 School Year, 121 Teachers were hired into our Substitute Teacher pool.

At the end of the 2024/2025 school year, we had 305 teachers in our Substitute Teacher pool. This number decreased by 51 (14%) from 2023/2024.

This decrease is attributed to a refinement of our internal practices. Specifically, we contacted all substitute teachers who had not accepted an assignment within the past six months and removed them from the list if they confirmed they no longer intended to accept substitute shifts.

Casual Staff Recruitment

Human Resources is responsible for recruiting and maintaining a pool of qualified casual support and caretaking staff to fulfill short-term work assignments at schools and the Centre for Education. During the 2024/2025 School Year, 95 Casual Support Staff were hired to the Casual pool.

At the end of the 2024/2025 school year, we had 169 employees on our Casual list (154 Casual Support and 15 Casual Caretakers). The number of Casual Support Staff has decreased 8% from 2023/2024.

Career Fairs

In 2024/2025, Parkland School Division participated in career fairs for the University of Alberta/Campus St. Jean, Concordia University, and Norquest College and Human Resources staff participated in Virtual Mock Interviews for MacEwan University (Educational Assistant Program).

Practicums

All Post-Secondary Approved Practicum Agreements

- | | |
|---|--|
| ✓ Academy of Learning Career College (NEW) | ✓ Norquest College |
| ✓ Athabasca University | ✓ Red Deer College |
| ✓ ABM College | ✓ University of Victoria |
| ✓ CDI College | ✓ University of Alberta/Campus St. Jean |
| ✓ Concordia University | ✓ The King's University |
| ✓ Lakeland College | ✓ University of Calgary |
| ✓ Lethbridge College | ✓ University of Lethbridge |
| ✓ MacEwan University | ✓ Southern Alberta Institute of Technology |
| ✓ Mount Royal University | ✓ St. Stephen's College |
| ✓ Medicine Hat College | ✓ Bredin College |
| ✓ Burman University | |

The Academy of Learning Career College practicum was added in January 2024 specific to their Educational Assistant diploma program. We continue to source opportunities for partnerships with post-secondary institutions.

Parkland School Division has had the honour of facilitating numerous practicums in various roles.

<i>Table 2: Practicum Students</i>			
Practicum Role	2022/2023	2023/2024	2024/2025
Student Teachers	54	53	61
Speech Language Pathologist	0	0	2
Education Assistant	7	6	3
SLPA	3	3	0
Administrative Assistant	2	0	0
Child & Youth Care	4	1	1
Physical/Occupational Therapy	1	0	1
Masters in Counselling	4	0	1
Social Work	1	1	1
Kinesiology/Sports Medicine	0	1	0
Librarian	0	1	0
Disability Studies (NEW)	0	0	1

Retirements & Resignations

Table 3: Retirements

	2022/2023	2023/2024	2024/2025
Support (CUPE/IUOE/NUG/ADCS)	14	8	13
Teacher (includes Administration)	10	18	12
Total	24	26	25

Table 4: Resignations

	2022/2023	2023/2024	2024/2025
Support (CUPE/IUOE/NUG/ADCS)	41	69	46
Teacher (includes Administration)	19	21	29
Total	67	90	75

Workforce Demographics

Employee Full Time Equivalency (FTE)

Table 5: Employee FTE

Employee Group/Position	2022/2023	2023/2024	2024/2025
<i>Teacher Total</i>	650.199	636.19	647.91
Teacher	592.199	576.69	585.31
Administration	58	59.5	62.6
<i>Support Total</i>	455.33	491.98	496.21
CUPE	339.26	366	360.11
ADCS-Support (NEW)	8.8	12	10.97
IUOE	65.19	70.38	72.87
NUG	42.08	43.6	52.26
Total	1105.529	1128.17	1144.12

Employee Headcount

The total headcount of all PSD employees was 1310 for 2024/2025 which is an increase from 1,288 in 2023/2024. This total does not include Substitute Teachers or Casual Support Staff headcount.

Average Age of Retirees

Table 6: Average Age of Retirees

	2022/2023	2023/2024	2024/2025
Support (CUPE/IUOE/NUG/ADCS)	62.46	63.88	63.38
Teacher (includes Administration)	56.8	59.3	59.3

Teacher & Administration Populations > age 50

<i>Table 7: Teachers > age 50</i>			
	2022/2023	2023/2024	2024/2025
Teacher Population > age 50	136	151	145
Total % of Teachers > age 50	18%	20%	20%

Support Staff (CUPE/IUOE/NUG) Populations > age 50

<i>Table 8: Support Staff > age 50</i>			
	2022/2023	2023/2024	2024/2025
Support Staff > age 50	192	207	210
Total % of Support Staff > age 50	35%	36%	36.4%

Average Age

<i>Table 9: Average Age – All Staff</i>			
	2022/2023	2023/2024	2024/2025
ATA	41.0	41.82	42.30
CUPE	46.2	46.1	47.64
ADCS-Support	42.2	45.3	47.09
IUOE	49.2	50.3	51.36
NUG	46.4	47.0	44.76

Average Years of Service

<i>Table 10: Average years of Service</i>			
	2022/2023	2023/2024	2024/2025
ATA	9.92	10.42	11.20
CUPE	7.46	7.05	7.25
IUOE	9.11	8.91	9.07
ADCS-Support	0	0.58	2.18
NUG	7.68	8.12	8.24
All Staff	6.83	7.01	7.59

Professional Development (PD)

- As of June 28, 2024, PD related system entries totaled **4789** days for all staff, a decrease of 4% from 2023/2024 with 5017 days. This does not include the nine Staff Planning and Development Days in the 2024/2025 school calendar.
- Support for new educators to Parkland School Division was provided through the New Teacher Orientation held on August 26, 2025, with **46** participants in attendance.
- New Principals and Assistant Principals are supported directly through a formal Mentorship.

Staff Evaluation and Certification

Human Resources advises and supports Administrators in providing quality supervision and evaluation of staff in accordance with the Teacher Quality Standard and Leadership Quality Standard.

- **Teacher Probationary Evaluations:**
2022-2023 – 112 Probationary evaluations completed
2023-2024 – 130 Probationary evaluations completed
2024-2025 – 94 Probationary evaluations completed
- **Temporary Teacher Evaluations:**
2022-2023 – 54 temporary teacher evaluations completed
2023-2024 – 41 temporary teacher evaluations completed
2024-2025 – 47 temporary teacher evaluations completed

<i>Table 11: Support Staff Evaluations</i>			
Employee Group	2022/2023	2023/2024	2024/2025
CUPE			
Probationary Evaluations	73	68	53
Trial Evaluations	12	21	17
ADCS-Support			
Probationary Evaluations	6	4	2
IUOE			
Probationary Evaluations	4	5	4
NUG			
Probationary Evaluations	9	4	4
Total	104	102	80

A teacher in Alberta is eligible for Permanent Certification following 2 years of experience and following a successful evaluation and recommendation. The number of teachers who obtained their permanent teaching certifications are as follows:

<i>Table 12: Teacher Certification (Permanent and Interim)</i>			
	2022/2023	2023/2024	2024/2025
Permanent Certification	37	32	25
Interim Certification Extensions	35	47	24

Leaves of Absence

Teacher (includes Administration) Leaves of Absence

<i>Table 13: Leaves of Absence</i>			
	2022/2023	2023/2024	2024/2025
Maternity	44	36	29
Personal	26	34	35
Deferred Salary	1	0	0
Secondment	9	8	7
Parental Leave	1	1	3
Total	81	79	74

Support Staff (CUPE/IUOE/NUG/ADCS) Leaves of Absence

<i>Table 14: Leaves of Absence</i>			
	2022/2023	2023/2024	2024/2025
Maternity	15	13	8
Personal	17	32	29
Parental Leave	1	1	0
Total	33	46	37

Disability Management

- The Human Resources team works with leaders to support the return of staff who have been away from work due to illness, disability leave, or work-related injuries. When needed, medically recommended graduated return-to-work plans are implemented for a successful transition. In other cases, alternate work may be arranged to accommodate any restrictions. Parkland School Division consistently demonstrates support and commitment to staff accommodation.
- The Alberta School Employee Benefit Plan (ASEBP) administers the extended disability benefit (EDB) for teachers and support staff at Athabasca Delta Community School.
- Sunlife Financial administers Long Term Disability (LTD) benefits for non-teaching staff and works closely with Human Resources on each claim.
- The Human Resources Department supports and coordinates an employee's medical journey, providing guidance throughout the process. They work with the employee, medical practitioners and the insurance provider, during the employee's absence, ensuring a smooth transition back to work and facilitating any adjustments or modifications necessary upon their return.

<i>Table 15: Short Term Medical Leaves</i>			
	2022/2023	2023/2024	2024/2025
Support Staff:			
CUPE	30	31	34
IUOE	8	11	5
NUG	3	2	2
Total Short Term Support Staff Medical Leaves*	41	44	41
Total Support Staff on Long-term Disability (LTD)**	9	6	4
Total Short Term ATA Staff Medical Leaves*	53	61	70
Total ATA Staff on Extended Disability Benefits (EDB)**	6	4	5

*Short Term Medical leaves are defined as >5 consecutive calendar days and < 90 calendar days

**LTD/EDB are medical leaves exceeding 90 calendar days and have been approved by Sunlife/ASEBP

<i>Table 16: Sick Leave</i>				
Number of Sick Days	Employee Group	2022-2023	2023-2024	2024-2025
	ATA Total	7652.99	7312.1	7039.97
	Teacher	7369.79	6882.63	6738.51
	Administration	321.19	429.47	301.46
	Support Total	4405.35	4586.54	4312.65
	CUPE	3508.24	3447.86	3352.57
	IUOE	559.11	777.33	669.76
	NUG	278.83	252.56	290.32
Average Sick Days/FTE	Employee Group	2022-2023	2023-2024	2024-2025
	ATA Total	11.77	11.49	10.87
	Teacher	12.44	11.93	11.51
	Administration	5.54	7.22	4.82
	Support Total	8.52	9.32	8.69
	CUPE total	10.34	9.42	9.31
	IUOE total	8.58	11.04	9.19
	NUG total	6.63	5.79	5.56
	All Staff Total	8.71	9.08	8.08

Labour Relations Activities

Bargaining Updates

The Alberta Teachers' Associate (ATA):

- In the Fall of 2024, negotiations between ATA and Teachers' Employer Bargaining Association (TEBA) commenced.
- In January 2025, negotiations between ATA and TEBA advanced to mediation. A mediator was appointed and issued recommended settlement terms which were rejected by 62% of members.
- In early June 2025, ATA held a formal strike vote that resulted in 95% of members in favour of strike action. The ability to serve strike notice expires on October 7, 2025.

Canadian Union of Public Employees (CUPE):

- Bargaining commenced in October 2024.
- CUPE and PSD participated in mediation into December and January.
- Following a work-to-rule campaign and subsequent full strike action from February 25 to March 19, 2025, CUPE employees returned to work on March 20, 2025.
- CUPE and the Board of Trustees voted to ratify the Collective Agreement on March 19, 2025. A new Collective Agreement was ratified for a 4-year term, expiring August 31, 2028.

International Union of Operating Engineers (IUOE):

- Bargaining commenced between IUOE and PSD in the Fall of 2024.
- A new collective agreement was ratified on January 14, 2025, for a 4-year term, expiring August 31, 2028.

Education Assistant II & Teacher Compensation

Average Cost of an Education Assistant II

Table 17: Total Compensation			
	2022/2023	2023/2024	2024/2025
Salary	\$37,124.29	\$37,634.75	\$41,240.86
Benefits	\$8,987.63	\$9,521.43	\$10,442.16
Local Authorities Pension Plan	\$3,119.92	\$3,073.57	\$3,253.40
Total Salary, Benefits and LAPP	\$49,231.84	\$50,229.75	\$54,936.42

Average Cost of a Teacher

Table 18: Average Teaching Cost			
	2022/2023	2023/2024	2024/2025
Teacher	\$108,483.00	\$110,435.00	\$111,040

Note: Average teaching costs include salary and benefit expenditures

Total Compensation (Teacher)

Table 19: Total Compensation			
	2022/2023	2023/2024	2024/2025
ATRF %	9.89%	9.89%	8.92%
ATRF \$\$	\$9,442.00	\$9,540.00	\$8,593.00
Total of Average Teacher Salary & Benefits	\$108,483.00	\$110,435.00	\$111,040.00
Total Salary, Benefits and ATRF	\$117,925.00	\$119,974.00	\$119,633.00

Teacher Education and Experience

Table 20: Teacher Education and Experience (2024)								
Teacher Distribution as of September 30, 2024 (FTE)								
		E D U C A T I O N						
				4 Yrs Univ	5 Yrs Univ	6 Yrs Univ		TOTAL
E X P E R I E N C E	0			4.50	2.00	5.00		11.50
	1			9.69	3.00	4.00		16.69
	2			7.00	4.00	6.00		17.00
	3			11.70	6.50	3.00		21.20
	4			6.00	3.00	12.00		21.00
	5			7.50	3.50	9.00		20.00
	6			7.63	9.34	7.00		23.97
	7			10.24	2.00	6.10		18.34
	8			14.51	6.60	6.91		28.02
	9			227.34	97.00	137.96		462.30
	10			2.60	2.00	2.00		6.60
	11			0.00	0.00	0.00		0.00
	TOTAL			306.10	136.94	196.97		646.61



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Mark Francis, Deputy Superintendent Dr. Meg Miskolzie, Associate Superintendent
RESOURCE	Christine Ross, Division Principal, Wellness and Community Partnerships Lisa Farough, Executive Assistant, Office of the Superintendent
GOVERNANCE POLICY	Board Policy 11: Board Delegation of Authority Board Policy 13: Appeals Regarding Student Matters
ADDITIONAL REFERENCE	Administrative Procedure 350: Code of Conduct Administrative Procedure 360: Student Discipline <i>Education Act</i> (Preamble, s. 31, 32, 33, 36, 37, 41-44)
SUBJECT	STUDENT CONDUCT AND INTERVENTION REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees, as stated in the *Education Act*, section 33 (1), “as a partner in education, has the responsibility to:

d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging”.

The Student Conduct and Intervention Report is in response to this responsibility.

REPORT SUMMARY

The Student Conduct and Intervention Report is an overview of the system approach to supporting students and families in ensuring student behavior and conduct is conducive to establishing a welcoming, caring and safe learning environment.

Administration would be pleased to respond to any questions.

MF:ly



STUDENT CONDUCT AND INTERVENTION REPORT

September 2025

Presented to the Board of Trustees, September 9, 2025

Mark Francis, Deputy Superintendent

Dr. Meg Miskolzie, Associate Superintendent

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

BACKGROUND

Parkland School Division (PSD), as per the *Education Act*, is required to provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

STUDENT CONDUCT

Code of Conduct

Section 33 of the *Education Act*, establishes the requirement for a Code of Conduct for all students. All schools develop a Code of Conduct, applicable to individual school needs (age, grades, etc.). These Codes of Conduct are established under Administrative Procedure (AP) [AP 350: Code of Conduct](#). Each school is required to:

- Develop a school code of conduct with input from stakeholders;
- Communicate to staff, students, and parents the codes of conduct and/or school rules, expectations, etc., which can be shared in a variety of methods including websites, school, newsletters, assemblies, by teachers, etc.;
- Annually review and revise the school code of conduct, as required; and

School divisions are required to outline procedures regarding student discipline when a Code of Conduct is violated.

Student Discipline

[AP 360: Student Discipline](#) outlines all of the procedures with respect to discipline processes including suspension and expulsion. Any disciplinary actions taken by school staff are to ensure safe, orderly learning environments that are conducive to learning. The following Disciplinary Principles are applied when administering any procedures or disciplinary action(s):

- A. Learning – and not punishment – shall be the foundation and primary consideration of any disciplinary action. To this end, wherever possible, teaching a child what to do is preferable to making a rule about what not to do;
- B. Student safety is immediate – appropriate disciplinary decisions and actions may take time;
- C. The parent(s) or guardian(s) shall be informed of disciplinary actions that pertain to their own child while respecting the privacy of other children who may be involved;
- D. Corrective discipline, wherever and whenever possible, shall be a private activity that maintains all students' sense of dignity;
- E. Codes of conduct, wherever possible, should be written as positive messages of what one should do, rather than what one should not do; and
- F. Disciplinary action and/or consequences shall consider the specific and unique special needs of any student.

Application of Disciplinary Actions

AP 360: Student Discipline states, “Discipline refers to specific corrective learning – and not punishment – that is intended to build foundational behaviours and habits of mind that will actively contribute to an individual’s well-being and success.”

When specific discipline is required, actions may include:

- Teaching of problem-solving skills;
- Increase monitoring;
- Assignment of designated tasks;
- Restorative practices;
- Temporary removal of privileges;
- Establishment of behavioural contracts;
- Provision of counselling, pro-social skills training;
- Referral to other agencies/resources; and/or
- Referral for further assessment.

Suspension

Additionally, PSD procedure and the *Education Act* provide for Suspension of a student. Suspension, as defined by the *Education Act* (section 36) include:

- Suspension by the principal from riding the school bus;
- Suspension from a classroom period by the teacher;
- Suspension from any school-related activity; and/or
- Suspension from school, as per the *Education Act*, for up to five (5) days.

Any suspension must be formally documented and communicated to the parents. All suspensions are reviewed and tracked by Division office for consistency, trend analysis and implementation of new procedures or practices.

Overall Trends and Key Areas of Concern

The number of individual incidents resulting in suspension has continued to increase year over year. In the 2024-2025 school year, there were a total of **1,584** suspensions, a rise from the **1,388** incidents recorded in 2023-2024. A concerning trend is the increase in repeat students, with **310** students receiving multiple suspensions in 2024-2025 compared to 276 in 2023-2024 (12.3% increase).

Several specific behaviors remain a significant concern:

- **Fighting/Physical Aggression:** While incidents in this category decreased from 494 in 2023-2024 to 426 in 2024-2025 (14% decrease), it remains the top reason for suspension in both years.
- **Vaping:** Incidents of vaping decreased slightly to 135 in 2024-2025 from 173 in 2023-2024 (22% decrease).
- **Racial Slurs:** In 2024-2025, there were 92 incidents of racial slurs, making it one of the top five reasons for suspension.

Discipline Hearings

The number of discipline hearings has shown a significant upward trend over time. In the 2024-2025 school year, there were **23** discipline hearings. This represents a slight decrease of approximately 18% from the 28 hearings held in 2023-2024 and 2022-2023, but is still substantially higher than the 14 hearings in 2021-2022 (64% increase).

Analysis of Suspension Trends

An analysis of the data reveals a clear and sustained increase in disciplinary incidents over the past several years. While the 2020-2021 school year saw a decrease, every other year has seen a substantial rise in total suspensions, with the most recent year marking the highest number yet.

School Year Total Individual Incidents Change from Previous Year

2019-2020	616	N/A
2020-2021	445	-27.6% (Decrease)
2021-2022	659	48.1%
2022-2023	823	24.9%
2023-2024	1,388	68.7%
2024-2025	1,584	14.1%

While the overall number of suspensions continues to climb, a closer look at the data highlights a possible shift in the types of behaviors being disciplined. For instance, fighting/physical aggression incidents, while still the most common cause for suspension, decreased in 2024-2025. This may suggest that while aggressive behaviors are still prevalent, other issues like inappropriate behavior and the use of racial slurs are emerging as more frequent concerns.

The increase in suspensions among younger students is also a notable trend, with a significant spike in suspensions in the upper elementary and middle school grades. For example, suspension incidents for Grade 9 students increased from 206 in 2023-2024 to 274 in 2024-2025 (33% increase). This indicates that disciplinary challenges are not confined to older high school students but are increasingly present across a broader age range.

ASSESSMENT & INTERVENTION

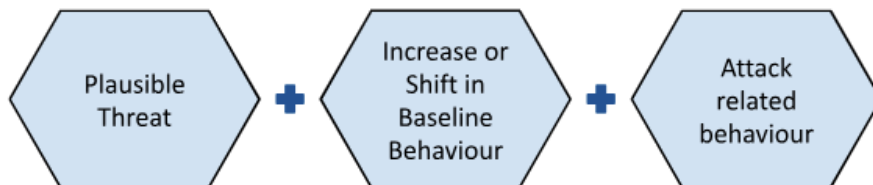
Violent Threat & Risk Assessment (VTRA) Protocol

The VTRA Protocol is designed to foster a shared understanding and common language around threat assessment, while also leveraging the expertise of community partners through a collaborative, multidisciplinary approach to violence prevention. ***It is important to note that the VTRA process is not disciplinary in nature, although there may be a parallel disciplinary process occurring simultaneously based on each unique situation.***

VTRA is considered a supportive process where teams engage in a detailed analysis of what is happening in a student's life in collaboration with families. Trained VTRA teams work from the perspective that serious violence is an evolutionary process. The role of the VTRA team is to determine why there was an increase or change in the baseline behaviour and whether the individual poses a risk to self or others. After the analysis is completed, the team identifies and develops strategies and interventions to reduce identified risk enhancers and support families in implementing a plan to improve the student's trajectory.

This protocol is based on the work of Kevin Cameron and the Center for Trauma-Informed Practice (CTIP) and reflects research and evidence-based practices from the fields of medical and mental health, law enforcement, threat management and more.

As part of the VTRA screening process, the following three elements are used to determine activation:



The multi-disciplinary approach to VTRA has four basic steps:

1. Identify worrisome or threatening behaviour;
2. Use a multi-disciplinary team to conduct a VTRA;
3. Determine if a threat-maker poses a risk and the potential level of risk; and
4. Intervene appropriately.

There are two VTRA stages:

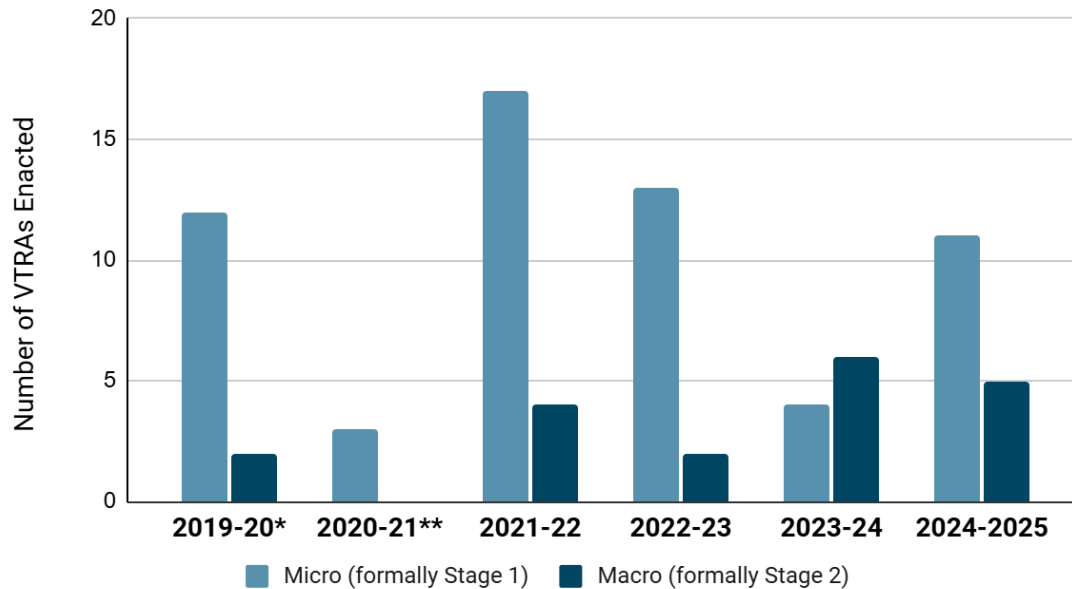
1. **Threat Assessment (Micro Assessment):** Previously referred to as a Stage 1 VTRA, this process determines if a threat-maker actually poses a risk to the target(s) they have threatened. Partners are engaged to rapidly gather data about the situation and identify the level of risk around a specific incident. The intervention plan typically focuses on the interventions required in the immediate environment where the threats occurred.
2. **Risk Assessment (Macro Assessment):** Previously referred to as a Stage 2 VTRA, this process determines if an individual may pose a further risk to a known or unknown target(s) in an unknown period of time. Partners are engaged to gather more specific information and data around the threat and develop a multi-disciplinary plan to intervene and address risk enhancers present in the student's life.

Not all Micro VTAs result in Macro VTAs: Several cases are resolved at the Micro stage when:

- The incident proves to either be a momentary lapse in judgment by the threat-maker that is low risk.
- Information that led to the activation of the VTRA proves to be unsubstantiated.
- In most cases, adequate interventions are put in place under the team's direction, addressing the needs of both the threat-maker and target.

VTRA Consultations: Within PSD, when a School Administrator is made aware of a threat they begin the process through a VTRA consultation with the Division Principal of Student Services and begin gathering information. While the majority of these consultations do not result in the activation of the VTRA Protocol, the Student Supports & Services team works alongside administration to support preventative and supportive plans for the student and school.

PSD Enacted VTAs



*COVID-19 Pandemic began March 2020: data represents Sept 2019-March 2020

**COVID-19 Pandemic throughout the 2020-2021 school year

Early Intervention - Worrisome Behaviour Intervention Plans

At the core of the VTRA process is the belief that the best prevention is intervention. Over the course of a school year, many of the VTRA Consultations do not meet the threshold to enact a VTRA, but are worrisome in nature. To support early intervention, a new process was established beginning in the 2022-2023 school year, with the addition of Worrisome Behaviour support. In these cases, the Division Principal of Student Services supports School Administration in the development of a **Worrisome Behaviour Intervention Plan**, which is preventative and supportive in nature. It is important to note that no VTRA activation does not mean no intervention.

VTRA Consultation Data

To better capture the early intervention work of the Division, in addition to tracking the number of Micro and Macro VTAs each school year, beginning in the 2023-2024 school year the Student Supports and Services team began recording the number of VTRA consultations, as well as the number resulting in Worrisome Behavior intervention planning, as shown below.

VTRA Consultation data	2023-2024	2024-2025
Worrisome Behaviour Interventions	13	7
Micro VTRA (formerly Stage 1)	4	11
Macro VTRA (formerly Stage 2)	6	5
Consultations not resulting in Macro VTRAs, Micro VTRAs, or Worrisome Behaviour Interventions	51	22
Total Consultations	74	45

The increase in Micro VTRAs during the 2024-2025 school year suggests that more cases presented a potential risk. However, effective VTRA planning and intervention likely prevented escalation to the Macro level. The slight decrease in Macro VTRAs may indicate stabilization in the number of incidents involving serious or sustained risk.

At the same time, the overall number of VTRA consultations declined. This may reflect a reduced need for formal activation, supported by ongoing early intervention efforts and a well-established understanding among school leaders of what constitutes a VTRA. The continued use of Worrisome Behaviour Intervention Plans has continued to provide a structured, preventative approach to addressing concerns before they escalate. These patterns reflect a continued commitment across schools to early identification, collaborative planning, and thoughtful support for students.



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair
ORIGINATOR	Lorraine Stewart, Board Chair
RESOURCE	Board of Trustees and Executive Team
GOVERNANCE POLICY	Board Policy 8: Board Committees and Representation Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 8: Appendix 8.1 Governance and Planning Committee
SUBJECT	GOVERNANCE & PLANNING SESSION (GPS)

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the unapproved Minutes from the August 27, 2025, GPS Meeting.

REPORT SUMMARY

On August 27, 2025, the Governance and Planning Committee met in-person to discuss a number of topics chose in advance by both the Board of trustees and the Executive Team. The following report is a record of this meeting.

LS:ly



MINUTES OF THE GOVERNANCE & PLANNING SESSION (GPS)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Wednesday, August 27, 2025, at 1:00 PM

Attendance:

Lorraine Stewart, Board Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFayden, Associate Superintendent
Bryn Spence, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Jordi Weidman, Director of Strategic Communications
Lee-Anne Yager, Recording Secretary

1. WELCOME & LEARNING MOMENT

1.1. Call to Order: Board Chair Stewart called the meeting to order at 1:00 pm.

1.2. Land Acknowledgement: Board Chair Stewart acknowledged Treaty Territory.

1.3. Changes to the Agenda: Superintendent Boyce requests the following changes:

Change agenda item 2.6 2025-2026 School Year Calendar Survey to 2026-2027 School Year Calendar Survey

Add agenda item 2.8 SGCHS Ground Breaking Photo Op.

Remove agenda item 3.2 Teacher Employer Bargaining Association (TEBA)

Add agenda item 3.2 Advocacy

1.4. Approval of the Agenda:

MOVED by Trustee McCann that the Board of Trustees accepts the agenda as amended.

CARRIED UNANIMOUSLY

1.5. Approval of the June 10, 2025, GPS Minutes:

MOVED by Trustee Wagner that the GPS Minutes of June 10, 2025, be approved.

CARRIED UNANIMOUSLY

- 1.6. **Learning Moment:** Trustee Osborne focused the learning moment around Board Policy 1 – Division Foundational Statements. Discussion ensued.

Trustee Montgomery entered the meeting at 1:08 p.m.

2. OPERATIONS AND INFORMATION

- 2.1. **Transportation:** Associate Superintendent McFadyen provided an overview of the Transportation Department's start-up for the 2025-2026 school year.
 - 2.1.1. Alternate stops: Superintendent Boyce shared the process used to determine alternate stops for student riders.
- 2.2. **Facilities Update:** Associate Superintendent McFadyen shared updates on the many projects the facilities department have been working on throughout the summer.
 - 2.2.1. Stony Plain land transfer: Superintendent Boyce updated the progress of the Stony Plain land transfer. Discussion ensued.
 - 2.2.2. MCHS Modular Classroom update: Associate Superintendent McFadyen provided an update on how many modular classrooms we will be receiving in the upcoming year.
- 2.3. **Revised/New Administrative Procedures:** Superintendent Boyce shared numerous updates to Administrative Procedures that were completed this summer.
 - 2.3.1. Completed revisions: Superintendent Boyce shared the completed Administrative Procedures.
 - 2.3.2. Draft procedures: Superintendent Boyce spoke to the Administrative Procedures that are in "draft" and will be completed. Discussion ensued.

Board Chair Stewart called a recess at 2:21 p.m. Meeting resumed at 2:23 p.m.

- 2.4. **Curriculum Implementation (Math/PEW/Social Optional Field Testing):** Superintendent Boyce shared the work that has been completed over the summer regarding the opportunities around piloting new curriculum. Discussion ensued.
- 2.5. **Aggression in Schools Action Team:** Associate Superintendent Miskolzie shared information she has received from participating with this action team. Discussion ensued.
- 2.6. **2026 – 2027 School Year Calendar Survey:** Associate Superintendent Spence shared information surrounding the survey and the different choices that stakeholders may provide feedback on. Results will be shared with the board in December 2025.
- 2.7. **PSD BBQ – September 27, 2025; Copperhaven School:** Superintendent Boyce shared that PSD will host a "Welcome Back" BBQ for the PSD staff on September 27, 2025, at Copperhaven School.
- 2.8. **Ground Breaking Photo Op:** Superintendent Boyce requested feedback on a proposed Ground Breaking photo opportunity for Trustees at the new Spruce Grove Composite High School site. Discussion ensued.

3. GOVERNANCE

- 3.1. **Association Business:**
 - 3.1.1. **Public School Boards' Association of Alberta (PSBAA):** No report.
 - 3.1.2. **Alberta School Boards Association (ASBA):** No report.

- 3.2. Advocacy:** Board Chair Stewart requests feedback on a potential response from the Board of Trustees regarding Premier Smith's comments related to School Board budgets. Discussion ensued.
- 3.3. Alberta Government Announcement regarding student mental health in First Nation Schools:** Trustee Osborne shared an email sent out from the Alberta Government speaking to the supports for First Nations student mental health. Discussion ensued.
- 3.4. SGCHS land transfer to City of Spruce Grove:** Superintendent Boyce discussed ongoing complexity surrounding the SGCHS land transfer related to the Real Property Governance Act. Discussion ensued.

Vice-Chair Hennig exited the meeting at 3:22 pm. Vice-Chair Hennig re-entered the meeting at 3:24pm.

4. STRATEGIC PLANNING

- 4.1. Trustee Attendance at Events (COSC, Staff BBQ, etc.):** Superintendent Boyce reported that Lead Team is aware the Board of Trustees may not be able to attend some events between September and the end of October due to the Trustee elections.
- 4.2. Review of Organizational Meeting Documents:**
 - 4.2.1. Trustee Feedback 2025-2026 Board Work Plan:** Superintendent Boyce requested feedback from the Trustees to finalize the 2025-2026 Board Work Plan. Discussion ensued.

5. IN-CAMERA: LABOUR, OTHER CONFIDENTIAL MATTERS

MOVED by Trustee Osborne that the Board of Trustees move to In-Camera at 3:46 p.m.

CARRIED UNANIMOUSLY

MOTION TO REVERT TO THE REGULAR GPS MEETING

MOVED by Trustee Wagner that the Board of Trustees move out of In-Camera at 4:20 p.m.

CARRIED UNANIMOUSLY

6. CLOSING

- 6.1. Discussion with Superintendent:** Trustees engaged in discussion with Superintendent.
- 6.2. Topics to come forward to the next Board Meeting:** Nothing to come forward.
- 6.3. Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.

7. Adjournment: Board Chair Stewart adjourned the meeting at 4:25p.m.

Next Meeting: September 23, 2025 9:00 a.m. (Full Day)



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Jill Osborne, Trustee, TBAC Chair
ORIGINATOR	Jill Osborne, Trustee, TBAC Chair
RESOURCE	Trustees, Executive Team and ATA members of TBAC
GOVERNANCE POLICY	Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 8: Appendix 8.4 Teacher Board Advisory Committee Terms of Reference
SUBJECT	TEACHER BOARD ADVISORY COMMITTEE (TBAC)

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees supports effective consultation and transparent communication with the Board and teacher representatives. The following report outlines the topics from the June 17, 2025, Teacher Board Advisory Committee (TBAC) meeting in which participants shared their perspectives for this purpose.

REPORT SUMMARY

On June 17, 2025, TBAC met to discuss a number of topics chosen in advance by the Board, administration and Alberta Teachers' Association (ATA) Parkland Teachers' Local 10 representatives.

Superintendent Boyce and Deputy Superintendent Francis shared updates, including:

- Jordan's Principle
- Violence Threat Risk Assessment (VTRA) becoming Trauma Violence Suicide Prevention Protocol (TVSP)
- Fairness and Safety in Sport Regulation
- Draft AP 311: Human Sexuality, Gender Identity and Sexual Orientation Education
- Library Books
- Potential Job Action

- PD Survey

The ATA Parkland Teachers' Local 10 President, Ms. Cresswell, shared several updates, including:

- Labour Action Update

TBAC items of discussion included:

- Sub Lists
- Transfers
- French Immersion Growth
- Teacher Hires for Fall
- OHS – Violent Incidents
- PD Update
- Air Quality

Members of TBAC would be pleased to respond to any questions.

JO:ly



MEMORANDUM

September 9, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Dr. Meg Miskolzie, Associate Superintendent, Student Services and Supports
RESOURCE	Dr. Meg Miskolzie, Associate Superintendent, Student Services and Supports
GOVERNANCE POLICY	Board Policy 2: Role of the Board
ADDITIONAL REFERENCE	Board Policy 18: Learning and Working in a Welcoming, Caring, Respectful and Safe Environment
SUBJECT	RESPONSE TO A REQUEST FOR INFORMATION (RRFI): STUDENT COUNSELLING STATISTICS

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board is charged with the responsibility of providing, for its students and their parents or guardians, an education system organized and operated in their best interests. It exercises this responsibility through setting of local educational policy and the wise use of resources.

During the Regular Meeting of the Board of Trustees on June 17, 2025, Trustee Osborne made a request for information (RRFI) regarding the number of students who have been provided support through our Division Psychologists Model and the number of students who have been referred to outside supports.

REPORT SUMMARY

Number of Students (K-12) seen by Counselling for the 2024-2025 school year: 1,999*

****Notes** These figures include students directly supported by school-based counsellors. They **do not** include students whose primary counselling support is provided externally (for example, through Recovery Alberta, the Primary Care Network [PCN], or private psychologists). In some cases, school counsellors may serve as a secondary support at the request and with the consent of parents or guardians. In these situations, school*

counsellors maintain contact with the student and collaborate with external professionals to ensure consistency in therapeutic approaches.

Estimated Number of Students (K-12) referred out to Community Services for the 2024-2025 school year: 220**

****Note:** *This data represents students who were initially supported by school counsellors but were subsequently referred to community-based services by school counsellors due to the complexity or intensity of their needs. It **does not** include:*

- *Students who were already receiving support from external providers prior to school counsellor involvement, or*
- *Students whose needs exceeded the scope of school counselling and were connected to external services through other pathways (e.g., via hospital admission, Violence Threat Risk Assessment [VTRA] protocols, or through district-level supports such as Sunrise Supports).*

Administration would be pleased to respond to any questions.

MM:ly