



NORTHLAND SCHOOL DIVISION NO. 61

ORGANIZATIONAL MEETING

AGENDA

Location: Division Office – Peace River, Alberta
Date & Time: Thursday, October 26, 2017 at 8:30 a.m. – 9:00 a.m.

[Click here](#) to watch the meeting live

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A. CALL TO ORDER (8:30 a.m.) (Secretary-Treasurer)	
1. Opening Cultural Reflection	
2. Oath of Office (L. Byers)	
B. NOMINATION PROCEDURES (Secretary-Treasurer)	
1. Review and Approval.....	2
C. POSITION OF CHAIR (Secretary-Treasurer)	
1. Trustees' Opportunity to Declare Interest	
2. Nomination of Candidates	
3. Candidates' Opportunity to Speak	
4. Trustees' Questions of Candidates	
5. Balloting Process and Declaration of Results	
6. Chair Assumes Chair	
D. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA (Chair)	
E. POSITION OF VICE-CHAIR (Chair)	
1. Trustees' Opportunity to Declare Interest	
2. Nomination of Candidates	
3. Candidates' Opportunity to Speak	
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NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2017
SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer
SUBJECT: Nomination Procedures
ORIGINATOR: Administration
REFERENCE(S) & ATTACHMENTS: Board Policy 5, Role of the Board Chair
Board Policy 6, Role of the Vice-Chair
Board Policy 7, Board Governance and Operations
Nomination of Chair and Vice-Chair Procedures

RECOMMENDATION:
THAT the Nomination Procedures for selection of a Chair and Vice-Chair be approved, as attached.

BACKGROUND:
The attached Nomination Procedures for the selection of the Chair and Vice-Chair are subject to approval at each Organizational Meeting.

RISK ANALYSIS:



NOMINATION OF CHAIR AND VICE-CHAIR PROCEDURES

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Secretary-Treasurer shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
 - a) The Secretary-Treasurer shall call for a motion to adopt the election procedures.
 - b) Prior to nominations being received, each trustee shall be given the opportunity to speak, indicating his/her intent for seeking nomination for the position of Chair (Vice-Chair).
 - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Secretary-Treasurer (Chair) shall call for the block nomination of the trustee(s) who indicated intent to seek the position of Chair (Vice-Chair).
 - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
 - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
 - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
 - g) Any trustee nominated for a position, who does not wish to be considered for the position, may at any time prior to voting, withdraw his or her name.
 - h) When there is more than one nomination for Chair (Vice-Chair) ballots shall be distributed for voting purposes.
 - i) All balloting shall be conducted by secret ballot. Each trustee shall mark an "x" on the ballot opposite the name of the person for whom the trustee is voting.
 - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
 - k) If, on any ballot, a trustee receives a majority number of votes of those members present, there shall be no further votes taken.
 - l) On each ballot each trustee may not cast a vote for any trustee:
 - who have withdrawn their name from being considered for the position.
 - who have been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.

- n) if on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Prior to the second ballot being taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot provided that, no more than two persons shall be dropped from the ballot at the same time.
- r) If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees; then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.
 - Prior to determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r) may choose to conference and mutually decide and declare who will withdraw and/or
 - The Secretary-Treasurer shall:
 - write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture,
 - fold the sheets of paper in a uniform manner so that the names are concealed,
 - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
 - declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when there are only two trustees remaining on the ballot, one further ballot shall be taken. Prior to this vote being taken, each candidate will be given the opportunity to speak.
- u) If two or more candidates for any office have received the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
 - write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture,
 - fold the sheets of paper in a uniform manner so that the names are concealed,
 - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
 - declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.
- v) Prior to determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2017

SUBMITTED BY: Gord Atkinson, Superintendent of Schools

SUBJECT: 2017 – 2018 Board Meeting Schedule

ORIGINATOR: ADMINISTRATION

REFERENCE(S) & ATTACHMENTS: 2017-2018 Board Meeting Schedule
Board Policy 7, Board Governance & Operations
School Act, Section 66-67

RECOMMENDATION:

THAT the Board of Trustees approve motion #24369/17 previously adopted at the June 22, 2017 Board meeting, and set the location of each meeting.

BACKGROUND:

The 2017-2018 Board Meeting Dates were approved and adopted at the June 22, 2017 Board meeting.

A schedule was prepared to August 2018 that provides monthly Board meetings to be held on the third Thursday of each month, whenever possible. The location of the Board meetings need to be set. The schedule was prepared with attention to conferences, meetings and events of which we are aware in order to minimize and avoid conflicts as much as possible. Section 66 of the School Act states, The Board shall hold as many regular meetings as it considers necessary to deal adequately with its business.

Special meetings of the Board may be called in accordance with the *School Act* to address emergent issues.

RISK ANALYSIS:



2017-2018 Corporate Board Meeting Dates

Date	Time	Facility
September 14, 2017 (Official Trustee Board Meeting)	11:00 a.m. – 4:30 p.m.	Division Office
October 26, 2017 (Organization Meeting)	8:30 a.m. – 9:00 a.m.	Division Office
October 26, 2017 (Board Meeting)	9:00 a.m. – 12:00 p.m.	Division Office
November 30, 2017	11:00 a.m. – 4:30 p.m.	TBD
January 25, 2018	11:00 a.m. – 4:30 p.m.	TBD
February 22, 2018	11:00 a.m. – 4:30 p.m.	TBD
March 22, 2018	11:00 a.m. – 4:30 p.m.	TBD
April 19, 2018	11:00 a.m. – 4:30 p.m.	TBD
May 24, 2018	11:00 a.m. – 4:30 p.m.	TBD
June 21, 2018	11:00 a.m. – 4:30 p.m.	TBD
August 30, 2018	11:00 a.m. – 4:30 p.m.	TBD



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2017

SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer

SUBJECT: Trustee Disclosure Statement

ORIGINATOR: Section 80 & 81 of the *School Act*

REFERENCE(S) & Section 80 & 81 of the *School Act*

ATTACHMENTS: Trustee Disclosure Statement and Certification

RECOMMENDATION:

THAT the Board of Trustees review the Trustee Disclosure Statements and complete and submit their Trustee Disclosure Statement at the Organization Meeting.

BACKGROUND:

This is a requirement of Sections 80 and 81 of the *School Act*.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION NO. 61

TRUSTEE DISCLOSURE STATEMENT AND CERTIFICATION

It is the duty of each Northland School Division Trustee to disclose personal and financial information, as required by sections 80 and 81 of the *School Act*, including pecuniary interests held by them, their spouse or adult interdependent partner or their minor children that could affect or be affected by the deliberations, decisions and business objectives of Northland School Division. A person has a pecuniary interest if they:

- are a shareholder, director or officer of a privately-held corporation;
- hold ten percent or more of the voting shares of a publicly-traded corporation;
- are a member of a partnership or firm; or
- are employed by a corporation, partnership, firm, government or other person.

Disclosure is to occur prior to the first regular or special Board of Trustees' meeting held following each election, and annually thereafter during the term of office, at the time of the annual organizational meeting, or at any time if there are significant changes in a trustee's pecuniary interests. The purpose of this disclosure is to comply with the *School Act* and to ensure that all commitments made on behalf of Northland School Division are made in an accountable and transparent manner. An excerpt of the *School Act* (sections 80 and 81) is attached for your reference.

I, _____, in accordance with sections 80 and 81
(Trustee's First and Last Name)

of the *School Act*, hereby declare the following names of my spouse or adult interdependent partner and all children, the employment of myself, my spouse or adult interdependent partner and all children and the pecuniary interests of myself, my spouse or adult interdependent partner and children under 18 years of age, that is outside the scope of my position with Northland School Division.

I certify that the information provided in this form is correct and is a complete disclosure of all information required in accordance with sections 80 and 81 of the *School Act*.

Trustee signature: _____ Date: _____

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

Please complete the following information. If you require additional space, please attach an additional form.

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

**Attachment
Excerpt from the *School Act***

**Division 3
Conflict of Interest**

Pecuniary interest

80(1) In this Division,

- a) “corporation”, “distributing corporation”, “shareholder”, “voting shares”, “voting rights”, “director” and “officer” have the meanings given to them in the *Business Corporations Act*;
- b) “pecuniary interest” means, with respect to a person, an interest in a matter that could monetarily affect
 - i. the person,
 - ii. a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - iii. a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer,
 - iv. a partnership or firm of which the person is a member, or
 - v. a corporation, partnership, firm, government or person that employs the person;
- c) “spouse” means the husband or wife of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

(2) For the purposes of this Division except section 81(1), the pecuniary interests of the spouse or adult interdependent partner of a person that are known to the person or of which the person reasonably should know are deemed to be the pecuniary interests of the person.

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

- a) as an elector or taxpayer of the district or division,
- b) by reason of
 - i. the person’s appointment by the board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the board, or
 - ii. the person being appointed as the representative of the board on any commission, committee or other body,
- c) with respect to any allowance, honorarium, remuneration or benefit to which the person may be entitled by reason of being a trustee or an employee of a board or by reason of having been appointed by the board to a position described in clause (b),

- d) by reason of the person's employment by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the person is an employee,
- e) by reason of the person being a member of
 - i. a credit union, a co-operative or a non-profit organization formed under an Act of the Legislature or of the Parliament of Canada, or
 - ii. a service club,
- f) by reason of the person having an interest that is an interest in common with
 - i. the majority of electors of the district or division, or
 - ii. where the matter affects only part of the district or division, with the majority of electors in that part,
 or
- g) by reason of an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the person.

(4) Subsection (3)(e) does not apply to a person who is an employee or director of a credit union or co-operative or an employee of an organization or club referred to in that clause.

Disclosure of information

81(1) Each trustee of a board shall file with the board's secretary a statement showing

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

(2) The board's secretary shall

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



NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** October 26, 2017
SUBMITTED BY: Trudy Rasmuson, Secretary-Treasurer
SUBJECT: 2017 – 2018 Board Committee & Representatives Schedule
ORIGINATOR: Administration
REFERENCE(S) & ATTACHMENTS: 2017-2018 Board Committee & Representatives Schedule
Board Policy 8, Board Committees
Board Policy 9, Board Representatives

RECOMMENDATION:

THAT the Board of Trustees approve the 2017-2018 Board Committee & Representatives schedule, as attached.

BACKGROUND:

The Board Committees and Board Representatives list has been prepared in accordance with Board Policies 8 and 9.

The trustee has a responsibility to be well prepared for committee meetings and to participate in the discussions and decision making that may lead to a recommendation being made to the Board for approval and/or action.

RISK ANALYSIS:



2017 – 2018 BOARD COMMITTEE & REPRESENTATIVES SCHEDULE

Policy 8 - Board Committees

Standing Committees:

Agenda Review: Board Chair, Vice-Chair, Superintendent or designate, one trustee (rotational basis)

Month	Election Year (2017)	2018	2019	2020
September		Ward 9	Ward 8	Ward 7
October		Ward 10	Ward 9	Ward 8
November	Ward 1	Ward 11	Ward 10	Ward 9
December	No Meeting	No Meeting	No Meeting	No Meeting
January	Ward 2	Ward 1	Ward 11	Ward 10
February	Ward 3	Ward 2	Ward 1	Ward 11
March	Ward 4	Ward 3	Ward 2	Ward 1
April	Ward 5	Ward 4	Ward 3	Ward 2
May	Ward 6	Ward 5	Ward 4	Ward 3
June	Ward 7	Ward 6	Ward 5	Ward 4
July	No Meeting	No Meeting	No Meeting	No Meeting
August	Ward 8	Ward 7	Ward 6	Ward 5

Ad Hoc Committees:

Local Bargaining: Maximum 3 trustees, Associate Superintendent HR, Secretary-Treasurer, Superintendent or designate

Chair (Trustee)	
Trustee	
Trustee	
Associate Superintendent of Human Resources	
Secretary-Treasurer	
Superintendent or designate	
Administration support	

CIF Committee:

October 26, 2017



2017 – 2018 BOARD COMMITTEE & REPRESENTATIVES SCHEDULE

Policy 9 - Board Representatives

Organization	NSD Trustee Representative
Alberta School Boards Association - Zone 1	
Public School Boards Association of Alberta	
Second Languages Caucus (ASBA)	

Key Partners Representatives:

Representative (Ward Trustee)	Representative To	Alternate Representative (Ward Trustee)
1	Paddle Prairie Metis Settlement Council County of Northern Lights Council	5
2	Aseniwuche Winewak Nation MD of Greenview Council	4
3	Gift Lake Metis Settlement Council Peavine Metis Settlement Council Whitefish Lake First Nation Chief & Council MD of Big Lakes County Council	4 or 5
4	East Prairie Metis Settlement Kapawe'no First Nation Chief & Council Sucker Creek First Nation Chief & Council MD of Big Lakes County Council	3 or 5
5	Peerless Trout First Nation Chief & Council Lubicon Lake Band Chief & Council Woodland Cree First Nation Chief & Council Northern Sunrise County Council MD of Opportunity Council	3 or 4
6	Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90	7 or 8
7	Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90	6 or 8
8	Bigstone Cree Nation Chief & Council MD of Opportunity Council	6 or 7
9	Mikisew Cree Nation Chief & Council Athabasca Chipewyan First Nation Chief & Council Metis Local #125 Wood Buffalo Municipal District Council	10
10	Chipewyan Prairie First Nation Chief & Council Fort McKay First Nation Chief & Council Fort McMurray First Nation Chief & Council Wood Buffalo Municipal District Council Metis Local #63 (Fort McKay), #193 (Conklin), #780 (Anzac)	9 or 10
11	Elizabeth Metis Settlement Council Fishing Lake Metis Settlement Council	10