



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 19-08

AGENDA

Location: Days Inn, 10010 179a St. NW, Edmonton
 Room: Lindon Ballroom
 Date & Time: Friday, September 20, 2019, 9:00 a.m.

Note: If agenda is ahead of schedule, items will be moved up

A. CALL TO ORDER (9:00 a.m.) Chair Guild

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair Guild		
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee Lamouche		
3.	Approval of Agenda	All	Motion to approve	
4.	In-Camera	All	Motion in/out of in-camera	

B. CONSENT AGENDA (Motion to approve)

No.	Title	Responsible	Action	Page No.
1.	Board Meeting Minutes – August 23, 2019	All	Approval	4
2.	Special Meeting – September 14, 2019	All	Approval – draft minutes to be emailed out by Wednesday Sept 18, 2019	10
3.	Business Arising from Previous Meetings - Board Action Items	Secretary-Treasurer Rasmuson	Information	13
4.	Board Chair Report	Chair Guild	Information	15
5.	Association Reports	All	None Received	
6.	Superintendent Report	All	Information	16
7.	Committee and/or Board Representative Reports	All	None Received	
8.	Trustee Activity Reports	Trustees	None Received	
9.	Board Advisor Report	Board Advisor Byers	Information	18

C. ACTION ITEMS

No.	Title	Responsible	Action	Page No.
1.	Little Buffalo Land Transfer	Secretary-Treasurer Rasmuson	Motion to transfer	19
2.	Bus Transfers to KTCEA	Secretary-Treasurer Rasmuson	Motion to transfer	24
3.	Policy 5 – Role of the Chair	Board Advisor Byers	Motion – First Reading	27
4.	Policy 3 – Appendix B Trustee Working Relationships Guidelines	Board Advisor Byers	Motion – First Reading	38
5.	Policy 7 Appendix C Trustee Expenses and Corporate Card Guidelines	Secretary-Treasurer Rasmuson	Motion – Second Reading	35
6.	Policy 16 – Recruitment and Selection of Personnel	Associate Superintendent HR Oginski	Motion – Second Reading	48



NORTHLAND SCHOOL DIVISION NO. 61

REGULAR BOARD MEETING NO. 19-08

7.	Policy 20 – Teacher Housing	Secretary-Treasurer Rasmuson	Motion – Second Reading	52
8.	Policy 8 – Board Committees	Secretary-Treasurer Rasmuson	Motion – Second Reading	54
9.	Board Committee Appointments – TEBA, Advocacy and Wellness	Secretary-Treasurer Rasmuson	Motion to approve appointment	65
10.	Date change for October meeting	Secretary-Treasurer Rasmuson	Motion to approve date change	67
11.	Board Evaluation date	Chair Guild	Motion to approve date	68
12.	Superintendent Search Consultant	Chair Guild	Motion to approve	69
13.	Policy 4 – Trustee Code of Conduct	Secretary-Treasurer Rasmuson	Motion to approve	70
14.	Policy 7 – Board Governance & Operations	Secretary-Treasurer Rasmuson	Motion to approve	82
15.	Renewing Our Spirit Youth Conference	Acting Superintendent Spencer-Poitras	Motion to approve	95

D. RECESS

E. MONITORING REPORTS (Motion to receive as information)

No.	Title	Responsible	Action	Page No.
1.	Board Chair Highlights	Chair Guild	Information - Discussion	
2.	Superintendent Highlights	Acting Superintendent Spencer-Poitras	Information- Discussion	97
3.	Area 1 Associate Superintendent Report	Area Associate Superintendent Willier	Information-Discussion - handout	99
4.	Enrollment Report	Associate Superintendent HR Oginski	Information - handout	102
5.	Communications Report	Communications Coordinator Walty	Information - Discussion	105

F. PRELIMINARY DISCUSSION OF BOARD ITEMS

No.	Title	Responsible	Action	Page No.
1.	Lease Transfers for Chipewyan Lake, Peerless Lake and Trout Lake	Secretary-Treasurer Rasmuson	Information – Discussion - handout	116
2.	Expense Claims on Website	Chair Guild	Information- Discussion - handout	125

G. ADJOURNMENT & CLOSING CULTURAL REFLECTION

“Our students love to come to school in Northland”



TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: TRUDY RASMUSON, SECRETARY-TREASURER

SUBJECT: APPROVAL OF CONSENT AGENDA

REFERENCE(S) & ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approves the consent agenda which approves the items as follows:

- Minutes of August 23, 2019 Board meeting are approved as attached
- Minutes of September 14, 2019 Special Meeting are approved as attached/amended
- The following reports are received as information:
 - Board Chair Report
 - Superintendent Report
 - Trustee Activity Reports
 - Board Advisor Report

BACKGROUND:

The consent agenda process is based on the assumption that everyone reads all the consent agenda items, and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question, and the response.

Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done prior to the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

RISK ANALYSIS:

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES REGULAR MEETING
ON AUGUST 23, 2019 AT EXECUTIVE ROYAL HOTEL,
EDMONTON, ALBERTA

MEMBERSHIP		
✓	Maddy Daniels	• Trustee Ward 1
X	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
X	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
X	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Chair Ward 7
X	Loretta Gladue	• Trustee Ward 8
✓	Rubi Shirley	• Trustee Ward 9
✓	Jules Nokohoo	• Vice-Chair Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Nancy Spencer-Poitras	• Acting Superintendent of Schools
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Wesley Oginski	• Associate Superintendent of Human Resources
✓	Shelley Willier	• Area 1 Associate Superintendent
	Vacant	• Area 2 Associate Superintendent
✓	Tim Stensland	• Area 3 Associate Superintendent
✓	Don Tessier	• Director of Student Engagement, Attendance, and Completion
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Judy Ducharme	• Executive Secretary

CALL TO ORDER

Chair Guild called the meeting to order at 9:02 a.m.

OPENING PRAYER,
CULTURAL
REFLECTION

Trustee Cardinal provided an opening prayer and cultural reflection.

ADOPT AGENDA

24875/19 Trustee Telford moved that the Board of Trustees acknowledge that Trustees have reviewed and approve the agenda with the following additions:

C12 Renewing Our Spirit Youth Conference – 2019
C13 Rental Housing – Paddle Prairie
C14 S-Endorsement Training for Casual Staff

7-11
CARRIED

IN-CAMERA SESSION	24876/19	Trustee Anderson moved that the meeting go in-camera at 9:07 a.m.
		7-11 CARRIED
REGULAR SESSION	24877/19	Trustee Cardinal moved that the meeting revert to regular session at 9:50 a.m.
		7-11 CARRIED
ADOPT CONSENT AGENDA	24878/19	Vice-Chair Nokohoo moved that the Board of Trustees adopt the consent agenda as amended: Item B5 Acting Superintendent Report be moved to E2
		7-11 CARRIED
POLICY 7 APPENDIX C TRUSTEE EXPENSES AND CORPORATE CARD GUIDELINES	24879/19	Trustee Telford moved that the Board of Trustees table Policy 7 Appendix C Trustee Expenses and Corporate Card Guidelines to the September Board meeting
		7-11 CARRIED
POLICY 13 – APPEALS AND HEARINGS REGARDING STUDENT MATTERS	24880/19	Trustee Daniels moved that the Board of Trustees approve the housekeeping changes to Policy 13, Appeals and Hearings Regarding Student Matters, with revisions as attached.
		7-11 CARRIED
POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL	24881/19	Trustee Shirley moved that the Board of Trustees approve the first reading to changes to Policy 16, Recruitment and Selection of Personnel, with revisions attached.
		7-11 CARRIED

POLICY 20 –
TEACHER HOUSING

24882/19 Trustee Telford moved that the Board of Trustees approve the first reading to changes in Policy 20 – Teacher Housing, with revisions, as attached.

7-11
CARRIED

POLICY 8 – AUDIT
COMMITTEE

Secretary-Treasurer Rasmuson provided background on the topic. Discussion on the inclusion of the functions of a budget committee with the audit committee.

Action: Secretary-Treasurer to bring recommendation for including functions of a budget committee with the audit committee.

24883/19 Trustee Daniels moved that the Board of Trustees approve the first reading of Policy 8, Board Committees with revisions, as attached.

7-11
CARRIED

Trustee Daniels left the meeting at 11:37 am
Trustee Daniels returned to meeting at 1:00 pm

MOBILE HOME SALE

Secretary-Treasurer Rasmuson provided background on the topic.

24884/19 Vice Chair Nokohoo moved that the Board of Trustees approve the sale of five Palm Harbour mobile homes by auction or tender, with no reserve amount, and the proceeds to be used for renovating the teacher housing in the Wabasca/Desmarais area.

6-11
CARRIED

ALBERTA MENTAL
HEALTH PROJECT

24885/19 Vice Chair Nokohoo moved that the Board of Trustees approve the Alberta Health Services Extension and Amending Agreement for the provision of Addiction and Mental Health Services; in the amounts of \$734,555.00 and \$705,184.00.

6-11
CARRIED

ACTION – Administration to bring results from the project to the next meeting

BOARD COMMUNITY ENGAGEMENT LEAD	24886/19	Trustee Anderson moved that the Board of Trustees approve the changes to the “Board Community Engagement Lead” role as per attached.
		6-11 CARRIED
TRANSPORTATION AGREEMENT GYPSD	24887/19	Trustee Telford moved that the Board of Trustees to direct administration to enter into a transportation agreement with Grande Yellowhead Public School Division for students that reside in Wanyandie Flats East.
		6-11 CARRIED
SCHOOL CALENDAR AMENDMENT	24888/19	Trustee Telford moved that the Board of Trustees approve the changes to the NSD 2019-2020 Calendar.
		6-11 CARRIED
RENEWING OUR SPIRIT YOUTH CONFERENCE 2019		Chair Guild and Acting Superintendent Spencer-Poitras provided background to the item. Discussion on the request for facilitators, use of the facilities and monetary support.
		<u>ACTION: Administration to bring recommendation to September meeting with regards to support for the event.</u>
	24889/19	Trustee Daniels moved that the Board of Trustees table this item to the September meeting.
		7-11 CARRIED
RENTAL HOUSING – PADDLE PRAIRIE METIS SETTLEMENT		Trustee Daniels was requesting that NSD provide some teacher housing to a few families displaced in the wild fires at no cost.

ACTION – Board suggested families should be applying to Disaster Services Funding First. Administration to follow-up on the matter.

S ENDORSEMENT
TRAINING

Trustee Daniels indicated it is difficult for casual drivers to get their S-endorsement if they have to pay up front for the training.

ACTION – Administration to provide explanation of the process and procedures to receiving reimbursement for the training.

AUDITORS'
ENTRANCE
MEETING

Presentation provided by Stephan Webber with the Metrix Group. Discussion was held on the 2018-2019 Audit Year End Workplan.

24890/19 Trustee Cardinal moved to go in-camera at 2:01 pm

24891/19 Trustee Shirley moved to come out of in-camera at 2:38 pm

24892/19 Vice Chair Nokohoo moved that the Board of Trustees approve 2018-2019 Audit Year-end Workplan.

7-11

CARRIED

MONITORING
REPORTS

24893/19 Trustee Telford moved that the Board of Trustees receive the following items as information and discussion:

- Board Chair Highlights
 - Board Budget
- Acting Superintendent Highlights
- Director of Student Engagement, Attendance and Completion Report

7-11

CARRIED

Chair Highlights:

- Minister's teleconference
 - Canadian School Board Association Congress in Toronto
 - Staff Long Term Awards – Year End BBQ
- Board Budget
- Currently in a deficit
 - Accommodations – be mindful of spending

Acting Superintendent Highlights:

- Schools affected by the wildfires
- Teacher contracts signed

ADJOURNMENT

24894/19 Trustee Telford moved that the Board of Trustees declare the meeting adjourned at 4:25 pm.

7-11

CARRIED

Robin Guild, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Judy Ducharme, Executive Secretary

MINUTES OF THE NORTHLAND SCHOOL DIVISION
NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON
SEPTEMBER 14, 2019 AT DAYS INN & SUITES,
EDMONTON, AB.

MEMBERSHIP		
✓	Maddy Daniels	• Trustee Ward 1
X	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Trustee Ward 3
X	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6 (Telephone)
✓	Robin Guild	• Chair Ward 7
X	Loretta Gladue	• Trustee Ward 8
✓	Rubi Sakeskanip	• Trustee Ward 9
✓	Jules Nokohoo	• Vice – Chair, Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
X	Lois Byers	• Board Advisor
✓	Trudy Rasmuson	• Secretary-Treasurer
X	Wesley Oginski	• Associate Superintendent of Human Resources
X	Shelley Willier	• Area 1 Associate Superintendent
✓	Nancy Spencer-Poitras	• Acting Superintendent
X	Tim Stensland	• Area 3 Associate Superintendent
X	Don Tessier	• Director of Student Attendance, Attendance, and Completion
X	Curtis Walty	• Communications Coordinator
x	Krystal Potts	• Executive Assistant

CALL TO ORDER

Chair Guild called the meeting to order at 9:05 a.m.

OPENING
PRAYER,
CULTURAL
REFLECTION OR
REFLECTION

Trustee Cardinal gave the opening prayer.

OPENING
REMARKS

Chair Guild explained the purpose of the special meeting – to consider a complaint by a Trustee alleging violation of the Trustee Code of Conduct related to another member of the board of Trustees, reference number 2019-001.

IN-CAMERA
SESSION

Vice Chair Nokohoo moved that the meeting go in-camera at 9:07 a.m.

CARRIED

Acting Superintendent Spencer-Poitras, Secretary-Treasurer Rasmuson and Executive Secretary Ducharme left the room.

Note: Trustee Daniels left the room between 9:20 am and 9:25 am and between 9:32 am and 10:25 am.

REGULAR
SESSION

Trustee Telford moved that the meeting revert to regular session at 10:25 a.m.

CARRIED

RECESS

The meeting recessed at 10:25 am and reconvened at 10:32 am.

CODE OF
CONDUCT

24895/19

Vice-Chair Nokohoo moved that the Board censure Trustee Maddy Daniels respecting the conduct reviewed and discussed by members of the Board of Trustees during the in-camera meeting by removing her from all sub-committees, including Committee of the Whole, for a period of one year, with a letter of apology to the Board.

Recorded Vote

For:

Trustee Telford
Trustee Yellowknee
Trustee Anderson
Trustee Cardinal
Chair Guild
Vice Chair Nokohoo

Against:

Trustee Shirley

CARRIED

ADJOURN

Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 10:39 am.

CARRIED

Robin Guild, Board Chair

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Judy Ducharme, Executive Secretary



BOARD - REGULAR MEETING AGENDA REVIEW ACTION ITEMS

September 20 2019

No.	Agenda Item	Task	Meeting Date	Date Due	Status	Delegated To
1	Policy 8 - Audit Committee	to bring recommendation for including functions of a budget committee with the audit committee	8/23/2019	9/20/2019	On agenda	Trudy
1	Alberta Mental Health Project	to bring results from the project to the next board meeting	8/23/2019	9/20/2019	pending	Nancy
3	Renewing Our Spirit Youth Conference 2019	to bring recommendations to the next meeting with regards to support for the event	8/23/2019	9/20/2019	On agenda	Nancy
	Rental Housing - Paddle Prairie Metis Settlement	Suggestion that families should be applying to Disaster Services Funding First. Administration to follow-up on the matter	8/23/2019	9/20/2019	pending	Nancy
2	S Endorsement Training	to provide explanation of the process and procedures to receiving reimbursement for the training.	8/23/2019	9/20/2019	pending	Nancy
4	Policy 8 - Audit Committee	to include budget process in the new committee and bring recommendation to	8/23/2019	9/20/2019	On agenda	Trudy
5	Policy 7 Appendix C Trustee	To make housekeeping changes and bring back to next meeting	8/23/2019	9/20/2019	On agenda	Trudy/Judy
6	Chair's Report	Contact Keewatin Patricia District School Board	8/23/2019	8/23/2019	Pending	Nancy

7	Superintendent Report	Send out a bulletin to Paddle Prairie about the asbestos	8/23/2019	9/5/2019	Pending	Nancy



Superintendent's Report

September 20, 2019

Conklin Community School Tour with the Minister of Education	August 26, 2019
Along with the Board Chair and Vice-Chair, toured Conklin Community School with the Minister of Education.	
Athabasca Delta Community School Tour with the Minister of Education	August 27, 2019
Along with the Board Chair and Vice-Chair, toured Athabasca Delta Community School with the Minister of Education.	
Meeting with Athabasca Chip First Nation	August 27, 2019
Topics of discussion included the Fort Chipewyan tuition agreement and teacher housing.	
Barbeque for Anzac and Janvier Community	August 28, 2019
Staff, parents, students, and community celebrated the beginning of the school year with a community barbeque.	
Fort McKay School Tour with the Minister of Education	August 29, 2019
Along with the Board Chair and Vice-Chair, toured Fort McKay School with the Minister of Education.	
Teleconference - Paddle Prairie School Update	August 30, 2019
Teleconference regarding Paddle Prairie School restoration.	
Board Agenda Review	September 3, 2019
Attended agenda review to prepare for the September 20, 2019 Corporate Board meeting.	
Central Office Staff Meeting	September 4, 2019
Meeting with Central Office staff in Peace River. Topics included Board highlights and Division updates.	

Paddle Prairie School Community Meeting	September 4, 2019
Meeting with school staff, students, administration, Board Chair, Vice Chair, Alberta Health Services, Crawford Global Technical Services, and Premier Restoration regarding Paddle Prairie School air quality testing. The school passed all necessary air quality testing.	
Board Retreat	September 13, 2019
Retreat with the Board of Trustees. Topics included Division Accountability Pillar Results, AERR, Reviewing the Board Positive Path Forward, and setting top 3 goals.	
Area 1 Associate Superintendent Interviews	September 13, 2019
Attended interviews for the Area 1 Associate Superintendent position with members of the Board of Trustees.	
Attendance Update with Alberta Education	September 16, 2019
Meeting with the Director of Student Engagement, Attendance, and Completion along with representatives from Alberta Education to discuss the attendance initiative.	
5 Year Investment Grant Meeting with Alberta Education	September 16, 2019 - tentative
Meeting with Alberta Education to give an overview of the 5 Year Investment grant impact on education.	
Meeting with Alberta Education Regarding Funding Model	September 17, 2019 - tentative
Meeting with representatives of Alberta Education regarding putting NSD input into the provincial funding model.	

Committed Dates

Mistassiniy Modernization Start-up Meeting	September 25, 2019
Minister of Education School Visit - JF Dion	September 26, 2019



NORTHLAND SCHOOL DIVISION NO. 61

BOARD ADVISOR REPORT TO THE BOARD

TO:	The Board of Trustees	DATE:	September 4, 2019
SUBMITTED BY:	Lois Byers, Board Advisor		
SUBJECT:	Aug 12 - Sep 4, 2019		

SUMMARY:

- Various discussions and emails with Chair, other trustees, Acting Supt and senior admin. on processes re Board business, Board retreat, etc.
- Various discussions re Division budget, deficits, etc.
- Various discussions with Chair re processes and procedures
- Attended August Board and COTW meetings in Edmonton
- Participated in teleconference re Board meeting and COTW debrief and follow up actions required
- Participate in September agenda review teleconference meeting:
- Assist with changes to Policy 7, Appendix C Trustee Expense Guidelines; Policy 3 App B Working Relationship Guidelines; Policy 5 Role of Chair; Policy 6 Role of Vice-Chair
- Assist with finalizing all changes to policies and follow up on other items from August board meeting.
- Prepare for Board and COTW meetings.



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: TRANSFER OF LAND AND BUILDINGS AND SCHOOL FURNITURE IN LITTLE BUFFALO

ATTACHMENTS: LETTER FROM ROBERT F. RODDICK Q.C.
MAP OF LAND TO BE TRANSFERRED

RECOMMENDATION:

THAT the Board of Trustees approve the transfer of the school furniture and the division-owned land, as listed, to 2033800 Alberta Ltd., all for \$1.00, subject to Ministerial Approval:

Lot 111, Block 009, Plan 82233143

Lot 113, Plan 9622484

Lot 77, Block 008, Plan 8121420

Lot 78, Block 008, Plan 8121420

Lot 83, Block 009, Plan 8121420

BACKGROUND:

In September, 2018, Northland School Division transferred the operation of the Little Buffalo School to the Kee Tas Kee Now Education Authority (KTCEA). The education authority has operated the school for the past year.

The assets relating to the school have not yet been formally transferred. NSD administration recently received a letter from Robert F. Roddick Q. C., outlining what organization is to receive the assets. The land and buildings will be handled separately, and the mobile homes, used to house the teachers, will be transferred under a bill of sale (versus land transfer).

The land and buildings are to be transferred to 2033800 Alberta Ltd, which is a company wholly owned by the Lubicon Lake Band No. 453. The land transferred will, in turn, be transferred to Canada to be converted to Reserve.

Land to be transferred:

Lot 111, Block 009, Plan 8223143 – school land w/school

Lot 113, Plan 9622484 – vacant land

Lot 77, Block 008, Plan 8121420 – leased to the Lubicon Lake Band #453

Lot 78, Block 008, Plan 8121420 - leased to the Lubicon Lake Band #453

Lot 83, Block 009, Plan 8121420 - leased to the Lubicon Lake Band #453

Appraisal for the above land and the school (without the mobile homes) is \$791,000.

There has been no value attached to the furniture or fixtures of the school.

In order for this to move forward, the division needs Ministerial Approval to sell the property differently from the process described in the *Disposition of Property Regulation*, which requires the sale to be conducted by tender or public auction (neither of which will take place in regards to this transfer). This transfer will take place between 2033800 Alberta Ltd. and the division, and will be for \$1.00.

RISK ANALYSIS:

No risks are perceived. There is a greater risk to the Division as the situation stands, as the Division is responsible for the upkeep and insurance on the property.

ROBERT F. RODDICK Q.C.

#2, 4716-91 Avenue NW
Edmonton, AB T6B 2L1
Phone: (780) 469-0451
Fax: (780) 468-4389
Cell: (780) 445-8281
Email: rfr@rfroddick.ca

Your File:
Our File: 408 RFR

June 19th, 2019

Ms. Trudy Rasmuson
By Email to trudy.rasmuson@nsd61.ca and by mail
Secretary Treasurer
Northland School Division No. 61
PO Bag 1400
9809-77 Avenue
Peace River, AB T8S 1V2

Dear Madam:

RE: NSD Land Transfer

I would advise that I act as solicitor for Lubicon Lake Band No. 453 and have been forwarded your email, which was directed to Tracy Laboucan and dated Wednesday, June 19, 2019.

The land, teacherages and furniture are to be transferred to 2033800 Alberta Ltd. This is a company wholly owned by Lubicon Lake Band No. 453 and will ultimately transfer the land and teacherages to Canada to be converted to Reserve.

If you require anything further, please contact me. Please reply directly to my email,

rfr@rfroddick.ca.

Yours truly,

ROBERT F. RODDICK, Q.C.

RFR/gmf


















Encl.

c.c. Tracy Laboucan
Al Rollins

Print Preview

2/2/2015

LEGEND

-  Roads
-  COUNTY
-  PRIVATE
-  PROVINCIAL
-  PEACE RIVER
-  NAMPA
-  County Boundary
-  Map Labels
-  Hydro Features
-  Parks
-  Indian Reserves
-  Section Label
-  Industrial Accounts
-  Cadastral
-  Dimensions
-  Lot/Block/Plan Labels
-  Hamlet Boundaries





Current Scale 1: 4005



 100 yd
 100 m



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: TRANSFER OF BUSES IN LITTLE BUFFALO/PEERLESS LAKE/TROUT LAKE TO KTCEA

ATTACHMENTS: EMAIL FROM KEE TAS KEE NOW CEO, AL ROLLINS

RECOMMENDATION:

THAT the Board of Trustees approve the transfer of the division-owned buses, units 511, 512, 547, 548, 568, 569, 575, to Kee Tas Kee Now Education Authority for \$1.00, subject to Ministerial Approval, and direct administration to enter into a lease agreement with KTCEA for the buses, until the sale is completed.

BACKGROUND:

In September, 2018, Northland School Division transferred the operation of the Little Buffalo School to the Kee Tas Kee Now Education Authority (KTCEA). The education authority has operated the school for the past year.

NSD received an email from KTCEA CEO, Al Rollins, requesting the buses be transferred to KTCEA.

The following buses are currently providing services for Kee Tas Kee Now Education Authority (KTCEA) for students of Little Buffalo School, Peerless Lake School and Trout Lake School. It is proposed that the following buses to be transferred to KTCEA:

Bus 511 2009 Freightliner 52 passenger net book value - \$0

Bus 512 2009 Freightliner 52 passenger net book value - \$0

Bus 547 2002 Bluebird GMC 54 passenger net book value - \$0

Bus 548 2002 Bluebird GMC 54 passenger net book value - \$0

Bus 568 2010 International 64 passenger net book value - \$21,392

Bus 569 2011 International 64 passenger net book value - \$21,392

Bus 575 2013 Blue Bird 71 passenger net book value - \$28,494

Total net book value to transfer - \$71,279

In order for this to move forward, the division needs Ministerial Approval to sell the property differently from the process described in the *Disposition of Property Regulation*, which requires the sale to be conducted by tender or public auction (neither of which will take place in regards to this transfer). This transfer will take place between Kee Tas Kee Now Education Authority and the division, and will be for \$1.00.

The next step is to forward to the Ministry for approval.

After Ministry approval is obtained, then the transfer will take place.

It is also administrations' recommendation that we lease the buses to KTCEA immediately, while we are engaged in this process. KTCEA will then be responsible to register and insure the buses. The lease will need to contain provisions for next steps if Ministerial approval is not received. For example, NSD could continue leasing the buses to KTCEA until other arrangements can be made as per the Minister's response.

RISK ANALYSIS:

No risks are perceived. There are greater risks with the situation as it sits now, with NSD owning the buses. Additional liability insurance is required, and as we are not operating the buses, we have no information regarding the bus drivers, nor the maintenance and repairs on the buses.

land transfer

Alan Rollins <ceo@kctadmin.ca>

Wed, Jun 19, 2019 at 12:55 PM

To: Bob <rfr@rroddick.ca>, Trudy Rasmuson <trudy.rasmuson@nsd61.ca>, Tracy Laboucan <laboucan.tracy@gmail.com>,

Gord Atkinson <gord.atkinson@ktcea.ca>

Cc: "atosin@telus.net" <atosin@telus.net>

Good afternoon Trudy - I have recently received a copy of your email to Tracy Laboucan and the response provided by Robert Roddick. I want to thank you for the patience you and your School Division have shown through this process and trust that I have hopefully not been the source of too much frustration .

Mr. Roddick has laid out the request correctly in respect of the land, teacherages and furniture. As you aware, the school is being operated by KTCEA so the school buses should be transferred to KTCEA.

Thank you

Alan Rollins
Chief Executive Officer
Kee Tas Kee Now Tribal Council
Cell (780) 910-5249
Email: ceo@kctadmin.ca

Sent from my iPad

NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

NORTHLAND SCHOOL DIVISION NO. 61

TO: Board of Trustees
SUBMITTED BY: Chair, Robin Guild
SUBJECT: Policy 5 Role of Chair
ORIGINATOR: Board Advisor, Lois Byers

DATE: September 20, 2019

REFERENCE(S) & ATTACHMENTS: Policy 5 Role of Chair

AFFILIATED POLICY(S) and/or ADMINISTRATIVE PROCEDURE(S):

RECOMMENDATION:
THAT the Board of Trustees approve first reading of Policy 5 Role of Chair as presented and attached.

BACKGROUND:
The proposed changes are to provide further clarity and direction to the Chair.

Also by requiring two people to always be involved in discussions with Alberta Government officials when moving forward Board business will help avoid misinterpretations and ensure the message(s) are captured and relayed accurately. It is easy to not hear or remember parts of conversations and/or misunderstand so having two sets of ears will help avoid this happening.

RISK ANALYSIS:
Sometimes it can be difficult to find a second person to be involved in a meeting/conversation called on quick notice, however it is worth the additional time to have someone else included and rarely is something so urgent that the time cannot be taken to include a second person.

Policy 5

ROLE OF THE BOARD CHAIR

The Board, at the annual Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board.

As a servant leader, the Board Chair's primary function is to facilitate the effective operation of the Board. The Chair is also responsible to provide leadership that develops and grows the Board as a team focused on student success and always represent the Board and Division in a professional manner. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
 - 1.1. When working with government staff or elected officials with regard to the actions or operation of the Board or division, the Chair shall always ensure the Vice-Chair and/or another Trustee, and/or Superintendent or designate are part of the discussions to assist in decision making as well as the effective operation of the Board, This is not intended to apply to general discussions.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
 - 5.1. Ensure the meeting is opened and recognition of the Traditional Territory and contribution of Metis peoples and adheres to the culture, values and traditions of the community the meeting is in.
 - 5.2. Maintain order, proper conduct and decorum at the meeting so that motions may be formally debated.

- 5.3. Ensure that all issues before the Board are well-stated and clearly expressed.
- 5.4. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
- 5.5. Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
- 5.6. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
- 5.7. Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
- 5.8. Ensure that each trustee present votes on all issues before the Board. When appropriate advise trustees of a possibility of a conflict of interest.
- 5.9. Facilitate meetings so that the will of the Board is achieved.
- 5.10. Extend hospitality to trustees, officials of the Board, the press and members of the public.
6. Keep informed of significant developments within the Division.
7. Assist with the Board's orientation program for trustees.
8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.
9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 - 9.1. See also Policy 2 Appendix D Board and Superintendent Communication Guidelines
10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.

11. Provide counsel to the Superintendent.
12. Ensure timely communication with school councils on emergent items and Division level initiatives.
13. Review and approve the Superintendent's vacation entitlement and expenditure claims.
14. Review and approve trustee expenditure claims, in accordance with Board policy.
15. Bring to the Board all matters requiring a decision of the Board.
16. Act as ex-officio member of all Board committees, except the Student Expulsion Committee.
17. Act as a signing authority for Board minutes.
18. Act as a signing authority for the Division as follows:
 - 18.1. As required by the Government of Alberta.
 - 18.2. As required by financial institutions.
19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
20. Ensure alternates are arranged and briefed when a trustee cannot attend a meeting they are appointed to.
21. Address inappropriate behaviour on the part of a trustee.
22. Ensure the Board engages in annual assessments of its effectiveness as a Board.
23. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.



NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: Board of Trustees **DATE:** September 4, 2019

SUBMITTED BY: Chair, Robin Guild

SUBJECT: Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines

ORIGINATOR: Board Advisor, L. Byers

REFERENCE(S) & ATTACHMENTS: Policy 3 Appendix B Working Relationship Guidelines

AFFILIATED POLICY(S) and/or ADMINISTRATIVE PROCEDURE(S):

RECOMMENDATION:

THAT the Board of Trustees approve first reading of Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines as presented and attached.

BACKGROUND:

In keeping with the OH&S guidelines to ensure a safe work environment and Policy 19 Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments, the proposed process changes to Policy 3 Appendix B Trustee & Administration Working Relationship Guidelines will strengthen the ability for concerns to be resolved in a respectful manner.

An important step is trying to resolve a concern directly with the people involved first. Although trustees' main role in resolving concerns is to facilitate people through the process, that facilitation includes encouraging the persons involved to try and resolve it together first.

Changing the name of the appendix from Trustee Working Relationship Guidelines to Trustee & Administration Working Relationship Guidelines more accurately represents it is a two-way street.

RISK ANALYSIS:

There is a possible risk of an unsafe work environment if the proposed changes are not put in place as staff may feel they cannot bring forward concerns about a trustee due to their position on the Board.

Policy 3 – Appendix B

TRUSTEE AND ADMINISTRATION WORKING RELATIONSHIPS GUIDELINES

The guidelines are provided with the intent to assist trustees and administration in their work together. They are a framework of actions which enable all parties to know and understand each other's role in working together, an understanding which is important in helping to ensure good working relationships as everyone shares the same goals: student success through strong community schools, with meaningful parent and community involvement.

The residential school legacy and oppression of the Métis people has left behind a mistrust and fear of schools that still exists for many people. Some community members feel they can't approach the school because of the history, therefore effectively handling concerns becomes ever more important to help move forward and ultimately student success.

Definitions:

Senior Administration: Superintendent, Associate Superintendents, Secretary/Treasurer, Principals, Vice-Principals.

Executive Team: Superintendent, Associate Superintendents, Secretary-Treasurer.

1. Trustee/Superintendent Working Relationship

1.1. The goal of a good trustee/Superintendent working relationship is to enable the Superintendent to ensure the effective management of the Division and ultimately student success.

1.2. The Superintendent will ensure the coordination of Associate Superintendents, Principals Secretary-Treasurer and any other senior staff in the resolution of a concern, as needed. (See Administrative Procedure 152 Dispute Resolution).

1.3. The Superintendent or Area Associate Superintendent is the administrative contact for trustees.

1.3.1. Superintendent and Area Associate Superintendent are responsible for keeping each other informed as required when contacted by a trustee

1.4. Questions of clarification with regard to administrative procedures may be directed to an executive team member with a cc to the Superintendent or directly to the Superintendent.

1.5. If a matter is time-sensitive and the Superintendent or Area Associate Superintendent is not available, the trustee may contact an executive team member. The executive team member shall be responsible to inform the Superintendent.

1.6. A trustee shall contact their Area Associate Superintendent or Superintendent if Associate Superintendent is unavailable, if they have questions or concerns.

2. Trustee/Principal Working Relationship

- 2.1. The goal of a strong trustee/principal working relationship is to support student success by working cooperatively within their roles to build strong community schools.
- 2.2. A strong working relationship will assist the trustee:
- 2.2.1. In hearing the voice of the community;
 - 2.2.2. In being knowledgeable in a general sense about what is happening in the schools within their ward
 - 2.2.3. **To engage the community with the school.**
- 2.3. A strong working relationship will assist the principal:
- 2.3.1. In hearing the voice of the community;
 - 2.3.2. To strengthen communication and engagement with the community;
 - 2.3.3. In dealing with concerns effectively.
- 2.4. The trustee and principal shall always demonstrate mutual respect and support.
- 2.5. In general, the trustee should be involved with the school through invitation only.
- 2.6. Trustees must not get involved in the day to day operations of the school and understands the principal reports to the Area Associate Superintendent/Superintendent.
- 2.7. The working relationship is not for the purposes of directing or monitoring each other's work.

3. Trustee – Principal Initial Meeting

- 3.1 Following an election:
- 3.1.1 Trustees are responsible to contact the principal to arrange a time for an initial meeting.
 - 3.1.2 Principals shall facilitate an initial meeting as soon as possible.
 - 3.1.3 The meeting should include:
 - 3.1.3.1 Tour of facilities; introductions to staff; students.
 - 3.1.4 General discussion on processes for:
 - 3.1.4.1 Sharing of school related information; communications; invitations.
 - 3.1.4.2 How can the principal and trustee assist each other in engaging community; sharing information with community; etc.
 - 3.1.5 The principal is responsible for introducing the trustee to the school council chair (or principal advisory committee) and facilitating discussions with regard to trustee participation in school council meetings (or principal advisory committee meetings).
 - 3.1.6 Principal and trustee should review the process the trustee will use for handling concerns brought to them with regard to anything at the school and establish best way(s) for the trustee to contact the principal.

- 3.1.7 Review Administrative Procedure 152 Appendix – Communication Protocol.

4 Trustee/School Council Working Relationship

- 4.1 At the initial meeting with the principal, the trustee should ensure arrangements are made for them to meet the school council chair.
- 4.2 It is important for trustees to develop and nurture a good relationship with the school council chair and school council so the community feels connected to the board while keeping in mind it is the community's school council that is advisory to the principal.
- 4.3 Also important is for a trustee to be a champion of promoting parent and community involvement in education as a number one factor in student success; to be a champion of working together for the success for every student and to promote the vision, "*Our students love to come to school in Northland*" and how can everyone help that to be achieved.
- 4.4 Generally a trustee will provide a report at each school council meeting about the work of the board, but that should be confirmed with the school council chair.
- 4.4.1 The report would be about items from the previous Board meeting, and could include; policies to review with them; projects that are underway in the Division and other items the trustees feels would be of interest for the school council to hear about.
- 4.5 If a concern is raised to the trustee, refer to the "process for Handling Concerns" below. Do not allow concerns about individual to be discussed as these must be handled with only the individuals involved.

5 HANDLING OF CONCERNS

- 5.1 Everyone involved in resolving a concern shall be treated with respect and dignity.

- 5.2 Where appropriate, whoever the concern is about should be given the opportunity to respond to and/or resolve the situation first.

5.3 Process for Handling Concerns Involving Teachers

- 5.3.1 Concerns involving teachers need to be resolved according to legal processes and agreements such as the code of conduct, collective agreement, Teaching Profession Act and/or appeal processes that are specific to teachers.
- 5.3.2 When the concern is about a teacher, the teacher must be given the opportunity to resolve the situation first.
- 5.3.3 Trustees will guide the person to:
- 5.3.3.1 Meet with the teacher directly to resolve concern; if not resolved then;
- 5.3.3.2 Meet with the principal about the concern; if not resolved then;
- 5.3.3.3 Meet with the Area Associate Superintendent; if not resolve then;
- 5.3.3.4 Inform them they have the right to go to the Superintendent,

and if still not resolved;

5.3.3.5 Inform them they have the right to appeal to the Board of Trustees on matters that significantly affect the education of the student. Trustees should seek clarification if a matter is appealable to the Board before informing the person it is.

5.3.4 If a person has a concern about a teacher and does not feel comfortable to go and talk to the teacher the trustee shall refer the matter directly to the Superintendent or Area Associate Superintendent.

5.4 Process for Handling Concerns with Regard to Staff other than Teachers

5.4.1 Concerns with regard to staff other than teachers (education assistants, bus drivers, caretakers, maintenance staff, etc.) need to go directly to the principal, Area Associate Superintendent or Superintendent.

5.4.2 Steps followed would be the same as for teachers omitting the first step of going to the teacher first.

5.4.3 See Administrative Procedure 418, Staff Suspension, and Termination and Appeal (non-teaching staff).

5.5 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines

6 PROCESSES FOR HANDLING COMMUNITY CONCERNS BROUGHT TO A TRUSTEE

6.1 Goals applicable to all concerns are to ensure:

6.1.1 The concern is resolved or a decision made.

6.1.2 Details are shared on an "as needed" basis only, with as few people involved as possible for protection of privacy.

6.1.3 Everyone is treated professionally and with respect.

6.1.4 The Superintendent is enabled to ensure the effective management of the Division.

6.1.5 See also Administrative Procedure 408, Staff Code of Conduct.

6.2 Procedures applicable to all concerns:

6.2.1 Trustees will inform the Superintendent or Area Associate Superintendent, via email of all concerns/issues raised to them with a cc to the Board Chair for their awareness. The email needs to indicate if the trustees is:

6.2.1.1 Requesting the Superintendent or Area Associate to deal with the matter; or

6.2.1.2 Referring the matter to the school.

6.2.2 To help avoid being deemed as having a personal bias should a concern come through to an appeal, trustees must be careful to only facilitate a person through the process of resolving a concern and not offer any opinion, at any time, with regard to the concern or how it should perhaps be resolved and should not become involved in the resolution.

6.2.3 If the trustee is directing the person to the school they shall contact the

principal to provide them with a brief overview of the concern – a “no surprises” mantra.

- 6.2.4 Trustees are responsible to guide a person through the process of resolving a concern and monitor the process to ensure the person knows their rights in addressing their concern and that the concern is resolved or a decision made.
- 6.2.4.1 Details about a situation must not be shared if it is about an individual due to privacy and legal implications.
- 6.2.4.2 The Superintendent, Area Associate Superintendent or principal will provide feedback to the trustee as/when the situation is resolved.
- 6.2.4.3 It is also good practice for the trustee to ensure the concern is resolved or a decision made by asking the person bringing the concern forward to communicate back to the trustee once it is resolved or a decision made. You could also agree it will be assumed the concern was resolved unless they tell you otherwise.

6.3 Process for Handling Concerns that are with Regard to Discrimination, Harassment or Sexual Harassment

- 6.3.1 If a trustee receives a concern of this nature they are to immediately refer it to the Superintendent or Area Associate Superintendent.
- 6.3.2 See also Administrative Procedure 170, Discrimination and Harassment.

7 PROCESS FOR HANDLING CONCERNS ABOUT A TRUSTEE

- 7.1 If there is a concern about the actions of a trustee it should first be taken to that trustee for discussion and resolution, if possible.
- 7.2 If not able to discuss directly with trustee involved or the concern is not resolved then the following process shall apply:
- 7.2.1 Discuss with Supervisor and determine next steps;
- 7.2.2 Report to Superintendent who will then work with the Chair and Vice-Chair to determine appropriate next steps which may include, but not limited to:
- 7.2.2.1 The Superintendent discussing the concern with the individual and/or trustee; and/or
- 7.2.2.2 Chair and Vice-Chair discussing the concern with the trustee; and/or
- 7.2.2.3 After discussions with the trustee whom the concern is about, the Board as a whole may be informed about the situation at the next scheduled in-camera meeting, if deemed necessary and/or appropriate to do so by the Chair and Vice-Chair.
- 7.2.3 In the case of the concern being about the Chair the above procedures apply except the Superintendent will work with the Vice-Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).
- 7.2.4 In the case of the concern being about the Vice-Chair the above procedures apply except the Superintendent will work with the Chair and Alternate Trustee for the month (see Policy 9 Board Representatives).

8 PROCESS FOR TRUSTEES TO HANDLE A CONCERN ABOUT A STAFF MEMBER

8.1 If a trustee has a concern about the behavior of any staff member they shall report that concern to the Chair:

8.1.1 The Chair will inform the Superintendent and Vice-Chair;

8.1.2 The Superintendent shall investigate;

8.1.2.1 The Superintendent will report to the Chair and Vice-Chair and work with them to decide the appropriate next steps, if any.

8.1.2.2 The trustee raising the concern and/or Board will be informed of the outcome as appropriate.

9 PROCESS FOR TRUSTEES TO HANDLE CONCERNS BETWEEN EACH OTHER

9.1 Trustees should always try to resolve concerns about each other, directly with each other.

9.2 If not feasible or unable to resolve concern(s) then the processes in Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions shall be followed.

Legal Reference: Section 18, 20, 48, 60, 61, 113, 123, 124
School Act AP 152 Dispute Resolution
Policy 4 Trustee Code of Conduct
Policy 4 Appendix A Trustee Code of
Conduct Sanctions
AP 152 Appendix – Communication
Protocol AP 170, Discrimination and
Harassment
AP 408, Staff Code of Conduct
AP 418, Staff Suspension, Termination and Appeal (non-
teaching staff) [AP Table of Contents](#)



TO: BOARD OF TRUSTEES **DATE:** September 20, 2019

SUBMITTED BY: ROBIN GUILD, BOARD CHAIR

SUBJECT: POLICY 7 APPENDIX C TRUSTEE EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

REFERENCE(S):

ATTACHMENTS: POLICY 7 APPENDIX C TRUSTEE EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

RECOMMENDATION:

THAT the Board of Trustees approve the housekeeping changes to Policy 7 Appendix C Trustee Expense and Corporate Credit Card Guidelines as presented, to be effective immediately.

BACKGROUND:

Changes have been made in response to discussion at the August Board meeting. The changes included:

- Clarifying that when reimbursement is required it will be deducted off the trustees next honoraria/expense claim
- Process if a trustee wishes to bring a companion on board business trips
- Putting a cap on the costs of meals with receipts
- Putting a cap on the cost of a hotel room if a trustee chooses not to stay where the division has a corporate rate
- Removing the ability to charge any personal expenses to a corporate credit card
- Adding the ability for the Chair to conditionally approve expenses and/or honoraria that are beyond policy, subject to Board approval

RISK ANALYSIS:

No risks are perceived.

Policy 7 Appendix C

TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

This Appendix provides guidelines for the claiming, reimbursement and payment of honoraria, travel, meal and other expenses and/or allowances. It is intended to ensure trustees are properly reimbursed for honoraria/expenses incurred while on Northland School Division (NSD) board business through fair and reasonable practices and also enable the efficient review of honoraria/expenses by finance staff.

HONORARIA/EXPENSE GUIDELINES

1. GENERAL GUIDELINES:

- 1.1. Reimbursement may only be made in respect of honoraria/expenses and/or allowances incurred in relation to approved NSD board business.
- 1.2. Travel, meal and other expenses, honoraria and/or allowances must be necessary and economical with due regard for health, safety and security.
- 1.3. Alcohol must not be purchase through any Division processes (NSD corporate credit card billed directly to the division, direct billing system or honoraria/expense claims system, etc.)
- 1.4. There should always be a focus on accountability and transparency.
- 1.5. The Board, by motion, may grant an exemption from all or part of this Appendix in extenuating circumstances that are well documented, excluding alcohol.
- 1.6. Personal expenses are any expenses NOT allowed by this appendix.
- 1.7. When administrative requests trustee(s) to attend an administrative sponsored event, expenses for trustee(s) shall be covered by administration's budget and honorariums by the Board's budget. Trustees acceptance of the request shall be guided by policy.
- 1.8. In all cases where reimbursement is required it shall be deducted from the next honoraria/expense claim.

2. PROCEDURES:

- 2.1. This Appendix applies regardless of how an honoraria/expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system or expense claims system, etc.).
- 2.2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
- 2.3. The approved honoraria/expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or occasion giving rise to the claim, unless approved by the board.
- 2.5. No claim shall be paid, unless approved by the Board, if;
 - 2.5.1. It is more than 60 days since the expense occurred
 - 2.5.2. It is not within the "electoral term of the Board" that the expense occurred
 - 2.5.3. The trustee is no longer duly elected.

- 2.6. A trustee is required to submit a signed **honoraria**/expense claim to start the reimbursement process.
 - 2.6.1. By signing an **honoraria**/expense claim, a trustee is attesting that the **honoraria**/expense was incurred in relation to NSD Business and has not been claimed previously
 - 2.6.2. Special oversight should be exercised when completing an **honoraria**/expense claim to ensure expenses charged to a corporate credit card or direct billed to NSD are not also claimed on an expense claim.
- 2.7. All items on a claim must include enough detail to enable anyone reviewing the claim to determine if it is allowable.
- 2.8. Receipts must be provided for all expenses that contain details regarding the good or service purchased, itemized costs for each item, with a total, which includes the GST, if applicable.
 - 2.8.1. If a receipt is not available:
 - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
 - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair for the Chair.
 - 2.8.2. Receipts may be submitted electronically (scanned, faxed, picture from mobile phone)
- 2.9. When a discount, credit or bonus for travel is received that reduces the original travel cost at the time the expense is incurred, only the net expense may be claimed.
- 2.10. A reimbursement must be repaid to the extent the related expense is credited or refunded.
- 2.11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- 2.12. It is the responsibility of both the approver and the trustee to work out appropriate arrangements that would meet the test of being fair and equitable.
- 2.13. In cases where the trustee comes to the location of the Board meeting, conference, or workshops, but does not attend the meeting(s) for any reason, the Board will not pay honoraria and the trustee will be responsible to repay all expenses associated with the member's travel to that meeting through their honorarium claim(s).
- 2.14. In cases where a trustee does not attend a board meeting, conference or workshop and costs are incurred by the Board, the trustee is responsible to repay those costs through their honorarium claim(s).
 - 2.14.1. If a trustee does not attend a conference and costs are incurred by the Board, the trustee is not eligible to attend any further professional development until all costs are repaid.
 - 2.14.2. If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
- 2.15. In cases where a trustee does not attend all sessions of the conference or workshop they are attending they may only claim honorarium for the time they actually attended sessions.

- 2.16. In cases where cost are incurred to the Board due to trustees making changes to any travel arrangements or reservations the trustee is responsible to repay the costs through their honorarium claim(s).
 - 2.17. Given the administration time required to book conferences and all logistics surrounding attending a conference and cancelling a conference, if a trustee does not attend a conference or workshop on more than one occasion they shall only be allowed to attend further conferences or workshops by Board motion.
 - 2.18. In cases where a logistical error is made by administration such as not registering a trustee for a conference, an error in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
 - 2.19. In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events, rather than travel home and back, the trustee shall claim expenses.
 - 2.20. When a trustee has to stay away from home longer due to various circumstances, such as it is more cost effective to stay between meetings rather than travel home and back, weather, flight schedules, etc., they may claim up to one full day honoraria.
 - 2.20.1. Additional honoraria may be conditionally approved by the Chair, in consultation with the Vice-Chair, for trustees, and by the Vice-Chair, in consultation with one other trustee, for the Chair.
 - 2.20.2. Conditionally approved honoraria are subject to Board approval.
 - 2.20.3. In a denial case payment is referred to 1.8
3. **Honoraria/Expense Claim Process**
- 3.1. **Honoraria/Expense** claims must be submitted in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed. Generally nine days are required to complete all processes, however errors could cause delays.
 - 3.2. Review Process:
 - 3.2.1. **Honoraria/Expense** claims are to be submitted, **via the shared drive,** to the Executive Secretary to the Board and Corporate Services for review against policy;
 - 3.3. Correction Process:
 - 3.3.1. The Executive Secretary to the Board and Corporate Services will inform the trustee and provide explanation to the trustee of any errors or omissions;
 - 3.3.2. The trustee will make the correction(s) and resubmit the **honoraria/expense** claim to the Executive Secretary to the Board and Corporate Services;
 - 3.3.3. If the trustee does not agree with the correction they may request the Board Chair to review it;
 - 3.3.4. If there is still disagreement it will be taken to the Board for a decision.
 - 3.4. Approval Process:
 - 3.4.1. After the review process is complete the **honoraria/expense** claim shall be sent to the Board Chair for approval, or Vice-Chair if for the Chair;
 - 3.4.2. Once approved, the **honoraria/expense** claim shall be submitted by the Executive Secretary to the Board and Corporate Services for payment.

4. Travel

- 4.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Secretary to the Board and Finance **Corporate Services**.
- 4.2.
 - 4.2.1. If booking on own, trustee should share the information with the Executive Secretary to the Board and Corporate Services to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while travelling.
 - 4.2.2. If a trustee wishes to bring ~~friends or family members~~ **a companion(s) while on board business, there shall be no additional costs to the division as a result of the companion(s).**
 - 4.2.2.1. **In the case of a flight(s), trustee will be responsible for making the arrangements are to be made through the Executive Secretary to the Board and Corporate Services, and paying for the additional costs, except flight costs for companions.**
 - 4.2.2.2. **Repayment by the trustee will occur as per 1.8**
- 4.3. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
 - 4.3.1. air or rail fare;
 - 4.3.2. automobile rental;
 - 4.3.3. excess baggage charges where extra equipment is required because of duties being performed;
 - 4.3.4. charges for electronic communication, faxes related to NSD business only if receipted;
 - 4.3.5. charges for business related phone calls;
 - 4.3.6. inter-municipal bus fares, including airport bus; and
 - 4.3.7. internet connectivity in hotels or other public places if unable to use hotspot on NSD cell phone.
- 4.4. Flights
 - 4.4.1. Air travel shall be by economy class unless otherwise approved by Board motion.
 - 4.4.2. If a trustee chooses to travel business class they will only be reimbursed the cost of economy class.
- 4.5. Other Travel Routes or Modes of Transportation
 - 4.5.1. If a trustee chooses to travel in a manner that that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation and pay the difference personally.
- 4.6. Travel Outside of Canada

- 4.6.1. When travelling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.
 - 4.6.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.
 - 4.6.3. A trustee shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
 - 4.6.4. A trustee must purchase and may claim, the expense of travel medical insurance purchased for travel outside of Canada.
 - 4.6.5. If a trustee becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
 - 4.6.6. A trustee may claim the expense of travel immunizations.
- 4.7. Travel by Third Party Vehicle, including car rentals
- 4.7.1. A trustee may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice and may include a gratuity of up to 15 percent as shown on the receipt.
 - 4.7.2. A trustee may claim the expense of hiring a taxi and may only claim the expense of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
 - 4.7.3. A trustee may claim the expense of renting a vehicle.
 - 4.7.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
 - 4.7.3.2. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.
- 4.8. Travel by Trustee Vehicle
- 4.8.1. If a trustee uses their private vehicle to travel for NSD business they shall be paid a vehicle mileage allowance at the rate set out in Policy 7 Appendix A Schedule of Rates.
5. Meal Expenses
- 5.1. When travelling on NSD business, a trustee may claim either:
 - 5.1.1. the actual expense of the meal (with receipt) as per Policy 7 Appendix A Schedule of Rates, up to a maximum of 50% over the meal allowance, or
 - 5.1.2. the meal allowance as set out in Policy 7 Appendix A Schedule of Rates (no receipt required).
 - ~~5.1.3. If a trustee eats only once during the day (as evidenced by a receipt), and is over the meal limit amount for that meal, the trustee should claim the three meal allowances instead of the one large meal.~~

- 5.2. The actual expense of a meal is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.
 - 5.3. When a trustee is travelling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
 - 5.3.1. for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - 5.3.2. for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - 5.3.3. for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
 - 5.4. A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee, unless the trustee declines the meal because of a pre-authorized:
 - 5.4.1. dietary restriction; or
 - 5.4.2. business reason.
 - 5.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
 - 5.5.1. If a meal is included in the expense of airfare, a trustee cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal may be claimed as per guidelines.
 - 5.6. Any "room service" charges added to the cost for meals will not be reimbursed:
 - 5.6.1. unless there is a valid reason the meal could not be obtained elsewhere or,
 - 5.6.2. the room service charge plus the cost of the meal is equal to or less than the meal allowance.
6. Accommodation Expenses
- 6.1. When a trustee is travelling on NSD business, and overnight accommodation away from the trustee's residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
 - 6.2. If a trustee wishes a larger or upgraded room from a standard room they shall be reimbursed for the cost of a standard room only unless required for business reasons.
 - 6.3. Should a trustee wish to stay at a hotel other than that of the corporate booking rate, they shall be reimbursed to a maximum of 25% over the corporate booking rate.
7. Laundry Expenses
- 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.
8. Hosting Expenses
- 8.1. The main purpose of an individual trustee hosting an event should be:

- 8.1.1. To engage with the community toward the ultimate goal of improving student success.
 - 8.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.
 - 8.2. Hosting may not include meeting with people about responsibilities that are outside of the Board's role. Any request to meet about an administrative responsibility area must involve the area Associate Superintendent and is not claimable through the trustee hosting budget. Trustee General Duty Days cover meeting with community members.
 - 8.3. A "hosting summary" form must be submitted with any hosting expense claims that outlines the purpose of the event, people in attendance and outcome.
9. Business Expenses
- 9.1. Office-type supplies required by a trustee to fulfil their requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
 - 9.1.1. trustees must check with the Executive Secretary to the Board and Corporate Services before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier the item(s) can be obtained through at a reduced cost.
 - 9.2. Any other business expenses must be approved by the board chair or vice-chair for the chair.

CORPORATE CREDIT CARD GUIDELINES

10. GENERAL GUIDELINES:

- 10.1. At their request, trustees may be provided with a corporate credit card to assist with ease of travel and fulfilling the requirements of their position.
- 10.2. The card may be used for any allowable expenses outlined in this appendix.
- 10.3. The card may not be used for personal expenses with the following exceptions which will be charged back on the next honorarium claim:
 - 10.3.1. If necessary, fuel may be purchased for travel for NSD business, which will then be deducted from the trustees expense claim and the mileage allowance paid.
 - 10.3.2. Emergency vehicle repairs, with pre-approval of the Chair, or Vice-Chair in the instance of the Chair, which will be deducted from the trustees' next expense claim.
 - 10.3.3. Emergency roadside assistance.
 - 10.3.4. A companion flight
 - 10.3.5. Hotel room for Board business in an emergent situation
- 10.4. All expenditures charged to a corporate credit card must be supported by original bills or vouchers as well as the customer copy of the credit card receipt.
- 10.5. Details as to the trustee duties incurring the expense should be detailed on the receipt.
- 10.6. No cash advance is allowed through the corporate credit card.

- 10.7. The "Trustee Corporate Credit Card Agreement" must be signed by trustees receiving a corporate credit card. Cardholders are expected to know and observe the agreement as a condition of accepting and using the corporate card.
- 10.8. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the Secretary to the Board and Corporate Services immediately.
- 10.9. Along with the "Trustee Corporate Credit Card Agreement", this Appendix and all Board Policies apply to the use of a corporate credit card.
- 10.10. The Chair, or Vice-Chair in the case of the Chair are responsible for ensuring proper use of trustee corporate credit cards.
- 10.11. The Secretary/Treasurer shall immediately inform the Chair, or Vice-Chair in the case of the chair, of any use by a trustee of their corporate credit card that is outside policy, including non-provision of receipts and the they shall take immediate action with the trustee involved.
- 10.12. The Chair, in consultation with the Vice-Chair, and the Vice-Chair in consultation with one other trustee in the case of the Chair, have the right to request the immediate return and/or cancellation of a card:
 - 10.12.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)
 - 10.12.2. Any other actions that are considered to constitute a general mishandling of the card such as, but not limited to:
 - 10.12.2.1. Excessive administration time to required to reconcile the credit card statement against the trustee expense claim.
 - 10.12.2.2. Claiming expenses on their expense form that were charged to their credit card.
- 10.13. The following process shall be enacted by the Chair, or Vice-Chair in the case of the Chair, if receipts are not provided, although consideration may be given if the offenses **do not occur simultaneously**:
 - 10.13.1. The first time a receipt is not provided:
 - 10.13.1.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium/**expense** claim and;
 - 10.13.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card could be cancelled.
 - 10.13.2. The second time a receipt is not provided:
 - 10.13.2.1. The charge will not be reimbursed and will be deducted from the trustees next honorarium/**expense** claim and;
 - 10.13.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn that their card will be cancelled should this occur again.
 - 10.13.3. The third time a receipt is not provided the credit card will be suspended.
 - 10.13.4. Suspension of a card will be for the remainder of the electoral term unless the Chair/Vice-Chair decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed.

Additional requirements can be added as well, such as signing an agreement.

- 10.14. Trustees are responsible to keep a copy of all receipts which they can provide in the case of a dispute.
- 10.15. As a condition of accepting a corporate credit card, a cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
- 10.16. The corporate card must be returned to the Division Office one month prior to the end of each electoral term.
- 10.17. Any outstanding charges on the account must be resolved through the trustees honoraria claim prior to the end of an electoral term.
- 10.18. The Chair, in consultation with the Vice-Chair, and the Vice-Chair in consultation with one other trustee in the case of the Chair, may conditionally approve expense outside of policy, subject to Board approval
- 10.18.1. Any conditionally approved expense that is denied by the Board repayment is as per 1.8.



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019
SUBMITTED BY: ASSOCIATE SUPERINTENDENT HR, W. OGINSKI
SUBJECT: POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL
ORIGINATOR: ASSOCIATE SUPERINTENDENT HR, W. OGINSKI
REFERENCE(S) & ATTACHMENTS: POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL

RECOMMENDATION:

THAT the Board of Trustees approve the second reading to changes to Policy 16, Recruitment and Selection of Personnel, as attached.

BACKGROUND:

A review of the policy was done by the Associate Superintendent of HR, and presented to COTW with changes in June. The changes have been recommended in order to clarify the process for interview committees, and the steps the Superintendent will take to follow up on the hiring process. At the last board meeting, the board requested clarification of the process to be followed after the interviews for the candidates takes place. The clarification has been inserted into 6.2.1 through to 6.2.1.2.

RISK ANALYSIS:

No risks are perceived.

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to **student success and** the effective and efficient operation of the school system.

Specifically

1. The Board, in the case of the Superintendent, **and** the Superintendent or designate **in the case of all other staff**, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of any vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. **Interview Committees:** The following process shall be followed for all interview committees:
 - 3.1. All persons forming part of any interview committee are required to sign a confidentiality agreement.
 - 3.2. An orientation about all the processes and procedures with regard to interviewing, selection and hiring, is to be provided to all persons participating in any interview committee.
 - 3.3. At the end of interviewing all candidates, the administration lead shall ensure all committee members are fully aware of the next steps in the process.
 - 3.4. Superintendent or designate shall keep committee members informed of process after the interviews; (e.g. references are complete, references for first choice didn't work out, etc.)
 - 3.5. The Board and committee members shall be advised of the hiring decision prior to making the decision public.
4. **Associate Superintendents, Secretary-Treasurer:** The following process will be followed for Deputy/Associate/Assistant Superintendent positions and for the Secretary-Treasurer position:
 - 4.1. The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 4.2. A Committee of the Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 4.3. The successful candidate must be supported by a majority of the selection committee.

The Superintendent must be one (1) of the votes in the majority.

- 4.4. These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. **Division Office Staff:** The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
6. **Principal:** The following process will be followed for the appointment of candidates to the position of Principal:
 - 6.1. The Superintendent or designate shall form **an interview** committee which will include central office staff and representatives from the following, if they wish to participate:
 - 6.1.1. School staff member;
 - 6.1.2. Ward trustee;
 - 6.1.3. School Council Chair or designate;
 - 6.1.4. Local First Nation and/or Métis Settlement, as applicable.
 - 6.2. Generally the **preferred successful-candidate(s)** will be chosen by consensus of the **interview** committee, with their recommendation being submitted to the Superintendent.
 - 6.2.1. **The interview committee should:**
 - 6.2.1.1. Rank the interviewed candidates to have 1st, and 2nd choices, in the case a candidates declines the position or that reference, criminal record and vulnerable sectors checks determines the 1st preferred candidate is not viable; or
 - 6.2.1.2. Recommend that the position be reposted if the preferred candidate does not accept the position or that reference, criminal record and vulnerable sectors checks determines the 1st (or 2nd) preferred candidate is not viable
 - 6.3. **The Superintendent will make the final decision on the successful candidate following reference checks and other procedural steps.**
 - 6.4. **The Superintendent will keep the committee informed of the process and ensure they are aware of the final decision prior to it being released publically.**
 - 6.5. The Superintendent is delegated the authority to make all decisions regarding the term of appointment of Principals.
7. **School Based Staff:**
 - 7.1. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions with the understanding that the principal will be involved and where applicable the school council chair, designate or others as appropriate.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 60, 61, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019
SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON
SUBJECT: POLICY 20 – HOUSING
ORIGINATOR: SECRETARY-TREASURER, T. RASMUSON
REFERENCE(S) & ATTACHMENTS: POLICY 20 – HOUSING

RECOMMENDATION:

THAT the Board of Trustees approve the second reading to changes of Policy 20, Housing as attached.

BACKGROUND:

A review of the policy was done by the Secretary-Treasurer and the housing department, and presented to COTW with changes in June. The change is recommended to more accurately reflect the financial situation in teacher housing.

RISK ANALYSIS:

No risks are perceived.

Policy 20

TEACHER HOUSING

The Board will provide safe reliable housing for teachers resident in communities identified by the Board as requiring such services and believes this to be an essential component of teacher attraction and retention.

Specifically

1. The Division Teacher Housing Services will **move towards** ~~be structured in the form of becoming~~ a separate financially self-sufficient entity, **as soon as financially viable**.
2. Teacher housing shall be maintained to a high standard.
3. Teacher housing may be provided to others tenants not related to the Division only if there is excess space.
4. The Board supports entering into partnerships to have local entities look after teacher housing where feasible.

Legal Reference: Section 18, 19, 20, 45.1, 60, 61, 97, 113 School Act
Public Health Act
Residential Tenancy Act

Associated Administrative Procedures:

- 580 – Provision of Housing for Professional Staff
- 581 – Division Office Housing Administration
- 582 – Operation of Housing Division
- 583 – Division Housing Rental
- 584 – Division Housing Leases
- 584 – App – Housing Lease
- 585 – Security Deposits
- 586 – Division Housing Accommodation Inspection Reports
- 587 – Maintenance and Preservation of Division Housing Assets
- 588 – Division Housing Keys
- 589 – Division Housing Alarms and Codes
- 590 – Division Housing Applications and Furniture Provision
- 591 – Purchase and Transfer of Division Housing Appliances and Furniture
- 592 – Disbursement of Division Housing Units with the Community
- 593 – Division Housing Vacant Residences
- 595 – Mobile Sites and Mobiles Privately Owned by Division Staff



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: POLICY 8 BOARD COMMITTEES

REFERENCE(S):

ATTACHMENTS: POLICY 8 BOARD COMMITTEES

RECOMMENDATION:

THAT the Board of Trustees approve second reading of Policy 8, Board Committees with revisions as attached.

BACKGROUND:

The Committee of the Whole (COTW) has been eliminated, upon advice from legal. The reasons for the change is that the Board can't materially move business of the Board forward in a committee meeting or debate the issue in a meeting that is not held in public.

The recommended solution is to create an additional item to the board meeting – “Preliminary Discussion of Board Items (PB)”, which will be the final part of the regular board meeting agenda, just prior to adjournment. The details around PB will be outlined in the Administration Recommendation to the Board for Policy 7, as a handout to the board meeting.

In addition, a new committee, the Audit and Finance Committee, has been added, as the Audit Committee piece is a requirement of the new Education Act. The Finance part of the Audit and Finance Committee is new, as a result of board discussions at the last board meeting, and has trustees, through the committee, involved in the budgeting process.

RISK ANALYSIS:

No risks are perceived.

Policy 8

BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.
5. Appointed Trustees shall inform the Committee Chair (if applicable), Board Chair and Executive Secretary to the Board and Corporate Services if they are unable to attend a meeting as soon as possible so an alternate can be arranged and briefed.

Standing Committees

Standing committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. Agenda Review Committee
 - 1.1 Purpose
 - 1.1.1 To make decisions regarding agenda items for regular Board meetings.
 - 1.2 Powers and Duties
 - 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
 - 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.
 - 1.3 Membership
 - 1.3.1 Board Chair.
 - 1.3.2 Vice-Chair
 - 1.3.3 One (1) trustee on a rotational basis.

- 1.3.4 Superintendent and/or designate(s).
- 1.3.5 The Board Chair shall be the chair of Agenda Review Committee but may assign chairing duties to someone else at the meeting if they so wish.

1.4 Meetings

- 1.4.1 Approximately two (2) weeks prior to each regular Board meeting.

2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below.

2.1 Purpose

- 2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board. To allow trustees to explore matters in depth.
- 2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

2.2 Powers and Duties

- 2.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

2.3 Membership

- 2.3.1 All trustees Six or more trustees
- 2.3.2 Superintendent and/or designate.
- 2.3.3 Other administration personnel as required
- 2.3.4 The Board Vice-Chair shall be the chair.

2.4 Meetings

- 2.4.1 Generally will be held monthly in conjunction with the Board meeting.
- 2.4.2 Additional meetings may be called by the Board Chair if required, in consultation with the Vice-Chair and the Superintendent (e.g. discussion re info from TEBA; information needs to be disseminated and discussed, etc.):
 - 2.4.2.1 At least a quorum number of the trustees must be able to take part in the meeting (e.g. 6 of 11). There must be at least six trustees for the meeting to proceed

3. Student Expulsion Committee

3.1 Purpose

- 3.1.1 To make decisions regarding the recommendations for the expulsion of any student in accordance with relevant sections of the School Act.

3.2 Powers and Duties

- 3.2.1 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).

- 3.2.2 Inform the Board of the action taken by the Committee.
- 3.2.3 The Superintendent shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before agreeing to sit on the expulsion committee.
- 3.2.4 The Superintendent shall ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.
- 3.3 Membership
 - 3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
 - 3.3.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee and appointing the chair.
 - 3.3.1.1 The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.
 - 3.3.2 Superintendent and/or designate(s) as a resource person to the Board.
- 3.4 Meetings
 - 3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.
- 4. Board Advocacy Committee
 - 4.1 Purpose
 - 4.1.1 Guide and support the ongoing advocacy efforts of the Board
 - 4.1.2 Oversee the implementation of the Board Positive Path Forward Action Plan.
 - 4.2 Powers and Duties
 - 4.2.1 Develop an action plan to support the Board’s identified advocacy plan and Board Positive Path Forward Action Plan.
 - 4.2.2 Identify key messages to support the advocacy plan.
 - 4.3 Membership
 - 4.3.1 Maximum two (2) trustees; one (1) alternate
 - 4.3.2 Director of Communications
 - 4.3.3 Superintendent or designate, as required
 - 4.3.4 Secretary-Treasurer, as required
 - 4.3.5 Committee members will determine the committee chair at their first meeting.
 - 4.3.6 The Director of Communications shall ensure the first meeting is called after the Organizational Meeting.
 - 4.4 Meetings
 - 4.4.1 As called by the Committee Chair

5. Local Bargaining Committee

5.1 Purpose

- 5.1.1 To negotiate and conclude Memoranda of Agreement for recommendation to the Board.

5.2 Powers and Duty

- 5.2.1 Report to the Board from time to time and gather input from the Board
- 5.2.2 Maintain confidentiality of negotiation proceedings
- 5.2.3 Present a tentative agreement to the Board for their consideration.

5.3 Membership

- 5.3.1 Maximum three (3) trustees
- 5.3.2 May include TEBA Representative
- 5.3.3 Superintendent or designate, if required
- 5.3.4 Associate Superintendent of Human Resources
- 5.3.5 Secretary-Treasurer
- 5.3.6 The Board will appoint the Committee Chair and Vice-Chair

5.4 Meetings

- 5.4.1 To be called by the Committee Chair.

6. Professional Improvement Leave Selection Committee

6.1 Purpose

- 6.1.1 To review teacher applications for professional leave for the following school year.
- 6.1.2 This committee is part of the local collective agreement.

6.2 Power and Duties of Board Representative

- 6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.
- 6.2.2 Represent the interest of the Board and its priorities.

6.3 Membership/Representation

- 6.3.1 One (1) trustee; one (1) alternate
- 6.3.2 Superintendent
- 6.3.3 One (1) teacher from the ATA local.

6.4 Meetings

- 6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting to be called by the Superintendent

7. Attraction and Retention Committee

7.1 Purpose

- 7.1.1 To facilitate communication between the Board and the Local Teachers' Association.

- 7.1.2 To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing, isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.
- 7.1.3 This committee is part of the local collective agreement.
- 7.2 Power and Duties of Board Representative
 - 7.2.1 To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
 - 7.2.2 Represent the interest of the Board and its priorities.
 - 7.2.3 Provide a report to the Board after each meeting.
 - 7.2.4 The Superintendent or designate shall ensure the first meeting is called.
 - 7.2.5
- 7.3 Membership/Representation
 - 7.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
 - 7.3.2 Superintendent or designate
 - 7.3.3 Associate Superintendent of Human Resources
 - 7.3.4 The committee members shall determine the chair at their first meeting.
- 7.4 Meetings
 - 7.4.1 No less than two (2) per year to be called by the Committee Chair.
 - 7.4.2 The first meeting of the committee will occur no later than November of any school year.
- 8. Teaching and Learning Committee
 - 8.1 Purpose
 - 8.1.1 To facilitate communication between the Board and the Local Teachers' Association.
 - 8.1.2 To examine and propose ideas for the improvement of teaching and learning, inclusive of, but not restricted to:
 - 8.1.2.1 Examining and providing feedback for proposed Board policy; and
 - 8.1.2.2 Exploring innovative professional practices specific to Northland schools.
 - 8.1.2.3 This committee is part of the local collective agreement.
 - 8.2 Power and Duties of Representative
 - 8.2.1 Represent the interest of the Board and its priorities.
 - 8.2.2 Provide a report to the Board after each meeting.
 - 8.3 Membership/Representation
 - 8.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.

- 8.3.2 Superintendent or designate
 - 8.3.3 Associate Superintendent of Human Resources
 - 8.3.4 The committee shall determine their chair at their first meeting
 - 8.3.5 The Superintendent or designate shall ensure the first meeting of each school year is called.
- 8.4 Meetings
- 8.4.1 No less than two (2) per year to be called by the Committee Chair
 - 8.4.2 The first meeting of the committee will occur no later than November of any school year.
9. Occupational Health & Safety (OH&S) Committee
- 9.1 Purpose
- 9.1.1 Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.
 - 9.1.2 Provide on OHS compliance in the Division and make recommendations to the Executive Team for action.
- 9.2 Powers and Duties of Representative
- 9.2.1 Attend OH&S meetings as required.
 - 9.2.2 Represent the interest of the Board and its priorities.
 - 9.2.3 Support the work of the OH&S Committee.
 - 9.2.4 Provide a report to the Board after each meeting.
- 9.3 Membership
- 9.3.1 Board representative: One (1) trustee; one (1) alternate
 - 9.3.2 Cross-organizational representatives from all major operations of the Division.
 - 9.3.3 Superintendent or designate
 - 9.3.4 Safety Officer
 - 9.3.5 Other members as required by the Act.
 - 9.3.6 Committee members shall determine the committee chair at their first meeting.
 - 9.3.7 The Superintendent shall ensure the first meeting is called.
- 9.4 Meetings
- 9.4.1 As called by the Committee Chair to ensure meet the requirements of the Occupational Health and Safety Act.
10. Student Scholarship and Bursaries Committee
- 10.1 Purpose
- 10.1.1 To review student scholarship and bursary applications and select recipients.
- 10.2 Powers and Duties
- 10.2.1 Attend scheduled meeting prior to May 30 every school year to select

recipients.

10.2.2 Bring the committee's selection to the June Board meeting for information.

10.3 Membership

10.3.1 One (1) trustee; one (1) alternate

10.3.2 Superintendent or designate

10.3.3 Director of First Nation, Metis and Inuit Learner Success

10.4 Meetings

10.4.1 One (1) meeting every year, **prior to June Board meeting.**

11. Wellness Committee

11.1 Purpose

11.1.1 To develop, implement and evaluate a comprehensive workplace health promotion program.

11.2 Powers and Duties of Board Representative

11.2.1 Attend meetings as required.

11.2.2 Represent the interests of the Board and its priorities.

11.2.3 Provide a report to the Board after each meeting.

11.3 Membership

11.3.1 One (1) trustee, one (1) alternate

11.3.2 Superintendent or designate

11.3.3 Director of Student Services

11.3.4 The committee shall select their chair at the first meeting

11.3.5 The Superintendent or designate shall ensure the first meeting is called.

11.4 Meetings

11.4.1 As scheduled.

12. Superintendent Performance Review Committee

12.1 Purpose

12.1.1 Provide regular feedback following the Annual Evaluation;

12.1.2 To work together to strengthen the Superintendent's ability to meet the goals and vision of the Board;

12.1.3 Strengthen the Superintendent/Board team;

12.1.4 Identify any issues or concerns and work to set-up processes to resolve them.

12.2 Powers and Duties

12.2.1 Performance reviews shall be in keeping with Policy 12 Role of Superintendent, Appendix A, item 13 which says the Board shall ensure

feedback is provided through regular performance reviews following the Annual Evaluation.

12.2.1.1 Such feedback will be timely, completed three times per year, based on the growth goals and areas identified in the Annual Evaluation Report, supported by specific examples, and will focus on areas over which the Superintendent has authority.

12.2.2 The Quarterly Education Report shall be used as a basis for evidence for performance reviews.

12.2.3 A consultant external to NSD shall be contracted to facilitate the performance reviews including the writing of the report and ensuring required processes are followed and completed.

12.2.3.1 The committee may ask the consultant to gather feedback from the senior leadership team (Associates and/or Directors) for one performance review per year and shall inform the Superintendent prior to doing so.

12.2.4 The committee shall solicit input from other trustees prior to each performance review.

12.2.5 The Superintendent Performance Review Committee may meet privately to prepare Board positions for any performance review.

12.2.6 Notwithstanding item 12.2.4 above, the Superintendent shall be a part of all formal discussions of the performance review and the report.

12.2.7 A written report shall be generated from each performance review session which incorporates and moves forward from the previous performance review report. This report shall be shared with the Board in-camera at the next regular Board meeting.

12.2.8 The final performance review shall occur in August prior to the Annual Superintendent Evaluation and the report from this review shall be used to inform the Annual Superintendent Evaluation and report.

12.3 Membership

12.3.1 Three trustees appointed annually either at the Board Organizational Meeting or after the Annual Evaluation

12.3.2 Superintendent

12.3.3 External consultant/facilitator

12.3.4 The committee shall appoint their chair annually

12.4 Meetings

12.4.1 Following the Annual Evaluation, there will be three performance reviews over the school year, the last of which is to be completed in August, prior to the next Annual Evaluation.

12.4.2 As called by the committee chair

12.4.3 Committee chair shall ensure all required performance reviews are completed as outlined.

13. Audit and Finance Committee

13.1 Purpose

13.1.1 To recommend external auditors to the board.

13.1.2 To review the annual financial statements and report to the board.

13.1.3 To assist with the development of the budget process and budget, in consultation with administration.

13.1.4 To attend to other matters as the board may determine in the establishment of the audit and finance committee.

13.2 Powers and Duties of Board Representative

13.2.1 Attend meetings as required.

13.2.2 Represent the interest of the Board.

13.2.3 Provide a report to the Board after each meeting.

13.3 Representation

13.3.1 Audit purpose of the committee (13.1.1 and 13.1.2)

13.3.1.1 5 individuals, which includes at least one of each of the following individuals:

- A member of the business community who is not a trustee;
- A member of the adult learning community who is not a trustee;
- 3 trustees

13.3.2 Finance (budget) purpose of the committee (13.1.3)

13.3.2.1 The same three trustees named in 13.3.1.1. The purpose of using the same trustees is to provide training on the budgeting process, to help deepen their understanding of the financial statements.

13.4 Meetings

13.4.1 Audit purpose of the committee (13.1.1 and 13.1.2)

13.4.1.1 As required, to appoint the external auditor, and to meet with the external auditor to review the annual financial statements prior to submission to Alberta Education on November 30.

13.4.2 Finance (budget) purpose of the committee (13.1.3)

13.4.2.1 As required, to deal with any budget matters.

Ad Hoc Committees

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

Resource Personnel

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

Occupational Health and Safety Act
[Highlights of changes effective June 1, 2018](#)
Collective Agreement



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: TEBA REPRESENTATIVE, ADVOCACY COMMITTEE AND WELLNESS COMMITTEE

ATTACHMENTS: (NOTE FOR DESCRIPTION OF ADVOCACY COMMITTEE AND WELLNESS COMMITTEE
SEE POLICY 8 IN PREVIOUS ITEM)

RECOMMENDATION:

THAT the Board of Trustees approve ----- as the TEBA representative for Northland School Division and _____ be appointed to Advocacy Committee and _____ be appointed to the Wellness Committee.

BACKGROUND:

At the last board meeting, Trustee Telford requested that she be replaced as the TEBA representative for the Division and that she would like to step down from all committees due to other personal commitments

The Board is asking for a trustee to volunteer as the TEBA representative. The following information regarding TEBA is from Policy 9 Board Representatives:

1. Teachers' Employer Bargaining Association (TEBA)
 - 1.1 Purpose of TEBA
 - 1.2 Represent the Board at meetings of TEBA.
 - 1.3 Powers and Duties of the Board Representative
 - 1.3.1 Must attend all TEBA meetings as TEBA regulations do not allow alternates. If the appointed Board representative does not attend the meeting, Northland will not have input or a vote if it is called.
 - 1.3.2 Represent the Board's position and interests
 - 1.3.3 Communicate to the Board the work of TEBA.
 - 1.4 Representation
 - 1.4.1 One (1) trustee (no alternates are allowed as per TEBA regulations).
 - 1.5 Meetings
 - 1.5.1 As called by TEBA
2. Advocacy Committee – (See Policy 8 in previous item for description of committee). Need one trustee to replace Trustee Telford
3. Wellness Committee - (See Policy 8 in previous item for description of committee). Need

one trustee to replace Trustee Telford

RISK ANALYSIS:

No risks are perceived.



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: OCTOBER BOARD MEETING DATE CHANGE

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the board meeting date change to October 26, 2019 and cancel the COTW for October.

BACKGROUND:

Originally, the board was scheduled to meet October 25, with COTW on October 26. However, Superintendent interviews are scheduled for October 25, so the recommendation is to move the board meeting to the 26th and not have a COTW meeting in October.

RISK ANALYSIS:

No risks are perceived.



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: BOARD CHAIR, R. GUILD

SUBJECT: BOARD EVALUATION

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees hold the board evaluation on Thursday, November 21, 2019 and approve hiring Terry Gunderson at ASBA to facilitate the evaluation.

BACKGROUND:

The evaluation takes approximately six hours to complete, and cannot be completed during the regular COTW meeting which usually takes place Saturday morning. Therefore, a separate day needs to be set aside for it, and in order to contain costs, it will take place when the board will be in Edmonton for the regular board meeting. This is also following the ASBA Fall Conference so some trustees may choose to remain in Edmonton.

RISK ANALYSIS:

No risks are perceived.



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: BOARD CHAIR, R. GUILD

SUBJECT: SUPERINTENDENT SEARCH CONSULTANT

REFERENCE(S):

ATTACHMENTS:

RECOMMENDATION:

THAT the Board of Trustees approve the contract with ASBA, as presented, for the services of Terry Gunderson to facilitate the Superintendent search.

BACKGROUND:

The board has begun the process of hiring a permanent Superintendent with Mr. Terry Gunderson from ASBA facilitating the process, as the board had agreed to in the June Board meeting. This motion is to approve the formal contract with ASBA for the services of Mr. Gunderson.

RISK ANALYSIS:

No risks are perceived.

NORTHLAND SCHOOL DIVISION NO. 61

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: Board of Trustees **DATE:** September 10, 2019
SUBMITTED BY: Secretary/Treasurer T. Rasmuson
SUBJECT: Policy 4 Trustee Code of Conduct; Policy 4 Appendix A Trustee Code of Conduct Sanctions
ORIGINATOR: M. Solowan, Brownlee Law
REFERENCE(S) & ATTACHMENTS: Policy 4 Trustee Code of Conduct; Policy 4 Appendix A Trustee Code of Conduct Sanctions

RECOMMENDATION:
THAT the Board of Trustees approve first reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached
That the Board of Trustees approve second reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached
That the Board of Trustees approve third and final reading of Policy 4 Trustee Code of Conduct and Policy 4 Appendix A Trustee Code of Conduct Sanctions as attached

BACKGROUND:
The revised policies as attached comply with the new Alberta Education Act that came into effect on September 1, 2019. As these are written to comply with the Act, there is no benefit in circulating them for feedback. It will be important to circulate them for information which indicates they are revised to comply with the new Alberta Education Act.

RISK ANALYSIS:
Risk is only if do not implement policies that comply with the new Alberta Education Act.

TRUSTEE CODE OF CONDUCT

Purpose and Application

Section 33 of the *Education Act* requires every board of trustees in Alberta to adopt a code of conduct that applies to trustees of the board. The purpose of this Code of Conduct is to provide standards for the conduct of members of the Board of Trustees of Northland School Division (the “Board”) relating to their roles and obligations and a procedure for the investigation and enforcement of those standards. This Code of Conduct applies to all trustees of the Board, including the Chair (“Members”). This Code of Conduct is one aspect of accountability and transparency both internally, as among Members and as between the Board and Administration, as well as externally, with Northland School Division students and parents, the public at large, other orders of government and the media.

Framework and Interpretation

This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct the public expects of its elected representatives. This Code of Conduct is intended to supplement other legal duties imposed on Members by Board bylaw and policy and legislation, including:

- (a) the *Alberta Human Rights Act*;
- (b) the *Education Act*;
- (c) the *Freedom of Information and Protection of Privacy Act*;
- (d) the *Local Authorities Election Act*; and
- (e) the *Occupational Health and Safety Act*.

This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code.

Principles and Values

1. Members are expected to perform their duties and functions of office with integrity, accountability and transparency.
2. Members have a duty to act honestly, in good faith, and in best interests of Northland School Division.

3. Members shall:

- (a) uphold the law established by the Federal Parliament and the Alberta Legislature and the bylaws and policies adopted by the Board;
- (b) carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as a trustee;
- (c) observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- (d) serve and been seen to serve the interests of Northland School Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind.

Confidential Information

- 4. The Board as a whole must be able to access information in order to fulfill its decision-making duties and oversight responsibilities; however, individual Members must also recognize that certain information they receive in their capacity as trustees is subject to confidentiality and disclosure rules contained in legislation and the Board's bylaws and policies. Members must keep in confidence matters discussed in private at a Board or Board committee meeting.
- 5. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by the Board;
 - (b) access or attempt to gain access to confidential information in the custody or control of Northland School Division unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by the Board, and only then if the information is acquired through appropriate channels in accordance with applicable Board bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

Conflicts of Interest

- 6. Members are expected to make decisions in the best interests of Northland School Division. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 4, Division 5 of the *Education Act*.

7. No Member shall, in the exercise of an official power, duty or function, give preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest.
8. No Member shall initiate, endorse, support or otherwise participate in any proceeding being brought against the Board or Northland School Division.

Improper Use of Influence

9. No Member shall use the influence of his or her office for any purpose other than for the exercise of the Member's official duties.
10. No Member shall act as an agent before the Board or a committee of the Board or any other body established by the Board.

Conduct at Meetings

11. Members shall conduct themselves with decorum and make every effort to participate diligently in the meetings of the Board, committees of the Board and other bodies to which they are appointed by the Board.
12. Members shall comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board.
13. Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.
14. Members shall conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which by virtue of legislation are authorized to be dealt with in a confidential manner in an *in-camera* (closed) session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
15. No Member shall record any proceedings of the Board without the express prior permission of the Board.

Respect for Decision Making Process

16. Decision-making authority lies with the Board, and not with any individual Member. The Board acts by bylaw or resolution passed at a Board meeting held in public at which there is a quorum present, pursuant to section 64 of the *Education Act*.
17. A Member must not purport to bind the Board, either by publicly expressing their personal views on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants or other service providers of Northland School Division or prospective vendors.

18. Members shall accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.

External Communications

19. A Member must not purport to speak on behalf of the Board unless authorized to do so. Unless the Board directs otherwise, the Chair is the Board's official spokesperson and in the absence of the Chair it is the Vice Chair.
20. A Member who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the Member disagrees with the Board's position.
21. No Member shall make a statement when they know that statement is false.
22. No Member shall make a statement with the intent to mislead the Board or members of the public.

Use of Social Media

23. For the purposes of this Code of Conduct, "social media" refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.
24. As public figures and representatives of the Board, Members must act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality.
25. No Member shall attempt to disguise or mislead as to their identity or status as a trustee when using social media.
26. No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, or is defamatory or misleading in any way.

Discrimination and Harassment

27. Members have a duty to treat members of the public, one another and staff with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
28. No Member shall use indecent, abusive, or insulting words or expressions toward any other Member, any staff member or any member of the public.
29. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Conduct Respecting Administration

30. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chair, Board committees and to the Superintendent. Under the direction of the Superintendent, staff in Administration serves the Board as a whole. No individual Member has executive authority over the Superintendent or staff in Administration.
31. Members shall respect the fact that staff work for the School Division as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of the Board and administering the policies and programs of the Board, and that staff are required to do so without undue influence from any Member or group of Members.
32. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Superintendent;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in that staff member's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff members.
33. Members shall obtain information about the operation or administration of the School Division from the Superintendent or a person designated by the Superintendent. Members are to only contact staff according to the procedures authorized by the Superintendent regarding the interaction of Members and staff.

Use of School Division Property and Resources

34. Members shall use School Division property, equipment, services, supplies and staff time only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) Board property, equipment, service, supplies and staff time that is available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the School Division to a Member, may be used by the Member for personal use, subject to the terms and conditions described below.

35. Electronic communication devices provided by the School Division are the property of the School Division, and shall, at all times, be treated as the School Division's property. Members are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:
- (a) all emails or messages sent or received on School Division devices are subject to the *Freedom of Information and Protection of Privacy Act*;
 - (b) all files stored on School Division devices, all use of internal email and all use of the Internet through the School Division's firewall may be inspected, traced or logged by the School Division;
 - (c) in the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the School Division to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.
36. No Member shall use any School Division property, equipment, services or supplies, including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.
37. Upon ceasing to hold office, a Member shall immediately deliver to the School Division any money, book, paper, thing or other property of the School Division that is in the Member's possession or under the Member's control including, without restriction, any record created or obtained by virtue of the Member's office other than a personal record or constituency record as those terms are used in the *Freedom of Information and Protection of Privacy Act*.

Expenses

38. Members shall comply with the provisions of all Board policies and related procedures and guidelines with respect to claims for remuneration and expenses, including but not limited to, claims for per diems (honoraria), mileage, travel, meals, lodging, event tickets, hosting and attendance at conferences, conventions, seminars, training courses and workshops.
39. Falsifying of claims, including receipts or signatures, by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

Gifts and Benefits

40. Members are expected to represent the public and the interests of the School Division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the Member. At times, the acceptance of a gift or benefit occurs as part of the culture, social protocol or community events linked to the duties of a Member and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors or others doing business with the School Division be such that no Member is perceived as showing favouritism or bias toward the giver.

41. Members shall not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the Member's knowledge to a Member's spouse, child, or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
42. For further clarity, the following are recognized as acceptable gifts or benefits:
 - (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of culture, protocol or social obligation, provided that the value of the gift or benefit does not exceed one hundred dollars (\$100).
 - (b) a political contribution otherwise reported by law;
 - (c) a suitable memento of a function honouring the Member;
 - (d) food, lodging, transportation, event tickets or entertainment provide by provincial, or local governments, by the Federal government or by a foreign government within a foreign county, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity on behalf of the Board;
 - (e) Food and beverages consumed at banquets, receptions, or similar events, if:
 - i. attendance serves a legitimate purpose;
 - ii. the person extending the invitation or a representative of the organization is in attendance; and
 - iii. the value is reasonable and the invitations infrequent;
43. Gifts received by a Member on behalf of the Board as a matter of official protocol which have significance or historical value for the School Division shall be left with the School Division when the Member ceases to hold office.
44. An invitation to attend a function where the invitation is directly or indirectly connected with the Member's duties of office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fund-raising gala, provided the Member is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.
45. Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

Election-Related Activity

46. Members are required to follow the provisions of the *Local Authorities Election Act* and are accountable under the provisions of that statute. Members should not make inquiries of, or rely on, staff to interpret or provide advice to Members regarding the requirements placed on candidates for the office of trustee. Members shall be respectful of the role of the Secretary in managing the election process and must not interfere with how the Secretary's election duties are carried out.
47. Members shall not use Board resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Board, including but not limited to Member electronic newsletters, Member websites linked through the Board's website and Member social media accounts used for ward communication shall not be used for any election campaign or campaign-related activities. No Member shall use the School Division logo for campaign purposes.
48. For greater clarity, a Member may accept the services of staff that may choose to volunteer with the Member's election campaign during non-work hours.

Compliance with this Code of Conduct

49. Members are ultimately accountable to the public through the four-year election process. Between elections, Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 87 of the *Education Act*.
50. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board, or a third party investigator appointed by the Board.
51. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.
52. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or
 - (b) obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.
53. If the Board determines it appropriate to do so, the Board may impose sanctions on a Member who contravenes this Code of Conduct. Sanctions that may be imposed on a Member by the Board include:
 - (a) Issuing a letter of reprimand addressed to the Member,
 - (b) requesting the Member to issue a letter of apology,

- (c) publicly reprimanding the Member by motion of censure,
- (d) publishing a letter of reprimand or request for apology and the Member's response,
- (e) requiring the Member to attend training,
- (f) suspending or removing the Member from membership on a committee,
- (g) suspending or removing the Member from chairing a committee,
- (h) requiring the Member to reimburse monies received,
- (i) reducing or suspending remuneration paid to the Member in respect of the Member's services,
- (j) requiring the Member to return School Division property or reimburse its value,
- (k) restricting the Member's access to School Division facilities, property, equipment, services and supplies,
- (l) restricting the Member's contact with School Division staff,
- (m) restricting the Member's travel and representation on behalf of the Board,
- (n) restricting how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes),
- (o) disqualifying the Member from the Board,

but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

POLICY 4 APPENDIX A TRUSTEE CODE OF CONDUCT SANCTIONS

Informal Complaint Process

1. Any person who identifies or witnesses behaviour or activity by a Member that they reasonably believe, in good faith, is in contravention of this Code of Conduct is encouraged to attempt to address the prohibited behaviour or activity informally, where appropriate, by:
 - (a) advising the Member that the behaviour or activity appears to contravene this Code of Conduct;
 - (b) encouraging the Member to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
 - (c) requesting the Chair to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.
2. People are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or activity that they believe violates this Code of Conduct. However, a person is not required to complete this informal complaint process prior to pursuing the formal complaint process outlined below.

Formal Complaint Process

3. Any person who identifies or witnesses behaviour or activity by a Member that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in accordance with the following conditions:
 - (a) a complaint must be made in writing and include the complainant's name and contact information;
 - (b) a complaint must be addressed to the Board, attention of the Chair. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint shall be addressed to the attention of the Vice Chair;
 - (c) a complaint must include the name of the Member(s) alleged to have contravened the Code of Conduct, the provision(s) of the Code of Conduct allegedly contravened and the facts surrounding the allegation, including any witnesses.
4. Upon receipt of a complaint, the Board will meet, in camera, excluding the Member(s) alleged to have contravened the Code of Conduct, and decide whether to proceed to investigate the complaint or not. If the Board is of the opinion that:
 - (a) a complaint is frivolous or vexatious or is not made in good faith,

- (b) a complaint is outside the jurisdiction of the Board or is more appropriately dealt with by another applicable legislative appeal, complaint or court process, or
- (c) there are no grounds or insufficient grounds for conducting an investigation,

The Board may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In such event, the complainant shall be advised of the Board's decision in writing, with reasons, and provided with information regarding other options to pursue the complaint, if applicable.

5. If the Board decides to investigate the complaint, it shall take such steps as it may consider appropriate in the circumstances having regard for the specific nature of the complaint, which may include, but is not limited to, proceeding to investigate on its own, appointing a committee of the Board to conduct the investigation, seeking legal advice and/or engaging a third party investigator.
6. Investigations will be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice.
7. Prior to commencing an investigation, the complainant and the respondent Member(s) will be advised of the investigation, and the respondent Member(s) will receive a copy of the complaint.
8. During an investigation, a complainant or witness may be asked to provide additional information. Staff may also be requested to provide information, and any person conducting an investigation under this Code of Conduct may look at any record or thing belonging to or used by the School Division, and enter any School Division facility for the purpose of completing the investigation.
9. The respondent Member(s) is entitled to disclosure of all relevant information gathered during an investigation and must be given an opportunity to respond to the complaint before the Board deliberates and disposes of the complaint.
10. Upon conclusion of the investigation, the Board will convene at an in-camera meeting of the Board, excluding the Member(s) alleged to have contravened the Code of Conduct, to consider the results of the investigation and dispose of the complaint.
11. All complaints received under this Code of Conduct and all information and records received, reviewed or generated during the course of an investigation and disposition of a complaint, including interviews and investigation reports, are and shall remain strictly confidential, unless the Board directs otherwise.



NORTHLAND SCHOOL DIVISION NO. 61
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019
SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON
SUBJECT: POLICY 7 BOARD GOVERNANCE & OPERATION
REFERENCE(S):
ATTACHMENTS: POLICY 7 BOARD GOVERNANCE & OPERATION

RECOMMENDATION:

THAT the Board of Trustees approve first reading of Policy 7 Board Governance & Operations as attached.
THAT the Board of Trustees approve second reading of Policy 7 Board Governance & Operations as attached.
THAT the Board of Trustees approve third and final reading of Policy 7 Board Governance & Operations as attached.

BACKGROUND:

The revised policy as attached complies with the new Alberta Education Act that came into effect on September 1, 2019. As this policy is written to comply with the Act there is no benefit in circulating it for feedback. It will be important though to circulate the revised policy for information which indicates it is revised to comply with the new Alberta Education Act.

In addition, there has been a new section added - 3.6 Preliminary Discussion of Board Items. This was added as result of the elimination of the Committee of the Whole (see Policy 8 recommendation). The elimination of the committee was a result of advice from legal, and the reason for the change is that the Board can't materially move business of the Board forward in a committee meeting or discuss or debate the issue in a meeting that is not held in public.

The recommended solution to the removal of COTW is to add an item to the board meeting – “Preliminary Discussion of Board Items (PB)”, which will be the final part of the regular board meeting agenda, just prior to adjournment. This section of the board meeting will still be public, and will allow board members to review the items for upcoming board meetings, ask questions and advise administration if more information is required. It will fill the same function of COTW, but will not be in committee, and will be part of the public meeting. Professional development sessions will be placed at the time the presenter is available, and the meeting may still run all day Friday and half-day Saturday.

ADMINISTRATION RECOMMENDATION TO THE BOARD

RISK ANALYSIS:

Risk is only if do not implement policies that comply with the new Alberta Education Act. According to legal advice, there is a risk involved with continuing with COTW in its present format as it could be viewed as a decision-making committee, discussing and deciding issues outside of the public meeting.

BOARD GOVERNANCE AND OPERATIONS

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

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

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

Presentations at Board meetings by members of the public, students and staff can enhance public interest.

1. Wards

Within the stipulation of Ministerial Order #040/2017 dated July 4, 2017, the Board will provide for the nomination and election of trustees within the Division by wards.

Copies of the Ministerial Order are available from the Division Office.

- 1.1 Seven (7) to Eleven (11) wards can be established within Northland School Division. Eleven (11) wards were established for the 2017 elections.
- 1.2 One (1) trustee is to be elected in each ward.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.4 During the four (4) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held if there are only two (2) vacancies on the Board. By-elections may be held as determined by the Board.

2. Organizational Meeting

- 2.1 An Organizational Meeting of the Board, subject to 2.2, shall be held annually on the date determined by the Board in setting its schedule for regular meetings.

- 2.2 In any year in which a general election takes place, an Organizational Meeting shall be held within four weeks following the date of that election, at a time and place to be fixed by the Corporate Secretary and shall be the first official meeting of the Board.
- 2.3 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
 - 2.3.1 All votes for the positions of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among the trustees to use a show of hands.
- 2.4 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
- 2.5 Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.
- 2.6 The Organizational Meeting shall, in addition:
 - 2.6.1 Elect a Vice-Chair;
 - 2.6.2 Establish a schedule (date, time and place) for regular meetings and any other pre-determined meetings required for the ensuing year;
 - 2.6.3 Create such standing or ad hoc committees of the Board as deemed appropriate; and appoint members;
 - 2.6.4 Appoint Board representation as per Policy 9 Board Representation.
 - 2.6.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
 - 2.6.6 Address other organizational items as required.

3. Regular Meetings

Regular Board meeting dates, times and locations shall be as established at the Organizational Meeting each year.

- 3.1 Notwithstanding the schedule established at the Organizational Meeting, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.2 All trustees shall notify the Board Chair and Executive Secretary to Board and Corporate Services if they are unable to attend a Board meeting.
- 3.3 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 3.3.1 Obtain authorization by resolution of the Board to do so; or
 - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.
- 3.4 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its

- members an acting Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

3.6 Preliminary Discussion of Board Items

- 3.6.1 The purpose of this item on the regular meeting agenda is to discuss any items that are scheduled for future board meetings.
- 3.6.2 It provides trustees with the opportunity to advise administration if need more information on an item is required, in order to make a decision at the future Board meeting
- 3.6.3 It provides trustees with the opportunity to ask questions about the item, so administration has time to gather information to provide answers at the Board meeting.
- 3.6.4 This item will be regularly scheduled in a board meeting, so will be part of the public meeting.

4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 4.2 A special meeting of a board may be called by:
- 4.2.1 The chair of the board,
 - 4.2.2 A majority of the trustees, or
 - 4.2.3 The Minister

After written notice has been to each trustee

- 4.3 A notice of a special meeting must state:
- 4.3.1 The date, time and place of the special meeting, and
 - 4.3.2 The nature of the business to be transacted at the special meeting.
- 4.4 The notice of a special meeting must be sent at least 2 days before the special meeting by
- 4.4.1 Recorded mail to the last known address of each trustee as shown on the records of the board, or
 - 4.4.2 Personal service on the trustee or a person capable of accepting service at the trustee's residence, or
 - 4.4.3 Fax, email or other electronic means to be received at the last fax number, email address or other electronic receiving number of the trustee as shown on the records of the board.
- 4.5 Notwithstanding subsections (1) to (3), a special meeting may be held without

notice being given under this section if every trustee agrees to waive the requirements of subsections (1) to (3).

4.6 Unless all of the trustees are present at the special meeting, no business other than that stated in the notice of the special meeting must be conducted at the special meeting.

4.7 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.

4.8 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

5. Meetings by Electronic Means

5.1 It is the preference of the Board to meet at a common location to conduct Division business with trustees and the Superintendent or designate in physical attendance.

5.2 Notwithstanding 5.1, Trustees and Superintendent or designate participating in a meeting held by means of a communication facility are deemed to be present at the meeting, provided the trustee or Superintendent or designate are physically present within the boundaries of Alberta or with permission of the Chair if outside the boundaries of Alberta.

5.3 The facilities must enable all the meeting's participants to hear each other, and if possible enable all participants to view each other.

5.4 If it is a Board meeting, the facilities must enable the public to listen to the meeting, and if possible enable the public to view the meeting and participants.

5.5 One (1) facility will be determined by the Superintendent or designate to be the central and public-accessible site, and this site will be communicated to the public with the Board agenda.

5.5.1 At least one (1) trustee and the Superintendent or designate must participate from the central and public-accessible site.

- 5.6 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.7 The Superintendent or designate will be responsible for the organization of the electronic communications with participants, and will inform trustees at the meeting if the identity of a participant is in question.
- 5.8 A trustee may participate from a location to which the public does not have access.
- 5.9 A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera, and will meet all requirements of an in-camera session.
- 5.10 Through a Board motion, at least one (1) month in advance, trustees may determine that a future meeting will be exempt from electronic communication.

6. In-Camera Sessions

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

The preservation and enhancement of the public’s trust in the educational system is an important priority of the Board. The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity require the Board to hold closed meetings.

In order to understand the ability to meet in-camera, consideration must first be given to the obligation of a school board to hold meetings in public and to refrain from excluding anyone from such meetings, except for improper conduct.

The exception to the general rule of holding meetings in public should be used sparingly.

6.1 The Board shall consider the following prior to moving in-camera:

- 6.1.1 Is it in the public interest to move in-camera to have these discussions?
- 6.1.2 Can the need to move in-camera be articulated by way of a resolution proposed to move in-camera?
- 6.1.3 Would a reasonable member of the electorate, having understood all the circumstances, agree that it is in the public interest to have the matter further debated in-camera?

6.2 The Board may convene in-camera only to discuss matters of a sensitive nature, as outlined by the School Act:

- 6.2.1 Land: Acquisition/disposal of real property;
- 6.2.2 Labour: Matters relating to negotiations;
- 6.2.3 Legal: Litigation brought by or against the Board;
- 6.2.4 Personal information of an individual, including an employee of a public body, subject to guidelines outlined in 6.3.
 - 6.2.4.1 Personal information is much broader than personnel information and includes recorded information about an identifiable individual.
 - 6.2.4.2 When considering personal information for a matter that falls within the Board’s jurisdiction, the privacy protection rules under the FOIP Act must be applied.

- 6.2.5 Other topics that a majority of the trustees present feel are of the opinion that it is in the public interest, to be discussed in private, subject to guidelines outlined in 6.3.
- 6.3 The FOIP Act protects the privacy of certain types of information, including personal information and sets out the rules for who has access to what information:
 - 6.3.1 The access rules are generally governed by following the “need to know” principle. Under this principle, if the Board does not have a need to know, the information should not be before them.
 - 6.3.2 The need to protect confidential information and the obligations of Trustees in that regard are outlined in Policy 4 Trustee Code of Conduct.
 - 6.3.3 If the contents of a concern refer to a matter that does not fall within the authority or decision making mandate of the Board, it should be referred to the Superintendent.
 - 6.3.4 If the contents of a concern do fall within the authority or decision making mandate of the Board, the Board Chair will be responsible to determine the use to which it is put, while protecting the privacy interests of the individual involved.
- 6.4 The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in- camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent, notwithstanding item 3.5 above.
- 6.5 Such sessions shall be closed to the public and news media. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the substance of the discussion at such sessions.
- 6.6 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting. This resolution shall be recorded in the minutes of the Board meeting.

7. Agenda for Regular Meetings

The Agenda Planning Review Committee is responsible for preparing an agenda for Board meetings.

- 7.1 Items scheduled for a specific time shall be clearly identified on the agenda.
- 7.2 The agenda will 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.
- 7.3 The Superintendent shall provide a recommendation, options considered, risk management and research, where appropriate.
- 7.4 Items may be placed on the agenda in one (1) of the following ways:
 - 7.4.1 By notifying the Board Chair or Superintendent at least six (6) calendar days prior to the Board meeting.
 - 7.4.2 By notice of motion at the previous meeting of the Board.

- 7.4.3 As a request from a committee of the Board.
- 7.4.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
- 7.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least four (4) calendar days prior to the Board meeting.
 - 7.5.1 Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
 - 7.5.2 The Superintendent (or designate) shall ensure - the board agenda is uploaded to the Northland Website for stakeholder access prior to the Board meeting.
- 7.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the trustees.
- 7.7 During the course of the Board meeting, the trustees present, with unanimous consent, may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.8 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

8. Minutes for Regular or Special Meetings

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

- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Names of persons making the motions;
 - 8.1.8 A brief summary of the circumstances which gave rise to the matter being considered by the Board;
 - 8.1.9 Points of order and appeals;
 - 8.1.10 Appointments;
 - 8.1.11 Receipt of reports of committees;
 - 8.1.12 Recording of the declaration of all votes on a motion (when requested)

- pursuant to the School Act);
 - 8.1.13 Trustee declaration of conflict of interest pursuant to the School Act;
 - 8.1.14 Departure and re-entry times of trustees and administration during a meeting; and
 - 8.1.15 The time of adjournment.
 - 8.2 The minutes shall:
 - 8.2.1 Be prepared as directed by the Superintendent;
 - 8.2.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
 - 8.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are affixed to each page of the minutes, and that appropriate signatures are affixed to the last page of the minutes.
 - 8.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
 - 8.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
 - 8.4.3 The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.
 - 8.5 The Superintendent or designate will establish and maintain a secure file of all Board minutes.
 - 8.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
 - 8.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 9. Rules of Order
 - 9.1 See Policy 7 Schedule D Northland School Division Board of Trustees Rules of Order

10. Delegations at Board Meetings

The Board welcomes presentations on school matters by individuals or groups and may enter into a dialogue with a delegation concerning their expressed opinions, requests or demands in order to clarify the issues and/or explain policy. The Board is not obligated to act in connection with a matter or matters raised by a delegation.

The Board has established the following channels of communication for parents and other groups to address their concerns regarding:

- 10.1 Issues regarding the selection of learning materials and the interpretation of Board policy by employees shall be communicated in the following order:
 - 10.1.1 Teacher,
 - 10.1.2 Principal,
 - 10.1.3 Superintendent,
 - 10.1.4 Board.
- 10.2 Issues and concerns about Board policies or actions shall be:
 - 10.2.1 Submitted to the Superintendent for review, discussion, and clarification.
 - 10.2.2 If the concerns are not addressed to the satisfaction of a concerned individual or group, a written submission may be made to the Board. The concerned party may also request an appearance before the Board.
- 10.3 Procedures for delegations within to make a presentation to the Board are as follows:
 - 10.3.1 The delegation shall give the Superintendent at least twenty (20) calendar days' notice before the day of the meeting at which it wishes to appear.
 - 10.3.2 The notice shall be accompanied by a summary or explanation of the problem or concern that it wishes to discuss.
 - 10.3.2.1 The Agenda Review Committee shall determine whether a delegation is to be permitted.
 - 10.3.2.2 The Board Chair shall inform the delegation of the decision and review the details of the delegation process if it is to be heard.
 - 10.3.3 The notice and summary shall be included in the agenda package for the meeting.
 - 10.3.4 The delegation shall appoint not more than two (2) persons to speak on their behalf at the meeting and to respond to questions from the Board.
 - 10.3.5 Normally, the Board will make their decision at the next regularly scheduled meeting.

11. Petitions

- 11.1 Petitions shall be filed with the Corporate Secretary.
- 11.2 The Corporate Secretary shall determine petition sufficiency.
 - 11.2.1 The Corporate Secretary will provide written notification of petition sufficiency/insufficiency to all petitioners.
- 11.3 Once a sufficient petition has been received by the Board, the Board shall establish an ad hoc committee within thirty (30) days to review the petition and provide recommendations on the purpose of the petition to the Board.
- 11.4 Within ninety (90) days of the receipt of a sufficient petition, the Board must make a decision(s) on the purpose of the petition.

- 11.5 Once a decision(s) on the purpose of the petition has been made by the Board, the Board will provide written notification to all petitioners.

12. Public Notices

- 12.1 Public notices must be published at least once a week for two (2) consecutive weeks in at least one (1) newspaper that has general circulation in the area in which school divisions and municipalities interested in the matter are situated.
- 12.2 Public notices must be posted for ten (10) business days in at least two (2) areas considered appropriate.
- 12.3 Additionally, public notices may be posted electronically.

13. Audio/Video Recording Devices

- 13.1 Anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair.

14. Trustee Compensation and Expenses

The Board recognizes that the Chair and trustees have a very important role to fulfill and should be fairly compensated and reimbursed for expenses for Board business.

The Board shall:

- 14.1 Include amounts for trustee honoraria and expenses in its annual budget.
- 14.2 Report individual trustee remuneration annually in the Division's audited financial statements, in accordance with the Fiscal Planning and Transparency Act.
- 14.3 Annually review and approve rates in Policy 7 Appendix A Schedule of Rates in conjunction with the budgeting process.
 - 14.3.1 Any changes to rates and/or compensation shall come into effect the following September 1.
- 14.4 Services for which Trustees shall receive remuneration shall include:
 - 14.4.1 Regular School Board Meetings
 - 14.4.2 Special School Board Meetings;
 - 14.4.3 Meetings of Committees of the Board;
 - 14.4.4 ASBA Zone meetings;
 - 14.4.5 ASBA and PSBAA spring and fall annual general meetings;
 - 14.4.6 PSBAA Governance Sessions, Council Meetings;
 - 14.4.7 ASCA Annual Conference
 - 14.4.8 Local Zone Alberta Education Consultation Sessions;
 - 14.4.9 Conventions, retreats and workshops as authorized by the Board through Policy 7 Appendix B Professional Development Guidelines (including ASBA and CSBA);
 - 14.4.10 Attendance at Christmas concerts of their respective school(s);
 - 14.4.11 Attendance at Long Services Awards at schools within their ward or a division wide event;

- 14.4.12 Attendance at school activities where the trustee is formally invited to participate, and authorized by the Board Chair or Superintendent;
- 14.4.13 Attendance at meetings held by other organizations to which the Board has appointed the trustee as a representative;
- 14.4.14 Trustee General Duty Days
 - 14.4.14.1 General Duty Days are to cover time for reading materials and preparing for board and/or committee meetings, working with community members on individuals concerns, short visits to schools, etc.
 - 14.4.14.2 The Board Chair is entitled to claim up to five (5) Trustee Duty days per month for time spent engaging in official Division business as directed by the Board through policy or motion.
 - 14.4.14.3 All other trustees are entitled to two (2) General Trustee Duty days per month, plus a maximum of four (4) additional days annually if the trustee is a member of a committee that requires significant additional reading, research and report writing. The committee will provide consensus of who and how many days are claimed.
- 14.4.15 Other activities where the Board places an obligation on the trustee(s) to attend and/or participated.
- 14.5 Reimbursement of expenses and allowances shall be paid in accordance with Policy 7 Appendix A Schedule of Rates, Appendix B Professional Development Guidelines and Appendix C Trustee Expense Guidelines.
- 14.6 Support Trustee Development

The Board believes that trustees can best discharge their obligations to the electorate and the Board when they possess the necessary knowledge and skills.

 - 14.6.1 The Board shall establish, in its annual budget, a sum of monies for the purpose of defraying expenses incurred by trustees who attend workshops, conferences and seminars conducted beyond the boundaries of the Division.
 - 14.6.1.1 Monies may be accumulated in the first three (3) years following the election year, but in the fourth year, the budget must be balanced.
 - 14.6.1.2 Surplus accounts in election years will be returned to the general revenues.
 - 14.6.1.3 Deficit accounts will be accepted in the first three (3) years, providing a Four-Year plan is developed by the Board outlining how the deficit will be cleared in the fourth year of the election term.
 - 14.6.2 Attendance at professional development shall be as per Policy 7 Appendix B Professional Development Guidelines
 - 14.6.3 Reimbursement of expenses for professional development shall be paid in accordance with Policy 7 Appendix A Schedule of Rates and Policy 7

Appendix B Trustee Expense Guidelines.

- 14.6.4 The Secretary-Treasurer shall advise the trustees of their cumulative professional development expenditures on a quarterly basis.

15. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

15.1 The trustee is expected to be comply with the relevant sections of the School Act.

15.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.

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

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

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

15.4 The recording secretary will record in the minutes:

15.4.1 The trustee's declaration;

15.4.2 The trustee's abstention from the debate and the vote; and

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

Legal Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262

School Act
Fiscal Planning and Transparency
Act Local Authorities Elections Act
Northland School Division Act
Income Tax Act (Canada)
Freedom of Information and Protection of Privacy Act

Reference: Policy 7, Appendix A – Schedule of Rates
[Template: Northland Board Agenda](#)



TO: BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: NANCY SPENCER-POITRAS, ACTING SUPERINTENDENT OF SCHOOLS

SUBJECT: RENEWING OUR SPIRIT CONFERENCE

REFERENCE(S): RENEWING OUR SPIRIT CONFERENCE POSTER

ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve providing the Renewing our Spirit conference with the in-kind donation of use of Mistassiniy school facilities after school hours.

BACKGROUND:
<p>The Renewing our Spirit Conference will be in Wabasca, Alberta and the organization has requested a donation from NSD such as use of Mistassiniy School, NSD facilitators, and/or funding.</p> <p>Providing in-kind donation instead of funding is being recommended. The FNMI team will help with any school organization and set up. The principal will be the on- site contact.</p>
RISK ANALYSIS:
No risks are perceived.



Superintendent's Highlights

September 20, 2019

Conklin Community, Fort McKay, and Athabasca Delta Community School Tours with the Minister of Education

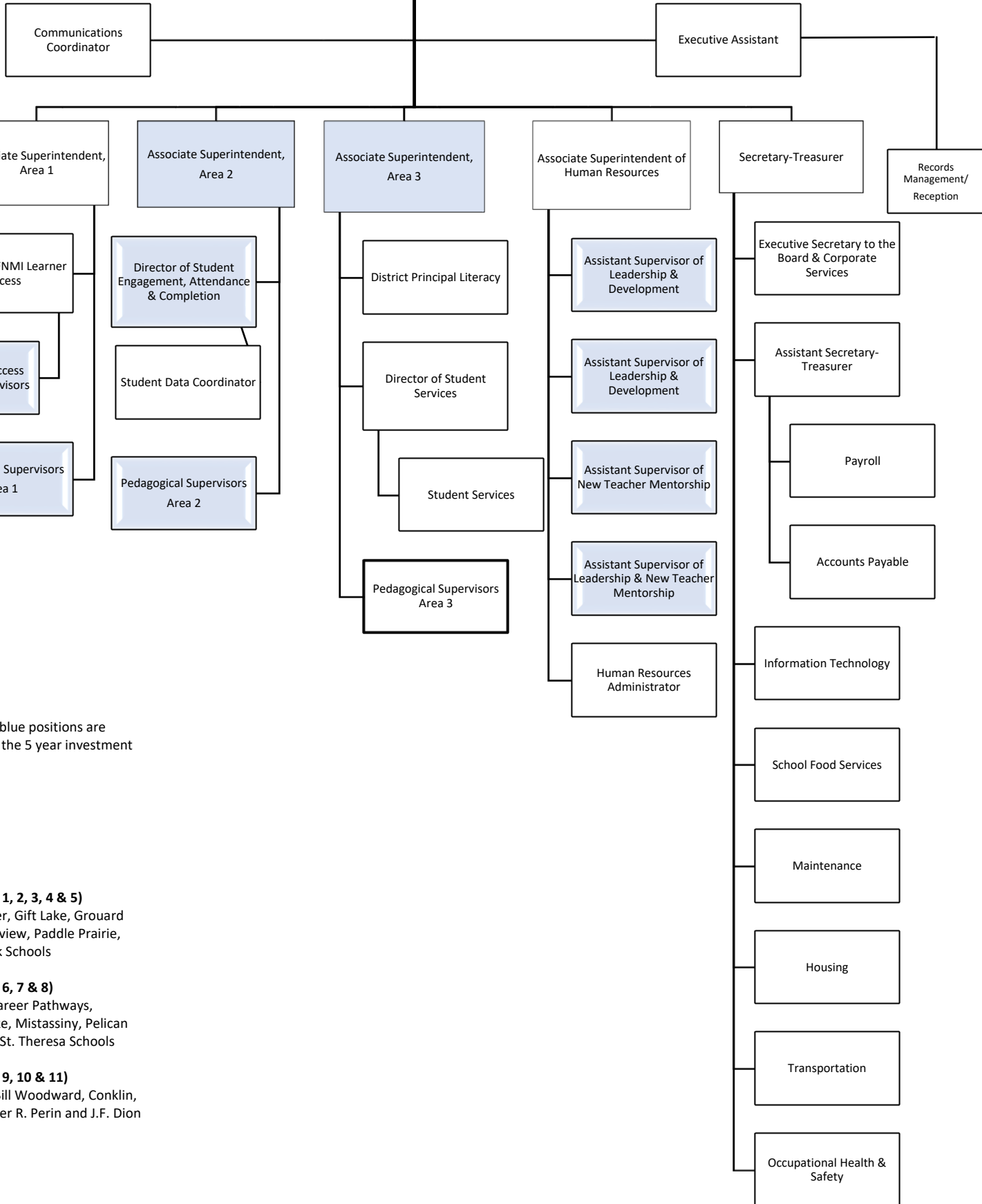
- Toured the schools with the Board Chair, Vice-Chair, and Minister of Education.
- The Minister had the opportunity to meet principals and teachers of each school.
- NSD answered questions regarding housing and retention of teachers.
- Discussed educational programming for students in the schools.
- Discussed the unique circumstances that are specific to NSD.

Paddle Prairie School Community Meeting

- Paddle Prairie School start up was adjusted due to health and safety precautions related to the restoration work taking place.
- The decision was made in consultation with the area associate superintendents, the maintenance department and the occupational health and safety manager.
- Division staff worked all weekend to developed several plans of action depending on circumstances.
- Worked with Division staff, Alberta Health Services, and Restoration services to ensure the air quality of the school was safe for students and staff.
- The process was expedited because of all the parties working together to meet the standards of Alberta Health Services.
- Paddle Prairie School, according to all air quality personnel, had already met the standards but due to an anonymous tip to Alberta Health Services, the process was delayed.

Board of Trustees

Superintendent of Schools



NOTE – Light blue positions are supported by the 5 year investment grant.

SCHOOLS

Area 1 (Wards 1, 2, 3, 4 & 5)
 Bishop Routhier, Gift Lake, Grouard Northland, Hillview, Paddle Prairie, and Susa Creek Schools

Area 2 (Wards 6, 7 & 8)
 Calling Lake, Career Pathways, Chipewyan Lake, Mistassiny, Pelican Mountain and St. Theresa Schools

Area 3 (Wards 9, 10 & 11)
 Anzac, ADCS, Bill Woodward, Conklin, Elizabeth, Father R. Perin and J.F. Dion Schools

Area 1 Schools

Bishop Routhier
Gift Lake
Grouard
Hillview
Paddle Prairie
Susa Creek

NORTHLAND

School Division No. 61

April 2018 to
August 2019



Associate Superintendent's Update Report to Board



Leading Learning – Putting Equity into Action

Area 1 Learning Team

Shelley Willier, Associate Superintendent
Crystal Colville, Pedagogical Supervisor
Karen Lemay, Pedagogical Supervisor

Monthly Highlights

April – Building Understanding of Intervention Models (Area 1 Numeracy Framework Plan)

Collaborative Response Model – April 3-4, 2019 (CC)

- Schools examine structures and processes to ensure best possible support for inclusive learning.
- Collaborative action: data-informed discussions to deliver timely intervention to ensure all students succeed

RTI at Work Institute – April 24-26, 2019 (CC and School Principals)

- Multi-tiered approach to identify and support students with learning and behavioral needs.
- Tier 1: High-quality instructional and behavioral support (80% students); Tier 2: Small group targeted and increased frequency intervention (15% students); Tier 3: Intensive intervention with increased individualization and frequency (5%).

May

Whole School Planning Professional Learning Communities (Area 1 Numeracy Framework Plan)

- Identifying cycles for instructional planning, data-collection and professional learning
- Focus on numeracy across the curriculum
- Focus on whole school and parent/family engagement sessions

PAT Exam Marking

- Area 1 grade 6 and 9 math teachers gathered to mark the writing portion of English Language Arts Exams
- Individual practice in grading writing samples against assessment criteria; collaborative discussion around student writing examples increases individual and collective capacity.

Peavine Land-based Learning Camp

- May 27-29
- In-school and on-land learning
- Relationship Building – Grouard and High Prairie School Division

Paddle Prairie – Wildfire – May and June

- Providing staff, community and trustee support
- Community evacuation in May
- School closure in June

June

Gift Lake Land-based Learning Advisory Committee

- Complete long-range year plan for land-based learning activities for the 2019-2020 school year
- Identified resource people and materials to support land-based learning activities
- Purchased materials/supplies (June-August)

Gift Lake Grade 9 Farewell Celebration

August

- **New Teacher and Principal Orientation (August 19-22)**
 - Numeracy Framework Presentation to principals and Alberta Education

- Framework Development (\$80,000 2018):
 - Committee membership included 16 teachers from across the division from K-3; 4-6; 7-9; 10-12; and school leadership; Group met for 8 days from March through to June 2018
 - Research informed: Curtis Linton - Equity Framework; Jo Boaler - Mathematical Mindset Book & Course; John Hattie - Visible Learning for Mathematics
 - Work produced: K-12 Numeracy Framework; Unit Build Exemplars from Division 1 through to Division

- Framework Implementation (\$100,000 2018-2019)
 - Dollars split into three areas for Associates to drive the Framework
 - Area 1 Year Implementation Plan (\$34,000) was presented to Board in January

- **Organization Week (August 26-30)**
 - Box Cars and One-Eyed Jacks – all Area 1 principals and teachers
 - Math games used to teach and reinforce math schools
 - All schools received kits to support each grade of learning

Staff Change Highlights

- Karen Lemay, Pedagogical Supervisor
- Schools:
 - Hillview: 1 Principal/teacher and 1 teacher
 - Grouard: Principal and 3 teachers
 - Peavine: 1 teacher
 - Gift Lake: Principal and 4 teachers
 - Paddle Prairie: Principal and 4 teachers
 - Susa Creek: 1 Principal/teacher

27-Jun-19

AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Paddle Prairie	0	6	7	8	7	14	18	8	11	9	7	1	11	5	0	112
Bishop Routhier	0	9	7	10	9	7	8	6	0	0	0	0	0	0	0	56
Gift Lake	0	13	12	19	18	16	15	17	13	10	14	0	0	0	0	147
Ground Northland	0	10	7	6	9	7	11	4	6	3	3	0	0	0	0	66
Hillview School	1	0	2	2	3	3	5	3	0	0	0	0	0	0	0	19
Susa Creek	0	6	4	6	2	12	3	5	4	4	0	0	0	0	0	46
Total	1	44	39	51	48	59	60	43	34	26	24	1	11	5	0	446

AREA 2

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake	1	11	11	18	6	8	7	14	8	10	13	5	3	2	0	117
Calling Lake Outreach School	0	0	0	0	0	0	0	0	0	0	0	2	1	3	0	6
Career Pathways School	0	0	0	0	0	0	0	0	0	0	0	40	24	28	0	92
Mistassiniy School	0	0	0	0	0	0	0	0	0	35	28	40	44	26	29	202
Chipewyan Lakes	0	7	1	0	5	4	1	0	1	0	5	3	0	0	0	27
Pelican Mountain	0	3	2	4	2	5	4	1	0	0	0	0	0	0	0	21
St. Theresa	0	49	58	48	50	40	36	48	0	0	0	0	0	0	0	327
Total	1	70	72	70	63	57	48	61	44	38	58	94	54	62	0	792

AREA 3

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community Sch	0	14	25	16	15	18	16	15	9	15	19	17	18	10	0	207
Bill Woodward School	0	0	0	0	0	6	19	9	19	13	13	15	15	17	0	126
Anzac Community School	0	29	17	17	14	6	0	0	0	0	0	0	0	0	0	83
Conklin	0	5	1	1	3	2	3	6	3	7	4	0	0	0	0	35
Elizabeth School	0	9	15	10	10	13	13	13	10	9	0	0	0	0	0	102
Father R. Perin	0	11	7	13	10	6	5	9	6	5	1	0	0	0	0	73
Fort McKay School	0	7	9	4	7	6	8	7	0	0	0	0	0	0	0	48
J.F. Dion	1	10	11	7	10	11	6	11	8	7	0	0	0	0	0	82
Total	1	85	85	68	69	68	70	70	55	56	37	32	33	27	0	756

27-Jun-19	3	199	196	189	180	184	178	174	133	120	119	127	98	94	0	1994
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September 20, 2019 STUDENT COUNT

AREA 1

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Bishop Routhier		6	8	9	9	10	11	9								62
Gift Lake		9	12	15	15	15	12	17	13	12	12					132
Grouard Northland		14	9	10	6	9	6	11	4	7	4					80
Hillview School		6	4	4	5	3	5	4								31
Paddle Prairie		10	4	8	7	7	13	16	8	12	7	7	2	12		113
Susa Creek		4	0	2	5	0	4	1	2	1						19
Total	0	49	37	48	47	44	51	58	27	32	23	7	2	12	0	437

AREA 2

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Calling Lake		11	18	10	19	6	8	7	13	6	9	9	3	4		123
Calling Lake Outreach School																0
Career Pathways School												35	14	10		59
Chipewyan Lakes		2	4	3	1	4	1	1				8				24
Mistassiniy School									41	40	43	52	46	46		268
Pelican Mountain		3	2	3	5	4	5	4								26
St. Theresa		44	35	53	47	46	40	35								300
Total	0	60	59	69	72	60	54	47	54	46	52	104	63	60	0	800

AREA 3

	P	E	1	2	3	4	5	6	7	8	9	10	11	12	Other	Total
Athabasca Delta Community School		12	12	21	16	13	16	15	17	13	18	14	15	21		203
Anzac Community School		19	26	18	19	13	12	7								114
Bill Woodward School								10	10	21	12	17	12	19		101
Conklin		4	3	3	1	3	2	2	6	3	7	8	2			44
Elizabeth School		6	8	13	12	10	14	13	10	9						95
Father R. Perin		15	10	8	13	10	7	5	7	6	4					85
Fort McKay School		6	4	5	3	5	5	7								35
J.F. Dion		9	9	7	7	11	12	7	9	10						81
Total	0	71	72	75	71	65	68	66	59	62	41	39	29	40	0	758
SEPTEMBER 19, 2019 Total	0	180	168	192	190	169	173	171	140	140	116	150	94	112	0	1995

Northland Monthly Enrollment Update for 2018-2019*by Area*

	September	October	November	December	January	February	March	April	May	June
AREA 1										
Bishop Routhier	61	60	59	59	59	59	58	56	56	56
Gift Lake	149	150	147	144	146	148	149	149	148	147
Grouard Northland	73	73	73	73	69	70	67	66	66	66
Hillview School	17	16	15	15	15	19	19	20	20	19
Paddle Prairie	121	120	117	118	116	116	109	112	112	112
Susa Creek	45	45	45	45	49	49	48	48	48	46
Total	466	464	456	454	454	461	450	451	450	446

AREA 2

Calling Lake	119	119	121	120	120	120	113	115	119	117
Calling Lake Outreach School	1	1	1	1	3	3	3	3	3	6
Career Pathways School	63	62	68	70	82	93	101	91	91	92
Chipewyan Lakes	29	31	31	31	30	31	30	27	27	27
Pelican Mountain	16	13	17	18	17	18	21	21	21	21
Mistassiniy School	240	237	218	218	220	211	207	203	202	202
St. Theresa	305	305	309	315	323	322	325	328	327	327
Total	773	768	765	773	795	798	800	788	790	792

AREA 3

Athabasca Delta Community School	215	221	222	223	222	225	226	207	207	207
Anzac Community School	83	83	81	82	82	82	83	82	82	83
Bill Woodward School	131	131	124	123	125	125	124	126	126	126
Conklin	31	31	33	34	33	33	35	35	35	35
Elizabeth School	115	115	116	117	115	111	112	112	111	102
Father R. Perin	82	81	81	76	75	74	72	70	72	73
Ft McKay	46	44	44	44	48	46	49	48	48	48
J.F. Dion	84	86	86	86	85	85	83	83	82	82
Total	787	792	787	785	785	781	784	763	763	756

TOTAL	2026	2024	2008	2012	2034	2040	2034	2002	2003	1994
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"Our students love to come to school in Northland"

Communications Department Report to the Board



NORTHLAND SCHOOL DIVISION NO.61

**P.O. Bag 1400, 9809 77th Avenue
Peace River, AB T8S-1V2**

Phone: 780-624-2060 or 1-800-362-1360

Website: www.nsd61.ca



Role of the Communications Coordinator

Guided by Northland School Division's (NSD) commitment, vision, values, and beliefs, the Communications Coordinator assists the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act, the Northland School Division Act and Board policy. The Communications Coordinator is directly responsible and accountable to the Superintendent <https://goo.gl/D1MLGN>.

2019-2020 Strategic NSD Communications Plan Goals and Strategies

The goals and strategies are aligned with the five outcomes statements approved by the Board of Trustees.

1. NSD students are strong in identity, healthy and successful.
 2. NSD is a leader for Indigenous education excellence.
 3. NSD is inclusive, each child's ways of knowing and ways of being are respected and essential.
 4. NSD has excellent teachers, school leaders, and system leaders.
 5. NSD is well-governed and managed.
- **Goal 1: Provide direct communication support to the Board of Trustees, central office and school staff**
 - Board Advocacy Plan implementation in collaboration with the Board Advocacy Committee,
 - Continue to produce the internal communication newsletter "The Communique". The internal publication is a central vehicle for communicating action items, opportunities, information, highlights of the week and tips of the week.
 - Assist principals with school-based communication plans,
 - Social media management (Facebook, Twitter, LinkedIn)
 - Manage the Division's website www.nsd61.ca and assist schools with their websites.
 - Develop key messages in collaboration with the Board of Trustees and Superintendent of Schools,
 - Assist schools with School Messenger Communicate.
 - **Goal 2: Maintain strong relationships with stakeholders**
 - Maintain relationships with stakeholders (parents/guardians, school councils, community members, First Nations, Métis Settlements, Municipalities, Métis Settlements General Council, Treaty 8 First Nation of Alberta, Alberta Education, media.
 - **Goal 3: Organize and implement communication strategies to promote division priorities**
 - Review recruitment documents,
 - Update communication messages and materials for the Attendance Improvement Initiative "Every Day Counts".
 - Implement communication messages to encourage school council participation.

2018-2019 Accomplishments

Healthy Active School Symposium 2019 - Winter Wonderland



The Communications Coordinator, in collaboration with the Student Services Department, Alberta Health Services, Ever Active Schools and the Boreal Centre for Bird Conservation near Slave Lake, organized the Northland School Division's 2nd Annual Healthy Active School Symposium (HASS). Over 50 students from NSD and High Prairie School Division attended HASS at the Boreal Centre for Bird Conservation.

The above-mentioned members of the HASS Planning Committee worked together to plan the activities, developed a communications strategy for promoting the event, invited the Board of Trustees and other dignitaries to attend, invited other school divisions to attend and organized the registration process and meals.

Crisis Communication - Wildfires

Wildfire Update



The 2018-2019 school year ended earlier than expected for NSD schools located in Wabasca-Desmarais, Sandy Lake and Chipewyan Lake. During a time of crisis, NSD provided regular communication to students, staff, parents and community members on its website, on Facebook, and on Twitter. On the NSD website, a question and answer page was developed to assist students, staff, parents and community members impacted by the

wildfires <https://tinyurl.com/y2qkf3jk>. The Communications Coordinator participated in debriefs with the Acting Superintendent of Schools, the Occupational Health and Safety Manager, the Division Facility Manager and the Division Housing Construction Foreman to ensure the division was communicating the most up to date information about the wildfires, counseling support for staff and families impacted by the wildfires, school closure notices and inspection timelines for schools and housing impacted by the wildfires.

Every Season Learning Calendar



Engagement, sharing, passion, and excitement! Those are a few words to describe the Northland Council of School Councils Workshop at the Sawridge Inn and Conference Centre in Edmonton. The annual gathering, which took place on April 26, 2019, is an opportunity for the Board of Trustees to engage and to hear from school community representatives.

During the workshop, the trustees presented an idea they believe could help address long-standing barriers such as student attendance, student retention, academic success, and high school completion. The "Every Season Learning Calendar" (year-round calendar) concept is an idea the Board first learned about at the National School Boards Association Conference in 2018. They discussed the idea further during a Board Retreat last fall and learned from other school boards.

Prior to sharing the idea with stakeholders, the Communications Coordinator worked in collaboration with the Board Community Engagement Lead, the Superintendent of Schools, the First Nations, Metis, and Inuit team, the Executive Assistant and the Director of Student Engagement, Attendance Completion to research the concept, develop a presentation and speaking notes for the trustees, organized facilitated conversations with the stakeholders and crafted timelines for future community engagement and for piloting the concept in school communities.

NSD tackling poverty with support from Dr. Ruby Payne



A nationwide topic was tackled during a division-wide professional development (PD) for NSD staff. On Wednesday, February 13, 2019, over 340 NSD staff participated in a workshop about poverty with Dr. Ruby Payne. The workshop is based on Dr. Payne's book *A Framework for Understanding Poverty*. Prior to the PD, the Communications Coordinator assisted with the communication to staff regarding the PD, developing the PD agenda in collaboration with the Northwest Regional Learning Consortium (NRLC), drafting and sending invitations to the trustees and

invited guests, ordering gifts for staff and guests and promoting the event before and after with stakeholders.

NSD and KTCEA showcase partnership at Alberta Rural Education Symposium



NSD and Kee Tas Kee Now Tribal Council Education Authority (KTCEA) showcased its partnership at the Alberta Rural Education Symposium in Edmonton. Lorraine Cardinal-Roy, Director of First Nations, Métis and Inuit Learner Success and Pearl Calahasen, Deputy Superintendent, KTCEA presented the success story at the Fantasyland Hotel in Edmonton on Monday, March 4, 2019. Prior to the presentation, the Communications Coordinator assisted with crafting and submitting the presentation synopsis to the Alberta Rural Education Symposium Committee, developing and submitting the powerpoint presentation, drafting speaking notes and promoting the presentation to stakeholders.

New Principal/Teacher Orientation at Bill Woodward School

NSD hosted its New Principal/Teacher orientation at Bill Woodward School in Anzac August 19-22, 2019.

Highlights Article #1: <https://tinyurl.com/y6lj8oh6>, **Highlights Article #2:** <https://tinyurl.com/yyzdxyt7>

Prior to orientation, the Communications Coordinator assisted with communicating information to new staff, promoting the event to stakeholders on a variety of platforms, finalizing the four-day schedule, welcome speeches for Board Chair and Acting Superintendent of Schools, meal arrangements, land-based learning activities, social activities, and welcome packages.



Social Media and Website Results

NSD Facebook (@NorthlandSchoolDivisionNo61)

Followers Annual Comparison:

- Followers as of September 2018: 1121; Followers as of September 2019: 1430.

Post Highlights:



Post Topic: Join School Council or Attendance Improvement Committee
Posted: October 1, 2018
Total Reach: 4664 people



Post Topic: Land-based Learning in Anzac
Posted: November 8, 2018
Total Reach: 2019 people
Actions: 444 post clicks

Northland School Division No.61
Published by Curtis Walty [?] · 5 December 2018 · 🌐

Tansi!
Here's a video of J.F. Dion School Fishing Lake Metis Settlement students singing the Metis anthem during an assembly 😊
Tagged in this post:... [See more](#)



Post Topic: J.F. Dion School students singing Metis song.
Posted: December 5, 2018
Total Reach: 3041 people

Northland School Division No.61
Published by Curtis Walty [?] · 13 February · 🌐

Tansi, Edlánat'e, Hello!
Why is it important for parents and guardians to fill out the Accountability Pillar Survey?
Indigenous Language Instructors Marina Nokohoo (Dene) and Denise Abraham-Daniels (English) explain in the video. Thank you, Marina and Denise 😊... [See more](#)



Post Topic: Accountability Pillar Surveys
Posted: February 13, 2019
Total Reach: 9628 people
Video Views: 5569

Northland School Division No.61
6 February · 🌐

Updated @ 7:47 am
The following school buses are NOT running due to cold weather:
- Route 399 (Vina Nahachick) St. Theresa School, Wabasca Alberta & Mistassiniy School... [See more](#)

School Bus Cancellation



Post Topic: School Bus Cancellations
Posted: February 6, 2019
Total Reach: 2011 people

Northland School Division No.61
29 May · 🌐

Attention students, parents, staff and community members:
The Municipal District (MD) of Opportunity No. 17 and Bigstone Cree Nation issued a Mandatory Evacuation Order for Wabasca-Desmarais and Reserve A, B, C and D.
A reception centre has been set-up at the Calling Lake Recreation Centre. Evacuees are able to register at the recreation centre. If evacuees require transportation please call the command centre at 780-891-2659. ... [See more](#)

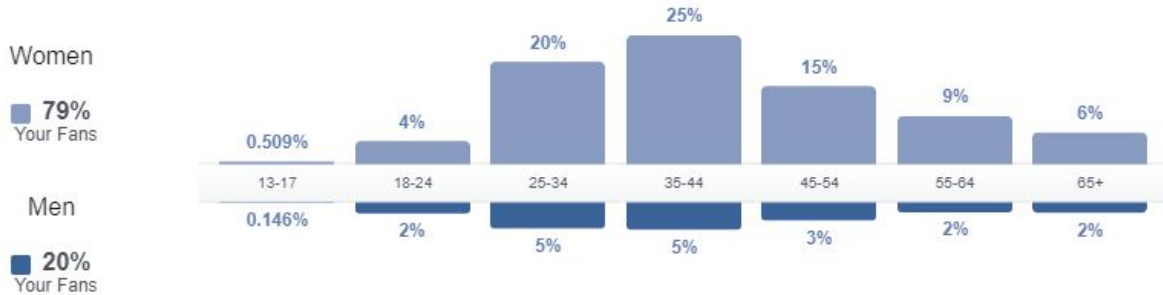
School Closure Notice



Post Topic: Wildfire School Closures
Posted: May 29, 2019
Total Reach: 6197 people

Audience

Aggregated demographic data about the people who like your Page based on the age and gender information that they provide in their user profiles. This number is an estimate.



NSD Twitter (@northland61)

Number of Followers Annual Comparison

- Followers as of September 2018: 989; Followers as of September 2019: 1056

Tweet Highlights:

Top media Tweet earned 918 impressions

Everyone enjoyed themselves during NSD's 2nd Annual Healthy Active School Symposium! Visit our website to view photos ow.ly/r0dm30nTmIL!

#nsd61 #abed #asba #fnmied @EverActiveAB @AHS_NorthZone @hpsd48 @DanielleLarivee pic.twitter.com/5A5B0GKYTU



2 9

Post Topic: HASS
 Posted: March 1, 2019
 Impressions: 918 (organic)

Top Tweet earned 4,889 impressions

Evacuation Orders issued for Wabasca-Desmarais & Bigstone Cree Nation reserves A, B, C and D. St. Theresa, Mistassiniy, Career Pathways & Pelican Mountain Schools will be closed until further notice nsd61.ca.

#nsd61 #abed @AlbertaWildfire pic.twitter.com/Zens2ZdZv8



11 2

Post Topic: Evacuation Orders
 Posted: May 29, 2019 at 8:34 p.m.
 Impressions: 4889 (organic)

Notable Mentions:



Keyano ESA Local 9

@ESALocal9 · Feb 26

A huge thank you to Tim Stensland from @northland61 for coming out to our PD Conference @keyanocollege and presenting on the Northland Division as well as graciously answering all our members questions!

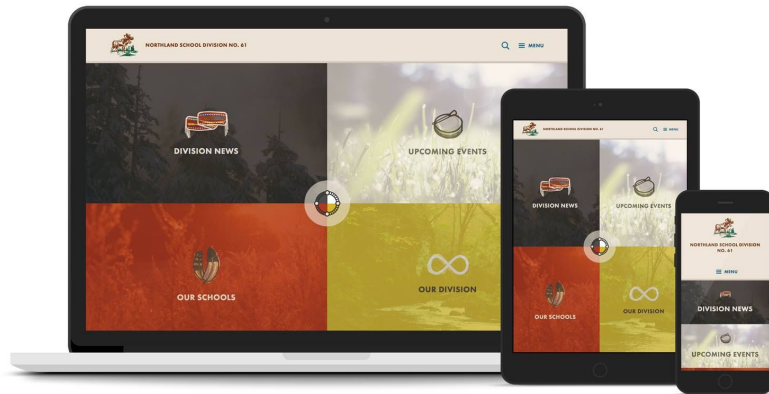
@BritaineaYoung @mrskatiecaines @Rosemarie_ml @KeishaGendron #futureteachers pic.twitter.com/Nn7jFbDPG1



1 3 6



NSD Website Statistics (www.nsd61.ca)



Timeframe	Pageviews (Total number of pages viewed)	Sessions (a person's visit)	Bounce Rate (Someone comes to a page on your website, then immediately leaves)	Session Duration (The length of time someone visits the website)
September 1, 2017 - September 1, 2018	133,533	46,582	46.16%	2 minutes 41 seconds
September 1, 2018 to September 1, 2019	136,317 (2.08% increase)	50,534 (8.48% increase)	46.67% (1.09% increase)	2 minutes 35 seconds (3.90% decrease)

What device do users use to visit www.nsd61.ca?

From September 1, 2018 to September 1, 2019	
Device	Device Usage Percentage
Desktop	13,371 (59.16%)
Mobile	7774 (34.39%)
Tablet	1,458 (6.45%)

Where do users visit?

From September 1, 2018 to September 1, 2019	
Page	Pageviews
www.nsd61.ca	29,754 (21.83%)
www.nsd61.ca/careers	18,836 (13.82%)
www.nsd61.ca/about-us/central-office-contacts	5,855 (4.30)
https://www.nsd61.ca/departments/transportation/bus-status	5,033 (3.69%)
www.nsd61.ca/schools	4543 (3.33%)
www.nsd61.ca/about-us/division-news	3465 (2.54%)
www.nsd61.ca/about-us	2876 (2.11%)
www.nsd61.ca/about-us/calendar	2582 (1.89%)
www.nsd61.ca/about-us/contact-us	2,188 (1.61%)



NORTHLAND SCHOOL DIVISION NO. 61

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 20, 2019

SUBMITTED BY: SECRETARY-TREASURER, T. RASMUSON

SUBJECT: TRANSFER LEASES TO LAND IN PEERLESS AND TROUT LAKE AND CHIPEWYAN LAKE

REFERENCE(S):

TWO LEASE SURRENDERS (PEERLESS/TROUT AND CHIPEWYAN LAKE)

ATTACHMENTS: LETTER FROM JOHN WILSON, MANAGER, NEGOTIATION SUPPORT, LAND CLAIMS, ALBERTA INDIGENOUS RELATIONS

BACKGROUND:

Land claims were settled under the Bigstone Cree Nation land claim settlement for the communities of Peerless Lake, Trout Lake and Chipewyan Lake.

NSD has provincial leases for the land the schools are built on. The claim means that the provincial land will be transferred to the federal government, to be included in the claims.

Peerless Lake, Trout Lake – the current schools on the two parcels of land are being operated by Kee Tas Kee Now Educational Authority (KTCEA). When the new schools are complete in the two communities, the current schools will be demolished as part of the new school construction, and the land reclaimed.

At that point, the land will be transferred from NSD to the federal government, to complete the land claim process. The land will be transferred as it sits at that point, with no liability remaining with NSD.

Chipewyan Lake – the current school sits on land that NSD leases from the provincial government, but is considered part of the land claim. However, since NSD is still operating the school, the lease agreement will be signed, in trust, for execution when NSD turns the operation of the school to Bigstone Cree First Nation. There is no timeline for the transfer of the school operation at this time.

Suggested motion:

That the Board of Trustees approve the transfer of the leases, in trust, to Canada, for the land leased by Northland School Division in the communities of Peerless Lake, Trout Lake and Chipewyan Lake.

SURRENDER, RELEASE AND INDEMNITY

IN CONSIDERATION of the payment of One Dollar (\$1.00), receipt of which is hereby acknowledged, the Northland School Division No. 61, for themselves, their successors, or assigns does hereby;

I SURRENDER AND RELEASE

Surrender, quitclaim or relinquish all right, title and interest in those portions of the Alberta Crown surface dispositions identified in Schedule "A" (the "Dispositions") that lie within the surveyed limits of the area delineated by a bold red line on Schedule "I"; Public Lands Plan No. 6460 GEN of the Canada-Alberta Settlement Agreement respecting the Canada-Bigstone Cree Nation treaty land entitlement settlement agreement and remise, release, waive and forever discharge Her Majesty the Queen in right of Alberta, her servants, employees, assigns, nominees, agents and successors (hereinafter referred to as "Alberta"), of and from all manner of suits and actions, causes of action, claims, demands, damages, compensation, costs or expenses of any kind or nature whatsoever, liability and entitlements whether known or unknown which it had, or has, or can, shall or may hereafter have against Alberta rising out of or related to:

- (a) surrender, quitclaim, relinquishment, or cancellation of the Dispositions);
- (b) loss, surrender, or abandonment of any improvements on the lands comprised in the portion of the Dispositions;
- (c) the value of any element of special economic advantage arising out of or incidental to the use of occupation of the lands comprised in the portion of the Dispositions;
- (d) injurious affection, including severance damage, or any incidental damages;
- (e) business loss, including good will; and
- (f) loss or damage to any property used in connection with the portion of the Dispositions.



II. INDEMNITY

Agree to indemnify and forever save harmless Alberta from all manner of suits, actions, causes of action, claims, demands, damages, compensation, costs or expenses, liability and entitlement, initiated, made or incurred, whether known or unknown, against Alberta or in respect to any claim made:

- (a) by any assignee of the portion of the Dispositions, or anyone claiming through such assignee;
- (b) by any person in connection with a right or opportunity to use the lands comprised in the Dispositions;
- (c) by any person in connection with the surrender, quit claim, relinquishment or cancellation of the Dispositions; and
- (d) by any subsequent occupier of the lands comprised in the Dispositions in connection with the condition of the said lands, excepting any waste or changes to the condition of the said lands which were specifically permitted by statute or by the terms of the Dispositions.

IT IS HEREBY UNDERSTOOD AND AGREED that the said payment, or the promise of same is deemed not to be any admission of liability whatsoever on the part of Alberta, such liability being denied.

IN WITNESS WHEREOF, the Northland School Division No. 61 has executed this Surrender, Release and Indemnity this _____ day of _____, 2019.

SIGNED, SEALED AND DELIVERED

Northland School Division No. 61

Per: _____

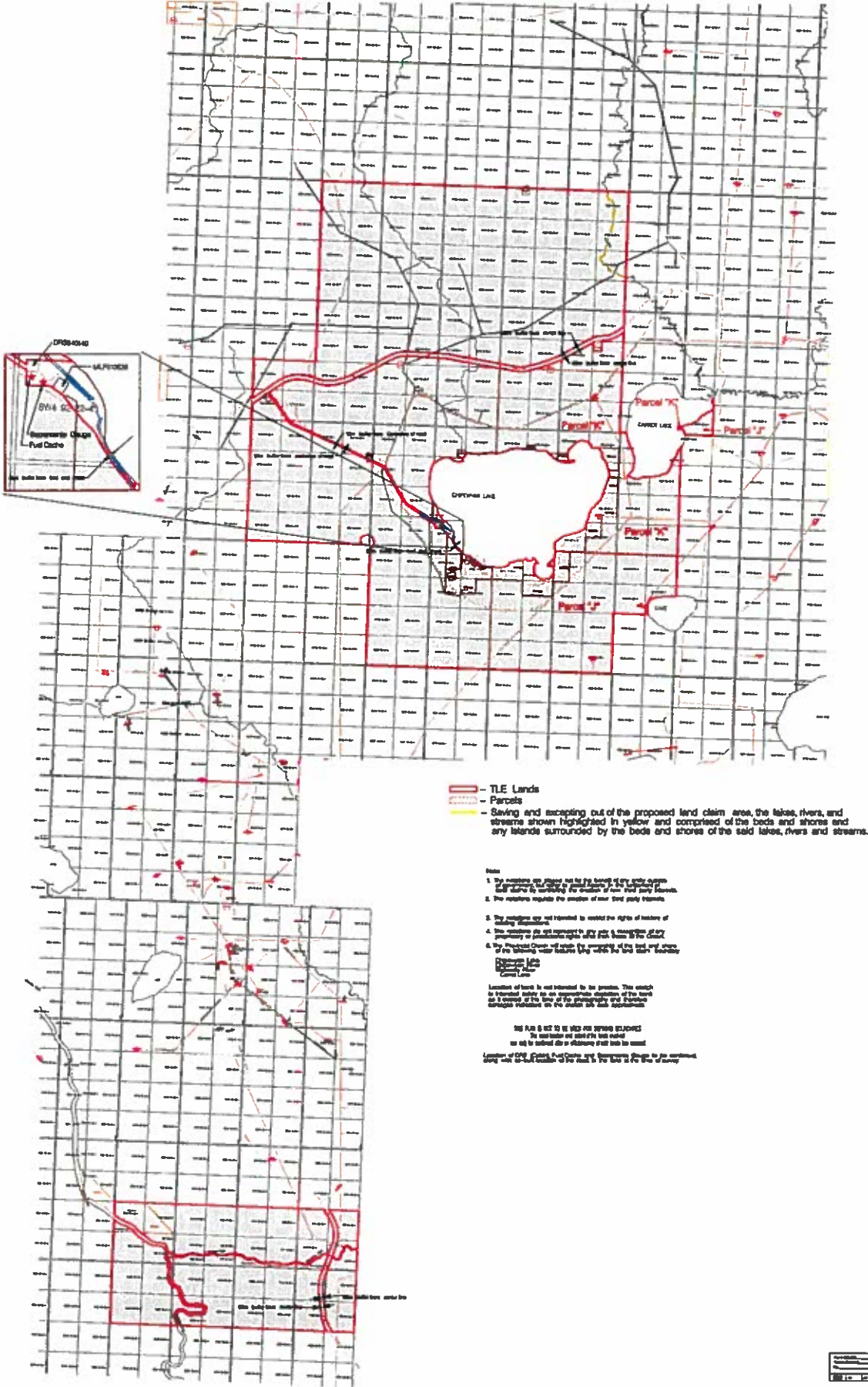
Per: _____

SCHEDULE "A"

Alberta Crown Surface Disposition	E&P Public Lands Plan Number	Agreement Schedule	Purpose
DML 820132	3994 GEN	I (Chipewyan Lake)	School
DLO 851081	11039 TL	I (Chipewyan Lake)	Water Intake

(Those portions lying within the surveyed limits of the area delineated by a bold red line on the following schedules to the Agreement: Schedule "I"; Public Lands Plan No. 6460 GEN)

Excepting thereout all mines and minerals.



— TLE Lands
— Parcels
 Saving and excepting out of the proposed land claim area, the lakes, rivers, and streams shown highlighted in yellow and comprised of the beds and shores and any islands surrounded by the beds and shores of the said lakes, rivers and streams.

Notes

1. The accuracy of the map is not to be taken as a guarantee of the accuracy of the data on which it is based.
2. The map is not intended to be used for any purpose other than that for which it was prepared.
3. The map is not intended to be used for any purpose other than that for which it was prepared.
4. The map is not intended to be used for any purpose other than that for which it was prepared.

Location of land is not intended to be precise. This map is intended solely as an approximate depiction of the land as a result of the time of the photography and the nature of the terrain.

THE PLAN IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PREPARED.

Location of land is not intended to be precise. This map is intended solely as an approximate depiction of the land as a result of the time of the photography and the nature of the terrain.

Scale: 1:50,000
 Date: 2000

SURRENDER, RELEASE AND INDEMNITY

IN CONSIDERATION of the payment of One Dollar (\$1.00), receipt of which is hereby acknowledged, the Northland School Division No. 61, for themselves, their successors, or assigns does hereby;

I SURRENDER AND RELEASE

Surrender, quitclaim or relinquish all right, title and interest in those portions of the Alberta Crown surface dispositions identified in Schedule "A" (the "Dispositions") that lie within the surveyed limits of the area delineated by a bold red line on Schedule "C"; Public Lands Plan No. 6454 GEN of the Canada-Alberta Settlement Agreement respecting the Canada-Bigstone Cree Nation treaty land entitlement settlement agreement and remise, release, waive and forever discharge Her Majesty the Queen in right of Alberta, her servants, employees, assigns, nominees, agents and successors (hereinafter referred to as "Alberta"), of and from all manner of suits and actions, causes of action, claims, demands, damages, compensation, costs or expenses of any kind or nature whatsoever, liability and entitlements whether known or unknown which it had, or has, or can, shall or may hereafter have against Alberta rising out of or related to:

- (a) surrender, quitclaim, relinquishment, or cancellation of the Dispositions);
- (b) loss, surrender, or abandonment of any improvements on the lands comprised in the portion of the Dispositions;
- (c) the value of any element of special economic advantage arising out of or incidental to the use of occupation of the lands comprised in the portion of the Dispositions;
- (d) injurious affection, including severance damage, or any incidental damages;
- (e) business loss, including good will; and
- (f) loss or damage to any property used in connection with the portion of the Dispositions.



II. INDEMNITY

Agree to indemnify and forever save harmless Alberta from all manner of suits, actions, causes of action, claims, demands, damages, compensation, costs or expenses, liability and entitlement, initiated, made or incurred, whether known or unknown, against Alberta or in respect to any claim made:

- (a) by any assignee of the portion of the Dispositions, or anyone claiming through such assignee;
- (b) by any person in connection with a right or opportunity to use the lands comprised in the Dispositions;
- (c) by any person in connection with the surrender, quit claim, relinquishment or cancellation of the Dispositions; and
- (d) by any subsequent occupier of the lands comprised in the Dispositions in connection with the condition of the said lands, excepting any waste or changes to the condition of the said lands which were specifically permitted by statute or by the terms of the Dispositions.

IT IS HEREBY UNDERSTOOD AND AGREED that the said payment, or the promise of same is deemed not to be any admission of liability whatsoever on the part of Alberta, such liability being denied.

IN WITNESS WHEREOF, the Northland School Division No. 61 has executed this Surrender, Release and Indemnity this _____ day of _____, 2019.

SIGNED, SEALED AND DELIVERED

Northland School Division No. 61

Per: _____

Per: _____

SCHEDULE "A"

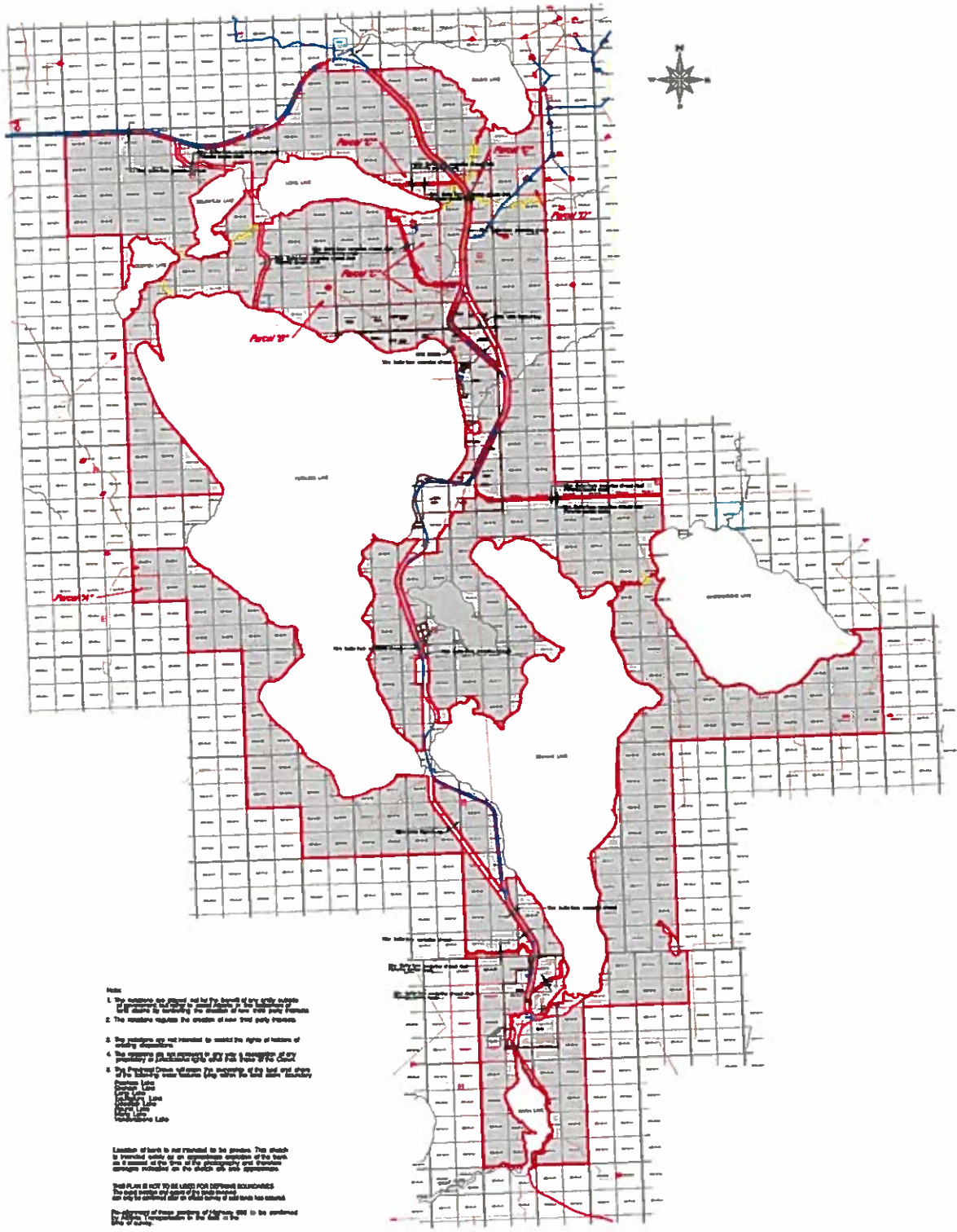
Alberta Crown Surface Disposition	E&P Public Lands Plan Number	Agreement Schedule	Purpose
DML 800001	3550 GEN	C (Peerless Lake)	School
DLO 800528	3550 GEN	C (Peerless Lake)	Lagoon
DML 910120	4843 GEN	C (Trout Lake)	School
DLO 780999	7492 TL	C (Trout Lake)	Lagoon

(Those portions lying within the surveyed limits of the area delineated by a bold red line on the following schedules to the Agreement: Schedule "C"; Public Lands Plan No. 6454 GEN)

Excepting thereout all mines and minerals.

SCHEDULE "C"

Bigstone Treaty Land Entitlement Peerless Trout



Note:

1. The map is not intended to be used for the purpose of any other purpose than that of a general guide to the location of the land.
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3. The map is not intended to be used for the purpose of any other purpose than that of a general guide to the location of the land.
4. The map is not intended to be used for the purpose of any other purpose than that of a general guide to the location of the land.
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— TLE Land
— Perceps
— Water and streams, and of the proposed road, and of the proposed water and sewer lines, and of the proposed gas lines, and of the proposed telephone lines, and of the proposed electric lines, and of the proposed cable television lines, and of the proposed other lines.

Sheet No.	1 of 1
Date	2005
Scale	1:50,000



NORTHLAND SCHOOL DIVISION NO. 61

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 21, 2019

SUBMITTED BY: BOARD CHAIR, R. GUILD

SUBJECT: BOARD EXPENSES POSTED ON THE NSD WEBSITE

REFERENCE(S):

ATTACHMENTS:

BACKGROUND:

While on the tour with the Minister of Education, the topic came up about expense claims. The Minister told me that almost every school board post the trustee expenses on their website. Some examples are Aspen View Public School Division, Northern Lights Public School Division, Edmonton Public School Division and Edmonton Catholic School Division, and Red Deer Catholic School Division.

Minister LaGrange then opened up the Red Deer Catholic School Division's website and showed me all of her past expense claims.

The topic for discussion is – what does the Board think about posting trustee expense claims on the NSD website?

2019-2020 Conference & External Committee Schedule

AUGUST

Date	Description	Location	Representative	Alternate
13 - 17	PSBAA Council Meeting	St. Albert	Daniels	Wanyandie

SEPTEMBER

11	Zone 1 September Meeting & Awards Banquet	Peace River	Wanyandie	Lamouche

OCTOBER

16 - 18	PSBC - FGM	Edmonton	Daniels	Wanyandie

NOVEMBER

15 - 16	PSBAA Council Meeting	Edmonton	Daniels	Wanyandie
17 - 19	ASBA - FGM	Edmonton		

DECEMBER

JANUARY

FEBRUARY

.6 - 7	PSBAA Council Meeting	TBC	Daniels	Wanyandie

MARCH

.1 - 3	Alberta Rural Education Symposium	Edmonton		
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APRIL				
.4 - 6	NSBA - Conference	Chicago		
16 -17	PSCAA Council Meeting	TBC	Daniels	Wanyandie
20 -22	CASS - First Nations, Metis & Inuit Education Gathering	Edmonton		
24 - 26	Alberta School Councils Association	Edmonton		
26 - 28	CAPSLE	Ottawa		
MAY				
29 - 31	PSBC - SGM	Red Deer	Daniels	Wanyandie
JUNE				
.1 - 2	ASBA - SGM	Red Deer		
JULY				
.2 - 5	ASBA - CSBA Congress	Banff		