

Nomination Package for Candidates: 2021 School Board Trustee Election

- Medicine Hat Catholic School Board Trustee (5 positions)
- Medicine Hat Public School Board Trustee (5 positions)

Terms are 4 years: October 2021- October 2025

For updates or revisions to this package, please refer to:

<https://www.medicinehat.ca/government/departments/city-clerk/municipal-elections>

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THIS IS A GENERAL INFORMATION PACKAGE ONLY AND HAS NO LEGISLATIVE SANCTION. FOR CERTAINTY, THE [LOCAL AUTHORITIES ELECTION ACT](#), [EDUCATION ACT](#) AND OTHER RELEVANT STATUTES AND REGULATIONS SHOULD BE CONSULTED. IT IS THE RESPONSIBILITY OF EVERY CANDIDATE TO FAMILIARIZE THEMSELVES WITH THE LEGISLATION.

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Useful Resources for Potential Candidates

It is every candidate's responsibility to familiarize themselves on the rules regarding who can run for office and how to manage their campaign. The Local Authorities Election Act (LAEA) contains a lot of useful information. The Act can be viewed, downloaded, or ordered in paper form from [Alberta Queens Printer](#) (call 310-0000). The Education Act can also be obtained from this site.

Alberta Municipal Affairs (Phone: 780-427-2225 Toll free: 310-0000 before the phone number (in Alberta)) have resources available for candidates and newly elected officials for download from their website at: http://www.municipalaffairs.alberta.ca/mc_elections Additionally, Alberta Education has a downloadable package <https://education.alberta.ca/school-board-elections/?searchMode=3>

Local contacts for school board candidates:

Public School Board

Mr. Jerry Labossiere, CA

Secretary Treasurer

Phone: (403) 528-6728

Email: jerry.labossiere@sd76.ab.ca

Catholic School Board:

Greg MacPherson, Secretary Treasurer

Phone: (403) 502-8360

Email: greg.macpherson@mhcbce.ab.ca

Angela Cruickshank, Returning Officer (403) 529-8234 or email angcru@medicinehat.ca

Or Jessica Robinson, Deputy Returning Officer (403) 529-8382) or email jesrob@medicinehat.ca

3rd Floor City Hall 580 1st St SE, Medicine Hat, Alberta, T1A 8E6

For up to date election information, visit the City's website at www.medicinehat.ca

Key dates

Nomination Day (last day to submit papers*):	September 20, 2021	8.30 am - noon Council Chambers
Advance Polls:	dates and time TBD	
Election Day:	October 18, 2021 10 am – 8 pm	Various locations see City website for up to date information

*no person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate (some exceptions apply- see Section 3: *Managing Your Campaign*)

Elected Trustees:

All elected Trustees are required to attend orientation training- please contact the Secretary Treasurer for more information.

Section 1: Who Can Run for Office?

Are you qualified?

Candidates can only run for Trustee at one School Board, not both. To become a candidate you must be:

- a) at least 18 years of age on nomination day,
- b) a Canadian citizen,
- c) a resident of the local jurisdiction for the 6 consecutive months preceding nomination day, which is September 20, 2020 s.21 [Local Authorities Election Act \(LAEA\)](#)

Additionally, Catholic School Board Trustee nominees must be of the same faith:

(3) Where a separate school district is established, an individual residing within the boundaries of the separate school district is a resident of the separate school division if the individual declares that the individual is of the same faith as those who established the separate school district, whether Protestant or Roman Catholic s.74 [Education Act](#)

You are **not** eligible to become a candidate in any election under any of the following circumstances (s.22 LAEA):

- if you are the auditor of the local jurisdiction or if you are a municipal or school board employee on nomination day, unless you take the entitled leave of absence
- if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, for any other debt in excess of \$500 to the municipality
- if you have, within the previous 10 years, been convicted of an offense under the Local Authorities Election Act, the Election Act or the Canada Elections Act

There may be other circumstances that may prevent you from running for office, please refer to the full text of s. 22 LAEA.

Federal employees

Before a federal public servant employee can seek nomination as a candidate in a municipal election he/she must request and obtain permission from the Public Service Commission of Canada (PSC) to do so. For further information please contact the PSC directly or refer to the Public Service Employment Act.

School Board employees

A person who is an employee of a school board and who wishes to be nominated as a candidate for trustee is entitled to take a leave of absence without pay. An employee may notify the municipality on or after July 1 that they are taking a leave of absence without pay.

It is the candidate's responsibility to ensure they meet the requirements of eligibility, and it is an offence to make a false statement on your nomination form. After noon on nomination day, anyone can view your form at the City Clerk department.

Disqualification of Trustees

It is the responsibility of all candidates to determine if they meet the qualification criteria and are not in contravention of the following:

Disqualification of Trustees: s. 87 [Education Act](#)

87(1) A person is disqualified from remaining as a trustee of a board if that person:

- (a) other than a person appointed under section 84(1), ceases to be qualified for nomination as a trustee under the Local Authorities Election Act;
- (b) is an auditor or employee of the board for which the person is a trustee;
- (c) has breached the code of conduct of the board established under section 33, where the sanction for the breach under the code of conduct may be determined by the board to be disqualification;
- (d) is a party to a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- (e) beneficially owns more than 10% of the issued shares of a corporation that has a pecuniary interest in a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- (f) has a pecuniary interest in a contract with the board, other than
 - (i) a contract for the provision of goods or services in an emergency,
 - (ii) a contract for the sale of goods or services to the board at competitive prices by a dealer in those goods or services incidental to and in the ordinary course of the dealer's business,
 - (iii) a contract of employment with the trustee's spouse or adult interdependent partner, child, parent or spouse's or adult interdependent partner's parent, or
 - (iv) a contract approved by the board pursuant to disclosure;
- (g) uses information gained through the person's position as a trustee of the board to gain a pecuniary benefit in respect of any matter in which the person has a pecuniary interest;
- (h) is a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- (i) is absent without being authorized by a resolution of the board from 3 consecutive regular meetings of the board, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence;
- (j) is convicted of
 - (i) an indictable offence punishable by imprisonment for 5 or more years, or
 - (ii) an offence under section 123 of the Criminal Code (Canada) for which an absolute discharge or pardon has not been granted.

(2) Notwithstanding section 24 of the Local Authorities Election Act, a trustee of the board who is disqualified under this section is eligible to be elected at the next general election of trustees to the board if that person is qualified for nomination as a trustee under the Local Authorities Election Act.

Section 2: Nomination Period

The nomination period is between January 1, 2021 to noon on September 20, 2021. Nomination papers can be filed with the Returning Officer any time during this period, by attending at the City Clerk's office, 3rd Floor, City Hall, 580 1st St SE, Medicine Hat T1A 8E6 between 8.30 am and 4.30 pm. You must file your nomination papers before you accept a campaign contribution or incur a campaign expense. This does not apply to candidates who are self-funding their campaign to a maximum of \$10,000. See s.147.1 of the [Local Authorities Election Act \(LAEA\)](#) for more information, including definitions of contributions and expenses.

Nomination Day

- **Nomination Day is September 20, 2021. It is the last day for filing nomination papers for School Board Trustee offices. On Nomination Day, nomination papers will be accepted from 8.30 am until 12.00 noon, Monday September 20, 2021 in Council Chambers, City Hall 580 1st St SE, Medicine Hat T1A 8E6**
- **Reminder:** if you will be collecting campaign contributions or incurring a campaign expense you **MUST** file your nomination papers before you accept the contribution or incur the expense.

Nomination Forms & Filing of Forms with the Returning Officer

Nomination Forms are included in this package in Appendix C.

It is the candidate's responsibility to ensure the form is completed correctly. The Returning Officer is required to reject a candidate's nomination form if it has not been completed correctly. Your form must:

- Be the form provided in this package
- Be signed by a minimum of 5 **eligible electors**
- Include an affidavit stating that you are eligible to be a candidate in the election
- Nomination papers may be handed in by any person, but will **not** be accepted by email, mail or fax
- Nomination papers may be examined by any elector during regular business hours and in the presence of the Returning Officer, or designate(s). A list of nominees will be posted on the City's website.
- No cash deposit is required
- Trustees are required to acknowledge the requirement to read and comply with the School Board's code of conduct for Trustee members. Code of Conduct information can be found in the Appendices.

Who can sign your Nomination Form?

Everyone who signs your nomination form **must** be eligible to vote in this election. Please refer to the Section 5 'Who can Vote?'

Is it possible to withdraw my nomination?

The deadline for withdrawal is 24 hours after the close of nominations: that is, before 12.00 noon on September 21, 2021. Your notice of withdrawal must be submitted in person, in writing, to the Returning Officer. Faxed or emailed notices of withdrawal are **not** accepted. Your nomination cannot be withdrawn after the 24-hour deadline has passed, and your name will appear on the ballot. Additionally, you can only withdraw your nomination if, at the close of Nomination Day, the number of remaining candidates meets the positions in the race. If you are running for Trustee with 5 seats and there are only five nominated candidates, no candidate may withdraw s. 32 LAEA. Candidates who withdraw must still file a disclosure statement.

Section 3: Managing Your Campaign

It is each candidate's responsibility to familiarize themselves and follow the campaign financing rules: s.147.1 of the [Local Authorities Election Act \(LAEA\)](#).

Campaign Period

The campaign period (the time in which you can accept contributions and incur campaign expenses) is January 1 to December 31 2021. You **MUST** file your nomination papers before you accept contributions or incur expenses during this period.

Allowable campaign expenses

Reminder: You must file your nomination papers before you incur a campaign expense. This does not apply to candidates who are self-funding their campaign to a maximum of \$10,000 (some exceptions apply). See s.147.1 of the *LAEA* for more information, including definitions of contributions and expenses.

An allowable campaign expense includes an expense incurred for, or a non-monetary contribution in relation to:

- The production of advertising or promotional material
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during the election period, including by the use of a capital asset
- The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity
- The securing of meeting space, or the conduct of election surveys or other surveys or research during an election period

Expenses also include in-kind (unpaid).

Campaign Contributions

Reminder: you must file your nomination papers before you accept a campaign contribution. Campaign contributions by any person to a candidate shall not exceed \$5,000 in any year. Only an Alberta resident can contribute to a campaign. Corporations, unincorporated organizations, trade unions and employee organizations are prohibited from contributing to your campaign.

Campaign contributions include money, personal property, real property or service that is provided for the benefit of a candidate's election campaign without fair market compensation, but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly. A candidate who funds a campaign by contributions must open a campaign account at a financial institution (s. 147.3 *LAEA*).

A candidate **MUST** open a bank account in their own name or the name of the campaign as soon as possible after the amount of contributions exceeds \$1000 in aggregate (s.147.3(1) *LAEA*). All contributions must be deposited in that account, and the money is to be used only for campaign expenses. Contributions of real and personal property and services have a value. Receipts must be issued for every contribution and obtained for every expense. Records of all contributions and expenses are to be kept for 4 years.

Section 147.1 of the *LAEA* sets out the rules regarding who can contribute to your campaign and identifies those who cannot. It is important you understand the rules regarding contributions, whether monetary or contributions in-kind.

Campaign Disclosure Statements

[Form 26 Campaign Disclosure Statement and Financial Statement](#) must be completed by all candidates. The form requires candidates to disclose names and addresses of donors whose contributions exceed \$50, information about campaign contributions received, other sources of funding, campaign expenditures, and the campaign surplus or deficit. Disclosure statements **must** be filed with the Secretary Treasurer on or before March 1 following a general election. It is an offence to fail to file a disclosure statement. Candidates will be levied a late filing fee of \$500 s.147.7(2) LAEA.

Campaign Deficits

A candidate who incurs a deficit in campaign finances must eliminate that deficit within 60 days after filing their disclosure statement. An amended disclosure statement must be filed within a further 30 days s.147.52 LAEA.

Campaign Surpluses

Candidates must donate all surplus municipal campaign funds to a registered charity, or retain any amount less than \$1,000 s.147.5 LAEA.

Self-funded Campaigns

A candidate whose campaign is entirely self-funded by no more than \$10,000 in a campaign period:

- must open a bank account in the name of the candidate or campaign name, when their own contributions exceed \$1,000.
- is still required to file a campaign disclosure statement
- must review the definitions of 'contributions' and provisions of s.147.1 LAEA and decide when they need to file their nomination papers.

Agents & Scrutineers

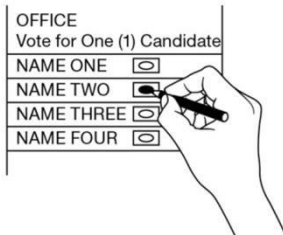
A candidate may choose to appoint an official agent on their nomination form (this is not mandatory), or fill out and submit the [Statement of Official Agent or Scrutineer Form](#) to the Returning Officer. The duties of an official agent are assigned by the candidate. A person who has, within the previous 10 years, been convicted of an offense under the *Local Authorities Election Act*, the *Election Finances and Campaign Disclosure Act* or the *Canada Elections Act* is not eligible to be appointed as an official agent or scrutineer, and an agent may only act as an agent for one candidate s. 68.1 LAEA.

Agents and scrutineers must sign the Statement Form to indicate that they will maintain and aid in maintaining the absolute secrecy of the vote, and also bring with them a statement of representation signed by the candidate to the presiding deputy of the voting station before they will be recognized as such at the voting station. The presiding deputy shall not permit the concurrent presence in the voting station of an agent and scrutineer, or the candidate and agent or scrutineer. The presiding deputy may designate the place in the voting station from where they may observe the election procedure s. 69 LAEA.

Section 4: Campaign Signage

Can a candidate put up campaign signage prior to Nomination Day?

There are no limitations on when a candidate may start campaigning in the [Local Authorities Election Act](#); however, there are restrictions on **where** you may place signs and literature. Bylaws can be found [here](#).



Note the ballot marking procedure shown at left. Do not confuse voters by using check marks √ or X in your campaign signage or literature.

What are the rules regarding campaign signage?

Type of signage

Election signs do not require a permit, but still must comply with the [Land Use Bylaw #4168](#):

- (a) No sign is allowed that in the opinion of a Development Authority may create a hazard to public safety or health.
- (b) No sign may obstruct the line of sight of a pedestrian or the driver of a vehicle with respect to access to or egress from a road, alley or driveway, or detract from the visibility or effectiveness of any Traffic Control Device.
- (c) No sign shall obstruct ingress to or egress from a fire escape door, window or other required exit under the Alberta *Building Code*.
- (d) No sign other than a Traffic Control Device may display words such as "STOP", "LOOK", "DANGER", "ONE WAY" or "YIELD" or any similar words, phrases, symbols, lights or characters used in a manner which may mislead, confuse or otherwise interfere with pedestrian or vehicle traffic on a road.
- (e) No sign may incorporate a searchlight or strobe lights.
- (f) No sign other than a Specialized Sign is allowed on a roof or completely above the parapet of a Building.
- (g) No sign may be painted on, or affixed in any manner to, a tree, stone, cliff or other natural object;
- (h) No sign other than a Specialized Sign, Sandwich Board, or Portable Sign shall be placed or erected on a Site unless the sign is permanently set into the ground or permanently affixed to a Building.
- (i) No sign other than a Traffic Control Device shall face an Interior Side Property Line or Rear Property Line that is adjacent to a residential District.
- (j) No sign is allowed within a Corner Visibility Triangle if it blocks or interferes with a line of sight for pedestrians or drivers of vehicles, from any direction.

Where can I place my signs?

There are rules regarding whether you can place signs:

Along the Highway

Alberta Transportation has guidelines for campaign signage on Alberta highways, which can be found at:

<https://www.alberta.ca/election-signs.aspx>

Along Boulevards & Rights of Ways

Any campaign sign located on a city boulevard, right of way or other location so as to constitute a traffic hazard will be removed immediately by the City and the candidate may be billed with the cost. Signs must not be placed in the ground so as to damage irrigation systems. (Schedule D *Land Use Bylaw #4168*)

Electrical Poles & Light Poles

Electrical utility system poles and structures shall be kept free of all materials and equipment not required for the system (s.2-012 *Alberta Electrical Utility Code*)

On a Street

Campaign signage should not be placed where it can cause a hazard to traffic and/or pedestrians (s.69 *Public Roads Bylaw #4346: Schedule D Land Use Bylaw #4168*)

On a tree

No sign may be painted on, or affixed in any manner to, a tree, stone, cliff or other natural object (Schedule D *Land Use Bylaw #4168*)

In a Park

In a park or recreational area, no person shall, without prior written approval from the Parks Manager or his designate:

- (a) place or erect any signs or billboards for the purposes of advertising;
- (b) distribute any handbills or circulars;
- (c) use any audible advertising device; (s.6 *Parks and Recreational Areas Bylaw #2527*)

Campaign Literature at Voting Stations

Candidates are prohibited from any type of campaign activities and any actions considered to be an attempt to solicit or influence votes in and on the property surrounding a building used as a voting station. Those found guilty may be subject to a fine of up to \$500 (s.152.1 *LAEA*). The Returning Officer has the authority to stop such activity with the assistance of a Peace Officer.

Access for campaigners

A person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with,

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park, (s.52 *LAEA*).

Section 5: Who Can Vote?

The [Local Authorities Election Act](#) (s. 47 LAEA) outlines that a person is eligible to vote in an election if the person:

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day

All voters must show identification. The identification requirement sets a uniform standard of:

- a) one piece of picture identification, or
- b) one piece of identification that establishes the elector's name and current address

The list of acceptable identification is currently under review, please see the City's website for up to date information: www.medicinehat.ca

School Board Supporters

Electors may vote for either a Public or Separate School Board Trustee depending on residency and faith. If you reside within the boundaries of a separate school district and share the same faith as those who establish the district, you are a resident of the separate school district, not of the public school district. S.74 of the [Education Act](#).

Or, in other words:

An individual who resides within the boundaries of a separate school district, and shares the same faith as those who established the district, is a resident of the separate school district, and are eligible to vote for trustees of the Roman Catholic separate school system. All separate school districts are Roman Catholic. A Roman Catholic is defined as a person who is in communion with the See of Rome.

Special (mail-in) Ballots for absent voters

Electors who will be absent from the jurisdiction or homebound on Election Day, Monday October 18 2021, or who cannot attend an Advance Poll (October 9, 12-16) can register for a mail-in ballot with the Returning Officer.

Voting time for employees

Voting hours at all regular stations are 10 am to 8 pm on election day, and various hours during the advance vote.

The LAEA provides the following provisions for employees on election day:

- s.58 (1) An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting the employee's vote.
- (2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employee's employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting is to be granted at the convenience of the employer.
 - (3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of the employee's absence from the employee's work during the 3 consecutive hours or part of it.
 - (4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

Where to vote?

Voting stations are currently being confirmed. Refer to the City's website for up to date information:

www.medicinehat.ca

Results

Unofficial results will be uploaded to the City's website on election night. Official results will be published online at 12 noon on Friday, October 22 2021 (s.97 LAEA).

What to Expect as a Winning Candidate: Duties of a School Board Trustee

Duties of Trustees are included as Appendix A & B to this package.

Meetings

Public School Board Trustee

The Board meets as a Committee of the Whole the second Tuesday of each month, from 3:00 p.m. to 5:30 p.m. The fourth Tuesday of each month, the Committee of the Whole meets from 3:00 p.m. to 5:30 p.m. and the Regular public meetings are scheduled from 5:30 p.m. to 8:00 p.m. Trustees are expected to contribute towards other committees. For more details see Appendix A.

Please note that Board meeting schedules and times are set by the trustees at the annual Organizational Meeting in fall of each year and may be adjusted by a majority vote of the Trustees.

Catholic School Board Trustee

For more details please see Appendix B.

Separate (Catholic) School Board Trustee Remuneration and Benefits

Trustees receive an honorarium. It is set as a percentage of a teacher's salary depending on their role. There is also a per diem for work outside of the city.

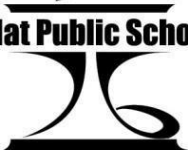
For more details, please contact: Greg MacPherson, Secretary Treasurer (403) 502-8360

Public School Board Trustee Remuneration and Benefits

Please refer to *Policy 202.4 Trustee Remuneration and Expenses* included in the Public School Board Trustee Nomination Package in Appendix A.

For further details, please contact: Jerry Labossiere, Secretary Treasurer (403) 528-6728

Medicine Hat Public School Division



Public School Board Trustee Nomination Package

TERM OF OFFICE: 4 YEARS

NUMBER OF TRUSTEES: 5 POSITIONS

The following package is intended to provide basic information on the roles and duties of a school board trustee for individuals interested in running for a trustee position.

The package includes the following sections:

1. Introduction
2. Board Meetings
3. Committees of the Board
4. Thinking of Running for Your Local School Board?
5. Why Run for School Board?
6. Some Reasons Why You Might Not Want to Run
7. Pertinent School Division Policies:
 - (i) Role of the Board of Trustees
 - (ii) Role of Trustees
 - (iii) Trustee Code of Conduct
 - (iv) Trustee Remuneration and Expenses

For general information regarding the School Board and/or Committee procedures, please contact:

Mr. Jerry Labossiere, CA
Secretary Treasurer
Phone: (403) 528-6728
Email: jerry.labossiere@sd76.ab.ca

For further information on Medicine Hat Public School Division Board Governance policies, please visit the PUBLICATIONS section of our website at www.mhpsd.ca.

INTRODUCTION

The Education Act outlines the broad spectrum of the powers and duties of a School Board, which ensures public education is of a high quality and meets local needs. The Board of Trustees is accountable to the Minister of Education and has a responsibility to be responsive to the unique needs of the community they serve. Additionally, the Board works to make people aware of what the Board does and why. The Board of Trustees is entrusted with the responsibility to provide quality educational programs and services to students in the Division. These programs and services shall reflect student needs, taking into consideration the needs of their families and the community. Board members shall serve at all times in the best interest of students of the Division.

BOARD MEETINGS

The second Tuesday of each month, the Board meets as a Committee of the Whole from 3:00 p.m. to 5:30 p.m. The fourth Tuesday of each month, the Committee of the Whole meets from 3:00 p.m. to 5:30 p.m. and the Regular public meetings are scheduled from 5:30 p.m. to 8:00 p.m.

In addition to Board Meetings, Trustees must be prepared to sit on other committees that meet at additional times. Board meeting schedules and times are set by the trustees at the annual Organizational Meeting, in fall of each year, and may be adjusted by a majority vote of the Trustees.

COMMITTEES

Labour Committees:	Trustees Appointed
ATA	2
TEBA	1
CUPE	2
Non-unionized	2
Executive	2
Trustee Remuneration	2
Education Foundation	1
Coordinating Committee	1
Council of School Councils	1
Teachers' Voice Committee	1
Audit Committee	2
Expulsion Committee	3
Public School Boards Association	1 / 1 (alternate)
Alberta School Boards Association Zone 6	1 / 1 (alternate)

THINKING OF RUNNING FOR YOUR LOCAL SCHOOL BOARD?



Every school division in Alberta has a board of education. There are over 60 public school divisions, with more than \$8 billion spent on kindergarten to grade 12 education each year.

Community members who are enthusiastic and passionate about K-12 education and who have interest in governance should consider running to serve on the School Board. They set the vision for the School Division and write and review the policies that guide the work of our elementary, middle, and high schools. Their existence is based on the idea that local oversight of public education makes schools more responsive to the needs of the local community.

School boards work with, and are responsive to, the voice of parents and the community, seeking to ensure the best education possible for children in Alberta. They care about the needs of children today and for the future. School boards provide important insight into the public education system, ensuring parents' voices, students' needs and school community thinking, remain at the forefront of our education system.

School boards act as a public conduit, setting direction and goals for the school division, and helping to ensure that those goals are kept on track.

A school board's primary responsibilities generally include:

- Setting the vision and goals for the school division
- Adopting policies and setting priorities to achieve its goals
- Monitoring student performance
- Approval of system budgets
- Approval of the school calendar
- Adopting curriculum
- Evaluating and/or hiring the Superintendent
- Managing collective bargaining for division employees

The board is the governance body that oversees the Superintendent in their educational leadership and management of the School Division.

A school board election campaign can help bring important local issues to focus. It is one of the few electoral processes where voters have direct engagement with candidates who can, in turn, have significant impact on a critical service to community.

WHY RUN FOR SCHOOL BOARD?

Why run? [Running for your local school board](#) can be a challenging and exciting experience. It presents many opportunities to contribute to, and improve, your community.

Effective school board members contribute their unique talents while collaborating as a team with other board members and the Superintendent. With children as the ultimate focus, school board members work together to accomplish critical work for children and youth in our community.

Here are some reasons that may influence you to run for your local school board:

- **You want to share your time and talents.** As a member of a school board, you have an opportunity to share your business and life experience to benefit your community.
- **You can represent different groups in the community** and ensure that others have a voice in making policy and broad visionary decisions. As a board member, you can be a conduit for the views and interests of teachers and parents.
- **You can help create stronger ties** between the school board, school councils, municipal and provincial governments and other stakeholders.
- **You have a personal interest** in preserving and improving the quality of your school system.
- **You believe in quality public education** for current and future students.

School board members should be effective communicators and good listeners. They can create an effective [school board campaign](#) platform and organize priorities and schedules. Above all, they can work with others – parents, teachers, division staff and board colleagues – to achieve the board’s goals.

Looking for further information on why you should run for the School Board? Go to the Alberta School Boards Association (ASBA) website at <https://www.asba.ab.ca/>.



SOME REASONS WHY YOU MIGHT NOT WANT TO RUN

Serving as a Trustee requires a significant commitment of time and energy. Being a Trustee is a job that carries with it significant responsibility and requires real commitment of time and focus. Our board meets twice a month, for meetings that may last several hours. Board members will also be on other committees that meet at additional times. Trustees are also expected to attend School Council Meetings whenever possible. Trustees should be prepared to commit the time and energy necessary to be an informed and effective leader.

Trustees are, at times, called to deal with very challenging community and individual issues. Once you become a board member, you may hear from your constituents, particularly during times when contentious issues are being discussed in the Division. To ensure issues are addressed in a timely and effective manner, and to insulate board members from liability, there is a clear process that is to be followed. Trustees rarely get involved in parent-teacher or parent-administrator issues, barring occasions when the formal appeal processes defined in policy are followed. Trustees need to know, and commit to, engagement with community in a manner that is respectful of community concerns and of the limits of their individual authority.

Of course, there are other reasons why you should definitely NOT run for school board. Personal vendettas, single-issue candidacy or using your position on the school board as a stepping stone for higher office are all bad reasons for starting a school board campaign. Experience tells us that Trustees who come to the Board for a single purpose, and who are not committed to the fullness of the work, find themselves holding a role they neither desire nor are they prepared to execute fully.

Once you have made up your mind to run (and you are eligible to do so), the next step is to start planning out your school board campaign.

(Please see MHPSD Board Governance policies continued on next page)

ROLE OF THE BOARD OF TRUSTEES – Policy 200

BACKGROUND

As the corporate entity with natural persons powers established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body elected by the electors that support Medicine Hat Public School Division (Division), the Board shall provide overall direction and leadership to MHPSD. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

POLICY

The Board is therefore charged with the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through the setting of clear strategic direction and the wise use of resources.

GUIDELINES

Specific Areas of Responsibility:

1. Accountability for Student Learning and Wellness
 - 1.1. Provide overall direction for MHPSD by establishing vision, mission and values.
 - 1.2. Support the establishment of a welcoming, caring, respectful and safe learning environment.
 - 1.3. Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
 - 1.4. Identify Board priorities at the outset of the annual Three-Year Education planning process.
 - 1.5. Enable the Infusion of cultural perspectives within student learning, as defined by the community.
 - 1.6. Enable processes to support quality teaching.
 - 1.7. Provide for school and program reviews as necessary to monitor the achievement of outcomes.
 - 1.8. Monitor the effectiveness of MHPSD in achieving established priorities, desired results and key performance indicators.
 - 1.9. Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
 - 1.10. Explore the use of natural person powers to enhance opportunities for student learning.
2. Community Assurance
 - 2.1. Make informed decisions that consider community values and represent the interests of the entire Division.
 - 2.2. Engage the community in dialogue about Division programs, needs and desires.
 - 2.3. Establish processes and provide opportunities for community engagement.
 - 2.4. Establish plans for collaborative work between the Division and Indigenous peoples.
 - 2.5. Establish a forum for student engagement.
 - 2.6. Report Division outcomes to the community at least annually.
 - 2.7. Meet twice yearly with the Council of School Council Chairs.
 - 2.8. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 2.9. Model a culture of respect and integrity.

- 2.10. Maintain transparency in all fiduciary aspects.
 - 2.11. Develop culturally appropriate protocols to guide the Division.
3. Accountability to Provincial Government
 - 3.1. Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 3.2. Perform Board functions required by governing legislation and existing Board policy.
 - 3.3. Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Metis and Inuit perspectives, experiences and contribution throughout history; treaties and the legacy of residential schools.
 4. Fiscal Accountability
 - 4.1. Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
 - 4.2. Approve the annual budget and allocation of resources to achieve desired results.
 - 4.3. Approve annual fees for instructional resources, transportation and tuition for non-resident students.
 - 4.4. Approve expense reimbursement rates.
 - 4.5. Approve substantive budget adjustments when necessary.
 - 4.6. Monitor the fiscal management of the MHPSD through receipt of at minimum quarterly variance analyses and year-end projections.
 - 4.7. Receive the Audit Report and ensure the management letter recommendations are addressed.
 - 4.8. Approve annually the Three-Year Capital Plan for submission to Alberta Education.
 - 4.9. Approve borrowing for capital expenditures within provincial restrictions.
 - 4.10. Set the parameters for negotiations after soliciting advice from the Superintendent and others.
 - 4.11. At its discretion, ratify Memoranda of Agreement with bargaining units.
 - 4.12. Approve the Superintendent's contract.
 - 4.13. Approve annually signing authorities for the Division.
 - 4.14. Approve transfer of funds to/from reserves.
 - 4.15. Approve investment parameters in alignment with Education Act Regulation.
 - 4.16. Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.
 5. Board/Superintendent Relations ("First Team")
 - 5.1. Select the Superintendent; provide for succession planning as required.
 - 5.2. Provide the Superintendent with clear corporate direction.
 - 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
 - 5.4. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 5.5. Demonstrate respect, integrity and support, which is then conveyed to the staff and the community.
 - 5.6. Evaluate the Superintendent, in accordance with Policies 218–Superintendent of Schools-Roles and Responsibilities and 218.1–Superintendent Performance Assessment Guide.
 - 5.7. Annually review the compensation of the Superintendent.

6. Board Development
 - 6.1. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
 - 6.2. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.

7. Policy
 - 7.1. Identify how the Board is to function.
 - 7.2. Develop/revise policies using a generative engagement process.
 - 7.3. Monitor policy currency and relevancy.

8. Political Advocacy
 - 8.1. Act as an advocate for public education and the Division.
 - 8.2. Identify issues for advocacy on an ongoing basis.
 - 8.3. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
 - 8.4. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
 - 8.5. Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

Selected Responsibilities:

The Board shall:

1. Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
2. Approve school attendance areas.
3. Approve the naming of schools and other Division-owned facilities in accordance with Policy 208 – Board Committees.
4. Approve the Division school-year calendar(s).
5. Provide for recognition of students, staff and community.
6. Make a recommendation to the Minister of Education for dissolution of a School Council.
7. Approve joint-use agreements.
8. Encourage the formation of a Council of School Councils (COSC).
 - 8.1. If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
 - 8.2. Parents/guardians with concerns are encouraged to present their concerns directly to the teacher/principal. School personnel or individual student concerns are not to be discussed at COSC meetings.
9. Approve locally developed courses.
10. Hear, in accordance with Policy 528 appeals regarding unresolved student or staff complaints of discrimination or harassment.
11. Approve all international field trips and out-of-province field trips in excess of three (3) school days.

ROLE OF TRUSTEES – Policy 202

POLICY

Each Trustee represents all public-school constituents of the Medicine Hat Public School Division (MHPSD) and represents this electorate through the democratic process. The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission.

The Board of Trustees is a corporation, accountable to the Minister of Education. The decisions of the Board of Trustees in a properly constituted meeting are those of the corporation. Unless delegated by the Board of Trustees, an individual Trustee only has the authority and status of any other citizen.

Individual Trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion to act on behalf of the Board of Trustees may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board of Trustees, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. Individual Trustees do not have the authority to direct the Division's administration and staff.

GUIDELINES

Each Trustee shall:

1. Become familiar with the Education Act, Division policies and procedures, meeting agendas and reports in order to participate in Board business.
2. In alignment with Board engagement efforts, provide for the engagement of parents/guardians, students and the community in matters related to education.
 - 2.1. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - 2.2. Interpret the needs of the community to the Board and the Board's actions to those we serve.
 - 2.3. Liaise with designated School Council(s).
3. Refer matters not covered by Board policy but requiring a corporate decision to the Board for discussion.
4. Refer administrative matters to the Superintendent. In accordance with Policy 532; Healthy Interactions, the trustee, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
5. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.
6. Be prepared for and attend Board meetings; contribute to the decisions of the Board in order to provide the best solutions possible for education within the MHPSD.

7. Recognize their fiduciary responsibility to the MHPSD and act in the best interests of the MHPSD understanding that MHPSD needs are paramount.
 - 7.1. Vote on every Board motion, unless there is a conflict of interest.
 - 7.2. Support a majority vote of the Board as if the vote had been unanimous.
8. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
9. Participate in Board committees and trustee development sessions. Share the materials and ideas gained with the Board at its next meeting.
10. Be cognizant of provincial, national and international educational issues and trends and strive to stay current with educational issues and trends.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
12. Liaise with School Council(s) and regularly attend Division or school community functions.
13. Become familiar with, and adhere to, the Trustee Code of Conduct.
14. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.
15. Support the corporate decisions of the Board.

ORIENTATION

As a result of elections, the Board may experience changes in trusteeship. To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All Trustees are expected to attend all aspects of the orientation program.

1. In the year of an election, the Division will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting, which will include a review of and an expression of interest in Board assignments and committees.

2. The MHPSD will offer an orientation program for all trustees that provides information on:
 - 2.1. Role of the Trustee and the Board;
 - 2.2. Board policy, agendas and minutes;
 - 2.3. Organizational structures and procedures of the MHPSD;
 - 2.4. Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 2.5. MHPSD programs and services;
 - 2.6. Board's function as an appeal body;
 - 2.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 2.8. Trustee remuneration and expenses.

3. The orientation program may also include:
 - 3.1. A tour of the offices and the opportunity to meet MHPSD Office staff.
 - 3.2. A tour of the schools and the opportunity to meet principals and staff.
 - 3.3. The Division will provide financial support for trustees to attend Canadian School Board Association, Alberta School Boards Association and/or Public-School Boards of Alberta sponsored seminars and orientation events.
 - 3.3.1. The Division will provide financial support for trustees to attend Alberta Education sponsored trustee workshops or information sessions.

4. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for Trustees.

5. Incumbent Trustees are encouraged to help newly elected Trustees become informed about history, functions, policies, procedures and issues.

TRUSTEE CODE OF CONDUCT – Policy 202.1

POLICY

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

GUIDELINES

1. Trustees shall carry out their responsibilities as detailed in Policy 202 – Role of the Trustee with reasonable diligence.
2. Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that may arise during debate.
3. Trustees shall commit themselves to dignified, ethical, professional and lawful conduct.
4. Trustees shall reflect the Board’s policies and resolutions when communicating with the public.
5. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so.
6. Trustees shall represent the best interests of the entire Division.
7. Trustees shall honor their fiduciary responsibility to the Board which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs or acting as an individual consumer of the Division’s services.
8. Trustees shall disclose the nature of any conflict of interest and abstain and absent themselves from discussion or voting on the matter in question.
9. Trustees shall not use their influence to advance personal, family or friends’ interests or the interests of any organization with which the trustee is associated.
10. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 202.1 Appendix – Trustee Code of Conduct Sanctions.

TRUSTEE REMUNERATION AND EXPENSES – Policy 202.4

BACKGROUND

The Alberta Education Act allows a Board to provide for payment of traveling and other expenses and honoraria to Trustees.

POLICY

The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Medicine Hat Public School Division (MHPSD) and to attract and retain quality individuals to this valuable public service.

1. The total Trustee remuneration package recognizes the role and responsibilities undertaken by the corporate body of the Board and individual Trustees and the time required in fulfilling the responsibility of Trustee.
2. The remuneration package for Trustees is comprised of per annum honoraria and per diem honoraria. Health and Life Insurance coverage is available if requested.
3. Per annum honoraria are based on the following roles: Board Chair, Vice-Chair and Trustee.

GUIDELINES

Annual Honorarium:

1. The per annum honoraria provides remuneration for activities required of all Trustees, including:
 - 1.1. Attendance on regularly scheduled and special meeting dates for Board and committee meetings.
 - 1.2. Attendance at other meetings as appointed or directed by the Board, such as meetings with other School Boards, MLA's, City Council, Board-hosted functions, and/or social events.
 - 1.3. Attendance at school functions, school meetings, school advisory council meetings, graduations, and awards programs.
 - 1.4. Attendance at constituency related work.
 - 1.5. Attendance at negotiation meetings.

Annual Honorarium Rates:

1. Per annum honoraria, established as of September 2016 were as follows:

Chair	\$20,700
Vice-Chair	\$18,300
Trustee	\$16,600

The honoraria are adjusted in September of each year by an increase in accordance with the percentage increase in base grants provided to the MHPSD from Alberta Education. Honoraria shall be rounded to the nearest \$100.

Per Diem Honorarium:

1. Per diem honoraria provides remuneration for extra-ordinary meetings such as out of town, planning and joint Board meetings of the corporate Board and individual Trustees acting on behalf of the Board. The per diem amount is set in accordance with the Zone 6 per diem honorarium as of September of each year. Travel time may be claimed at the per diem rate.

Claims and Claimable Expenses:

1. When submitting expense claims, Trustees must follow the same procedures as outlined for employees of MHPSD. That is, all reimbursements for out of city trips for Trustees should be submitted on an Expense Form. These forms require approval by the Secretary Treasurer or designate.

Claimable expenses include, but are not limited to the following:

- 1.1. Registration fees may be claimed; a receipt must be attached.
- 1.2. Accommodation may be claimed for a single room supported by actual invoices.
- 1.3. Meals may be claimed at the rate prescribed in Policy 410 – Expense Reimbursements. Only meals not included in the meeting or conference format may be included.
- 1.4. Taxi and parking costs may be claimed with a receipt.
- 1.5. Direct out-of-pocket expenses may be claimed related to attendance at the activity and must be accompanied by a receipt.
- 1.6. Travel expenses are reimbursed at the rate outlined in Policy 410 – Expense Reimbursements.

Group Benefits:

Trustees shall be entitled to the following benefits:

1. Life Insurance – from ASEBP plan – the base coverage of \$50,000.
2. Health Benefits – from ASEBP plan – coverage of all employee plans for Dental, Extended Health and Accidental Death & Dismemberment coverage. The MHPSD shall provide coverage for a single or family plan.
3. Alberta Health Care – The MHPSD shall provide coverage for a single or family plan.
4. Allowance In-Lieu – In the event a Trustee becomes ineligible to participate (due to age or other reasons) in the above benefit plans (i.e. Life Insurance, Health Benefits or AHC) the District shall pay the Trustee a monetary taxable allowance equivalent to the value the premiums of the above plans.



Medicine Hat Catholic Board of Education School Board Trustee

Term of Office: 4 Years

Number of Trustees: 5 Positions

As the elected body for the Medicine Hat Catholic Board of Education, the Board of Trustees is responsible for the development of policies and goals to set direction and guide the provision of education services to students resident in the jurisdiction. The *Education Act* defines what boards must and may do. The Board of Trustees for the Medicine Hat Catholic Board of Education has defined its responsibilities in its policies. Policy 1 (attached) describes the Board's Foundation Statements. Policy 2 (attached) describes the Role of the Board. Policy 3 (attached) describes the Role of the Trustee. Policy 4 (attached) describes the Trustee Code of Ethics.

Board Meetings: Currently, the Board meets the second Tuesday of the month in the Board Room in the Catholic Education Centre (or through GoogleMeet as the COVID-19 situation dictates). The Board currently meets as a Committee of the Whole from 2:45 pm to 4:30 pm and then the Public Meeting runs from 4:30 pm to 6:00 pm however the length may be adjusted as necessary to complete the agenda. Meeting schedules and times are set by the trustees at the Organizational Meeting in October (November in election years) and may be adjusted as voted on.

Other regular and special meetings are called as necessary and other committee work is performed as necessary.

Committees: Policy 8 outlines the committees of the Board. The standing committees are as follows:

1. Board Committee of the Whole
2. ATA Negotiation Committee
3. CUPE Negotiation Committee
4. Teacher Board Advisory Committee
5. Support Staff Board Advisory Committee
6. CUPE Staff Board Advisory Committee
7. Student/Board Advisory Committee
8. Audit Committee
9. Sister of Charity of Saint Louis Performance Centre (Ad Hoc)
10. Other Ad Hoc Committees as needed

Representatives: Policy 9 outlines the Board Representatives to certain organizations. The current bodies with Board Representation include the following:

1. Alberta School Board Association Zone
2. Alberta Catholic School Trustee Association
3. Medicine Hat Catholic Schools' Education Foundation
4. Parent Association
5. Teachers' Employer Bargaining Association

**Additional
Information:**

For general information regarding the Medicine Hat Catholic Board of Education please see our website at www.mhcbe.ab.ca or contact:

Mr. Greg MacPherson, CPA, CGA
Secretary Treasurer
Phone: 403-502-8360
Email: greg.macpherson@mhcbe.ab.ca

Policy 1

DIVISION FOUNDATIONAL STATEMENTS

Our Mission

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to our students.

Our Vision

A Gospel-centered community committed to:

- Learning excellence
- Christian service
- Living Christ

Our Motto

Showing the Face of Christ to all.

Our Values

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions.
- Our ability to offer a full range of educational programs for all students.
- The uniqueness of each child (That each child is special).

Our Principles of Practice

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence
- Build Community

Translating Ideas into Actions

We are called
to model
Christ

Christ's Life and Teaching Serve as our Foundation

- We provide an education based on the teachings of Christ:
 - What would Jesus do? How did He act when faced with challenge or adversity?
 - We look for the lesson in every situation.
 - Empty yourself of your "self".
 - We make time for prayer.
- We provide a Christian environment.
 - We nurture each student in a positive, caring, and safe learning environment.
 - We work out of love not fear.
 - We are constant in our love and actions.
 - We ensure the equality of opportunity for each child and a respect for individual differences.

We are called
to be
Prayerful

Prayer Brings us into a Better Relationship with God and Others

- It is a way of life in our Catholic faith.
 - Our Catholic faith permeates our buildings in actions and symbols.
 - We celebrate the traditions of Church.

We are called
to Service

Service is an Extension of Modeling Christ

- We need to celebrate our ability to serve.
 - We find joy in service. It is in giving that we receive.
- We are faith leaders, modeling Christian values.
 - We practice Christian Leadership.
 - Actions speak louder than words.
- We encourage our students to practice Christian service.
 - We need to increase the level of awareness of the service we do already.
 - We can perform different kinds of service.

We are called to Strive for Excellence

Excellence is the Essence of Who We Are

- It fits with our vision and mission.
- It is about reaching individual potential—being the best we can be.
 - Our schools promote spiritual, physical, academic, emotional and social development, which allows students to achieve their individual potential.
- Facilitating opportunities for growth and promoting best teaching practices.
- Opportunity to live what we believe.

We are called to Build Community

We Build on our Individual and Collective Strengths

- Building community is an extension of our Mission and our faith.
- Building community sets the stage for everything else we do.
 - Our students are supported by parents, parish and community
 - Our schools work together for the benefit of the Division.
 - Our schools welcome all.
- We need relationships and networks to face the challenges we have.
 - Working together we can do more.
 - Community shows us we need each other and that we can seek out support.
 - We can build on the strengths of others.

DIVISION LOGO



Logo Description- Each item in the design is doubly symbolic in order to represent both: (a) Religious and (b) Educational Functions of the Board:
Candle and Flame:

- (a) The Presence of God
- (b) Passing on the Knowledge, Enlightenment

The Book:

- (a) The Bible, the Gospels and the Word of God
- (b) the tools the students access for Knowledge and Learning

The Cross:

- (a) Christ Centered Education
- (b) The Calling of Catholic Education in our Division

Legal Reference: Preamble, Section 3, 7, 11, 18, 25, 27, 33, 35.1, 51, 52, 53, 67, 222 Education Act
Fiscal Planning and Transparency Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

Ministerial Order 004/98

First Reading	December 13, 2011
Second Reading	March 13, 2012 (proposed)
Third Reading	March 13, 2012 (proposed)

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020

Policy 2

ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the *Education Act* and attendant Regulations and the corporate body elected in accordance with the *Local Authorities Election Act*, the Board of Trustees shall provide overall direction and leadership to the Division. The Medicine Hat Catholic Board of Education is accountable for the provision of appropriate educational programs and services to meet the needs of all students enrolled in a school operated by the board to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board has the responsibility to be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes. Alberta legislation defines what Boards must and may do. In addition, legislation allows Boards to delegate almost all these duties. The Board has defined its governance role as outlined below. Further, the Board must fulfill its key role of ensuring education in the Division is rooted in “Showing the Face of Christ to All”.

Specific Areas of Responsibility

1. Accountability to Provincial Government
 - 1.1 Act in accordance with all statutory requirements to implement provincial and education standards and policies.
 - 1.2 Perform Board functions required by governing legislation.
 - 1.3 In the event that the Alberta School Foundation Fund Regulation is re-passed (or reinstated), subsequent to the date of a general election and before December 31 of the same year, may pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith.

2. Accountability to the Division’s Communities
 - 2.1 Make transparent, evidence-based decisions which reflect the Gospel values and represent the interests of the entire Division.
 - 2.2 Provide opportunity for the engagement of parents, students, staff, and the community in the board’s plans and the achievement of goals, targets and management of public resources.
 - 2.3 Ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
 - 2.4 Develop procedures for and hear appeals as required by statutes and/or Board policy.

- 2.5 Proactively work to build community support for the Catholic education system.
- 2.6 Report at least annually the success and challenges of the Division's priorities, goals and desired outcomes.
- 2.7 Annually approve a communications strategy.
- 2.8 Be visible in the school communities.

3. Faith Leadership

- 3.1 Make decisions which reflect Catholic values and beliefs.
- 3.2 Be visible within the Catholic faith community.
- 3.3 Participate in Division Faith Development Opportunities.
- 3.4 Ensure that a strong Faith Development component is provided for all students and staff.
- 3.5 Participate in ACSTA.

4. Three-Year Education and Strategic Planning

- 4.1 Provide overall direction for the Division by establishing mission, vision, values, strategic priorities and key results.
- 4.2 Annually approve Three Year Education Plan for submission to Alberta Education by due date and in compliance with Alberta Education requirements.
- 4.3 Identify Board priorities at the outset of the Annual Three-Year Education Planning process.
- 4.4 Make available to the public the complete Annual Education Results Report (AERR) and summary document and post on the Division website.
- 4.5 Annually approve budget reflective of strategic priorities and informed by the Three-Year Education Plan.
- 4.6 Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.

5. Policy Development

- 5.1 Identify areas that require Board policy and identify the preferred future to result from policy implementation.
- 5.2 Evaluate policy impact to determine if policy is producing the desired results.
- 5.3 Delegate authority to the Superintendent and define commensurate responsibilities.
- 5.4 Establish, implement and maintain a policy respecting the board's obligation to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behavior.

- 5.5 Establish a policy respecting the resolution of disputes or concerns at the school level between parents and school staff that supports a cooperative and collaborative learning environment for students.

6. Board / Superintendent Relations

- 6.1 Appoint a Superintendent of Schools for a period of not more than five years, and provide the Minister with notice, in writing, of the appointment of the superintendent
- 6.2 Provide the Superintendent with clear corporate direction.
- 6.3 Delegate the management/administration of the Division to the Superintendent who is the Chief Executive Officer and Chief Education Officer of the Board. Such delegation is subject to provisions and restrictions in provincial legislation and regulations.
- 6.4 Evaluate annually the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 6.5 Review annually the Superintendent's compensation package.
- 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent actions which are exercised within the delegated discretionary powers of the position.
- 6.7 Interact with the Superintendent in an open, honest, respectful and professional manner.

7. Political Advocacy

- 7.1 Utilize ASBA and ACSTA advocacy services.
- 7.2 Develop an annual plan for advocacy aligned with the Three-Year Education Plan and Capital Plan that will include key messages and strategies.
- 7.3 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic education opportunities provided to the students of the Division.
- 7.4 Be accountable to the Division's Catholic ratepayers by being an advocate for the preservation of publicly funded Catholic education constitutional rights in Alberta.

8. Board Development

- 8.1 Review annually the Board's effectiveness.
- 8.2 Develop a plan for Board / Trustee development including increased knowledge of role, processes and issues to further the effective implementation of the Three-Year Education Plan.
- 8.3 Provide for effective Board orientation following municipal elections and ongoing professional development for Trustees.

8.4 Develop, implement, and make available to the public, a trustee code of conduct.

9. Fiscal

- 9.1 Approve budget assumptions and Board priorities at the outset of the budget process.
- 9.2 Approve annually the Division's budget for submission to Alberta Education by the due date.
- 9.3 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the Division's Three-Year Education Plan.
- 9.5 Approve annually the Three-Year Capital Plan and Facilities Master Plan for submission to Alberta Education by the due date.
- 9.6 Receive the annual audit report to ensure quality indicators are met, and that management letter recommendations are addressed.
- 9.7 Receive accountability reports to ensure effective stewardship of the boards resources and monitor fiscal management of the Division.
- 9.8 Review and approve compensation and benefits for exempt staff, and the parameters for negotiations for those covered by collective agreements, after soliciting advice from the Chief Superintendent (or other sources as needed) and at the Boards discretion ratify Memoranda of Agreements with bargaining units
- 9.9 Appoint an auditor and an architectural firm for the Division.
- 9.10 Appoint annually signing authorities for the Division.
- 9.11 Approve tenders over \$100,000.
- 9.12 Make available all school fees charged to a parent in accordance with regulations.
- 9.13 Approve joint use agreements and those partnership agreements that require a financial obligation of the Board.
- 9.14 Review and approve Board compensation and expenses.
- 9.15 Approve of the disposal of fixed assets with an acquisition cost of \$15,000 or more.
- 9.16 Approve transfer of funds to/from reserves.
- 9.17 Approve substantive budget adjustments when necessary.
- 9.18 Maintain transparency in all fiduciary aspects.

Selected Responsibilities

- 1. Determine and make publicly available for each school year the days, dates and number of days of school operation.
- 2. Naming of educational facilities.
- 3. Approving the acquisition and/or disposition of land and buildings.

4. Approving school attendance boundaries.
5. Approving transportation contracts.
6. Approving locally-developed, acquired and authorized junior and senior high school complementary courses.
7. Approving alternative programs.
8. Liaising with Parish Councils within the Division.
9. Hear appeals of harassment complaints when the Superintendent is not able to participate.
10. Hear allegations of illegal or unethical conduct when the Superintendent is not able to participate.
11. Approve the Board Annual Work Plan.
12. Approve Transportation Fees. (*from Policy 11*)
13. Approve in principle international field trips.

Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act
 Fiscal Planning and Transparency Act
 Local Authorities Elections Act
 Borrowing Regulation
 Disposition of Property Regulation
 Early Childhood Services Regulation
 Investment Regulation
 School Fees Regulation
 Alberta Schools Foundation Fund Regulation

First Reading: March 11, 2008
 Second Reading: March 11, 2008
 Third Reading: April 8, 2008

First Reading: December 13, 2011
 Second Reading: March 13, 2012
 Third Reading: March 13, 2012

First reading: June 9, 2020
 Second reading: September 8, 2020
 Third Reading: September 8, 2020

ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

Alberta's Catholic Schools exist to offer Catholic parents a distinct system of education for their children. The trustees of a Catholic school board are empowered by the community to fulfill both the educational requirements set forth by the government and the vision of the faith community. A Catholic school board must ensure that Catholic values and principles are reflected at all times in its policies and practices.

As leaders in the faith community, Catholic trustees require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith. To meet this challenge, Catholic trustees are entrusted with certain denominational school rights, powers and privileges enshrined in the Canadian Constitution. They exercise these rights with the religious guidance of parish and diocesan authorities.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

1. Specific Responsibilities of Individual Trustees

- 1.1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
- 1.2. Attend Board meetings, and committee meetings as assigned, prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 1.3. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
 - 1.3.1. Vote on every Board motion, unless there is a conflict of interest.
 - 1.3.2. Support a majority vote of the Board as if the vote had been unanimous.

- 1.4. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not. A trustee acting individually has only the authority and status of any other citizen of the Division.
- 1.5. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- 1.6. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
- 1.7. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
- 1.8. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- 1.9. Refer queries, issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
- 1.10. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
- 1.11. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
- 1.12. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
- 1.13. Model the values and requirements of a practicing Catholic and participate in parish and church activities.
- 1.14. Ensure that Catholic values and principles are reflected in the Board's policies and practices.
- 1.15. Stay current with respect to provincial, national and international educational issues and trends.
- 1.16. In alignment with Board advocacy and assurance efforts, provide for the engagement of parents, students, and the community, including municipalities and local businesses, in matters related to education.
 - 1.16.1. Recognize the key role of parents as partners in education with the Division to bring about student success and character as responsible citizens.
 - 1.16.2. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - 1.16.3. Interpret the needs of the community to the Board and the Board's actions to those we serve.

- 1.16.4. Liaise with designated School Council(s).
- 1.17. Attend Division or school community functions when possible.
- 1.18. Become familiar with, and adhere to, the Trustee Code of Ethics.
- 1.19. Report any violation of the Trustee Code of Ethics to the Board Chair or, where applicable, to the Vice-Chair.
- 1.20. Contribute to a positive learning and working culture both within the Board and the Division.

2. Board Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

- 2.1. The Division will offer an orientation program for all newly elected trustees that provide information on:
 - 2.1.1. Role of the trustee and the Board;
 - 2.1.2. Organizational structures and procedures of the Division;
 - 2.1.3. Board policy, agendas and minutes;
 - 2.1.4. Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 2.1.5. Division programs and services;
 - 2.1.6. Board's function as an appeal body; and
 - 2.1.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- 2.2. The Division will provide financial support for trustees to attend Alberta School Boards Association and Alberta Catholic School Trustees Association sponsored orientation seminars.
- 2.3. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
- 2.4. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

Legal Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act
 Fiscal Planning and Transparency Act
 Local Authorities Elections Act
 Borrowing Regulation

Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Trust and Reconciliation Commission Calls to Action

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020

TRUSTEE CODE OF ETHICS

Each trustee, representing all Catholic school supporters of the community and responsible to this electorate through the democratic process, recognizes:

- That trustees are accountable to the Magisterium of the Church, and that, according to the Code of Canon Law, a Catholic school is an instrument of the Church.
- That, legally, the authority of the Board is derived from the province which ultimately controls the organization and operation of the Division and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That fellow citizens have entrusted them, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and their first and greatest concern is to serve the children of the Division to the best of their ability, taking actions which put the interests of students first,
- That trustees are educational leaders who realize that the future welfare of the Church, the community, the province, and Canada is dependent on the largest measure upon the quality of education provided in schools to fit the needs of every learner.
- That trustees must not neglect their personal obligation to the community and their legal obligation to the province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, trustees have a moral and civic obligation to the nation which can remain strong and free only so long as schools in Canada are kept free and strong.

In carrying out the role of trustee, the Board expects members to adhere to the following Code of Ethics:

1. Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee, with reasonable diligence;
2. Devote time, thought and study to the duties of a trustee so that they may render effective and credible service.
3. Exercise the powers and duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Work with their fellow trustees in a spirit of harmony and cooperation despite differences of opinion that arise during vigorous debate or points of issue.

5. Consider information received from all sources and base personal decisions upon all available facts in every case; unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
6. Be loyal to the interests of the Division as a whole in the context of Catholic Education. This loyalty supersedes loyalty to:
 - Any advocacy or special interest groups; and
 - The personal interest of any trustee.
7. Maintain the confidentiality of privileged information, including statements made during in-camera sessions of the Board.
8. Work together with fellow trustees to communicate to the electorate.
9. Provide leadership to the Catholic community through setting goals and policies for educational programs and by regularly evaluating these in the light of the wishes and expectations of the community.
10. Remember at all times that individual trustees have no legal authority outside the meeting of the Board, and therefore relationships with school staff, the community, and all media of communication is to be conducted on the basis of this fact.
11. Refrain from using the trustee position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
12. Recognize that the Superintendent has full administrative authority for properly carrying out his or her professional responsibilities within the limits of Board policy, such that all administrative matters, complaints and criticisms will be referred to the Superintendent.
13. Only the Board Corporate as opposed to individual Trustees shall exercise authority over the Superintendent. In particular; only the Board Corporate shall make judgments regarding the Superintendents performance.
14. Encourage active cooperation by stakeholders with respect to establishing policies.
15. Support the provincial and national school board associations for the future of trusteeship in this province and the nation.
16. Provide effective trustee service to the Catholic community in a spirit of teamwork and devotion to education as the greatest instrument for the preservation and perpetuation of our representative democracy.
17. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
18. Represent the perceived concerns or needs of the community to the Board or Superintendent as appropriate and accurately communicate the Board's decisions to those we serve.

19. Declare any conflict of interest between personal life and the position on the Board and abstain from voting when appropriate.
20. Avoid using their official position to obtain benefit for themselves or family members, or for any business with which trustees or relatives are associated, in accordance with provisions of the Education Act;
21. Recognize that the Board Chair or designate is the only person authorized to speak to the media on behalf of the Board. Trustees shall not presume to speak for the Board when interacting with the public, media or other entities. Trustees shall represent the Board's corporate position when interacting with the public or other entities;
22. Do their utmost to attend regular Board meetings, meetings of the Board committees to which they have been appointed, and meetings for which they have been appointed to serve as Board representative.
23. Trustees shall act in a manner consistent with provincial legislation including the Education Act, regulations, and policies of the Board.

Legal Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*.

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020

Policy 8

COMMITTEES OF THE BOARD

As much as possible, the Board's business of governance will be conducted by the full Board. 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 Education Act.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

The Board shall:

1. At its annual organizational meeting, establish such standing Internal Committees as it deems necessary. All such committee meetings shall be closed to the public and press. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
3. The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.
4. Committees have no legal power unless they are empowered by the Board to act on its behalf.
5. Board Chair will make Trustee Appointments to the Internal Committees at the Annual Organizational Meeting.
6. Guidelines for the operation of committees are as follows:
 - 6.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate.
 - 6.2 Committees shall select a Chair at their annual Organizational Meeting.
 - 6.3 When appropriate, appoint or elect a recording secretary who will keep records of all meetings.
 - 6.4 The Trustee representative is responsible for providing a report to the Board including information and/or recommendations for the consideration and direction of the Board.

6.5 If a member cannot attend a meeting, that member is responsible for having an alternate member in the same standing attend on his/her behalf.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

1. Board Committee of the Whole

1.1 Purpose

This Committee exists for the purpose of gathering information to assist in the governance of the Division by examining issues requiring resolution at regular or special Board meetings. The Committee of the Whole acts as, but is not limited to:

- 1.1.1 Advocacy Committee
- 1.1.2 Audit Committee
- 1.1.3 Communications and Public Relations Committee
- 1.1.4 Facilities Committee
- 1.1.5 Finance Committee
- 1.1.6 Policy Committee

1.2 Powers and Duties

- 1.2.1 This Committee meets as necessary to plan the work of the Board and discuss issues that may affect resolutions at regular or special Board meetings.
- 1.2.2 The Committee of the Whole is strictly advisory and does not have a mandate to pass a motion or a resolution.

1.3 Membership

- 1.3.1 All trustees and the Superintendent or designate(s) are members of this Committee. Other persons may be present at the wish of the Board.
- 1.3.2 The Board Chair elected at the annual Organizational Meeting will act as Chair for the Committee of the Whole.

1.4 Meetings

- 1.4.1 The Board in consultation with the Superintendent may schedule a Committee of the Whole meeting at a time and place agreeable to the membership.
- 1.4.2 Committee of the Whole meetings shall be closed to the public and press.

2. The Negotiations Committee – Alberta Teachers’ Association is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 2.1 Purpose
 - 2.1.1 To negotiate a collective agreement with the ATA representatives
 - 2.2 Powers and Duties
 - 2.2.1 Establish Board proposals within the mandates set by the Board
 - 2.2.2 Discuss, consult and negotiate with ATA representatives
 - 2.2.3 Recommend action to the Board on negotiations issues
 - 2.3 Membership
 - 2.3.1 One or more trustees as determined by the Board
 - 2.3.2 Superintendent and/or designate(s)
 - 2.4 Meetings
 - 2.4.1 As required to negotiate agreements

3. The Negotiations Committee – Canadian Union of Public Employees is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 3.1 Purpose
 - 3.1.1 To negotiate a collective agreement with the CUPE representatives
 - 3.2 Powers and Duties
 - 3.2.1 Establish Board proposals within the mandates set by the Board
 - 3.2.2 Discuss, consult and negotiate with CUPE representatives
 - 3.2.3 Recommend action to the Board on negotiations issues
 - 3.3 Membership
 - 3.3.1 One or more trustees as determined by the Board
 - 3.3.2 Superintendent and/or designate(s)
 - 3.4 Meetings
 - 3.4.1 As required to negotiate agreements

4. The Teacher Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 4.1 Purpose
 - 4.1.1 The Committee exists as the primary vehicle for communicating the views of teachers on matters of school affairs with the Board.
 - 4.2 Powers and Duties

- 4.2.1 Discuss items brought forward by either teachers or the Board, excluding those matters addressed through negotiations.
 - 4.2.2 Communicate to the Board the views of teachers on matters discussed.
- 4.3 Membership as per the Frame of Reference and Collective Agreement
 - 4.3.1 One trustee
 - 4.3.2 Superintendent and/or designate(s)
 - 4.3.3 President of the Local ATA 39, One High School Representative, One Middle School Representative, Two Elementary Representatives chosen by the local.
- 4.4 Meetings
 - 4.4.1 Called throughout the year as established by the Committee
- 5. The Support Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 5.1 Purpose
 - 5.1.1 The Committee exists as the primary vehicle for communicating the views of support staff on matters of school affairs with the Board.
 - 5.2 Powers and Duties
 - 5.2.1 Discuss items brought forward by either support staff or the Board.
 - 5.2.2 Communicate to the Board the views of support staff on matters discussed.
 - 5.3 Membership as per the Frame of Reference
 - 5.3.1 One trustee
 - 5.3.2 Superintendent and/or designate(s)
 - 5.3.3 Committee Representatives
 - 5.4 Meetings
 - 5.4.1 Called throughout the year as established by the Committee
- 6. The Canadian Union of Public Employee (CUPE) Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
 - 6.1 Purpose
 - 6.1.1 The Committee exists as the primary vehicle for communicating the views of CUPE staff on matters of school affairs with the Board.
 - 6.2 Powers and Duties
 - 6.2.1 Discuss items brought forward by either CUPE staff or the Board
 - 6.2.2 Communicate to the Board the views of CUPE staff on matters discussed

- 6.3 Membership as per the Frame of Reference
 - 6.3.1 One trustee
 - 6.3.2 Superintendent and/or designate(s)
 - 6.3.3 Committee Representatives
- 6.4 Meetings
 - 6.4.1 Called throughout the year as established by the Committee

7. Student / Board Advisory Committee

- 7.1 Purpose
 - 7.1.1 The Board of Trustees believes regular communication with stakeholder members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the *Education Act* the Board values input from students on school and division operational issues. The Student / Board Advisory Committee will identify issues and propose possibilities for school and system improvement. This Advisory Committee is not meant to replace student voice through other avenues such as "Tell Them from Me" and "Speak Out" but are meant to build upon those mediums of communication.
- 7.2 Membership
 - 7.2.1 The Student / Board Advisory Committee will consist of a maximum of two trustees, ± 10 student representatives from across the Division and the Superintendent and/or designate. Additional resource people may be in attendance depending upon the agenda topics.
 - 7.2.2 Committee members will be selected by the Superintendent or designate, with a focus on obtaining representatives from a wide range of skills and interests and from the various schools in the Division.
 - 7.2.3 The student representatives shall be from grade 8 - 11 and are invited to serve a two-year term.
 - 7.2.4 In the first year, the Superintendent or designate may appoint students for 1 - 3 year terms in order to ensure a balance of sustainability and new membership.
- 7.3 Guidelines
 - 7.3.1 Any member of the Student / Board Advisory Committee may initiate agenda items for discussion on any matter relevant to students. The Superintendent or designate is charged with finalizing the agenda.
 - 7.3.2 The Committee may make recommendations to the Board but does not hold any governance authority.
 - 7.3.3 The Committee structure and mandate will be reviewed annually.

7.3.4 Students will be invited to apply through their school Principal who shall forward the names to the Superintendent or designate. A simple application form/procedure shall be forwarded to the students. Parent consent and support for travel will be required as one of the criteria for the selection process.

7.4 Meetings

7.4.1 The Student / Board Advisory Committee will meet as required, however it is expected that two meetings per year will be held.

7.4.2 Discussion items will be sent to the Superintendent or designate who will be responsible for distributing the agenda to committee members.

7.4.3 The Superintendent or designate will chair the meetings

8. Audit Committee

8.1 Purpose

8.1.1 The Committee exists to assist the Board in fulfilling its fiduciary responsibilities relating to the Division's accounting policies, reporting practices and internal controls, as well as to its risk management policies and practices.

8.2 Powers and Duties

8.2.1 Recommend external auditors and terms of engagement to the Board.

8.2.2 Review the annual audited financial statements and recommend acceptance to the Board.

8.2.3 Review the External Auditor's assessment of managements risk mitigation strategies and the appropriateness of internal controls.

8.2.4 Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns.

8.2.5 As appropriate make policy recommendations to the Board.

8.2.6 Attend to other matters as the board may determine in the establishment of the audit committee.

8.3 Membership

The audit committee shall comprise of at least 5 individuals and shall include at least:

8.3.1 two non-trustee members

8.3.2 sufficient number of trustees to comprise the full complement of the audit committee.

8.4 Meetings

8.4.1 The committee shall meet at least once a year

9. Ad Hoc Committees - Ad Hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they

cease to exist when the purpose has been achieved. Terms of reference are outlined at the time of establishment.

10. 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.

Legal Reference: Sections 37, 51, 52, 53, 54, 64, 142, 222 Education Act

First Reading: March 11, 2008
Second Reading: March 11, 2008
Third Reading: June 10, 2008

First Reading: April 07, 2009 Motion # 2266
Second Reading: MAY 12, 2009 Motion # 2273
Third Reading: MAY 12, 2009 Motion # 2274

First Reading December 13, 2011
Second Reading March 13, 2012
Third Reading March 13, 2012

First Reading December 11, 2012
Second Reading March 12, 2013
Third Reading May 14, 2013

First Reading June 9, 2020
Second Reading September 8, 2020
Third Reading September 8, 2020

First Reading October 13, 2020
Second Reading November 10, 2020
Third Reading November 10, 2020

BOARD REPRESENTATIVES

The Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel when resources personnel are requested by the Board.

The following committees/organizations will have a Board representative as identified at the annual organization meeting and thereafter at any time as determined by the Board:

1. ASBA Zone 6

1.1 Purpose

- Represent the Board at meetings of ASBA Zone 6

1.2 Powers and Duties

- Attend ASBA Zone 6 meetings
- Represent the Board's positions and interests at the Zone level
- Communicate to the Board the work of ASBA Zone 6

1.3 Membership

- One trustee

1.4 Meetings

- As called by ASBA Zone 6

2. ACSTA

2.1 Purpose

- Represent the Board as Director at ACSTA Board of Directors meetings for the advocacy of Catholic Education.

2.2 Powers and Duties

- Attend ACSTA Board of Directors meetings
- Represent the Board's positions and interests at the Director's meetings
- Communicate to the Board the work of ACSTA

- 2.3 Membership
 - One trustee
- 2.4 Meetings
 - As called by ACSTA
- 3. Medicine Hat Catholic Schools' Education Foundation
 - 3.1 Purpose
 - Represent the Board at meetings of the Foundation
 - 3.2 Powers and Duties
 - Attend meetings of the Foundation as required
 - Provide input to the Foundation from the Board's perspective
 - Communicate to the Board the work of the Foundation
 - 3.3 Membership
 - One trustee
 - 3.4 Meetings
 - As called by the Foundation
- 4. Parent Association
 - 4.1 Purpose
 - Represent the Board at meetings of the Association
 - 4.2 Powers and Duties
 - Attend Parent Association meetings
 - Provide input to the Association from the Board's perspective
 - Communicate to the Board the work of the Parent Association
 - 4.3 Membership
 - One trustee
 - 4.4 Meetings
 - At the call of the Parent Association
- 5. Spiritual Leadership Scholarship Selection Committee
 - 5.1 Purpose
 - Represent the Board at meetings of the Committee
 - 5.2 Powers and Duties
 - Select scholarship recipients on an annual basis

5.3 Membership

- One trustee

5.4 Meetings

- As called by the Committee

6. Teachers' Employer Bargaining Association (TEBA) Representative

6.1 Purpose

- As per the Public Education Collective Bargaining Regulation

6.2 Powers and Duties

- As per the Public Education Collective Bargaining Regulation

6.3 Representation

- One trustee appointed

6.4 Meetings

- Meetings as determined by government

Legal Reference: Section 52 Education Act
Public Education Collective Bargaining Regulation
Public Education Collective Bargaining Act

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* and understand their contents;
- THAT I will read and abide by the Trustee Code of Conduct if elected, and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.
- THAT I am appointing as my official agent, if applicable:

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent

Print name as it should appear on the ballot:

Candidate's Surname

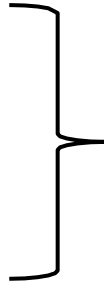
Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.)

SWORN (AFFIRMED) before me

at the City of Medicine Hat,

in the Province of Alberta,

this day of , 2021.



(Candidate's Signature)

Commissioner for Oaths Stamp

Signature of Returning Officer or Commissioner for Oaths or Notary Public in and for Alberta (also include printed or stamped name and expiry date)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer (or delegate) signals acceptance by signing this form:

Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**



Form 5: Candidate Financial Information

LOCAL AUTHORITIES ELECTION ACT

(Section 27)

Note: The personal information on these forms is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the Local Authorities Election Act, and section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the Returning Officer at 403.529.8234.

Candidate's Full Name _____

Candidates' Address and Postal Code _____

Phone _____

Address of Place(s) where candidate records are maintained _____

Names(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)

Name(s) of signing authorities for each depository listed above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

Candidate Name Release Form: School Board Elections

I, _____ consent to the City of Medicine Hat publishing my name online once my nomination form has been submitted. I understand this release is optional until the close of nominations on September 20, 2021.

I understand that the City cannot control information once it has been shared. I understand that I can stop this consent at any time by advising the City in writing, but that this will only stop **additional** use of my name by the City after the date of my request is received by the City.

I release and discharge the City, and those that the City is responsible for at law, from responsibility and liability in connection with the publishing of my name in accordance with this Release. I confirm that this Release is binding upon the Participants' heirs, executors, administrators and assigns.

Candidate Signature _____

Date _____