

### **BACKGROUND**

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

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

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

Having members of the public make presentations at Board meetings can enhance public interest.

Public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.

#### **1. Wards**

Trustees are elected from six wards as follows:

- 1.1 Ward 1: One trustee represents the City of Chestermere. Schools in this ward include Chestermere Lake Middle School, East Lake School, Prairie Waters Elementary School, Rainbow Creek Elementary School, and RVSCLC – Chestermere Campus.
- 1.2 Ward 2: One trustee represents Langdon, Indus and Chestermere rural areas. Schools in this ward include Chestermere High School, Langdon School, Indus School, Prince of Peace Lutheran School, Sarah Thompson School, and all rural students bussed to Chestermere Schools.
- 1.3 Ward 3: Three trustees represent the City of Airdrie. Schools in this ward include A.E. Bowers Elementary School, Bert Church High School, C.W. Perry School, Cooper's Crossing School, École Airdrie Middle School, École Edwards Elementary School, George McDougall High School, Heloise Lorimer School, Herons Crossing School, Meadowbrook Middle School, Muriel Clayton Middle School, Nose Creek Elementary School, R.J. Hawkey Elementary School, Ralph McCall School, RVSCLC – Airdrie Campus, Windsong Heights Elementary School, and W.H. Croxford High School.
- 1.4 Ward 4: One trustee represents Crossfield, Beiseker, Irricana, Kathryn, and Airdrie rural areas. Schools in this ward include Crossfield Elementary School, W.G. Murdoch School, Beiseker Community School, Kathryn School, Fairview Colony, Tschetter Colony, West Haven Colony, and all rural students bussed to Airdrie Schools.
- 1.5 Ward 5: One trustee represents Bragg Creek, Springbank, Bearspaw, Westbrook and Cochrane rural areas. Schools in this ward include Banded Peak School, Bearspaw School, Elbow Valley Elementary School, Springbank Community High School, Springbank Middle School, Westbrook School, and all rural students bussed to Cochrane Schools.

- 1.6 Ward 6: One trustee represents the Town of Cochrane. Schools in this ward include Bow Valley High School, Cochrane High School, Cochrane Christian Academy, Elizabeth Barrett Elementary School, Fireside School, Glenbow Elementary School, Manachaban Middle School, Mitford Middle School, RancheView School, and RVSLC – Cochrane Campus.
2. Organizational Meeting
  - 2.1 An Organizational Meeting of the Board shall be held annually, and no later than two (2) weeks following Election Day, when there has been a general election. An Organizational Meeting will be held in October each year. The first official meeting of the Board following a general election shall be an Organizational Meeting.
  - 2.2 The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
  - 2.3 Each trustee will take the oath of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
  - 2.4 Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the Organizational Meeting. The Board Chair shall normally be elected for a period of one (1) year.
  - 2.5 The organizational meeting shall, in addition:
    - 2.5.1 Elect a Vice-Chair;
    - 2.5.2 Create such standing or ad hoc committees of the Board as deemed appropriate; and appoint members;
    - 2.5.3 Appoint Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
    - 2.5.4 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
    - 2.5.5 Review and approve signing authorities, trustee remuneration of the rates for expenses.
    - 2.5.6 Address other organizational items as required.
3. Regular Meetings
  - 3.1 All meetings will ordinarily be held in the Education Centre of Rocky View Schools starting at 9:30 a.m., unless the Board passes a motion to hold the meeting at another place.
  - 3.2 Regular meetings of the Board will occur: the first and third Thursdays of each month except on the months listed below in which regular board meetings will be held as indicated: December – first Thursday only, February – first Thursday only when Teachers' Convention falls in the third week of February, July – no regular Board meetings scheduled.
  - 3.3 Notwithstanding the schedule established, the Board may, by resolution, alter the schedule, or call a special meeting of the Board provided it meets the requirements of the *School Act*.
  - 3.4 No act or proceeding of the Board shall be deemed valid or binding on any party, which is not adopted at a regular or special meeting at which a quorum of the Board is present.

- 3.5 Whenever the *School Act* or specific procedures adopted by the Board are silent regarding the rules and practices governing how meetings of the Board are conducted, *Robert's Rules of Order* will be used to govern procedures at Board meetings.
  - 3.6 Insofar as possible, the agenda is prepared by the Chair/Vice-Chair in consultation with Superintendent and Associate Superintendent/Secretary-Treasurer. Normally the agenda shall be available by the Friday preceding the Board meeting.  
The "unofficial" agenda should also be available to the public on the Division website prior to the board meeting and becomes "official" when it is accepted at the board meeting.
  - 3.7 The Superintendent shall ensure that sufficient data be given to trustees in a timely manner to assist them in making informed decisions.
  - 3.8 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
  - 3.9 All trustees who are absent from three (3) consecutive regular meetings shall:
    - 3.9.1 Obtain authorization by resolution of the Board to do so; or
    - 3.9.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
    - 3.9.3 Failure to attend may result in disqualification.
  - 3.10 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair's and Vice-Chair's inability to act or absence.
  - 3.11 Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
4. Special Meetings
- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
  - 4.2 Special meetings of the Board will only be called when the Board Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
  - 4.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven (7) days prior to the date of the meeting) or in person (at least two (2) days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
  - 4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
  - 4.5 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
  - 4.6 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

## 5. In-Camera Sessions

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

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

- 5.1 The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 5.2 The Board may convene in-camera only to discuss matters of a sensitive nature, including:
  - 5.2.1 Personnel
    - 5.2.1.1 Individual students;
    - 5.2.1.2 Individual employees;
  - 5.2.2 Matters relating to negotiations;
  - 5.2.3 Acquisition/disposal of real property;
  - 5.2.4 Litigation brought by or against the Board;
  - 5.2.5 Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 5.3 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 5.4 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

## 6. Agenda for Regular Meetings

The Superintendent and/or designate is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and the Vice-Chair.

- 6.1 The order of business at a regular meeting shall generally be as follows:
  - 6.1.1 Call to Order
  - 6.1.2 Approval of Agenda
  - 6.1.3 In-Camera Session (if necessary)
  - 6.1.4 Approval of Minutes
  - 6.1.5 Exemplary Practice/Student Showcase
  - 6.1.6 Superintendent’s Report
  - 6.1.7 Chairman’s Report/ Correspondence
  - 6.1.8 Trustee Reports
  - 6.1.9 Professional Learning/Conferences
  - 6.1.10 New Business

- 6.1.11 Adjournment
- 6.2 Items scheduled for a specific time shall be clearly identified on the agenda.
- 6.3 Copies of letters will support the agenda, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.
- 6.4 Items may be placed on the agenda in one (1) of the following ways:
- 6.4.1 By notifying the Board Chair or Superintendent at least eight (8) calendar days prior to the Board meeting.
  - 6.4.2 By notice of motion at the previous meeting of the Board.
  - 6.4.3 As a request from a committee of the Board.
  - 6.4.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 6.5 The agenda package, containing the agenda and supporting information, will be provided to each trustee three (3) calendar days prior to the Board meeting. Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 6.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.7 During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 6.8 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.
7. Minutes for Regular or Special Meetings
- The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- The Minutes shall record:
- All resolutions, including the Board's disposition of the same, placed before the Board, and
- 7.1 date, time, and place of meeting
  - 7.2 type of meeting (regular or special);
  - 7.3 name of presiding officer;
  - 7.4 names of those participating in the meeting;
  - 7.5 approval of preceding minutes;
  - 7.6 all main motions, whether carried or defeated, shall be entered in full;
  - 7.7 names of person making the motion;
  - 7.8 subsidiary motions related to the conduct of the meeting;
  - 7.9 points or order and appeals and their disposition;
  - 7.10 appointments;
  - 7.11 reference to oral reports of committees by committee name and presenter's name;

- 7.12 recording of the vote on a motion (when requested in the *School Act*)
- 7.13 trustee declaration pursuant to the *School Act*, and
- 7.14 time of adjournment
- 7.15 Regarding preparation and distribution, the minutes shall:
  - 7.15.1 Be prepared as directed by the Superintendent;
  - 7.15.2 Be reviewed by the Superintendent prior to submission to the Board;
  - 7.15.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 7.15.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
  - 7.15.5 Be copied and distributed to all trustees and other stakeholders as soon as is practicable.
- 7.16 The Chair and Associate Superintendent/Secretary-Treasurer shall, upon acceptance by the Board, affix their initials to each page of the Minutes and their signatures to the concluding page of the Minutes.
- 7.17 The Associate Superintendent/Secretary-Treasurer shall establish a codification system for resolutions determined by the Board which will:
  - 7.17.1 provide for ready identification as to the meeting at which it was considered.
  - 7.17.2 provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.17.3 establish and maintain a file of all Board minutes.
- 7.18 Upon adoption by the Board, the Minutes of Public Meetings shall be open to public scrutiny at the Board office.
- 7.19 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 7.20 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 8. Motions

8.1 Motions do not require a seconder.

### 8.2 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 8.3 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 8.4 Speaking to the Motion

8.4.1 The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion.

8.4.2 The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

8.4.3 The mover of the motion is permitted to close debate on the motion.

8.4.4 As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

8.4.5 No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

8.4.6 When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 8.5 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### 8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

**8.7 Debate**

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

**9. Delegations at Board Meetings**

The Board provides opportunity for members of the general public to make presentations to the Board.

9.1 Individuals or group requests to make presentations to the Board must be submitted in writing, using the appropriate form (RVO4 Request to Present to the Board of Trustees), to the Superintendent or designate, no less than ten (10) calendar days prior to the scheduled Board meeting at which the individual or group wishes to present.

9.2 The Agenda Planning Committee shall determine if the presentation to the Board shall proceed and, if so, at what Board meeting, at what time, and whether the presentation will be heard in closed session or in public.

9.3 In emergent situations where the regular procedure cannot be followed, the delegation, Superintendent or designate shall justify the emergency, then outline the subject and background prior to the delegation appearing before the Board.

9.4 The delegation may make a presentation in writing and/or orally.

9.4.1 The presentation shall be supported by a background/ briefing document and a recommendation for action. The background/ briefing document must be received by the Superintendent or designate at the same time as the "request to present to the Board" is filed a minimum of ten (10) days prior to the scheduled meeting at which the individual or group wishes to present.

9.5 Relevant background information to the delegation's presentation shall be prepared by the Superintendent and is to accompany the agenda.

9.6 The spokesperson for the delegation shall be identified by the individual or group requesting to make a presentation to the Board.

9.7 The spokesperson shall be notified of the time and date when the presentation will be made.

9.8 The Board will ask questions of the delegation only for clarification purposes.

9.9 Where a delegation requests action from the Board, the response will be provided at a future meeting unless the Board, by resolution, agrees to respond immediately.

9.10 The spokesperson shall be advised of the date of the meeting at which the Board's response is to be determined.

9.11 The Board Chair shall communicate the decision of the Board, in writing, to the spokesperson. If the decision may be appealed under the School Act, the Board Chair shall advise the spokesperson of his/her right to the next avenue of appeal.

**10. Audio/Video Recording Devices**

The Board directs that anyone wanting to use recording devices at a public Board meeting shall obtain prior approval of the Board Chair.

**11. Trustee Compensation and Expenses**

Trustees, including the Board Chair, have a legislated role to fulfill, and as such are to be fairly reimbursed for time spent in carrying out Board business. See Appendix B



## 12. Trustee Conflict of Interest

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

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

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

12.1 The trustee is expected to be conversant with the relevant sections of the School Act.

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

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

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

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

12.4 The recording secretary will record in the minutes:

12.4.1 The trustee's declaration;

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

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

## 13. Board Self-Evaluation

13.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled Superintendent Evaluation Process, Criteria and Timelines.

13.2 The purpose of the Board self-evaluation is to answer the following questions:

13.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

13.2.2 How do we perceive our interpersonal working relationships?

13.2.3 How well do we receive input and how well do we communicate?

13.2.4 How well have we adhered to our annual work plan?

13.2.5 How would we rate our Board-Superintendent relations?

13.2.6 How well have we adhered to our governance policies?

13.2.7 What have we accomplished this past year? How do we know?

13.3 The principles upon which the Board self-evaluation is based are as follows:

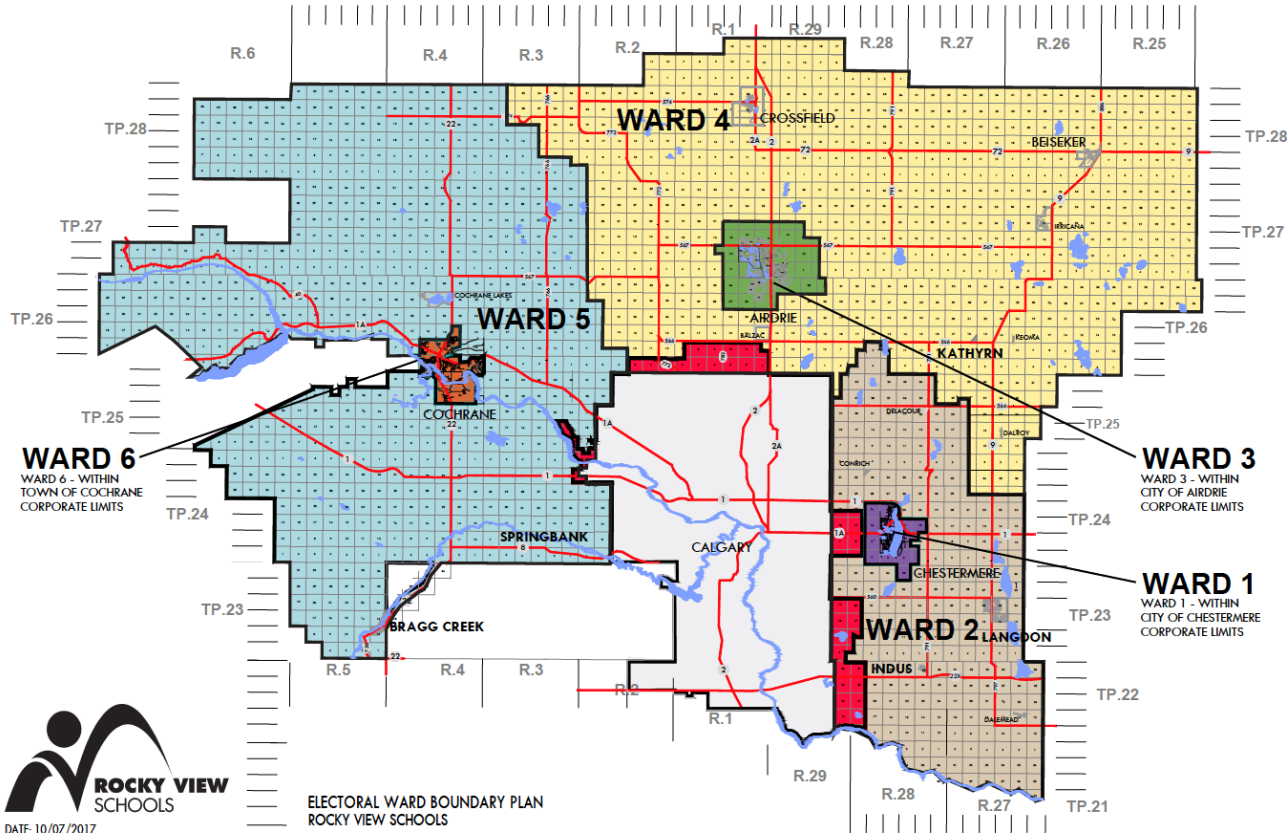
13.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

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- 13.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
  - 13.3.3 In evidence-based approach provides objectivity.
  - 13.4 The components of the Board self-evaluation are:
    - 13.4.1 Review of Board Role Performance
    - 13.4.2 Monitoring Interpersonal Working Relationships
    - 13.4.3 Monitoring Board Representation/Communication
    - 13.4.4 Review of Annual Work Plan Completion
    - 13.4.5 Monitoring Board-Superintendent Relations
    - 13.4.6 Review of Board Motions
    - 13.4.7 Review of Board Governance Policies
    - 13.4.8 Creating a Positive Path Forward

#### **Legal Reference:**

- School Act Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, and 262
- Local Authorities Elections Act
- Income Tax Act (Canada)

**POLICY 7 – APPENDIX A – WARD MAP**



## **POLICY 7 – APPENDIX B - TRUSTEE HONORARIA, EXPENSES AND TRUSTEE DEVELOPMENT**

### **BACKGROUND**

The Board has established the following trustee annual honoraria and annual general expense allowance and benefits.

### **Procedures**

1. Effective November 1, 2017, each trustee shall be paid the annual honoraria and annual general expense allowance outlined in the following chart as adjusted by:
  - 1.1 Each September 1, commencing September 1, 2018, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.
2. Six (6) months prior to the end of each Board's term of office, a review of this policy shall be undertaken by the Board with approved changes to this policy effective on November 1<sup>st</sup> following the Trustees' election.
3. The Government of Canada has determined that a portion of the annual honoraria and annual general expense allowance may be excluded from the taxable income of a trustee. The amount to be excluded from the taxable income of a trustee is the lesser of:

one-third of the sum of:

- annual honoraria;
- additional honoraria;
- annual general expense allowance; and
- \*taxable per kilometre travel expenses

or; the sum of:

- annual general expense allowance; and
- \*taxable per kilometer travel expenses.

\* Travel expenses between a trustee's residence and the Education Centre (Board central office) is considered to be a taxable expense and is subject to tax on the same basis as other income. Travel expenses to eligible training seminars and other functions not held at the Education Centre are regarded as non-taxable expense reimbursements.

**Rates effective November 1, 2017:**

	<b>Annual Honoraria</b>	<b>Additional Honoraria (Per Hour Rate)</b>	<b>Annual General Expense Allowance</b>
<b>Chair</b>	\$29,000.00	\$33.40	\$5,808.27
<b>Vice-Chair</b>	\$24,500.00	\$33.40	\$5,808.27
<b>Other Trustees</b>	\$22,000.00	\$33.40	\$5,808.27

Honoraria is an all-inclusive amount paid to each trustee for their time (including travel time except as indicated) spent to attend to school board matters including:

- All Board meetings, however travel time is claimable as Additional Honoraria;
- Board Planning or Committee of the Whole Board meetings, however travel time is claimable as Additional Honoraria;
- Zone 5 ASBA meetings (unless Board appointed ASBA representative or a Zone 5 ASBA executive officer, net of monies received from ASBA) and ASBA meetings;
- Seminars, conferences, and conventions; and,
- All other meetings and functions except as explicitly outlined under Additional Honoraria.

Additional Honoraria is the amount paid to each trustee for his or her time, inclusive of travel time, spent attending:

- Meetings of Board established Committees which the trustee attends either in person or via teleconference, video conference, or webinar as a Board appointed committee member or representative;
- Zone 5 ASBA meetings for Board-appointed ASBA representatives and Zone 5 ASBA executive officers;
- Board established meetings for professional development or in-service;
- Board established or ASBA established meetings for trustee orientation; limited to one Board and one ASBA orientation meeting per trustee term;
- Meetings which a trustee attends as a Board authorized\* representative;
- Meetings between the Board and RVS Joint School Councils;
- School tours, limited to one per trustee term; and,
- Travel time to Board meetings and Board Planning or Committee of the Whole Board meetings.
- Authorization to be sought at a Board Planning Committee Meeting.

## **ANNUAL GENERAL EXPENSE ALLOWANCE**

The annual general expense allowance is the amount paid to each trustee to offset various costs including those for a phone, internet, facsimile equipment, supplies, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.

### **Claimable Expenses**

Subject to the limits in Board policies and procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward including Board meetings, Board Planning meetings, and other committee meetings, training seminars and other functions, inclusive of transportation, meals, hotels, communication and other costs are claimable expenses.

### **Benefits**

The following group benefit plans are available to trustees.

<b>Benefit</b>	<b>Limitations</b>	<b>Cost Sharing</b>
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	Early Retiree Plan	100% Board paid
Dental Care	No Limitations	100% Board paid
Health Care Spending Account	\$500 per year**	100% Board paid

Life Insurance and Basic A.D. & D premiums are deemed by the Government of Canada to be taxable benefits.

\*\*Trustee Health Care Spending Account will be credited each November 1<sup>st</sup>. Eligible Health Care Spending expenses must be incurred by October 31<sup>st</sup>, 24 months after the Trustee Health Care Spending Account is credited or allocation will be forfeited.

## **EXPENSES**

The Board believes in public transparency and accountability to its stakeholders, and in doing so, has established parameters for the proactive and routine disclosure of expenses incurred by elected trustees and executive employees of Rocky View Schools (RVS).

Routine disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the *Freedom of Information and Protection of Privacy Act* with respect to proactive release of information.

Requirements to routinely disclose expense reports apply to Trustees, the Superintendent, and Associate Superintendents, and those incurring expenses on behalf of them.

#### Definitions

Expenses: Costs and allowances incurred in the course of RVS business, including:

1. Travel, accommodation, meals and incidentals;
2. Professional learning expenses;
3. Hospitality extended by trustees to external participants as pre-approved by the Board or hospitality extended to external partnerships by an executive employee; and,
4. Working session expenses - any expenses incurred in respect to food or non-alcoholic beverages provided to RVS employees and any third parties attending meetings held to facilitate RVS business. If practical, the names of individuals who participated in the working session should accompany the claim.

#### Guidelines

1. Expense reports must, at a minimum, include the following components:
  - 1.1 Name and position of individual who incurred the expense
  - 1.2 Date of transaction(s)
  - 1.3 Transaction amount(s)
  - 1.4 Expense category (travel, accommodation, meals, incidentals, hospitality, and working sessions)
  - 1.5 Description and rationale
  - 1.6 Supporting documentation (receipts)
2. Expense reports and supporting receipts will be posted online within thirty (30) calendar days from payment of trustee or employee expense claim. Trustees and Executive will review expense reports and receipts prior to posting.
3. Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

## **TRUSTEE DEVELOPMENT**

The Board of Trustees recognizes the need for trustees to attend conventions and conferences to enhance their development, growth, and attainment of information as a means of keeping abreast of current developments and new initiatives.

1. The Board shall establish in its annual budget a sum of monies for the purpose of defraying expenses incurred by trustees for attendance at workshops, conferences and seminars conducted beyond the boundaries of the Division, or for the purchase of technology to assist the trustee in the performance of his/her role.
2. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with procedure BHB Trustee Development as approved by the Superintendent from time to time.
3. Each trustee shall be reimbursed expenses, inclusive of registration fees and over and above the amounts listed in guidelines 4 and 5 below, to attend Alberta School Boards Association (ASBA) meetings held within the Province of Alberta.
4. Each trustee may utilize up to \$2,500 annually to attend education or trustee development related seminars or courses.
5. Each trustee may utilize up to \$5,500 during their four-year term to attend conferences or conventions relating to education or professional development or purchase technology devices to assist the trustee in the performance of his/her role. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
6. In addition to the above, expenses shall be paid for a trustee to attend any seminars or courses when directed by the Board to do so.
7. Semi-annually, the Chair shall provide information on courses and other opportunities available to trustees.

## **PROCEDURES**

1. Trustees shall submit expense claims for reimbursement of expenses incurred.
2. Trustees are expected to report to the Board on any attended conference upon their return.

### **Legal Reference:**

- School Act Sections 60, 60(1)(a), 60(2)(e), and 147(1)