Board of Trustees
Special Board Meeting
September 23, 2025

Date: **September 23, 2025**
Time: 9:00 a.m.
Location: Central Operations

Members Present	Chair Crystal Owens Vice-Chair Lacey Buchinski Trustee David Rushton Trustee Marie Dyck Trustee Lori Leitch Trustee Edith Giesbrecht p.m.
Members Present Virtually	Trustee Moise Dion a.m.
Members Absent	Trustee Edith Giesbrecht a.m. Trustee Moise Dion p.m.
Staff Present:	Superintendent Jeff Thompson Secretary-Treasurer Rhonda Freeman Executive Assistant Chris Warne

1. CALL TO ORDER

The meeting was called to order at 9:01 a.m. by Chair Owens.

1.1 Land Acknowledgement

Board Chair Owens gave the Land Acknowledgement.

2. REVIEW & ADOPTION OF SPECIAL MEETING OF THE BOARD

16112
Moved by: Trustee Rushton
That the agenda for the Special Meeting of the Board September 23, 2025, be approved as presented.

6-0
Carried

4. FIDUCIARY

4.1 IN CAMERA

16113
Moved by: Trustee Dyck
That the meeting move in-camera at 9:05 a.m.

6-0
Carried

Board Chair Owens recused herself and left the meeting at 9:05 a.m.
Vice-Chair Buchinski assumed duties of the Chair at 9:05 a.m.
The in-camera session recessed at 9:38 a.m.
The in-camera session resumed at 9:50 a.m.
The complainant joined the in-camera session at 9:50 a.m.
Trustee Dion left the meeting at 10:49 a.m.
Trustee Dion returned to the meeting at 10:53 a.m.
The in-camera session recessed at 11:04 a.m.
The in-camera session resumed at 11:08 a.m.
The in-camera session recessed at 11:43 a.m.
The in-camera session resumed at 11:50 a.m.

16114
Moved by: Trustee Dyck
That the meeting revert to regular session at 11:57 p.m.

4-0
Carried

While in-camera labour issues were discussed.

Trustee Dion returned to the meeting at 11:57 a.m.

16115
Moved by: Trustee Dyck
That with respect to teacher transfer matter 2025-01, arising pursuant to Board Policy 14 - Hearings on Teacher Matters, that the appeal is denied. Further, the Board Vice-Chair is authorized to issue written reasons on behalf of the Board of Trustees.

5-0
Carried

The meeting recessed for lunch at 11:59 a.m.
The meeting resumed at 12:45 p.m.
Trustee Giesbrecht joined the meeting at 12:45 p.m.
Board Chair Owens rejoined the meeting and assumed duties of the Chair at 12:45 p.m.

3 STRATEGIC

3.1 Capital Plan Amendment Approval (Freeman)

Trustee Dion joined the meeting at 12:54 p.m.

16116
Moved by: Trustee Leitch
That the 2025-2028 Peace River School Division Capital Plan be approved as amended with removal of the wording in reference to the current FHS site.

5-2
Carried

4 FIDUCIARY

4.2 POLICY DEVELOPMENT AND REVIEW

4.2.1 Policy 2 – Role of the Board – 2nd Reading

Trustee Leitch left the meeting at 1:38 p.m.
Trustee Leitch returned to the meeting at 1:40 p.m.

16117
Moved by: Trustee Rushton
That 2nd reading of Policy 2 Role of the Board be approved as amended.

7-0
Carried

16118
Moved by: Trustee Buchinski
That 3rd and final reading of Policy 2 Role of the Board be approved..

7-0
Carried

4.2.1.1 Policy 2 - Appendix A – Board Annual Work Plan 1st reading

Discussion on this item began but no decision was made.

4.2.1.2 Policy 2 - Appendix B – Performance Assessment Guide 1st reading

16119
Moved by: Trustee Rushton
That 1st reading of Policy 2 – Appendix B - Performance Assessment Guide be approved as amended.

7-0
Carried

16120
Moved by: Trustee Rushton
That 2nd reading of Policy 2 – Appendix B - Performance Assessment Guide be approved.

7-0
Carried

4.2.1.3 Policy 2 – Appendix C – Board Self-Evaluation

Trustee Rushton left the meeting at 2:08 p.m.
Trustee Rushton returned to the meeting at 2:10 p.m.

16121
Moved by: Trustee Dyck
That 1st reading of Policy 2 – Appendix C – Board Self Evaluation be approved as amended.

7-0
Carried

16122
Moved by: Trustee Dion
That 2nd reading of Policy 2 – Appendix C – Board Self Evaluation be approved.

7-0
Carried

4.2.1.3.1 Policy 2 – Appendix C – Individual Trustee Evaluation

16123
Moved by: Trustee Rushton
That the Policy Committee review Policy 2 – Appendix C – Individual Trustee Evaluation and bring back to the next meeting.

7-0
Carried

4.2.2 Policy 3 – Role of the Trustee 2nd Reading

16124
Moved by: Trustee Giesbrecht
That 2nd reading of Policy 3 – Role of the Trustee be approved.

7-0
Carried

16125
Moved by: Trustee Rushton
That 3rd and final reading of Policy 3 – Role of the Trustee be approved.

7-0
Carried

4.2.2.3 Policy 3 – Appendix A – Services, Materials and Equipment Provided to Trustees 2nd reading

16126
Moved by: Trustee Dyck
That 2nd reading of Policy 3 – Appendix A – Services, Material and Equipment Provided to Trustees be approved as presented.

7-0
Carried

16127
Moved by: Trustee Giesbrecht
That 3rd and final reading of Policy 3 – Appendix A – Services, Material and Equipment Provided to Trustees be approved as presented.

7-0
Carried

4.2.2.4 Policy 3 – Appendix B – Fiduciary Duty Summary 2nd Reading

16128
Moved by: Trustee Leitch
That 2nd reading of Policy 3 – Appendix B - Fiduciary Duty Summary be approved as presented.

7-0
Carried

16129
Moved by: Trustee Dyck
That 3rd and final reading of Policy 3 – Appendix B - Fiduciary Duty Summary be approved as presented.

7-0
Carried

4.2.2.5 Policy 3 – Appendix C – Trustee Tours of Schools 2nd reading

16130
Moved by: Trustee Rushton
That 2nd reading of Policy 3 – Appendix C – Trustee Tours of Schools be approved as presented.

7-0
Carried

16131
Moved by: Trustee Giesbrecht
That 3rd and final reading of Policy 3 – Appendix C – Trustee Tours of Schools be approved.

7-0
Carried

4.2.3 Policy 22 – Selection, Availability and Access of Library Materials (NEW) (Owens)

Board Chair Owens led a discussion regarding the requirements of a policy or administrative procedure due to the update of Ministerial Order (#030/2025).

Trustee Dyck left the meeting at 2:24 p.m.
Trustee Dyck returned to the meeting at 2:27 p.m.

4.2.4 Policy 12 – Role of the Superintendent

16132
Moved by: Trustee Rushton
That the Board move to suspend the rule requiring a three-reading process for Policy 12 - Role of the Superintendent – in order to allow for immediate amendment and approval.

7-0
Carried

16133
Moved by: Trustee Leitch
That the Board move to amend Policy 12 Role of the Superintendent, to include that the Superintendent is responsible for the Division's adherence to all Government Legislation and Ministerial Orders.

7-0
Carried

4.2.4 Policy 7 Board Operations

16134
Moved by: Trustee Buchinski
That the Board move to suspend the rule requiring a three-reading process for Policy 7 Board Operations – in order to allow for immediate amendment and approval.

7-0
Carried

16135
Moved by: Trustee Rushton
That Policy 7 – Board Operations be approved as amended.

7-0
Carried

5. ITEMS REMOVED FROM THE CONSENT AGENDA – September 18, 2025 Board Meeting

5.1 Substantive Motions

The Substantive Motions were discussed.

16136
Moved by: Trustee Buchinski
That substantive motions be received for information

7-0
Carried

6. ADJOURNMENT

16137
Moved by: Trustee Buchinski
That the meeting be adjourned at 2:53 p.m.

7-0
Carried

Certified Correct:

Secretary-Treasurer
Recorder: Chris Warne

Approved:

Chair

ROLE OF THE BOARD

As the corporate body entity established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body that supports Peace River School Division, the Board of Trustees shall provide overall direction and leadership to the Division. 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.

The Board is 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 setting of clear strategic direction and the wise use of resources. The Board has natural person powers in carrying out its role.

Specific Areas of Responsibility

1. Accountability for Student Learning
   - 1.1 Provide overall direction for the Division by establishing vision, mission and beliefs.
   - 1.2 Establish a welcoming, caring, respectful, and safe learning environment.
   - 1.3 Annually approve the process and timelines for the refinement of the Five-Year Education Plan.
   - 1.4 Identify Board priorities at the outset of the annual Five-Year Education planning process.
   - 1.5 Initiate school and program reviews as necessary to monitor the achievement of outcomes.
   - 1.6 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
   - 1.7 Annually approve the "rolling" Five-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.

2. Community Assurance and Engagement
   - 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.
   - 2.2 Engage the community in a dialogue about Division programs, needs and desires.
   - 2.3 Establish processes and provide opportunities for community engagement.
   - 2.4 Establish a forum for student engagement.
   - 2.5 Report Division outcomes to the community at least annually.
   - 2.6 Meet twice yearly with the council of school councils

2.7 Develop appeal procedures and hold hearings as required by statute and/or Board policy.

2.8 Model a culture of respect and integrity.

2.9 Maintain transparency in all fiduciary aspects.

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.

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 annual budget and allocation of resources to achieve desired results.

4.3 Approve expense reimbursement rates.

4.4 Approve substantive budget adjustments when necessary.

4.5 Approve purchases/contracts/lease agreements in excess of two hundred fifty thousand dollars ($250,000.00).

4.6 Monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses and year-end projections.

4.7 Receive Audit Report and ensure the management letter recommendations are addressed.

4.8 Approve annually the Five-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.

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 Attend regular administration association meetings as an observer (two trustees per meeting)

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 mutual respect and support, which is conveyed to the staff and the community.

5.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.

5.7 Annually review compensation of the Superintendent.

6. Board Development

6.1 Develop a plan for 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 policies using a generative engagement process.

7.3 Monitor policy currency and relevancy.

8. Advocacy

8.1 Act as an advocate for public education and the Division, including that of mutually beneficial partnerships.

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. Establish entrance ages for student admission.
4. Name schools and other Division-owned facilities.
5. Approve the Division school-year calendar(s).
6. Provide for recognition of students, staff and community.
7. Make a recommendation to the Minister for dissolution of a School Council.
8. Approve joint-use agreements with municipalities.
9. Encourage the formation of a Council of School Councils (COSC).
   - 9.1 If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
   - 9.2 Parents 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.
10. Approve locally developed courses.
11. Hear unresolved student or staff complaints of discrimination or harassment.

Adopted/Revised/Reviewed: JUN 2016/JAN 2018/NOV 2018/NOV 2019/NOV 2020/SEP 2025

Legal Reference: Section 11, 33, 52, 53, 60, 67, 139, 222 Education Act
Local Authorities Election Act
Results-Based Budgeting Act
Disposition of Property Regulation Early Childhood Services Regulation

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. The oath of office taken or affirmation made by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. 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 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. 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.

Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Provide for the engagement of parents, students and various communities.
3. Respectfully bring forward and advocate for local issues and concerns
4. Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
5. Refer administrative matters to the Superintendent.
6. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, Principal or department and will inform the Superintendent or designate of this action.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.
8. 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.
9. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that the Division needs are paramount.
   - 9.1 Vote on every Board motion, unless there is a conflict of interest.
   - 9.2 Support a majority vote of the Board as if the vote had been unanimous.
10. When delegated individual responsibility by the Board, exercise such authority within the defined terms of reference in a responsible and effective way.

11. Participate in Board/trustee development sessions so the quality of leadership and service in the Division can be enhanced.

12. Stay current with provincial, national and international educational issues and trends.

13. Share the materials and ideas gained with fellow trustees at a Board meeting following a trustee development activity.

14. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.

15. Liaise with School Council(s) as assigned and attend COSC meetings when possible.

16. Attend, when possible:
    - 16.1 Zone and provincial ASBA functions
    - 16.2 Division functions/events
    - 16.3 PSBAA functions
    - 16.4 Rural Caucus functions
    - 16.5 Committees as assigned

17. Participate in community initiatives/activities as a member of the community when possible.
18. Become familiar with, and adhere to, the Trustee Code of Conduct Board Policy 4.
19. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

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 (incumbents and newly elected) prior to the Organizational Meeting which will include a review of and an expression of interest in Board assignments and committees.
2. The Division 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 Division;
    - 2.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;

2.5 Division 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;

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 Division Office staff.

3.2 A tour of the schools and the opportunity to meet principals and staff.

4. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for trustees. The Superintendent shall provide each trustee with access to the references listed in Policy 3 Appendix A at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.

5. The Division will provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.

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

Adopted/Revised/Reviewed: JUNE 2016/AUG 2018/NOV 2019/SEP 2025

Legal Reference: Section 52, 53, 77, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 Education Act Section 6 Commissioner of Oaths Act

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, materials and equipment from within the Board governance budget while in office:

1. Reference

   Access to:

   - The Education Act, the Regulations and related documents
   - Board Policy Handbook and Administrative Procedures Manual
   - Current Division documents
     - Budget
     - Capital Plan
     - Five-Year Education Plan/Report
     - Collective Agreements
     - Audited Financial Statements
   - School year and meeting calendars
   - Current telephone listings of schools and names of school principals
   - Alberta School Boards Association (ASBA) membership services
   - Public School Board Association of Alberta (PSBAA) membership services

2. Communications/Public Relations
   - Notification of significant media events
   - Name tags, business cards and lapel pins
   - Key messages as required
   - Board photographs

3. Administrative/Secretarial Services through the Superintendent
   - Access to interoffice mail
   - Conference registration, travel and accommodation arrangements
   - E-mail address and service support
   - Photocopying and related secretarial services
   - Coordination of events sponsored by the Board

4. Equipment
   - Arrangement for a laptop with appropriate software
   - Service and accessories for Division computers
   - Other appropriate technology may be provided

Adopted/Revised/Reviewed: JUNE 2016/AUG 2018/NOV 2019/SEP 2025
Legal Reference: Section 52, 53, 77, 85, 86, 87, 88, 89, 222 Education Act

FIDUCIARY DUTY SUMMARY

Trustees of Peace River School Division (a statutory corporation) have responsibilities similar to those of directors of any other corporation, including a common law "fiduciary duty" or "fiduciary responsibility".

1. Fiduciary duty of trustees may be described as:
   - 1.1 A duty of loyalty.
   - 1.2 An obligation to act in a manner that puts the Division's interest ahead of all other interests.
   - 1.3 A duty to act honestly and in good faith with a view to the best interests of the Division.
2. Fiduciary duty to whom?
   - 2.1 The fiduciary duty is owed to the corporate body (the Division).
   - 2.2 This means to act in the best interest of the Division as a whole, as opposed to in the interest of any particular stakeholder or group of stakeholders.
3. Multiple fiduciary duties
   - 3.1 Multiple fiduciary duties may be held. These fiduciary duties operate in different spheres and at different times – one does not trump any others.
     - 3.1.1 When voting on a matter within the jurisdiction of the Division, as a member of the Board of Trustees, a trustee must make a decision in the best interests of the Division.
     - 3.1.2 When voting on a matter within the jurisdiction of another body, an individual must make a decision in the best interests of that body.
4. Elements of fiduciary duty
   - 4.1 To use best judgment – sometimes called a duty of diligence, to pay diligent attention to the duties of a trustee by, for example:
     - 4.1.1 Coming to Board meetings having read the materials and being ready to discuss the matters on the agenda;
     - 4.1.2 Listening to the discussion and rationales for various positions, being prepared to make the best decision possible; and
     - 4.1.3 Voting in a manner that is consistent with the purpose and objects of the Division and is in the best interest of the Division.
   - 4.2 To act in the utmost good faith – to act honestly and in good faith with respect to the Division, and to serve the Division selflessly, honestly and loyally.
   - 4.3 To protect the interests of the Division – to respect the trust and confidence that has been placed in the trustee to manage the assets of the Division and in pursuit of the realization of the objects of the Division.

4.4 To put the beneficiary's interest first – to put the Division's interest before the trustee's personal interest, or to avoid abusing the position as trustee to gain personal benefit.

4.5 To avoid or disclose conflicts of interest (pecuniary and non-pecuniary).

4.6 To maintain the confidentiality of all matters discussed in camera or all matters which are disclosed in confidence.

4.6.1 A trustee shall not disclose matters discussed in confidence or during an in-camera session of the Board of Trustees (this includes that such matters may not be disclosed to a stakeholder or third party entity or Board – even during in-camera session of that entity or Board).

4.7 To obey the Division's governing documents and all corporate decisions:

4.7.1 Trustees must comply with all applicable legislation and policies of the Division;

4.7.2 Trustees must implement all corporate decisions; and

4.7.3 A public expression of disagreement by a dissenting trustee may result in an accusation of breach of fiduciary duty.

5. Summary

5.1 A trustee's perspective, when entering debate on an issue may be informed by various means.

5.2 During debate, a trustee both offers and listens to discussion and rationale for various perspectives.

5.3 At the time of decision, a trustee must vote in a manner consistent with that which is in the best interest of the Division.

Adopted/Revised: JUNE 2016/AUG 2018/NOV 2019/SEP 2025

Legal Reference: Section 51, 52, 53, 77, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 Education Act

TRUSTEE TOURS OF SCHOOLS AND COMMUNITY ENGAGEMENT

The Board believes that periodic formal visits to schools and communities on a regular basis gives trustees a better information base on which to make educational decisions and facilitates the Board – Staff communication process through meaningful dialogue. To facilitate this process, the following procedures have been developed.

1. A schedule of visits, staged throughout the year, is to be prepared with the Superintendent and presented to the Board for approval, no later than the June meeting each year.

2. The objectives of the scheduled visits may include:
   - 2.1 Hearing from students to gain an understanding of their perspective on school community.
   - 2.2 Hearing from staff to gain an understanding of their perspective on school community.
   - 2.3 Hearing from School Council to gain an understanding of their perspective on school community.
   - 2.4 Hearing from community members to gain an understanding of their concerns.
   - 2.5 Engaging in conversation regarding the Board's current concern/question.
   - 2.6 Gaining an understanding of physical facility concerns – especially updates and/or needs.
3. A suggested itinerary will be prepared with the Superintendent for each visit and distributed to the Principal, trustees and Division Office staff prior to the visit.
   - 3.1 The itinerary will include topics for discussion during the visit.
   - 3.2 Anyone involved in the visit in any way may suggest items for inclusion in the discussion.

4. Trustee visits may have one or all of the following: trustee involvement at a classroom level, with student group(s), with staff and with community members.

5. Where time constraints are limited, priority will be given to visiting those schools where immediate feedback is required to facilitate staff, program, or facility changes.

6. Principals may request visits at any time from the Board or from individual trustees, regardless of schedule.

7. School visits may be cancelled by either party where special circumstances appear to warrant it.

Adopted/Revised: JUNE 2016/OCT 2018/NOV 2019/SEP 2025
Legal Reference: Sections 52, 53, 77, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 197, 222 Education Act

BOARD OPERATIONS

The board's 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.

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

Public forums dealing with specific educational topics and held in various communities with the division can enhance communications and the effectiveness of the board.

1. Elections

   1.1 Wards

   Within the stipulations of Ministerial Order 113/94 dated September 22, 1994, which resulted in the transfer of the lands of the Fairview School Division No. 50 to the Peace River School Division No. 10, and subsequent Ministerial Order 041/2013, the board has decided to provide for the nomination and election of trustees within the division by wards.

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

   1.1.1 Seven (7) wards have been established within the Peace River School Division.

   1.1.2 One (1) trustee is to be elected in each ward.

   1.1.3 Wards 1, 2, 3, 4, 5, 6, and 7 are outlined in Bylaw 1-2020 – Schedule A.

   1.2 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

   1.3 During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the board and during the fourth year following a general election, a by-election need not be held if there are only two (2) vacancies on the board. By-elections may be held as determined by the board.

2. Organizational Meeting

2.1. The Organizational Meeting of a board

2.1.1. Subject to 2.1.2, must be held annually, and

2.1.2. In any year in which a general election takes place, must be held within four (4) weeks following the date the statement of the results of that election is announced or posted, at a time and place to be fixed by the superintendent or designate of the board.

2.1.3. 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.

2.2. The superintendent or designate of the board must give notice of the organizational meeting to each trustee as if it were a special meeting and preside over the meeting until the election of the Board Chair.

2.3. At the annual organizational meeting, and afterwards at any time as determined by the board, the board must elect one of its members as Chair and another as Vice-Chair to hold office during the pleasure of the board.

2.4. Upon election as chair, the Board Chair shall take the oath of office and preside over the remainder of the organizational meeting.

2.5. The organizational meeting in addition to the election of the Chair and Vice Chair, may include any of the following:

2.5.1. Establish a schedule (date, time, place) for regular meetings and any additional required meetings for the ensuing year.

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. Address other organizational items as required.

3. Regular Meetings

Regular board meeting dates and times shall be as established at the organizational meeting each year. The board is not required to give notice of regular meetings once scheduled.

3.1. Meetings will be held at least once monthly, excepting July, and will ordinarily be held in the board room at Central Operations in Grimshaw beginning at 10:00 am.

3.2. Notwithstanding the schedule established at the organizational meeting, the board may, by motion, alter the schedule in such manner as it deems appropriate.

3.3. All trustees shall notify the Board Chair if they are unable to attend a board meeting.

3.4. All trustees who will be absent from three (3) consecutive regular meetings shall:

3.4.1. Obtain authorization by motion of the board to do so; or

3.4.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to attend three (3) consecutive regular meetings without a motion of the Board may result in disqualification.

3.5. 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.

3.6. Regular meetings of the board will not normally be held without the superintendent and/or designate(s) in attendance.

3.7. In the event that a quorum is not present in half an hour after the time appointed for the meeting of the board, or within half an hour of the time appointed for the meeting to reconvene after a recess, the superintendent or designate shall record those present and the board shall stand adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.

4. Special Meetings

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

4.2. A special meeting of a board may be called by the Chair of the board, a majority of the trustees, or the Minister, after notice has been given to each trustee in accordance with this section.

4.3. A notice of a special meeting must state the date, time and place of the special meeting, and the nature of the business to be transacted at the special meeting.

4.4. The notice of a special meeting must be sent at least two (2) days before the special meeting to designated divisional email addresses.

4.5. A special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of subsection 4.4.

4.6. Unless all of the trustees are present at the special meeting, no business other than that stated in the notice of the special meeting can be conducted at the special meeting. Items can be added to the agenda only by the unanimous consent of the entire board.

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

4.8. Special meetings of the board will not normally be held without the superintendent and/or designate(s) in attendance.

5. Meetings by Electronic Means

5.1. It is the preference of the board to meet at a common location to conduct division business with trustees and the superintendent or designate in physical attendance.

5.2. Notwithstanding 5.1, a board meeting or committee meeting may be conducted by electronic means.

5.3. All participants in a meeting held by electronic means are deemed to be present at the meeting unless they fail to respond for more than 5 minutes.

5.4. The electronic means must enable all participants to hear each other and view each other.

5.5. The electronic means must enable the public to listen to the meeting, and if possible, enable the public to view the meeting and participants.

5.6. One (1) facility will be determined by the superintendent or designate to be the central and public-accessible site and this site will be communicated to the public with the board agenda.

5.7. The Superintendent or designate will be responsible for the organization of the electronic communications with participants and will inform trustees at the meeting if the identity of a participant is in question.

5.8. A trustee may participate from a location to which the public does not have access.

5.9. A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera and will meet all requirements of an in-camera session including the receipt of confidential information.

5.10. Through a board motion, trustees may determine that a future meeting will be exempt from electronic means.

6. In-Camera Sessions

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

The preservation and enhancement of the public's trust in the educational system is an important priority of the board. The board believes that public trust is preserved by conducting open board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity must be discussed in private and require the board to hold an in-camera meeting excluding the public.

6.1. The board may, by motion, hold a meeting or part of a meeting in private. Such motions shall be recorded in the minutes of the board and shall specify those individuals eligible to attend in addition to trustees and the superintendent.

6.2. The board may convene in-camera only to discuss matters including:

6.2.1. Security of property,

6.2.2. Personal information,

6.2.2.1. Students,

6.2.2.2. Employees,

6.2.3. Matters relating to negotiations,

6.2.4. Acquisition/disposal of real property,

6.2.5. Litigation brought by or against the board,

6.2.6. Other topics that a majority of the trustees' present are of the opinion that it is in the public interest to be held in private.

6.3. When the board passes a motion to move the meeting in-camera it shall be private. The board shall only discuss the matter(s) that gave rise to the motion to move the meeting in-camera. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.

6.4. The board shall, during the in-camera session, adopt only such motion as is required to re-convene the board in an open, public meeting.

7. Agenda for Regular Meetings

The Board Chair is responsible for preparing an agenda for board meetings as per Policy 5 Role of the Board Chair.

7.1. The order of business at a regular meeting shall generally be as follows:

7.1.1. **Call to Order**

7.1.2. **Approval of Consent Agenda** (*consent agenda includes procedural and fiduciary items that are presented for information. Should any trustee require clarification on an item, they would move to have item removed from consent agenda and placed on regular agenda.)*

7.1.3. **Procedural Items** (*Review and Adoption of the Regular Agenda;)*

7.1.4. **Strategic Items** *(items which require action or a board motion to be taken but do not need significant discussion. Trustee may request additional information and have strategic item moved to a Generative Item at a future meeting.)*

7.1.5. **Generative Items** *(items which require significant discussion before a motion or action be made. Also includes presentations and delegations.)*

7.1.6. **Fiduciary Items** *(Substantive Motions; In-Camera discussions, Financial Reports, Committee and Trustee School Reports, Superintendent's Report, Policy and Correspondence. Unless discussion/action/clarification is required, these items would be dealt with in the Consent Agenda.)*

7.1.7. **Items Removed from the Consent Agenda**

7.1.8. **Adjournment**

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

Items on the agenda shall generally be arranged in an order that will provide efficiency in the consideration of issues.

7.2 The agenda will be supported electronically by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the board and will be of value to the board in the performance of its duties. A recommendation on action items may be included at the superintendent's or designates discretion.

7.3 Items may be placed on the agenda in one (1) of the following ways:

7.3.1 By notifying the Board Chair or Vice Chair at least seven (7) calendar days prior to the board meeting.

7.3.2 By motion at the previous meeting of the board.

7.3.3 As a request from a committee of the board.

7.3.4 Issues that require board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.

7.4 The electronic 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.

7.5 The list of agenda items shall be available on the division website for a minimum of one (1) year.

8. Minutes for Regular or Special Meetings

The board shall maintain and preserve by means of minutes a record of its proceedings and motions.

8.1. The minutes shall record:

8.1.1. Date, time and place of meeting,

8.1.2. Type of meeting,

8.1.3. Name of presiding officer,

8.1.4. Names of those trustees and senior administration in attendance

8.1.5. Approval of preceding minutes,

8.1.6. All motions, including the board's disposition of the same, placed before the board, are to be entered in full,

8.1.7. Names of persons making the motions,

8.1.8. A brief summary of the topic of discussion,

8.1.9. Points of order and appeals,

8.1.10. Appointments,

8.1.11. Receipt of reports of committees,

8.1.12. Recording of the vote on all motions,

8.1.13. Trustee declaration of conflict of interest pursuant to the *Education Act*,

8.1.14. Departure and re-entry times of trustees, and

8.1.15 The time of adjournment.

8.2 The minutes shall:

8.2.1 Be prepared as directed by the superintendent or designate,

8.2.2 Be reviewed by the superintendent or designate prior to submission to the board,

8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a motion of the board; and

8.2.4 Upon adoption by the board, be deemed to be the official and sole record of the board's business.

8.3 The Superintendent or designate shall ensure, upon acceptance by the board, that appropriate initials are affixed to each page of the minutes, and that appropriate signatures are affixed to the last page of the minutes.

8.4 The Superintendent or designate will establish and maintain a file of all board minutes.

8.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the board expects the superintendent or designate to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all board meetings.

8.6 The approved minutes of a regular or special meeting shall be available on the division website as soon as possible following approval. The superintendent or designate is responsible to distribute and post the approved minutes.

9. Motions

9.1. Discussion on Motions

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

An agenda item or a recommendation from administration must generally be placed before the board prior to any discussion taking place on an issue. The Board Chair may allow for every trustee to speak to a recommendation at least once before a motion is made.

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 and no seconder is required

9.2. Speaking to the Motion

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

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.

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.

When a trustee arrives at the meeting after a motion is before the board and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.3. 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.

9.4. Required Votes

The Board Chair, and all trustees present, unless excused by motion of the board or by the provisions of the *Education 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 votes to elect the Board Chair or Vice-Chair. If one or more trustees request a recorded vote, the recording officer must record each trustees name and their vote in the minutes. Votes by trustees attending by electronic means may be asked individually to announce their name and vote.

9.5. 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.

10. Delegations at Board Meetings

It is the board's intention to hear the views and receive stakeholder input on educational matters. Nevertheless, in order for governance of the division to be effective, it is expected that appropriate channels will be followed in presenting information or concerns to the board including following the dispute resolution process. To facilitate this, the following procedures have been established for receiving delegations.

10.1. Groups or individuals who wish to appear before the board to make a presentation to or a request of the board will first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify their understanding of division practices related to the presentation topic and determine what other assistance may be available through the administration.

10.2. If after meeting with the administration an appearance before the board is still desired, the delegation must make their request in writing to the Superintendent of Schools at least two weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the notice, the Superintendent of Schools may consider a request to waive the timelines if circumstances warrant; for example, if the board will be making a decision on the matter before the delegation is scheduled to present to board.

10.3. The board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the board or by a committee of the board. For matters clearly within the practice and mandate of the board, the board office in consultation with the Superintendent of Schools and Board Chair will make appropriate arrangements for the delegation to be heard.

10.4. Written materials of the information to be presented the delegation wishes to be considered by the board must be submitted to the board office at least five days prior to the meeting. The notice and the brief will be provided to each trustee with the notice of meeting at which the delegation is to appear.

10.5. In cases where a concern pertains to board policy or any other matter directly under the auspices of the board, the matter may be referred to the board through the channels outlined below.

10.5.1. In cases where a concern pertains directly to a matter under the auspices of a committee of the board, the committee shall hear the presentation before the matter proceeds to the board.

10.5.2. Where the matter relates to the administrative practices of the division or any of its schools or services, the matter shall not proceed to the board until all other avenues have failed to resolve the issue, as set out in the board policies.

10.6. A delegation may be permitted to make a presentation to the board or committee of the board. The procedure outlined below for scheduling delegations will be followed.

10.6.1. Scheduling of representations to the board or committees shall be through the office of the superintendent or designate.

10.6.2. Committees of the board or the board will try to accommodate an appointment time acceptable to the representative.

10.6.3. Normally presentations are to be restricted to less than fifteen (15) minutes and may be followed by questions and discussion for clarification.

10.6.4. Persons making representations are not to expect immediate disposition of their concern. The board or the committee will normally consider the matter later in the meeting and may arrange for further reviews before any decision is made.

11. Audio/Video Recording Devices

11.1. The board may record public meetings and make them available to the public.

11.2. Recordings will ordinarily be kept for one year; from the end of the fiscal year, however, the board by motion, may retain recordings for a longer period of time.

12. Board Governance Budget and Trustee Compensation

The board recognizes that trustees are entitled to some compensation for time and expenses incurred in the performance of their duties. The board also believes that as elected representatives of their community and advocates for children and education, trustee professional development is a valuable and necessary component of trusteeship. The board believes that the board's budget must be set, monitored and publicly reported as are all division budgets.

12.1. Board Governance Budget

12.1.1. The divisional fiscal year is September 1st to August 31st. Decisions made in the development of the board governance budget during spring budget planning sessions will take effect at the beginning of the next fiscal year.

12.1.2. The budget allocated to board governance is not to be exceeded.

12.1.3. During the budget year, amendments to the specific allocations within the approved board governance budget may be made after consideration and approval by the board. The governance budget will cover trustee compensation and expenses, board functions, board directed activities and board elections.

12.1.4. The board may, by motion, adjust Policy 7 Appendix B Trustee Remuneration and Expenses in alignment with the budget allocated to board governance.

12.2. Trustee Compensation and Expenses

12.2.1. Trustee remuneration and expenses will follow Board Policy 7 - Appendix B Trustee Renumeration and Expenses (NEW) and payment will be issued in accordance with a published schedule of dates.

12.2.2. Trustee expense claims shall be submitted electronically, via the division financial software and within the month that the expenses are incurred. Approval shall follow the process of which the Chair approves for the Vice Chair and all trustees and that the Vice Chair approves for the Chair. Unusual expenses will require pre-approval by the Chair or Vice Chair and will be reimbursed with the submission of receipts.

12.2.3. Trustees will be enrolled in the division benefit plan as eligible.

12.2.4. Travel time to attend meetings is to be included in the time calculations for meetings.

12.2.5. Unless other arrangements are made, the superintendent or designate will handle registration and accommodation bookings. Otherwise, trustees shall be reimbursed for registration, transportation, accommodation, meals and other personal expenses, as per Board Policy 7 - Appendix B Trustee Renumeration and Expenses (NEW). Alcohol is not a reimbursable expense.

12.2.6. Expense funds are to be used prudently and responsibly, with a focus on accountability and transparency

12.2.7. When a personal vehicle is used, mileage shall be paid on a "per kilometer" basis from the trustee's residence to the meeting location and return for all authorized activities as per Board Policy 7 - Appendix B Trustee Renumeration and Expenses (NEW). Carpooling and use of divisional vehicles are encouraged when possible.

12.2.8. Individual trustee renumeration will be reported annually in the division's audited financial statements.

12.3. Trustee Development

12.3.1. Annual trustee professional development and conference attendance is decided during the development of the board governance budget during spring budget planning sessions

12.3.2. Board Policy 7 - Appendix B Trustee Renumeration and Expenses (NEW) will be updated accordingly

12.3.3. A brief report on each conference or workshop attended will be provided to the board.

13. 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.

13.1. The trustee is expected to be conversant with the relevant sections of the *Education Act*.

13.2. The trustee is responsible for declaring themselves to be in possible conflict of

interest.

13.2.1. 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.

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

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

13.4. The recording secretary will record in the minutes:

13.4.1. The trustee's declaration,

13.4.2. That the trustee left the room in which the meeting was held and the trustee's abstention from the debate and the vote.

14. Board Self-Evaluation

The board self-evaluation process shall be undertaken annually to reinforce alignment of purpose except in the year of a general election.

Adopted/Revised: JUN 2016/MAR 2017/MAR 2018/SEPT 2018/NOV 2019/NOV 2020/APR 2022/NOV 2024/SEP 2025

Legal Reference: Section 7, 53, 64, 65, 73, 74, 75, 76, 85, 86, 87, 88, 112, 123, 137, 144 *Education Act* Local Authorities Elections Act
Income Tax Act (Canada)

ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning
   - 1.1 Provides leadership in all matters relating to education in the Division.
   - 1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
   - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
   - 1.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
   - 1.5 Provides leadership in implementing education policies established by the Minister and the Board.

2. Student Welfare
   - 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
   - 2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
   - 2.3 Ensures the safety and well-being of students whether or not it occurs within the school building, during the school day or by electronic means.
   - 2.4 Ensures the facilities adequately accommodate Division students.
   - 2.5 Acts as, or designates, the attendance officer for the Division.

3. Fiscal Responsibility
   - 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the *Education Act* or any other Act.
   - 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
   - 3.3 Directs the preparation and the presentation of the budget.
   - 3.4 Ensures the Board has current and relevant financial information.

3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.

4. Personnel Management
   - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
   - 4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
   - 4.3 Facilitates professional development and training sessions for staff.
   - 4.4 Ensures the coordination and integration of human resources within the Division.
   - 4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

5. Policy/Administrative Procedures
   - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
   - 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

6. Superintendent/Board Relations ("The First Team")
   - 6.1 Engages in and maintains positive, professional working relations with the Board.
   - 6.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
   - 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
   - 6.4 Provides the information and counsel which the Board requires to perform its role.
   - 6.5 Keeps the Board informed on sensitive issues in a timely manner.
   - 6.6 Attends, and/or designates, administrative attendance at all committee meetings.
   - 6.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community.

7. Strategic Planning and Reporting
   - 7.1 Leads a generative Strategic Planning engagement process.
   - 7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
   - 7.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
   - 7.4 Implements plans as approved.
   - 7.5 Reports regularly on results achieved.

7.6 Develops the Annual Education Results Report for Board approval.

8. Organizational Management

8.1 The Superintendent is responsible for overseeing and implementing practices that ensure the Division's effective organization and full compliance with Board mandates and timelines, and with all Legislative requirements and Ministerial Orders.

8.2 Reports to the Minister with respect to matters identified in and required by the *Education Act* and provincial legislation.

8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.

8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

9. Communications and Community Relations

9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.

9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.

9.3 Maintains effective relationships within the system and the community served by the system.

9.4 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.

9.5 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

10. Leadership Practices

10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

10.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.

Adopted/Reviewed/Revised: FEB 2018/NOV 2019/SEP 2025

Legal Reference: Section 8, 11, 33, 35.1, 52, 53, 222, 223, 224 Education Act
Freedom of Information and Protection of Privacy Act