



Potential trustee candidates for The Board of Trustees of The Calgary Board of Education are provided the following information that outlines the role of the Board, the necessary qualifications and the Board’s expectations of its members.

Additional Information for interested candidates can be found on the [Calgary Board of Education About the Board webpage](#).

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District Boundaries

For the public school board, one (1) trustee is elected for each of the following districts:

- Wards 1 and 2
- Wards 3 and 4
- Wards 5 and 10
- Wards 6 and 7
- Wards 8 and 9
- Wards 11 and 13
- Wards 12 and 14

Organizational Meeting

An Organizational Meeting for the Board of Trustees of The Calgary Board of Education (CBE) will be held following the October 18, 2021 Municipal Election.

The date, time and location of the Organizational Meeting will be posted to the CBE website <https://www.cbe.ab.ca/about-us/board-of-trustees/Pages/Board-Meetings.aspx>

Orientation

Following the election, new CBE trustees will receive an orientation to the Board of Trustees and operations of The Calgary Board of Education, including but not limited to:

- Roles and responsibilities of the Board of Trustees and Administration;
- Board of Trustees' Governance Policies;
- Board of Trustees' Committees
- Board of Trustees' Board Meeting Procedures;
- Legal, ethical and political matters and responsibilities of the Board;
- Operations of The Calgary Board of Education; and
- Board/staff relations.



Term of Office

In accordance with the Local Authorities Election Act, the term of office for the Public School Trustees to be elected in the October 18, 2021 Municipal Election is as follows:

9(1) A person elected under this Act, unless otherwise disqualified from remaining in office, holds office from the beginning of the organizational meeting of the elected authority following the general election to immediately before the beginning of the organizational meeting of the elected authority after the next general election.

A general election shall be held every 4th year.

Qualifications for Candidates

In accordance with section 9 of the Local Authorities Election Act, a person may be nominated as a candidate for trustee for The Calgary Board of Education if, on nomination day, the person

- is eligible to vote in that election,
- has been a resident of the local jurisdiction (The Calgary Board of Education) for the 6 consecutive months immediately preceding nomination day,
- on nomination day, is not employed by a school division, a charter school or private school in Alberta, unless the person is on a leave of absence granted under Section 22 of the Local Authorities Election Act, and
- is not otherwise ineligible or disqualified.

Pursuant to the section 4(4) of the Education Act, an individual residing in the local jurisdiction who is of the Roman Catholic faith

- is a resident of the separate school division, and
- is not a resident of the public school division (The Calgary Board of Education).

All candidates for trustee for The Calgary Board of Education must file a nomination paper with 25 signatures of eligible electors who reside in the wards in which the candidate is running.



Duties

The powers of the Board of Trustees are provided for in Sections 51 to 63 of the Education Act.

Section 34 of the Education Act states that a trustee of a board, as a partner in education, has the responsibility to

- fulfil the responsibility of the board as set out in section 33 of the Education Act
- be present and participate in meetings of the board and committees of the board
- comply with the board's code of conduct, and
- engage parents, students and the community in matters related to education

Governance

The Calgary Board of Education Board of Trustees has adopted a governance model of leadership, which emphasizes mission, vision, values, and empowerment of both the Board and staff.

The Board of Trustees' policy governance model, Coherent Governance, enables the elected Board of Trustees to effectively lead, direct, inspire and control the outcomes and operations of the division through a set of very carefully crafted policy statements and effective monitoring of them.

The Board's Governance Policies offer a logical process for the Board of Trustees to govern and to:

- eliminate confusion between Board and Chief Superintendent roles;
- focus on Results for student achievement;
- free the Chief Superintendent and staff to do their jobs without the Board's intrusion into day-to-day operations;
- attain more control over operational decisions in a manner that retains the Board's role at the governance level; and
- supports the Board of Trustees on their advocacy role and external connection with the organization's owners, the citizens of Calgary.



There are four categories of Board governance policies, each serving a distinct purpose:

Governance Culture: The Board clearly defines in policy the individual and collective behaviour required to establish a culture of good governance. These policies establish standards for how the Board performs its work, including policies that define the Board's job, its purpose and its accountability.

Board/Chief Superintendent Relationship: The Board defines the degree of authority delegated to the Chief Superintendent, through policy, and sets out how the Chief Superintendent's performance, and ultimately the organization's performance, will be evaluated.

Operational Expectations: These policies define both the non-negotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. The Chief Superintendent is required to comply with the Board's stated values about operational conditions and actions as set out in these policies. The Board of Trustees monitors the Operational Expectations policies on an annual basis for compliance.

Results: These are the Board of Trustees' statements that describe the outcome the organization is expected to achieve for each student it serves. The Results policies are the performance targets for the Chief Superintendent and the organization, and form the basis for judging the success of the organization and the Chief Superintendent on reasonable progress towards achieving the Results. The Board of Trustees monitors the Results policies on an annual basis for reasonable progress over time.

The Board's purpose is to ensure that the organization achieves the results described in the Board's Results policies and that it operates according to the values expressed in the Board's Operational Expectations policies.

Accountability is achieved by the Board holding the Chief Superintendent responsible for organizational performance, requiring the Chief Superintendent to justify actions and decisions while working within the Operational Expectations, and by requiring the Chief



Superintendent to demonstrate that the organization is making reasonable progress over time towards the stated Results.

The adoption of governance policies is solely the responsibility of the Board of Trustees. The current governance policies of the Board of Trustees can be viewed online at <https://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Governance-Policies.aspx>

Disclosure of Information

Pursuant to section 86 of the Education Act, each trustee elected will be required to file with the board's secretary a statement showing:

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

This information is provided to all trustees of the Board and to the officials and employees of The Calgary Board of Education as directed by the Board.

Remuneration

The Board of Trustees has set out in policy (GC-2E: Trustee Remuneration) the payment of honoraria, traveling and other expenses to trustees, as follows:

Consistent with the public demand for more transparency and greater accountability of elected officials and governments, this policy requires all remuneration to be taxable and all reimbursements of expenses to be supported by receipts.

A. Taxable Honoraria, Benefits and Allowances



1. Effective September 1, 2014, Trustees' honoraria was set at \$45,000 per annum, paid in regular bi-weekly payments.

Effective September 1, 2022, and at the commencement of each fiscal year (September 1) following, Trustees' honoraria will be adjusted according to the most recent three-year rolling average of Statistics Canada annual published Calgary Consumer Price Index (CPI – all items). Trustee honoraria will be paid in regular bi-weekly payments. The annual honoraria provide compensation for all duties, responsibilities and activities required of Trustees.

2. The Chair will receive an additional honorarium in regular bi-weekly payments at the rate of \$10,000 per annum; and the Vice-Chair will receive an additional honorarium in regular bi-weekly payments at the rate of \$5,000 per annum. These honoraria provide compensation for duties, responsibilities and activities required of the Chair and Vice-Chair.

3. In addition to honoraria, each Trustee will receive a taxable benefit package worth 10% of the basic honorarium. The package will include for each Trustee, \$50,000 group life insurance and \$50,000 Accidental Death and Dismemberment coverage which will be paid 100% by the Calgary Board of Education. In lieu of other benefits, each Trustee will receive the remainder of the package (the value of 10% of basic honorarium less the cost of the group life insurance and Accidental Death and Dismemberment premiums) in regular bi-weekly payments.

4. Each Trustee will receive an annual taxable transportation allowance of \$4,100 paid in regular bi-weekly payments. This allowance will compensate for all in-city transportation costs including vehicle expenses, parking, taxis, LRT fares and the like.

B. Reimbursable Expenses

1. Each Trustee will be entitled to be reimbursed from the Board of Trustees' budget for expenses, which are supported by receipts, related to professional development up to a maximum of \$2,000 per fiscal year of the CBE. This budget is expected to cover the costs of travel, fees and related expenses to attend professional



meetings; and the costs of books, journals and similar items that are clearly of a professional development nature.

2. Each Trustee will be entitled to be reimbursed from the Board of Trustees' budget for expenses that are supported by receipts, related to reasonable costs of carrying out assigned Board business or approved representation of the Board at meetings and events in accordance with standard CBE policies.
3. Trustees' expense information will be publicly disclosed on a regular basis.
4. Notwithstanding the requirement to provide receipts for all reimbursable expenses, the following is the maximum that will be reimbursed for any meal expense incurred:

Breakfast:	\$12.00
Lunch:	\$17.00
Dinner:	\$26.00

5. Expenditures for alcohol will not be reimbursed.

C. Other

1. Each Trustee will be entitled to reserved or scramble underground parking at the individual's expense. Each Trustee will be provided office space in the Dr. Carl Safran Centre. Each Trustee will be provided the use of a laptop computer or similar portable electronic device for use in the Board Room, in the Trustee's Office and off site.
2. At the end of each Trustee's service, such Trustee shall be entitled to a retiring allowance to ease the transition from such service, in accordance with the following schedule:



(a) A Trustee whose service ends at the end of his/her first term shall receive a retiring allowance equal to two weeks of Trustees' basic honorarium prevailing at the end of such service per year of service;

(b) A Trustee whose service ends following the completion of two or more terms shall receive a retiring allowance equal to one month's honoraria per year of continuous service to a maximum of one-half of the Trustees' basic annual honorarium prevailing at the end of such service; and

(c) Notwithstanding a) and b) above, a Trustee who fails to complete the term to which he/she is elected shall not be entitled to a retirement allowance for any portion of that term, except as the Board of Trustees might determine after due consideration of any extenuating circumstances.

3. It should be noted that there is no provision to pay 'meeting honoraria' or 'per diems'; nor is there any provision to reimburse Trustees for any other support of home offices that Trustees may choose to establish as an off-site work place.

Office Provisions

Each trustee is provided with a desk, computer, filing space, and telephone with access to the Corporate Secretary Services staff, as appropriate and necessary for the carrying out of trustee and Board duties.

Indemnification Policy

Members of the Board of Trustees are indemnified from personal liability, providing they were acting in the course of their trustee's duties and in good faith.

Board of Trustees' Meetings



The Board of Trustees determines the schedule for regular Board meetings at its annual Organizational Meeting.

Currently, public Board of Trustees' meetings are held on two Tuesday of each month, commencing at 12:00 p.m.

Additional regular or special meetings may be called when required for specific purposes as defined in the Board of Trustees' Meeting Procedures.

In addition, trustees may schedule meetings other than Board Meetings, and may be required to serve on other Board of Trustees' committees that are not comprised of the whole, as well as represent the Board of Trustees on various committees, councils and associations.

Committees and Board Representation

The officer positions elected by the Board of Trustees include:

- Chair,
- Vice Chair, and
- Every trustee is appointed a term as second vice-chair, which is a rotating position.

In addition to these positions, the Board of Trustees decides the number of standing and other committees of the Board of Trustees, the roles and responsibilities assigned to each committee and the number of members on each committee. The Boards of Trustees' committees and work groups are currently as follows:

Agenda Planning Committee

- Audit and Risk Committee
- Board Evaluation Committee
- Board Procedures Committee (anticipated to expire June 30, 2021)
- School Naming Committee (ad hoc)
- Strategic Dialogue and Public Engagement Committee
- Trustee Remuneration Committee
- Trustee Information and Planning Session working group

The Board of Trustees values and welcomes mutually informative interaction with all stakeholders in order to achieve its Results. The Board is committed to ensuring that



the interests of The Calgary Board of Education are represented to governments and other relevant agencies and organizations. Linkages will be established to share information, proactively identify issues, work collaboratively, build relationships and understanding and form strategic alliances in order to work towards successfully accomplishing the Board of Trustees' Results.

Trustee representatives are currently appointed to the following groups:

- Alberta School Boards Association – Board of Directors and Zone 5 Representative
- Staff Relations groups as appropriate
- Elder Advisory Council
- CBE CARES Advisory Council
- Education Matters
- Council of School Council / Alberta School Board Association

Information Contact

Patricia Minor, Corporate Secretary for the Calgary Board of Education, may be contacted at 403-817-7924, 1221 8 St. S.W. or email at corpsec@cbe.ab.ca for general information regarding Board of Trustees' procedures.

Further Resources for Candidates

There are a number of on-line resources available to assist candidates to explore further information:

- Calgary Board of Education - Detailed information about the organization, the Board of Trustees and its operations (<http://www.cbe.ab.ca/>)
- City of Calgary – Candidate Information and Election Processes (<https://www.calgary.ca/election.html>)
- Alberta School Boards Association –General information about trustee elections and the role of school boards (<http://www.asba.ab.ca>)
- Legislation: The official statutes and regulations are available on the Queen's Printer website (<http://www.qp.alberta.ca/>) and should be consulted for all purposes of interpreting and applying the law
 - Education Act



- Local Authorities Election Act
- Alberta Government – School Board Trustee Elections (<https://education.alberta.ca/school-board-elections/school-board-elections-guide/?searchMode=3>) contains information regarding election procedures, forms and regulations for school divisions, including the entire procedure handbook