

Potential trustee candidates for The Board of Trustees of The Calgary Roman Catholic Separate School Division 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 Catholic School District elections webpage](#).

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## **District Boundaries**

The Board of Trustees of The Calgary Catholic School District consists of 7 trustees elected by wards encompassing the City of Calgary, City of Airdrie, City of Chestermere, the Town of Cochrane and those portions of Rocky View County which have formed a separate school district. The Trustee wards are briefly described as:

- 1) The City of Calgary wards 1 and 2 and Cochrane
- 2) The City of Calgary wards 3 and 5 and Airdrie
- 3) The City of Calgary wards 4 and 7
- 4) The City of Calgary wards 6 and 8
- 5) The City of Calgary wards 9 and 10 and Chestermere
- 6) The City of Calgary wards 11 and 12
- 7) The City of Calgary wards 13 and 14

## **Organizational Meetings**

October 27, 2021  
5:00 p.m.

## **Orientation Sessions**

As outlined in the Board Policy Handbook, elected Trustees are to be given a series of orientation sessions. These sessions include information on such items as:

- The principles and qualities of shepherd leadership.
- An overview of the Board Annual Work Plan
- The Board's relationship with other groups such as ASBA, ACSTA and other school Districts.
- The Board's relationship with the Bishop and diocese.
- The Governance model adopted by the Board

- Role of the Trustee and the Board;
- Board policy, agendas and minutes;
- Organizational structure, roles, relationships and communication protocols within the school District including the use of social media.
- Existing District initiatives, annual reports, budgets, financial statements and long range plans;
- Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;
- Primary legislation affecting the school District as well as relevant Regulations, and
- Ministerial guidelines and directives.
- Required annual documentation and it's role within the District, including, but not limited to: Annual Education Results Report (AERR), 3 Year Plan, Budget, Audited
- Financial Statements, 3 Year and 10 Year Capital Plans.
- Trustee remuneration and expenses.

The series of orientation sessions for elected Trustees will commence in October 26, 2021 following the election.

## **Information Sources**

Calgary Catholic School District [www.cssd.ab.ca](http://www.cssd.ab.ca)

Alberta Catholic School Trustees' Association <http://www.acsta.ab.ca/>

Alberta School Boards Association <http://www.asba.ab.ca/>

## **Term of Office**

The term of office for the Calgary Catholic School District Board of Trustees is 4 years.

## **Qualifications for Candidates**

A person may be nominated as a candidate for Trustee for the Calgary Catholic School District if, on nomination day, he or she:

- Is eligible to vote in that election,
- Has been a resident of the jurisdiction for the 6 consecutive months immediately preceding nomination day,
- Is not employed by a school district or 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.

Section 74 (3) of the Education Act states:

Where a separate school district is established, an individual residing within the boundaries of the separate school district is a resident of the separate school division if the individual declares that the individual is of the same faith as those who established the separate school district, whether Protestant or Roman Catholic.

Pursuant to the Education Act, an individual residing within the boundaries of the Calgary Catholic School District who is of the Roman Catholic faith

- Is a resident of the separate school district, and
- Is not a resident of the public school district

Section 74 (4) of the Education Act states:

(4) Notwithstanding the Local Authorities Election Act, a resident of a separate school division is eligible (a) to vote for, and (b) to be nominated as a candidate for election as, a trustee of the board of either the public school division or the separate school division in which the person's residence is located, but not both.

## **Duties**

Details regarding the responsibilities, conduct and duties of a Catholic School Trustee are contained in the Board Policy Handbook, available on the Calgary Catholic School District's website: [Board Policy Handbook](#)

The powers of the board are governed by Part 4 of the Education Act.

## **Remuneration/Honorarium**

Trustee remuneration is outlined in Board Policy Handbook; Policy 7 Board Operations. As of January 1, 2019, the annual honoraria level for each Trustee as of January 1, 2019 is \$41,223.00. In addition, the Chair receives an annual allowance of \$11,375.00 and the Vice Chair receives an annual allowance of \$5,584.80.

Trustees may also be eligible for per diem honoraria compensation for certain meetings and under certain conditions as outlined in Policy 7 Board Operations. The per diem honoraria rates shall be \$205.20 per day for attendance at such meetings, general meetings of provincial associations, of more than 3.5 hours duration and \$107.60 for meetings of 3.5 hours or less, including the associated travel time for out of district events.

## **Board Meetings**

Trustees are required to attend regular and special Meetings of the Board (refer to Board Policy Handbook; Policy 7 Board Operations) and are expected to attend meetings of outside organizations to which they are appointed as delegates and other meetings or occasions requiring Board representation.

At its Organizational Meeting each fall, the Board adopts a schedule of Regular Board meetings, which are held approximately twice per month on designated Wednesday evenings. Additional public and private meetings requiring Board attendance are called for a variety of specific purposes such as agenda planning, governance and Parent and

Trustee Forums. In addition, Board members may be required to sit on Board Committees of variable duration.

## **Policy Adoption and Amendment**

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated and communicate the Board's values, beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, Chief Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the District. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The process for establishment and review of policies is outlined in the Board Policy Handbook; Policy 10 Policy Making.

## **Trustee Appointments to External Boards and Agencies**

Trustees are appointed to external boards and agencies to serve as delegates of the Calgary Catholic School District Board of Trustees including:

Alberta School Boards Association (ASBA) Board of Directors	1 Trustee
ASBA Zone 5 Representative	1 Trustee
Alberta Catholic School Trustees' Association (ACSTA) Board of Directors	1 Trustee
Teacher Employer's Bargaining Association (TEBA) Representative	1 Trustee

Organizations

St. Mary's University College Community  
Advisory Group

1 Trustee

## **Role of the Board**

As the corporate entity established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body elected by the electors that support Calgary Roman Catholic Separate School District No. 1 the Board of Trustees shall provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to resident students of the District to enable their success, in keeping with the requirements of government legislation and the values of the electorate. Therefore the Board will focus on strategies that recognize the importance of seeing the face of Christ in everyone, continual improvement, respecting and encouraging diversity, identifying and removing obstacles that may impact on the District's success.

Specific Areas of Responsibility (reference Board Policy Handbook; Policy 2 Role of the Board)

- Faith Leadership
- Accountability for Student Learning
- Catholic Community Assurance
- Accountability to Provincial Government
- Fiscal Accountability
- Board Chair/Chief Superintendent Relations
- Board Development
- Policy
- Political Advocacy

## **Code of Conduct**

The Board Policy Handbook; Policy 4 Code of Conduct and Sanctions of the Calgary Roman Catholic Separate School District No. 1 contains a Code of Conduct for

Trustees. It states that Trustees shall conduct themselves in an ethical and prudent manner, including proper use of authority and appropriate decorum in group and individual behaviour. It also requires that Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

Trustees are expected to attend meetings of the Board on a regular and punctual basis and be properly prepared for Board deliberations.

## **Conferences, Conventions and Workshops**

Bi-annual meetings/conferences are held by the provincial Trustee organizations: the Alberta School Boards Association (ASBA) and the Alberta Catholic School Trustees' Association (ACSTA). The Board will ensure that a minimum of four Trustees attend the ACSTA and ASBA general meetings.

Opportunities also exist for Trustees to attend appropriate governance-related conferences. Funds for participation at such meetings are budgeted for on an annual basis. The Board will designate which of its member(s) would be most appropriate to attend.

## **Time Commitment**

Trustee duties and responsibilities call for a substantial time commitment and flexible daily schedule. Regular public Board meetings occur in the evening; however, public, private and special meetings also occur during the day. Trustees are also expected to engage with the community at regularly scheduled Parent and Trustee forums and Help Plan Our Future events. Trustees periodically attend Board Retreats, provincial, national or international Trustee organization meetings and conferences, special school celebrations and events, and social and church events.



## **Trustee Orientation**

As outlined in Board Policy Handbook Policy 3 Role of the Trustee, Trustees will receive an orientation to the Board, including: the role of the Board in governance; a review of the Board's Policy Governance model and Board policies; an overview of the Board calendar and of the Board's relations with other groups, including the provincial school boards' associations and other school districts. Trustees will also receive an orientation on the District's operations, organizational structure, roles, relationships and communication protocols, relevant legislation, regulations, Ministerial guidelines and directives, and the District's annual revenues, expenses and audited financial statements.

## **Contact Information**

The Trustees' Office of the Calgary Catholic School District may be contacted at 403-500-2761 for further information regarding Board and/or Committee procedures. For information on election protocol and to obtain additional information about the District, please contact Gerry Boiteau, Manager, Business Services at 403-500-2743.