

BOARD OPERATIONS

The Christ The Redeemer Catholic Separate School Division Board of Trustees' (Board) ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational 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 as follows.

1. The Board's fundamental obligation is to preserve, if not enhance, the public trust in Catholic 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.
2. 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.
3. Having members of the public make presentations at Board meetings can enhance public interest.
4. Public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.
5. Wards
 - In accordance with Section 76(1) of the Alberta Education Act (Act), the board provides for the nomination and election of trustees within the Division by wards.
 - Within the stipulations of Ministerial Order No. 055/94 dated January 1, 1995, which resulted in the establishment of The Christ the Redeemer Catholic Separate Regional Division No. 3, and subsequent Ministerial Orders 027/2009, 009/2010, 010/2010, 011/2010, 028/2013, and 013/2019, the Board provides for the nomination and election of trustees within the Division by wards.
 - Copies of the Orders in Council and Ministerial Orders are available from the Division Office. Each of the following is established as a ward of the School Division:
 - Assumption Ward No. 1 – Oyen
 - St. Anthony's-Drumheller-Strathmore Ward No. 2 – Drumheller and Strathmore
 - St. Thomas Aquinas-Foothills Ward No. 3. – Brooks, Foothills, Okotoks, High River, and Canmore-Bow Valley.
 - One (1) trustee is to be elected in Assumption Ward No. 1, two (2) trustees are to be elected in St. Anthony's-Drumheller-Strathmore Ward No. 2, one for each electoral subdivision therein, and five (5) trustees are to be elected for St. Thomas Aquinas-Foothills Ward No 3, one for each electoral subdivision therein.

- Wards may be revised from time to time as determined by the Board.
 - The Board shall pass any desired revision, by bylaw, by December 31st of the year prior to the year in which a general election is to be held in order to have the revision in effect for that general election.
 - Further, in the determination of revised ward boundaries, the Board may utilize a community engagement process.
- The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- By-elections may be held as determined by the Board. During the three (3) year period immediately following a general election, a by-election need not be held if the board consists of six or more trustees and the number of vacancies does not reduce the board to less than five trustees, or if directed by the Minister.

6. Organizational Meeting:

- An Organizational Meeting of the Board shall be held annually, and in any year, in which a general election has taken place, shall be held within four (4) weeks following the date the statement of the results of that election is announced, or posted. An Organizational Meeting will be held in June in a non-election year. The first official meeting of the Board following a general election shall be an Organizational Meeting.
- The Secretary of the Board shall give notice of the Organizational Meeting to each trustee as if it were a special meeting. The Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- Each trustee will take the Oath of Office, and sign a declaration of Catholic faith, immediately following the call to order of the Organizational Meeting. Special provisions will be made for a trustee taking office following a by-election.
- Each trustee will sign a Disclosure Statement immediately following the Oath of Office, declaring any pecuniary interest.
- The following shall occur at the Organizational Meeting:
 - Appointment of Board Chair, Board Vice Chair, committee membership, committee Chair, and Board representation on the various boards or committees of organizations or agencies where the Board has regular representation with terms to take effect on the first day of the school year for a duration of one year ending on the final day of summer vacation. During a general election year, terms shall take effect immediately and the end date shall be the date of the election.
 - Review of trustee conflict of interest stipulations and determination of any disclosure of information requirements.
 - Address other organizational items as required.

7. Regular Meetings:

- Regular Board meeting dates and times shall be as established by the Board in September of each year.
- Notwithstanding the schedule established in September, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
- A trustee is disqualified from remaining as a trustee if absent without being authorized by a resolution of the board from three consecutive regular meetings of the board, unless the trustee's absence is due to illness and the evidence of illness is provided in the form of a medical certificate respecting the period of the absence.

- Regular meetings of the Board will not be held without the Superintendent, and/or designate(s), in attendance, unless the Superintendent’s contract is being discussed.

8. Special Meetings:

- Occasionally, unanticipated, or emergent issues require immediate Board attention and/or action.
- Special meetings of the Board may be called by the chair of the Board, a majority of the trustees, or the Minister of Education after written notice has been given to each trustee which states the date, time, place and nature of business to be transacted at the special meeting.
- The notice of a special meeting must be sent at least two (2) days before the special meeting by recorded mail to the last known address of each trustee as shown on the records of the Board, personal service on the trustee or a person capable of accepting service at the trustee’s residence, or fax, email or other electronic means to be received at the last fax number, email address or other electronic receiving number of the trustee as shown on the records of the Board.
- A special meeting may be held without notice being given if every trustee agrees to waive the above requirements.
- Unless all of the trustees are present at the special meeting, no business other than that stated in the notice of the special meeting, must be conducted at the special meeting,

9. Meetings by Electronic Means:

- Meetings by electronic means may be convened.
- In accordance with the relevant section(s) of the Act, the Board may hold a meeting using electronic means or other communication facilities. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear each other. Trustees participating in such meetings by electronic means or other communication facilities are deemed to be present at the meeting.
- The following individuals must be physically present at the meeting location during the meeting:
 - At least one member of the Board.
 - The Superintendent or designate.
- Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- A trustee may participate from a location to which the public does not have access.
- 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.

10. In-Camera Sessions:

- Section 64(3) of the 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 require the Board to hold closed meetings.
- The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees, the Superintendent, and Superintendent designates.
- The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 - Personnel.

- Acquisition/disposal of real property.
- Matters related to labour issues.
- Litigation brought by or against the Board.
- Matters relating to negotiations.
- Matters related to partner organizations.
- Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

11. Agenda for Regular Meetings:

- The Superintendent, and/or designate, is responsible for preparing an agenda for Board meetings in consultation with the Board Chair. The order of business at a regular meeting should generally be as follows:
 - Call to Order
 - Opening Liturgy
 - Board Prayer, Vocations Prayer, Vision of the Board, and Consecration to Mary
 - Land Acknowledgement
 - Board Faith Formation (i.e., Lectio Divina)
 - Additions/Deletions to the Agenda
 - Approval of Agenda
 - Approval of Minutes
 - Business Arising
 - Four Year Education Plan Update
 - Correspondence Items
 - Reports from Ward Committees
 - Reports from Board Standing Committees
 - Trustee Items (i.e., Upcoming Trustee Events)
 - Division Items (e.g., Major Capital Projects Review, IMR Update, Program Review Update, Superintendents' Reports)
 - International Field Trips
 - Locally Developed Courses
 - New Business
 - In Camera Session
 - Agenda Items for Next Board Meeting
 - Closing Liturgy
 - Adjournment
- Items scheduled for a specific time should be clearly identified on the agenda.
 - The agenda will be supported 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. Each action item will include a clear recommendation.
 - Items may be placed on the agenda, after a majority vote of the Board, and after adhering to one of the following processes:
 - By notifying the Board Chair or Superintendent at least fourteen (14) calendar days prior to the Board meeting.
 - By a request at the Board meeting, under Additions/Deletions to the Agenda.

- By notice of motion at the previous meeting of the Board.
 - As a request from a committee of the Board.
- The agenda will be uploaded to CTR Catholic’s website seven (7) 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.
- The Board will follow the order of business set by the agenda unless the order is altered, or new items are added by agreement of the Board.
- During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

12. Minutes for Regular or Special Meetings:

- The Board should maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:
 - Date, time and place of meeting.
 - Type of meeting.
 - Name of presiding officer.
 - Names of those trustees and senior administration in attendance.
 - Prayers and scriptural references.
 - Approval of preceding minutes.
 - All resolutions, including the Board’s disposition of the same, placed before the Board, are to be entered in full.
 - Names of persons making the motions.
 - Points of order and appeals.
 - Appointments.
 - Receipt of reports of committees.
 - Recording of the vote on motions, if requested.
 - Trustee declaration of vote pursuant to the Act.
 - Departure and re-entry time of In Camera Session.
 - Departure and re-entry times of trustees (when absent for a vote on a motion).
 - The time of adjournment.
- The minutes shall:
 - be prepared as directed by the Superintendent or designate.
 - be reviewed by the Superintendent, or designate, prior to submission to the Board.
 - be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.
 - Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.
- The Superintendent, or designate, shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the last page of the minutes.
- The Superintendent, or designate, will establish, and maintain an electronic file of all Board minutes.
- As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent, or designate, is responsible to distribute and post the approved minutes.

13. Motions:

- Motions do not require a seconder.
 - Notice of Motion - The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
 - Discussion on Motions - The custom of addressing comments to the Board Chair is to be followed by all persons in attendance. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.
 - Speaking to the Motion - The mover of a motion speaks first, and every trustee shall have an opportunity to speak to the motion. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion. The mover of the motion is permitted to close debate on 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, or where discussion takes place prior to the acceptance of a motion. 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 has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.
 - 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.
 - Required Votes - The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the 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. The Secretary of the Board must, whenever a recorded vote is requested by a trustee, record in the minutes the name of each trustee present and whether the trustee voted for or against the matter. The vote to elect the Board Chair or Vice-Chair, will only be by secret ballot if requested by one or more trustees.
 - Required Votes – The Chair of the Board and every trustee present at a meeting of the Board must vote for or against every question unless (a) in a specific case, the Chair or a trustee is excused by resolution of the board from voting, or (b) the Chair of the Board or a trustee has a pecuniary interest in the matter and abstains from voting as required by Section 88(1) of the Act.
 - 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.

14. Delegations at Board Meetings:

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

- Individuals or group requests to make presentations to the Board must be submitted in writing, to the Superintendent, or designate, no less than fourteen (14) calendar days prior to the scheduled Board meeting at which the individual or group wishes to present.
- The Superintendent, or designate, and Board Chair shall determine if the presentation to the Board shall proceed and, if so, at what Board meeting, at what time, and whether the presentation will be heard in closed session or in public.
- In emergent situations where the regular procedure cannot be followed, the delegation, Superintendent, or designate, shall justify the urgency and relevance, then outline the subject and background prior to the delegation appearing before the Board. The delegation may make a presentation in writing and/or orally.
 - The presentation shall be supported by a background/ briefing document and a recommendation for action. The background/ briefing document must be received by the Superintendent, or designate, at the same time as the “request to present to the Board” is filed a minimum of ten (10) days prior to the scheduled meeting at which the individual or group wishes to present.
 - Relevant background information to the delegation's presentation shall be prepared by the Superintendent and is to accompany the agenda.
 - The spokesperson for the delegation shall be identified by the individual or group requesting to make a presentation to the Board.
 - The spokesperson shall be notified of the time and date when the presentation will be made.
 - The Board will ask questions of the delegation only for clarification purposes.
 - Where a delegation requests action from the Board, the response will be provided at a future meeting unless the Board, by resolution, agrees to respond immediately.
 - The spokesperson shall be advised of the date of the meeting at which the Board's response is to be determined.
 - The Board Chair shall communicate the decision of the Board, in writing, to the spokesperson. If the decision may be appealed under the Act, the Board Chair shall advise the spokesperson of his/her right to the next avenue of appeal.

15. Audio/Video Recording Devices:

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

Approved: February 29, 2020

Amended: February 27, 2025