



NORTHLAND SCHOOL DIVISION ORGANIZATIONAL MEETING AGENDA

Location: DoubleTree by Hilton - West Edmonton

Zoom Meeting

Meeting ID:

Passcode: Phone: 1 (587) 328-1099

Date & Time: Friday, September 22, 2023 9:00 am – 10:00 a.m.

Note: If agenda is ahead of schedule, items will be moved up

A. CALL TO ORDER - Superintendent S. Willier

No.	Title	Responsible	Page No.
1.	Recognition of Traditional Lands	Superintendent Willier	-
2.	Opening Prayer, Cultural Reflection or Reflection		-

B. NOMINATION PROCEDURES FOR BOARD CHAIR AND VICE-CHAIR

No.	Title	Responsible	Page No.
1.	Nomination Procedures	Secretary-Treasurer Aird	03

C. POSITION OF BOARD CHAIR

No.	Title	Responsible	Page No.
1.	Role of Board Chair	Secretary-Treasurer Aird	06
2.	Trustees' Opportunity to Declare Interest		
3.	Nomination of Candidates		
4.	Candidates' Opportunity to Speak		
5.	Trustees' Questions of Candidates		
6.	Balloting Process and Declaration of Results		
7.	Chair Assumes the Role of Board Chair		



**NORTHLAND SCHOOL DIVISION
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D. AMENDMENTS TO AGENDA/ADOPTION OF AGENDA (Board Chair)

E. POSITION OF VICE-CHAIR

No.	Title	Responsible	Page No.
1.	Role of Board Vice-Chair	Board Chair	09
2.	Trustees' Opportunity to Declare Interest		
3.	Nomination of Candidates		
4.	Candidates' Opportunity to Speak		
5.	Trustees' Questions of Candidates		
6.	Balloting Process and Declaration of Results		
7.	Oath of Office (If decided from Section B)		
8.	Chair Assumes the Role of Board Chair		

G. BOARD MEETING SCHEDULE - POLICY 7

No.	Title	Responsible	Page No.
1.	2023-2024 Board Schedule	Superintendent Willier	10

H. BOARD COMMITTEES - POLICY 8

No.	Title	Responsible	Page No.
1.	Board Committee Appointments	Board Chair	12

I. BOARD REPRESENTATIVES - POLICY 9

No.	Title	Responsible	Page No.
1.	Board Representatives Appointments	Board Chair	13

J. TRUSTEE DISCLOSURE STATEMENTS

K. RESOLUTION TO DESTROY BALLOTS IF NECESSARY (Board Chair)

L. ADJOURNMENT - 10:00 a.m.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 22, 2023

SUBMITTED BY: Secretary Treasurer Aird

ORIGINATOR:

SUBJECT: Nomination Procedures

REFERENCE(S):

ATTACHMENTS: Board Policy 5, Role of the Board Chair
Board Policy 6, Role of the Vice-Chair
Board Policy 7, Board Governance and Operations
Nomination of Chair and Vice-Chair Procedures

RECOMMENDATION:
THAT the Nomination Procedures for selection of Chair and Vice Chair be approved, as attached.

BACKGROUND:
The attached Nomination Procedure for the selection of the Chair and Vice Chair are subject to approval at each Organizational Meeting.

RISK ANALYSIS:



NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Superintendent shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
 - a) The Superintendent shall call for a motion to adopt the election procedures.
 - b) Prior to nominations being received, each trustee shall be given the opportunity to speak, indicating his/her intent for seeking nomination for the position of Chair (Vice-Chair).
 - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Superintendent (Chair) shall call for the block nomination of the trustee(s) who indicated intent to seek the position of Chair (Vice-Chair).
 - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
 - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
 - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
 - g) Any trustee nominated for a position, who does not wish to be considered for the position, may at any time prior to voting, withdraw his or her name.
 - h) When there is more than one nomination for Chair (Vice-Chair) ballots shall be distributed for voting purposes. Electronic voting will be used when trustees are attending the meeting by teleconference or by video conferencing.
 - i) All balloting shall be conducted by secret ballot. Each trustee shall indicate his or her choice for the office.
 - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
 - k) If, on any ballot, a trustee receives a majority number of votes of those members present, there shall be no further votes taken.
 - l) On each ballot each trustee may not cast a vote for any trustee:
 - who have withdrawn their name from being considered for the position.

NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

- who have been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.
- n) if on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Prior to the second ballot being taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot provided that no more than two persons shall be dropped from the ballot at the same time.
- r) If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees; then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.
 - Prior to determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r) may choose to conference and mutually decide and declare who will withdraw and/or
 - If voting is being done in person, the Superintendent shall:
 - o write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture.
 - o fold the sheets of paper in a uniform manner so that the names are concealed,
 - o deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
 - o declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
 - If voting is done electronically, and the Superintendent of Schools is attending the meeting either by teleconference or video conference, the process above will be handled by the Secretary Treasurer at the meeting site, with assistance from any staff member present at the meeting site.
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when there are only two trustees remaining on the ballot, one further ballot shall be taken. Prior to this vote being taken, each candidate will be given the opportunity to speak.



NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

- u) If two or more candidates for any office have received the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
 - write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture,
 - fold the sheets of paper in a uniform manner so that the names are concealed,
 - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
 - declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.
 - If voting is done electronically, and the Secretary-Treasurer is attending the meeting either by teleconference or video conference, the process above will be handled by the Superintendent of Schools at the meeting site, with assistance from any staff member present at the meeting site.

- v) Prior to determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.

POLICY 5 ROLE OF THE BOARD CHAIR

The Board, at the annual Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board.

As a servant leader, the Board Chair's primary function is to facilitate the effective operation of the Board. The Chair is also responsible to provide leadership that develops and grows the Board as a team focused on student success and always represents the Board and Division in a professional manner. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
 - 1.1.1. When working with the government staff or elected officials with regard to the actions or operation of the Board or division, the Chair shall always ensure the Vice-Chair and/or another Trustee, and/or Superintendent or designate are part of the discussions to assist in decision making as well as the effective operation of the Board, this is not intended to apply to general discussions.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the current legislation and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
 - 5.1. Ensure the meeting is opened and recognition of the Traditional Territory and contribution of Metis peoples and adheres to the culture, values and traditions of the community the meeting is in.
 - 5.2. Maintain order, proper conduct and decorum at the meeting so that motions may be formally debated.
 - 5.3. Ensure that all issues before the Board are well-stated and clearly expressed.
 - 5.4. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
 - 5.5. Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall,

POLICY 5 ROLE OF THE BOARD CHAIR

- when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
- 5.6. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
 - 5.7. Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
 - 5.8. Ensure that each trustee presents votes on all issues before the Board. When appropriate, advise trustees of a possibility of a conflict of interest.
 - 5.9. Facilitate meetings so that the will of the Board is achieved.
 - 5.10. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
 6. Keep informed of significant developments within the Division.
 7. Assist with the Board's orientation program for trustees.
 8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.
 9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 - 9.1. See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.
 10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.
 11. Provide counsel to the Superintendent.
 12. Ensure timely communication with school councils on emergent items and Division level initiatives.
 13. Review and approve the Superintendent's vacation entitlement and expenditure claims.
 14. Review and approve trustee expenditure claims, in accordance with Board policy.
 15. Bring to the Board all matters requiring a decision of the Board.
 16. Act as an ex-officio member of all Board committees, except the Student Expulsion Committee.
 17. Act as a signing authority for Board minutes.
 18. Act as a signing authority for the Division as follows:
 - 18.1. As required by the Government of Alberta.
 - 18.2. As required by financial institutions.
 - 18.3. The Vice-Chair is the alternate signing authority for the Board Chair
 - 18.4. Emergent: if one of the two signing authorities is not available, there will be a third trustee who will be an additional alternate signing authority for the Board

POLICY 5 ROLE OF THE BOARD CHAIR

Chair.

19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
20. Ensure alternates are arranged and briefed when a trustee cannot attend a meeting they are appointed to.
21. Address inappropriate behaviour on the part of a trustee.
22. Ensure the Board engages in annual assessments of its effectiveness as a Board.
23. Act on behalf of the Superintendent in her/his inability to act due to conflict of interest.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act
Board Procedures Regulation

POLICY 6 ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda and the order of the agenda items. The Vice-Chair should become thoroughly familiar with the agenda items.
4. The Vice-Chair shall review and approve the Board Chair's expenditure claims in accordance with Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair in assisting with the organization and running of meetings.
6. Address inappropriate behaviour on the part of the Chair (see also Policy 3 Appendix B Working Relationships Guidelines).

Legal Reference: Section 33, 51, 52, 53 64, 67 Education Act
Board Procedures Regulation



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 22, 2023

SUBMITTED BY: Shelley Willier, Superintendent of Schools

ORIGINATOR:

SUBJECT: 2023-2024 Board Meeting Schedule

REFERENCE(S):

ATTACHMENTS: 2023-2024 Board Meeting Schedule

RECOMMENDATION:
THAT the Board of Trustees approve the 2023-2024 Board Meeting Schedule dates as presented.

BACKGROUND:
 A schedule was prepared to June 2024 that provides monthly Board meetings to be held for the 2023-2024 school year. This schedule was prepared with attention to conferences, meetings and events which Administration were aware of in order to minimize and avoid conflict as much as possible.

Special meetings of the Board may be called in accordance with the Board Procedures Regulation to address emergent issues.

RISK ANALYSIS:



2023 – 2024 BOARD MEETING SCHEDULE

2023-2024	MEETING	DAYS	TIMES	MEETING TYPE
September 22, 2023	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In Person
September 23, 2023	Team Building Activity	Saturday		In Person
October 18 - 20, 2023	PSBAA Fall Conference - Edmonton			
October 27, 2023	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In Person
October 28, 2023	Board Retreat - Excellence in Governance	Saturday	9:00 a.m. - 4:30 p.m.	In Person
November 17, 2023	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In Person
*November 18, 2023	Attraction & Retention Committee Teaching & Learning Committee	Saturday	9:00 a.m. - 4:30 p.m.	In Person
November 19 - 21, 2023	ASBA Fall General Meeting - Edmonton			
January 25, 2024	Board Meeting	Thursday	9:00 a.m. - 4:30 p.m.	In Person
January 26 - 27, 2024	Board Work Shop	Fri/Sat	9:00 a.m. - 4:30 p.m.	In Person
February 23, 2024	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
March 3 - 5, 2024	Rural Education Conference - River Cree Resort, Edmonton			
March 13 - 14, 2024	Division Wide PD Days	Wed/Thur	9:00 a.m. - 4:30 p.m.	In Person
March 15, 2024	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In Person
April 6 - 8, 2024	NSBA Conference - New Orleans			
April 19, 2024	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
*April 20, 2024	Attraction & Retention Committee Teaching & Learning Committee	Saturday	9:00 a.m. - 4:30 p.m.	Virtual
April 24 - 26, 2024	CASS FNMI Education Gathering			
April 27 - 30, 2024	CAPSLE - Toronto, Ontario			



2023 – 2024 BOARD MEETING SCHEDULE

2023-2024	MEETING	DAYS	TIMES	MEETING TYPE
May 30, 2024	Long Service Awards	Thursday	6:00 p.m. - 9:00 p.m.	In Person
May 31, 2024	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In Person
TBD	PSBAA Spring General Meeting			
June 3 - 4, 2024	ASBA Spring General Meeting			
June 28, 2024	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
July 3 - 5, 2024	National Trustees Gatherin on Indigenous Education & CSBA Conference Toronto			

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NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 22, 2023
SUBMITTED BY: Board Chair
ORIGINATOR:
SUBJECT: 2023-2024 Board Committee Appointments
REFERENCE(S):
ATTACHMENTS: 2023-2024 Board Committee Appointments

RECOMMENDATION:
THAT the Board of Trustees approve the 2023-2024 Board Committee Appointments as presented.

BACKGROUND:

RISK ANALYSIS:

2023-2024 Board Committee/Representative Schedules

Schedule for Trustee Attendance at Agenda Review

2023-2024			
MONTH	WARD	MONTH	WARD
September	1	March	6
October	2	April	7
November	3	May	8
December	No Meeting	June	9
January	4	July	No Meeting
February	5	August	No meeting

Policy 8 - Board Committees

Committee	Number of Trustees	Appointed
Attraction and Retention Committee	4 trustees max (must be equal with ATA)	
Audit & Finance Committee	3 trustees; one (1) of the trustees will act as the Chair of the Committee	
Teaching and Learning Committee	4 trustees max (must be equal with ATA)	
Local Bargaining Committee	TEBA Rep – 1 Local - 3 trustees max	
Occupational Health & Safety Committee	1 trustee 1 alternate	
Policy Committee	3 Trustees	
Professional Improvement Leave Committee	1 trustee 1 alternate	
Student Bursaries and Scholarships Committee	1 trustee 1 alternate	
Wellness Committee	1 trustee 1 alternate	



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** SEPTEMBER 22, 2023
SUBMITTED BY: Board Chair
ORIGINATOR:
SUBJECT: 2023-2024 Board Representatives Appointments
REFERENCE(S):
ATTACHMENTS: 2023-2024 Board Representatives Appointments

RECOMMENDATION:
THAT the Board of Trustees approve the 2023-2024 Board Representatives Appointments as presented.

BACKGROUND:

RISK ANALYSIS:

2023-2024 Board Committee/Representative Schedules

Policy 9 - Board Representatives – External Organizations

(refer to policy 9 on website for outline of responsibilities as a representative)

Organization	2023-2024 NSD Trustee Representative(s)	Interest: Yes/No, Comments
ASBA - Zone 1		
ASBA - Zone 2/3	All trustees can attend as long as it lines up with Policy 9 Board Representatives	
Public School Boards Association of Alberta (PSBAA)	*All trustees can attend the general meetings and PSBC meetings	
TEBA		
Treaty 8 First Nations of Alberta		
Metis Settlement General Council		
Athabasca Tribal Council		
Kee Tas Kee Now Tribal Council		
Lesser Slave Lake Indian Regional Council		
North Peace Tribal Council		
Rural Caucus of Alberta School Boards (RCASB)		

2023-2024 Board Committee/Representative Schedules

WARD	REPRESENTATIVE TO	ALTERNATE	COMMENTS/CHANGES
1	Paddle Prairie Metis Settlement County of Northern Lights Council MLA Peace River		
2	Aseniwuche Winewak Nation MD of Greenview Council MLA West Yellowhead		
3	Gift Lake Metis Settlement Council Peavine metis Settlement Council Whitefish Lake First Nation Chief & Council MD of Big Lakes County Council MLA Lesser Slave Lake		
4	East Prairie Metis Settlement Kapawe'no First Nation Chief & Council Sucker Creek First Nation Chief & Council MD of Big Lakes County Council Northern Lakes College MLA Lesser Slave Lake		
5	Elizabeth Metis Settlement Council Fishing Lake Metis Settlement Council MLA Bonnyville-Cold Lake		
6/7	Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90 MLA Athabasca-Redwater MLA Lesser Slave Lake		
8	Bigstone Cree Nation Chief & Council MD of Opportunity Council MLA Athabasca-Redwater MLA Lesser Slave Lake		
9	Chipewyan Prairie First Nation Chief & Council Ft. McMurray First Nation Chief and Council Wood Buffalo Municipal District Council #93 (Conklin); #780 (Anzac) Keyano College MLA Ft. McMurray-Wood Buffalo MLA Ft. McMurray-Anzac		