



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](#).

## **The Calgary Board Of Education Mission/Value Statements**

**Mission:** Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

**Values:** Students come first. Learning is our central purpose. Public Education serves the common good.

## **District Boundaries**

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

- 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

A more detailed CBE ward boundary description can be found on the CBE website <https://www.cbe.ab.ca/about-us/board-of-trustees/Pages/Elections.aspx>.



## **Organizational Meeting**

Pursuant to Section 1 of the *Board Procedures Regulation* (Alberta Regulation 82/2019) under the *Education Act*. An organizational meeting for the Board of Trustees of The Calgary Board of Education (CBE) will be held following the October 20, 2025 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 CBE Administration;
- Board of Trustees' [Governance Policies](#) including the Board Meeting Procedures;
- Board of Trustees' [Committees](#)
- Legal, ethical and political matters and responsibilities of the Board;
- Operations of The Calgary Board of Education; and
- Board/staff relations.

Orientation is not a single event but a program of activities that is necessary for effective trusteeship. All Trustees are expected to attend all aspects of the orientation program.

## **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 20, 2025 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 21(0.1) 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,
- is not otherwise ineligible or disqualified.

Pursuant to Section 22 of the *Local Authorities Election Act*, a person is not eligible to be nominated as a candidate for school board trustee in any election if on nomination day, the person:

- is the auditor of the Calgary Board of Education;
- is employed by a school division, a charter school or private school in Alberta, unless the person is on a leave of absence granted;
- has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada);
- is employed by the Office of the Ombudsman unless the person takes a leave of absence;
- is not eligible to be nominated as a candidate for school board trustee if a report was presented or transmitted under section 147.8(1) of the *Local Authorities Election Act* in respect of the person;

A candidate for trustee of The Calgary Board of Education is not required to be a resident of the ward, but must be a resident of The Calgary Board of Education.

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

The Board of Trustees' [Governance policies](#) establish standards for how the Board performs its work, including policies that define the Board's job, its purpose and its accountability.

## **Governance**

The Calgary Board of Education Board of Trustees (the "Board") leads, serves and represents the citizens of Calgary and holds itself accountable to them by committing to act in the best interests of The Calgary Board of Education and by ensuring that all Board and organization action is consistent with law and Board policies.

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

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 five 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.

**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.

**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.

**Board Meeting Procedures:** This policy outlines the procedures for regular and special meetings of the Board of Trustees, whether public or private.

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.

## **Code of Conduct**

The Board of Trustees has set out in policy ([GC-7: Trustee Code of Conduct](#)) the expectations for trustee conduct in accordance with Section 34(c) of the Education Act.

The Code of Conduct states that the Board and trustees will conduct themselves lawfully, with integrity and high ethical standards. This includes proper use of authority and appropriate decorum in group and individual behaviour. Trustees shall model the behaviors expected of employees and students and to build public confidence and credibility.

## **Remuneration**

Trustee remuneration is outline in Governance Culture policy 2E: Trustee Remuneration. As of September 1, 2024, the annual honoraria for each Trustee is \$48,32.00. In addition, the Chair receives an annual allowance of \$12,000.00 and the Vice Chair receive an annual allowance of \$5,500.00. Additional details on taxable



benefits, travel allowance, professional development, expense reimbursement and service allowance are available at <https://www.cbe.ab.ca/GovernancePolicies/GC-2E.pdf>.

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.

## **Office Provisions**

Each trustee is provided with a desk, laptop, 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:

- Two Tuesdays in the months of October, November, January, March, April, May and June – 11:00 a.m. to 4:30 p.m.
- One Tuesday in the months of September, December and February – 11:00 a.m. to 4:30 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 will also be required to attend various meetings held monthly and/or periodically throughout the school year, which include:

- informal briefing sessions;



- Board of Trustees' committees meetings (as assigned to trustees at the Board's organizational meeting); and
- Board of Trustees' representation on various committees, councils and associations (as assigned to trustees at the Board's organizational meeting).

## **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.

The duties of these officer positions is set out in [GC-4: Officers' Roles](#).

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 Governance Committee
- Name Review Committee (ad hoc)
- School Name Recommendation Committee (ad hoc)
- Trustee Remuneration Committee
- Trustee and Information Planning Sessions

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
- Alberta Teachers Association, Local 38 Council of School Representatives
- EducationMatters
- Making Relatives Kinship Circle
- Teachers Employer’s Bargaining Association
- Chief Superintendent Student Advisory Council
- CBE Transportation Advisory Council

## **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 (<https://www.asba.ab.ca/municipal-elections>)
- Legislation: The official statutes and regulations are available on the Queen’s Printer website (<https://kings-printer.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://www.alberta.ca/school-board-elections-guide>) contains information regarding election procedures, forms and regulations for school divisions, including the entire procedure handbook