

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.

Governance

Mission/Vision Statement

Living and Learning in our Catholic Faith...so that...students, centred in Christ realize their full potential.



Our Board of Trustees works closely with our Chief Superintendent and his team to set priorities to best meet our students' needs. Our priorities are:

- Faith Formation
- Student Success
- Well-Being
- Indigenous Education

These areas are the lenses through which our board focuses its efforts. Our board strives to ensure that every student receives support to reach their full potential and be healthy, successful learners in faith-filled spaces.

Criminal Records Check Requirement For Nominees

Persons Seeking to be nominated as candidates for election to the Board of Trustees for Calgary Catholic School District are required to submit a criminal records check along with their other nomination papers. This requirement is detailed in CCSD Board Policy 7 Appendix D and attached to this document for ease of reference.

More detailed information on the nomination process can be found on City of Calgary's election page: <https://www.calgary.ca/election/for-candidates/become-a-candidate.html>

Additional Information for interested candidates can also be found at the following links: [Calgary Catholic School District elections webpage](#) or <https://www.calgary.ca/election.html>

District Boundaries

The Board of Trustees of The Calgary Catholic School District (CCSD) 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
- 3) The City of Calgary wards 4 and 7 and Airdrie
- 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

A more detailed CCSD ward Boundary description can be found in the [CCSD Board Policy Handbook](#), Policy 7 Appendix B.

Organizational Meetings

The Board shall hold an annual Organizational meeting. In a non-election year, the Organizational meeting shall occur at the last Regular meeting of the Board in June. In any year in which a general election takes place, the Organizational meeting shall be held within four (4) weeks following the date the statement of the results of that election is announced or posted and will be held at a time and place to be fixed by the Board Corporate Secretary.

In accordance with Board Policy 7, Section 3, at this Organizational Meeting the Board will select its Chair, its Vice-Chair, Audit Committee Chair, determine its Board meeting calendar and also determine Board representation on external committees and boards for the upcoming school year.

2025 Organizational Meeting: October 29, 2025

Orientation Sessions

To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

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

As outlined in the Board Policy Handbook (Policy 3), 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 as governors
- 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 Capital Plans
- Trustee remuneration and expenses

Orientation for the new Board will be held on October 30 – 31, 2025.

Information Sources

Calgary Catholic School District www.cssd.ab.ca

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

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

Canadian Catholic School Trustees' Association <https://ccsta.ca/>

The Education Act [Link](#)

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 is eligible if they reside within the boundaries of the Calgary Catholic School District and are of the Roman Catholic faith.

Section 74 (4) of the *Education Act* states:

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. Trustees are required to become familiar with the Board Policy Handbook.

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

Remuneration/Honorarium

Board members shall be paid, subject to what follows, an annual honorarium, a per diem honorarium, reimbursement for approved expenses incurred in the

performance of their Board responsibilities and an End of Service (Transition) Allowance (effective June 18, 2025).

Trustee remuneration is outlined in Board Policy Handbook; Policy 7 (15), As of September 1, 2025, the annual honoraria level for each Trustee is \$44,052.07. In addition, the Chair receives an annual allowance of \$11,716.25 and the Vice Chair receives an annual allowance of \$5,752.34.

Trustees may also be eligible for per diem honoraria compensation for certain meetings and under prescribed 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.

At the end of a Trustee's service, the Trustee is entitled to deferred remuneration to ease the transition from service based on two (2) weeks per year of service prorated for partial years. Payment will be based on the Trustee's current per annum honorarium, not to exceed 50% of the Trustee's per annum honorarium.

Board Meetings

The purpose of Regular Board Meetings is to allow the Board to conduct its business in an orderly fashion, following an agenda format the Board must hold as many Regular meetings as it considers necessary to deal adequately with its business. In addition to regular meetings, the Board is also able to call special meetings to conduct its required business. These meetings will normally be held during the period of September to June and will be held at the Board of Trustees offices, 3rd Floor, 1000 - 5 Avenue SW, Calgary AB T2P 4T9.

Trustees are required to be prepared for and 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.

Under the *Education Act* section 87 (1) (i), a Trustee who is absent from three (3) consecutive regular meetings shall be disqualified from remaining as a Trustee unless the Trustee:

- Obtains authorization by resolution of the Board to do so; or
- Provides to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Additional public and private meetings requiring Board attendance are called for a variety of specific purposes such as agenda planning, professional development, 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 Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide publicly funded Catholic education and compliance with the *Education Act* and provincial as well as federal legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the District and the opportunity for the Chief Superintendent to exercise professional judgment in the administration of the District.

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

In response to requests from external organizations or agencies, the Board will consider naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations. The

Board will determine the terms of reference for each representative. The Chief Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

Trustees are appointed (usually at Organizational Meetings) to external boards and agencies to serve as delegates of the Calgary Catholic School District Board of Trustees including:

Organizations	Trustee Appointments
Alberta School Boards Association (ASBA) Board of Directors	1 Trustee
ASBA Zone 5 Representative	1 Trustee, 1 alternate
Alberta Catholic School Trustees' Association (ACSTA) Board of Directors	1 Trustee, 1 alternate
Teacher Employer's Bargaining Association (TEBA) Representative	1 Trustee
St Mary's University 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 Division, 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. Section 33 of the *Education Act* details the responsibilities of a School Board.

The Board focuses 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 ("First Team")
- Board Development
- Policy
- Political Advocacy

Code of Conduct

The CCSD Board Policy Handbook; Policy 4 Code of Conduct and Sanctions of the Calgary Roman Catholic Separate School Division contains a Code of Conduct for Trustees. Required trustee conduct is captured throughout the Policy Handbook, but particularly in policies 3, 4 and 7. 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 behave in a manner that reflects respect for the dignity and worth of all individuals.

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. The Canadian Catholic School Trustees' Association (CCSTA) also annually holds general meetings and conventions. CCSD trustee participation is determined on an annual basis.

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 usually start in the afternoon at 1:30 pm and go into the evening. Special meetings and other committee meetings usually occur during the day. Trustees are also expected to engage with the community at regularly scheduled Parent and Trustee forums and other events. Trustees periodically attend Board Retreats, provincial, national or international Trustee organization meetings and conferences, special school celebrations and events, and social and Diocese and parish events.

Contact Information

For information on election protocol and to obtain additional information about the District, please contact Omar Lewis, Board Corporate Secretary at 403 500 2753 or email at omar.lewis@cssd.ab.ca.

Policy 7 – Appendix D

BYLAW No. 190 - 2024

Being a Bylaw of The Board of Trustees of Calgary Roman Catholic Separate School Division to Require Criminal Record Checks for Persons Seeking to be Nominated as Candidates for Election to The Board of Trustees of Calgary Roman Catholic Separate School Division.

WHEREAS Section 21.1 of the *Local Authorities Election Act* allows an elected authority, by bylaw passed prior to December 31 of the year before a year in which a general election is to be held, to require a person seeking to be nominated as a candidate for election to The Board of Trustees of Calgary Roman Catholic Separate School Division to provide a criminal record check;

AND WHEREAS Section 28 of the *Local Authorities Election Act* provides that:

- (a) a returning officer shall not accept for filing a nomination that is not accompanied with a criminal record check required by bylaw,
- (b) at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy, or secretary, and
- (c) a filed nomination paper must be made available in a partial or redacted form as necessary, but the results of the criminal record check must not be withheld or redacted except to ensure that the mailing address of the candidate and of the candidate's official agent is not disclosed;

AND WHEREAS The Board of Trustees of Calgary Roman Catholic Separate School Division deems it advisable to require a person seeking to be nominated as a candidate for election to The Board of Trustees of Calgary Roman Catholic Separate School Division to provide a criminal record check;

NOW THEREFORE, THE BOARD OF TRUSTEES OF CALGARY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION ENACTS AS FOLLOWS:

- 1. This bylaw may be cited as the "Criminal Record Check Bylaw."
- 2. Unless otherwise specified, words used in this bylaw have the same meaning as under the *Local Authorities Election Act*.
- 3. In this bylaw:
 - (a) "criminal record check" means a collection of offence information, including convictions, non-convictions, and other police information available from police record management systems and provincial court records, in the usual form established from time to time by the relevant police service or association of police services, which may be the Alberta Association of Chiefs of Police, the Royal Canadian Mounted Police, or a similar police service or association.

4. Every nomination paper required for a person seeking to be nominated as a candidate for election to The Board of Trustees of Calgary Roman Catholic Separate School Division must be accompanied by a criminal record check.
5. All the following apply to the criminal record check under section (4) of this bylaw:
 - (a) the person seeking to be nominated as a candidate must apply for and obtain the criminal record check from the police service that has primary jurisdiction over the person's primary residential address;
 - (b) the criminal record check must be dated no later than 6 months before the date on which the person seeking to be nominated as a candidate submits his or her nomination paper; and
 - (c) the person seeking to be nominated as a candidate is responsible for any cost connected to the criminal record check.
6. This bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS 4th DAY OF December, 2024

READ A SECOND TIME THIS 4th DAY OF December, 2024

READ A THIRD TIME THIS 4th DAY OF December, 2024



Chair



Board Corporate Secretary

Campaigning Guidelines for CCSD trustee candidates for the October 2025 general election

Candidates are expected to:

- 1. Follow all stipulations of the Local Authorities Election Act, the Education Act and any other legislation which governs the conduct of Trustee Elections in the province of Alberta.**
- 2. Adhere to the protocols set out in the Catholic School Board – Trustee Election Protocol established by the Diocese of Calgary.**
- 3. In accordance with established Calgary Catholic School District Administrative Procedures 154 and 159:**
 - Trustee candidates shall not conduct any election campaign or election related activity on property owned by the District (including buildings and lands) unless the District or a District school invites the Trustee to participate in an all-candidates forum.**
 - The District’s logo or namebar, or any school logo shall not be used on any publication with other organizations, agencies, etc. without prior written approval of the Director, Communications. The District’s logo cannot be used on publications or websites issued by trustee candidates.**
 - Trustee candidates shall not use the District’s logo or namebar or use an altered District logo or namebar (including typestyle, size and colour) in any election campaign or election related activity.**
- 4. It is within a District employee’s right to offer themselves as a trustee candidate subject to the requirements established in Calgary Catholic School District’s Administrative Procedures (Administrative Procedure (AP) 416). However, such a candidate is not permitted to use District owned property such as networks, email address or laptops in their political campaigning.**

Roman Catholic Bishop of the Diocese of Calgary Parish Regulations Manual

Code: CATH

CATHOLIC SCHOOL BOARD - TRUSTEE ELECTION PROTOCOL

Rationale:

This protocol is intended to assist candidates in their campaign on church property as well as parish priests and other parish personnel in working together to support the election of Catholic school trustees.

Guiding Principles:

1. Fulfill our responsibility as a Catholic community to support and promote Catholic education;
2. Educate the parishioners on their role in ensuring and providing good Catholic leadership in our schools;
3. Promote the vocation of Catholic school trusteeship;
4. Ensure equal treatment of candidates and facilitate their campaigning;
5. Protect the sanctity of church space and worship during election campaigning;
6. Encourage Catholics to vote in Catholic school board elections.

Regulation:

1. Candidate Availability

Candidates who have completed the nomination process are permitted to be present before and after Mass, provided they do not interfere with the coming and going of parishioners. It is expected that the candidates will approach parishioners in a discrete and respectful manner. The exact location for candidates, in and around the church, will be determined in consultation with the parish priest.

2. Circulation of Candidate Materials

- 2.1 Candidates or their representatives may circulate campaign literature to parishioners from locations agreed to by the parish priest. Once again, this is to be done in a discrete and respectful manner, so that parishioners do not feel harassed.
- 2.2 As an alternative, parish priests may wish to include brochures from all candidates as an attachment to the parish bulletin.
- 2.3 No candidate literature is to be placed on the car windshield of parishioners.
- 2.4 No election signage is to be placed on church property.
- 2.5 Candidates are not permitted to address the congregation during the post-communion announcements.

**Roman Catholic Bishop of the Diocese of Calgary
Parish Regulations Manual**

Code: CATH

CATHOLIC SCHOOL BOARD - TRUSTEE ELECTION PROTOCOL

3. Ministries

Candidates currently serving in church ministries are permitted to continue this work while standing for election as a Catholic school trustee.

4. Communication

Candidates wishing to campaign on church property should meet with, or otherwise contact the parish priest of each church where they expect to campaign or circulate election material.

Exceptions:

Any exception to this regulation requires the written approval of the Ordinary or his designee.

Cross Reference: