



2020–2021 School Year  
Division Office, Fort Macleod

# BOARD MEETING

Date: December 15, 2020

Time: 1:00 pm

Venue: Virtual

Trustees: Lori Hodges, Lacey Poytress, Brad Toone, Jim Burdett, Greg Long, Clara Yagos, and John McKee

Senior Admin: Darryl Seguin, Richard Feller, Chad Kuzyk and Jeff Perry

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|-------------|--|
| Mission     | Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration. |
| Vision      | Every student, every day.  |
| Core Values | Student-Centered • Leadership • Integrity • Wellness • Place-Based   |

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## Call to Order

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|           |     |                         |             |
|-----------|-----|-------------------------|-------------|
| 1:00-1:01 | A.  | Call to Order           | Chair       |
| 1:01-1:02 | A.1 | Acknowledgement of Land | L. Poytress |
| 1:02-1:05 | A.2 | O' Canada               |             |

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## Consent Agenda

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|           |     |  |       |
|-----------|-----|--|-------|
| 1:02-1:05 | B.  | Consent Agenda   | Chair |
|           | B.1 | Approval of Minutes  |       |
|           |     | If there are no errors or omissions in the minutes of the November 25, 2020 Regular Board Meeting of the Livingstone Range School Division, it is recommended that the minutes be approved by the Board and signed by the Chair. |       |
|           | B.2 | Business Arising from the Minutes  |       |
|           | B.3 | Board Annual Work List 2020-21   |       |
|           | B.4 | Superintendent Monthly Report  |       |
|           | B.5 | Chair Monthly Report   |       |
|           | B.6 | Senior Administration Monthly Reports  |       |

Recommendation:

That the December 15, 2020 Consent Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: \_\_\_\_\_

**Every student, every day.**

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## Emergent Changes to the Agenda

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1:05-1:07 C. **Emergent Changes to the Agenda** *Chair*

Recommendation:

That the December 15, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: \_\_\_\_\_

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## Declaration of Conflict of Interest

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1:07-1:10 D. **Declaration of Conflict of Interest** *Chair*

Recommendation:

That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the December 15, 2020 Board Meeting and if so should declare them.

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## Presentation

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1:10-1:30 E. **Skate Park Presentation** *Town of Fort Macleod*

The Town of Fort Macleod will present to the Board of Trustees regarding the proposed Skate Park.

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## Action Items

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F. **Action Items**

1:30-1:40 F.1 **Quarterly Financial Report** *(Enclosure F.1)* *B. Toone*

The Audit Committee met with the LRSD Finance Team and reviewed the Quarterly Reports ending November 30, 2020. Please find attached the quarterly financial statements. The Audit Committee will provide a summary of their review process and key findings at the Board Meeting.

Recommendation:

The Audit Committee recommends that the Board of Trustees approve the Quarterly Financial Report as presented.

Moved by: \_\_\_\_\_

1:40-1:50 F.2 **2021 Election, Returning Officer & Substitute Returning Officer** *J. Perry*

In accordance with the Local Authorities Election Act Section 13(1) "An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs" and Section 13(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs". Given that nominations for trustee elections can be received as of January 1st, 2021 and

up until nomination day it is recommended that the Board appoint the returning officer and substitute returning officer at their December Board Meeting.

Recommendation:

That the Board of Trustees name Mr. Jeff Perry, Associate Superintendent, Business Services the Returning Officer for the 2021 School Board Trustee Elections.

Moved by: \_\_\_\_\_

Recommendation:

That the Board of Trustees name Mrs. Nikki Lytwyn, Executive Assistant to the Superintendent the Substitute Returning Officer for the 2021 School Board Trustee Elections.

Moved by: \_\_\_\_\_

1:50-2:00    **F.3**    **LRSD By-Law 20-1 Trustee Nominations at Additional Sites**    *(Enclosure F.3)*    *J. Perry*

In accordance with the Local Authorities Election Act Section 28(1.1) "An elected authority may, by a bylaw allow the returning officer to establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations." The board passed a similar bylaw in 2017 however with changes to the sections referenced in the Local Authorities Election Act and the new location of the division office it is recommended that a new bylaw be passed to replace the outdated one. As these are minor changes it is recommended to do all three readings during the board's public meeting today the 15th of December.

Recommendation:

That the Board of Trustees pass first, second and by unanimous consent of all trustees present the third reading of proposed LRSD By-Law 20-1.

Moved by: \_\_\_\_\_

2:00-2:10    **F.4**    **Remuneration Committee**    *J. Burdett*

In response to the Notice of Motion brought forth by Trustee Burdett from the November 25, 2020 Regular Board Meeting. Trustee Burdett will discuss the Remuneration Committee.

Recommendation:

That the board of Trustees approve dissolving the Remuneration Committee and transferring all responsibilities and duties to the Audit Committee.

Moved by: \_\_\_\_\_

2:10-2:15    **F.5**    **Professional Learning**    *Chair*

Time will be provided for any trustee to discuss/report or seek approval of the Board for professional learning events.

Recommendation:

That the Board of Trustees approve the following Trustees to attend the following Professional Development:

Trustee(s):  
Trustee(s):

PD session:  
PD session:

Moved by: \_\_\_\_\_

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## Discussion/Information Items

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### G. Discussion/Information Items

2:15-2:25 G.1 Regional School Council Update

L. Poytress

Trustee Poytress will present an update on the Regional School Council to the Board of Trustees.

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## Key Messages

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2:25-2:30 H. Key Messages from Today's Meeting

- 1)
- 2)
- 3)

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## In-Camera

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2:30-3:30 I. In-Camera

Chair

Recommendation:

That the Board of Trustees go in-camera at \_\_\_\_ hours.

Recommendation:

That the Board of Trustees revert the meeting back to the regular board meeting at \_\_\_\_ hours.

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## Adjournment

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3:30 J. Adjournment

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned at \_\_\_\_ hours.