ROLE OF THE BOARD

The Board is a corporate entity created by the provincial legislation and given authority by the Education Act and the attendant regulations. It is comprised of trustees elected in accordance with the Local Authorities Election Act and appointed in accordance with the Education Act. The Board exercises its authority through a democratic process.

In keeping with the teachings of the Catholic Church, and the authorities and responsibilities set out in the Education Act, Board governance policies, and all other legislation that may be applicable from time to time, the duty of the Board is to represent Catholic electors and advocate for publicly funded Catholic education in a broader context. Further, the Board must fulfill its key role of ensuring education in the Division is Christ centered and models Catholic values.

Specific Areas of Responsibility

1. Accountability to Provincial Government

    1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies, including adherence to Alberta Education priorities in planning processes.

    1.2 Perform Board functions required by governing legislation, regulations and orders, and existing Board policy.

    1.3 Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Metis and Inuit perspectives, experiences and contribution through history; treaties, and the history and legacy of residential schools.

    1.4 May pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith, subsequent to the date of a general election and before December 31 of the same year.

2. Accountability to Catholic Community

    2.1 Make informed decisions that consider community values and represent the interests of the entire Division.

    2.2 Establish processes and provide opportunities for focused community and student engagement.

    2.3 Ensure plans for collaborative work between the Division and First Nations, Metis and Inuit people.

2.4 Keep the Division's supporters and clergy informed of the purpose, value, conditions, needs and results achieved by the Division.

2.5 Model a culture of respect and integrity.

2.6 Live our mission statement.

2.7 Provide for school and program reviews as necessary to monitor the achievement of outcomes.

3. Faith Leadership

3.1 Respect Canon Law in regard to Catholic Education.

3.2 Engage annually with the Archbishop and Bishop regarding Catholic education matters.

3.3 Engage annually with local clergy.

3.4 Engage with Catholic organizations.

3.5 Participate in Alberta Catholic School Trustees Association (ACSTA) and Division faith development opportunities.

3.6 Ensure that a strong faith development component is provided for all students and staff.

4. Four-Year Assurance Plan

4.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.

4.2 Annually approve the Four-Year Assurance Plan process and timelines.

4.3 Identify Board priorities at the outset of the annual Four-Year Assurance Planning process.

4.4 Annually approve the Four-Year Assurance Plan for submission to Alberta Education.

4.5 Monitor progress toward the achievement of student outcomes and other desired results.

4.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.

4.7 Approve the Annual Education Results Report for distribution to the public.

5. Policy

5.1 Approve policies which outline how the Board is to function.

5.2 Establish policies to govern Division operations.

5.3 Monitor policy effectiveness.

6. Superintendent Board Relations

6.1 Select the Superintendent.

6.2 Provide the Superintendent with clear corporate direction.

6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

6.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

6.5 Approve the Superintendent's contract.

6.6 Annually evaluate the Superintendent in accordance with the approved Superintendent/CEO evaluation process, criteria, and timelines document, and review compensation.

6.7 Provide for Superintendent succession planning as required.

7. Advocacy

7.1 Be an advocate for publicly funded Catholic education and the Division .

7.2 Develop a yearly plan for advocacy including focus areas, key messages, relationships and mechanisms.

7.3 Meet with municipal, provincial, federal government officials and other educational/public service governing authorities as appropriate to achieve political ends.

8. Board Development

8.1 Ensure those new to the Board are provided appropriate orientation.

8.2 Ensure professional development to foster governance excellence in fiduciary, strategic and generative engagement modes.

8.3 Develop an annual work plan for the Board as per the reference guide found in Appendix 2B.

8.4 Annually evaluate Board effectiveness.

9. Fiscal Accountability

9.1 Approve budget assumptions and establish priorities at the outset of the budget process.

9.2 Set the mandate for negotiations after soliciting advice from the Superintendent and others.

9.3 Ratify Memoranda of Agreement with bargaining units.

9.4 Approve annual budget and allocate resources to achieve desired results.

9.5 Approve substantive budget adjustments when necessary.

9.6 Approve transfers to/from reserves.

9.7 Approve borrowing for capital expenditures within provincial restrictions.

9.8 Approve annually the Three-Year Capital Plan for submission to Alberta Education.

9.9 Approve contracts and agreements of financial auditors and any other auditors required by the Board.

9.9.1 Request quotations at intervals, not exceeding four(4) years and within 18 months following a Board general election, from qualified firms or individuals.

9.10 Receive Audit Report and ensure quality indicators are met.

9.11 Review fiscal accountability reports.

9.12 Approve Audited Financial Statements.

9.13 Approve and review contracts and agreements for Division Insurance Policies.

9.14 Request quotations at intervals, not exceeding four (4) years and within 18 months following a Board general election.

9.15 Approve all contracts where the procurement value is: a) $75,000 or greater for services of an architect; or b) $200,000 or greater for construction and modernization projects.

9.16 Approve trustee honoraria and reimbursement.

9.17 Approve annually the schedule of fees, including curricular and transportation Fees.

9.18 Consider a special school tax levy plebiscite, in the year of a general election.

Selected Responsibilities

10. The Board shall, but not limited to:

10.1 Approve the disposal of land and buildings with the approval of the Minister.

10.2 Notify the Minister of any real property acquisition; apply to the Minister for authority to expropriate land, if necessary.

10.3 Ensure services to, and titles or enforceable long-term interests in land, are in place prior to a school capital project construction.

10.4 Subsequent to the completion of construction of a school capital project, transfer the real property to Government and secure a leasehold interest in real property that was transferred to Government.

10.5 Approve locally developed courses.

10.6 Approve out-of-province field trips.

10.7 Approve the naming of schools and other Division-owned facilities.

10.8 Approve division school-year calendars.

10.9 Approve Pre-kindergarten programs in schools.

10.10 Provide for recognition for students, staff and community, including long-term service and meritorious awards.

10.11 Suspend a School Council if deemed warranted.

10.12 Make a recommendation to the Minister for the dissolution of a School Council if deemed warranted.

10.13 Approve alternative instructional programs.

10.14 Ensure fairness and safety in its extra-curricular athletics programs.

10.15 Offer an early retirement plan.

10.16 Approve joint-use and planning agreements, as required.

10.17 Approve school attendance areas.

10.18 Encourage the formation of a Council of School Councils (COSC)

10.19 Approve employee purchasing programs upon the recommendation of the Superintendent.

10.20 Approve Joint Use and Planning Agreements, as required.

10.21 Develop appeal procedures and hold hearings as required by statute and/or Board policy.

Legal Reference: Section 18, 33, 51, 52, 53, 53.1, 54, 58, 60, 67, 139, 143, 188, 191, 192, 193, 194, 195, 222 Education Act
Fairness and Safety in Sport Act
Fairness and Safety in Sport Regulation
Section 670.1, 672, 673 Municipal Government Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Fiscal Planning and Transparency Act
Investment Regulation
Joint Use and Planning Agreements
Regulation 110.2025 Local Authorities Elections Act
School Fees Regulation
Truth and Reconciliation Commission Calls to Action
Ministerial Order 030/2025