

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER SCHOOL DIVISION, HELD ON OCTOBER 28<sup>TH</sup>, 2021, COMMENCING AT 9:00 A.M.**

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**PRESENT**

LYLE ALBRECHT  
DOUG ALGAR  
KAREN BELICH  
DWIGHT DIBBEN  
PATRICK MCFEELY

**ABSENT**

**ALSO PRESENT**

RITA MARLER, Superintendent of Schools  
SHAN JORGENSON-ADAM, Assistant Superintendent - Learning  
IMOGENE WALSH, Secretary Treasurer  
NATASHA WILM, Assistant Superintendent – Human Resources  
DIANE HUTCHINSON, Director of Communications  
SHIRLEY FAIRALL, Executive Assistant - Superintendent

**I WALSH IN THE CHAIR**

**CALL TO ORDER**

Secretary Treasurer Walsh called the meeting to order at 9:00 a.m.

**OATH OF OFFICE FOR TRUSTEES**

Ms Walsh administered the Oaths of Office for all Trustees. The Oaths of Office are attached to and form a part of these Minutes.

**APPROVAL OF AGENDA**

#83\21 K BELICH – That the Board of Trustees approve the Agenda of the Organizational Meeting as presented.

CARRIED

**TERM OF OFFICE**

#84\21 P MCFEELY – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2022.

CARRIED

**ELECTION OF BOARD CHAIR**

Secretary Treasurer Walsh called for nominations for the position of Board Chair.

Trustee Algar nominated Trustee Belich.

Ms Walsh called twice for further nominations. There were no further nominations.

Ms Walsh declared that nominations cease.

Trustee Belich was declared Chair elected by acclamation.

**OATH OF OFFICE FOR BOARD CHAIR**

Ms Walsh administered the Oath of Office for Board Chair to Trustee Belich. The Oath of Office is attached to and forms a part of these minutes.

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**CHAIR BELICH ASSUMED THE CHAIR**

**ELECTION OF BOARD VICE-CHAIR**

Chair Belich called for nominations for the position of Board Vice Chair.

Trustee Dibben nominated Trustee Albrecht.

Chair Belich called twice for further nominations. There were no further nominations.

Chair Belich declared that nominations cease.

Trustee Belich announced Trustee Albrecht as Vice Chair elected by acclamation.

**OATH OF OFFICE FOR BOARD VICE CHAIR**

Ms Walsh administered the Oath of Office for Board Vice Chair to Trustee Albrecht. The Oath of Office is attached to and forms a part of these minutes.

**WELCOME AND MESSAGE TO TRUSTEES**

Dr Rita Marler, Superintendent of Schools, congratulated Chair Belich and Vice Chair Albrecht, and thanked the past Executive and the entire Board for their contributions to Battle River School Division. Dr Marler welcomed all Trustees to the start of the 2021 – 2022 School Year, acknowledging the current challenging times while looking forward to doing rewarding and meaningful work moving forward.

**SIGNING AUTHORITY**

Bank Accounts

#85\21 D ALGAR - That, in addition to the Chair or Vice Chair, the Superintendent of Schools and the Secretary Treasurer be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#86\21 D DIBBEN – That signing authorities for Alberta Education grant applications be either the Superintendent of Schools or the Secretary-Treasurer.

CARRIED

#87\21 L ALBRECHT - That signing authorities for all other grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent – Learning, Assistant Superintendent – Human Resources, or Secretary-Treasurer.

CARRIED

School Division Contracts

#88\21 D ALGAR - That signing authorities for Battle River School Division contracts be any one of the following persons: the Chair, Superintendent of Schools, Assistant Superintendent – Learning, Assistant Superintendent – Human Resources, or Secretary Treasurer.

CARRIED

#89\21 P MCFEELY - That the signing authorities for the International Program Agent Agreements be the Superintendent of Schools or Assistant Superintendent – Human Resources.

CARRIED

**BORROWING RESOLUTION**

#90\21 L ALBRECHT - That whereas it is necessary for the purposes of the Board to borrow money or obtain other financial assistance on the credit of the Board from time to time from one of the chartered banks of Canada:

THEREFORE, BE IT ENACTED by the Board of Trustees of the Battle River School Division, as a resolution thereof:

1. That the Officers of the Board (Chair, Vice Chair, Superintendent of Schools and the Secretary-Treasurer) of the Battle River School Division be hereby authorized to borrow monies or obtain other financial assistance from time to time from the Bank of Montreal (the “Bank”) (including without limitation through the issuance of bills of exchange drawn by the Board and accepted by the Bank)

upon the credit of the Board in such amounts as they deem proper and by way of overdraft or otherwise.

2. That any promissory notes, bills of exchange or other negotiable paper (including renewals thereof in whole or in part) signed on behalf of the Board by the officers of the Board authorized from time to time to sign negotiable instruments on its behalf and granted to or accepted by the Bank for monies borrowed and interest thereon as may be agreed upon or other financial assistance obtained from the Bank shall be binding upon the Board.

3. That the Officers may from time to time, if they see fit to do so, grant securities by way of mortgage, hypothecation, pledge or otherwise covering all or any of the property and assets of the Board present and future as security for all or any monies borrowed by the Board from the Bank or any other liability of the Board to the Bank, and any such mortgage, hypothecation, pledge, or other security shall be valid and binding upon the Board if signed by any of the officers authorized to sign negotiable instruments on the Board's behalf.

4. All contracts, deeds, grants, assurances and documents reasonably required by the Bank or its Counsel for all or any of the purposes aforesaid shall be executed and carried into effect by the proper officers of the Board (and when necessary the seal of the Board shall be affixed thereto).

5. This resolution, when sanctioned by the Board, shall be irrevocable until a resolution repealing this resolution shall have been confirmed or sanctioned by the Board and a copy thereof duly certified (under the seal of the Board) delivered to the Bank, and meanwhile all the powers and authorities hereby conferred shall continue in force.

CARRIED

**BORROWING MOTION**

#91\21 D DIBBEN - That the Board may borrow from time to time from the Bank of Montreal, sum(s) up to but not exceeding \$1,400,000 (\$1,000,000 line of credit and \$400,000 Purchasing Card) which the Board deems necessary to expend to meet the current expenditures and obligations of the Board, and to pay or agree to pay interest thereon, or on so much thereof as remains from time to time unpaid.

CARRIED

**TAPING OF MEETINGS**

#92\21 D ALGAR - That the regular meetings of the Board of Trustees be taped to assist the Executive Assistant - Superintendent in the preparation of accurate minutes, and further that when the minutes of a particular meeting have been approved, the tapes be erased.

CARRIED

**NOTES FROM IN-CAMERA SESSION**

#93\21 L ALBRECHT - That notes with respect to in-camera sessions of the Board of Trustees not be kept.

CARRIED

**MEETING DATES**

#94\21 D ALGAR - That the regular meetings of the Board of Trustees be held on the fourth Thursday of each month, and that the second Thursday be either a continuation of the Regular Meeting, if needed, or Committee meetings with the exception of the December, February, and June Regular Board Meetings which will be held on the second Thursday of those months.

CARRIED

**COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES**

#95\21 P MCFEELY - That, with respect to the meetings of the Board of Trustees, the commencement time be 9:00 a.m. and the completion time be 4:30 p.m., and further that if any meeting is to continue past the above-noted finish time, a motion to do so must be passed by a majority of the Trustees present.

CARRIED

**ESTABLISHMENT OF STANDING COMMITTEES**

#96\21 L ALBRECHT – That the Board establishes the following committees:

- Board Committee of the Whole
- Audit Committee
- Executive Committee
- Negotiating Committee - ATA
- Negotiating Committee - Union Caretakers and Bus Drivers
- Policy Development \ Review Committee
- Student Affairs Committee
- Community Engagement Committee
  - Council of School Councils
  - Political Advocacy Committee
  - Public Consultation Committee.

CARRIED

**MEMBERSHIP OF TRUSTEES TO STANDING COMMITTEES**

#97\21 D DIBBEN – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Appeals Hearing Committee

Chair Belich, Trustee Algar, Trustee McFeely

Audit Committee

Vice Chair Albrecht, Trustee Dibben

Executive Committee

Chair Belich and Vice Chair Albrecht

Negotiating Committee - ATA

Chair Belich, Trustee Algar  
Trustee McFeely (Alternate)

Negotiating Committee - Union Caretakers and Bus Drivers

Vice Chair Albrecht, Trustee Dibben  
Trustee Algar (Alternate)

Policy Development \ Review Committee

Chair Belich, Trustee Dibben, Trustee McFeely

Student Affairs Committee

Vice Chair Albrecht, Trustee Algar, Trustee McFeely  
Chair Belich (Alternate)  
Trustee Dibben (Alternate)

Community Engagement Committee

All Trustees

Council of School Councils

Chair Belich, Trustee Algar (plus one Trustee rotating on Committee)

Political Advocacy Committee

Chair Belich and Vice Chair Albrecht

Public Consultation Committee  
Trustee Dibben, Trustee McFeely.

CARRIED

**AUTHORITY OF STUDENT AFFAIRS COMMITTEE**

#98\21 D DIBBEN - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

**BOARD REPRESENTATION ON EXTERNAL COMMITTEES**

#99\21 D ALGAR – That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

1 Trustee and 1 Alternate

Canadian Parents for French

1 Trustee

Rural Caucus of Alberta

1 Trustee

Teachers' Employer Bargaining Association (TEBA)

1 Trustee.

CARRIED

**BOARD MEMBERSHIP ON EXTERNAL COMMITTEES**

#100\21 L ALBRECHT – That the Board of Trustees will have membership on the following external committees as listed:

ASBA Zone 4

Chair Belich  
Trustee McFeely (Alternate)

Canadian Parents for French

Trustee Dibben

Rural Caucus of Alberta

Trustee Algar

Teachers' Employer Bargaining Association (TEBA)

Trustee Algar.

CARRIED

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**ADJOURNMENT**

All items of business being completed and there being no dissent, Chair Belich adjourned the meeting at 10:12 a.m.

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KAREN BELICH, CHAIR

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IMOGENE WALSH, SECRETARY TREASURER



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