

## Board Organizational Meeting Agenda

**Monday, October 28<sup>th</sup>, 2024 @ 1:00 pm**

1. Call to Order – Phil Johansen
2. Nominations and Election for Chair of the Board – Phil Johansen
3. Nominations and Election for Vice-Chair of Board – Phil Johansen

### **CHAIR TAKES CONTROL OF THE MEETING**

4. 2024-2025 Trustee Committees
  - ATA Negotiating (3)
  - Audit Committee (3) plus (2) community members
  - Budget (committee of the whole)
  - CUPE Negotiating (3)
  - Facilities (3)
  - Hutterian Brethren Board Representative (1)
  - Policy (2)
  - Public Relations (2)
  - Transportation (committee of the whole)

Enclosure 1  
*(2023-2024 Committees)*  
2024-2025 Committees
5. Committees on which the Board maintains representation
  - Admin Meeting Representation (rotating)
  - Alberta School Board's Association (Zone 6)
  - Alberta School Board Association Rural Caucus
  - Council of School Council
  - Teacher Employer Bargaining Association (1)

Enclosure 2  
*(2023-2024 Representatives)*  
2024-2025 Committees
6. Board of Trustees Board Meeting Dates  
Enclosure 3
7. 2024-2025 Trustee School Liaison  
Enclosure 4  
*(2023-2024 Representatives)*
8. 2024-2025 School Visits  
Enclosure 5
9. Trustee Contact Information  
Enclosure 6
10. Trustee Remuneration  
Policy BHD – Board Member Compensation and Expenses
11. Staff Mileage Reimbursement Rate  
Enclosure 7
12. Adjourn Organizational Meeting

**Policy Reference Links**

[Enclosure 7 - Policy BBA – School Board Powers and Duties](#)

[Enclosure 8 - Policy BBF – School Board Member Ethics and Code of Conduct](#)

[Enclosure 9 - Policy BCE – Board Organizations and Committees](#)

[Enclosure 10 - Policy BD – Board Meetings](#)

**Horizon School Division  
Trustee Committees  
(2023-2024 SCHOOL YEAR)**

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**Board Chair – Marie Logan  
Board Vice-Chair – Bruce Francis**

<b>A.T.A. Negotiating Committee (3 – one acting as chair)</b> Marie Logan – Chair Bruce Francis Derek Baron	<b>Audit Committee (3)</b> Marie Logan Bruce Francis Mandy Court
<b>Budget Committee</b> All members of the Board	<b>C.U.P.E. Negotiating Committee (3 – one acting as chair)</b> Blair Lowry – Chair Mandy Court Maxwell Holst
<b>Facilities Committee (3 – one acting as chair)</b> Bruce Francis – Chair Derek Baron Blair Lowry	<b>Hutterian Brethren Board Representative (1)</b> Mandy Court
<b>Policy Committee (2)</b> Maxwell Holst Mandy Court	<b>Public Relations Committee and Friends of Horizon (2)</b> Jennifer Crowson Marie Logan
<b>Transportation</b> All members of the Board	

**Horizon School Division  
Trustee Committees  
(2024-2025 SCHOOL YEAR)**

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**Board Chair –  
Board Vice-Chair –**

<b>A.T.A. Negotiating/Liaison Committee (3 – one acting as chair)</b>	<b>Audit Committee (3)</b>
<b>Budget Committee</b> All members of the Board	<b>C.U.P.E./Support Staff Negotiating Liaison Committee (3 – one acting as chair)</b>
<b>Facilities Committee (3 – one acting as chair)</b>	<b>Hutterian Brethren Board Representative (1)</b>
<b>Policy Committee (2)</b>	<b>Public Relations Committee and <i>Friends of Horizon</i> (2)</b>
<b>Transportation</b> All members of the Board	

**2023 - 2024 School Year  
Board Representation**

**Administrative Council Meetings**

One member of the Board on a monthly rotation.

November 14, 2023	Maxwell Holst
December 12, 2023 (tentative)	Marie Logan
January 16, 2024	Blair Lowry
February 13, 2024	Bruce Francis
March 12, 2024	Derek Baron
May 14, 2024	Jennifer Crowson
June 10, 2024	Derek Baron

**ASBA Zone 6 Director (1 + alternate)**

Mandy Court  
Marie Logan (alternate)

**ASBA Rural Caucus (1)**

Marie Logan

**Council of School Councils**

At least one member of the Board to attend meetings on rotation.

March 6, 2024	Bruce Francis
May 1, 2024	Blair Lowry

**TEBA (1)**

Marie Logan  
Bruce Francis (alternate)

**2024-2025 School Year  
Board Representation**

**Administrative Council Meetings**

One member of the Board on a monthly rotation.

November 12, 2024	
December 10, 2024	
January 13, 2025	
February 11, 2025	
March 11, 2025	
April 15, 2025	
May 13, 2025	
June 10, 2025	

**ASBA Zone 6 Director (1 + alternate)**

**ASBA Rural Caucus (1)**

**Council of School Councils**

At least one member of the Board to attend meetings on rotation.

March 12, 2025	
April 30, 2025	

**TEBA (1)**

**HORIZON SCHOOL DIVISION**  
**Board of Trustees Board Meeting Dates (2024-2025)**

Tuesday, November 26, 2024	
Monday, January 27, 2025	
Tuesday, February 25, 2025	
Monday, March 31, 2025	
Monday, April 28, 2025	
Tuesday, May 27, 2025	
Monday, June 23, 2025	
Monday August 25, 2025	
Monday, September 22, 2025	
Monday, October 27, 2025	

# HORIZON SCHOOL DIVISION

## Board of Trustees School Responsibilities

### **Marie Logan (Ward 1 – Lomond/Enchant)**

Enchant School – Enchant  
Lomond Community School – Lomond  
Armada Colony School  
Enchant Colony School  
Lomond Colony School

### **Jennifer Crowson (Ward 2 – Hays/Vauxhall)**

Hays School – Hays  
Horizon M.A.P. School - Vauxhall  
Vauxhall Elementary School – Vauxhall  
Vauxhall High School – Vauxhall  
Copperfield Colony School

### **Bruce Francis (Ward 3 – Taber)**

Dr. Hamman School – Taber  
W.R. Myers High School (includes Sr. High Mennonite Program) - Taber  
Midland Colony School  
Cameron Farms Colony School  
Evergreen Colony School

### **Blair Lowry (Ward 3 – Taber)**

Central School – Taber  
D.A. Ferguson Middle School (includes Jr. High Mennonite Program) - Taber  
L.T. Westlake School – Taber  
Taber Christian Alternative School – Taber  
Taber Christian High School – Taber  
Kingsland Colony School

### **Maxwell Holst (Ward 3 – Taber/Barnwell)**

ACE Place Learning Centre - Taber  
Barnwell School – Barnwell  
Fairlane Colony School  
Hillridge Colony School  
Oaklane Colony School  
Prairiehome Colony School

### **Derek Baron (Ward 4 – Warner/Grassy Lake)**

Chamberlain School – Grassy Lake  
Arden T. Litt Centre for Learning – Grassy Lake  
Warner School – Warner  
Bluegrass Colony School  
Delco Colony School  
Elmspring Colony School  
Sunnysite Colony School

### **Mandy Court (Ward 5 – Milk River/Coutts)**

Milk River Ridge School – Milk River  
Elmspring Colony School  
River Road Colony School  
Gold Spring Colony School  
Miltow Colony School



<b>2024-2025</b>				
<b>Fall 2024</b>		<b>Winter/Spring 2025</b>		
<b>2023-2024</b>				
<b>Spring/Fall 2023</b> Taber Christian High School L.T. Westlake School ACE Place Maintenance Building <b>October 23, 2023</b> - Taber Christian School <b>November 27, 2023</b> - Dr. Hamman School		<b>Winter/Spring 2024</b> <b>January 29, 2024</b> – W.R. Myers High School <b>February 26, 2024</b> – D.A. Ferguson Middle School <b>March 25, 2024</b> – Barnwell School		
<b>2022-2023</b>				
<b>December 1, 2022</b> Hays School Vauxhall Elementary School Vauxhall High School Horizon MAP Copperfield Colony School		<b>Spring 2023</b> Central School		
<b>2021-2022</b>				
<b>SUGGESTION IS TO POSTPONE BOARD TOURS AT THIS TIME DUE TO PANDEMIC</b>				
<b>2020-2021</b>				
<b>BOURD TOURS POSTPONED DUE TO PANDEMIC</b>				
<b>2019-2020</b>				
<b>NO BOARD TOURS SCHEDULED IN FIRST SEMESTER, TOURS POSTPONED IN SECOND SEMESTER DUE TO PANDEMIC</b>				
<b>2018-2019</b>				
<b>September 19, 2018</b> Kingsland Sunnysite Warner	<b>October 11, 2018</b> Armada Colony Enchant Colony Enchant School Lomond Colony Lomond School	<b>Spring 2019*</b> Delco Fairlane Hillridge Oaklane Prairie Home	<b>Spring 2019*</b> Arden T. Litt Barnwell School Chamberlain School Evergreen Colony Midland Colony	<b>Spring 2019*</b> D.A. Ferguson
<b>2017-2018</b>				
<b>NO BOARD TOURS SCHEDULED</b>				
<b>2016-2017</b>				
<b>Dec 5, 2016</b> ACE Place Dr. Hamman LT Westlake Taber Christian Taber Mennonite		<b>June 12, 2017</b> Bluegrass Colony Elm Spring Colony Gold Spring Colony Miltow Colony		
<b>2015-2016</b>				
<b>Nov 2, 2015</b> Arden T Litt Chamberlain School Hillridge Colony Oaklane Colony	<b>Dec 2, 2015</b> Hays School Horizon MAP Vauxhall Elementary Vauxhall High		<b>April 4, 2016</b> Milk River Elementary Erle Rivers High School Warner School	
<b>2014-2015</b>				
<b>Oct 28, 2014</b> Delco Colony Kingsland Colony		<b>Nov 4, 2014</b> Bluegrass Colony Elmspring Colony Sunnysite Colony		

NAME	ADDRESS	PHONE (Res)	PHONE (Bus/Cell)	EMAIL
<b>Marie Logan - Chair</b> Ward 1 Lomond/Enchant	Box 249 Lomond , AB T0L 1G0	403.792.3696	403.485.8585	<a href="mailto:marie.logan@horizon.ab.ca">marie.logan@horizon.ab.ca</a>
Jennifer Crowson Ward 2 Vauxhall/Hays	Box 293 Vauxhall, AB T0K 2K0		403.308.8610	<a href="mailto:jennifer.crowson@horizon.ab.ca">jennifer.crowson@horizon.ab.ca</a>
<b>Bruce Francis – Vice-Chair</b> Ward 3 Taber	41 Prairie Sunset Ave Taber, AB T1G 0E7	403.223.9115	403.382.7441	<a href="mailto:bruce.francis@horizon.ab.ca">bruce.francis@horizon.ab.ca</a>
Blair Lowry Ward 3 Taber	5714 – 47 Street Taber, AB T1G 1E2	403.223.1404		<a href="mailto:bllowry@gmail.com">bllowry@gmail.com</a>
Maxwell Holst Ward 3 Taber	4445 – 57 Avenue Taber, AB T1G 0C5		587.202.4885	<a href="mailto:maxwell.holst@horizon.ab.ca">maxwell.holst@horizon.ab.ca</a>
Derek Baron Ward 4 Warner/Grassy Lake	Box 61 Warner, AB T0K 2L0	403.642.3914	403.642.7832	<a href="mailto:derek.baron@horizon.ab.ca">derek.baron@horizon.ab.ca</a>
Mandy Court Ward 5 Milk River	Box 465 Milk River, AB T0K 1M0	403.647.2912	403.647.7421	<a href="mailto:mkcourt13@gmail.com">mkcourt13@gmail.com</a>

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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** BHD  
**Policy Title:** Board Member Compensation and Expenses  
**Cross Reference:** BD  
**Legal Reference:** *Education Act 85(3)*  
**Adoption Date:** Nov. 24/94;  
**Amendment or Re-affirmation Date:** **September 26, 2022**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE ALLOWANCES AND PAYMENTS TO TRUSTEES TO COMPENSATE THEM FOR THEIR SERVICES AND TO REIMBURSE THEM FOR EXPENSES INCURRED WHILE ON OFFICIAL BOARD BUSINESS.

**REGULATIONS**

1. An annual trustee allowance, established by the Board at the annual organizational meeting, shall be paid to each Board member for accepting and managing the responsibilities inherent in being a trustee. The following are examples of these responsibilities:
  - 1.1. Board meetings
  - 1.2. Administrator meetings
  - 1.3. Awards presentations and ceremonies
  - 1.4. Graduation ceremonies
  - 1.5. Division social functions
  - 1.6. School council meetings
  - 1.7. Alberta School Board Association zone and provincial meetings
  - 1.8. Meetings with the Minister of Education, other politicians, and government staff
  - 1.9. All other meeting functions inherent in being a Trustee
2. Mileage
  - 2.1. Trustees may submit a Trustee Payment Claim or a Trustee Professional Development Claim for mileage to attend professional development, attend regular Board meetings, committee meetings (specified in Clause 1 above) and any meeting requiring the trustee's attendance. Mileage may be calculated from the trustee's residence and shall be paid at a rate determined by the Board

## **Policy BHD - Board Member Compensation and Expenses, Cont'd.**

3. A trustee may claim a subsistence expense allowance with the following provisions:
  - 3.1. ACCOMMODATION: at the actual cost accompanied with a receipt. In lieu of accommodation expense, a per night allocation may be claimed without a supporting receipt at a rate determined by the Board.
  - 3.2. MEAL ALLOWANCES for out of Division business: breakfast may be claimed if an individual, by necessity, leaves home prior to 6:00 a.m.; and dinner may be claimed, if by necessity, arrives home after 7:00 p.m. An allowance for breakfast, lunch and dinner will be set at a rate determined by the Board.
    - 3.2.1. Where a function includes a banquet or other pre-determined meal, no claim is to be made.
  - 3.3. EXPENSE ADVANCE: may be authorized by the Treasurer to a maximum of \$1,000.00, exclusive of air fare.
4. Professional Development
  - 4.1. The Board recognizes that attendance at educational conventions and seminars stimulates personal initiative and competence and provides a broadened perspective of educational procedures and matters.
  - 4.2. The Board also recognizes that attendance at the A.S.B.A. annual conventions, workshops, and zone meetings are important to fulfilling a trustee's role as an educational representative of the local electors.
  - 4.3. All trustees are authorized to attend a maximum of 8 days per year for conventions, conferences, seminars and workshops.
  - 4.4. The attendance should have a direct relationship to the role of the trustee and their specific assignments.
  - 4.5. Expenses will be in accordance with the subsistence allowance and mileage.
5. Trustees are responsible for completion and submissions of the Claim forms.
  - 5.1. Claims should be submitted monthly and reimbursed upon approval by the Board Chair
  - 5.2. Board Chair claims should be submitted monthly and reimbursed upon approval by the Board Vice Chair.



**HORIZON SCHOOL DIVISION  
 PROFESSIONAL DEVELOPMENT CLAIM  
 FOR OUT-OF-DIVISION BUSINESS  
 TRUSTEE/DIVISION OFFICE STAFF**

**NAME** \_\_\_\_\_ **CLAIM DATE** \_\_\_\_\_

**FUNCTION** \_\_\_\_\_

**DATES COVERED BY CLAIM** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**EXPENSES:**

Meals:

Breakfast \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$15.00 = \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$30.00 = \_\_\_\_\_

(Regulations outlined in Policy BHD)

**TOTAL MEALS \$** \_\_\_\_\_  
 1-463-400-000-

**HOTEL:**

Receipt Total \_\_\_\_\_

Deduct Personal Expenses \_\_\_\_\_

(In lieu of accommodations, \$25.00/night  
 may be claimed without a supporting  
 receipt.)

**HOTEL NET \$** \_\_\_\_\_  
 1-463-400-000

**IN LIEU EXPENSES \$** \_\_\_\_\_  
 1-463-400-000

**TRANSPORTATION:**

Air Fare \$ \_\_\_\_\_

Auto (from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ km @ \$0.58/km

Total Mileage Expense \$ \_\_\_\_\_

Taxi \_\_\_\_\_

Parking \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL TRANSPORTATION \$** \_\_\_\_\_  
 1-463-400-000

**Trustee Signature:** \_\_\_\_\_

**Signature of Board Chair (Vice Chair if expense claim is for Chair):** \_\_\_\_\_

**TOTAL EXPENSE CLAIM \$**

**For Office Use Only**

**Total Claim \$** \_\_\_\_\_

**Deduct Advance \$** \_\_\_\_\_

**Net Amount \$** \_\_\_\_\_

**Comments and Explanation**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

October 28, 2024

**To:** Board of Trustees of the Horizon School Division  
**From:** Dr. Wilco Tymensen, Superintendent  
**Re:** School Mileage Reimbursement Rate

### **Background**

- The Board has a motion on file based on Canada Revenue Agency (CRA) automobile allowance rates.
  - June 26, 2022 Motion “Moved by Bruce Francis that mileage remuneration be updated to \$0.58 and that mileage remuneration be reviewed annually at the Board's organizational meeting.”
- Canada Revenue Agency (CRA) reviews mileage reimbursement rates annually and determines what is a reasonable reimbursement rate for Canadians as it relates to taxable benefits.
  - Mileage reimbursement for 2022 averages at \$0.58/km
    - 61¢/km for the 1<sup>st</sup> 5000 km driven and
    - 55¢/km for km driven after that
  - Mileage reimbursement for 2023 averages at \$0.65/km
    - 68¢/km for the first 5,000 kilometres driven
    - 62¢/km driven after that
  - Mileage reimbursement for 2024 averages at \$0.68/km
    - 70¢/km for the first 5,000 kilometres driven
    - 64¢/km driven after that

### **Recommendation**

It is recommended that the Board consider the above information and determine whether they wish to adjust the mileage rate to the new CRA rate.

Respectfully submitted  
Dr. Wilco Tymensen