

**DATE:** September 9, 2025

**TO:** Board of Trustees

**FROM:** Ron Thompson, Superintendent of Schools

**SUBJECT:** Delegation of Authority – 2025 Municipal Election Board Recess

**ORIGINATOR:** Kelsey Duebel, Director Board and Superintendent Relations

**REFERENCE** [Board Procedures Regulation](#)  
[Education Act](#)

---

## ISSUE

At the conclusion of the September 9, 2025, Board meeting, the Board of Trustees will recess until the October 31, 2025, organizational Board meeting. The Board delegates authority to the Superintendent of Schools to make decisions on behalf of the Board during this special recess.

## BACKGROUND

The first recommendation provides for the calling of special Board meetings during the 2025 municipal election Board recess in the event that special meetings are necessary for Trustees to address critical matters.

The second recommendation is intended to cover other matters which normally would come to the Board for decision but which the Board is authorized to delegate under Section 52(1) of the *Education Act*. Subject to the *Education Act*, the delegation authorizes decision-making by the Superintendent of Schools on behalf of the Board. During the election period recess, Trustees may continue regular community relations and communications activities in alignment with the Board of Trustees' Handbook and board policies including but not limited to Board Policy IJA.BP Electioneering and Politically Motivated Communications.

## RELATED FACTS

- The delegation of authority is effective immediately following the September 9, 2025, Board meeting.
- The next scheduled public Board meeting is the organizational Board meeting on October 31, 2025.

## RECOMMENDATION

1. That, in accordance with Section 3 of the Board Procedures Regulation, any special Board meetings during the 2025 municipal election Board recess be at the call of the Board Chair or, in her absence, the Board Vice-Chair.
2. That, in accordance with Section 52(1) of the *Education Act*, effective immediately following the September 9, 2025 Board meeting, delegation of authority to the Superintendent of Schools to make decisions during the 2025 municipal election Board recess on behalf of the Board be approved.

3. That a report of all such decisions be brought to the October 31, 2025, public Board meeting.

**CONSIDERATIONS and ANALYSIS**

Should a special Board meeting be required, the Superintendent of Schools will contact the Board Chair or, in her absence, the Board Vice-Chair.

KD:ca