

12. **AMENDED 2023-24 BOARD OF TRUSTEES MEETING SCHEDULE** C. Allen
(encl.)
13. **BOARD POLICY 25: PETITIONS AND PUBLIC NOTICES** R. Footz
(encl.)
14. **BORROWING RESOLUTION 2023-24** S. Stoddard/L. Lewis
(encl.)

COMMITTEE REPORT

15. **POLICY COMMITTEE** R. Footz
Meeting held Feb. 7, 2024 (verbal)

REPORTS FOR INFORMATION

16. **TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)

ADJOURNMENT

RECOMMENDATIONS: BOARD OF TRUSTEES FEB. 15, 2024

2. That the Board meet in camera.
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approves the Minutes of Jan. 25, 2024 Meeting, as amended or as circulated.
6. That the Board of Trustees receives for information the Chair Report.
7. That the Board of Trustees receives for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives.*
9. That the Board of Trustees receives the report from the representative of the ATA Local #28.
10. That the Board of Trustees receives the report from the representative of the Employee Relations Group.
11. *Business Arising from In Camera.*
12. That the Board of Trustees approves the amended 2023-24 Board of Trustees Meeting Schedule, as presented.
13. That the Board of Trustees approves amendments to Board Policy 25: Petitions and Public Notices, as presented.
14. That the Board of Trustees approves the borrowing resolution to meet expenditures during the fiscal year 2023-24.
15. That the Board of Trustees receives the report from the Policy Committee meeting held on Feb. 7, 2024.



BOARD MEETING MINUTES

January 25, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Jan. 25, 2024-- in the Boardroom at the Central Services Office in Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Cathy Allen, calling the meeting to order at 9:06 a.m.

BOARD MEMBERS PRESENT

- C. Allen, Board Chair
- S. Miller, Vice-Chair
- T. Boymook
- R. Footz
- C. Holowaychuk - virtual (AM) and in person (PM)
- D. Irwin - virtual
- J. Shotbolt
- R. Sorochan

ADMINISTRATION PRESENT

- S. Stoddard, Superintendent
- R. Marshall, Associate Superintendent – Supports for Students
- R. Johnson, Associate Superintendent – Human Resources
- C. Cole, Secretary-Treasurer
- D. Antymniuk, Division Principal
- W. Gilewich, Information and Security Officer
- L. McNabb, Director, Communications Services
- C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:06 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

003/2024 | Trustee Shotbolt moved: That the Board meet in camera (9:06 a.m.).

CARRIED UNANIMOUSLY

Trustee Holowaychuk left the meeting at 9:38 a.m.

004/2024 | Trustee Sorochan moved: That the Board revert to the regular session (10:06 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:06 a.m. and reconvened at 10:10 a.m. with all trustees noted above in attendance except for Trustee Holowaychuk.

Board Chair Allen welcomed everyone in attendance in person and online.

TREATY 6 ACKNOWLEDGMENT

Board Chair Cathy Allen called the meeting to order and we acknowledged with respect the history and culture of the peoples with whom Treaty 6 was entered into and the land upon which Elk Island Public Schools reside. We also acknowledge the traditional homeland of the Métis Nation.

We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples. We commit to moving forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation.

AGENDA

Board Chair Allen called for additions or deletions to the Agenda.

005/2024 | Trustee Shotbolt moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Dec. 14, 2023 Board Meeting Minutes.

006/2024 | Trustee Sorochan moved: That the Board of Trustees approves the Minutes of the Dec. 14, 2023 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

Board Chair Allen called for confirmation of the Jan. 11, 2024 Board Special Meeting Minutes.

007/2024 | Trustee Boymook moved: That the Board of Trustees approves the Minutes of the Jan. 11, 2024 Special Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Allen presented the Chair's Report.

008/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair Report.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Stoddard presented the Superintendent's Report. Superintendent Stoddard acknowledged the positive impact the Community of School Councils meetings have on engagement and gave a shout out to Bev Facey Community High School's cybersecurity, robotics and coding teacher for helping guide students, helping them explore their passions and teaching them how to solve complex real-world problems. Also, for sharing some of these experiences with the Hon. Nate Glubish during his classroom visit.

009/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the Superintendent Report.

CARRIED UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were presented.

Association/Employee Groups

ASBA ZONE 2/3 REPORT

Board Chair Allen invited Trustee Shotbolt to present the ASBA Zone 2/3 report. In addition, Trustee Shotbolt shared several award opportunities presented by the Alberta School Boards Association that acknowledge excellence across our educational community—The Honouring Spirit: Indigenous Student Award, Lieutenant Governor of Alberta Student Award, Edwin Parr Teacher Award, Friends of Education Award, the Community Engagement Award; and the School Board Innovation and Excellence Award sponsored by Xerox Canada.

010/2024 | Trustee Shotbolt moved: That the Board of Trustees receives for information the report from the representative of the ASBA Zone 2/3.

CARRIED UNANIMOUSLY

ATA LOCAL NO. 28 REPORT

Board Chair Allen welcomed and invited the ATA representative, D. Zielke, to present the ATA Local No. 28 Report. ATA representative D. Zielke extended an invitation to the Board to attend the Partners of Education Luncheon on Feb. 9, 2024, guest speaker: Cadmus Delorme, Chief of the Cowessess First Nation.

011/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the representative of the ATA Local No. 28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen welcomed ERG representative, M. Miller, to present the ERG Report.

012/2024 | Trustee Shotbolt moved: That the Board of Trustees receives for information the report from the representative of the ERG.

CARRIED UNANIMOUSLY

Business Arising from Previous Meeting

No business arising from the previous meeting.

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

THREE-YEAR STRATHCONA COUNTY ENGAGEMENT: FRENCH IMMERSION AND SENIOR HIGH ENROLMENT

Superintendent Stoddard presented to the Board a recommendation report that addresses secondary retention issues in the French Immersion program, the anticipated enrolment pressures in Ardrossan, and balances the senior high enrolment in Sherwood Park.

Superintendent Stoddard extended thanks to the members of the community, staff and parents for listening in on the Board meeting to hear the recommendation. Superintendent Stoddard also appreciated the feedback received during the engagement process.

The recommendation means status quo for all French Immersion students in kindergarten to Grade 9. For senior high French Immersion students, the program will relocate to Salisbury Composite High for grades 10-12. Salisbury Composite High will offer a dual-track senior high program when the change takes effect, expected in 2026-27. For senior high students in the regular English program there is a boundary adjustment

for the students living in the Lakeland Ridge senior high boundary—to attend Bev Facey Community High instead of Salisbury Composite High, expected in 2026-27. As well, the French Immersion junior high attendance boundary for Cambrian Crossing will be redesignated to Sherwood Heights Junior High effective in 2024-25.

013/2024 | Trustee Boymook moved: That the Board of Trustees approves the following recommendation to address anticipated enrolment pressures in Ardrossan, enhance French Immersion program retention and balance senior high enrolment in Sherwood Park:

- relocate EIPS' senior high French Immersion program, grades 10-12, to Salisbury Composite High—effective when the new Sherwood Park replacement school opens—expected in the 2026-27 school year;
- adjust Strathcona County's senior high attendance boundaries for Lakeland Ridge to be redesignated to Bev Facey Community High—effective when the new Sherwood Park replacement school opens—expected in the 2026-27 school year; and
- adjust the French Immersion junior high attendance boundaries for Cambrian Crossing, to be redesignated to Sherwood Heights Junior High —effective in the 2024-25 school year.

Board Chair opened the floor for questions.

Trustee Irwin left the meeting at 11:24 a.m. and returned at 11:33 a.m.

Superintendent Stoddard extended appreciation for the Board of Trustees' questions as there were many observers who will have similar inquiries.

Board Chair Allen opened the floor for debate.

The Board expressed that the work was complex due to our multi-community school division, community growth, ageing infrastructure and nearing maximum capacity. There were limitations due to geographic diversity, space, and dollars.

The Board thanked all who came to public engagements, filled out surveys, put dots on charts, and read the reports. It took tenacity, commitment and resilience, emotion, and the desire for what families are looking at to bring this recommendation forward and there is no perfect solution. The purpose is to provide solutions to the three intentions.

Superintendent Stoddard made a commitment to bring staff together to develop and implement a transition plan. A commitment to look at data, numbers, funds and explore the possibility of offering a French Immersion program in Fort Saskatchewan when a new build comes forth in Fort Saskatchewan, and if grandfathering is being considered for boundary redesignation in Lakeland Ridge, a recommendation will come to the Board.

VOTE ON MOTION 013/2024 |

In Favour: R. Footz, T. Boymook, C. Allen, D. Irwin, J. Shotbolt, and R. Sorochan

Opposed: S. Miller

CARRIED

The Board recessed at 12:41 p.m. and reconvened at 1:50 p.m. with all trustees noted in attendance. Trustee Holowaychuk returned to the meeting in person at 1:50 p.m.

BOARD POLICY 7: BOARD OPERATIONS

Trustee Footz presented to the Board the proposed amendments to Board Policy 7: Board Operations for approval.

014/2024 | Trustee Holowaychuk moved: That the Board of Trustees approves amendments to Board Policy 7: Board Operations, as circulated.

Trustee Boymook raised the question as to why a safety plan needed to be in policy and more specifically, why the statement, *“To mitigate any safety risks to the public attending any Board meetings, and for the trustees, a standard operating safety plan has been put in place.”* is in the preamble?

As well, Trustee Boymook questioned why under Section 10, Comments, presentations and delegations at Board meetings, the first sentence, *“Considerations for a **standard operating** safety plan have been put in place.”* is placed there?

015/2024 | Trustee Boymook moved: That the Board of Trustees **Table Motion 013/2024** and that Policy 7: Board Operations return to Policy Committee and come back to a future Board meeting.

Board Chair Allen noted there is no debate on a tabled motion and called the question.

In Favour: T. Boymook, C. Holowaychuk and S. Miller

Opposed: D. Irwin, R. Footz, C. Allen, J. Shotbolt, and R. Sorochan

DEFEATED

Trustee Holowaychuk expressed consideration to take that portion out of the amended Policy.

016/2024 | Trustee Boymook moved: to amend Policy 7: Board Operations and strike out **“standard operating”** from the preamble and from section 10.

VOTE ON AMENDMENT | MOTION 016/2024

In Favour: D. Irwin, R. Footz, T. Boymook, C. Holowaychuk, C. Allen, S. Miller, and J. Shotbolt

Opposed: R. Sorochan

CARRIED

VOTE ON MOTION 014/2024 | That the Board of Trustees approves amendments to Board Policy 7: Board Operations, as **amended**.

In Favour: R. Footz, T. Boymook, C. Holowaychuk, C. Allen, S. Miller, J. Shotbolt, and D. Irwin

Opposed: R. Sorochan

CARRIED

BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Trustee Footz presented to the Board the proposed amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters for approval.

017/2024 | Trustee Sorochan moved: That the Board of Trustees approves amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 14: HEARINGS ON TEACHER TRANSFERS

Trustee Footz presented to the Board the proposed amendments to Board Policy 14: Hearing on Teacher Transfers for approval.

018/2024 | Trustee Shotbolt moved: That the Board of Trustees approves amendments to Board Policy 14: Hearings on Teacher Transfers, as presented.

CARRIED UNANIMOUSLY

SIGNING AUTHORITY MATRIX

Director Lewis presented to the Board proposed amendments to the Signing Authority Matrix for approval. It was highlighted that the financial auditor reviews all changes to the Signing Authority Matrix and annual tests are conducted to ensure compliance.

019/2024 | Trustee Boymook moved: That the Board of Trustees approves amendments to the Signing Authority Matrix, as presented.

CARRIED UNANIMOUSLY

2024-25 SCHOOL FEE PARAMETERS

Secretary-Treasurer Cole presented to the Board for approval the parameters for establishing 2024-25 school fees.

Trustee Irwin left the meeting at 2:33 p.m. and returned at 2:34 p.m.

020/2024 | Trustee Footz moved: That the Board of Trustees approves parameters for establishing 2024-25 school fees, as presented.

Trustee Sorochan commended principals for trying not to increase fees and only where necessary.

Trustee Boymook suggested that the Board move this approval process to the December Board meeting so that the principals have the information prior to their consultations with school councils. Trustee Sorochan echoed the proposal.

VOTE ON MOTION 020/2024 | CARRIED

In Favour: R. Footz, T. Boymook, C. Holowaychuk, C. Allen, S. Miller, R. Sorochan, and D. Irwin

Opposed: J. Shotbolt

Trustee Sorochan left the room at 2:59 p.m. and returned at 3:01 p.m.

ASCA CONFERENCE AND AGM SPONSORSHIP

Board Chair Allen presented to the Board for approval the recommendation to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-28, 2024.

The Board thanked all parent/guardians who have served school councils and have been involved with Alberta School Council Association (ASCA). The ASCA School Council Conference builds leadership capacity in the parent community and it is evident in the transformation of communication at school council meetings related to legislative powers and duties.

021/2024 | Board Chair Allen moved: That the Board of Trustees approves up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-28—one member per school. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 8.

CARRIED UNANIMOUSLY

Committee Reports

STUDENT EXPULSION COMMITTEE

Trustee Footz presented a report for information from the Student Expulsion Committee meetings held on Jan. 10 and 15, 2024.

022/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Student Expulsion Committee meetings held on Jan. 10 and 15, 2024.

CARRIED UNANIMOUSLY

POLICY COMMITTEE

Trustee Footz presented a report for information from the Policy Committee meeting held on Jan. 10, 2024.

023/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Policy Committee meeting held on Jan. 10, 2024.

CARRIED UNANIMOUSLY

ADVOCACY COMMITTEE

Board Chair Allen presented a report for information from the Advocacy Committee meeting held on Jan. 15, 2024.

024/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the report from the Advocacy Committee meeting held on Jan. 15, 2024.

CARRIED UNANIMOUSLY

Reports for Information

SCHOOL STATUS REPORT 2022-23

Assistant Director Dragon presented to the Board for information the School Status Report for the 2022-23 school year.

025/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the School Status Report for the 2022-23 school year.

CARRIED UNANIMOUSLY

LEVERAGING STUDENT ACHIEVEMENT

Associate Superintendent Marshall presented to the Board for information the Leveraging Student Achievement Report.

The Board greatly appreciated the collaborative approach in establishing the use of the funds.

026/2024 | Trustee Boymook moved: That the Board of Trustees receives for information a report on Leveraging Student Achievement funds and the plan to utilize the funds for the second semester of the 2023-24 school year.

CARRIED UNANIMOUSLY

Trustee Notices of Motion and Requests for Information

No notices of motion were presented.

Trustee Boymook requested EIPS administration prepare the following reports:

- A Board report detailing the transition plan for when the senior high French Immersion program moves to Salisbury Composite High and the senior high attendance boundary changes in Sherwood Park to balance enrolment—taking effect when the new Sherwood Park replacement school opens.
- A Board Caucus report detailing EIPS’ noon-hour supervision costs and the related fees schools collect for the service.
- A Board Caucus report detailing the 2024-25 registration results, including kindergarten registration, new student registration, returning student registration, attendance numbers for the related program information sessions, and online analytics related to promoting and supporting the 2024-25 registration process.

Trustee Footz expressed and acknowledged appreciation to Board Chair Allen and Executive Assistant Langford-Pickering for the wonderful job in organizing a farewell for Jim Seutter. Jim was pleased to have family in attendance, a wonderful event and meal.

IN-CAMERA SESSION

027/2024 | Trustee Boymook moved: That the Board meet in camera (3:45 p.m.).

CARRIED UNANIMOUSLY

The Board recessed at 3:45 p.m. and reconvened in camera at 3:55 p.m. with all trustees noted above in attendance.

028/2024 | Trustee Irwin moved: That the Board move out of in camera (4:47 p.m.).

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 4:47 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent



RECOMMENDATION REPORT

Page 1 of 2

DATE: Feb. 15, 2024

TO: Board of Trustees

FROM: Cathy Allen, Board Chair

SUBJECT: Amended 2023-24 Board of Trustees Meeting Schedule

ORIGINATOR: Carol Langford-Pickering, Executive Assistant

RESOURCE STAFF: Candace Cole, Secretary-Treasurer
Sandra Stoddard, Superintendent
Carol Langford-Pickering, Executive Assistant

REFERENCE: Board Policy 7: Board Operations
Board Policy 2: Role of the Board
Education Act, Sections 33, 64 and 139
Alberta Regulation 82/2019

EIPS PRIORITY: Enhance public education through effective engagement.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to engagement and advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approves the amended 2023-24 Board of Trustees Meeting Schedule, as presented.

BACKGROUND:

As per Board Policy 7: Board Operations, Sections 3.4.2, *the organizational meeting shall, in addition establish a schedule--date, time and place--for regular meetings and any additional required meetings for the ensuing year.*

CURRENT SITUATION OR KEY POINTS:

The 2023-24 Board of Trustees Meeting Schedule was approved at the Organizational Meeting on Aug. 24, 2023. The Board met on Feb. 1, 2024, and the following amendments were recommended to support the 2024-25 budget and Board workplan process:

- add April 25, 2024 (PM) Board of Trustees Special Meeting;
- reschedule May 23, 2024 Board of Trustees Meeting to May 30, 2024; and
- add April 8 and 9, 2024 Board Retreat

Also, administration updated the schedule to reflect the current registration information—date and location—for the Alberta Rural Education Symposium 2024.



RECOMMENDATION REPORT

- March 3-5, 2024 – Alberta Rural Education Symposium 2024 (River Cree Resort and Casino, Enoch, AB)

COMMUNICATION PLAN:

The amended 2023-24 Board of Trustees Meeting Schedule will be posted on the EIPS website, Intranet Site and Leadership Calendar. All stakeholders will be advised.

ATTACHMENTS:

1. Amended 2023-24 Board of Trustees Meeting Schedule (marked)
2. Amended 2023-24 Board of Trustees Meeting Schedule (unmarked)



2023 - 24 BOARD OF TRUSTEES MEETING SCHEDULE

Start time: 9:00 a.m., public session 10:00 am (full day meetings)
(Meeting start time subject to change)

Location: Board Room, Elk Island Public Schools Central Services Administration Building
683 Wye Road, Sherwood Park, Alberta

2023

September 21	Board of Trustees
October 19	Board of Trustees
November 30	Board of Trustees
December 14	Board of Trustees

2024

January 25	Board of Trustees
February 15	Board of Trustees
March 21	Board of Trustees
April 18	Board of Trustees
<u>April 25 PM</u>	<u>Board of Trustees (Special)</u>
<u>May 23-30</u>	<u>Board of Trustees (Budget Review)</u>
June 20	Board of Trustees
August 22	Board of Trustees/Organizational Meeting

September 18-19, 2023 – Board Retreat (Village Creek Inn, Pigeon Lake, AB)

November 19-21, 2023 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)

March ~~6-8~~ ~~3-5~~, 202~~4~~³ - Alberta Rural Education Symposium 202~~4~~³ (~~Fantasyland Hotel, Edmonton~~ River Cree Resort and Casino, Enoch, AB)

April 8-9, 2024 – Board Retreat (Location TBD)

June 3-4, 2024 – ASBA Spring General Meeting (Location TBD)

July 2-4, 2024 – CSBA 2024 Congress (Toronto, ON)

Presented to Board: August 24, 2023
Amended: February 15, 2024



2023 - 24 BOARD OF TRUSTEES MEETING SCHEDULE

Start time: 9:00 a.m., public session 10:00 am (full day meetings)
(Meeting start time subject to change)

Location: Board Room, Elk Island Public Schools Central Services Administration Building
683 Wye Road, Sherwood Park, Alberta

2023

September 21	Board of Trustees
October 19	Board of Trustees
November 30	Board of Trustees
December 14	Board of Trustees

2024

January 25	Board of Trustees
February 15	Board of Trustees
March 21	Board of Trustees
April 18	Board of Trustees
April 25 PM	Board of Trustees (Special)
May 30	Board of Trustees
June 20	Board of Trustees
August 22	Board of Trustees/Organizational Meeting

September 18-19, 2023 – Board Retreat (Village Creek Inn, Pigeon Lake, AB)

November 19-21, 2023 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)

March 3-5, 2024 - Alberta Rural Education Symposium 2024 (River Cree Resort and Casino, Enoch, AB)

April 8-9, 2024 – Board Retreat (Location TBD)

June 3-4, 2024 – ASBA Spring General Meeting (Location TBD)

July 2-4, 2024 – CSBA 2024 Congress (Toronto, ON)

Presented to Board: August 24, 2023

Amended: February 15, 2024



RECOMMENDATION REPORT

DATE: Feb. 15, 2024

TO: Board of Trustees

FROM: Policy Committee

SUBJECT: Board Policy 25: Petitions and Public Notices

ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair

RESOURCE STAFF: Sandra Stoddard, Superintendent

REFERENCE: Board Policy 8: Board Committees
Board Policy 10: Policy Making

EIPS PRIORITY: Enhance public education through effective engagement.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to engagement and advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approve amendments to Board Policy 25: Petitions and Public Notices, as presented.

BACKGROUND:

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

As per Board Policy 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

Proposed amendments, as highlighted in attachment 1, improves readability. Specifically, where Policy 25 is referenced, the amendment reads "of this policy".



RECOMMENDATION REPORT

COMMUNICATION:

Once approved, the Board Policies and Administrative Procedures will be updated on the website and EIPS Intranet, and stakeholders will be advised.

ATTACHMENT(S):

1. Board Policy 25: Petitions and Public Notices (marked)
2. Board Policy 25: Petitions and Public Notices (unmarked)

Policy 25

PETITIONS AND PUBLIC NOTICES**Background**

Petitions may be used to express public opinion. Petitions are requests to provide support or opposition on a matter. Petitions that meet all requirements can be used to request the Board of Trustees to consider taking action on a specific issue.

Definitions**Elector:**

a person who is eligible to vote in an election as defined in Section 1 of the *Municipal Government Act* and Section 1 of the *Local Authorities Election Act*.

Petition:

a formal request to the Board signed by a number of electors.

Petitioner:

an elector as defined above and who signs a petition.

Witness:

an adult person who claims that they were personally present and saw the petitioner sign their name.

Guidelines**1. Petitions**

- 1.1. Each page of the petition must contain:
 - 1.1.1. an identical statement of the purpose of the petition; and
 - 1.1.2. an identical statement on the protection of personal information.
- 1.2. A petition must be signed by the number of electors that is equal to at least 10 per cent of the number of funded students in the Division, and must include the following for each petitioner:
 - 1.2.1. the printed surname and given names of the petitioner;
 - 1.2.2. the signature of the petitioner;
 - 1.2.3. the street address of the petitioner or legal land description on which the petitioner resides;
 - 1.2.4. the petitioner's telephone number or email address;
 - 1.2.5. the date on which the petitioner signs the petition; and
 - 1.2.6. the signature of an adult witness next to each petitioner's signature.
 - 1.2.6.1. The witness must undertake an affidavit that, to the best of the person's knowledge, the signatures witnessed are those of persons entitled to sign the petition—requiring the witness to determine, at a minimum, that the petitioner:

- 1.2.6.1.1. is at least 18 years old; and
 - 1.2.6.1.2. resides in the jurisdiction of Elk Island Public Schools.
 - 1.2.6.2. The witness must be present and see the person sign the petition document.
- 1.3. No name shall be removed from a petition after it has been received by the Board.
- 1.4. When the petitioners wish to present a petition to the Board, they shall do so by filing the petition with the Secretary-Treasurer.
- 1.5. When a petition is filed with the Secretary-Treasurer, the Secretary-Treasurer:
 - 1.5.1. shall determine the number of petitioners who have signed the petition;
 - 1.5.2. shall determine whether the petition meets the requirements listed in ~~Board Policy 25~~, Sections 1.1 and 1.2 of this policy; and
 - 1.5.3. having made the determination—under ~~Board Policy 25~~, Sections 1.5.1 and 1.5.2 of this policy—shall declare the results of the Secretary-Treasurer’s determination, and provide written notification of the declaration to the originator of the petition.
- 1.6. If a petition is found—under ~~Board Policy 25~~, Section 1.5 of this policy—to be insufficient, the Board shall proceed as if the petition had not been presented to the Board.
- 1.7. Where it is determined that a petition is insufficient, the petitioners may appeal the determination as per the *Education Act’s* Petitions and Public Notices Regulation.
- 1.8. If a petition is determined sufficient by the Secretary-Treasurer, the Board shall review the petition—within 30 days of the date of the written notification—declaring the results of the determination made under ~~Board Policy 25~~, Section 1.5 of this policy.
- 1.9. The Board shall review the purpose of the petition and provide recommendations to the Board in response to the purpose of the petition.
- 1.10. The Secretary-Treasurer shall provide the petitioners with written notification of the outcomes of the review within 90 days of the date of the written notification declaring the results of the determination made under ~~Board Policy 25~~, Section 1.5 of this policy.

2. Public notices

- 2.1. When public notice, including notice of a public meeting, is required to be given under the *Education Act*, the notice must be given:
 - 2.1.1. by publishing the notice at least once a week for two consecutive weeks in at least one newspaper that has general circulation in the area of the Division; and
 - 2.1.2. by posting the notice for 10 business days in at least two areas that the Secretary-Treasurer considers appropriate.

References

Section 247 *Education Act*

Last reviewed: Last updated:

April 23, 2020 April 23, 2020

June 2, 2021 June 2, 2021

May 10, 2022 June 16, 2022

May 10, 2023 May 25, 2023

Feb. 7, 2024

Policy 25

PETITIONS AND PUBLIC NOTICES**Background**

Petitions may be used to express public opinion. Petitions are requests to provide support or opposition on a matter. Petitions that meet all requirements can be used to request the Board of Trustees to consider taking action on a specific issue.

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Petitioner:

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Guidelines**1. Petitions**

- 1.1. Each page of the petition must contain:
 - 1.1.1. an identical statement of the purpose of the petition; and
 - 1.1.2. an identical statement on the protection of personal information.
- 1.2. A petition must be signed by the number of electors that is equal to at least 10 per cent of the number of funded students in the Division, and must include the following for each petitioner:
 - 1.2.1. the printed surname and given names of the petitioner;
 - 1.2.2. the signature of the petitioner;
 - 1.2.3. the street address of the petitioner or legal land description on which the petitioner resides;
 - 1.2.4. the petitioner's telephone number or email address;
 - 1.2.5. the date on which the petitioner signs the petition; and
 - 1.2.6. the signature of an adult witness next to each petitioner's signature.
 - 1.2.6.1. The witness must undertake an affidavit that, to the best of the person's knowledge, the signatures witnessed are those of persons entitled to sign the petition—requiring the witness to determine, at a minimum, that the petitioner:

- 1.2.6.1.1. is at least 18 years old; and
 - 1.2.6.1.2. resides in the jurisdiction of Elk Island Public Schools.
 - 1.2.6.2. The witness must be present and see the person sign the petition document.
- 1.3. No name shall be removed from a petition after it has been received by the Board.
- 1.4. When the petitioners wish to present a petition to the Board, they shall do so by filing the petition with the Secretary-Treasurer.
- 1.5. When a petition is filed with the Secretary-Treasurer, the Secretary-Treasurer:
 - 1.5.1. shall determine the number of petitioners who have signed the petition;
 - 1.5.2. shall determine whether the petition meets the requirements listed in Sections 1.1 and 1.2 of this policy; and
 - 1.5.3. having made the determination—under Sections 1.5.1 and 1.5.2 of this policy—shall declare the results of the Secretary-Treasurer’s determination, and provide written notification of the declaration to the originator of the petition.
- 1.6. If a petition is found—under Section 1.5 of this policy—to be insufficient, the Board shall proceed as if the petition had not been presented to the Board.
- 1.7. Where it is determined that a petition is insufficient, the petitioners may appeal the determination as per the *Education Act’s* Petitions and Public Notices Regulation.
- 1.8. If a petition is determined sufficient by the Secretary-Treasurer, the Board shall review the petition—within 30 days of the date of the written notification—declaring the results of the determination made under Section 1.5 of this policy.
- 1.9. The Board shall review the purpose of the petition and provide recommendations to the Board in response to the purpose of the petition.
- 1.10. The Secretary-Treasurer shall provide the petitioners with written notification of the outcomes of the review within 90 days of the date of the written notification declaring the results of the determination made under Section 1.5 of this policy.

2. Public notices

- 2.1. When public notice, including notice of a public meeting, is required to be given under the *Education Act*, the notice must be given:
 - 2.1.1. by publishing the notice at least once a week for two consecutive weeks in at least one newspaper that has general circulation in the area of the Division; and
 - 2.1.2. by posting the notice for 10 business days in at least two areas that the Secretary-Treasurer considers appropriate.

References

Section 247 *Education Act*

Last reviewed:

Last updated:

April 23, 2020	April 23, 2020
June 2, 2021	June 2, 2021
May 10, 2022	June 16, 2022
May 10, 2023	May 25, 2023
Feb. 7, 2024	



RECOMMENDATION REPORT

DATE: Feb. 15, 2024

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Borrowing Resolution 2023-24

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, Financial Services

REFERENCE: Section 180 *Education Act*
Borrowing Regulation AR 83/2019

EIPS PRIORITY: Enhance high-quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approves the borrowing resolution to meet expenditures during the fiscal year 2023-24.

BACKGROUND:

Under Section 180 of the *Education Act*, authorization is given to the Board to borrow to meet current operating expenditure and capital expenditure requirements. This borrowing may include various credit facilities established to address banking requirements, minimize cash flow risks, and use funds as efficiently as possible.

Following Board approval of the Audited Financial Statements, the Bank of Montreal (BMO) requires EIPS to submit a borrowing resolution annually for the various credit facilities in place.

Administrative Procedure 503, Cash Management and Credit Facilities states that the Secretary-Treasurer shall submit a borrowing resolution annually for the various credit facilities in place and may only enter into credit facilities as approved by the annual borrowing resolution. The resolution is to be reviewed and approved annually to ensure the Board is informed of lending agreements that are in place.

For 2023-24, no changes have been made to EIPS' credit facilities or borrowing resolution.



RECOMMENDATION REPORT

Borrowing Resolution

Administrative Procedure 514, Signing Authority requires any two of the following signing officers to provide authorization for Credit Facility Agreements:

- A) Board Chair
- B) Superintendent
- C) Secretary-Treasurer

Credit Facility	Purpose	Amount	Usage in 2022-23
Overdraft Lending Facility	<p>To assist with daily operating cash requirements.</p> <p>Overdraft would only be accessed if insufficient funds were available to cover withdrawals. The Division completes cash flow projections and adjusts investments, etc. to minimize the use of the Overdraft Lending Facility.</p>	\$5,000,000	None
Corporate MasterCard	<p>To finance all expenses eligible under the EIPS purchasing card program.</p> <p>Monthly transactions are charged against this credit facility. No interest charges are incurred as the Division pays the bill in full each month.</p>	\$4,000,000	The average monthly spend was \$467,000 in purchasing card transactions. The balance is cleared monthly (no interest charges incurred).
Direct Electronic Funds Transfer (DEFT)	<p>DEFT for payroll, bill payments or other cash management services.</p> <p>This credit facility is required by BMO as a guarantee for DEFT files processed by EIPS. It is in place to protect the bank if insufficient funds were available to process the DEFT file. The Division cannot choose to draw on this facility as part of a cash management strategy.</p>	\$8,500,000	None
Total		\$17,500,000	



RECOMMENDATION REPORT

COMMUNICATION PLAN:

To satisfy the requirements of BMO, EIPS must provide a borrowing resolution that is approved by the Board. A copy of the Board meeting minutes will be provided to BMO, once approved.

ATTACHMENTS:

N/A