



**NEW BUSINESS**

12. **BUSINESS ARISING FROM IN CAMERA**
13. **2025-26 MODULAR CLASSROOM PLAN** S. Stoddard/B. Dragon  
(encl.)
14. **BOARD SELF-EVALUATION** C. Allen  
(encl.)
15. **RECEIPT OF TRUSTEE RESIGNATION** C. Allen  
(encl.)
16. **BOARD COMMITTEE REPRESENTATIVES LIST 2024-25** C. Allen  
(encl.)
17. **GOVERNANCE AND EVALUATION COMMITTEE TERMS OF REFERENCE** S. Miller  
(encl.)
18. **BOARD POLICY 8: BOARD COMMITTEES** R. Footz  
(encl.)
19. **BOARD POLICY 4: TRUSTEE CODE OF CONDUCT** R. Footz  
(encl.)
20. **BOARD POLICY 7: BOARD OPERATIONS** R. Footz  
(encl.)
21. **BOARD POLICY 10: POLICY MAKING** R. Footz  
(encl.)
22. **BOARD GOVERNANCE SURPLUS** S. Stoddard/C. Cole  
(encl.)

**REPORTS FOR INFORMATION**

23. **UNAUDITED FINANCIAL REPORT FOR SEPT. 1, 2023 TO AUG. 31, 2024** S. Stoddard/L. Lewis  
(encl.)
24. **UNAUDITED ACCUMULATED SURPLUS AT AUG. 31, 2024** S. Stoddard/L. Lewis  
(encl.)

**COMMITTEE REPORT**

25. **POLICY COMMITTEE** R. Footz  
Meeting held Oct.1, 2024 (verbal)
26. **GOVERNANCE AND EVALUATION COMMITTEE** S. Miller  
Meeting held Oct. 1, 2024 (verbal)
27. **TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)

ADJOURNMENT

## RECOMMENDATIONS: BOARD OF TRUSTEES OCT. 17, 2024

2. That the Board meet in camera.  
That the Board revert to regular session.
3. *Land and People Acknowledgment*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approves the Minutes of Sept. 19, 2024 Meeting, as amended or as circulated.
- 5.2. That the Board of Trustees approves the Minutes of Oct. 3, 2024 Special 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 for information the report from the representative of the ASBA Zone 2/3.
10. That the Board of Trustees receives for information the report from the representative of the ATA Local #28.
11. That the Board of Trustees receives for information the report from the representative of the Employee Relations Group.
12. *Business Arising from In Camera.*
13. That the Board of Trustees direct administration to request funding to:
  - add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
  - demolish two modular classrooms and reclaim the site at Westboro Elementary;
  - replace eight A-Type modular classrooms at James Mowat Elementary with eight new A-Type units; and
  - demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.

14. That the Board of Trustees approves the Board Evaluation Report as developed on Oct. 3, 2024, and THAT the Board monitor the priorities and actions outlined in their 2024-25 Board Work Plan.
- 15.1 That the Board of Trustees accept the resignation of Trustee Jacqueline Shotbolt, effective October 31, 2024, due to her relocation outside of her ward, resulting in her being disqualified from remaining as a Trustee.
- 15.2 That the Board of Trustees not hold a by-election for the vacant Trustee position, and that her duties and responsibilities be assumed by other trustees.
- 15.3 That the Board of Trustees approves the amended 2024-25 Trustee School Liaison list effective Nov. 1, 2024.
16. That the Board of Trustees approves the 2024-25 Board Committee Representatives list, as presented.
17. That the Board of Trustees approves the Governance and Evaluation Committee terms of reference for the 2024-25 school year.
18. That the Board of Trustees approves the amendments to Board Policy 8: Board Committees, as presented.
19. That the Board of Trustees repeal and replace Board Policy 4: Trustee Code of Conduct and Policy 4: Appendix – Trustee Code of Conduct Sanctions, as presented.
20. That the Board of Trustees approves the amendments to Board Policy 7: Board Operations, as presented.
21. That the Board of Trustees approves the amendments to Board Policy 10: Policy Making, as presented.
22. That the Board of Trustees directs the placement of the Board Governance surplus at Aug. 31, 2024, of \$39,592 exceeding the allowable carry-forward be allocated to the Leveraging Student Achievement funds.
23. *Unaudited Financial Report for the period Sept. 1, 2023, to Aug. 31, 2024*
24. *Unaudited Accumulated Surplus at Aug. 31, 2024*
25. That the Board of Trustees receives the report from the Policy Committee meeting held on Oct. 1, 2024.

26. That the Board of Trustees receives the report from the Governance and Evaluation (Pilot) Committee meeting held on Oct. 1, 2024.



# BOARD MEETING MINUTES

Sept. 19, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Sept. 19, 2024, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Cathy Allen calling the meeting to order at 9:01 a.m.

## BOARD MEMBERS PRESENT

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

## ADMINISTRATION PRESENT

S. Stoddard, Superintendent  
R. Marshall, Associate Superintendent  
R. Johnson, Associate Superintendent  
C. Cole, Secretary-Treasurer  
D. Antymniuk, Division Principal  
J. Anderson, Executive Director, Division Support and Transportation Services  
W. Gilewich, Executive Director, Facility Services and Information Technologies  
L. McNabb, Director, Communications Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

The meeting was called to order at 9:01 a.m. with all trustees noted above in attendance.

## IN-CAMERA SESSION

163/2024 | Trustee Sorochan moved: That the Board meet in camera (9:01 a.m.).

*CARRIED UNANIMOUSLY*

164/2024 | Trustee Irwin moved: That the Board revert to regular session (10:01 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 10:01 a.m. and reconvened at 10:08 a.m. with all trustees noted above in attendance except for Trustee Shotbolt.*

Board Chair Allen welcomed Trustee Footz and Trustee Shotbolt who will join the meeting online.

## LAND AND PEOPLE ACKNOWLEDGMENT

Board Chair Allen welcomed all in attendance to the public session, followed by the Land and People Acknowledgment.

## AGENDA

Board Chair Allen called for additions or deletions to the Agenda. Board Chair Allen put forward the removal of agenda item 13, Board Chair Committee Representatives List 2024-25 to be brought back to a future meeting.

*Trustee Shotbolt arrived at 10:10 a.m.*

165/2024 | Trustee Irwin moved: That the Agenda be adopted, as amended.

*CARRIED UNANIMOUSLY*

## APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Aug. 22, 2024 Board Meeting Minutes.

Trustee Sorochan referenced page 8 of the Board package. The Board meeting minutes indicated that the Board reverted to regular session at 2:15 p.m. and adjourned at 2:24 p.m. — nine minutes of unaccounted time, and that an explanation is required for the time lost. Recommendation was made to add similar wording noted in the Organizational Meeting minutes on page 9 of 76, which included:

*Secretary-Treasurer Cole called the meeting to order at 2:23 p.m. with all trustees noted above in attendance, then proceeded with the Land and People acknowledgment.*

*POINT OF ORDER called by Trustee Boymook to adjourn the public Board meeting before continuing on with the Organizational meeting agenda. The adjournment was called by Board Chair Allen at 2:24 p.m. and noted in the appropriate Minutes of the Aug. 22, 2024 Board Meeting.*

*Secretary-Treasurer Cole then called the meeting to order at 2:24 p.m. with all trustees noted above in attendance, followed by the Land and People acknowledgment.*

166/2024 | Trustee Sorochan moved: That the Board of Trustees approve the Minutes of Aug. 22, 2024 Board Meeting, as amended.

*CARRIED UNANIMOUSLY*

Board Chair Allen called for confirmation of the Aug. 22, 2024 Board Organizational Meeting Minutes.

167/2024 | Trustee Holowaychuk moved: That the Board of Trustees approve the Minutes of Aug. 22, 2024 Board Organizational Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## CHAIR REPORT

Board Chair Allen presented the Chair Report on behalf of the Board of Trustees for information.

168/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair report.

*CARRIED UNANIMOUSLY*

## SUPERINTENDENT REPORT

Superintendent Stoddard presented the Superintendent Report for information.

169/2024 | Trustee Boymook 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 reported.

## Association/Employee Groups

### ATA LOCAL REPORT

Board Chair Allen welcomed ATA representative M. Holm. Representative Holm presented the Local ATA report to the Board.

170/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the report from the representative of the ATA Local #28.

*CARRIED UNANIMOUSLY*

### EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen welcomed Employee Relations Group (ERG) representative M. Miller. Representative Miller presented the ERG report to the Board.

171/2024 | Trustee Holowaychuk moved: That the Board of Trustees receives for information the report from the representative of the Employee Relations Group (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.

### ACTING CHAIR SCHEDULE 2024-25

Board Chair Allen presented to the Board the 2024-25 Acting Chair Schedule for approval.

172/2024 | Board Chair Allen moved: That the Board of Trustees approve the 2024-25 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.

*CARRIED UNANIMOUSLY*

### BOARD COMMITTEE REPRESENTATIVES LIST 2024-25

The Board Committee Representatives List 2024-25 was removed from the agenda. Board Chair Allen noted that the Board Committees are still operating and meeting, according to the 2023-24 list and will continue until this report is brought back for approval.

### NEW GOVERNANCE AND EVALUATION COMMITTEE

Board Chair Allen presented to the Board the formation of a new pilot committee to support the Board's work with handbooks, retreat, evaluations, and election preparedness.



Trustees shared their support for the pilot committee as it provides an opportunity to weigh the merit, allows those with experience to share perspectives. The committee allows an opportunity for the Board to focus on governance.

**173/2024** | Board Chair Allen moved: That for the 2024-25 school year the Board of Trustees establish a Governance and Evaluation Committee as a pilot to evaluate and determine if it should be a standing committee moving forward.

If approved, that Trustee Boymook, Trustee Holowaychuk, Vice-Chair Miller, and Board Chair Allen be appointed as committee members.

*CARRIED UNANIMOUSLY*

## **ANNUAL TRUSTEE REMUNERATION 2024-25**

Superintendent Stoddard presented to the Board the annual trustee remuneration for 2024-25 for approval.

**174/2024** | Trustee Sorochan moved: That the Board of Trustees approves the trustees' annual remuneration for the 2024-25 year remain the same as the prior year.

*CARRIED UNANIMOUSLY*

## **POLICY 24: PERSONAL COMMUNICATION DEVICES**

Superintendent Stoddard presented to the Board the report to rescind Board Policy 24: Personal Communication Devices and to amend Administrative Procedure 145 to capture the central ideas of current Board Policy 24. Because our board had previously established their own policy the Ministerial Order did not have a huge impact on our policy and administrative procedures.

Board Chair Allen opened the floor for questions.

Trustee Sorochan shared internet network inquiries in Fort Saskatchewan. Superintendent Stoddard suggested to the Board to advise staff to submit a Jira ticket for tracking purposes.

**175/2024** | Trustee Boymook moved: That the Board of Trustees rescind Board Policy 24: Personal Communication Devices. Guidelines for personal communication devices usage in schools shall be outlined in Administrative Procedures.

*CARRIED UNANIMOUSLY*

## **COLLABORATION AND PROFESSIONAL LEARNING**

Superintendent Stoddard presented to the Board research on the positive impact of regular, sustained and embedded collaboration and professional learning on student achievement. As the approval of the Division Calendar is part of the Board's responsibility, she asked that this research be taken into consideration in the development of the 2025-26 and 2026-27 Division Calendars.

**176/2024** | Trustee Irwin moved: That the Board of Trustees considers the research on the positive impact collaboration and professional learning has on student achievement and provides direction to administration on next steps for the development of potential options for the 2025-26 and 2026-27 Division Calendars.

*Trustee Shotbolt left the meeting at 11:11 a.m. and returned at 11:13 a.m.*

*Trustee Irwin left the meeting at 11:21 a.m. and returned at 11:23 a.m.*

Board Chair Allen opened the floor for discussion on next steps for administration. Provided trustees three opportunities to speak.

Superintendent Stoddard expressed that experience and research shows that ongoing, sustained and embedded collaboration has significant effect on student achievement and overall success. Examples were shared on the working of the collaborative response model processes and structure.

Superintendent Stoddard shared that the Leadership Group will be gathering at the September Retreat for a more in-depth conversation on processes and structures to support effective collaboration and shared that an administrative procedure would be developed to guide what formal collaborative time would look like throughout the Division if an alternative calendar were approved. She also agreed to consider exploring the costs and potential of removing a professional development day if a weekly early dismissal alternative calendar was being considered.

*Trustee Shotbolt left the meeting at 11:58 a.m.*

**VOTE ON MOTION 176/2024 | CARRIED UNANIMOUSLY**

*The Board recessed for lunch at 12:08 p.m. and reconvened at 1:13 p.m. with all trustees noted above in attendance.*

The Board proceeded with the discussion on the benefits of collaboration and professional learning on student learning.

**177/2024 |** Trustee Sorochan moved: That the Board of Trustees direct Administration to develop alternate, potential, calendar options, that are aligned to research, for the 2025-26 and 2026-27 school years, for consideration; and

That the Board of Trustees also directs Administration to create a draft “Collaboration and Professional Time” Administrative Procedure that outlines the utilization of professional development time, develop a calendar survey for stakeholders with accompanying video, and ensure all proposed calendar options maintain the November Break.

*CARRIED UNANIMOUSLY*

## Committee Reports

No committee reports were presented.

## Reports for Information

### **READ ENRICHMENT AND DEVELOPMENT (READ) PILOT PROJECT AND LEVERAGING STUDENT ACHIEVEMENT UPDATE**

Associate Superintendent Marshall presented to the Board an update on the READ Pilot Project and the allocation of the Leveraging Student Achievement funds for information.

*Trustee Shotbolt left the meeting at 1:56 p.m. and returned at 1:57 p.m.*

**178/2024 |** Trustee Boymook moved: That the Board of Trustees receives for information a report on the Reading Enrichment and Development (READ) Pilot Project and Leveraging Student Achievement funds.

*CARRIED UNANIMOUSLY*

## **FACILITY SERVICES – 2023-24 SUMMER PROJECTS UPDATE**

Director Cal Wait and Assistant Director Hoose presented to the Board the Facility Services 2023-24 Summer Projects update.

Board Chair Allen extended gratitude on behalf of the Board to the Facility Services staff for their work over the summer.

Superintendent Stoddard shared gratitude for the work provided on SouthPointe School grounds.

179/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the Facility Services 2023-24 Summer Projects update.

*CARRIED UNANIMOUSLY*

## **Trustee Notices of Motion and Requests for Information**

No notices of motion or requests for information were presented.

Board Chair Allen declared the Board had reached the end of the public session at 2:26 p.m.

### **IN-CAMERA SESSION**

180/2024 | Trustee Sorochan moved: That the Board meet in camera (2:26 p.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 2:26 p.m. and reconvened at 2:28 p.m. with all trustees noted above in attendance.*

181/2024 | Trustee Holowaychuk moved: That the Board revert to regular session (3:29 p.m.).

*CARRIED UNANIMOUSLY*

### **ADJOURNMENT**

Board Chair Allen declared the meeting adjourned at 3:29 p.m.

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Cathy Allen, Board Chair

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Sandra Stoddard, Superintendent



# BOARD MEETING MINUTES

October 3, 2024

The special meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, October 3, 2024, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Vice-Chair Susan Miller calling the meeting to order at 2:33 p.m.

## BOARD MEMBERS PRESENT

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

## ADMINISTRATION PRESENT

S. Stoddard, Superintendent  
R. Marshall, Associate Superintendent, Supports for Students  
M. Nam, Acting Associate Superintendent, Human Resources  
C. Cole, Secretary-Treasurer  
D. Antymniuk, Division Principal  
J. Anderson, Executive Director, Division Supports and Student Transportation Services  
W. Gilewich, Executive Director, Facility Services and Information Technologies  
K. Sawchuk, Supports for Students  
T. Borchers, Executive Assistant/Recording Secretary

## CALL TO ORDER

The meeting was called to order at 2:33 p.m. with all trustees noted above in attendance.

## AGENDA

Vice-Chair Miller called for approval of the Agenda.

[182/2024](#) | Trustee Holowaychuk moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## New Business

### CAPITAL RESERVES ALLOCATION FOR 2024-25

Secretary-Treasurer Cole presented to the Board for approval a recommendation for allocation of capital reserves for the 2024-25 school year.

[183/2024](#) | Trustee Boymook moved: That the Board of Trustees approves allocating from Division Unallocated Capital Reserves in 2024-25 as follows:

- \$1,000,000 to the Salisbury Composite High Chiller project; and
- \$328,000 increase to the Voice over Internet Protocol (VoIP) project, both of which are to be started and completed in the 2024-25 year.

*CARRIED UNANIMOUSLY*

**ADJOURNMENT**

Vice-Chair Miller declared the meeting adjourned at 2:38 p.m.

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Susan Miller, Vice-Chair

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Sandra Stoddard, Superintendent



# RECOMMENDATION REPORT

**DATE:** October 17, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** 2025-26 Modular Classroom Plan

**ORIGINATOR:** Brent Dragon, Assistant Director, Facility Services

**RESOURCE STAFF:** Shaylin Sharpe, Planner, Facility Services  
Travis Hoose, Assistant Director, Facility Services  
Calvin Wait, Director, Facility Services

**REFERENCE:** *Alberta Education, School Capital Manual*  
Chapter 14, Modular Classroom Program

**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.

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## RECOMMENDATION:

That the Board of Trustees direct administration to request funding to:

- add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
- demolish two modular classrooms and reclaim the site at Westboro Elementary;
- replace eight A-Type modular classrooms at James Mowat Elementary with eight new A-Type units;  
and
- demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.

## BACKGROUND:

Elk Island Public Schools (EIPS) 2025-26 Modular Classroom Plan outlines the Division’s highest priorities for modular classroom requests (see Attachment 1 – 2025-26 Modular Classroom Plan). Modular classrooms are standard classroom units built centrally and distributed to schools to ease enrolment pressures in high-growth areas or to right-size school capacity. Modular classrooms are funded through Chapter 14, “Modular Classroom Program” of the 2024-25 School Capital Manual, August 2024 (see Attachment 2 – Chapter 14 of the 2024-25 School Capital Manual).

Every year, requests for modular classrooms—for the following school year—are due to Alberta Education. Typically, submissions are due by Nov. 1. Alberta Education then reviews and considers each division’s modular

submission. Modular classrooms are requested under three categories: new or replacement units, relocation of existing units and the demolition of aging units. Typically, Alberta Education provides funding for new modular classrooms or the relocation of modular classrooms when enrolment pressures at a school are projected to exceed and remain above 100 per cent utilized. Funding to demolish modular classrooms is typically granted by Alberta Education if health and safety issues are identified. Alberta Education also considers enrolment pressures within the context of the surrounding schools. For this reason, EIPS evaluates modular classroom needs at the school level and considers enrolment and space requirements at the sector level when developing a modular classroom request.

In February 2024, the Alberta government allocated \$103 million over the next three years for the Modular Classroom Program. The original target in the Alberta Government's 2024-27 Fiscal Plan for the 2025-26 Modular Classroom Plan was just \$28 million (see Attachment 3 – Government of Alberta Fiscal Plan 2024-27 – Modular Classroom Program).

Enrolment pressures are significant across Alberta. This year, Alberta is expected to see an additional 33,000 students enrolled in K-12 from the 2023-24 school year. In response, additional funding is being allocated by the Government of Alberta to address enrolment pressure and modernize existing infrastructure. In July 2024, an additional \$125 million dollars was distributed to the four metropolitan boards and Rocky View Schools to address modular classroom requests made for the 2024-25 school year. In September 2024, the Government of Alberta outlined a plan to add at least 20,000 new student spaces through modular classrooms over the next four years.

The purpose of EIPS' 2025-26 Modular Classroom Plan is to provide access to high-quality learning spaces for students where enrolment pressures and aging infrastructure limit student access. The plan outlines where new modular classrooms will support areas experiencing growth, where the demolition of modular classrooms will help right-size school capacity and where replacing aging infrastructure at schools with stable populations will provide students with new or like new learning spaces.

## **COMMUNICATION PLAN:**

The following communication will occur if/when the recommendation is approved:

1. A completed modular classroom program request form will be submitted to Alberta Education for approval.
2. If/when Alberta Education approves the request(s):
  - a. The applicable school administrator(s) will be advised of the approval and provided with approximate delivery dates.
  - b. A prep sheet will be prepared for Alberta Infrastructure that includes an estimate of the unit cost, school site plan and work plan.

## **ATTACHMENT(S):**

1. 2025-26 Modular Classroom Plan.
2. Chapter 14 of the 2024-25 School Capital Manual.
3. Government of Alberta Fiscal Plan 2024-27 – Modular Classroom Program.
4. Modular Classrooms by School by Sector.
5. Enrolment and Utilization Charts.

CC.



# 2025-26 Modular Classroom Plan

Board of Trustees Oct. 17, 2024



## 1. Background

Table 1 summarizes the modular classroom requests made by EIPS over the last five years.

Table 1: Modular classroom program submission to Alberta Education over the last five years

Plan Year	Receiving School	Donor School	Number Requested	Request Type	Approved
2024-25	Ardrossan Elementary		2	New	Yes
	SouthPointe School		2	New	No
	Westboro Elementary		2	Demolition	No
2023-24	SouthPointe School	École Campbelltown	2	Relocation	Yes
	SouthPointe School		2	New	No
	Uncas Elementary		3	Demolition	Yes
2022-23	James Mowat Elementary		1	New	No
	James Mowat Elementary		3	Replacement	No*
	SouthPointe School	Fultonvale Elementary Junior High	3	Relocation	No
	Uncas Elementary		3	Demolition	No
2021-22	SouthPointe School	Pine Street Elementary	2	Relocation	Yes
	SouthPointe School	École Campbelltown	2	Relocation	Yes
	Ardrossan Junior Senior High	École Campbelltown	2	Relocation	Yes
2020-21	SouthPointe School	Wye Elementary	1	Relocation	No**
	SouthPointe School	Pine Street Elementary	2	Relocation	No
	SouthPointe School	École Campbelltown	2	Relocation	No

\*EIPS relocated one modular classroom to James Mowat Elementary from Fultonvale Elementary Junior High using unallocated reserves.

\*\*Approved under the grant agreement for Heritage Hills Elementary.

On October 1, 2023, EIPS submitted a modular classroom request for two new modular classrooms at Ardrossan Elementary and two new units at SouthPointe School. Additionally, EIPS requested the demolition of two modular classrooms at Westboro Elementary that were past expected their lifecycle. On March 14, 2024, the province notified EIPS that the addition of two modular classrooms at Ardrossan Elementary were approved. EIPS was not allocated funds for the addition of two new modular classrooms at Southpointe School or the demolition of two modular classrooms at Westboro Elementary.

Table 2 provides an overview of the number of requested, approved and denied projects over the last five years. Before considering new modular classrooms EIPS evaluates if modular classrooms can be relocated to meet the community's needs. Before a request is made to relocate a modular classroom EIPS considers the donor school's medium- to long-term programming and enrolment needs. As well as the modular classroom's condition and design. EIPS has relocated eight modular classrooms over the last five years. Relocations support the Division's overall student accommodation by right sizing the capacity of schools. As a result of the recent relocations there are fewer units available for relocation across the Division. Requesting funds to demolish modular classrooms that are past their expected lifecycle at underutilized schools is one way to reduce the Division's five-year maintenance costs and right-size the capacity of the school.

Table 2: Classroom submissions by project type for the last five years

Request Type	Requested	Approved	Denied
Replacement	3	0	3
Relocation	16	8	8
Demolition	8	3	5
New	7	2	5
<b>Total</b>	<b>34</b>	<b>13</b>	<b>21</b>

The table does not include EIPS-funded projects - one unit was relocated to James Mowat Elementary from Fultonvale Elementary Junior High.

Overall, EIPS has 116 active modular classrooms located at 18 school facilities. This is an increase of one from 2023-24 due to the addition of two units at Ardrossan Elementary, and the decommissioning of one unit at Westboro Elementary. This modular classroom was decommissioned in 2024 due to health and safety concerns. For more detail on the number of modular classrooms by school by sector see Attachment 4 – Modular Classrooms by School by Sector.

Table 3: The number of modular classrooms at each EIPS facility

Schools	Number of Modular Classrooms	Average Age	Total Student Capacity
Ardrossan Elementary	12	6	254
Ardrossan Junior Senior High	2	11	42
Clover Bar Junior High	2	21	44
École Campbelltown	4	14	90
F.R. Haythorne Junior High	2	23	42
Fort Saskatchewan Christian	3	9	63
Fort Saskatchewan Elementary	7	12	154
Fultonvale Elementary Junior High	12	10	252
Glen Allan Elementary	4	34	86
James Mowat Elementary	10	37	218
Lakeland Ridge	6	16	132
Mills Haven Elementary	4	8	88
Pine Street Elementary	2	20	46
SouthPointe School	14	9	294
Wes Hosford Elementary	13	10	279
Westboro Elementary	1*	49	20
Win Ferguson Elementary	12	34	248
Woodbridge Farms Elementary	6	43	120
<b>Grand Total</b>	<b>116</b>	<b>18</b>	<b>2,472</b>

\*NOTE: There are two modular classrooms located at Westboro Elementary, however one has been decommissioned due to health and safety risks and therefore is not included in the total student capacity.

The average age of modular classrooms across the Division has increased to 18 years from 17 years. Table 3 indicates many schools have old modular classrooms that are well beyond their anticipated lifecycle of 25 years. Table 3 also illustrates that modular classrooms will account for 2,472 student spaces across the Division in the 2024-25 school year.

For the 2024-25 school year, EIPS is projected to have 20,983 student spaces, not including leased facilities or space leased to community organizations. As shown in Figure 1, modular classrooms account for 12 per cent of the Division's total capacity. The management and effective use of these spaces is vital to accommodating students over the short and medium term.

Figure 1: Student spaces by facility type

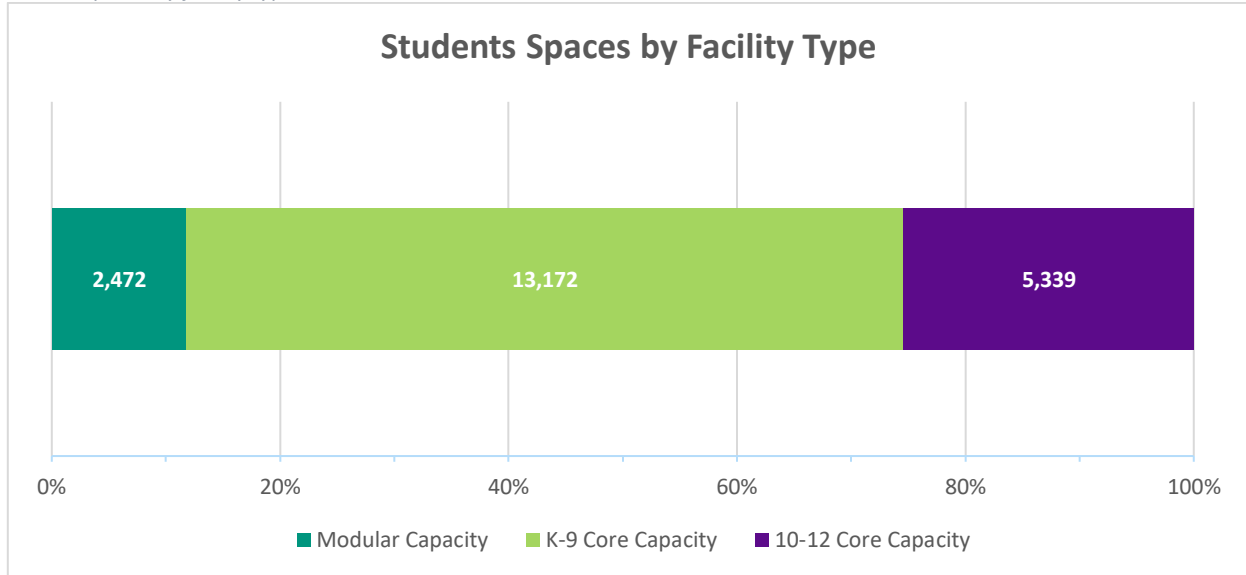


Figure 1 illustrates the proportion of student spaces expected for the 2024-25 school year categorized by facility type, modular classroom, K-9 core capacity and 10-12 core capacity.

- Modular capacity is expected to account for 116 modular classrooms spaces for the 2024-25 school year.
- Kindergarten to Grade 9 core capacity accounts for all kindergarten to Grade 9 student spaces in core infrastructure.
- Grades 10 to 12 core capacity accounts for all grade 10-12 student spaces in core infrastructure.

**NOTE:** The data includes Fort Saskatchewan Christian and excludes colony schools, Strathcona Christian Academy Elementary, Strathcona Christian Academy Secondary, Next Step and Elk Island Youth Ranch Learning Centre.

Figure 2: Number of modular classrooms by decade

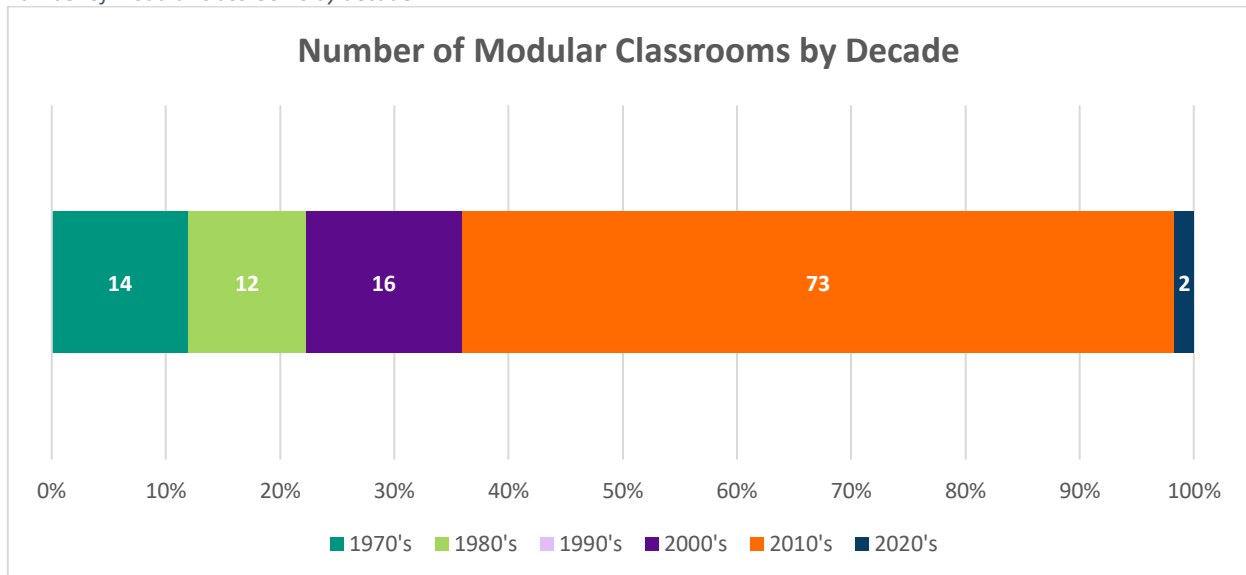


Figure 2 represents the number of modular classrooms in EIPS' inventory built each decade. The number of modular classrooms that are past their lifecycle of 25 years represents 22 per cent of modular classrooms or 514 student spaces for the 2024-25 school year.

## 2. Modular Classroom Program Funding

In February 2024, the Alberta government allocated \$103 million over the next three years for the Modular Classroom Program. The original target in the Alberta Government's 2024-27 Fiscal Plan for the 2025-26 Modular Classroom Plan was just \$28 million (see Attachment 3 – Government of Alberta Fiscal Plan 2024-27 – Modular Classroom Program). These funds are allocated to address urgent space needs across the province.

Enrolment pressures are significant across Alberta. This year, Alberta is expected to see an additional 33,000 students enrolled in K-12 since the start of the 2023-24 school year. In response, the Government of Alberta is allocating additional funds to address this enrolment pressure and modernize existing infrastructure. In July 2024, the Government of Alberta allocated an additional \$125 million dollars to address modular classroom requests made by the four metropolitan boards and Rocky View Schools for the 2024-25 school year. Then in September 2024, the Government of Alberta announced plans to add at least 20,000 new student spaces through modular classrooms over the next four years

## 3. Determination of Need

Conversations with Alberta Education indicated funding for new modular classrooms and the relocation of modular classrooms occurs when enrolment pressures at a school are projected to exceed 100 per cent utilization and remain above 100 per cent over the medium to long term. Alberta Education usually grants funding for the demolition of modular classrooms if health and safety issues are present. Alberta Education also considers enrolment pressures within the context of the surrounding schools. For this reason, EIPS evaluates modular classroom needs at the school level and considers enrolment and space requirements at the sector level when developing all modular classroom requests.

The foundation of the analysis focuses on the 2023-24 Area Capacity and Utilization Report (ACU). The modular classroom request focuses on 34 of the Division's 42 schools. Colony schools, Strathcona Christian Academy Elementary, Strathcona Christian Academy Secondary, Next Step and Elk Island Youth Ranch Learning Centre are not considered for modular classrooms.

In developing this report, historic utilization rates and enrolment projections from the 2024-33 Ten-Year Facilities Plan were reviewed for all 34 schools. Of the 34 schools, 19 had utilization rates at or above 80 per cent in 2023-24—up by six schools from the previous year. A.L. Horton Elementary was the only school removed from Table 4 from the previous year, as the utilization at this school dropped to 78 per cent in 2023-24 from 80 per cent in 2022-23.

Table 4: Utilization rates for the 19 schools with utilization rates above 80 per cent in the 2023-24 ACU report.

2024-25 OEL Boundary Status	School Name	2023-24 Official Net Capacity	2023-24 Official Utilization	Estimated Utilization				
				2024-25	2025-26	2026-27	2027-28	2028-29
Open	Pine Street Elementary*	513	80%	84%	86%	89%	90%	90%
Open	Heritage Hills Elementary*	612	80%	79%	80%	83%	84%	85%
Open	Lamont High*	483	81%	83%	83%	84%	84%	87%
Open	Salisbury Composite High*	1,800	81%	87%	90%	86%	86%	86%
Open	Brentwood Elementary*	559	82%	78%	75%	74%	71%	73%
Open	Fultonvale Elementary Junior High	601	82%	82%	84%	84%	85%	86%
Open	École Campbelltown*	435	84%	80%	78%	78%	76%	78%
Open	Win Ferguson Elementary*	496	84%	81%	80%	78%	75%	71%
Open	Sherwood Heights Junior High	756	84%	86%	89%	92%	94%	96%
Open	F.R. Haythorne Junior High	759	86%	85%	89%	88%	88%	85%
Open	Mills Haven Elementary	517	88%	91%	95%	97%	96%	97%
Open	Lakeland Ridge School	821	88%	88%	84%	82%	81%	81%
Closed	Ardrossan Junior Senior High	913	92%	95%	95%	98%	99%	101%
Open	École Parc Élémentaire	385	93%	99%	101%	103%	101%	103%
Closed	Ardrossan Elementary	620	94%	94%	92%	93%	93%	96%
Closed	SouthPointe School	725	94%	98%	100%	102%	101%	101%
Open	Fort Saskatchewan Christian	432	97%	99%	99%	99%	99%	98%
Closed	James Mowat Elementary	406	99%	97%	97%	93%	93%	92%
Closed	Davidson Creek Elementary	594	110%	109%	104%	99%	94%	84%

NOTE: The table projects each school's utilization for the next five years. Estimated utilization rates are based on a Full Time Equivalent (FTE) enrolment projections and adjusted net capacity for approved modular classroom projects. For Ardrossan Elementary, the net capacity for 2024-25 onward will have 661 student spaces. Schools that reached a minimum of 80% utilized for the 2023-24 ACU report are denoted with an asterisk (\*).

Enrolment projections for Mills Haven Elementary and Sherwood Heights Junior High are anticipated to have steady enrolment growth over the next five years, however they will not exceed 100 per cent utilization. Pine Street Elementary, Heritage Hills Elementary, Lamont High, Salisbury Composite High and Fultonvale Elementary Junior High are anticipated to have moderate growth over the next five years, however they will not exceed 90 per cent utilization. Ardrossan Junior Senior High is expected to exceed 100 per cent utilization by the 2028-29 school year, however the school will remain below this threshold for the 2025-26 school year. Note the projections do not account for the French Immersion program location change set to occur for the 2026-27 school year. The French Immersion program relocation is expected to reduce enrolment pressures at Ardrossan Junior Senior High. Meanwhile, enrolment projections for Brentwood Elementary, École Campbelltown, F.R. Haythorne Junior High, Lakeland Ridge and Win Ferguson Elementary are projected to have relatively stable enrolment over the next five years.

École Parc Élémentaire was projected to reach a 99 per cent utilization rate by 2024-25 school year, however the September 27, 2024 enrolment pull indicates that enrolment at this school is lower than projected, particularly in kindergarten. This is likely due to location changes in the French Immersion program for the 2026-27 school year. Therefore, EIPS is not considering École Parc Élémentaire for modular classrooms this year, however enrolment will be monitored closely going forward. Fort Saskatchewan Christian is projected to have stable enrolment, between 98 and 99 per cent utilized for the next five years. EIPS is not considering Fort Saskatchewan Christian for the 2025-26 Modular Classroom Plan as the school is not currently at risk of becoming oversubscribed. The September 27, 2024 enrolment pull indicates that the school will have similar enrolment in the 2024-25 school year as the previous year.

James Mowat Elementary’s enrolment is projected to decline gradually, with utilization expected to drop to 92 per cent by in the 2028-29 school year from 97 per cent in the 2025-26 school year. As of the September 27, 2024 enrolment pull, James Mowat Elementary’s enrolment is consistent with the projection for 2024-25 school year. Due to this decline in enrolment additional capacity is not required at this time. However, EIPS will continue to closely monitor the growth of these schools.

In the case of Davidson Creek Elementary, site limitations and the design of the school make the addition of modular classrooms a non-optimal solution for the school’s enrolment pressures. In addition, EIPS expects the enrolment to stabilize over the medium term at a level that can be accommodated within the school’s existing capacity. As of the September 27, 2024 enrolment pull for grades 3 to 6, Davidson Creek Elementary has over 100 students enrolled in each grade. Meanwhile in Grade 1 and Grade 2, the cohorts are at or below 82 students and there are just 71 students enrolled in kindergarten. As the large cohorts age out of the school, EIPS expects the utilization at this school to fall below 90 per cent by 2028-29. EIPS will continue to monitor the enrolment at Davidson Creek Elementary, particularly the entry grade.

SouthPointe School is expected to experience significant enrolment pressure over the next five years. The school’s utilization rate is expected to remain at or above 100 per cent. As of the September 27, 2024 enrolment pull, there are 52 additional students attending SouthPointe School compared to the year prior. This increase in enrolment is partially due to a small Grade 9 class aging out of the school and a large kindergarten class entering the school. As well there is continued growth in the school’s attendance area resulting from the buildout of the Southfort Area Structure Plan.

EIPS has determined that the following schools require action to their modular classroom infrastructure for the 2025-26 school year. Enrolment tables for each priority are provided throughout the report, and enrolment graphs are provided in Attachment 5 – Enrolment and Utilization Charts. New or modernized student spaces through replacement or relocation of modular classrooms will support these schools over the medium- to long-term.

## 4. Recommended Priorities for the 2025-26 Modular Classroom Plan

### 4.1. Priority 1 – Address Enrolment Pressure

*Request: Two New B-Type Modular Classrooms for SouthPointe School*

EIPS’ top priority is to ensure that there are enough student spaces to accommodate growth within the Division. Therefore, priority 1 for EIPS in the 2025-26 Modular Classroom Plan is to address the growth pressure at SouthPointe School. SouthPointe School requires additional student spaces to accommodate the growth of the Southfort Area Structure Plan. SouthPointe School had a utilization rate of 94 per cent as recorded in the 2023-24 ACU report and is projected to be 100 per cent utilized for 2025-26 school year. The enrolment pressure at this school is anticipated to increase each year, with the school being at or above 100 per cent utilized for the next five years.

*Table 5: Alternative scenarios for SouthPointe School regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

SouthPointe School							
Addition	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		679	713	722	739	735	733
Utilization – Status Quo	725	94%	98%	100%	102%	101%	101%
Utilization – Add 2 Modulars	767	89%	93%	94%	96%	96%	96%
Utilization – Add 4 Modulars	809	84%	88%	89%	91%	91%	91%

As shown in Table 5, with the addition of two modular classrooms, the school’s utilization would drop by approximately four per cent. The additional capacity is anticipated to maintain a utilization rate under 100 per cent for the duration of the plan period. If modular classrooms are not added the school EIPS projects the school to reach 100 per cent by the 2025-26 school year. Discussions with the school’s administration indicate modular classrooms are required for the 2025-26 school year to accommodate the current and anticipated enrolment.

SouthPointe School was designed to accommodate 16 modular classrooms of various design types. Currently, there are 14 modular classrooms on-site leaving room for two additional units. As noted above to address enrolment pressures EIPS first evaluates if there are modular classrooms suitable for relocation. For a modular classroom to be selected for relocation the donor school’s future enrolment must be suitable and modular classroom type must be compatible with the receiving school to minimize conflicts. The four modular classrooms relocated to SouthPointe School from Mundare School and Wye Elementary were A-Type units, and two B-Type Modular classrooms were relocated from École Campbelltown. Now, SouthPointe School requires two additional B-Type units to join the relocated modular classrooms from previous years.

After reviewing the Division’s inventory for compatible modular classrooms EIPS does not feel that École Campbelltown or Fultonvale Elementary Junior High have sufficient capacity to accommodate the anticipated enrolment growth if two modular classrooms are removed.

*Table 6: Alternative scenarios for École Campbelltown regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

École Campbelltown							
Status Quo	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		366	348	340	337	330	341
Utilization – Status Quo	435	84%	80%	78%	78%	76%	78%
Utilization – Remove 2 Modulares	389	94%	89%	87%	87%	85%	88%

With two modular classrooms removed from École Campbelltown, the utilization is anticipated to reach 87 per cent for the 2025-26 school year. The removal of two modular classrooms at École Campbelltown is not recommended as there is a risk of the school becoming oversubscribed. When the Sherwood Park replacement school opens, the modular classrooms at École Campbelltown will be available for relocation—anticipated in 2026-27.

*Table 7: Alternative scenarios for Fultonvale Elementary Junior High regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

Fultonvale Elementary Junior High							
Status Quo	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		492	495	503	506	513	516
Utilization – Status Quo	601	82%	83%	84%	84%	85%	86%
Utilization – Remove 2 Modulares	559	88%	86%	90%	91%	92%	92%

With two modular classrooms removed from Fultonvale Elementary Junior High, the utilization is anticipated to reach 90 per cent for the 2025-26 school year. Due to recent fluctuations at the kindergarten entry grade, the removal of modular classrooms is not recommended until enrolment trends stabilize. As such, EIPS requires two new B-Type modular classrooms from Alberta Education to accommodate enrolment growth at SouthPointe School.

## 4.2. Priority 2 – Demolish Aging Infrastructure/Right-Size School Capacity

*Request: Demolish Two Modular Classrooms at Westboro Elementary*

Since the 2022-23 Modular Classroom Plan, EIPS has reviewed underutilized schools with modular classrooms that have exceeded their expected lifecycle. For this report, an underutilized school has an anticipated utilization rate below 60 per cent. A modular classroom has an expected lifecycle of 25 years. Westboro Elementary meets both the utilization and modular classroom age criteria. Demolishing the aging infrastructure at this school would improve the school’s utilization and decrease the Division’s five-year maintenance costs.

In 2023-24, Westboro Elementary had a utilization rate of 58 per cent, however EIPS anticipates the utilization rate to increase to 65 per cent by the 2025-26 school year. The low utilization at this school is partially due to the relocation of the Logos program to Brentwood Elementary in 2023-24. Table 8 illustrates that should EIPS receive funding to demolish the two modular classrooms at Westboro Elementary, sufficient capacity would remain to accommodate current and projected enrolment levels. Demolishing the two modular classrooms, which are in poor condition, would bring the net capacity of the school down to 441 student spaces. This would increase the school’s utilization by approximately three per cent, bringing the utilization rate to 68 per cent for the 2025-26 school year. Westboro Elementary also accommodates an Out of School Care lease in one of the modular classrooms and in a classroom within the core school. EIPS is confident that should the modular classrooms be demolished the lease operator could be accommodated entirely within the core facility, should they choose to continue to partner with EIPS.

*Table 8: Alternative scenarios for Westboro Elementary regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

Westboro Elementary

Demolition	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		279	291	301	287	301	302
Utilization	481	58%	63%	65%	62%	65%	66%
Utilization – Demolish 2 Modulars	441	63%	66%	68%	65%	68%	68%

*NOTE: Effective for the 2024-25 school year the projected net capacity for Westboro Elementary is 461 student spaces due to the decommissioning of one modular classroom.*

EIPS designated the Cambrian neighbourhood to Westboro Elementary. Despite this growth and the removal of two modular classrooms enrolment is not projected to exceed a utilization rate of 68 per cent for the duration of the plan period. Beyond this the modular classrooms at Westboro Elementary would be 53 years old—well past their anticipated life expectancy. In addition to Westboro Elementary’s low utilization, the request to demolish the two modular classrooms is based on a review of their current condition. Every effort is made to ensure all educational spaces are safe and effective for 21st century learning. That said, the modular classrooms at Westboro Elementary have original heating units which are challenging to repair. Additionally, one of modular classrooms was decommissioned due to health and safety risks. The two modular classrooms at Westboro Elementary were constructed in 1975. Based on the Facility Condition Assessments completed in 2022-23 by Roth Integrated Asset Management Strategies (RothIAMS) the two modular classrooms are past their expected lifecycle and have a projected 5-year maintenance cost of \$224,000.

Despite the demolition of two modular classrooms at Westboro Elementary, EIPS anticipates that the school will retain enough capacity to accommodate growth beyond the 2028-29 school year. Furthermore, the removal of these modular classrooms will better facilitate the addition of new modular classrooms should the Cambrian neighbourhood oversubscribe the school before infrastructure can be constructed within that neighbourhood. Therefore, demolishing the two modular classrooms would reduce costs and help right-size the school’s capacity.



### 4.3. Priority 3 – Replacing Aging Infrastructure/Improve the Quality of Learning Spaces

*Request: Replace Eight Modular Classrooms at James Mowat Elementary with Eight New Units*

*Request: Demolish Eight Modular Classrooms at Win Ferguson Elementary and Relocate Six Units from Wes Hosford Elementary*

For the 2025-26 Modular Classroom Plan, EIPS reviewed schools with stable enrolment and modular classrooms past their expected lifecycle. These schools are suitable candidates for replacing older modular classrooms with new units. Additionally, by reducing the inventory of aging infrastructure, the Division will reduce its deferred maintenance and projected 5-year maintenance costs. James Mowat Elementary and Win Ferguson Elementary meet these criteria. James Mowat Elementary is projected to have a relatively stable enrolment over the next five years, remaining at or near capacity. Meanwhile, Win Ferguson Elementary is expected to have gradual enrolment decline for the duration of the plan period. Both schools have modular classrooms that are in poor condition and have passed their expected lifecycle of 25 years.

#### *James Mowat Elementary*

James Mowat Elementary currently has ten modular classrooms, of which eight are past their expected lifecycle of 25 years. There are two 1976 units, two 1977 units, and six 1981 units. These eight units require ongoing maintenance to fix roof leaks, maintain heating and floor stability. Based on the Facility Condition Assessments completed by RothIAMS in 2022-23 the eight modular classrooms that have past their expected lifecycle have a projected 5-year maintenance cost of \$860,000. Replacing these eight modular classrooms with eight new modular classrooms would reduce the school’s deferred maintenance, 5-year maintenance cost and annual operating cost. Additionally, there is one 1969 link connecting three of the modular classrooms to the core of the building. This link would need to be replaced or refurbished to connect to the new units. In discussions with Facility Services staff because the link is relatively short EIPS should be able to refurbish it. Table 9 illustrates that James Mowat Elementary was 99 per cent utilized as of the 2023-24 ACU report and is projected to remain above 90 per cent utilized for the next five years.

*Table 9: Alternative scenarios for James Mowat Elementary regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

James Mowat Elementary

Replacement	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		403	393	394	379	376	373
Utilization – Status Quo	406	99%	97%	97%	93%	93%	92%
Utilization – Remove 2 Modulars	362	111%	109%	109%	105%	104%	103%

If two modular classrooms were to be removed from James Mowat Elementary, the school is anticipated to be 109 per cent utilized for the 2025-26 school year. Therefore, all eight modular classrooms that are past their lifecycle should be replaced with eight new units. Due to the modular classroom layout at James Mowat Elementary, EIPS would be able to complete the replacement of units in stages that replace groupings of units at the same time.

**Win Ferguson Elementary**

Win Ferguson Elementary has twelve modular classrooms. Eight of these modular classrooms are past their expected lifecycle of 25 years. There are four 1978 units and four 1979 units. These eight units require ongoing maintenance to fix heating issues in the winter months. Based on the Facility Condition Assessments completed by RothIAMS in 2022-23 the eight modular classrooms that have past their expected lifecycle have a projected 5-year maintenance cost of \$920,000. Additionally, there are two older links connecting the modular classrooms to the school. The 1978 and 1979 links would need to be replaced or refurbished to connect to the new units directly to the core school. In discussions with Facility Services staff because the links are relatively short EIPS should be able to refurbish the links. The links and all eight modular classrooms are required to be addressed at the same time due to site constraints at this school. The school site is surrounded by residential units and a recreation center, which limit the ability to move modular classrooms individually.

As of the 2023-24 ACU report, Win Ferguson Elementary was 84 per cent utilized and is projected to be 80 per cent utilized for 2025-26. As illustrated in Table 10, the school is anticipated to decline to 71 per cent utilized by the 2028-29 school year with the current capacity. With the removal of two modular classrooms, Win Ferguson Elementary is expected to be 87 per cent utilized for the 2025-26 school year and 77 per cent utilized for the 2028-29 school year. Projections indicate that Win Ferguson Elementary would remain at or below 87 per cent utilized for the next five years with the removal of two modular classrooms.

*Table 10: Alternative scenarios for Win Ferguson Elementary regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.*

**Win Ferguson Elementary**

<b>Relocation</b>	<b>Net Capacity</b>	<b>Historic</b>	<b>Projected</b>				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		415	402	397	388	374	354
Utilization – Status Quo	496	84%	81%	80%	78%	75%	71%
Utilization – Remove 2 Modulars	457	91%	88%	87%	85%	82%	77%
Utilization – Remove 4 Modulars	418	99%	96%	95%	93%	89%	85%

As noted above to address enrolment pressures through the relocation of modular classrooms EIPS first evaluates if there are modular classrooms suitable for relocation within the Division’s inventory. For a modular classroom to be selected for relocation the donor school’s future enrolment must be suitable and the modular type must be compatible with the receiving school’s layout and existing modular classrooms. Upon evaluation of modular classrooms available, EIPS has selected Wes Hosford Elementary as a suitable donor school for Win Ferguson Elementary. Demolishing eight modular classrooms at Win Ferguson Elementary and replacing them with six modular classrooms from Wes Hosford Elementary will address aging infrastructure and right size both school’s net capacity.

Wes Hosford Elementary’s enrolment has been steadily declining. As of the 2023-24 ACU report, Wes Hosford Elementary reported a 67 per cent utilization rate. Whereas in the 2019-20 ACU report, the school reported an 87 per cent utilization rate. That is a 20 per cent drop in utilization over a five-year period. As outlined in Table 11 if the school was to maintain its current capacity projections indicate it would be 54 per cent utilized by the 2025-26 school year and decline to 48 per cent utilized by the 2028-29 school year. Wes Hosford Elementary has 13 modular classrooms. The newest of which include eight units built in 2017. Wes Hosford Elementary was selected as a suitable donor school as it has a low utilization rate, the modular classrooms are in good condition and the units are suitable for the receiving site.

Table 11: Alternative scenarios for Wes Hosford Elementary regarding capacity and utilization. The Full Time Equivalent (FTE) enrolment is based on the 2024-33 Ten Year Facilities Plan. The estimated utilization rates are based on changes in capacity, with the proposal for the 2025-26 Modular Classroom Plan highlighted in green.

Wes Hosford Elementary							
Relocation	Net Capacity	Historic	Projected				
Year		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
FTE Enrolment		311	282	249	239	231	222
Utilization – Status Quo	464	67%	61%	54%	52%	50%	48%
Utilization – Remove 2 Modulares	423	74%	68%	59%	57%	55%	52%
Utilization – Remove 4 Modulares	382	81%	75%	65%	63%	60%	58%
Utilization – Remove 6 Modulares	341	91%	84%	73%	70%	68%	65%
Utilization – Remove 8 Modulares	300	104%	95%	83%	80%	77%	74%

Six modular classrooms are available for relocation from Wes Hosford Elementary, to not put the school at risk of being oversubscribed. As Table 11 illustrates, with the removal of six modular classrooms, the school is projected to be 73 per cent utilized for the 2025-26 school year—an increase of 19 per cent from the status quo. This would allow the school to maintain 16 classroom spaces for instruction. The school would be able to run two full classes per grade and have 3 additional classrooms for breakout space. Therefore, the request is to demolish eight modular classrooms at Win Ferguson Elementary and relocate six units to Win Ferguson Elementary from Wes Hosford Elementary.

## 5. Recommendation

To address the need for modular classrooms at SouthPointe School, James Mowat Elementary and Win Ferguson Elementary, EIPS must consider the type of modular classroom required and if relocation is feasible. There are three types of modular classroom units:

- A-Type – includes a corridor;
- B-Type –does not include a corridor; and
- a washroom unit – available for both A-Type and B-Type designs.

Additionally, each modular classroom type is also available in heavy-duty construction. Modular classrooms can be attached directly to a school or attached to a school using a connecting link. In some situations, modular classrooms can be added to a site as a freestanding unit or as part of a group of units—typically referred to as a pod. The cost of a connecting link for the 2025-26 Modular Classroom Plan will be the responsibility of the Division as outlined in the 2024-25 School Capital Planning Manual.

In Table 12 EIPS has provided a high-level cost estimate for the total cost of the 2025-26 Modular Classroom Plan.

Table 12: EIPS approximate costs for the 2025-26 Modular Classroom Program.

Request Type	Cost per Unit	# of Units Requested	Total Cost of Request
Replacement	\$600,000	8	\$4,800,000
Relocation	\$300,000	6	\$1,800,000
Demolition	\$40,000	4	\$160,000
New	\$550,000	2	\$1,100,000
Total		20	\$7,860,000

NOTE: The relocation and replacement cost per unit includes the demolition cost of the old modular classroom being replaced. The new and replacement cost per unit includes both the supply and installation costs for the modular classroom.

For the 2025-26 Modular Classroom Plan, EIPS has selected the addition of two new B-Type units at SouthPointe School as Priority 1. The cost of each “new” modular classroom includes the cost to construct, deliver, and set up a new modular classroom on a greenfield site. This request is projected to cost approximately \$1,100,000.

Priority 2 is the demolition of two units at Westboro Elementary, which will cost approximately \$80,000. The “demolition” cost includes the cost of demolishing the modular classroom and reclamation of the site.

Priority 3 includes the replacement of eight modular classrooms at James Mowat Elementary with eight new units. The “replacement” cost includes the fees to construct, deliver, and set up a new modular classroom, as well as the cost to demolish the old units which are being replaced. As noted above this project could be completed in stages, however if completed in a single phase it would cost approximately \$4,800,000.

In addition to James Mowat Elementary, priority 3 also includes the relocation of six modular classrooms from Wes Hosford Elementary to Win Ferguson Elementary, in place of eight units that are past their expected lifecycle. This “relocation” request involves relocating existing modular classrooms from the donor school to the receiving school and demolishing units past their expected lifecycle at the receiving school. This cost includes the relocation fee to transport the modular classrooms to another school, as well as demolition costs for the old units. As noted above site limitations would require this project to be completed in a single phase. This request is projected to cost approximately \$1,880,000.

## 5.1. Recommendation Summary

A request to

- add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
- demolish two modular classrooms and reclaim the site at Westboro Elementary;
- replace eight A-Type modular classrooms at James Mowat Elementary with eight new units; and
- demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.

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## Chapter 14

### Modular Classroom Program

#### 14.1 Background

The Modular Classroom Program (MCP) provides school jurisdictions with modular classrooms, modular/portable unit relocations and demolitions in order to assist jurisdictions with the accommodation of students on an urgent basis.

Education oversees the prioritization, planning and approval of the program, while Infrastructure is responsible for implementation.

##### 14.1.1 Exceptions

The modular classroom program does not apply to the following:

- modular classrooms that are part of a new, replacement or modernization school capital project
- modular classrooms for decanting purposes
- modular classrooms for P3 (public-private partnership) schools that have achieved their full build out capacity
- modular classrooms that are being relocated or leased at the school jurisdiction's own expense (*Education Act*, section 195(2))

#### 14.2 Policies

##### 14.2.1 Modular Classrooms

Each year, on November 1 school jurisdictions are asked to submit requests for modular classroom units to help ease enrolment pressures, address programming needs, address health and safety issues, and the replacement of portables exceeding or at the end of their service life. Modular classrooms are provided as solutions to the above issues and should be removed (via relocation or redeployment) when no longer required.

In some cases, connecting links are incorporated to provide interior access to an exterior grouping of modular classrooms. The construction of any link, if required, will be the responsibility of the school division.

##### 14.2.2 Relocation of Modular/Portable Classrooms

As part of the annual modular classroom program funding may also be designated for the relocation of modular classrooms from an existing school (donor school) to another school (receiver school) or to another school jurisdiction for the purpose of easing enrolment pressures at the receiver school.

### **14.2.3 Declaration of Surplus Modular/Portable Classrooms**

When a jurisdiction finds that they have a modular classroom that is no longer needed to accommodate the instructional needs of students, they are asked to advise Education of the surplus unit(s) through the modular classroom program annual modular submission process. Before declaring any surplus, jurisdictions must ensure that the modular classroom unit(s) in question are in good condition. In order to do so, jurisdictions are asked to provide a modular-unit condition assessment report (MCA) from a certified professional with their submission.

### **14.2.4 Demolition of Modular/Portable Classrooms**

Modular classroom program funding may also be designated for the demolition of modular/portable classrooms and the reclamation of the affected school sites for the purpose of removing classroom units which are no longer viable from a jurisdiction's inventory. Demolition and reclamation requests can be submitted through the modular classroom program and annual modular submission process. Submissions should be accompanied by additional information verifying the condition of the modular classroom(s) being considered, including a modular-unit condition assessment report from a certified professional.

## **14.3 Modular Classroom Program Procedure**

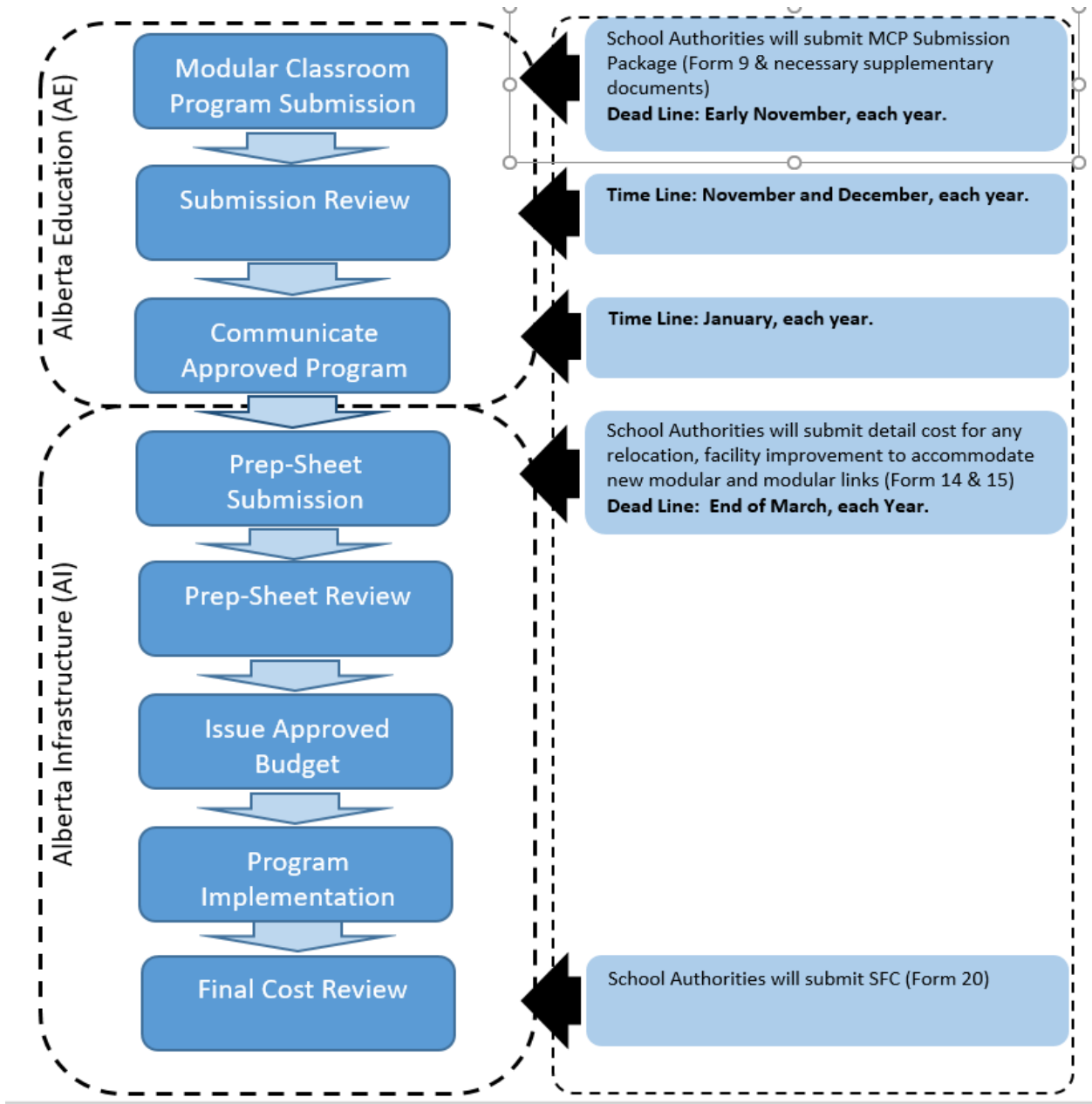
Each year on November 1 , Education asks school jurisdictions to submit their modular classroom program requests for:

- additional modular classroom space;
- relocation of existing classroom(s) between schools within the jurisdiction;
- declaration of surplus modular classroom(s) (not required within the jurisdiction);
- demolition of modular classroom(s) no longer performing as suitable student accommodation and the associated site reclamation.

The modular classroom program (MCP) procedure is illustrated in the flowchart below<sup>2</sup>

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<sup>2</sup> Any change of these dates will be communicated by Capital Planning Department to School Jurisdiction in well advance



### 14.3.1 Submission of Modular Requests

All jurisdictions are required to complete [Form 9 – Modular Classroom Program Request](#). The cover page will instruct jurisdictions on the corresponding schedule(s) to complete based on their needs. If a jurisdiction

has no requests applicable to a particular modular request, the cover page of the form is required to be completed with “no” selected in all the modular requests listed.

The signed form, along with the original excel documents are to be submitted to Education ([edc.cpdata@gov.ab.ca](mailto:edc.cpdata@gov.ab.ca)) by early November. Education will review the submissions and create a list of recommendations for the Deputy Minister’s consideration. The approval of modular classrooms, modular/portable relocations, and demolitions is dependent on the provincial funding allocation. If funding has been allocated, approved projects are often announced in January of the following year.

### 14.3.2 Modular Classroom Program Approval

Upon approval of new modular classrooms, jurisdictions will appoint a consultant and design team to help the jurisdiction with the requirement to submit the prep sheet and site plan for review and approval (Section 12.4.1).

Once the prep sheets are approved, Infrastructure will order the units(s) from the manufacturer and advise the jurisdiction to proceed with the development of a pre-tender package (which includes drawings, specifications, and a cost estimate) for the delivery and set up of the modular units (Section 12.4.2). Jurisdictions must submit the pre-tender package to Infrastructure for consideration and to ensure the scope of work aligns with the funding available.

The funding approval letter will be provided to the school jurisdiction outlining the allocation of funding for the approved project. The funding amount is based on the tendered project amount and applicable fees (consultant fees, project expenses).

Upon receipt of the signed construction contract and approval of [Form 20 – Payment Request Form](#), the jurisdiction will receive 80 percent of the approved funding for the installation of the modular classroom units. Up to 20 percent of the remaining funding may be forwarded to the jurisdiction upon receipt of the statement of final cost.

Jurisdictions are to provide confirmation to Infrastructure when modular space is operational, and supply project plans to ensure that school capacity information is updated.

If the school jurisdiction has not submitted its prep sheet (the approved modular classrooms) within six months of the approval date, the approval and all associated funding may be rescinded and the modular classrooms reallocated to the next highest provincial priority.

Jurisdictions are required to submit their statement of final cost for all modular projects within six months of the completion of the installation and set-up. It will then be reviewed by Infrastructure. Once it has been approved, the provincial portion of the actual expenditures up to the remaining 20 percent will be forwarded to the jurisdiction. Release of the final funding will be subject to receipt by Infrastructure of a small scale plan in acceptable format and detail.

The payment request form, once completed, should be submitted to [INFRAS.JurisdictionPayments@gov.ab.ca](mailto:INFRAS.JurisdictionPayments@gov.ab.ca)



## 14.4 General Information

### 14.4.1 Modular Classroom Prep Sheet

Once modular projects are approved, jurisdictions are required to complete the modular classroom prep sheet(s). Prep sheets should include the configuration of the modular classroom(s), estimated costs, and connecting link costs (if applicable). [Form 14 – Modular Prep Sheet](#) is intended for modular units and [Form 15 – Relocation Prep Sheet](#) is for the relocation, deployment, or demolition of modular/portable units.

A site plan is also required with the prep sheet submission. The plan should show the full dimensions of the entire school site including the school, its location, the orientation of the modular classrooms and connecting link (if required), as well as site access points. The site plan should also identify the type of modular classrooms (A-unit type and orientation and/or B-unit).

Jurisdictions need to submit the completed form(s), site plan(s), along with any supplementary information to Infrastructure (Infras.MCP@gov.ab.ca) within 30 days of approval.. Please note if the above information is not received by the due date, the unit(s) are not guaranteed to be on site for the start of the coming school year.

### 14.4.2 Pre-tender Package

Infrastructure is responsible for ordering all the new unit(s) from the manufacturer(s) and advising authorities to proceed with the development of a pre-tender package once Infrastructure has reviewed and approved the prep sheet. School authorities must submit the pre-tender package to Infrastructure for review. This review will ensure that the scope of work aligns with the modular classroom program supportable scope of work.

The funding allocation for furniture and equipment for new modular units is currently \$12,000 per unit and the allowable consultants' fees are up to a maximum of 12.58 percent of the delivery, and set-up project costs (excludes purchase of the unit and furniture and equipment). Post tender adjustment of fees will not be supported for higher than anticipated costs. There is no furniture and equipment allocation for modular relocations or redeployments.

Authorities must ensure that they are following all relevant contract legislation and requirements, including the [New West Partnership Trade Agreement](#) and [Canadian Free Trade Agreement](#).

**Capital Plan Details, continued**

(millions of dollars)

	2023-24		2024-25	2025-26	2026-27	3-Year
	Budget	Forecast	Estimate	Target	Target	Total
<b>Roads and Bridges</b>						
Bridge Bundle	-	-	5	5	20	30
City of Edmonton - 50th Street	14	9	8	-	-	8
Deerfoot Trail Upgrades (Calgary)	187	56	156	199	169	524
Edmonton / Calgary Ring Roads	127	105	73	-	50	123
Highway 11 Twinning from Red Deer west to Rocky Mountain House	28	28	17	50	62	129
Highway 16A and Range Road 20 Intersection	3	3	20	-	-	20
Highway 19 (East and West ends)	10	10	-	-	-	-
Highway 1A Upgrade (Stoney First Nation)	15	7	1	1	-	1
Highway 2 Balzac Interchange Replacement	1	1	1	-	40	41
Highway 201 Bow River Bridge on SE Stoney Trail	15	15	14	-	-	14
Highway 3 Twinning (From Taber to Burdett)	31	23	65	91	15	170
Highway 40 grade widening between Grande Cache and Hinton	34	13	15	19	16	50
Highway 40 Twinning south of Grande Prairie	74	60	24	4	-	28
Highway 60 Capital Improvements	11	11	1	26	29	55
Highway 63 Twinning North of Fort McMurray	48	3	10	33	25	68
Highway 881 safety and roadway improvements	-	3	5	45	46	97
Highway Twinning, Widening and Expansion	232	194	151	64	75	290
La Crete Bridge	43	2	5	4	27	37
Multiple Engineering Projects	25	29	29	73	50	151
O'Chiese Road Improvements	-	-	3	5	-	8
QEII and 40th Avenue Interim Ramp (near Airdrie)	11	9	4	-	-	4
Ray Gibbon Drive Upgrade Project	-	-	-	25	6	31
Terwillegar Expansion	37	6	50	64	10	124
Vinca Bridge Replacement	4	1	1	8	21	31
Yellowhead Trail	37	33	50	52	43	145
<b>Total Roads and Bridges</b>	<b>986</b>	<b>621</b>	<b>708</b>	<b>767</b>	<b>704</b>	<b>2,179</b>
<b>Renewing Educational Infrastructure</b>						
Collegiates and Charter School Expansion	85	162	80	22	22	123
Modular Classroom Program	43	43	50	28	25	103
Previously Announced School Projects	504	494	507	432	270	1,208
Schools Capital Projects Budget 2024	-	-	85	279	316	681
<b>Total Renewing Educational Infrastructure</b>	<b>631</b>	<b>700</b>	<b>722</b>	<b>760</b>	<b>632</b>	<b>2,115</b>

...continues next page

School	Identification Number (T#)	Construction Year	Gross Area	Instructional Area	Student Capacity
<b>Sector 1 Sherwood Park</b>	<b>Grand Total</b>	<b>45</b>	<b>4389.68</b>	<b>3303.96</b>	<b>947</b>
École Campbelltown	<b>Total</b>	<b>4</b>	<b>389.32</b>	<b>303.84</b>	<b>90</b>
	T3688	2004	83.02	78.54	23
	T6009	2004	83.34	78.86	23
	T7466	2016	111.48	73.22	22
	T7467	2016	111.48	73.22	22
Clover Bar Junior High	<b>Total</b>	<b>2</b>	<b>166.74</b>	<b>156.08</b>	<b>44</b>
	T5550	2009	83.37	78.04	22
	T5551	2009	83.37	78.04	22
F.R. Haythorne Junior High	<b>Total</b>	<b>2</b>	<b>199.5</b>	<b>152.09</b>	<b>42</b>
	T3682	2001	114.23	75.44	21
	T3683	2001	85.27	76.65	21
Glen Allan Elementary	<b>Total</b>	<b>4</b>	<b>323.57</b>	<b>297.18</b>	<b>86</b>
	T3702	1977	77.55	69.27	20
	T3703	1977	77.68	69.27	20
	T3704	2003	84.17	79.29	23
	T3705	2003	84.17	79.35	23
Lakeland Ridge	<b>Total</b>	<b>6</b>	<b>603.23</b>	<b>456.18</b>	<b>132</b>
	T1140	2007	111.47	76.24	22
	T1141	2007	111.57	76.24	22
	T1142	2007	89.37	75.82	22
	T1143	2007	89.27	75.82	22
	T1637	2010	111.96	76.24	22
	T1638	2010	89.59	75.82	22
Mills Haven Elementary	<b>Total</b>	<b>4</b>	<b>445.92</b>	<b>294.08</b>	<b>88</b>
	T7451	2016	111.48	73.52	22
	T7452	2016	111.48	73.52	22
	T7658	2017	111.48	73.52	22
	T7659	2017	111.48	73.52	22
Pine Street Elementary	<b>Total</b>	<b>2</b>	<b>169.86</b>	<b>156.66</b>	<b>46</b>
	T3689	2004	84.93	78.33	23
	T6012	2004	84.93	78.33	23
Westboro Elementary	<b>Total</b>	<b>2</b>	<b>143.84</b>	<b>132.34</b>	<b>20</b>
	T3690	1975	71.42	66.17	20
	T3691	1975	72.42	66.17	
Wes Hosford Elementary	<b>Total</b>	<b>13</b>	<b>1395.1</b>	<b>944.61</b>	<b>279</b>
	T3714	2003	85.46	78.32	23
	T3715	2003	83.36	78.32	23
	T5710	2012	111.48	74.22	22
	T6439	2015	111.48	72.49	21
	T6716	2015	111.48	74.22	22
	T7666	2017	111.48	70.88	21
	T7667	2017	111.48	70.88	21
	T7668	2017	111.48	70.88	21
	T7669	2017	111.48	70.88	21
	T7670	2017	111.48	70.88	21
	T7671	2017	111.48	70.88	21
	T7672	2017	111.48	70.88	21
	T7673	2017	111.48	70.88	21
Woodbridge Farms Elementary	<b>Total</b>	<b>6</b>	<b>552.6</b>	<b>410.9</b>	<b>120</b>
	T3727	1981	104.58	68.86	20
	T3728	1981	104.58	68.86	20
	T3729	1981	104.58	68.86	20
	T3730	1981	79.62	66.6	20
	T3731	1981	79.62	68.86	20
	T3732	1981	79.62	68.86	20

NOTE: T3691 at Westboro Elementary was decommissioned in 2024 due to health and safety concerns

School	Identification Number (T#)	Construction Year	Gross Area	Instructional Area	Student Capacity
<b>Sector 2 Strathcona County</b>	<b>Grand Total</b>	<b>26</b>	<b>2764.68</b>	<b>1897.68</b>	<b>548</b>
Ardrossan Junior Senior High	<b>Total</b>	<b>2</b>	<b>222.96</b>	<b>151.76</b>	<b>42</b>
	T5588	2010	111.48	75.88	21
	T7469	2016	111.48	75.88	21
Ardrossan Elementary	<b>Total</b>	<b>12</b>	<b>1337.76</b>	<b>863.32</b>	<b>254</b>
	T7587	2017	111.48	71.39	21
	T7588	2017	111.48	71.39	21
	T7589	2017	111.48	71.51	21
	T7590	2017	111.48	71.4	21
	T7591	2017	111.48	71.51	21
	T7592	2017	111.48	71.51	21
	T7593	2017	111.48	74.56	22
	T7594	2017	111.48	74.49	22
	T7595	2017	111.48	71.39	21
	T7596	2017	111.48	71.39	21
	T8465	2024	111.48	71.39	21
	T8466	2024	111.48	71.39	21
Fultonvale Elementary Junior High	<b>Total</b>	<b>12</b>	<b>1203.96</b>	<b>882.6</b>	<b>252</b>
	T6205	2013	89.18	72.88	21
	T6206	2013	89.18	72.88	21
	T6207	2013	89.18	72.88	21
	T6208	2013	111.48	72.88	21
	T6209	2013	111.48	72.88	21
	T6210	2013	111.48	72.88	21
	T6417	2015	111.48	74.22	21
	T6418	2015	111.48	74.22	21
	T6419	2015	111.48	74.22	21
	T6420	2015	89.18	74.22	21
	T6421	2015	89.18	74.22	21
	T6422	2015	89.18	74.22	21

School	Identification Number (T#)	Construction Year	Gross Area	Instructional Area	Student Capacity
<b>Sector 3 Fort Saskatchewan</b>	<b>Grand Total</b>	<b>40</b>	<b>4775.48</b>	<b>3348.83</b>	<b>977</b>
Fort Saskatchewan Christian School	<b>Total</b>	<b>3</b>	<b>334.44</b>	<b>221.58</b>	<b>63</b>
	T7196	2015	111.48	73.86	21
	T7197	2015	111.48	73.86	21
	T7198	2015	111.48	73.86	21
Fort Saskatchewan Elementary	<b>Total</b>	<b>7</b>	<b>735.76</b>	<b>523.68</b>	<b>154</b>
	T1513	2010	111.48	75.22	22
	T1514	2010	89.18	75.7	22
	T1515	2010	89.18	75.7	22
	T1516	2010	111.48	75.97	22
	T6438	2015	111.48	73.37	22
	T6690	2016	111.48	73.86	22
	T6715	2016	111.48	73.86	22
James Mowat Elementary	<b>Total</b>	<b>10</b>	<b>1044.4</b>	<b>736.59</b>	<b>218</b>
	T3733	1976	102.38	69.63	21
	T3734	1976	102.32	69.59	21
	T3735	1981	112.91	75.67	22
	T3736	1981	111.56	75.49	22
	T3737	1981	113.18	75.25	22
	T3738	1981	87.67	74.57	22
	T3739	1981	86.49	74.45	22
	T3740	1981	87.93	74.59	22
	T5711	2012	112.49	73.49	22
T7690	2017	127.47	73.86	22	
SouthPointe School	<b>Total</b>	<b>14</b>	<b>1493.82</b>	<b>1027.29</b>	<b>294</b>
	T6125	2013	111.48	73.64	21
	T6126	2013	111.48	73.64	21
	T6127	2013	111.48	73.64	21
	T7170	2016	89.18	72.57	21
	T7171	2016	111.48	72.5	21
	T7172	2016	111.48	72.5	21
	T7173	2016	111.48	74.26	21
	T6639	2015	111.48	73.64	21
	T6708	2016	111.48	73.87	21
	T6709	2016	111.48	73.87	21
	T7468	2016	111.48	73.87	21
	T7443	2016	89.18	72.71	21
	T7471	2016	89.18	72.71	21
	T7907	2019	111.48	73.87	21
Win Ferguson Elementary	<b>Total</b>	<b>12</b>	<b>1167.06</b>	<b>839.69</b>	<b>248</b>
	T3672	1978	81.36	68.83	20
	T3673	1978	79.74	68.76	20
	T3674	1978	100.16	69.19	20
	T3675	1978	104.46	68.03	20
	T3676	1979	99.2	67.91	20
	T3677	1979	99.7	67.56	20
	T3678	1979	78.14	67.6	20
	T3679	1979	78.38	67.81	20
	T6275	2013	111.48	73.5	22
	T6276	2013	111.48	73.5	22
	T6640	2015	111.48	73.5	22
	T7446	2016	111.48	73.5	22

NOTE: Sector 4 Lamont County has no modular classrooms  
 NOTE: Sector 5 County of Minburn has no modular classrooms

Table 1: Priority 1 –add two new B-Type modular classrooms from Alberta Education to SouthPointe School.

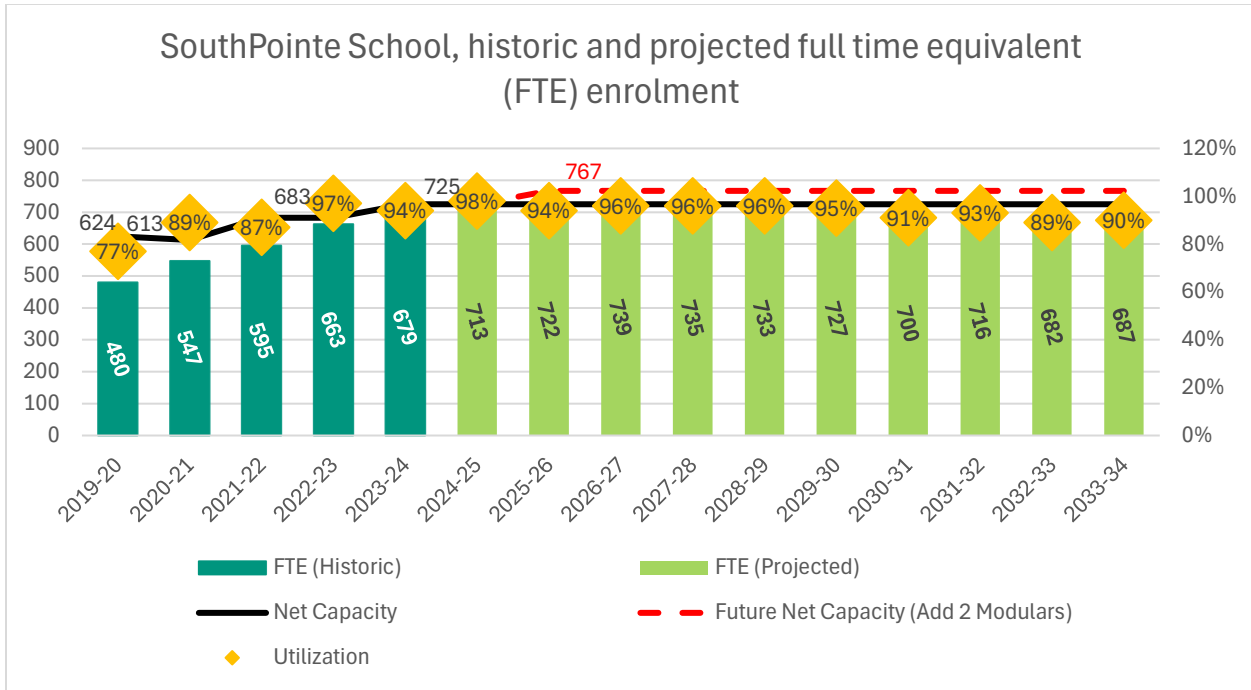


Table 2: Priority 2 – demolish two modular classrooms and reclaim the site at Westboro Elementary.

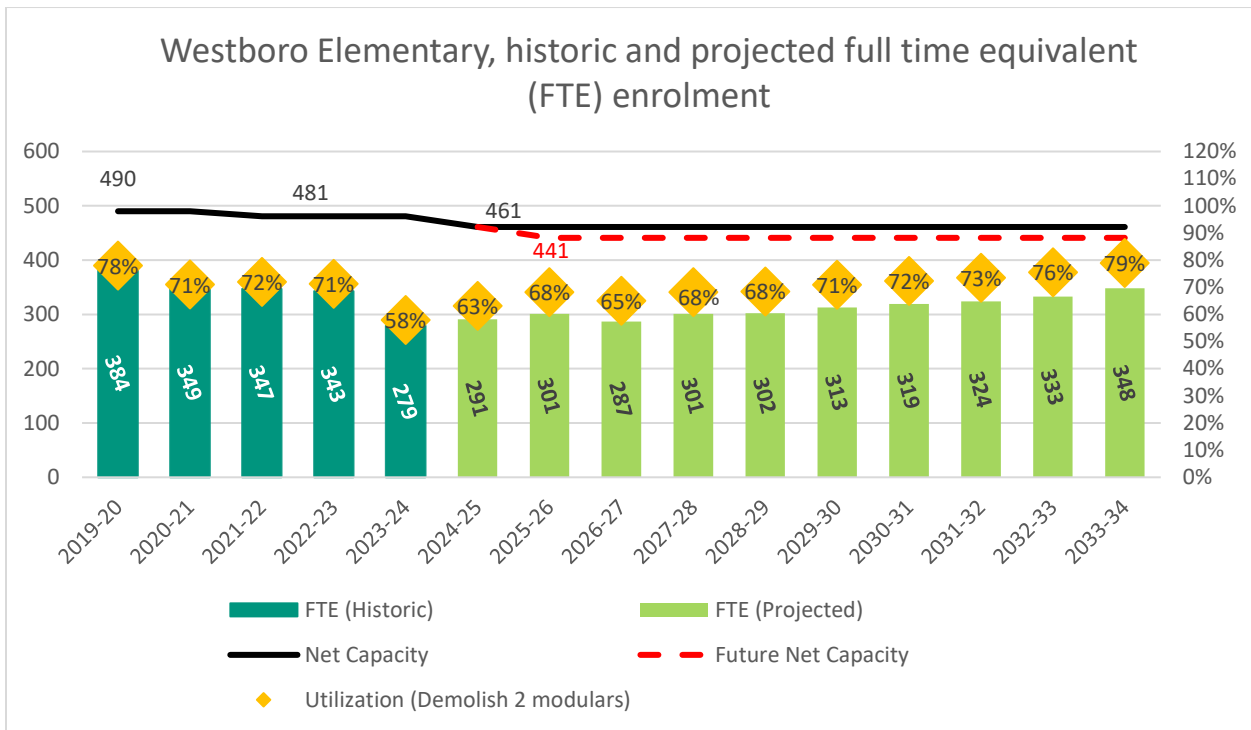


Table 3: Priority 3 – replace eight A-Type modular classrooms at James Mowat Elementary with eight new units.

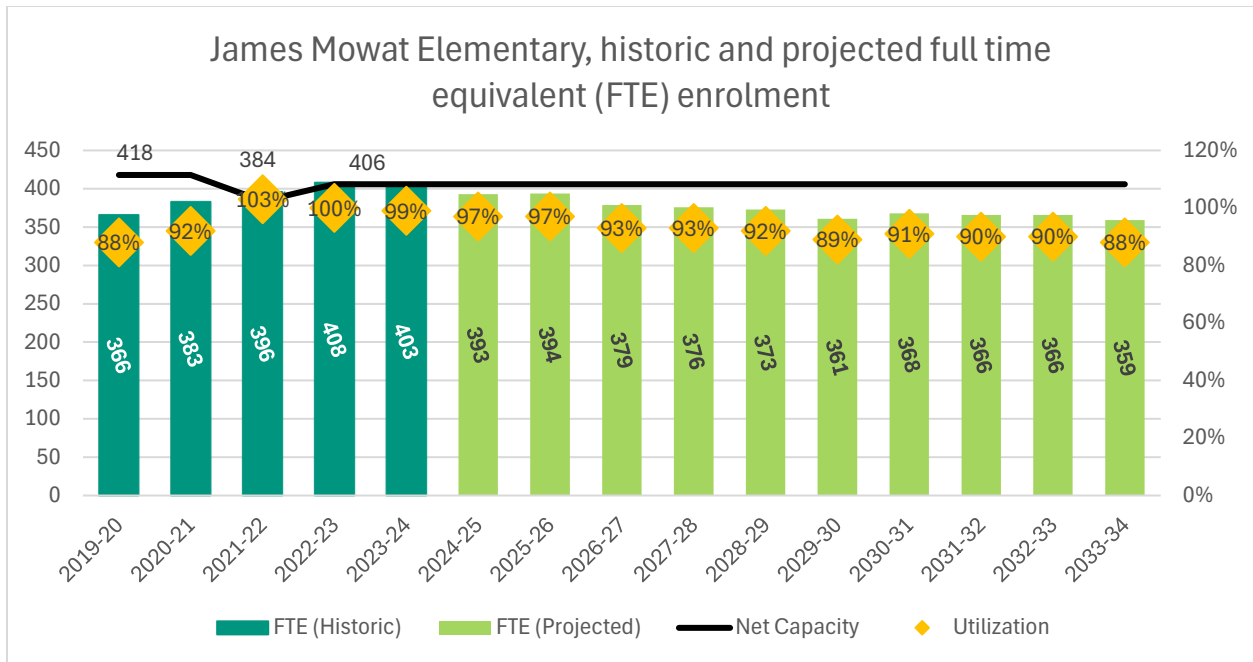


Table 4: Priority 3 – demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.

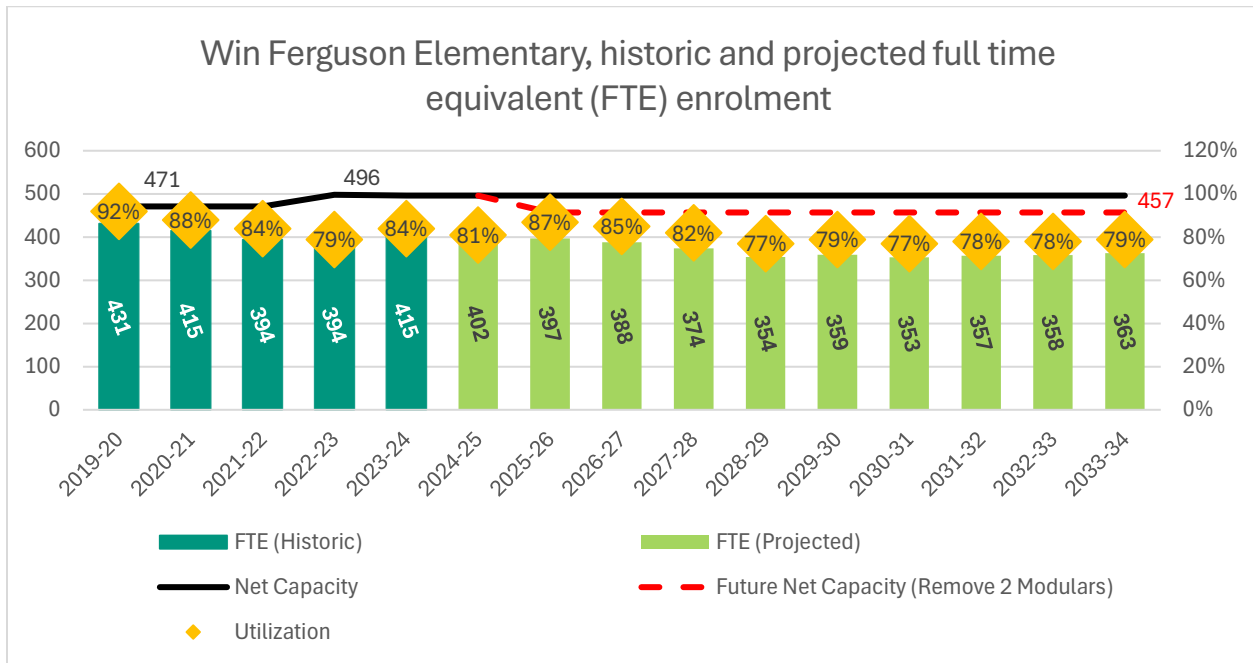
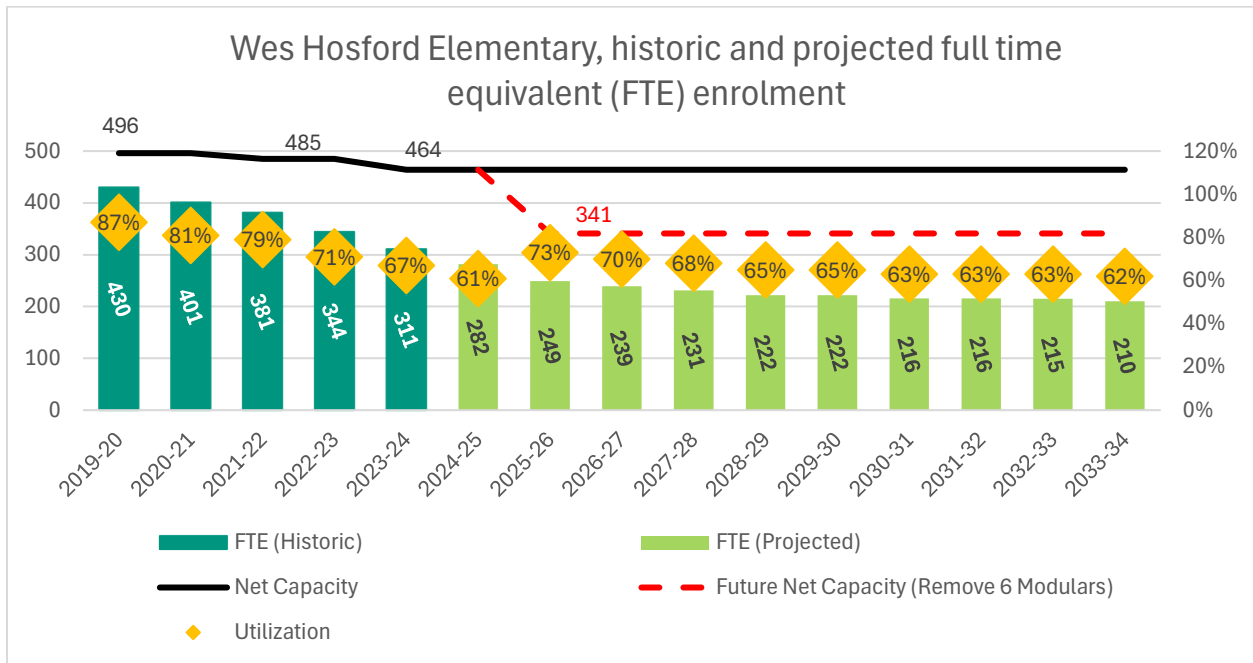


Table 5: Priority 3 – demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.







# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** Board Self-Evaluation

**ORIGINATOR:** Cathy Allen, Board Chair

**RESOURCE STAFF:** Board of Trustees

**REFERENCE:** Board Policy 2: Role of the Board

**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.

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**RECOMMENDATION:**

**That the Board of Trustees approves the Board Self-Evaluation Report as developed on Oct. 3, 2024, and THAT the Board monitor the priorities and actions outlined in their 2024-25 Board Work Plan.**

**BACKGROUND:**

As per Board Policy 2: Role of the Board, section 1.7.3, Board development, the Board will “*Annually evaluate Board effectiveness*”. In August 2024, the Board of Trustees started the evaluation process to determine the Board’s effectiveness through 2023-24. The evaluation process was completed at the Board Working Session on Oct. 3, 2024, and incorporated into the Board Work Plan.

**COMMUNICATION PLAN:**

N/A

**ATTACHMENT(S):**

N/A

SS:clp



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** Receipt of Trustee Resignation

**ORIGINATOR:** Cathy Allen, Board Chair

**RESOURCE STAFF:** Sandra Stoddard, Superintendent  
Ragan Johnson, Associate Superintendent, Human Resources  
Carol Langford-Pickering, Executive Assistant, Education Executive

**REFERENCE:** *Local Authorities Election Act (LAEA)*  
*Education Act*  
Board Policy 7: Board Operations

**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.

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## RECOMMENDATIONS:

1. That the Board of Trustees accept the resignation of Trustee Jacqueline Shotbolt, effective October 31, 2024, due to her relocation outside of her ward, resulting in her being disqualified from remaining as a Trustee.
2. That the Board of Trustees not hold a by-election for the vacant Trustee position, and that her duties and responsibilities be assumed by other trustees.
3. That the Board of Trustees approves the amended 2024-25 Trustee School Liaison List effective Nov. 1, 2024.

## BACKGROUND:

In October 2021, Trustee Jacqueline Shotbolt was first elected for the position of Trustee, Elk Island Public Schools.

The Board of Trustees were recently notified by Trustee Jacqueline Shotbolt that as of October 31, 2024, she will no longer reside within the ward in which she was elected, Fort Saskatchewan, resulting in her being disqualified from remaining as a Trustee as per the *Local Authorities Election Act* and the *Education Act*.



# RECOMMENDATION REPORT

This has required Jacqueline Shotbolt to submit her resignation as a Trustee. A letter of resignation, dated Oct. 7, 2024, was received.

With the Board accepting this recommendation, Jacqueline Shotbolt will no longer be a Trustee for Elk Island Public Schools effective Oct. 31, 2024.

As outlined in the *Education Act* 81(2), a by-election need not be held:

- during the three-year period immediately following a general election if there is only one vacancy on the board, and
- during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.

As the Board is currently within the fourth year following a general election and the remaining trustees on the Board still meet the requirement of not less than the quorum of the board plus one, the Division will not hold a by-election. The current vacancies on the Board will be filled during the next general election in October 2025.

Trustee Ralph Sorochan to assume the role of trustee liaison representative for Fort Saskatchewan Christian, James Mowat Elementary, SouthPointe School, Win Ferguson Elementary, and Fort Saskatchewan Next Step effective Nov. 1, 2024.

## **COMMUNICATION PLAN:**

If approved by the Board:

- Administration will inform residents of Fort Saskatchewan, Strathcona County Ward Electoral Subdivision #1 (City of Fort Saskatchewan).
- Administration will inform school administrators of the change in trustee liaison.
- Administration will provide the Board of Trustees with amended list.
- Administration will update all websites accordingly.

## **ATTACHMENT:**

1. Amended 2024-25 Trustee School Liaison Representative list

CA:clp

AMENDED 2024-25 SCHOOL CONTACT LIST

Attachment 1

Amended: Oct. 17, 2024 (effective Nov. 1/24)

Dept.	School	Phone No.	Principal	Assistant Principal	School Address	School Contact	HR Contact	Trustee
104	ALH A. L. Horton Elementary (K-6)	780-632-3113	Murray Howell	Amy Rice	5037 - 48 Avenue, Vegreville T9C 1L8	Connie Bay	MJ Nam Nam	R. Footz
101	AEL Ardrossan Elementary (K-6)	780-922-2066	Dan Verhoeff	Carla Kokotailo	53131 Range Road 222, Ardrossan T8E 2M8	Tanya Suprovich	Simon Grinde	S. Miller
103	AJS Ardrossan Junior Senior High (7-12)	780-922-2228	Rod Leatherdale	Shyla Locke / Trudi Williamson	53129 Range Road 222, Ardrossan T8E 2M8	Suzanne Cleet	Simon Grinde	S. Miller
105	BFH Bev Facey Community High (10-12)	780-467-0044	Ken Wlos	Renetta Peddle / Paul Schwartz /TBD	99 Colwill Boulevard, Sherwood Park T8A 4V5	Joanne Warwa	Simon Grinde	D. Irwin
107	BWD Brentwood Elementary (K-6)	780-467-5591	Cherum Orr (Acting)	John Murphy	28 Heron Road, Sherwood Park T8A OH2	Renae Cameron / Tracy Beaudry	Simon Grinde	D. Irwin
110	BRU Bruderheim (K-6)	780-796-3936	Melanie Buckley	n/a	4730 - 52 Avenue, Bruderheim, AB Mailing address: Box 190, Bruderheim TOB OSO	Karen Carlson	MJ Nam	C. Holowaychuk
111	CBN École Campbelltown (K-6)	780-467-5143	Greg Probert	Taylor Cullum	271 Conifer Street, Sherwood Park T8A 1M4	Aicha Dermoumi	MJ Nam	D. Irwin
113	CAS **Castle (Scotford Colony) (1-9)	780-998-0784	Melanie Buckley	n/a	55262 Range Road 214, Fort Saskatchewan T8L 4A3	Karen Carlson	MJ Nam	S. Miller
115	CLB Clover Bar Junior High (7-9)	780-467-2295	Matt Shudra	Tara Yeo (Acting)	50 Main Boulevard, Sherwood Park T8A OR2	Lynette McElheran	MJ Nam	D. Irwin
116	DCE Davidson Creek Elementary (K-6)	780-467-5557	Helene Hewitt	Jay Robertson	360 Davenport Drive, Sherwood Park T8H 1Y1	Christa Gawron	MJ Nam	T. Boymook
119	FRH F. R. Haythorne Junior High (7-9)	780-467-3800	Lana Lastiwka	Brad Smlianich / Mark Wever	300 Colwill Boulevard, Sherwood Park T8A 5R7	Karen Bidniak	Simon Grinde	T. Boymook
120	FSC Fort Saskatchewan Christian (K-9)	780-998-7044	Matt Matheson	Nadine Lennox	9806 - 101 Street, Fort Saskatchewan T8L 1V4	Jennifer Vos	MJ Nam	R. Sorochan
121	FSE Fort Saskatchewan Elementary (K-6)	780-998-7771	Teri Pearn	Kim Zapesocki	9802 - 101 Street, Fort Saskatchewan T8L 1V4	Manon Marcoux-Jones	Simon Grinde	R. Sorochan
125	FHS Fort Saskatchewan High (10-12)	780-998-3751	Aaron Tuckwood	Rita Lal	10002 - 97 Avenue, Fort Saskatchewan T8L 1R2	Barb Cooke	Simon Grinde	R. Sorochan
127	FTV Fultonvale Elementary Junior High (K-9)	780-922-3058	Jeff Spady	Dustine Vivic	52029 Range Road 224, Sherwood Park T8C 1B5	Michele Edmundson	Simon Grinde	S. Miller
129	GLN Glen Allan Elementary (K-6)	780-467-5519	Jen Ference	Crystal Brownlee (Acting)	106 Georgian Way, Sherwood Park T8A 2V9	Shauna Delainey	Simon Grinde	T. Boymook
126	HHE Heritage Hills Elementary (K-6)	780-467-7447	Garry Russell	Kyla Harding	280 Heritage Drive, Sherwood Park T8A 6J8	Amanda Trach	Simon Grinde	T. Boymook
131	JMW James Mowat Elementary (K-6)	780-992-1272	Stacey Boyko	Lana Romanowska	9625 - 82 Street, Fort Saskatchewan T8L 3T6	Sherri Jensen	Simon Grinde	R. Sorochan
130	LLR Lakeland Ridge (K-9)	780-416-9018	Andy Cunningham	Malori Sparrow (Acting) / Amaya Ortigosa	101 Crimson Drive, Sherwood Park, T8H 2P1	Cathy Eyben	MJ Nam	D. Irwin
132	LME Lamont Elementary (K-6)	780-895-2269	Marlis Marler	Leslie Pavan	4723 - 50 Avenue, Lamont, AB Mailing address: Box 329, Lamont TOB 2R0	Tanya Best	MJ Nam	C.Holowaychuk
134	LHS Lamont High (7-12)	780-895-2228	Kelly Sawatzky	Pete Vandermeulen	4811 - 50 Avenue, Lamont TOB 2R0	Shantel Noppers	MJ Nam	C.Holowaychuk
133	MHV Mills Haven Elementary (K-6)	780-467-5556	Paul McKay	Michelle Waddell (Acting)	73 Main Boulevard, Sherwood Park T8A OR1	Shauna Kimble	MJ Nam	C. Allen
136	MUN Mundare (K-8)	780-764-3962	Melissa Kerr	n/a	5201 Sawchuk Street, Mundare, AB Mailing Address: Box 319, Mundare TOB 3HO	Marie (Catherine) Bartsch	MJ Nam	C.Holowaychuk
118	EPE École Parc Élémentaire (K-6)	780-998-3741	Tandy Atchison	Shelley Boswell	9607 Sherridon Drive, Fort Saskatchewan T8L 1W5	Sherri Prince	Simon Grinde	R. Sorochan
137	PNE Pine Street Elementary (K-6)	780-467-2246	Tracey Arbutnott	Rachelle Gagnon	133 Pine Street, Sherwood Park T8A 1H2	Lisa Waselenkoff	MJ Nam	C. Allen
140	PLR ***Pleasant Ridge Colony (1-9)	780-658-3782	Murray Howell	Teacher-in-Charge (Vanessa Benoit)	PO Box 549, Vegreville T9C 1R6	Connie Bay	MJ Nam	R. Footz
138	RLC ****Ranch Learning Centre (7-12)	780-895-2228	Kelly Sawatzky	Pete Vandermeulen	Mailing address: 4811 - 50 Avenue, Lamont TOB 2R0	Shantel Noppers	MJ Nam	C.Holowaychuk
128	RHJ Rudolph Hennig Junior High (7-9)	780-998-2216	Greg Cruickshank	Glenda Gray	9512 - 92 Street, Fort Saskatchewan T8L 1L7	Donna Gaumont / Margaret Tomkow	Simon Grinde	R. Sorochan
141	SAL Salisbury Composite High (10-12)	780-467-8816	Curtis Starko	Erin Clark / Kyle Samaratunga / Liane Schultz	20 Festival Way, Sherwood Park T8A 4Y1	Karen Schlegl / Jackie Uhrig	MJ Nam	T. Boymook
143	SWH Sherwood Heights Junior High (7-9)	780-467-5930	Sunny Sandhu	Angela Sonnenberg / Kristian Basaraba	241 Fir Street, Sherwood Park T8A 2G6	Candace Lyles	MJ Nam	C. Allen
150	SPS SouthPointe (K-9)	780-998-2747	Laurie Caines	Ben Giesbrecht / Danielle Nelson	11 SouthPointe Blvd, Fort Saskatchewan T8L 0T9	Chantelle Grieve	Simon Grinde	R. Sorochan
142	SCE Strathcona Christian Academy Elem. (K-6)	780-449-2787	Jon Elzinga	Jon Alstad / Jaime Peters	52362 Range Road 231, Sherwood Park T8B 0A3	Charlene Gagne	MJ Nam	C. Allen
144	SCS Strathcona Christian Academy Sec. (7-12)	780-464-7127	Matt Spronk	Sandy Johnson / Kevin Winkel	1011 Clover Bar Road, Sherwood Park T8A 4V7	Jennifer Gibson	MJ Nam	C. Allen
145	UNC Uncas Elementary (K-6)	780-922-4025	TJ Kennerd	n/a	21313 Township Rd 524, Ardrossan T8G 2G2	Kerri Stribling	Simon Grinde	S. Miller
146	VJS Vegreville Composite High (7-12)	780-632-3341	Brandon Salyzyn	Christina Gieringer (Acting)	Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5	Marie Andruchow (Acting)	MJ Nam	R. Footz
147	WHF Wes Hosford Elementary (K-6)	780-464-1711	Sue Freiheit	Ralph Arndt	207 Granada Boulevard, Sherwood Park T8A 3R5	Terry Snow	Simon Grinde	D. Irwin
149	WBO Westboro Elementary (K-6)	780-467-7751	Shelby Labrecque	Tracey Prouse	1078 Strathcona Drive, Sherwood Park T8A OZ9	Billie Jean Mephram	MJ Nam	T. Boymook
151	WFG Win Ferguson Elementary (K-6)	780-998-1441	Keri Busenius	Tami Richert	9529 - 89 Street, Fort Saskatchewan T8L 1J2	Michelle Campbell	Simon Grinde	R. Sorochan
153	WBF Woodbridge Farms Elementary (K-6)	780-464-3330	Kerri Williams	Jess Miskiw	1127 Parker Drive, Sherwood Park T8A 4E5	Christy Hinks	Simon Grinde	C. Allen
	<b>Next Step</b>							
170	SPO Next Step - Sherwood Park (7-12)	780-464-1899	Barclay Spady	Krista Porter/D'Anne Bennett	20 Festival Way, Sherwood Park T8A 4Y1 (Rm 124)	Chancie Cole	MJ Nam	D. Irwin
174	FSO Next Step - Fort Saskatchewan (10-12)	780-992-0101	" "	" "	9807 - 108 Street, Fort Saskatchewan T8L 2J2	" "	MJ Nam	R. Sorochan
178	VGO Next Step - Vegreville (10-12)	780-632-7998	" "	" "	Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5	" "	MJ Nam	R. Footz

\*\*administered by BRU    \*\*\*administered by ALH    \*\*\*\*administered by LHS

**Bold** = new/change to administrator / school contact

**Trustees:** Cathy Allen, Trina Boymook, Randy Footz, Colleen Holowaychuk, Don Irwin, Susan Miller, Ralph Sorochan



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** Board Committee Representatives List 2024-25

**ORIGINATOR:** Cathy Allen, Board Chair

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

**REFERENCE:** *Education Act*  
Board Policy 8: Board Committees  
Board Policy 9: Board Representatives

**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.

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**RECOMMENDATION:**

**That the Board of Trustees approves the 2024-25 Board Committee Representatives list, as presented.**

**BACKGROUND:**

Board standing and ad hoc (task force) committees exist at the mandate of the Board of Trustees. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The trustees have a responsibility to be well prepared for committee meetings and to participate in the discussions and decision-making that may lead to a recommendation to the Board for approval and/or action.

The committees will have Board representation as identified at the annual organizational meeting on Aug. 22, 2024.



# RECOMMENDATION REPORT

## **COMMUNICATION PLAN:**

Following approval by the Board, the 2024-25 Board Committee Representatives list will be communicated to the Board, senior executives and school administration and posted to the appropriate website.

## **ATTACHMENT:**

1. 2024-25 Board Committee Representatives list
2. Policy 8: Board Committees
3. Policy 9: Board Representatives

CA:clp



## 2024-25 Board Committee Representatives

COMMITTEE REPRESENTATIVES	TRUSTEES	ADMIN. RESOURCE	DATE APPOINTED
<b><u>Board Committees as per Board Policy 8</u></b>			
1. BOARD CAUCUS	All Trustees	S. Stoddard C. Cole R. Marshall R. Johnson J. Anderson W. Gilewich C. Langford-Pickering	Oct. 17, 2024
2. BOARD AGENDA REVIEW	C. Allen S. Miller Acting Chair	S. Stoddard C. Cole L. McNabb C. Langford-Pickering	Oct. 17, 2024
3. BOARD HIGHLIGHTS	C. Allen	L. McNabb C. Fletcher	Oct. 17, 2024
4. ADVOCACY COMMITTEE	(Chair) C. Allen D. Irwin S. Miller	S. Stoddard L. McNabb	Oct. 17, 2024
5. AUDIT COMMITTEE	(Chair) S. Miller C. Holowaychuk R. Sorochan	S. Stoddard C. Cole L. Lewis C. von Tettenborn (as required) T. Borchers	Oct. 17, 2024
6. POLICY COMMITTEE	(Chair) R. Footz C. Holowaychuk R. Sorochan	S. Stoddard T. Borchers	Oct. 17, 2024
7. STUDENT EXPULSION	(Chair) R. Footz C. Allen D. Irwin T. Boymook (Alt)	J. Anderson B. Stone	Oct. 17, 2024
8. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	(Chair) R. Sorochan (Vice-Chair) C. Allen T. Boymook	S. Stoddard R. Johnson	Oct. 17, 2024
<b><u>Board Committees as per Board Policy 9</u></b>			
1. BOARD REPRESENTATIVES TO ASBA ZONE 2/3 (Trustees may attend Zone meetings at any time)	C. Holowaychuk S. Miller (Alt) C. Allen (Alt)		Oct. 17, 2024
2. COMMITTEE OF SCHOOL COUNCILS (COSC) * Two trustees per month scheduled	C. Allen *Min. 2 Trustees	S. Stoddard E. Small	Oct. 17, 2024
3. TEACHER EMPLOYER BARGAINING ASSOCIATION (TEBA)	T. Boymook	S. Stoddard	Oct. 17, 2024

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*The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.*

Recommended for Approval: Oct. 17, 2024



## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

##### 1. Purpose

1. To provide a forum for discussion.
2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
3. To assign work to be undertaken.

##### 2. Powers and duties

1. Make recommendations for agenda items for subsequent Board meetings.
2. Maintain confidentiality of proceedings unless otherwise stated.

##### 3. Membership

1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

##### 1. Purpose

1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

##### 2. Powers of duties

1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
  1. Recommend the appointment of the external auditor,
  2. Review the audit plan,
  3. Assess the effectiveness of the auditor,
  4. Review the annual financial statements and audit findings,
  5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,

6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
7. Assess compliance with applicable legislation, regulations and guidelines,
8. Report findings and information to the Board.

### 3. Membership

1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
2. Two community members
  1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
  2. Community members shall serve a two-year term and may apply to serve additional two-year terms.
  3. Selection of community members shall be made by the Board and Secretary-Treasurer.
3. Superintendent and/or designate
4. Secretary-Treasurer
5. Director, Financial Services
6. Other members of administration or the external auditors will be invited to attend, as required.
7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

### 4. Meetings

1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
2. A recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings.

### 5. Compensation

1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

## 3. Policy

### 1. Purpose

1. To ensure the Board Policy Handbook is current and relevant.

### 2. Powers and duties

1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.

### 3. Membership

1. One trustee to serve as Chair and two other trustees.
2. Superintendent and/or designate(s).

### 4. Meetings

1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

#### **4. Student Expulsion**

1. Purpose
  1. To make decisions regarding the recommendations for the expulsion of any student.
2. Powers and duties
  1. On a recommendation for expulsion, reinstate or expel the student.
  2. Inform the Board of the action taken by the Committee.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
4. Meetings
  1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

#### **5. Teachers' Collective Agreement Negotiations**

1. Purpose
  1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
2. Powers and duties
  1. Report to the Board as necessary.
  2. Maintain confidentiality of negotiation proceedings.
3. Membership
  1. Three trustees
  2. Superintendent and/or designate(s)
  3. The Board will appoint the Chair and Vice-Chair.
4. Meetings
  1. To be called by the Committee Chair.

#### **6. Agenda Review**

1. Purpose
  1. To set the order of business for public meetings of the Board.
2. Membership
  1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
  2. Superintendent and/or designate
  3. Secretary-Treasurer.
3. Meetings
  1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. The Executive Assistant to the Board will serve as secretary.

#### **7. Advocacy**

1. Purpose
  1. Support the ongoing advocacy efforts of the Board.
2. Powers and duties
  1. Develop an action plan to support the Board's identified advocacy plan

2. Identify key messages to support the advocacy plan
3. Membership
  1. Chair of the Board (Committee Chair) and two other trustees
  2. Superintendent and/or designate
  3. Associate Superintendent, Supports for Students
  4. Director, Communications.
4. Meetings
  1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

### **Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020

April 14, 2020

April 23, 2020

April 13, 2021

May 26, 2021

March 1, 2022

May 10, 2022

June 16, 2022

Oct. 6, 2022

Oct. 20, 2022

April 11, 2023

May 25, 2023

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organizational meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. Alberta School Boards Association (ASBA) Zone 2/3
  1. Purpose
    1. Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and duties
    1. Attend ASBA Zone 2/3 meetings
    2. Represent the Board's positions and interests at the zone level
    3. Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    1. One (1) trustee; one (1) alternate
  4. Meetings
    1. As called by ASBA Zone 2/3
2. Committee of School Councils (COSC)
  1. Purpose
    1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and duties
    1. Attend meetings of COSC
    2. Represent the Board's positions and interests at COSC meetings
    3. Communicate to the Board the work of COSC
  3. Membership
    1. Board Chair; and
    2. Minimum of two trustees, as scheduled
  4. Meetings
    1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
  1. Purpose
    1. Represent the Board at meetings of TEBA

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	June 18, 2020
June 3, 2021	June 17, 2021
April 12, 2022	
April 11, 2023	May 25, 2023



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Committee Chair Susan Miller, Board Vice-Chair

**SUBJECT:** Governance and Evaluation Committee Terms of Reference

**ORIGINATOR:** Committee Chair Susan Miller, Board Vice-Chair

**RESOURCE STAFF:** Cathy Allen, Board Chair  
Trina Boymook, Trustee  
Colleen Holowaychuk, Trustee  
Sandra Stoddard, Superintendent  
Debbie Oloriz, Administrative Assistant/Recorder

**REFERENCE:** Board Policy 8: Board Operations  
Board Policy 5: Role of the Board Chair  
Trustee Handbook

**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.

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**RECOMMENDATION:**

**That the Board of Trustees approves the Governance and Evaluation Committee terms of reference for the 2024-25 school year.**

**BACKGROUND:**

On Sept. 19, 2024, the Board approved the establishment of a new Governance and Evaluation Committee as a pilot to evaluate and determine if it should be a standing committee moving forward. The committee members appointed were Board Chair Allen, Vice-Chair Miller (Committee Chair), Trustee Boymook, and Trustee Holowaychuk.

The Governance and Evaluation Committee met on Oct. 1/24, to develop the committee's terms of reference.





# RECOMMENDATION REPORT

## **Governance and Evaluation Committee Terms of Reference**

Purpose – Support the Board in fulfilling its governance obligations through highly effective governing practices and processes.

### **Powers and Duties:**

- ensure the planning of the Board and Superintendent evaluation processes;
- on an annual basis, review and ensure the Trustee handbook and election documents are up to date and relevant;
- oversee planning of the Board retreat, professional learning, and orientation plan of a new board;
- oversee tracking the progress of the Board work plan;
- planning of a process for the development of the Four-Year Education Plan;
- and develop recommendations for Board's feedback and direction at Board Caucus.

### **Membership:**

- Board Chair;
- one trustee to serve as Committee Chair, and two other trustees;
- and Superintendent, or designate.

### **Meetings:**

- A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
- A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

### **Next steps:**

- In June, the results of the pilot will be shared at public Board with a recommendation to continue or disband the committee.
- If the Board approves the outcomes and warrants the Governance and Evaluation Committee become a standing committee, Policy 8: Board Committees will be revised accordingly and brought to public Board in October 2025 due to the election year.

## **COMMUNICATION PLAN:**

The terms of reference will be shared with trustees and Central Services administration and posted on the appropriate website.

## **ATTACHMENT(S): N/A**

SS:clp



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 8: Board Committees

**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.

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## **RECOMMENDATION:**

**That the Board of Trustees approves the amendments to Board Policy 8: Board Committees, 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.

The Policy Committee receives feedback and information from trustees, administration and other stakeholders and 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.

The Policy Committee recommends amendments, as shown in Attachment 1 as follows:

1. section 3.2.1.9 to empower the Committee to make recommendations to the Board;
2. delete section 3.3.6 and move it to section 3.4 under Meetings; and
3. consistency in referencing the Committee Chair throughout the

## **COMMUNICATION PLAN:**

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## **ATTACHMENT(S):**

1. Policy 8: Board Committees (marked)
2. Policy 8: Board Committees (unmarked)

**Policy 8**

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**BOARD COMMITTEES****Background**

The Board of Trustees may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

**Guidelines****1. General requirements**

- 1.1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
- 1.2. The Board Chair shall act as an ex-officio member of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

**Standing Committees**

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

**2. Board Caucus Committee**

- 2.1. Purpose:
  - 2.1.1. To provide a forum for discussion.
  - 2.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  - 2.1.3. To assign work to be undertaken.
- 2.2. Powers and duties:
  - 2.2.1. Make recommendations for agenda items for subsequent Board meetings.
  - 2.2.2. Maintain confidentiality of proceedings unless otherwise stated.
- 2.3. Membership:
  - 2.3.1. All trustees and the Superintendent and designate(s).

**3. Audit Committee**

- 3.1. Purpose:
  - 3.1.1. To assist the Board in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

3.2. Powers of duties:

3.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:

- 3.2.1.1. recommend the appointment of the external auditor;
- 3.2.1.2. review the audit plan;
- 3.2.1.3. assess the effectiveness of the auditor;
- 3.2.1.4. review the annual financial statements and audit findings;
- 3.2.1.5. assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations;
- 3.2.1.6. review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations;
- 3.2.1.7. assess compliance with applicable legislation, regulations and guidelines; ~~and~~

~~3.2.1.8. report findings and information to the Board; and-~~  
~~3.2.1.8-3.2.1.9. based on the work of the Audit Committee, make recommendations to the Board, as required, regarding the processes for managing and reporting on financial activities and related internal controls.~~

3.3. Membership:

3.3.1. Board Vice-Chair, who shall serve as the Committee Chair, and two other trustees;

3.3.2. two community members;

3.3.2.1. community members are residents of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate,

3.3.2.2. community members shall serve a two-year term and may apply to serve additional two-year terms, and

3.3.2.3. selection of community members shall be made by the Board and Secretary-Treasurer;

3.3.3. Superintendent, or designate;

3.3.4. Secretary-Treasurer;

3.3.5. Director, Financial Services; and

~~3.3.6. other members of administration or the external auditors—invited as required.~~

~~3.3.7-3.3.6.~~ The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

3.4. Meetings:

3.4.1. The Audit Committee shall meet twice per year and may convene additional meetings, as circumstances require.

~~3.4.2.~~ A recording secretary shall prepare the agenda in consultation with the ~~Audit~~ Committee Chair and take meeting summaries for all meetings.

~~3.4.2.~~3.4.3. Members of the administration or external auditors may be invited as required.

- 3.5. Compensation:  
3.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

#### 4. Policy Committee

- 4.1. Purpose:  
4.1.1. To ensure the *Board Policy Handbook* is current and relevant.
- 4.2. Powers and duties:  
4.2.1. To receive information from trustees, administration or stakeholders and develop policies as directed by the Board.  
4.2.2. To review existing Board policies annually—as per [Board Policy 10: Policy Making](#)—and provide recommendations to the Board to amend or rescind policies, as required.  
4.2.3. To bring forward the committee’s recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
- 4.3. Membership:  
4.3.1. one trustee to serve as [Committee](#) Chair, and two other trustees; and  
4.3.2. Superintendent, or designate(s)
- 4.4. Meetings:  
4.4.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the [Committee](#) Chair.  
4.4.2. A recording secretary shall prepare the agenda in consultation with the [Committee](#) Chair and take meeting summaries for all meetings.

#### 5. Student Expulsion Committee

- 5.1. Purpose:  
5.1.1. To make decisions regarding the recommendations for the expulsion of any student.
- 5.2. Powers and duties:  
5.2.1. on a recommendation for expulsion, reinstate or expel the student; and  
5.2.2. inform the Board of the action taken by the Committee.
- 5.3. Membership:  
1.1.1. one trustee to serve as [Committee](#) Chair, and two other trustees; and  
1.1.2. one alternate.
- 5.4. Meetings:  
5.4.1. as detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

#### 6. Teachers’ Collective Agreement Negotiations Committee

- 6.1. Purpose:  
6.1.1. To negotiate and conclude memoranda of agreement for recommendation to the Board.

- 6.2. Powers and duties:
  - 6.2.1. Report and recommend to the Board as necessary.
  - 6.2.2. Maintain confidentiality of negotiation proceedings.
- 6.3. Membership:
  - 6.3.1. three trustees;
  - 6.3.2. Superintendent, or designate(s); and
  - 6.3.3. the Board will appoint the Committee Chair and Vice-Chair.
- 6.4. Meetings:
  - 6.4.1. To be called by the Committee's Chair.

## 7. Agenda Review Committee

- 7.1. Purpose:
  - 7.1.1. To set the order of business for public meetings of the Board.
- 7.2. Membership:
  - 7.2.1. Board Chair, Board Vice-Chair and the designated Acting Chair;
  - 7.2.2. Superintendent, or designate; and
  - 7.2.3. Secretary-Treasurer.
- 7.3. Meetings:
  - 7.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Board Chair.
  - 7.3.2. The Executive Assistant to the Board will serve as secretary.

## 8. Advocacy Committee

- 8.1. Purpose:
  - 8.1.1. Support the ongoing advocacy efforts of the Board.
- 8.2. Powers and duties:
  - 8.2.1. Develop an action plan to support the Board's identified advocacy plan.
  - 8.2.2. Identify key messages to support the advocacy plan.
- 8.3. Membership:
  - 8.3.1. Board Chair to serve as, ~~also Advocacy~~ Committee Chair, and two other trustees;
  - 8.3.2. Superintendent, or designate;
  - 8.3.3. Associate Superintendent, Supports for Students; and
  - 8.3.4. Director, Communications.
- 8.4. Meetings:
  - 8.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Committee Chair.

## Ad Hoc Committees

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

## Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

## References

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022
Oct. 6, 2022	Oct. 20, 2022
April 11, 2023	May 25, 2023
Oct. 4, 2023	Oct. 19, 2023
<u>Oct. 1, 2024</u>	

**Policy 8**

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**BOARD COMMITTEES****Background**

The Board of Trustees may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

**Guidelines****1. General requirements**

- 1.1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
- 1.2. The Board Chair shall act as an ex-officio member of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

**Standing Committees**

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

**2. Board Caucus Committee**

- 2.1. Purpose:
  - 2.1.1. To provide a forum for discussion.
  - 2.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  - 2.1.3. To assign work to be undertaken.
- 2.2. Powers and duties:
  - 2.2.1. Make recommendations for agenda items for subsequent Board meetings.
  - 2.2.2. Maintain confidentiality of proceedings unless otherwise stated.
- 2.3. Membership:
  - 2.3.1. All trustees and the Superintendent and designate(s).

**3. Audit Committee**

- 3.1. Purpose:
  - 3.1.1. To assist the Board in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.



3.2. Powers of duties:

3.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:

- 3.2.1.1. recommend the appointment of the external auditor;
- 3.2.1.2. review the audit plan;
- 3.2.1.3. assess the effectiveness of the auditor;
- 3.2.1.4. review the annual financial statements and audit findings;
- 3.2.1.5. assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations;
- 3.2.1.6. review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations;
- 3.2.1.7. assess compliance with applicable legislation, regulations and guidelines;
- 3.2.1.8. report findings and information to the Board; and
- 3.2.1.9. based on the work of the Audit Committee, make recommendations to the Board, as required, regarding the processes for managing and reporting on financial activities and related internal controls.

3.3. Membership:

- 3.3.1. Board Vice-Chair, who shall serve as the Committee Chair, and two other trustees;
- 3.3.2. two community members;
  - 3.3.2.1. community members are residents of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate,
  - 3.3.2.2. community members shall serve a two-year term and may apply to serve additional two-year terms, and
  - 3.3.2.3. selection of community members shall be made by the Board and Secretary-Treasurer;
- 3.3.3. Superintendent, or designate;
- 3.3.4. Secretary-Treasurer;
- 3.3.5. Director, Financial Services; and
- 3.3.6. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

3.4. Meetings:

- 3.4.1. The Audit Committee shall meet twice per year and may convene additional meetings, as circumstances require.
- 3.4.2. A recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings.
- 3.4.3. Members of the administration or external auditors may be invited as required.

- 3.5. Compensation:
  - 3.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

#### **4. Policy Committee**

- 4.1. Purpose:
  - 4.1.1. To ensure the *Board Policy Handbook* is current and relevant.
- 4.2. Powers and duties:
  - 4.2.1. To receive information from trustees, administration or stakeholders and develop policies as directed by the Board.
  - 4.2.2. To review existing Board policies annually—as per [Board Policy 10: Policy Making](#)—and provide recommendations to the Board to amend or rescind policies, as required.
  - 4.2.3. To bring forward the committee’s recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
- 4.3. Membership:
  - 4.3.1. one trustee to serve as Committee Chair, and two other trustees; and
  - 4.3.2. Superintendent, or designate(s)
- 4.4. Meetings:
  - 4.4.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Committee Chair.
  - 4.4.2. A recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings.

#### **5. Student Expulsion Committee**

- 5.1. Purpose:
  - 5.1.1. To make decisions regarding the recommendations for the expulsion of any student.
- 5.2. Powers and duties:
  - 5.2.1. on a recommendation for expulsion, reinstate or expel the student; and
  - 5.2.2. inform the Board of the action taken by the Committee.
- 5.3. Membership:
  - 1.1.1. one trustee to serve as Committee Chair, and two other trustees; and
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- 5.4. Meetings:
  - 5.4.1. as detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

#### **6. Teachers’ Collective Agreement Negotiations Committee**

- 6.1. Purpose:
  - 6.1.1. To negotiate and conclude memoranda of agreement for recommendation to the Board.
- 6.2. Powers and duties:
  - 6.2.1. Report and recommend to the Board as necessary.

- 6.2.2. Maintain confidentiality of negotiation proceedings.
- 6.3. Membership:
  - 6.3.1. three trustees;
  - 6.3.2. Superintendent, or designate(s); and
  - 6.3.3. the Board will appoint the Committee Chair and Vice-Chair.
- 6.4. Meetings:
  - 6.4.1. To be called by the Committee Chair.

## **7. Agenda Review Committee**

- 7.1. Purpose:
  - 7.1.1. To set the order of business for public meetings of the Board.
- 7.2. Membership:
  - 7.2.1. Board Chair, Board Vice-Chair and the designated Acting Chair;
  - 7.2.2. Superintendent, or designate; and
  - 7.2.3. Secretary-Treasurer.
- 7.3. Meetings:
  - 7.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Board Chair.
  - 7.3.2. The Executive Assistant to the Board will serve as secretary.

## **8. Advocacy Committee**

- 8.1. Purpose:
  - 8.1.1. Support the ongoing advocacy efforts of the Board.
- 8.2. Powers and duties:
  - 8.2.1. Develop an action plan to support the Board's identified advocacy plan.
  - 8.2.2. Identify key messages to support the advocacy plan.
- 8.3. Membership:
  - 8.3.1. Board Chair to serve as Committee Chair, and two other trustees;
  - 8.3.2. Superintendent, or designate;
  - 8.3.3. Associate Superintendent, Supports for Students; and
  - 8.3.4. Director, Communications.
- 8.4. Meetings:
  - 8.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Committee Chair.

## **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

## **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

## References

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
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Oct. 4, 2023	Oct. 19, 2023
Oct. 1, 2024	



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 4: Trustee Code of Conduct

**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.

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## RECOMMENDATION:

**THAT the Board of Trustees repeal and replace Board Policy 4: Trustee Code of Conduct and Policy 4: Appendix - Trustee Code of Conduct Sanctions, 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.

The Policy Committee receives feedback and information from trustees, administration and other stakeholders and 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.

The Policy Committee recommends that Policy 4: Trustee Code of Conduct and Policy 4 – Appendix: Trustee Code of Conduct Sanctions be repealed and replaced with the draft policy written by legal counsel (Attachment 1), which provides a more fluid process with a less restrictive and formalistic quasi-criminal proceeding process. Specifically, to:

1. open the complaint process to third parties to ensure any complaint or misconduct can be fully investigated and addressed;
2. grant authority to the Board and trustees to address any conduct or behaviours that undermines the ability to advance the goals of the Division;



# RECOMMENDATION REPORT

Page 2 of 2

3. remove the requirement for a hearing of the Board if the parties are unable to resolve a conflict informally—a quasi-judicial hearing is not appropriate for all complaints;
4. enable the Board to retain a third party to assist with investigations and outline a process for such investigations;
5. provide to the responding trustee the right to receive, in advance, the allegations against them;
6. outline the process to investigate a complaint; and
7. to ensure disqualification of a trustee be limited to only the most egregious and serious breaches in order to protect the will of the electorate.

## **COMMUNICATION PLAN:**

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## **ATTACHMENT(S):**

1. Draft Board Policy 4: Trustee Code of Conduct
2. Current Policy 4: Trustee Code of Conduct
3. Current Policy 4: Appendix – Trustee Code of Conduct Sanctions

## Policy 4

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### TRUSTEE CODE OF CONDUCT

#### Background

Section 33 of the *Education Act* requires every Board of Trustees in Alberta to adopt a code of conduct that applies to trustees of the Board. The purpose of this Code of Conduct is to provide standards for the conduct of members of the Board of Trustees (the “Board”) relating to their roles and obligations and a procedure for the investigation and enforcement of those standards.

This Code of Conduct applies to all members of the Board of Trustees, including the Board Chair. This Code of Conduct is one aspect of accountability and transparency both internally, as among trustees and as between the Board and administration, as well as externally, with Division students and parents, the public at large, other orders of government and the media.

It is expected that all interactions related to the operations of the Board, and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Consequences for the failure of individual trustees to adhere to this Code of Conduct are specified below under the section Trustee Code of Conduct Sanctions.

#### Guidelines

##### 1. Framework and Interpretation

- 1.1. This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct the public expects of its elected representatives.
- 1.2. This Code of Conduct is intended to supplement other legal duties and obligations imposed on trustees by Board bylaw and policy and legislation, including the:
  - 1.2.1. *Alberta Human Rights Act*;
  - 1.2.2. *Education Act*;
  - 1.2.3. *Board Procedures Regulation*;
  - 1.2.4. *Freedom of Information and Protection of Privacy Act*;
  - 1.2.5. *Local Authorities Election Act*; and
  - 1.2.6. *Occupational Health and Safety Act*.
- 1.3. This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, trustees are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. The Board commits itself and its trustees to conduct which meets the highest ethical standards.

## **2. Principles and Values**

- 2.1. Trustees are expected to perform their duties and functions of office with integrity, accountability and transparency.
- 2.2. Trustees have a duty to act honestly, in good faith, and in the best interests of the Division.
- 2.3. Trustees must:
  - 2.3.1. uphold the law established by the Federal Parliament and the Alberta Legislature and the bylaws and policies adopted by the Board;
  - 2.3.2. carry out their duties in accordance with all applicable legislation, Board bylaws and policies, pertaining to their position as a trustee;
  - 2.3.3. observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
  - 2.3.4. serve and have been seen to serve the interests of the Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind.

## **3. Confidential Information**

- 3.1. The Board as a whole must be able to access information in order to fulfill its decision-making duties and oversight responsibilities; however, individual trustees must also recognize that certain information they receive in their capacity as trustees is subject to confidentiality and disclosure rules contained in legislation and the Board's bylaws and policies. Trustees must keep in confidence matters discussed in private at a Board meeting or Board committee meeting.
- 3.2. In the course of their duties, trustees may also become privy to confidential information received outside of a private meeting. Trustees must not:
  - 3.2.1. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by the Board;
  - 3.2.2. access or attempt to gain access to confidential information in the custody or control of the Division unless it is necessary for the performance of the trustee's duties and is not otherwise prohibited by the Board, and only then if the information is acquired through appropriate channels in accordance with applicable Board bylaws and policies; and
  - 3.2.3. use confidential information for personal benefit or for the benefit of any other individual or organization.

## **4. Conflicts of Interest**

- 4.1. Trustees are directly responsible to the electorate of the Division and to the Board. Upon election to office trustees must accept a position of public trust and are



expected to conduct themselves in a manner which will enhance the trust accorded them, and through them, the trust accorded to the Board.

- 4.2. The Board expects that every trustee will:
- 4.2.1. be knowledgeable of Sections 85 – 96 of the *Education Act*;
  - 4.2.2. file a disclosure of information as required by Section 86 of the *Education Act*;
  - 4.2.3. accept sole responsibility for declaring a pecuniary interest or other conflict of interest and abstain and absent themselves from discussion or voting on the matter in question;
  - 4.2.4. be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
  - 4.2.5. where a trustee has a loyalty to more than one board and when the actions of one board affect the operation of the other board, abstain from involvement in discussion and voting on the matter in question;
  - 4.2.6. refrain from, in the exercise of an official power, duty or function, giving preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest; and
  - 4.2.7. refrain from initiating, endorsing, supporting or otherwise participating in any proceeding being brought against the Board or the Division.

## 5. Improper Use of Influence

- 5.1. A trustee must not use the influence of their office for any purpose other than for the exercise of the trustee's official duties.
- 5.2. A trustee must not act as an agent to advocate on behalf of any individual, organization, or corporate entity before the Board, a committee of the Board or any other body established by the Board.

## 6. Conduct at Meetings

- 6.1. Trustees must conduct themselves with decorum and make every effort to participate diligently in the meetings of the Board, committees of the Board and other bodies to which they are appointed by the Board.
- 6.2. Trustees must comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board.
- 6.3. Trustees must act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.
- 6.4. Trustees must conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which are authorized by the Board in accordance with section 64 of the *Education Act* to be dealt with in a confidential manner in a private meeting, and in so doing, allow the public to

view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 6.5. No trustee shall record any audio or video proceedings of the Board or any committee of the Board without the express prior permission of the Board or the committee, as applicable.

## **7. External Communications**

- 7.1. The Board believes open, honest and consistent communication with stakeholders is important to accurately inform and increase awareness of public education.
- 7.2. A trustee must not purport to speak on behalf of the Board unless authorized to do so. Unless the Board directs otherwise, the Chair is the Board's official spokesperson and in the absence of the Chair, it is the Vice Chair or acting Chair.
- 7.3. A trustee who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the trustee disagrees with the Board's position.
- 7.4. No trustee shall make a statement when they know that statement is false.
- 7.5. No trustee shall make a statement with the intent to mislead the Board or members of the public.

## **8. Use of Social Media**

- 8.1. As with any other activity, trustees must ensure that their use of social media complies with the law, the requirements of this Code of Conduct and any related Board bylaws or policies. This Code of Conduct applies to all communications a trustee makes, regardless of the social media account or device from which the communication is made.
- 8.2. For the purposes of section 31 of this Code of Conduct, "communications" means any information or data submitted by a trustee to a social media network or platform that is capable of being displayed using software or approved hardware such as text, images, videos, or links to other content and includes a trustee "liking", "retweeting", commenting on or sharing content created by other users of the social network or platform.

## **9. Discrimination and Harassment, as per Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments**

- 9.1. Trustees have a duty to treat members of the public, one another and staff with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.
- 9.2. Trustees must refrain from using indecent, abusive, or insulting words or expressions toward any other trustee, any staff member or any member of the public.
- 9.3. Trustees must refrain from any conduct that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

## **10. Conduct Respecting Administration**

- 10.1. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Board Chair, Board committees and to the Superintendent. Under the direction of the Superintendent, staff in administration serves the Board as a whole. No individual trustee has executive authority over the Superintendent or staff in Administration.
- 10.2. Trustees must respect the fact that staff work for the Division as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of the Board and administering the policies and programs of the Board, and that staff are required to do so without undue influence from any trustee or group of trustees.
- 10.3. Trustees must not:
  - 10.3.1. involve themselves in matters of administration, which fall within the jurisdiction of the Superintendent;
  - 10.3.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in that staff member's duties; or
  - 10.3.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff members.
- 10.4. Trustees must obtain information about the operation or administration of the Division from the Superintendent or a person designated by the Superintendent. Trustees are to only contact staff according to the procedures authorized by the Superintendent regarding the interaction of trustees and staff.

## **11. Use of Division Property and Resources**

- 11.1. Trustees may use Division property, equipment, services, supplies and staff time only for the performance of their duties as a trustee, subject to the following limited exceptions:
  - 11.1.1. board property, equipment, service, supplies and staff time that is available to the general public may be used by a trustee for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and
  - 11.1.2. electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Division to a trustee, may be used by the trustee for personal use, subject to the terms and conditions described below.
- 11.2. Electronic communication devices provided by the Division are the property of the Division, and must, at all times, be treated as the Division's property. Trustees are on notice that they are to have no expectation of privacy in the use of these devices and further that:
  - 11.2.1. all emails or messages sent or received on Division devices are subject to the *Freedom of Information and Protection of Privacy Act*;

- 11.2.2. all files stored on Division devices, all use of internal email and all use of the Internet through the Division's firewall may be inspected, traced or logged by the Division; and
- 11.2.3. in the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the Division to trustees may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.
- 11.3. Trustees must refrain from using any Division property, equipment, services or supplies, including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.
- 11.4. Upon ceasing to hold office, a trustee must immediately return to the Division any property of the Division that is in the trustee's possession or under the trustee's control including, without restriction, any record created or obtained by virtue of the trustee's office other than a personal record or constituency record as those terms are used in the *Freedom of Information and Protection of Privacy Act*. Trustees may have the option to buy out equipment at the end of their term.

## **12. Gifts, Benefits and Hospitality**

- 12.1. Trustees are expected to represent the public and the interests of the Division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the trustee. At times, the acceptance of a gift or benefit occurs as part of the social protocol or community events linked to the duties of a trustee and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors or others doing business with the Division be such that no trustee is perceived as showing favouritism or bias toward the giver.
- 12.2. Trustees must not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the trustee's knowledge to a trustee's spouse, child, or parent that is connected directly or indirectly to the performance of the trustee's duties is deemed to be a gift to that trustee.
- 12.3. For further clarity, the following are recognized as acceptable gifts or benefits:
  - 12.3.1. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$200;
  - 12.3.2. a political contribution otherwise reported by law;
  - 12.3.3. a suitable memento of a function honouring the trustee;
  - 12.3.4. food, lodging, transportation, event tickets or entertainment provided by provincial, or local governments, by the Federal government or by a foreign government within a foreign county, or by a conference, seminar

or event organizer where the trustee is either speaking or attending in an official capacity on behalf of the Board;

12.3.5. Food and beverages consumed at banquets, receptions, or similar events, if:

12.3.5.1. attendance serves a legitimate purpose;

12.3.5.2. the person extending the invitation or a representative of the organization is in attendance; and

12.3.5.3. the value is reasonable and the invitations infrequent.

12.4. Gifts received by a trustee on behalf of the Board as a matter of official protocol which have significance or historical value for the Division must be left with the Division when the trustee ceases to hold office.

12.5. An invitation to attend a function where the invitation is directly or indirectly connected with the trustee's duties of office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fund-raising gala, provided the trustee is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.

12.6. Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

### **13. Election-Related Activity**

13.1. Trustees are required to follow the provisions of the *Local Authorities Election Act* and are accountable under the provisions of that statute. Trustees should not make inquiries of, or rely on, Division staff to interpret or provide advice to trustees regarding the requirements placed on candidates for the office of trustee. Trustees must be respectful of the role of the Corporate Secretary in managing the election process and must not interfere with how the Corporate Secretary's election duties are carried out.

13.2. Trustees must not use Board resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Board, including but not limited to trustee electronic newsletters, and trustee social media accounts used for ward communication must not be used for any election campaign or campaign-related activities. A trustee must not use the Division logo for campaign purposes.

13.3. For greater clarity, a trustee shall not accept the services of Division staff who may choose to volunteer with the trustee's election campaign during non-work hours.

### **14. Compliance with this Code of Conduct**

14.1. Trustees are ultimately accountable to the public through the four-year election process. Between elections, trustees may become disqualified and required to

resign if the trustee commits a disqualifying action pursuant to section 87 of the *Education Act*.

- 14.2. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board, or a third-party investigator appointed by the Board.
- 14.3. Trustees are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.
- 14.4. A trustee must not:
  - 14.4.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or
  - 14.4.2. obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.

## 15. Remedial Action

- 15.1. Remedial action is intended to be corrective, serve as a deterrent, and follow the principle of progressive discipline. Prior to imposing any remedial action, the Board will take into consideration the nature and severity of the breach as well as whether the trustee has previously breached this Code of Conduct.
- 15.2. If the Board determines it appropriate to do so, the Board may impose sanctions on a trustee who contravenes this Code of Conduct. Sanctions that may be imposed on a trustee by the Board include:
  - 15.2.1. issuing a letter of reprimand addressed to the trustee;
  - 15.2.2. requesting the trustee to issue a letter of apology;
  - 15.2.3. publicly reprimanding the trustee by motion of censure with or without conditions on how to purge the censure;
  - 15.2.4. publishing a letter of reprimand or request for apology and the trustee's response;
  - 15.2.5. requiring the trustee to attend training;
  - 15.2.6. suspending or removing the trustee from membership on a committee;
  - 15.2.7. suspending or removing the trustee from chairing a committee;
  - 15.2.8. requiring the trustee to reimburse monies received;
  - 15.2.9. reducing or suspending remuneration paid to the trustee in respect of the trustee's services;
  - 15.2.10. requiring the trustee to return Division property or reimburse its value;
  - 15.2.11. restricting the trustee's access to Division facilities, property, equipment, services and supplies;
  - 15.2.12. restricting the trustee's contact with Division staff;
  - 15.2.13. restricting the trustee's travel and representation on behalf of the Board;
  - 15.2.14. restricting how documents are provided to the trustee (e.g. no electronic copies, but only watermarked paper copies for tracking purposes); or
  - 15.2.15. disqualifying the trustee from the Board,

but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

## **16. Informal Complaint Process**

- 16.1. Any person who identifies or witnesses behaviour or activity by a trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct is encouraged to attempt to address the prohibited behaviour or activity informally, where appropriate, by:
  - 16.1.1. advising the trustee that the behaviour or activity appears to contravene this Code of Conduct;
  - 16.1.2. encouraging the trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and
  - 16.1.3. if addressing the trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair or acting Chair.
- 16.2. People are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or activity that they believe violates this Code of Conduct. However, a person is not required to complete this informal complaint process prior to pursuing the formal complaint process outlined below.

## **17. Formal Complaint Process**

- 17.1. Any person who identifies or witnesses behaviour or activity by a trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in accordance with the following conditions:
  - 17.1.1. a complaint must be made in writing and include the complainant's name and contact information;
  - 17.1.2. a complaint must be addressed to the Board, attention of the Chair. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint must be addressed to the attention of the Vice Chair or acting Chair;
  - 17.1.3. a complaint must include the name of the trustee(s) alleged to have contravened this Code of Conduct, the specific provision(s) of this Code of Conduct allegedly contravened and the facts surrounding the allegation, including the names of any witnesses.
- 17.2. Upon receipt of a formal complaint, the complaint will be
  - 17.2.1. provided to the trustee(s) whose conduct is in question, and
  - 17.2.2. added as a confidential agenda item to the agenda of the next regular meeting of the Board or a special meeting of the Board called to consider the complaint.
- 17.3. Upon receipt of a formal complaint, the Board will meet, in closed session during an in camera session of a Board meeting, excluding the trustee(s) alleged to have

contravened the Code of Conduct and the trustee(s) who filed the complaint, if that is the case, and decide whether to proceed to investigate the complaint or not.

17.4. Complaints that

17.4.1. are not about a current trustee, or

17.4.2. are covered by other applicable legislative appeal, complaint or court processes,

will be immediately dismissed and the complainant will be advised in writing, with reasons, and provided with information regarding other options, if applicable. The trustee(s) alleged to have contravened this Code of Conduct will also be advised in writing, with reasons.

17.5. If the Board is of the opinion that

17.5.1. a complaint is frivolous or vexatious or is not made in good faith, or

17.5.2. there are no grounds or insufficient grounds for conducting an investigation,

the Board may choose not to investigate or may dispose of the complaint in a summary manner. In such event, the complainant and the trustee(s) alleged to have contravened the Code of Conduct will be advised in writing, with reasons.

17.6. If the Board decides to investigate the complaint, it shall take such steps as it may consider appropriate in the circumstances having regard for the specific nature of the complaint, which may include:

17.6.1. establishing an ad hoc committee of the Board to investigate the complaint and report to the Board;

17.6.2. retaining a third-party investigator to investigate the complaint; or

17.6.3. if the material facts are not in dispute or the alleged misconduct is admitted by the trustee(s) whose conduct is in question, proceeding to make a determination on the validity of the complaint and impose appropriate disciplinary or corrective action without further investigation.

17.7. Investigations will be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice.

17.8. Prior to commencing an investigation, the complainant and the respondent trustee(s) will be advised, in writing, of the investigation process.

17.9. During an investigation, a complainant or witness may be asked to provide additional information. Division staff may also be requested to provide information, and any person conducting an investigation under this Code of Conduct may look at any record or thing belonging to or used by the Division, and enter any Division facility for the purpose of completing the investigation.

17.10. The trustee(s) whose conduct is in question is entitled to disclosure of all relevant information gathered during an investigation and must be given an opportunity to respond to the complaint before the Board deliberates and disposes of the complaint. No investigation will be concluded or any investigation report issued in relation to a complaint, if applicable, unless a trustee whose conduct is in question has had reasonable notice of the basis for the proposed findings and conclusion as



to whether or not a complaint is substantiated and an opportunity to respond to the proposed findings and conclusion.

- 17.11. Upon conclusion of the investigation, the Board will convene at a closed in camera session of a meeting of the Board, excluding the trustee(s) alleged to have contravened the Code of Conduct and any trustee complainant(s), to consider the results of the investigation and dispose of the complaint. The complainant and the trustee(s) alleged to have contravened the Code of Conduct will be advised of the Board's disposition of the complaint, in writing, with reasons.
- 17.12. A trustee who files a formal complaint under this Code of Conduct or against whom a formal complaint is made must not participate in conducting the investigation of the complaint.
- 17.13. All formal complaints received under this Code of Conduct and all information and records received, reviewed or generated during the course of an investigation and disposition of a formal complaint, including interviews and investigation reports, are and must remain strictly confidential, unless the Board directs otherwise. Any unauthorized public disclosure related to a formal complaint by a trustee is deemed to be a violation of this Code of Conduct.

## References

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90 *Education Act*

Last reviewed:      Last updated:  
Oct. 1, 2024

**Policy 4**

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**TRUSTEE CODE OF CONDUCT****Background**

It is expected that all interactions and relationships of each member of the Board of Trustees shall be characterized by mutual respect, which acknowledges the dignity and worth of each person.

**Guidelines****1. Specifically**

- 1.1. Trustees shall uphold the implementation of all Board resolutions.
- 1.2. Trustees shall carry out their duties faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 1.3. Trustees shall devote time, thought and attention to the duties of a trustee so that they may render effective and knowledgeable service.
- 1.4. Trustees shall accept that authority rests with the Board and that a trustee has no individual authority other than that delegated by the Board.
- 1.5. Trustees shall respect and preserve information of a sensitive or confidential nature that is not otherwise available to the public.
- 1.6. No trustee shall engage in conduct that would discredit or compromise the integrity of the Board.
- 1.7. No trustee shall use their influence to obtain employment or financial gain within the Division for family members or friends.
- 1.8. Trustees shall represent the interests of the Division.
- 1.9. Fiduciary responsibility supersedes any conflicting loyalty, such as that to advocacy or interest groups, membership on other boards, staff, or acting as an individual consumer of the Division's services.
- 1.10. Trustees shall respect differing points of view.
- 1.11. No trustee shall advance allegations of misconduct or a breach of the Trustee Code of Conduct that is vexatious against another trustee.

**2. Consequences**

- 2.1. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in [Appendix: Trustee Code of Conduct Sanctions](#).

**References**

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90 *Education Act*

Last reviewed:      Last updated:  
May 25, 2015

Dec. 4, 2017	Jan. 25, 2018
Dec. 19, 2019	Dec. 11, 2019
Oct. 13, 2020	
Dec. 16, 2021	Jan. 20, 2022
Jan 10, 2023	Jan 19, 2023
Oct. 31, 2023	Nov. 30, 2023

**Policy 4**

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**APPENDIX – TRUSTEE CODE OF CONDUCT SANCTIONS****STATEMENT OF POLICY**

It is an expectation of the Board that trustees conduct themselves in an ethical manner in compliance with the law and the Trustee Code of Conduct. The Board believes that informal and collegial resolution of problems that arise among trustees is always the preferred approach. However, the Board recognizes that circumstances sometimes arise that are not amenable to such resolution, and therefore has determined that it should establish procedures by which a trustee may make a formal complaint about the behavior of another trustee, and how the complaint will be dealt with by the Board.

**Procedures:****PROCEDURE WHEN A SERIOUS WRONGDOING IS SUSPECTED**

1. A trustee who suspects that a fellow trustee may have committed a serious wrongdoing as defined in the *Public Interest Disclosure (Whistleblower Protection) Act* should discuss the matter with the Designated Officer for the Board, whose responsibility is to oversee complaints filed under the Whistleblower Act. The Designated Officer will assist the trustee in determining whether a complaint should be filed under the Whistleblower Act or the procedures set out below.

**PROCEDURE FOR MAKING A COMPLAINT ABOUT A POSSIBLE BREACH OF THE TRUSTEE CODE OF CONDUCT****2. Informal Resolution.**

A trustee who believes that a fellow trustee has violated the Trustee Code of Conduct may, but is not obliged to, seek to resolve the matter by informal discussion with that trustee. The Board strongly encourages this approach, and will upon request provide reasonable assistance and resources to assist in such resolution.

**3. How To Make a Complaint.**

A trustee (the “Complainant”) who wishes to make a complaint about a possible breach of the Trustee Code of Conduct by another trustee (the “Respondent”) shall deliver a letter detailing the complaint to the Board Chair. If the complaint is about the Board Chair, then it shall be delivered to the Vice-Chair. Subsequent reference to the Board Chair in this Appendix shall mean the Vice-Chair when the complaint is about the Board Chair.

**4. Timelines to Make a Complaint.**

The complaint should be delivered within thirty (30) days following the alleged conduct of the Respondent. The Board Chair may accept a complaint which is filed later than 30 days following the alleged conduct if there are extenuating circumstances or, if in the opinion of the Board Chair, the nature of the complaint is such that it should not be dismissed because of late filing.

**5. Content of the Complaint.**

The complaint should contain as much detail as possible and indicate the section or sections of the Trustee Code of Conduct that are alleged to have been violated.

**6. Who Receives the Complaint.**

The Respondent and all other trustees shall be provided with a copy of the complaint by the Board Chair within five (5) days following receipt of the complaint.

**7. Confidentiality of Complaint.**

The filing, notification, content, and nature of the complaint are privileged and strictly confidential. Public disclosure of the complaint or any resulting decision of the Board is strictly prohibited unless such disclosure is formally approved by the Board. Disclosure of any of these facts by a trustee shall be deemed to be a violation of the Code of Conduct.

**8. Decision to Conduct an Investigation.**

The Board Chair shall consider whether a complaint raises issues that require independent investigation, and may seek legal advice to that end. If the Board Chair is of the opinion that an independent investigator should be appointed, the Board Chair shall convene an *in camera* meeting as soon as possible. A decision to appoint an investigator must be approved by a majority of trustees present at the *in camera* meeting. This decision shall immediately be approved in a public meeting of the Board. The Respondent shall not participate or vote in the *in camera* hearing or Board meeting relating to the decision.

**9. Investigation Report.**

The investigator shall conduct an investigation and prepare a report containing findings of fact only. The investigation report must be submitted to the Board Chair as soon as possible after it is completed.

**10. Delivery of Investigation Report.**

The investigation report shall be forwarded to all trustees (except the Respondent) as soon as possible. Trustees shall treat the investigation report as strictly privileged and confidential. Disclosure by a trustee of the contents or existence of the investigation report shall be deemed to be a breach of the Code of Conduct.

**11. Investigation Report Does Not Support the Complaint.**

If, in the opinion of the Board Chair, the findings of fact in the investigation report do not support the complaint, trustees will be advised of that opinion as soon as possible. All trustees other than the Respondent shall have the right to request that a meeting be held to consider the investigation report, and upon receipt of one or more requests, such a meeting will be called under section 12.

**12. Meeting to Consider Investigation Report.**

Upon receipt of one or more requests under section 11, the Board Chair will convene an *in camera* meeting of trustees as soon as possible to consider whether the investigation report warrants a hearing under section 13. The Respondent shall not be entitled to a copy of the investigation report or to attend the *in camera* meeting. At the meeting, the trustees present shall consider the investigation report and determine by majority vote whether the complaint will proceed to a hearing under section 13.

**13. Hearing to Consider Complaint.**

The Board Chair shall, as soon as is reasonable, convene an *in camera* hearing of trustees to consider a complaint in the following circumstances:

- 13.1. where no investigation has been approved by the Board;
- 13.2. where an investigation report has been prepared, and the trustees have determined under section 12 that a hearing to consider the complaint should be convened; or
- 13.3. where an investigation report has been prepared, and the Board Chair has determined that the complaint should proceed to a hearing.

**14. Who Can Participate and Vote at Hearing.**

The Respondent has the right to be present at the hearing and to make representations, either personally, through an advocate, or both, regarding the complaint, but may not vote on the disposition of the complaint. All other trustees, including the Complainant, may attend the hearing, express views and ask questions, deliberate upon the matter, and vote unless they have a conflict of interest regarding the complaint. The fact of filing the complaint shall not in itself constitute a conflict of interest.

**15. Decision at Hearing.**

If a majority of trustees present at the *in camera* hearing and entitled to vote determine that the Respondent has violated one or more sections of the Code of Conduct, then the those trustees will determine, by majority vote, whether:

- 15.1. a warning or sanction will be applied;
- 15.2. the warning or sanction approved will be verbal or in writing; and,
- 15.3. the warning or sanction approved will be made public.

**16. Remedy for a Breach of the Trustee Code of Conduct.**

If, under section 15, the trustees determine that a warning or sanction is to be applied, the Board Chair will draft a verbal or written warning or sanction. Trustees entitled to vote will determine by majority vote whether to approve the draft. Once majority approval has been obtained, the Board Chair will deliver the verbal or written warning or sanction, or letter of warning or sanction to the Respondent. A notation of the verbal or written warning or sanction shall be recorded and maintained by the Secretary-Treasurer.

**17. Subsequent Breach of the Trustee Code of Conduct.**

Should a trustee who has been previously warned or sanctioned by the Board be found to have committed a subsequent breach of the Trustee Code of Conduct during the term of that Board, then a motion of severe censure against that trustee shall be made by the Board Chair to a public meeting of the Board. In addition, a motion to remove the trustee from one or more Board appointments may be presented for approval.

**PROCEDURE TO DEAL WITH A TRUSTEE WHO IS DISQUALIFIED.**

18. If a trustee is disqualified under section 87 or 88 of the *Education Act* from remaining as a trustee of the Board and does not resign as required under section 90, the Board will utilize the provisions of the *Education Act* to deal with the matter.

**Reference:**

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Dec. 4, 2017	
Aug. 30, 2018	Aug. 30, 2018
	Dec. 11, 2019
Oct. 13, 2020	
Dec. 16, 2021	Jan. 20, 2022
Oct. 31, 2023	



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024  
**TO:** Board of Trustees  
**FROM:** Policy Committee  
**SUBJECT:** Board Policy 7: Board Operations  
**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.

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## RECOMMENDATION:

**That the Board of Trustees approves the amendments to Board Policy 7: Board Operations, 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.

The Policy Committee receives feedback and information from trustees, administration and other stakeholders and 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.

The Policy Committee recommends that Policy 7: Board Operations be amended to align Section 13 Conflicts of Interest with the new Board Policy 4: Trustee Code of Conduct, as shown in Attachment 1.

## COMMUNICATION PLAN:

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## ATTACHMENT(S):

1. Policy 7: Board Operations (marked)
2. Policy 7: Board Operations (unmarked)



**Policy 7**

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**BOARD OPERATIONS****Background**

The Board of Trustees believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational design. To discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance trust in public education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest. To mitigate any safety risks to the public attending any Board meetings, and for the trustees, a safety plan has been put in place.

**Guidelines****1. Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division office.

- 1.1. Each of the following is established as a ward of the Division:
  - 1.1.1. County of Minburn No. 27—western portion
  - 1.1.2. Lamont County
  - 1.1.3. Strathcona County—further divided into the following electoral subdivisions:

- 1.1.3.1. Electoral Subdivision No. 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
    - 1.1.3.2. Electoral Subdivision No. 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;
    - 1.1.3.3. Electoral Subdivision No. 3 – comprised of all lands north of secondary Highway 630, except those lands referenced in 1.1.3.2; and
    - 1.1.3.4. Electoral Subdivision No. 4 – comprised of all lands south of secondary Highway 630, except those lands referenced in 1.1.3.2.
  - 1.2. The number of trustees to be elected in each ward is as follows:
    - 1.2.1. one trustee from the County of Minburn No. 27 Ward—western portion;
    - 1.2.2. one trustee from the Lamont County Ward; and
    - 1.2.3. seven trustees from the Strathcona County Ward, elected as follows:
      - 1.2.3.1. two trustees from Electoral Subdivision No. 1;
      - 1.2.3.2. three trustees from Electoral Subdivision No. 2;
      - 1.2.3.3. one trustee from Electoral Subdivision No. 3; and
      - 1.2.3.4. one trustee from Electoral Subdivision No. 4.
  - 1.3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
  - 1.4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur before the fourth year of the term of office, a by-election must be held.

## **2. Oath of office**

- 2.1. A formal ceremony shall be scheduled following confirmation of trustee election results in a general election year.
- 2.2. Each trustee shall take the oath of office or make an affirmation as prescribed by the *Oaths of Office Act*.
- 2.3. Special provisions shall be made for a trustee taking office following a by-election.

## **3. Organizational meeting**

- 3.1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
- 3.2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
- 3.3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.

- 3.4. The organizational meeting shall, in addition:
  - 3.4.1. elect a Board Vice-Chair;
  - 3.4.2. establish a schedule—date, time and place—for regular meetings and any additional required meetings for the ensuing year;
  - 3.4.3. review standing committees of the Board as deemed appropriate;
  - 3.4.4. review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 3.4.5. review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 3.4.6. address other organizational items as required.
- 3.5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
  - 3.5.1. create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members;
  - 3.5.2. appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
  - 3.5.3. create a Rotational Acting-Chair Schedule.

#### 4. **Regular public Board meetings**

Regular public Board meeting dates and times shall be as established at the annual organizational meeting.

- 4.1. All meetings shall ordinarily be held in the Division office.
- 4.2. All trustees shall notify the Board Chair and the Superintendent if they are unable to attend a public Board meeting.
- 4.3. All trustees who are absent from three consecutive public Board meetings shall:
  - 4.3.1. obtain authorization by resolution of the Board to do so; or
  - 4.3.2. provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
- 4.4. Failure to comply with section 4.3 may result in disqualification.
- 4.5. Attendance of all trustees at public Board meetings is an expectation under the *Education Act* to fulfil legislated responsibilities. The Board expects all trustees to make attendance at the public Board’s meetings a priority. The Board believes that attendance of all trustees at the public Board meeting place is important for the Board’s processes by enhancing dialogue and modelling respect for the Board’s governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a public Board meeting or committee meeting by using electronic means or other communication facilities in accordance with Section 5, Board Procedures Regulation made under the *Education Act*.
  - 4.5.1. A trustee wishing to participate electronically must provide the Board Chair with a minimum of one working day notice prior to the meeting at

- which they wish to participate electronically and a telephone number from which contact can be made during the meeting.
- 4.5.2. A trustee may participate in a meeting of the Board by electronic means provided that trustees participating in the meeting and members of the public attending the meeting are able to hear each other.
  - 4.5.3. A trustee shall be able to participate electronically a maximum of three times per year.
  - 4.5.4. Costs incurred for service charges shall be charged to the office of the trustee(s) participating electronically.
  - 4.5.5. Trustees participating electronically shall inform the Board Chair of their departure from a meeting—temporarily or permanently.
  - 4.5.6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Board Chair and disconnect from the meeting. The Board Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  - 4.5.7. The Board Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating—for example, the Board Chair’s left to right—followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  - 4.5.8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  - 4.5.9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
- 4.6. If the Board Chair and Board Vice-Chair are unable to perform the duties of the office or is absent, the rotational acting Board Chair has all the powers and shall perform all the duties of the Chair during the Board Chair’s and Board Vice-Chair’s inability to act or absence.
  - 4.7. Regular public meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent’s contract is being discussed.
  - 4.8. Any recording of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## **5. Special public Board meetings**

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and action.
- 5.2. Special meetings of the Board shall only be called when the Board Chair, the majority of trustees, or the Education Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees by electronic mail or in person at least two

days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.

- 5.4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 5.5. Special meetings of the Board shall be open to the public, recognizing that specific agenda matters may be held in camera.
- 5.6. Special meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 6. In-camera sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in camera" is most commonly used and is synonymous with the other two terms.

- 6.1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 6.2. The Board may convene in camera to discuss matters of a sensitive nature, including:
  - 6.2.1. personnel:
    - 6.2.1.1. individual students, or
    - 6.2.1.2. individual employees;
  - 6.2.2. matters relating to negotiations;
  - 6.2.3. acquisition or disposal of real property;
  - 6.2.4. litigation brought by or against the Board; and
  - 6.2.5. other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 6.3. In-camera sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 6.4. During the in-camera session, the Board shall adopt only such resolution as is required to reconvene the Board in an open, public meeting.

## 7. Agenda for regular Board meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

- 7.1. The agenda shall be supported, electronically, by copies of letters, reports, contracts and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
  - 7.1.1. Report for Recommendation;
  - 7.1.2. Report for Information; or
  - 7.1.3. Report for Feedback.
- 7.2. Items may be placed on the agenda in one of the following ways:
  - 7.2.1. by notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting;
  - 7.2.2. by notice of motion at the previous meeting of the Board;
  - 7.2.3. as a request from a committee of the Board; or
  - 7.2.4. emergent issues that require Board action may arise after the agenda has been prepared. At the beginning of the meeting, the Board Chair shall ask for additions to or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 7.4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.6. The list of agenda items, and respective reports, shall be posted on the Division website two-and-one-half days prior to the Board meeting.

## 8. Minutes for regular or special meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1. The minutes shall record:
  - 8.1.1. date, time and place of meeting;
  - 8.1.2. type of meeting;
  - 8.1.3. name of the chair;
  - 8.1.4. names of those trustees and senior administration in attendance;
  - 8.1.5. approval of preceding minutes;
  - 8.1.6. all resolutions, including the Board's disposition of the same, placed before the Board are to be entered in full along with a brief explanation as to why the matter is before the Board;
  - 8.1.7. names of persons making the motions;
  - 8.1.8. points of order and appeals;
  - 8.1.9. appointments;

- 8.1.10. receipt of reports of committees;
  - 8.1.11. recording of the vote on all motions;
  - 8.1.12. trustee declaration of vote pursuant to the *Education Act*; and
  - 8.1.13. the hour of adjournment.
- 8.2. The minutes shall:
- 8.2.1. be prepared as directed by the Superintendent;
  - 8.2.2. be reviewed by the Superintendent prior to submission to the Board;
  - 8.2.3. be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.2.4. upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
- 8.4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
- 8.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

- 9.1. Notice of motion:
- 9.1.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 9.2. Discussion on motions:
- 9.2.1. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
  - 9.2.2. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
  - 9.2.3. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
  - 9.2.4. Motions may be submitted by any trustee, including the Board Chair.
- 9.3. Speaking to the motion:

- 9.3.1. The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.
- 9.3.2. The Chair may speak at the conclusion of each round.
- 9.3.3. The mover of the motion is permitted to close debate on the motion.
- 9.3.4. As a general guide, a trustee should not speak longer than five minutes on any motion.
- 9.3.5. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.3.6. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks. Any such interruption shall not be permitted without permission of the Board Chair.
- 9.3.7. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote.
- 9.3.8. The Board Chair shall rule on further discussion.
- 9.4. Reading of the motion:
  - 9.4.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 9.5. Voting on the motion:
  - 9.5.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present.
  - 9.5.2. In the case of an equality of votes, the question is defeated.
  - 9.5.3. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Board Vice-Chair, which is by secret ballot.
- 9.6. Debate:
  - 9.6.1. In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by a motion supported by the majority of trustees in attendance.

## 10. Comments, presentations and delegations at Board meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

Considerations for a safety plan have been put in place.

Presenters and members of their delegation are expected to conduct themselves in a respectful manner as outlined by the Board Chair in accordance with [Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments](#).



The delegation will be advised that Board meetings are recorded and therefore presentations must follow legislative requirements such as *Freedom of Information and Protection of Privacy Act (FOIP)*.

- 10.1. General comments on an educational issue at a Board meeting:
  - 10.1.1. A member of the public or a staff-group representative may address the Board on any educational issue.
  - 10.1.2. If a member of the public or a staff-group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.1.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.1.4. Speakers shall address their comments to the Board Chair.
- 10.2. Comments on specific Board agenda items:
  - 10.2.1. A member of the public or a staff-group representative may address the Board on a specific Board agenda item.
  - 10.2.2. If a member of the public or a staff-group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.2.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.2.4. Speakers shall address their comments to the Board Chair.
- 10.3. Formal delegations and presentations to Board:
  - 10.3.1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure or statute.
  - 10.3.2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. The process provides the presenter an opportunity to clarify their understanding of Division practices related to the presentation topic and determine what other assistance may be available through the administration.
  - 10.3.3. If, after meeting with the administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. The request shall be made in

writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

- 10.3.4. The Board reserves the right to determine whether the delegation shall be heard and, if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent, or designate, and Board Chair shall make appropriate arrangements for the delegation to be heard.
- 10.3.5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent, or designate, at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
- 10.3.6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- 10.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of their right to the next avenue of appeal.

## **11. Audio-recording devices**

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

## **12. Trustee compensation and expenses**

The Board acknowledges that Board members are entitled to compensation for the performance of their duties. The Board believes the governance budget must be set, monitored and publicly reported, as part of the budgeting process.

- 12.1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible and accountable in the use of public funds.
- 12.2. The Board shall establish rates for the Board Chair, Board Vice-Chair and trustees in conjunction with the budgeting process.
- 12.3. Remuneration shall be paid annually, in 12 equal monthly payments.

- 12.4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the per cent change in annual average index of Alberta Consumer Price Index (CPI) and the per cent change in annual average earnings Alberta Average Weekly Earnings (AWE)—not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
- 12.5. Trustees are encouraged to participate in professional development and public relations activities.
- 12.6. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Board Chair and Board Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
- 12.7. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover the travel allowance.
- 12.8. Travel allowance is separated into three categories:
  - 12.8.1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    - 12.8.1.1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    - 12.8.1.2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
  - 12.8.2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County and Fort Saskatchewan to account for the increased travel required because of their geographical area.
  - 12.8.3. The Board Chair and Board Vice-Chair receive an additional allowance to account for the increased travel required to fulfil their roles.
- 12.9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business-expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
- 12.10. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review. Discretionary funds can be allocated to five main categories of trustee expenses:
  - 12.10.1. *public relations* – Expenses incurred to promote and maintain the visibility of the Division—acceptable expenses include Chamber of Commerce, public events and school functions.

- 12.10.2. *professional development (PD)* – Expenses incurred to support the ongoing professional development of trustees—acceptable expenses include workshops and seminars, Canadian School Boards Association conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences. Additional PD funds are available to trustees from the Board’s budget. These funds must be requested, in writing, to the Board Chair and approved by the Board.
- 12.10.3. *equipment* – Expenses incurred to provide equipment to perform the trustee’s role—acceptable expenses include cellphones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops shall be allocated out of general funds.
- 12.10.4. *communications* – Expenses incurred for communication—acceptable expenses include internet connections, cellphone bills, etc.
- 12.10.5. *supplies and materials* – Expenses incurred for consumable materials and supplies, such as office supplies, paper, printer ink, etc.
- 12.11. It is the trustees’ responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
- 12.12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis, and placement of funds shall be determined at a public meeting of the Board.
- 12.13. Trustees shall be enrolled in the insurance and benefits plan upon being elected to the position of trustee, as per the guidelines of the insurance carriers.
  - 12.13.1. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
    - 12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.
    - 12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per the guidelines of the insurance carriers.
    - 12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.
  - 12.13.2. In the event of a by-election, a trustee may enrol within 31 days of the swearing-in of the trustee and shall be covered until the end of the four-year term.
  - 12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.

- 12.13.4. A trustee is not eligible for benefits if they are no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
- 12.14. All reimbursement, or expense claims, must be settled during the respective fiscal year—September 1 to August 31—that the expense was incurred.
- 12.15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### **13. Trustee conflict of interest**

#### **Conflicts of Interest**

13.1. Trustees are directly responsible to the electorate of the Division and to the Board. Upon election to office trustees must accept a position of public trust and are expected to conduct themselves in a manner which will enhance the trust accorded them, and through them, the trust accorded to the Board.

13.2. The Board expects that every trustee will:

13.2.1. be knowledgeable of Sections 85 – 96 of the *Education Act*;

13.2.2. file a disclosure of information as required by Section 86 of the *Education Act*;

13.2.3. accept sole responsibility for declaring a pecuniary interest or other conflict of interest and abstain and absent themselves from discussion or voting on the matter in question;

13.2.4. be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;

13.2.5. where a trustee has a loyalty to more than one board and when the actions of one board affect the operation of the other board, abstain from involvement in discussion and voting on the matter in question;

13.2.6. refrain from, in the exercise of an official power, duty or function, giving preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest; and

13.2.7. refrain from initiating, endorsing, supporting or otherwise participating in any proceeding being brought against the Board or the Division.

~~13. The trustee is directly responsible to the electorate of the Division and to the Board.~~

~~Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner that shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.~~

~~The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and trustee members.~~

~~Therefore, the Board believes in the requirement to declare a conflict of interest.~~

~~13.1. The trustee is expected to be conversant with Sections 85-96 of the *Education Act*.~~

~~13.2. The trustee is responsible for declaring themselves to be in a possible conflict of interest.~~

~~13.2.1. The trustee shall make such declaration in open meeting prior to the Board or committee discussion of the subject matter, which may place the trustee in conflict of interest.~~

~~13.2.2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.~~

~~13.3. It shall be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of the *Education Act* and ensure that their declaration and absence are properly recorded within the minutes.~~

~~13.4. The recording secretary shall record in the minutes:~~

~~13.4.1. the trustee's declaration;~~

~~13.4.2. the trustee's abstention from the debate and the vote; and~~

~~13.4.3. that the trustee left the room in which the meeting was held.~~

#### 14. Board self-evaluation

14.1. On an annual basis, the Board shall complete a self-evaluation.

#### References

Sections 53, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019
	Dec. 3, 2019
	Feb. 20, 2020
	March 26, 2020
Dec. 8, 2020	Jan. 21, 2021
Dec. 16, 2021	
Jan. 11, 2022	
Feb. 8, 2022	Feb 17, 2022

	March 1, 2022
Dec. 12, 2022	Jan. 19, 2023
Oct. 4, 2023	Oct. 19, 2023
Jan. 10, 2024	Jan. 25, 2024
June 10, 2024	June 20, 2024
<u>Oct. 1, 2024</u>	

**Policy 7**

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**BOARD OPERATIONS****Background**

The Board of Trustees believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational design. To discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance trust in public education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest. To mitigate any safety risks to the public attending any Board meetings, and for the trustees, a safety plan has been put in place.

**Guidelines****1. Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division office.

- 1.1. Each of the following is established as a ward of the Division:
  - 1.1.1. County of Minburn No. 27—western portion
  - 1.1.2. Lamont County
  - 1.1.3. Strathcona County—further divided into the following electoral subdivisions:



- 1.1.3.1. Electoral Subdivision No. 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
    - 1.1.3.2. Electoral Subdivision No. 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;
    - 1.1.3.3. Electoral Subdivision No. 3 – comprised of all lands north of secondary Highway 630, except those lands referenced in 1.1.3.2; and
    - 1.1.3.4. Electoral Subdivision No. 4 – comprised of all lands south of secondary Highway 630, except those lands referenced in 1.1.3.2.
  - 1.2. The number of trustees to be elected in each ward is as follows:
    - 1.2.1. one trustee from the County of Minburn No. 27 Ward—western portion;
    - 1.2.2. one trustee from the Lamont County Ward; and
    - 1.2.3. seven trustees from the Strathcona County Ward, elected as follows:
      - 1.2.3.1. two trustees from Electoral Subdivision No. 1;
      - 1.2.3.2. three trustees from Electoral Subdivision No. 2;
      - 1.2.3.3. one trustee from Electoral Subdivision No. 3; and
      - 1.2.3.4. one trustee from Electoral Subdivision No. 4.
  - 1.3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
  - 1.4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur before the fourth year of the term of office, a by-election must be held.

## **2. Oath of office**

- 2.1. A formal ceremony shall be scheduled following confirmation of trustee election results in a general election year.
- 2.2. Each trustee shall take the oath of office or make an affirmation as prescribed by the *Oaths of Office Act*.
- 2.3. Special provisions shall be made for a trustee taking office following a by-election.

## **3. Organizational meeting**

- 3.1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
- 3.2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
- 3.3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.

- 3.4. The organizational meeting shall, in addition:
  - 3.4.1. elect a Board Vice-Chair;
  - 3.4.2. establish a schedule—date, time and place—for regular meetings and any additional required meetings for the ensuing year;
  - 3.4.3. review standing committees of the Board as deemed appropriate;
  - 3.4.4. review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 3.4.5. review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 3.4.6. address other organizational items as required.
- 3.5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
  - 3.5.1. create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members;
  - 3.5.2. appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
  - 3.5.3. create a Rotational Acting-Chair Schedule.

#### 4. **Regular public Board meetings**

Regular public Board meeting dates and times shall be as established at the annual organizational meeting.

- 4.1. All meetings shall ordinarily be held in the Division office.
- 4.2. All trustees shall notify the Board Chair and the Superintendent if they are unable to attend a public Board meeting.
- 4.3. All trustees who are absent from three consecutive public Board meetings shall:
  - 4.3.1. obtain authorization by resolution of the Board to do so; or
  - 4.3.2. provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
- 4.4. Failure to comply with section 4.3 may result in disqualification.
- 4.5. Attendance of all trustees at public Board meetings is an expectation under the *Education Act* to fulfil legislated responsibilities. The Board expects all trustees to make attendance at the public Board's meetings a priority. The Board believes that attendance of all trustees at the public Board meeting place is important for the Board's processes by enhancing dialogue and modelling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a public Board meeting or committee meeting by using electronic means or other communication facilities in accordance with Section 5, Board Procedures Regulation made under the *Education Act*.
  - 4.5.1. A trustee wishing to participate electronically must provide the Board Chair with a minimum of one working day notice prior to the meeting at

- which they wish to participate electronically and a telephone number from which contact can be made during the meeting.
- 4.5.2. A trustee may participate in a meeting of the Board by electronic means provided that trustees participating in the meeting and members of the public attending the meeting are able to hear each other.
  - 4.5.3. A trustee shall be able to participate electronically a maximum of three times per year.
  - 4.5.4. Costs incurred for service charges shall be charged to the office of the trustee(s) participating electronically.
  - 4.5.5. Trustees participating electronically shall inform the Board Chair of their departure from a meeting—temporarily or permanently.
  - 4.5.6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Board Chair and disconnect from the meeting. The Board Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  - 4.5.7. The Board Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating—for example, the Board Chair’s left to right—followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  - 4.5.8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  - 4.5.9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
- 4.6. If the Board Chair and Board Vice-Chair are unable to perform the duties of the office or is absent, the rotational acting Board Chair has all the powers and shall perform all the duties of the Chair during the Board Chair’s and Board Vice-Chair’s inability to act or absence.
  - 4.7. Regular public meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent’s contract is being discussed.
  - 4.8. Any recording of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## **5. Special public Board meetings**

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and action.
- 5.2. Special meetings of the Board shall only be called when the Board Chair, the majority of trustees, or the Education Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees by electronic mail or in person at least two

days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.

- 5.4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 5.5. Special meetings of the Board shall be open to the public, recognizing that specific agenda matters may be held in camera.
- 5.6. Special meetings of the Board shall not be held without the Superintendent or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 6. In-camera sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in camera" is most commonly used and is synonymous with the other two terms.

- 6.1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 6.2. The Board may convene in camera to discuss matters of a sensitive nature, including:
  - 6.2.1. personnel:
    - 6.2.1.1. individual students, or
    - 6.2.1.2. individual employees;
  - 6.2.2. matters relating to negotiations;
  - 6.2.3. acquisition or disposal of real property;
  - 6.2.4. litigation brought by or against the Board; and
  - 6.2.5. other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 6.3. In-camera sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 6.4. During the in-camera session, the Board shall adopt only such resolution as is required to reconvene the Board in an open, public meeting.

## 7. Agenda for regular Board meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

- 7.1. The agenda shall be supported, electronically, by copies of letters, reports, contracts and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
  - 7.1.1. Report for Recommendation;
  - 7.1.2. Report for Information; or
  - 7.1.3. Report for Feedback.
- 7.2. Items may be placed on the agenda in one of the following ways:
  - 7.2.1. by notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting;
  - 7.2.2. by notice of motion at the previous meeting of the Board;
  - 7.2.3. as a request from a committee of the Board; or
  - 7.2.4. emergent issues that require Board action may arise after the agenda has been prepared. At the beginning of the meeting, the Board Chair shall ask for additions to or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Board Chair regarding the emergent nature of such information.
- 7.4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.6. The list of agenda items, and respective reports, shall be posted on the Division website two-and-one-half days prior to the Board meeting.

## **8. Minutes for regular or special meetings**

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1. The minutes shall record:
  - 8.1.1. date, time and place of meeting;
  - 8.1.2. type of meeting;
  - 8.1.3. name of the chair;
  - 8.1.4. names of those trustees and senior administration in attendance;
  - 8.1.5. approval of preceding minutes;
  - 8.1.6. all resolutions, including the Board's disposition of the same, placed before the Board are to be entered in full along with a brief explanation as to why the matter is before the Board;
  - 8.1.7. names of persons making the motions;
  - 8.1.8. points of order and appeals;
  - 8.1.9. appointments;

- 8.1.10. receipt of reports of committees;
  - 8.1.11. recording of the vote on all motions;
  - 8.1.12. trustee declaration of vote pursuant to the *Education Act*; and
  - 8.1.13. the hour of adjournment.
- 8.2. The minutes shall:
- 8.2.1. be prepared as directed by the Superintendent;
  - 8.2.2. be reviewed by the Superintendent prior to submission to the Board;
  - 8.2.3. be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.2.4. upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
- 8.4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
- 8.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

- 9.1. Notice of motion:
- 9.1.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 9.2. Discussion on motions:
- 9.2.1. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
  - 9.2.2. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
  - 9.2.3. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
  - 9.2.4. Motions may be submitted by any trustee, including the Board Chair.
- 9.3. Speaking to the motion:

- 9.3.1. The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.
- 9.3.2. The Chair may speak at the conclusion of each round.
- 9.3.3. The mover of the motion is permitted to close debate on the motion.
- 9.3.4. As a general guide, a trustee should not speak longer than five minutes on any motion.
- 9.3.5. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.3.6. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks. Any such interruption shall not be permitted without permission of the Board Chair.
- 9.3.7. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote.
- 9.3.8. The Board Chair shall rule on further discussion.
- 9.4. Reading of the motion:
  - 9.4.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 9.5. Voting on the motion:
  - 9.5.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present.
  - 9.5.2. In the case of an equality of votes, the question is defeated.
  - 9.5.3. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Board Vice-Chair, which is by secret ballot.
- 9.6. Debate:
  - 9.6.1. In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by a motion supported by the majority of trustees in attendance.

## 10. Comments, presentations and delegations at Board meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

Considerations for a safety plan have been put in place.

Presenters and members of their delegation are expected to conduct themselves in a respectful manner as outlined by the Board Chair in accordance with [Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments](#).

The delegation will be advised that Board meetings are recorded and therefore presentations must follow legislative requirements such as *Freedom of Information and Protection of Privacy Act (FOIP)*.

- 10.1. General comments on an educational issue at a Board meeting:
  - 10.1.1. A member of the public or a staff-group representative may address the Board on any educational issue.
  - 10.1.2. If a member of the public or a staff-group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.1.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.1.4. Speakers shall address their comments to the Board Chair.
- 10.2. Comments on specific Board agenda items:
  - 10.2.1. A member of the public or a staff-group representative may address the Board on a specific Board agenda item.
  - 10.2.2. If a member of the public or a staff-group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
  - 10.2.3. A member of the public or a staff-group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
  - 10.2.4. Speakers shall address their comments to the Board Chair.
- 10.3. Formal delegations and presentations to Board:
  - 10.3.1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure or statute.
  - 10.3.2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. The process provides the presenter an opportunity to clarify their understanding of Division practices related to the presentation topic and determine what other assistance may be available through the administration.
  - 10.3.3. If, after meeting with the administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. The request shall be made in



writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

- 10.3.4. The Board reserves the right to determine whether the delegation shall be heard and, if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent, or designate, and Board Chair shall make appropriate arrangements for the delegation to be heard.
- 10.3.5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent, or designate, at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
- 10.3.6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- 10.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of their right to the next avenue of appeal.

## **11. Audio-recording devices**

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

## **12. Trustee compensation and expenses**

The Board acknowledges that Board members are entitled to compensation for the performance of their duties. The Board believes the governance budget must be set, monitored and publicly reported, as part of the budgeting process.

- 12.1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible and accountable in the use of public funds.
- 12.2. The Board shall establish rates for the Board Chair, Board Vice-Chair and trustees in conjunction with the budgeting process.
- 12.3. Remuneration shall be paid annually, in 12 equal monthly payments.

- 12.4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the per cent change in annual average index of Alberta Consumer Price Index (CPI) and the per cent change in annual average earnings Alberta Average Weekly Earnings (AWE)—not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
- 12.5. Trustees are encouraged to participate in professional development and public relations activities.
- 12.6. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Board Chair and Board Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
- 12.7. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover the travel allowance.
- 12.8. Travel allowance is separated into three categories:
  - 12.8.1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    - 12.8.1.1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    - 12.8.1.2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
  - 12.8.2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County and Fort Saskatchewan to account for the increased travel required because of their geographical area.
  - 12.8.3. The Board Chair and Board Vice-Chair receive an additional allowance to account for the increased travel required to fulfil their roles.
- 12.9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business-expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
- 12.10. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review. Discretionary funds can be allocated to five main categories of trustee expenses:
  - 12.10.1. *public relations* – Expenses incurred to promote and maintain the visibility of the Division—acceptable expenses include Chamber of Commerce, public events and school functions.

- 12.10.2. *professional development (PD)* – Expenses incurred to support the ongoing professional development of trustees—acceptable expenses include workshops and seminars, Canadian School Boards Association conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences. Additional PD funds are available to trustees from the Board’s budget. These funds must be requested, in writing, to the Board Chair and approved by the Board.
- 12.10.3. *equipment* – Expenses incurred to provide equipment to perform the trustee’s role—acceptable expenses include cellphones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops shall be allocated out of general funds.
- 12.10.4. *communications* – Expenses incurred for communication—acceptable expenses include internet connections, cellphone bills, etc.
- 12.10.5. *supplies and materials* – Expenses incurred for consumable materials and supplies, such as office supplies, paper, printer ink, etc.
- 12.11. It is the trustees’ responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
- 12.12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis, and placement of funds shall be determined at a public meeting of the Board.
- 12.13. Trustees shall be enrolled in the insurance and benefits plan upon being elected to the position of trustee, as per the guidelines of the insurance carriers.
  - 12.13.1. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
    - 12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.
    - 12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per the guidelines of the insurance carriers.
    - 12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.
  - 12.13.2. In the event of a by-election, a trustee may enrol within 31 days of the swearing-in of the trustee and shall be covered until the end of the four-year term.
  - 12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.

- 12.13.4. A trustee is not eligible for benefits if they are no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
- 12.14. All reimbursement, or expense claims, must be settled during the respective fiscal year—September 1 to August 31—that the expense was incurred.
- 12.15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### 13.

#### Conflicts of Interest

- 13.1. Trustees are directly responsible to the electorate of the Division and to the Board. Upon election to office trustees must accept a position of public trust and are expected to conduct themselves in a manner which will enhance the trust accorded them, and through them, the trust accorded to the Board.
- 13.2. The Board expects that every trustee will:
  - 13.2.1. be knowledgeable of Sections 85 – 96 of the *Education Act*;
  - 13.2.2. file a disclosure of information as required by Section 86 of the *Education Act*;
  - 13.2.3. accept sole responsibility for declaring a pecuniary interest or other conflict of interest and abstain and absent themselves from discussion or voting on the matter in question;
  - 13.2.4. be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
  - 13.2.5. where a trustee has a loyalty to more than one board and when the actions of one board affect the operation of the other board, abstain from involvement in discussion and voting on the matter in question;
  - 13.2.6. refrain from, in the exercise of an official power, duty or function, giving preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest; and
  - 13.2.7. refrain from initiating, endorsing, supporting or otherwise participating in any proceeding being brought against the Board or the Division.

#### 14. Board self-evaluation

- 14.1. On an annual basis, the Board shall complete a self-evaluation.

#### References

Sections 53, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:

Last updated:

Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019
	Dec. 3, 2019
	Feb. 20, 2020
	March 26, 2020
Dec. 8, 2020	Jan. 21, 2021
Dec. 16, 2021	
Jan. 11, 2022	
Feb. 8, 2022	Feb 17, 2022
	March 1, 2022
Dec. 12, 2022	Jan. 19, 2023
Oct. 4, 2023	Oct. 19, 2023
Jan. 10, 2024	Jan. 25, 2024
June 10, 2024	June 20, 2024
Oct. 1, 2024	



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 10: Policy-Making

**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.

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## **RECOMMENDATION:**

**That the Board of Trustees approves the amendments to Board Policy 10: Policy-Making, 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.

The Policy Committee receives feedback and information from trustees, administration and other stakeholders and 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.

The Policy Committee recommends amendments for clarity, as shown in Attachment 1.

## **COMMUNICATION PLAN:**

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## **ATTACHMENT(S):**

1. Policy 10: Policy-Making (marked)
2. Policy 10: Policy-Making (unmarked)

**Policy 10**

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**POLICY-MAKING****Background**

Policy development is a key responsibility of the Board of Trustees. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students and other stakeholders. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

**Guidelines**

The Board shall be guided in its approach to policy-making by ensuring adherence to the requirements necessary to provide for a wide range of diversity in education, compliance with the *Education Act*, and provincial and federal legislation. Board policies shall provide an appropriate balance between the responsibility of the Board to develop guidelines for the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division. The Board shall adhere to the following stages in its approach to policy-making:

**1. Planning**

- 1.1. The Board, with the support of the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.
- 1.2. Stakeholder engagement will be determined by the Board.

**2. Development**

- 2.1. The Board may develop policies or delegate the responsibility for drafting policies to the Superintendent.

**3. Adoption**

- 3.1. The Board is solely responsible for adopting new policies or amendments to existing policies through a resolution at a public Board meeting.

**4. Implementation**

- 4.1. The Board is responsible for the implementation of policies governing its own processes.
- 4.2. The Board and Superintendent share the responsibility for the implementation of policies relating to the Board-Superintendent relationship.
- 4.3. The Superintendent is responsible for the implementation of the other policies.

## 5. Evaluation

- 5.1. The Board and Superintendent shall review all policies annually.

## 6. Specific area of responsibility

- 6.1. The Policy Committee and Superintendent, shall consider:
  - 6.1.1. legislation;
  - 6.1.2. direction from the Board; and
  - 6.1.3. analysis of trends and research.
- 6.2. When required, the Superintendent shall seek legal advice on the intent and wording of ~~the policies~~.
- 6.3. Only those policies that are adopted and recorded in the minutes constitute the official policies of the Board.
- 6.4. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the operation of the Division. Such decisions carry the weight of policy ~~until such time as a specific written policy is developed~~.
- 6.5. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
- 6.6. The Superintendent shall develop administrative procedures as specified in [Board Policy 11: Delegation of Authority](#) as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
- 6.7. The Board may rescind specific policies and may delegate to the Superintendent authority over those areas.
- 6.8. The Superintendent must inform the Board of changes to administrative procedures. The Superintendent shall arrange for all Board policies, administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

## References

Sections 52, 52, 222 *Education Act*

Last reviewed:	Last updated:
April 23, 2015	April 23, 2015
March 6, 2017	
April 10, 2017	May 29, 2017
Dec. 4, 2017	
March 19, 2019	
	Dec. 11, 2019
	April 23, 2020
April 13, 2021	
April 12, 2022	April 12, 2022



March 14, 2023

April 20, 2023

May 1, 2024

May 30, 2024

Oct. 1, 2024

**Policy 10**

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**POLICY-MAKING****Background**

Policy development is a key responsibility of the Board of Trustees. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students and other stakeholders. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

**Guidelines**

The Board shall be guided in its approach to policy-making by ensuring adherence to the requirements necessary to provide for a wide range of diversity in education, compliance with the *Education Act*, and provincial and federal legislation. Board policies shall provide an appropriate balance between the responsibility of the Board to develop guidelines for the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division. The Board shall adhere to the following stages in its approach to policy-making:

**1. Planning**

- 1.1. The Board, with the support of the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.
- 1.2. Stakeholder engagement will be determined by the Board.

**2. Development**

- 2.1. The Board may develop policies or delegate the responsibility for drafting policies to the Superintendent.

**3. Adoption**

- 3.1. The Board is solely responsible for adopting new policies or amendments to existing policies through a resolution at a public Board meeting.

**4. Implementation**

- 4.1. The Board is responsible for the implementation of policies governing its own processes.
- 4.2. The Board and Superintendent share the responsibility for the implementation of policies relating to the Board-Superintendent relationship.
- 4.3. The Superintendent is responsible for the implementation of the other policies.

## 5. Evaluation

- 5.1. The Board and Superintendent shall review all policies annually.

## 6. Specific area of responsibility

- 6.1. The Policy Committee and Superintendent, shall consider:
  - 6.1.1. legislation;
  - 6.1.2. direction from the Board; and
  - 6.1.3. analysis of trends and research.
- 6.2. When required, the Superintendent shall seek legal advice on the intent and wording of policies.
- 6.3. Only those policies that are adopted and recorded in the minutes constitute the official policies of the Board.
- 6.4. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the operation of the Division. Such decisions carry the weight of policy.
- 6.5. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
- 6.6. The Superintendent shall develop administrative procedures as specified in [Board Policy 11: Delegation of Authority](#) as deemed necessary for the effective operation of the Division. These must be in accordance with Board policies.
- 6.7. The Board may rescind specific policies and may delegate to the Superintendent authority over those areas.
- 6.8. The Superintendent must inform the Board of changes to administrative procedures. The Superintendent shall arrange for all Board policies, administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

## References

Sections 52, 52, 222 *Education Act*

Last reviewed:	Last updated:
April 23, 2015	April 23, 2015
March 6, 2017	
April 10, 2017	May 29, 2017
Dec. 4, 2017	
March 19, 2019	
	Dec. 11, 2019
	April 23, 2020
April 13, 2021	
April 12, 2022	April 12, 2022

March 14, 2023

April 20, 2023

May 1, 2024

May 30, 2024

Oct. 1, 2024



# RECOMMENDATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Board Governance Surplus

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services

**REFERENCE:** Board Policy 7: Board Operations  
Administrative Procedure 501: Financial Management

**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.

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## RECOMMENDATION:

**That the Board of Trustees directs the placement of the Board Governance surplus at Aug. 31, 2024, of \$39,592 exceeding the allowable carry-forward be allocated to the Leveraging Student Achievement funds.**

## BACKGROUND:

As per Board Policy 7: Board Operations, Section 12.12 *“Any Board Governance surplus exceeding the allowable carry-forward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board.”*

As per Administrative Procedure 501: Financial Management Section, 5.2, *“Schools/departments may carry forward surplus funds of up to one per cent of their total operating budget.”*

The total Board Governance year-end surplus is \$45,449, primarily because of the mid-year departure of a trustee (savings in salaries, benefits, and discretionary costs).

One percent of the Board Governance operating budget is \$5,857. Therefore, the Board Governance surplus exceeding the allowable carry-forward amount is \$39,592.



# RECOMMENDATION REPORT

For schools and departments who have surplus exceeding the allowable carry forward amount, the excess surplus is returned to either the Leveraging Student Achievement reserve (school surpluses) or the Division Unallocated reserve (department surpluses).

Preliminary year-end results indicate that the school excess surplus being returned to the Leveraging Student Achievement reserve from school budgets totals \$115,739.

Placing these funds in the Student Leveraging Achievement reserve to supplement the school contributions of \$115,739 will bring the balance to \$155,331.

Allocating these dollars to the Leveraging Student Achievement reserve will allow for schools to narrow the achievement gap. A plan will be discussed with the Board later in the year before these funds are used.

## **COMMUNICATION PLAN:**

This will be included in the Accumulated Surplus at Aug. 31, 2024 report and the 2024-25 Fall Budget presented to the Board.

## **ATTACHMENTS:**

N/A



# INFORMATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Unaudited Financial Report for Sept. 1, 2023 to Aug. 31, 2024

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services  
Natasha Elsenheimer, Accountant, Financial Services

**REFERENCE:** Policy 2: Role of the Board

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

**EIPS GOAL:** Quality infrastructure for all.

**EIPS OUTCOME:** Student learning is supported through the use of effective planning, management, and investment in Division infrastructure.

**ISSUE:**

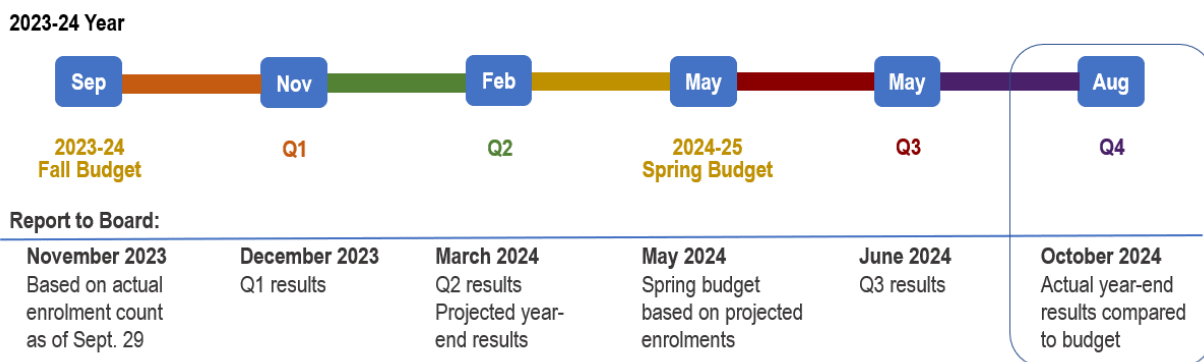
That the Board of Trustees receives for information the Unaudited Financial Report for the period Sept. 1, 2023 to Aug. 31, 2024 for Elk Island Public Schools.

**BACKGROUND:**

Policy 2: Role of the Board, Section 1.8, Fiscal Accountability, establishes that the Board of Trustees will monitor the fiscal management of EIPS through receipt of quarterly variance analysis.

**CURRENT SITUATION OR KEY POINT:**

Financial Services has prepared an unaudited financial report for the year ended Aug. 31, 2024. For the 2023-24 school year, the Division is at the end of our financial reporting cycle:





# INFORMATION REPORT

This report compares current results to the fall budget. At this point in the year, schools and central services departments are expected to be 100% spent (as the year is complete). For schools and revenue variances, notes are provided for variances exceeding approximately five per cent of budget. For Central Services, notes are provided for every budget group.

Please note that in earlier quarters of the year, the majority of variances were typically the result of timing differences, meaning expenditures are not incurred evenly over the course of the year. These timing differences were expected to resolve themselves (variances eliminated) by the end of the year when all expenses had been incurred. Because the year is now complete, all remaining variances are considered 'permanent' variances. Permanent variances do not resolve themselves over time and contribute to the difference between our fall budget and actual year-end results.

For the fourth quarter report only, asset retirement obligation expenditures and school generated fund revenues and expenses are incorporated into the report.

As of Aug. 31, 2024, EIPS has an overall operating surplus of \$3,159,152, including school generated funds and asset retirement obligation costs. Revenue and expense variances are detailed in the Fourth Quarter Report 2023-24.

**ATTACHMENT:**

1. Fourth Quarter Report 2023-24





Your Future in MIND

## Fourth Quarter Report

# 2023-24

This document includes the Financial Statements of Elk Island Public Schools for the period Sept. 1, 2023 to Aug. 31, 2024 and variance notes to these statements.

**Report to the  
Board of Trustees**

Oct. 17, 2024

This information has not been audited.

**Elk Island Public Schools**  
**Highlights**  
**For Year Ended August 31, 2024**

**Financial Summary:**

	Annual Fall Budget	Year to Date Actual	Actual % Of Budget*
Revenues (Page 3)	201,278,728	206,307,874	102%
School Expenses (Pages 5 and 6)	136,583,088	137,456,658	101%
Central Services Expenses (Page 9)	65,159,730	64,515,011	99%
School Generated Funds Deficit (Page 3)	(300,000)	(157,411)	52%
Asset Retirement Obligation Expenses (Page 3)	(284,269)	(1,019,642)	359%
<b>Surplus / (Deficit)</b>	<u>(1,048,359)</u>	<u>3,159,152</u>	

\* Total spending at August 31, 2024 should be 100% (for school year expenditures) and 100% (for revenue and for year-round expenses) as the fiscal year is complete.

**Significant Changes and Events:**

**IP Address Sale**

EIPS has completed a sale of IP Addresses that will result in \$3.8 million of additional revenue for the Division. This sale created an increase to operating reserves that will exceed the provincial maximum reserve limit, but EIPS was granted an exemption to the limit by the Minister of Education.

**Asset Retirement Obligation**

As a result of inflation, the estimated amount of asset retirement obligation has substantially increased from prior year. Disposing of Andrew School also impacted capital assets and obligation. This resulted in \$735,000 of additional financial reporting expenses--but these only impact Investment in Tangible Capital Assets and do not impact reserves (funds available to EIPS).

**Funding Announcements**

Since Fall Budget development, additional funding has been announced to support a number of initiatives:

- **Learning Disruption Funding of \$281,000** to provide targeted literacy and numeracy programming (allocated to schools in late November).
- **Additional Low Incidence Supports and Services of \$95,000** to meet the learning needs of students with low incidence disabilities (allocated to Early Learning in December).
- **Supplemental Enrolment Growth Grant of \$569,000** to provide additional per-student funding for enrolment growth (allocated to schools in January).
- **Additional School Nutrition Funding of \$52,000** to provide students with nutritious meals (allocated to School Nutrition program in March).
- **Digital Assessment Implementation Funding of \$150,000** to support EIPS in implementing a digital assessment platform (will be allocated in 2024-25).

**School Generated Funds**

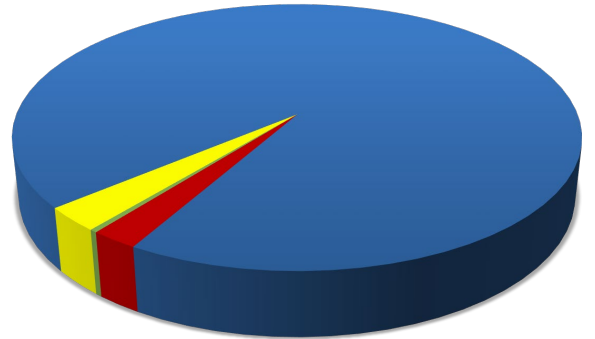
This final quarterly report includes results for school generated funds (SGF), which had a \$157,000 deficit in 2024-25. Schools spent down unrestricted SGF reserves, consistent with planned efforts to ensure earnings such as cafeteria sales are being spent on students in the year they are earned, whenever possible.

**Elk Island Public Schools**  
**Revenue & Expense Analysis (excluding SGF)**  
**For Year Ended August 31, 2024**

**Revenues by Source**

	Alberta Education
	Other Govt of Alberta
	Fees
	Sales and Services and Other

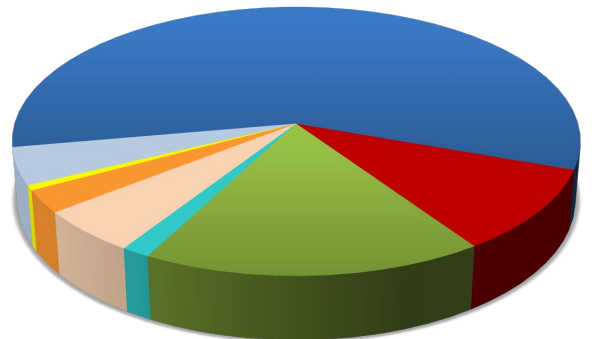
\$	%
194,666,944	94.3%
4,862,950	2.4%
758,402	0.4%
6,019,578	2.9%
<b>\$ 206,307,874</b>	<b>100.0%</b>



**Alberta Education Revenues**

	Base Instruction
	Services & Supports
	School - System Needs
	Community
	Jurisdictions
	Other
	Supported Amortization
	Teacher Pensions

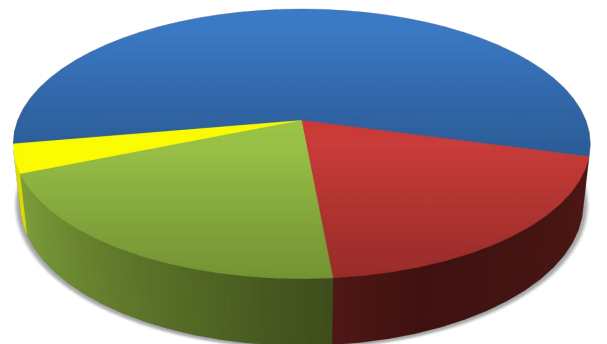
\$	%
113,337,127	58.3%
19,524,367	10.0%
33,560,189	17.2%
2,817,070	1.4%
10,224,984	5.3%
5,305,520	2.7%
1,148,732	0.6%
8,748,955	4.5%
<b>\$ 194,666,944</b>	<b>100.0%</b>



**Expenses by Object**

	Certificated Salaries & Benefits
	Classified Salaries & Benefits
	Services, Contracts & Supplies
	Capital & Debt Services

\$	%
115,169,309	57.0%
38,987,660	19.3%
40,826,744	20.2%
6,987,956	3.5%
<b>\$ 201,971,669</b>	<b>100.0%</b>



**Elk Island Public Schools**  
**Statement of Revenues and Expenses**  
**For Year Ended August 31, 2024**  
**Percent of the Year Elapsed: 100%\***

	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 100% Actual Less Elapsed %		
<b>REVENUES</b>						
<b>Alberta Education</b>						
Base Instruction	\$ 112,874,959	\$ 113,337,127	100%	0%		100%
Services & Supports	19,526,287	19,524,367	100%	0%		100%
School - System Needs	33,224,472	33,560,189	101%	1%		99%
Community	2,817,070	2,817,070	100%	0%		100%
Jurisdictions	10,224,984	10,224,984	100%	0%		100%
Other <sup>1</sup>	5,225,253	5,305,520	102%	2%		98%
Supported Amortization	1,191,695	1,148,732	96%	-4%		97%
Teacher Pensions	8,603,000	8,748,955	102%	2%		104%
<b>Total Alberta Education</b>	<b>193,687,720</b>	<b>194,666,944</b>	<b>101%</b>	<b>1%</b>		<b>100%</b>
<b>Other Government of Alberta</b>	<b>4,813,426</b>	<b>4,862,950</b>	<b>101%</b>	<b>1%</b>		<b>99%</b>
<b>Other Alberta School Authorities</b>	<b>52,604</b>	<b>96,885</b>	<b>184%</b>	<b>84%</b>		<b>127%</b>
<b>Fees</b>	<b>1,078,448</b>	<b>758,402</b>	<b>70%</b>	<b>-30%</b>	<b>A</b>	<b>104%</b>
<b>Other Sales and Services</b>	<b>181,410</b>	<b>290,068</b>	<b>160%</b>	<b>60%</b>	<b>B</b>	<b>166%</b>
<b>Investment Income</b>	<b>449,078</b>	<b>926,968</b>	<b>206%</b>	<b>106%</b>	<b>C</b>	<b>153%</b>
<b>Gifts and Donations</b>	<b>784,302</b>	<b>590,824</b>	<b>75%</b>	<b>-25%</b>	<b>D</b>	<b>65%</b>
<b>Rental of Facilities</b>	<b>231,740</b>	<b>305,731</b>	<b>132%</b>	<b>32%</b>	<b>E</b>	<b>109%</b>
<b>Proceeds from IP Address Sale</b>	<b>-</b>	<b>3,809,102</b>	<b>0%</b>	<b>-100%</b>	<b>F</b>	<b>N/A</b>
<b>Sub-Total (excluding SGF)</b>	<b>201,278,728</b>	<b>206,307,874</b>	<b>102%</b>	<b>2%</b>		<b>100%</b>
<b>EXPENSES BY OBJECT</b>						
Certificated Salaries & Benefits	115,329,786	115,169,309	100%	0%		99%
Classified Salaries & Benefits	40,164,044	38,987,660	97%	-3%		94%
Services, Contracts & Supplies	39,440,203	40,826,744	104%	4%		102%
Capital & Debt Services	6,808,785	6,987,956	103%	3%		100%
<b>Sub-Total (excluding SGF)</b>	<b>201,742,818</b>	<b>201,971,669</b>	<b>100%</b>	<b>0%</b>		<b>99%</b>
<b>Operations Surplus/(Deficit)</b>	<b>\$ (464,090)</b>	<b>\$ 4,336,205</b>	<b>-934%</b>	<b>-1034%</b>		<b>71%</b>
<b>SCHOOL GENERATED FUNDS (SGF)</b>						
Revenues	7,945,350	8,097,855	102%	102%		
Expenses	8,245,350	8,255,266	100%	100%		
<b>SGF Surplus/(Deficit)</b>	<b>(300,000)</b>	<b>(157,411)</b>	<b>52%</b>	<b>52%</b>		
<b>ASSET RETIREMENT OBLIGATION (ARO)</b>						
Expenses	284,269	1,019,642	359%	359%		
<b>ARO Surplus/(Deficit)</b>	<b>(284,269)</b>	<b>(1,019,642)</b>	<b>359%</b>	<b>359%</b>		
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>(1,048,359)</b>	<b>3,159,152</b>	<b>-301%</b>	<b>-301%</b>		
<b>Transfer (to) from Reserves - Operations</b>	<b>464,090</b>	<b>(4,336,205)</b>	<b>-934%</b>	<b>-934%</b>		
<b>Transfer (to) from Reserves - SGF</b>	<b>300,000</b>	<b>157,411</b>	<b>52%</b>	<b>52%</b>		
<b>Transfer (to) from Investment in Tangible Capital Assets</b>	<b>284,269</b>	<b>1,019,642</b>	<b>359%</b>	<b>359%</b>		
<b>NET FINANCIAL POSITION</b>	<b>\$ -</b>	<b>\$ -</b>				

<sup>1</sup> Includes funding for Mental Health, Secondments, New Curriculum, Lease Support, Fuel Price Contingency, French Language, Learning Disruption, Dual Credit Programming, and Odyssey Language.

**Elk Island Public Schools  
Revenue Notes  
For Year-Ended August 31, 2024**

**A. Fees**

Fee revenue was 70% of the budgeted amount at the end of the year.

This line includes only transportation fees. As a result of the increased transportation grant, less fees were required in 2023-24 to support operations. This variance includes \$271,000 of transportation fees that were refunded to parents midway through the school year.

**B. Other Sales and Services**

Other sales and services are 60% higher than budgeted this year.

Various annual vendor rebates negotiated by Purchasing and Contract Services based on contractual sales were greater than budgeted. Also, minor revenue variances resulted from other sales.

**C. Investment Income**

Revenue is 106% higher than budgeted this year.

This line consists solely of interest earned on EIPS bank accounts. The investment income budget is planned conservatively in terms of interest rate projections.

As the year progresses, any surplus in this line is identified and allocated out to other Division needs, as reflected on the re-allocation report brought to Board in March, when surplus funds were allocated to computer evergreening and an entrance for Next Step in the Salisbury Composite High building.

**D. Gifts and Donations**

Revenue is 25% lower than budgeted this year.

Some targeted donations for Partners for Science and Instructional Supports have not yet been fully spent, resulting in lower revenue. This is offset by a matching variance in expenses, resulting in no impact on EIPS' overall results.

**E. Rental of Facilities**

Revenue is 32% higher than budgeted this year.

This line is comprised of rental revenue for before and after school care groups operating in our facilities and revenue received from community groups. This year, bookings were higher than expected.

**F. Proceeds from IP Address Sale**

This revenue resulted from the sale of IP Address blocks by EIPS and was unbudgeted.

**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 1)**  
**For Year Ended August 31, 2024**  
**Percent of the Year Elapsed: 100%\***

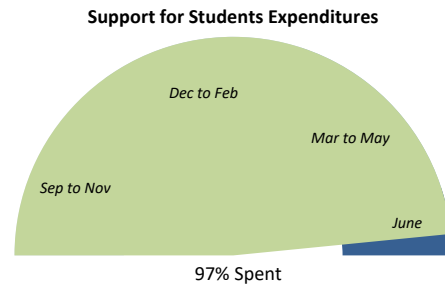
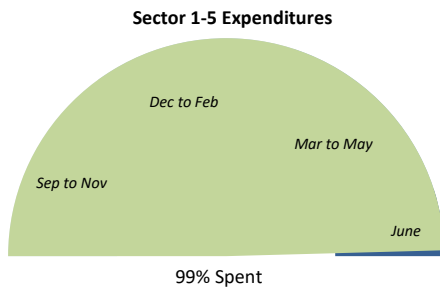
	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 100% Actual Less Elapsed %		
<b>Sector 1 - Sherwood Park</b>						
Bev Facey Community High	\$ 7,152,106	\$ 7,087,858	99%	-1%		99%
Brentwood Elementary	3,308,029	3,278,968	99%	-1%		99%
Clover Bar Junior High	2,812,796	2,804,872	100%	0%		99%
Davidson Creek Elementary	4,204,652	4,169,004	99%	-1%		99%
École Campbelltown	2,415,219	2,390,130	99%	-1%		99%
F.R. Haythorne Junior High	4,546,890	4,507,982	99%	-1%		99%
Glen Allan Elementary	2,253,419	2,234,447	99%	-1%		99%
Heritage Hills Elementary	3,194,810	3,170,187	99%	-1%		99%
Lakeland Ridge	4,493,918	4,456,012	99%	-1%		100%
Mills Haven Elementary	3,305,274	3,275,329	99%	-1%		99%
Pine Street Elementary	3,314,098	3,284,607	99%	-1%		99%
Salisbury Composite High	9,114,543	9,057,608	99%	-1%		100%
Sherwood Heights Junior High	4,024,028	3,997,688	99%	-1%		99%
Strathcona Christian Academy Elementary	3,456,727	3,451,834	100%	0%		99%
Strathcona Christian Academy Secondary	3,996,056	3,968,241	99%	-1%		99%
Wes Hosford Elementary	2,151,562	2,135,029	99%	-1%		98%
Westboro Elementary	2,635,867	2,608,808	99%	-1%		99%
Woodbridge Farms Elementary	3,091,121	3,057,511	99%	-1%		99%
	69,471,115	68,936,115	99%	-1%		99%
<b>Sector 2 - Strathcona County</b>						
Ardrossan Elementary	3,743,986	3,706,927	99%	-1%		99%
Ardrossan Junior Senior High	5,147,004	5,145,055	100%	0%		100%
Fultonvale Elementary Junior High	3,350,566	3,325,115	99%	-1%		99%
Uncas Elementary	1,529,891	1,458,301	95%	-5%	A	98%
	13,771,447	13,635,398	99%	-1%		99%
<b>Sector 3 - Fort Saskatchewan</b>						
Castle (Scotford Colony)	251,462	249,703	99%	-1%		99%
École Parc Élémentaire	2,754,137	2,727,739	99%	-1%		99%
Fort Saskatchewan Christian	3,160,149	3,142,112	99%	-1%		99%
Fort Saskatchewan Elementary	2,473,011	2,466,299	100%	0%		99%
Fort Saskatchewan High	3,577,467	3,545,511	99%	-1%		99%
James Mowat Elementary	2,798,247	2,773,114	99%	-1%		99%
Rudolph Hennig Junior High	2,987,793	2,979,997	100%	0%		99%
SouthPointe School	4,435,761	4,391,401	99%	-1%		99%
Win Ferguson Elementary	3,102,093	3,023,965	97%	-3%		99%
	25,540,120	25,299,841	99%	-1%		99%
<b>Sector 4 - Lamont County</b>						
Bruderheim School	1,158,236	1,147,344	99%	-1%		100%
Lamont Elementary	2,458,965	2,430,115	99%	-1%		98%
Lamont High	2,960,235	2,937,381	99%	-1%		99%
Mundare School	1,028,810	1,007,074	98%	-2%		99%
	7,606,246	7,521,914	99%	-1%		99%
<b>Sector 5 - County of Minburn</b>						
A.L. Horton Elementary	2,855,640	2,831,874	99%	-1%		99%
Pleasant Ridge Colony	158,914	157,245	99%	-1%		99%
Vegreville Composite High	2,843,464	2,815,087	99%	-1%		99%
	5,858,018	5,804,206	99%	-1%		99%

**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 2)**  
**For Year Ended August 31, 2024**  
**Percent of the Year Elapsed: 100%\***

	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 100% Actual Less Elapsed %		
<b>Supports For Students - Schools</b>						
Early Learning	2,540,575	2,529,676	100%	0%		98%
Specialized Supports & Other Programs <sup>1</sup>	2,265,323	2,125,382	94%	-6%	B	93%
	4,805,898	4,655,058	97%	-3%		95%
<b>Other</b>						
Elk Island Youth Ranch Learning Centre	338,880	338,861	100%	0%		99%
Next Step Continuing Education - Summer	596,685	596,685	100%	0%		100%
Next Step Outreach	2,272,486	2,273,972	100%	0%		100%
Other School Allocations	(181,397)	376,071	-207%	-307%	C	87%
To Be Allocated	190,798	-	0%	-100%	D	0%
Software Rebate	-	(462,500)	0%	-100%	E	0%
Leveraging Student Achievement	-	-	N/A	N/A	F	0%
Standard Cost Conversion	417,500	184,488	N/A	N/A	G	N/A
Teacher Pensions	8,242,659	8,296,549	101%	1%		104%
	11,877,611	11,604,126	98%	-2%		101%
Budgeted 1% year-end carryforward	(2,347,367)					
<b>Total School Sites</b>	<b>\$ 136,583,088</b>	<b>\$ 137,456,658</b>	<b>101%</b>	<b>1%</b>		<b>99%</b>

<sup>1</sup> Other Programs include Mental Health Capacity Building, School Nutrition Program and Partners 4 Science

	YTD Salary & Benefits	YTD Services, Contracts & Supplies	YTD Total Expenditures	Salaries as % of Expenditures
Sector 1 - Sherwood Park	66,056,543	2,879,572	68,936,115	95.8%
Sector 2 - Strathcona County	13,109,180	526,218	13,635,398	96.1%
Sector 3 - Fort Saskatchewan	24,340,883	958,958	25,299,841	96.2%
Sector 4 - Lamont County	7,249,483	272,431	7,521,914	96.4%
Sector 5 - County of Minburn	5,509,163	295,043	5,804,206	94.9%
<b>Totals</b>	<b>116,265,252</b>	<b>4,932,222</b>	<b>121,197,474</b>	<b>95.9%</b>



The blue half-circle represents the total budget for the year divided into four quarters. For schools it is assumed the total budget is over 10 months which makes the 4th quarter the smallest budget period as that includes the summer months.

The green section represents the actual % of budget that has been spent to date.

**Elk Island Public Schools  
Expense Notes – Schools  
For Year-Ended August 31, 2024**

**A. Uncas Elementary**

Expenses ended the year 5% under budget.

- As projected in the third quarter, Uncas ended the year with a surplus of 5%. The majority of staffing and supplies, equipment, and services needs had been addressed earlier in the year, and the remaining funds were not required by the school.

**B. Supports for Students - Schools – Specialized Supports & Other Programs**

Expenses ended the year 6% under budget.

- Specialized Supports Schools, Mental Health Capacity Building and School Nutrition program completed the year as expected.
- Partners 4 Science had significant unspent donations at the end of the year; these funds will be carried forward into the 2024-25 year to continue building science kits next year.

**C. Other - Other School Allocations**

The actual expenditures reported on this line primarily relate to the accrual of school salaries to the end of August. Typically, accruals for working days in August offset year over year, but in August 2024, there was one additional working day compared to the prior August, which is represented by this balance.

**D. Other – To Be Allocated**

Funds budgeted in this line include current year unplanned surpluses or other funds not yet reallocated out to schools or department budgets. This amount arose from planned contingency during budget, mid-year funding adjustments, project funds no longer required, or funds no longer required after revised estimates.

**E. Other – Software Rebate**

This line represents software rebates received from Microsoft as a result of a class-action lawsuit and is fully received at this point in time. These funds were unbudgeted and are available for use elsewhere in the Division, and were reflected in the March reallocation report presented to Board.

**F. Other – Leveraging Student Achievement**

This line includes funds from the Leveraging Student Achievement allocated reserve. In January, these funds were reallocated out to fund certificated staff to support junior high schools at risk in numeracy and literacy.



**G. Other – Standard Cost Conversion**

This is comprised of the net conversion between standard costs charged to schools and actual salaries and benefits for school employees. This amount fluctuates throughout the year as a result of timing of benefit and salary expenditures.

The budget on this line includes contingency funds set aside for additional staffing costs identified after standard cost rates were developed.

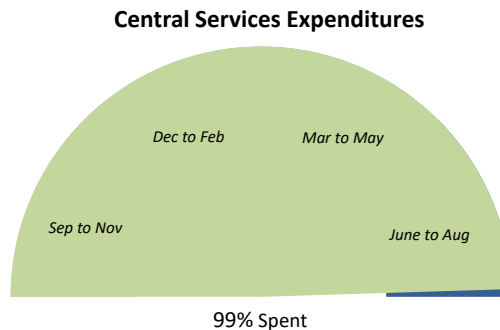
Standard cost in 2023-24 ended in an overall standard cost surplus of \$233,000 (budgeted \$418,000 less actual results of \$184,000). This surplus represents just 0.2% of school salary and benefits costs, indicating that calculated standard cost rates were overall very accurate to actual costs.

The recommendation to be presented to the Board of Trustees in November will be that this amount be transferred to the Leveraging Student Achievement reserve.

**Elk Island Public Schools**  
**Detailed Expenditures - Central Services**  
**For Year Ended August 31, 2024**  
**Percent of the Year Elapsed: 100%\***

	<b>A</b> Annual Fall Budget	<b>B</b> Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			<b>C = B / A</b> Actual % Of Budget	<b>C - 100%</b> Actual Less Elapsed %		
<b>Governance</b>	\$ 585,696	\$ 540,247	92%	(8%)	<b>A</b>	100%
<b>Education Executive</b>	1,534,422	1,463,674	95%	(5%)	<b>B</b>	92%
<b>Supports For Students - Central</b>	4,966,524	4,829,011	97%	(3%)	<b>C</b>	96%
<b>Human Resources</b>	6,219,759	5,920,981	95%	(5%)	<b>D</b>	96%
<b>Business Services</b>	3,029,695	3,034,349	100%	0%	<b>E</b>	99%
<b>Facility Services</b>					<b>F</b>	
Facility Services	16,889,503	16,183,448	96%	(4%)		100%
Infrastructure Maintenance and Renewal	988,477	1,328,146	134%	34%		68%
	17,877,980	17,511,594	98%	(2%)		98%
<b>Information Technologies</b>	7,832,725	7,860,257	100%	0%	<b>G</b>	99%
<b>Student Transportation</b>	17,171,202	16,498,758	96%	(4%)	<b>H</b>	100%
<b>Fiscal Services</b>	6,376,207	6,856,140	108%	8%	<b>I</b>	95%
Budgeted 1% year-end carryforward	(434,480)					
<b>TOTAL CENTRAL SERVICES</b>	\$ 65,159,730	\$ 64,515,011	99%	(1%)		98%

\* Based on a 12 month reporting period.



The blue half-circle represents the total budget for the year divided into four quarters.

The green section represents the actual % of budget that has been spent to date.

**Elk Island Public Schools  
Expense Notes – Central Services  
For Year-Ended August 31, 2024**

**A. Governance**

*Includes the Board of Trustees budget.*

Expenses are below budget by 8%.

This is largely due to the mid-year departure of Trustee Seutter, resulting in salary, benefit, and other cost savings.

**B. Education Executive**

*Includes the Superintendent, Communications, and Election budgets.*

Expenses are below budget by 5%.

- Superintendent expenses are 7% below expected. There were some unspent contingency funds, as well as funds budgeted for the Leadership Workshop that were not fully used.
- Communications expenses are 2% below expected. Advertisement costs, as well as supplies and equipment were lower than expected which was partially offset by higher than budgeted salary expenses.
- Estimated election costs are recorded on an annual basis so that administrative costs don't fluctuate every fourth year when an election occurs. Expenses in this budget centre are as expected.

**C. Supports for Students – Central**

*Includes Associate Superintendent, Instructional Supports, Curriculum and Central Specialized Supports budgets.*

Expenses ended the year 3% under budget.

- Associate Superintendent – Supports for Students, Curriculum and Specialized Supports – Central completed the year as expected.
- Instructional Supports completed the year with a 4% variance primarily from the Dual Credit and Outdoor Spaces programs. These programs are funded by targeted grants and donations and can be carried forward to the 2024-25 budget.

**D. Human Resources**

*Includes Associate Superintendent, Staff Relations and Training, and Recruitment and Staffing budgets.*

Expenses are below budget by 5%.

- Associate Superintendent expenses are above expected year to date spending by 2%. This is due to increased secondment costs that are offset with increased billings, resulting in no impact to EIPS bottom line.

- Staff Relations and Training expenses are below expected year to date spending by 10%.
  - This is largely due to lower-than-expected costs for long term disability, which are difficult to predict.
  - There were also lower-than-expected costs for Division professional development and Off to a Good Start.
- Recruitment and Staffing expenses are below expected year to date spending by 9%.
  - This is largely due to lower-than-expected costs for illness and maternity benefits.

**E. Business Services**

*Includes the Secretary-Treasurer and Financial Services budgets.*

Expenses are as expected for the year.

- Secretary-Treasurer expenses are 4% above expected. This is due to higher than anticipated legal expenses.
- Financial Services expenses are 1% below expected due to changes in staffing.

**F. Facility Services**

*Includes the Facility Services and Infrastructure Maintenance and Renewal budgets.*

Expenses are below expected year to date spending by 2%.

- This is largely due to utility and snow removal costs being below budget for the year.
- This line shows non-capital Infrastructure and Maintenance Renewal (IMR) spending. Capital spending of IMR funding is shown on the capital project listing. In 2023-24, more funds were spent on non-capital projects than originally budgeted, and less funds were spent on capital projects. Remaining IMR funds can be carried forward to be spent in 2024-25.

**G. Information Technologies**

*Includes the Information Technologies budget.*

Expenses are slightly over budget.

- This is due to a higher-than-expected costs in technology evergreening, offset by minor staffing variances.

**H. Student Transportation**

*Includes the Student Transportation budget.*

Expenses are below expected year to date spending by 4%.

- A large portion of this variance was the lack of installation of a new digital video recording system that was budgeted for 2023-24 year. The equipment and installation did not occur prior to the end of the year and will be installed in 2024-25.
- Some of this variance is also offset by a matching variance in revenue, as less fees were charged than budgeted as a result of a mid-year rebate provided to families.

**I. Fiscal Services**

*Includes the Fiscal Capital and Fiscal Operations budget.*

Expenses are above expected spending by 8%.

- Schools and departments purchased less capital assets from their operating budgets than planned, resulting in a negative impact on this budget.
- Teacher pension contributions were larger than budgeted, but this was offset by a matching revenue variance resulting in no impact to EIPS bottom line.

**Elk Island Public Schools**  
**Capital Project Listing**  
**As At August 31, 2024**

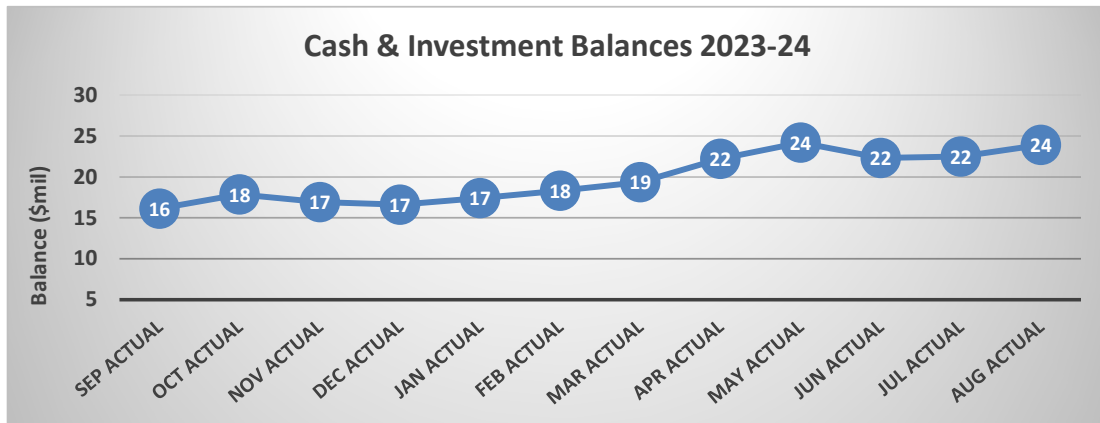
	Budget	YTD Actuals	Actual % of Budget	Note Reference
<b>Capital Reserves:</b>				
IT Switches/Access Points/Batteries	54,849	<b>54,849</b>	100%	A
Facility Services Vehicles	17,229	<b>17,229</b>	100%	B
Building Management System	181,000	<b>122,250</b>	68%	C
Salisbury Composite High Stormwater Drainage Project - Phase 2	842,625	<b>507,297</b>	60%	D
Clover Bar Junior High 70 Passenger Bus	163,609	<b>163,609</b>	100%	E
Aging Equipment at Schools	5,392	<b>4,688</b>	87%	F
	1,264,704	<b>869,922</b>		
<b>Operating Reserves:</b>				
No budgeted projects				
<b>Funded with Operational Funding (School/Dept Budgets) or SGF:</b>				
School and Department Purchases	400,000	<b>301,275</b>	75%	G
Facility Services Vehicles	209,119	<b>159,474</b>	76%	H
Facility Services Lift	25,000	-	0%	I
	634,119	<b>460,749</b>		
<b>Provincially Funded:</b>				
Infrastructure Maintenance and Renewal (IMR) Grant Capital Portion	1,250,000	<b>604,076</b>	48%	J
Capital Maintenance and Renewal (CMR) Grant	994,738	<b>1,610,887</b>	162%	K
	2,244,738	<b>2,214,963</b>		
<b>Total Capital Projects</b>	\$ 4,143,561	\$ <b>3,545,634</b>	<b>86%</b>	

**Notes:**

- A** - Capital reserves were approved for IT infrastructure, as per the IT Capital Plan. This included switches, access points, and UPS batteries which were all received and processed.
- B** - Facility Services' vehicle purchases of \$17,229 (supplemented their department budget). See Notes H and I for more information.
- C** - Facility Services completed work on the Building Management System at Salisbury Composite High this year. Capital reserves funded this project, which included a complete system change from pneumatics to electronic control. The project was finished during the summer and was completed under budget.
- D** - Phase 1 of this project was completed in 2022-23, with Phase 2 being completed under budget in the summer of 2024. Phase 1 was funded by \$1.3 million of Infrastructure Maintenance and Renewal funds and \$553,000 of capital reserves, which also funded Phase 2.
- E** - Clover Bar Junior High purchased a 70 passenger bus, received in the early fall. This school bus replacement was financed initially by capital reserves but will be paid for over ten years by the respective school's budget.
- F** - In the 22-23 school year, funds were available to schools that had a significant piece of equipment that was failing or was a safety concern. Due to installation delays a portion of one school's equipment was recorded earlier this year. This is now complete.
- G** - Equipment and furniture purchases made from school or department budgets.
- H** - Facility Services initially planned to replace three fleet vehicles this year, funded by their operating budget. Facilities received one vehicle in January and chose to only purchase one other vehicle which was fully received and processed in June.
- I** - Facility Services had planned to purchase a new lift using their operating budget, but decided to postpone the purchase until the 24-25 school year. These funds were reallocated within the Facility Services budget.
- J** - This is the capital portion of this grant; spending of the non-capital portion is included on the Central Services page. The current year capital project at UNC and the RHJ projects initiated last year have been fully completed and capitalized. An in-progress capital project at AJS will be completed early in the 2024-25 school year.
- K** - This grant follows the government fiscal year (allocated to school divisions in April of each year). Capital projects for the 23-24 school year at CLB and WBF, and prior-year projects at FRH, PNE, and WFG were fully completed and capitalized. The remaining in-progress projects at BWD, EPE, and GLN will be carried over to the 2024-25 school year to be fully completed.

**Elk Island Public Schools**  
**Statement of Cash and Investments**  
**As At August 31, 2024**

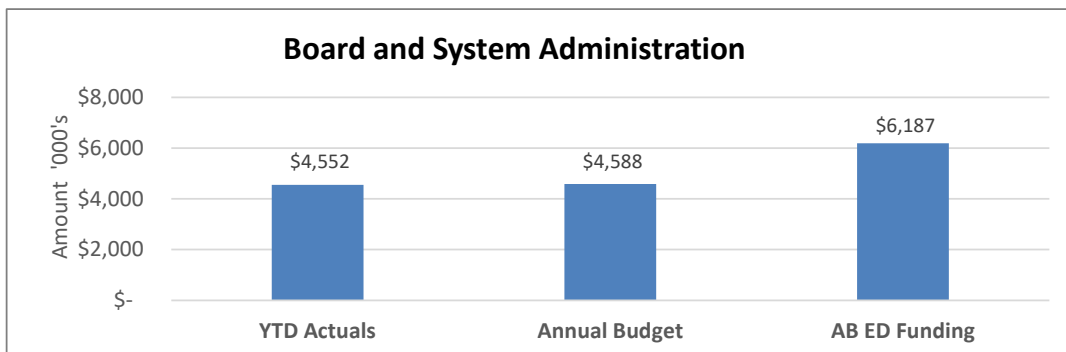
	<u>August 31, 2024</u>	<u>August 31, 2023</u>
Cash Account Balances	\$ 23,926,757	\$ 18,475,247
Guaranteed Investment Certificates	-	-
<b>Total Cash and Investments</b>	<b><u>23,926,757</u></b>	<b><u>18,475,247</u></b>
Less School Generated Funds	(2,281,758)	(2,439,169)
Less Trusts (Scholarship Funds)	(27,390)	(47,680)
<b>Total Available Central Cash and Investments</b>	<b><u>\$ 21,617,609</u></b>	<b><u>\$ 15,988,398</u></b>



Cash balances increase in April and May as payments for IMR and CMR are received. Funds were also received for IP Addresses in April and June (\$3.8 million total).

**Elk Island Public Schools**  
**Board and System Administration**  
**As At August 31, 2024**

**Board and System Administration** current expenses are at \$4.55 million, or 2.2% of total expenses for EIPS. This means the Division has spent 74% of the Board and System Administration grant provided by Alberta Education, and 99% of total Board and System Administration budget for EIPS.





# INFORMATION REPORT

**DATE:** Oct. 17, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Unaudited Accumulated Surplus at Aug. 31, 2024

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services  
Stacey Heinisch, Senior Accountant, Financial Services

**REFERENCE:** Board Policy 2: Role of the Board

**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.

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**ISSUE:**

**That the Board of Trustees receive for information, the Unaudited Accumulated Surplus at Aug. 31, 2024.**

**BACKGROUND:**

EIPS' accumulated surplus includes operating reserves, capital reserves, and investment in tangible capital assets, which are offset by an asset retirement obligation (ARO). At the end of each financial year, the surplus or deficit for the year must be transferred to reserves (for surpluses) or covered by reserves (for deficits). The financial audit for the year ended Aug. 31, 2024, has not yet been completed and the information in this report is subject to change as a result of that audit.

Board Policy 2: Role of the Board, Section 1.8, Fiscal Accountability, establishes that the Board of Trustees will approve the transfer of funds to reserves. A recommendation for the final amounts required to transfer to address the year-end results for 2023-24 will be brought to the Board in November. This report is preliminary as the audit is not yet complete.

As per Administrative Procedure 501, Financial Management, Section 5.2, *"Schools and departments may carry forward surplus funds of up to one per cent of their total operating budget."*





As per Board Policy 7: Board Operations, Section 12.12 *“Any Board Governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis, and placement of funds will be determined at a public meeting of the Board.”* A separate report is being brought to Board to gain feedback on the placement of the Board’s excess surplus. For the purpose of this informational report, we have placed the surplus greater than 1% of budget in the Leveraging Student Achievement reserve.

## **CURRENT SITUATION OR KEY POINT:**

### **Overall Results**

Elk Island Public Schools (EIPS) has an overall surplus of \$3.16 million for the year ended Aug. 31, 2024, which increased accumulated surplus. Accumulated surplus is an indicator of the financial resources that EIPS has available to provide future services.

Overall, accumulated surplus at Aug. 31, 2024, includes investment in Board funded tangible capital assets (\$7.75 million), a future asset retirement obligation (\$10.33 million deficit), unrestricted surplus, operating reserves (\$11.59 million), and capital reserves (\$2.49 million).

The net reserve transfer for 2023-24 is \$5.2 million, which includes the operating surplus (does not include ARO) of \$4.18 million and a surplus of \$1.02 million from current year transactions for unsupported capital assets.

### **Operating Reserves (Attachment 2)**

The balance of operating reserves is \$11.59 million. Operating reserves are funds set aside to support Division operations. They are increased when EIPS has an overall surplus (more revenue than expenses in a given year) and are decreased when EIPS chooses to access these funds to increase EIPS’ available annual budget.

- Reserves of \$3.85 million are designated for use by schools and departments to support future years. This includes \$2.28 million of school generated fund reserves.
- Division Allocated Reserves has a balance of \$388,000; these reserves are used to fund specific projects or initiatives. As of Aug. 31, 2024, the only initiative with a balance in allocated reserves are the funds set aside in the Leveraging Student Achievement fund.
- Division Unallocated Reserves are at \$7.35 million. These reserves are funds available to provide flexibility for emergent issues, price fluctuations, and to stabilize funding in future years.

The operating reserves balance is greater than the Spring projection by \$4.36 million (Attachment 3 - Column H - Row M).

**Division Unallocated Reserves (Attachment 3)** are \$3.94 million higher than projected. The most significant contributors to this variance were:

- Proceeds from the IP Address sale were \$3.81 million and were not included in Spring projections;
- Department surpluses were greater than projected, including operating surpluses great than 1% of budgets (\$37,000), Hold Harmless program surpluses (\$268,000) and internally restricted funds returned to Division reserves (\$18,000); and
- Lower than expected capital purchases with an overall variance impact of \$262,000 surplus.

These variances were partially offset by:

- \$200,000 increase in amount transferred to capital reserves; and
- \$207,000 spent on SouthPointe site maintenance.

**Central Services and School Reserves (Attachments 4, 5, and 6)** were \$75,000 more than projections, which assumed a 1% carryforward for all schools and departments and a \$300,000 drawdown of School Generated Funds. Year end results had schools and departments carrying forward slightly less than projected, and School Generated Funds were drawn down by \$157,000.

In Central Services, Student Transportation is carrying forward a surplus of \$561,000 (or 3.3% of their annual budget), which was higher than projected. A number of equipment purchases were not able to be delivered and installed by August 31. The carryforward surplus will be used for the equipment when it arrives, along with significant related implementation and installation costs. In addition, there were savings in 2023-24 on data communication costs, and negotiated savings on equipment purchases. Surpluses in Student Transportation are restricted to that department because EIPS charges a transportation fee. In addition to the savings listed above, EIPS did issue a rebate (i.e. partial refund) of transportation fees to parents earlier in 2023-24.

**Division Allocated Reserves** are \$340,000 greater than projections due to additional transfers into the reserve, including the standard cost surplus of \$233,000, the Board of Trustees surplus > 1% of \$40,000 and a higher amount of school surpluses >1% than projected (\$116,000 compared to a projected amount of \$49,000) .

### **Operating Reserve Minimum and Maximum Limits (Attachment 7)**

As per the provincial government, EIPS must maintain operating reserves (excluding SGF) between 1% and 3.2% of annual expenditures. At Aug. 31, 2024, EIPS is compliant with the reserve minimum and maximum balances, which include a one-time exemption of \$3.80 million for the proceeds from the IP Address sale, with a reserve balance of 4.55%.

- EIPS has reserves below the 3.15% limit by \$1.04 million.
- EIPS has reserves in excess of the 1% minimum balance by \$7.26 million.



## Capital Reserves (Attachment 2)

Capital reserves are for the purchase of future capital assets. Capital assets include buildings, equipment, vehicles, and other assets of a significant size and with a lifespan of greater than one year.

The balance of capital reserves at Aug. 31, 2024, is \$2.49 million. This balance includes a \$1 million transfer from operating reserves completed in 2023-24 as per the Board’s approval at the August 2024 board meeting.

## Comparable Results

Annually, Alberta Education provides a Financial Reporting Profile from the prior school year that compares financial information of school divisions across Alberta. This document allows a review and evaluation of the financial position of EIPS.

A comparison of EIPS’ operating and capital reserves to other divisions is provided in the table below. The current financial position indicates an increase to operating reserves of 2.00% or 5 operational days and an increase to capital reserves of \$17 per student.

	<b>Aug. 31, 2023</b>	<b>Aug. 31, 2024</b>	<b>Change</b>
<b>OPERATING RESERVES (excluding school generated funds)</b>			
<b>As a % of expenses</b>			
EIPS	2.42%	4.42%	2.00%
All divisions (average)	3.75%		
All divisions (midpoint)	3.88%		
Divisions with similar enrolment (average)	1.70%		
Divisions with similar enrolment (midpoint)	2.83%		
<b>Equated to operational days</b>			
EIPS	6.05 days	11.05 days	5.00 days
All divisions (average)	9.38 days		
Divisions with similar enrolment (average)	4.24 days		
<b>CAPITAL RESERVES</b>			
<b>Per student</b>			
EIPS	\$133	\$150	\$17
All divisions (average)	\$428		
Divisions with similar enrolment (average)	\$284		



# INFORMATION REPORT

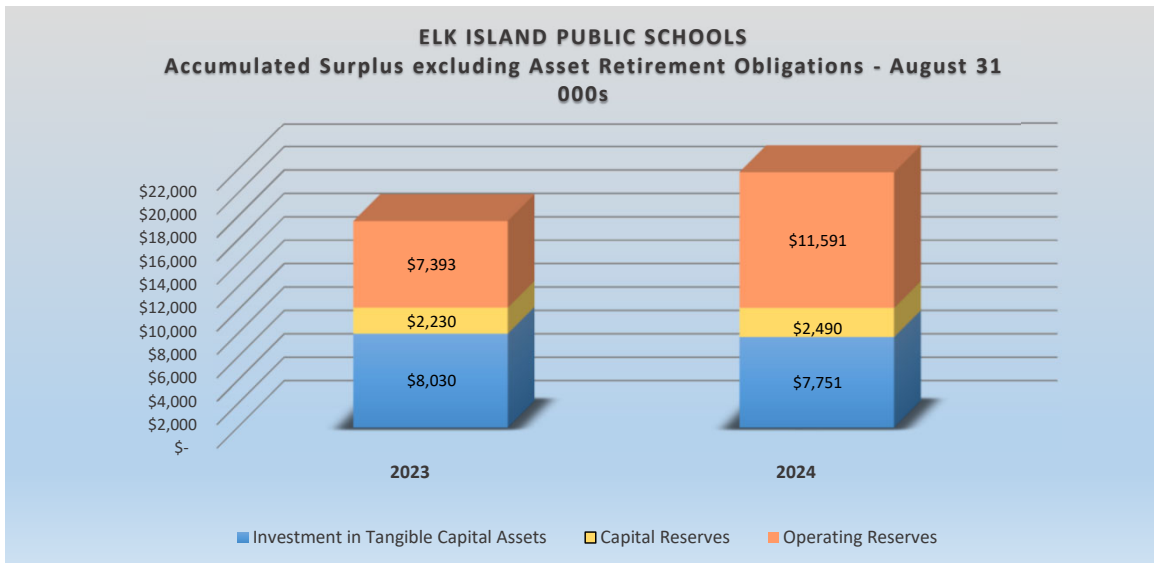
## ATTACHMENT(S)

1. Accumulated Surplus
2. Reserves
3. Operating Reserves
4. Operating Reserves – Central Services
5. Operating Reserves – Schools - Operations
6. Operating Reserves – School Generated Funds
7. Operating Reserve Analysis

**ELK ISLAND PUBLIC SCHOOLS  
Accumulated Surplus  
August 31, 2024**

	A=B+C+D+E+F	B	C	D	E Internally Restricted		F
	Accumulated Surplus	Investment in Tangible Capital Assets	Asset Retirement Obligation	Unrestricted Surplus	Operating Reserves	Capital Reserves	
<b>Audited - August 31, 2023</b>	\$ 8,341,434	\$ 8,030,335	\$ (9,311,430)	\$ -	\$ 7,392,944	\$ 2,229,585	
Surplus/(Deficit)	3,159,152	-	(1,019,642)	4,178,794	-	-	
Board Funded Capital Asset Additions	-	1,330,671	-	(460,749)	-	(869,922)	
Net Amortization, Debt & Disposals	-	(1,610,382)	-	1,480,191	-	130,191	
Budget Reserve Transfer	-	-	-	-	(1,000,000)	1,000,000	
Net Reserve Transfer	-	-	-	(5,198,236)	5,198,236	-	
<b>Actual - August 31, 2024</b>	\$ 11,500,586	\$ 7,750,624	\$ (10,331,072)	\$ -	\$ 11,591,180	\$ 2,489,854	

- A. Accumulated surplus which includes investment in Board funded tangible capital assets, asset retirement obligation, unrestricted surplus and internally restricted reserves.
- B. Board funded (unsupported) tangible capital assets.
- C. Asset retirement obligation, representing future costs to abate asbestos from school buildings.
- D. Surplus/(Deficit) that is transferred to reserves at the end of each year.
- E. Operating reserves including Schools - Operations, School Generated Funds, Central Services and Division Reserves.
- F. Capital reserves available for future unsupported capital purchases.



## ELK ISLAND PUBLIC SCHOOLS

## Reserves

August 31, 2024

	A	B	C	D	E	F = A+B+C+D+E
	2023-24					
	Audited 31-Aug-23	Contributions /(Use)	Capital Effect	Budget Transfers	Year End Transfers	Actual 31-Aug-24
<b>OPERATING RESERVES</b>						
Central Services (Attachment 4)	\$ 219,356	\$ 1,568,612	\$ -	\$ -	\$ (1,161,004)	\$ 626,964
Schools - Operations (Attachment 5)	1,007,565	52,429	-	-	(115,513)	944,481
School Generated Funds (SGF) (Attachment 6)	2,439,169	(157,411)	-	-	-	2,281,758
Central Services & Schools	3,666,090	1,463,630	-	-	(1,276,517)	3,853,203
Leveraging Student Achievement Projects	101,021	(101,021)	-	-	388,343	388,343
Budgeted Transfer to Support Operations	-	(196,950)	-	196,950	-	-
EIPS Division Allocated (Attachment 3)	-	(906,616)	-	906,616	-	-
EIPS Division Allocated (Attachment 3)	101,021	(1,204,587)	-	1,103,566	388,343	388,343
EIPS Division Unallocated (Attachment 3)	3,625,833	3,919,751	1,019,442	(1,103,566)	(111,826)	7,349,634
	<b>\$ 7,392,944</b>	<b>\$ 4,178,794</b>	<b>\$ 1,019,442</b>	<b>\$ -</b>	<b>\$ (1,000,000)</b>	<b>\$ 11,591,180</b>

**B** 2023-24 surplus of \$4,178,794 (excluding asset retirement obligation).

**C** Impact to reserves from the net effect of unsupported capital transactions.

**D** Budgeted transfers to EIPS Division Allocated reserve, capital reserves, and school/department reserves.

**E** Year-end transfers from schools/departments and completed projects in allocated reserves.

	A	B	C	D	E	F = A+B+C+D+E
	2023-24					
	Audited 31-Aug-23	Contributions /(Use)	Capital Effect	Budget Transfers	Year End Transfers	Actual 31-Aug-24
<b>CAPITAL RESERVES</b>						
Facility Services	\$ 17,229	\$ 15,541	\$ (17,229)	\$ -	\$ -	\$ 15,541
Aging Equipment at Schools	5,392	-	(4,688)	-	(704)	-
Building Management System	440,000	-	(122,250)	(259,000)	(58,750)	-
Salisbury Composite High Stormwater Project	1,646,504	-	(507,297)	(803,879)	(335,328)	-
Various Capital Purchases - To be Determined	100,000	-	-	(100,000)	-	-
IT Infrastructure	-	-	(54,849)	54,849	-	-
School Buses	-	-	(163,609)	163,609	-	-
EIPS Division Allocated	2,191,896	-	(852,693)	(944,421)	(394,782)	-
Opening Balance	20,460	-	-	-	-	20,460
Proceed on Sale of Assets	-	114,650	-	-	-	114,650
Transfer from Allocated - Completed Projects	-	-	-	1,162,879	394,782	1,557,661
Transfer to New Projects	-	-	-	(218,458)	-	(218,458)
Transfer from Operating Reserves (Aug. 2024)	-	-	-	-	1,000,000	1,000,000
EIPS Division Unallocated	20,460	114,650	-	944,421	1,394,782	2,474,313
	<b>\$ 2,229,585</b>	<b>\$ 130,191</b>	<b>\$ (869,922)</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,489,854</b>

**B** Proceeds on the sale of unsupported assets.

**C** Use of reserves for purchases of unsupported assets.

**D** Budgeted transfers from operating reserves and/or to specific capital projects (allocated funds).

**E** Year end transfers for completed allocated projects or funds no longer required.

**ELK ISLAND PUBLIC SCHOOLS  
Operating Reserves  
August 31, 2024**

	A	B	C	D	E	F = A + B + C + D + E	G	H = F - G					
						Audited Balance 31-Aug-23	2023-24				Actual Balance 31-Aug-24	Projected Balance (March 2024)	Variance
							Contributions / (Use)	Capital Effect	Budget Transfer	Year End Transfer			
<b>Central Services &amp; Schools</b>	<b>\$ 3,666,090</b>	<b>\$ 1,463,630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,276,517)</b>	<b>\$ 3,853,203</b>	<b>\$ 3,777,968</b>	<b>\$ 75,235</b>					
School Surpluses > 1%	-	-	-	-	115,739								
Board of Trustees Surplus > 1%	-	-	-	-	39,592								
Standard Cost Surplus	-	-	-	-	233,012								
Use in 2023-24	-	(101,021)	-	-	-								
Leveraging Student Achievement	101,021	(101,021)	-	-	388,343	388,343	48,580	339,763					
Mental Health Strategic Plan	-	(60,000)	-	60,000	-	-	-	-					
Career Pathways Consultant (1 FTE)	-	(136,950)	-	136,950	-	-	-	-					
Budgeted Transfer to Support Operations	-	(906,616)	-	906,616	-	-	-	-					
<b>EIPS Division Allocated Reserves</b>	<b>101,021</b>	<b>(1,204,587)</b>	<b>-</b>	<b>1,103,566</b>	<b>388,343</b>	<b>388,343</b>	<b>48,580</b>	<b>339,763</b>					
Capital Effect - Purchases from Operating Budget	-	-	(460,749)	-	-	(460,749)	(609,119)	148,370					
Capital Effect - Annual Amortization	-	-	1,480,191	-	-	1,480,191	1,534,842	(54,651)					
Less Capital Purchases from Operating Budgets	-	107,824	-	-	-	107,824	(60,000)	167,824					
Central Services - Surpluses Exceeding 1%	-	-	-	-	83,648	83,648	46,496	37,152					
Central Services - Hold Harmless Surplus	-	-	-	-	963,056	963,056	695,076	267,980					
Central Services - Internally Restricted Surplus	-	-	-	-	74,708	74,708	56,584	18,124					
Elk Island Youth Ranch, Outreach/Continuing Education, and SFS Schools Surplus	-	-	-	-	(226)	(226)	3,862	(4,088)					
Standard Cost Surplus	-	233,012	-	-	(233,012)	-	(35,365)	35,365					
Interest Income	-	477,227	-	-	-	477,227	424,000	53,227					
Software Rebates	-	462,500	-	-	-	462,500	462,500	-					
Unused Contingency Funds	-	190,798	-	-	-	190,798	262,607	(71,809)					
SouthPointe Site Maintenance	-	(207,602)	-	-	-	(207,602)	-	(207,602)					
IP Address Proceeds	-	3,809,102	-	-	-	3,809,102	-	3,809,102					
Other Minor Adjustments	-	(57,684)	-	-	-	(57,684)	-	(57,684)					
Approved Spending - Windows Computer Evergreening (March 2024)	-	(694,058)	-	-	-	(694,058)	(694,058)	-					
Approved Spending - Chromebook Evergreening (March 2024)	-	(325,000)	-	-	-	(325,000)	(325,000)	-					
Approved Spending - Next Step Entrance at Salisbury (March 2024)	-	(76,368)	-	-	-	(76,368)	(80,000)	3,632					
Transfer to Allocated Reserves (Budget 2023-24)	-	-	-	(1,103,566)	-	(1,103,566)	(1,103,566)	-					
Transfer to Capital Reserves (August 2024)	-	-	-	-	(1,000,000)	(1,000,000)	(800,000)	(200,000)					
Unallocated Reserves Opening Balance	3,625,833	-	-	-	-	3,625,833	3,625,833	-					
<b>EIPS Division Unallocated Reserve</b>	<b>3,625,833</b>	<b>3,919,751</b>	<b>1,019,442</b>	<b>(1,103,566)</b>	<b>(111,826)</b>	<b>7,349,634</b>	<b>3,404,692</b>	<b>3,944,942</b>					
<b>Total EIPS Division Reserves</b>	<b>3,726,854</b>	<b>2,715,164</b>	<b>1,019,442</b>	<b>-</b>	<b>276,517</b>	<b>7,737,977</b>	<b>3,453,272</b>	<b>4,284,705</b>					
<b>Total Operating Reserves</b>	<b>\$ 7,392,944</b>	<b>\$ 4,178,794</b>	<b>\$ 1,019,442</b>	<b>\$ -</b>	<b>\$ (1,000,000)</b>	<b>\$ 11,591,180</b>	<b>\$ 7,231,240</b>	<b>\$ 4,359,940</b>					

**ELK ISLAND PUBLIC SCHOOLS**  
**Operating Reserves - Central Services**  
**August 31, 2024**

	A	B	C	D = A - C	E	F	G = E - F	H	I = D + G - H
	Operating				Internally Restricted/Hold Harmless			Department Transfers	Reserve Balance 31-Aug-24
	Surplus/ (Deficit)	% of Budget	Transfer > 1% to Division	Carry-forward	Surplus/ (Deficit)	Transfer to Division	Carry-forward		
<b>Board of Trustees</b>	\$ 45,449	7.8%	\$ 39,592	\$ 5,857	\$ -	\$ -	\$ -	\$ -	\$ 5,857
<b>Education Executive</b>									
Superintendent	61,037	7.4%	52,931	8,319	-	-	-	-	8,319
Communications	9,498	1.5%	2,973	6,525	-	-	-	-	6,525
Election	-	0.0%	-	-	-	-	-	-	-
<b>Supports For Students - Central</b>									
Associate Superintendent	4,869	1.0%	217	4,652	-	-	-	-	4,652
Instructional Supports	26,255	1.3%	6,175	20,080	12,076	-	12,076	-	32,156
Curriculum	-	0.0%	-	-	-	-	-	-	-
Specialized Supports	5,372	1.0%	-	5,372	-	-	-	-	5,372
<b>Human Resources</b>									
Associate Superintendent	13,663	0.6%	-	13,663	1,857	1,857	-	-	13,663
Staff Relations & Training	11,111	1.7%	4,757	6,354	64,284	64,284	-	-	6,354
Recruitment & Staffing	16,750	2.4%	9,677	7,073	263,230	263,230	-	-	7,073
<b>Business Services</b>									
Secretary - Treasurer	9,978	2.9%	6,515	3,463	(25,213)	(25,213)	-	-	3,463
Financial Services	23,185	1.0%	403	22,782	-	-	-	-	22,782
<b>Facility Services</b>	(23,689)	-0.2%	-	(23,689)	733,517	733,517	-	-	(23,689)
<b>Information Technologies</b>	(26,640)	-0.6%	-	(26,640)	89	89	-	-	(26,640)
<b>Student Transportation</b>	561,077	3.3%	-	561,077	-	-	-	-	561,077
<b>Total Central Services</b>	<b>\$ 737,915</b>	<b>1.6%</b>	<b>\$ 123,240</b>	<b>\$ 614,888</b>	<b>\$ 1,049,840</b>	<b>\$ 1,037,764</b>	<b>\$ 12,076</b>	<b>\$ -</b>	<b>\$ 626,964</b>

Transfer to Leveraging Student Achievement Reserve	39,592	Internally Restricted Surplus	74,708		
Transfer to Division Unallocated Reserve	83,648	Hold Harmless Surplus	963,056		
<b>Total Transfers to Division Reserves</b>	<b>123,240</b>		<b>1,037,764</b>	<b>-</b>	<b>1,161,004</b>
	<b>J</b>		<b>K</b>		<b>L = J + K</b>



**Elk Island Public Schools**  
**Operating Reserves - Schools - Operations**  
**August 31, 2024**

	A		B		C = B / A	D	E = B - D
	2023-24						
	Fall Budget	Surplus/ (Deficit)	% of Budget	Transfers	Reserve Balance 31-Aug-24		
<b>Sector 1 - Sherwood Park</b>							
Bev Facey Community High	\$ 7,152,106	\$ 64,249	0.9%	\$ -	\$ 64,249		
Brentwood Elementary	3,308,029	29,061	0.9%	-	29,061		
Clover Bar Junior High	2,812,796	7,925	0.3%	-	7,925		
Davidson Creek Elementary	4,204,652	35,648	0.8%	-	35,648		
École Campbelltown	2,415,219	25,089	1.0%	937	24,152		
F.R. Haythorne Junior High	4,546,890	38,908	0.9%	-	38,908		
Glen Allan Elementary	2,253,419	18,972	0.8%	-	18,972		
Heritage Hills Elementary	3,194,810	24,623	0.8%	-	24,623		
Lakeland Ridge	4,493,918	37,906	0.8%	-	37,906		
Mills Haven Elementary	3,305,274	29,946	0.9%	-	29,946		
Pine Street Elementary	3,314,098	29,491	0.9%	-	29,491		
Salisbury Composite High	9,114,543	56,935	0.6%	-	56,935		
Sherwood Heights Junior High	4,024,028	26,340	0.7%	-	26,340		
Strathcona Christian Academy Elementary	3,456,727	4,893	0.1%	-	4,893		
Strathcona Christian Academy Secondary	3,996,056	27,815	0.7%	-	27,815		
Wes Hosford Elementary	2,151,562	16,533	0.8%	-	16,533		
Westboro Elementary	2,635,867	27,059	1.0%	1,473	25,586		
Woodbridge Farms Elementary	3,091,121	33,610	1.1%	2,699	30,911		
<b>Sector 2 - Strathcona County</b>							
Ardrossan Elementary	3,743,986	37,060	1.0%	-	37,060		
Ardrossan Junior Senior High	5,147,004	1,949	0.0%	-	1,949		
Fultonvale Elementary Junior High	3,350,566	25,451	0.8%	-	25,451		
Uncas Elementary	1,529,891	71,590	4.7%	56,291	15,299		
<b>Sector 3 - Fort Saskatchewan</b>							
Castle (Scotford Colony)	251,462	1,759	0.7%	-	1,759		
École Parc Élémentaire	2,754,137	26,398	1.0%	-	26,398		
Fort Saskatchewan Christian	3,160,149	18,037	0.6%	-	18,037		
Fort Saskatchewan Elementary	2,473,011	6,712	0.3%	-	6,712		
Fort Saskatchewan High	3,577,467	31,956	0.9%	-	31,956		
James Mowat Elementary	2,798,247	25,132	0.9%	-	25,132		
Rudolph Hennig Junior High	2,987,793	7,797	0.3%	-	7,797		
SouthPointe School	4,435,761	44,360	1.0%	2	44,358		
Win Ferguson Elementary	3,102,093	78,128	2.5%	47,107	31,021		
<b>Sector 4 - Lamont County</b>							
Bruderheim School	1,158,236	10,892	0.9%	-	10,892		
Lamont Elementary	2,458,965	28,850	1.2%	4,260	24,590		
Lamont High	2,960,235	22,854	0.8%	-	22,854		
Mundare School	1,028,810	21,736	2.1%	2,890	18,846		
<b>Sector 5 - County of Minburn</b>							
A.L. Horton Elementary	2,855,640	23,766	0.8%	-	23,766		
Pleasant Ridge Colony	158,914	1,669	1.1%	80	1,589		
Vegreville Composite High	2,843,464	28,377	1.0%	-	28,377		

Continued on next page

**Elk Island Public Schools  
Operating Reserves - Schools - Operations  
August 31, 2024**

	A	B	C = B / A		D	E = B - D
	2023-24					Reserve Balance 31-Aug-24
	Fall Budget	Surplus/ (Deficit)	% of Budget		Transfers	
<b>Supports for Students - Schools</b>						
Early Learning	2,540,575	10,899	0.4%	1	1,241	9,658
Mental Health Capacity Building	235,532	-	0.0%		-	-
Specialized Supports - Schools	1,433,355	1,086	0.1%		-	1,086
School Nutrition Program	260,599	-	0.0%		-	-
Partners 4 Science	335,837	-	0.0%		-	-
<b>Other</b>						
Elk Island Youth Ranch Learning Centre	338,880	19	0.0%	2	19	-
Next Step Outreach	2,272,486	(1,486)	(0.1%)	3	(1,486)	-
Next Step Continuing Education	596,685	-	0.0%		-	-
<b>Total Schools - Operations</b>	<b>\$ 130,260,895</b>	<b>\$ 1,059,994</b>	<b>0.8%</b>		<b>\$ 115,513</b>	<b>\$ 944,481</b>

<sup>1</sup> Supports for Students - Schools includes internally restricted programs with program-specific carryforward requirements.

Transfer Internally Restricted surplus to Division Unallocated Reserve

1,241

<sup>2</sup> Elk Island Youth Ranch Learning Centre surplus to Division Unallocated Reserve

19

<sup>3</sup> Outreach/Continuing Education Deficit to Division Unallocated Reserve

(1,486)

School surpluses >1% to Leveraging Student Achievement Allocated Reserve

115,739

**School - Operations Transfers (Attachment 2)**

**115,513**

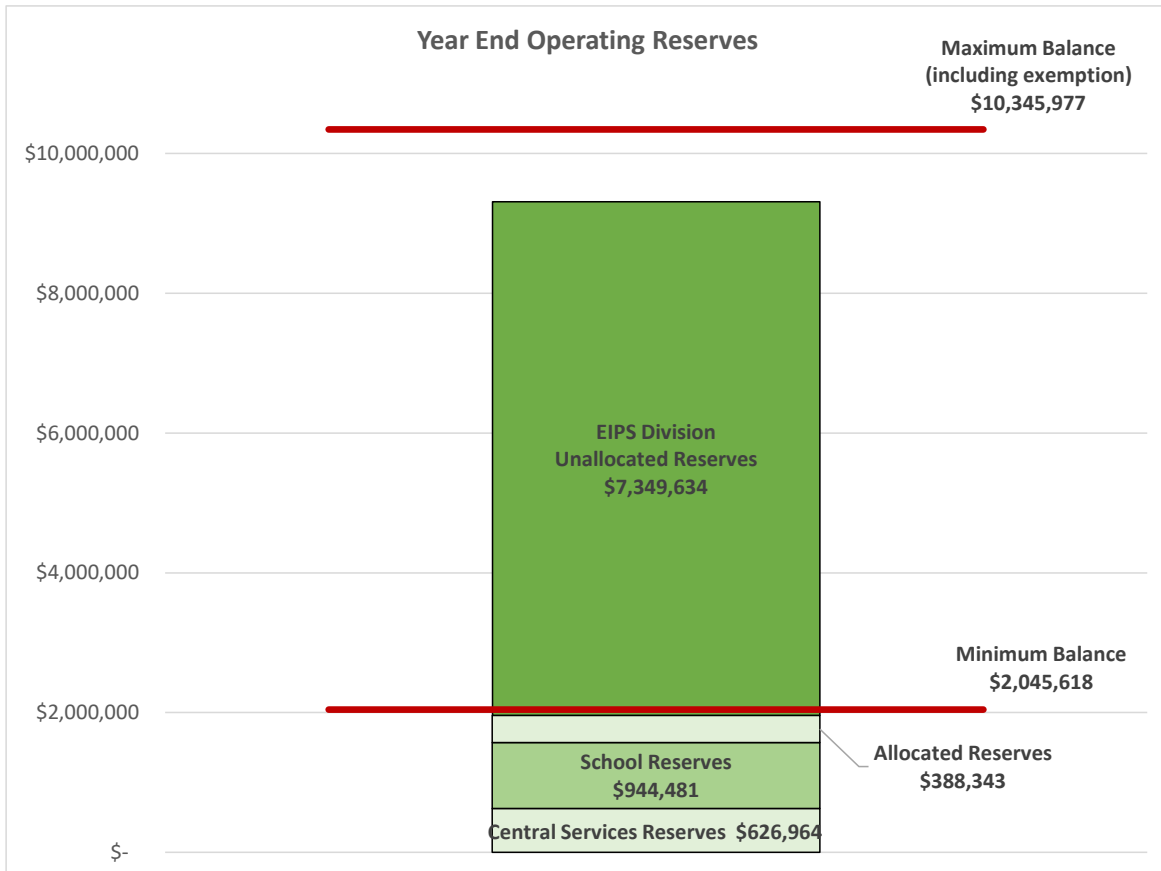
**ELK ISLAND PUBLIC SCHOOLS**  
**Operating Reserves - School Generated Funds (SGF)**  
**August 31, 2024**

	A	B	C = A + B	D = C / enrolment
	Reserve Balance 31-Aug-23	2023-24 Surplus/ (Deficit)	Reserve Balance 31-Aug-24	Average \$'s Per Student
<b>Sector 1 - Sherwood Park</b>				
Bev Facey Community High	\$ 195,937	\$ (40,428)	\$ 155,509	\$ 153
Brentwood Elementary	38,704	(853)	37,851	83
Clover Bar Junior High	98,928	3,667	102,595	262
Davidson Creek Elementary	32,083	(11,768)	20,315	31
École Campbelltown	30,976	(11,392)	19,584	51
F.R. Haythorne Junior High	115,610	(11,621)	103,989	168
Glen Allan Elementary	26,337	4,807	31,144	108
Heritage Hills Elementary	43,026	(10,121)	32,905	63
Lakeland Ridge	89,351	17,322	106,673	147
Mills Haven Elementary	22,688	16,541	39,229	85
Pine Street Elementary	5,927	3,453	9,380	25
Salisbury Composite High	282,705	(75,685)	207,020	144
Sherwood Heights Junior High	155,921	(26,111)	129,810	207
Strathcona Christian Academy Elementary	99,687	(47,152)	52,535	91
Strathcona Christian Academy Secondary	82,338	32,343	114,681	182
Wes Hosford Elementary	57,077	(36,616)	20,461	64
Westboro Elementary	26,176	535	26,711	108
Woodbridge Farms Elementary	9,259	6,418	15,677	49
<b>Sector 2 - Strathcona County</b>				
Ardrossan Elementary	41,401	1,652	43,053	72
Ardrossan Junior Senior High	107,493	(6,554)	100,939	122
Fultonvale Elementary Junior High	61,404	2,037	63,441	126
Uncas Elementary	7,945	6,310	14,255	74
<b>Sector 3 - Fort Saskatchewan</b>				
École Parc Élémentaire	13,671	810	14,481	41
Fort Saskatchewan Christian	38,276	(9,766)	28,510	67
Fort Saskatchewan Elementary	22,367	(8,395)	13,972	45
Fort Saskatchewan High	139,636	18,312	157,948	337
James Mowat Elementary	61,329	4,024	65,353	157
Rudolph Hennig Junior High	54,452	(20,898)	33,554	81
SouthPointe School	22,389	3,227	25,616	38
Win Ferguson Elementary	27,430	4,092	31,522	77
<b>Sector 4 - Lamont County</b>				
Bruderheim School	13,091	5,404	18,495	161
Lamont Elementary	31,314	1,448	32,762	99
Lamont High	35,242	9,871	45,113	131
Mundare School	40,258	(12,057)	28,201	243
<b>Sector 5 - County of Minburn</b>				
A.L. Horton Elementary	171,915	57,805	229,720	651
Vegreville Composite High	111,764	(23,033)	88,731	238
Next Step Outreach	(834)	4,103	3,269	8
Next Step Continuing Education	25,896	(9,142)	16,754	N/A
<b>Total School Generated Funds</b>	<b>\$ 2,439,169</b>	<b>\$ (157,411)</b>	<b>\$ 2,281,758</b>	<b>\$ 129</b>

**ELK ISLAND PUBLIC SCHOOLS  
2023-24 Year End Results**

**Operating Reserve Analysis**

Effective August 31, 2023, the Government of Alberta implemented new restrictions on school board operating reserves, including a minimum and maximum reserve balance. These balances do not include School Generated Fund reserves, and are calculated as a percentage of prior year operating expenses. The 2023-24 year-end maximum is 3.2% of prior year expenditures. In 2025-26, this increases to 6% of prior year expenditures.



**August 31, 2024 Operating Reserve Balances**

Central Services Reserves	\$	626,964
School Reserves		944,481
EIPS Division Allocated Reserves		388,343
EIPS Division Unallocated Reserves		7,349,634
<b>Total Operating Reserves (excluding SGF)</b>	<b>\$</b>	<b>9,309,422</b>
<b>As a percentage of 2022-23 Total Operating Expenses</b>		<b>4.55%</b>

2022-23 Total Operating Expenses \$ 204,561,792

Total Operating Reserve Maximum Limit based on 3.2% rate 6,545,977

Plus one-time exception as per Minister of Education 3,800,000

**Total Revised Operating Reserve Maximum Limit 10,345,977**

Room for Additional Surplus Before Exceeding Maximum Limit 1,036,555

**Total Operating Reserve Minimum Limit based on 1% rate 2,045,618**

Room for Additional Spending (Deficit) Before Falling Below Minimum Limit 7,263,804