



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, FEBRUARY 20, 2025

Boardroom
Central Services Office

AGENDA

Mission: To provide high-quality, student-centred education

- 9 a.m. **1. CALL TO ORDER** C. Allen
- 2. IN CAMERA SESSION**
- 10 a.m. **3. LAND AND PEOPLE ACKNOWLEDGMENT**
- 4. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
- 5. APPROVAL OF MINUTES**
- 5.1 Board Meeting – Jan. 23, 2025 (encl.)
- 5.2 Board Special Meeting – Feb. 12, 2025 (encl.)
- 6. BOARD REPORT** C. Allen
- 6.1 EIPS | Alberta Teachers’ Association Joint Dinner Meeting – Jan. 23, 2025
- 6.2 ASBA’s Advocacy Session on Provincial Priorities – Jan. 30, 2025
- 6.3 ASBA’s Future-Ready Trustees: AI and Career and Technical Education:
 Trends, Insights and Industry Perspectives Session – Feb. 6, 2025
- 6.4 Alberta Teachers’ Association Partners in Education Luncheon – Feb. 7, 2025
- 6.5 Board of Trustees Retreat – Feb. 10-12, 2025
- 7. SUPERINTENDENT REPORT** S. Stoddard
(verbal)
- 7.1 North Central Teachers’ Convention – Feb. 6-7, 2025
- 7.2 ASBA’s Future-Ready Trustees: AI and Career and Technical Education:
 Trends, Insights and Industry Perspectives Session – Feb. 6, 2025
- 7.3 Board of Trustees Retreat – Feb. 10-12, 2025
- 7.4 EIPS Leadership Meeting – Feb. 19, 2025
- 8. COMMENTS FROM THE PUBLIC AND STAFF
 GROUP REPRESENTATIVES**
- ASSOCIATION/EMPLOYEE GROUPS**
- 9. ASBA ZONE 2/3 REPORT** C. Holowaychuk
(verbal)
- Meeting held on Feb.17, 2025
- 10. ATA LOCAL REPORT** M. Holm
(verbal)
- 11. EMPLOYEE RELATIONS GROUP (ERG) REPORT** M. Miller
(verbal)

BUSINESS ARISING FROM PREVIOUS MEETING

NEW BUSINESS

12. **BUSINESS ARISING FROM IN CAMERA**
13. **BOARD POLICY 8: BOARD COMMITTEES** R. Footz
(encl.)
14. **BOARD POLICY 9: BOARD REPRESENTATIVES** R. Footz
(encl.)
15. **BOARD POLICY 16: RECRUITMENT AND SELECTION OF PERSONNEL** R. Footz
(encl.)
16. **BORROWING RESOLUTION – FEBRUARY 2025** S. Stoddard/C. Cole
(encl.)

REPORTS FOR INFORMATION

COMMITTEE REPORTS

17. **POLICY COMMITTEE REPORT** R. Footz
Meeting held on Feb. 3, 2025 (verbal)
18. **STUDENT EXPULSION COMMITTEE REPORT** R. Footz
Meetings held on Feb. 4 and 18, 2025 (verbal)
19. **GOVERNANCE AND EVALUATION COMMITTEE REPORT** S. Miller
Meeting held on Feb. 4, 2025 (verbal)
20. **TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)
21. **EXPRESSION OF CONDOLENCES** (verbal)

ADJOURNMENT

RECOMMENDATIONS: BOARD OF TRUSTEES FEB. 20, 2025

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 Jan. 23, 2025 Meeting, as amended or as circulated.
- 5.2. That the Board of Trustees approves the Minutes of Feb. 12, 2025 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 receive for information the report from the ASBA Zone 2/3 representative.
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.*

New Business
13. That the Board of Trustees approves amendments to Board Policy 8: Board Committees, as presented.
14. That the Board of Trustees approves amendments to Board Policy 9: Board Representatives, as presented.
15. That the Board of Trustees approves amendments to Board Policy 16: Recruitment and Selection of Personnel, as presented.

16. That the Board of Trustees approves the borrowing resolution to meet expenditures.

Reports for Information

Committee Reports

17. *Receives for information the report from the Policy Committee meeting held on Feb. 3, 2025.*
18. *Receives for information the report from the Student Expulsion Committee meetings held on Feb. 4 and 18, 2025.*
19. *Receives for information the report from the Governance and Evaluation Committee meeting held on Feb. 4, 2025.*
20. *Trustee Notices of Motions/Requests for Information*
21. *Expression of Condolences shared.*



BOARD MEETING MINUTES

January 23, 2025

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, January 23, 2025, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Allen calling the meeting to order at 9:02 a.m.

BOARD MEMBERS PRESENT

C. Allen, Board Chair
S. Miller, Vice-Chair
T. Boymook
R. Footz
C. Holowaychuk
D. Irwin
R. Sorochan

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
R. Marshall, Associate Superintendent, Supports for Students
R. Johnson, Associate Superintendent, Human Resources
C. Cole, Secretary-Treasurer
J. Anderson, Executive Director, Division Supports and Student Transportation Services
L. McNabb, Director, Communication Services
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:02 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

001/2025 | Trustee Holowaychuk moved: That the Board meet in camera (9:02 a.m.).

CARRIED UNANIMOUSLY

002/2025 | Trustee Irwin moved: That the Board revert to regular session (10:06 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:06 a.m. and reconvened at 10:13 a.m. with all trustees noted above in attendance.

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.

003/2025 | Trustee Sorochan moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Dec. 19, 2024 Board Meeting Minutes.

004/2025 | Trustee Holowaychuk moved: That the Board of Trustees approve the Minutes of Dec. 19, 2024 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

BOARD REPORT

Board Chair Allen highlighted recent trustee events for information.

SUPERINTENDENT REPORT

Superintendent Stoddard highlighted the recent COSC meeting held on January 8th and the Leadership meeting held on January 22, as well as spoke to the recent news in the media.

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were reported.

Association/Employee Groups

ASBA ZONE 2/3 REPORT

Trustee Holowaychuk presented for information the ASBA Zone 2/3 report from the meeting held on Jan. 17, 2025.

ATA LOCAL REPORT

Board Chair Allen welcomed the Alberta Teachers' Association (ATA) representative M. Holm. Representative Holm presented for information the ATA Local #28 report.

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen welcomed the ERG representative M. Miller. Representative Miller presented the ERG report for information.

Business Arising from Previous Meeting

BOARD POLICY 3: ROLE OF THE TRUSTEE

At the public Board meeting on Dec. 19, 2024, Trustee Boymook requested that **motion 249/2024 be tabled** so that the Policy Committee could further review the proposed amendments to Board Policy 3: Role of the Trustee.

Trustee Footz presented to the Board the recommended amendments to Board Policy 3: Role of the Board for approval.

005/2024 | Trustee Boymook moved: That the Board of Trustees approves amendments to Board Policy 3: Role of the Trustee, as presented.

In Favour: Trustee Irwin, Trustee Holowaychuk, Vice-Chair Miller, Board Chair Allen, Trustee Boymook and Trustee Footz

Opposed: Trustee Sorochan

CARRIED

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

BOARD POLICY 11: BOARD DELEGATION OF AUTHORITY

Trustee Footz presented to the Board the proposed amendments to Board Policy 11: Board Delegation of Authority for approval.

006/2025 | Trustee Irwin moved: That the Board of Trustees approves amendments to Board Policy 11: Board Delegation of Authority, as presented.

CARRIED UNANIMOUSLY

ASCA CONFERENCE AND AGM SPONSORSHIP

Board Chair Allen presented to the Board for approval the recommendation to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-27, 2025. Administration noted that the ASCA memberships for school councils have been covered by EIPS.

007/2025 | Trustee Footz moved: That the Board of Trustees approves up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-27, 2025. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 7, 2025.

CARRIED UNANIMOUSLY

PROPOSED CHANGES TO THE SIGNING AUTHORITY MATRIX

Director Lewis presented to the Board for approval the proposed changes to the Signing Authority Matrix for approval.

008/2025 | Trustee Holowaychuk moved: That the Board of Trustees approves amendments to Signing Authority Matrix, as presented.

CARRIED UNANIMOUSLY

Reports for Information

SCHOOL STATUS REPORT FOR 2023-24

Assistant Director Dragon presented for information the School Status Report for 2023-24. The Board of Trustees received the report for information.

The Board recessed at 11:36 a.m. and reconvened at 11:45 a.m. will all trustees noted above in attendance.

ANNUAL OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE OF RECOGNITION (COR) AUDIT REPORT

Superintendent Stoddard highlighted the importance of the Division's participation in the Certificate of Recognition (COR) audit as it is not a requirement for school boards to do. It demonstrates our commitment as a division to the safety and the well-being of our staff and students.

Brandy Chimko, OH&S Specialist presented for information the annual Occupational Health and Safety COR Audit Results report for 2023-24. The Board of Trustees received the report for information.

The Board shared gratitude for the excellent work and as the Division serves approximately 18,000 students and 1,400 FTE employees, occupational health and safety are very important and for an outside agency to

come in and say we are doing remarkable work as an organization says a lot. Gratitude was shared for telling EIPS' story and modeling improvement.

STUDENT TRANSPORTATION ELIGIBILITY REQUIREMENT CHANGE

Superintendent Stoddard shared how important it is to share the student transportation eligibility requirement change with parents/guardians so that they are aware of the change, the impact on service provision and transportation fees.

Director Weder presented for information the changes to the student transportation eligibility requirement for students in grades 1-6 moving from 1.0 km to 1.6 km. The Division has been provided a transition year—with changes coming in effect in 2026.27.

Director Weder noted a correction in the report to the first sentence under background that Alberta's government amended the **funding manual** not the *Student Transportation Regulation*. To read,

BACKGROUND:

*In March 2023, Alberta's government amended the ~~Student Transportation Regulation~~ **funding manual** to reduce distance eligibility from 2.4 kilometres to 1.0 kilometres for Grades 1 to 6 students and 2.0 kilometres for Grades 7 to 12 students.*

Director Weder highlighted the additional concerns with the funding manual change not being aligned with the Student Transportation regulation and the further impact this will have on increased bus fees.

The Board of Trustees received the report for information.

The Board noted that the report provides information to support their planning process and public awareness.

009/2025 | Trustee Boymook moved: That the Board of Trustees write a letter of concern to the Minister of Education on student transportation eligibility requirements.

CARRIED UNANIMOUSLY

Question for clarification was asked by Trustee Holowaychuk regarding the one-year transition funding to clarify that providing the service to families in the transition year would provide the Division the necessary time to inform families of the changes that will result based on the government's decision.

Trustee Irwin proposed a motion for the Board of Trustees to provide direction to administration with regards to a transition year.

Point of clarification called by Superintendent Stoddard that the decision regarding the transition year would not impact fees and as such is an administrative decision that is aligned with current Board Policy.

010/2025 | Trustee Holowaychuk moved: That the Board meet in camera (12:19 p.m.).

CARRIED UNANIMOUSLY

011/2025 | Trustee Sorochan moved: That the Board revert to regular session (12:35 p.m.).

CARRIED UNANIMOUSLY

Trustee Boymook requested a future generative discussion to understand the impact of the changes to eligibility on service levels and fees before administration makes the decision and noted that Board Policy 17: Student Transportation Services would need to change if we change fees and service levels. More information and data are required.

Committee Reports

ADVOCACY COMMITTEE

Board Chair Allen presented a report for information from the Advocacy Committee meeting held on Jan. 7, 2025.

POLICY COMMITTEE

Trustee Footz presented a report for information from the Policy Committee meeting held on Jan. 13, 2025. The next meeting is scheduled for Feb. 3, 2025.

GOVERNANCE AND EVALUATION COMMITTEE

Trustee Boymook presented a report for information from the Governance and Evaluation Committee meeting held on Jan. 14, 2025.

Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were reported.

Board Chair Allen declared that the Board had reached the end of the public session at 12:41 p.m.

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 12:41 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent



BOARD MEETING MINUTES

February 12, 2025

The special meeting of the Elk Island Public Schools Board of Trustees was held on Wednesday, February 12, 2025, at the West Rivers Edge Pavillion, Fort Saskatchewan, Alberta. The Board of Trustees meeting convened with Board Chair Allen calling the meeting to order at 9:31 a.m.

BOARD MEMBERS PRESENT

C. Allen, Board Chair
S. Miller, Vice-Chair
T. Boymook
R. Footz
C. Holowaychuk
D. Irwin
R. Sorochan

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
C. Cole, Secretary-Treasurer
R. Johnson, Associate Superintendent – Human Resources
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:31 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

012/2025 | Trustee Holowaychuk moved: That the Board meet in camera (9:31 a.m.).

CARRIED UNANIMOUSLY

013/2025 | Trustee Irwin moved: That the Board revert to regular session (10:49 a.m.).

CARRIED UNANIMOUSLY

LAND AND PEOPLE ACKNOWLEDGMENT

Board Chair Allen shared the Land and People Acknowledgment.

AGENDA

Board Chair Allen called for additions or deletions to the agenda and the agenda was adopted as circulated.

New Business

BUSINESS ARISING FROM IN CAMERA

014/2025 | Trustee Holowaychuk moved: That the Board of Trustees approves Special Matter Motion 2025-1.

CARRIED UNANIMOUSLY

015/2025 | Trustee Boymook moved: That the Board of Trustees approves Special Matter Motion 2025-2.

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 10:52 a.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent



RECOMMENDATION REPORT

Page 1 of 1

DATE: Feb. 20, 2025
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.

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 amendments shown in Attachment 1 are recommended for clarity, consistency and conciseness. In addition, an honorarium will be paid to volunteer community members in appreciation of their time and commitment in reviewing information and attending each meeting.

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

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; notwithstanding, the Board Chair may serve as a regular member of either 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:
 - 1.1. ~~To~~ provide a forum for generative discussion; ~~;~~
 - 1.2. ~~To~~ solicit and receive information from the Superintendent relevant to the development of ~~various system~~ activities and plans pertinent to Board operations; ~~;~~ and
 - 1.3. ~~To provide direction assign work to the Superintendent~~ be undertaken.
- 2.2. Powers and duties:
 - 1.4. ~~m~~Make recommendations for agenda items for subsequent Board meetings; ~~and~~
 - 1.5. ~~m~~Maintain confidentiality of proceedings unless otherwise stated.
- 2.3. Membership:
 - 1.6. ~~a~~All trustees and the Superintendent and designate(s).

3. Audit Committee

- 3.1. Purpose:
 - 1.6.1. ~~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 ~~—s~~. 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~~ review the effectiveness of the auditor;
 - 3.2.1.4. review the annual financial statements and audit findings;
 - 3.2.1.5. ~~assess~~ review 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~~ review 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; and
 - ~~3.3.2.3.~~ 3.3.2.4. the Board shall have the power at any time to remove community members, with or without cause, by a majority vote.
- 3.3.3. Superintendent, or designate;
- 3.3.4. Secretary-Treasurer; ~~and~~
- 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~~ be held meet twice per year ~~— and may convene~~ additional meetings may be arranged by the Committee Chair; ~~as circumstances require.~~

- 3.4.2. ~~A~~a recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings; ~~and~~
- 3.4.3. ~~M~~m members of the administration or external auditors may be invited as required.
- 3.5. Compensation:
 - 3.5.1. ~~An honorarium shall be paid to community members to prepare for and attend Audit Committee meetings. In addition, m~~ileage ~~will~~ shall 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; ~~and~~
 - 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; ~~and~~
 - 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~~A minimum of five meetings shall be held during the school year ~~—~~; ~~A~~additional meetings may be arranged by the Committee Chair; ~~and~~
 - 4.4.2. ~~a~~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:
 - 5.3.1. one trustee to serve as Committee Chair, and two other trustees; and
 - 5.3.2. 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. ~~r~~Report and recommend to the Board as necessary; ~~and~~;
 - 6.2.2. ~~m~~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 shall 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. ~~m~~Monthly meetings shall be held during the school year. ~~A~~ a additional meetings may be arranged by the Board Chair; ~~and~~;
 - 7.3.2. ~~t~~The Executive Assistant to the Board will serve as secretary.

8. Advocacy Committee

- 8.1. Purpose:
 - 8.1.1. ~~s~~Support the ongoing advocacy efforts of the Board.
- 8.2. Powers and duties:
 - 8.2.1. ~~d~~Develop an action plan to support the Board's ~~identified~~ advocacy plan; ~~and~~
 - 8.2.2. ~~i~~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. ~~f~~Four meetings shall be held during the school year. ~~a~~ a 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
Oct. 1, 2024	Oct. 17, 2024
	<u>Feb. 3, 2025</u>

Policy 8

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; notwithstanding, the Board Chair may serve as a regular member of either committee.

Standing Committees

Standing committees are 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:
 - 1.1. provide a forum for generative discussion;
 - 1.2. solicit and receive information from the Superintendent relevant to the development of activities and plans pertinent to Board operations; and
 - 1.3. provide direction to the Superintendent.
- 2.2. Powers and duties:
 - 1.4. make recommendations for agenda items for subsequent Board meetings; and
 - 1.5. maintain confidentiality of proceedings unless otherwise stated.
- 2.3. Membership:
 - 1.6. all trustees and the Superintendent and designate(s).

3. Audit Committee

- 3.1. Purpose:
 - 1.6.1. 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. 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. review the effectiveness of the auditor;
 - 3.2.1.4. review the annual financial statements and audit findings;
 - 3.2.1.5. review 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. review compliance with applicable legislation, regulations and guidelines;
 - 3.2.1.8. report findings and information to the Board; and
 - 3.2.1.9. make recommendations to the Board 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;
 - 3.3.2.3. selection of community members shall be made by the Board and Secretary-Treasurer; and
 - 3.3.2.4. the Board shall have the power at any time to remove community members, with or without cause, by a majority vote.
 - 3.3.3. Superintendent, or designate;
 - 3.3.4. Secretary-Treasurer; and
 - 3.3.5. Director, Financial Services.
- 3.4. Meetings:
 - 3.4.1. shall be held twice per year—additional meetings may be arranged by the Committee Chair;
 - 3.4.2. a recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings; and
 - 3.4.3. members of the administration or external auditors may be invited as required.
- 3.5. Compensation:

- 3.5.1. An honorarium shall be paid to community members to prepare for and attend Audit Committee meetings. In addition, mileage shall be paid for community members to and from Audit Committee meetings at approved mileage rates.

4. Policy Committee

- 4.1. Purpose:
 - 4.1.1. ensure the *Board Policy Handbook* is current and relevant.
- 4.2. Powers and duties:
 - 4.2.1. receive information from trustees, administration or stakeholders and develop policies as directed by the Board;
 - 4.2.2. 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; and
 - 4.2.3. 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; and
 - 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. make decisions regarding recommendations for the expulsion of any student.
- 5.2. Powers and duties:
 - 5.2.1. reinstate or expel the student; and
 - 5.2.2. inform the Board of the action taken by the Committee.
- 5.3. Membership:
 - 5.3.1. one trustee to serve as Committee Chair, and two other trustees; and
 - 5.3.2. 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. 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; and
- 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. shall be called by the Committee Chair.

7. Agenda Review Committee

- 7.1. Purpose:
 - 7.1.1. 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; and
 - 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 advocacy plan; and
 - 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	
	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
Oct. 1, 2024	Oct. 17, 2024
Feb. 3, 2025	



RECOMMENDATION REPORT

DATE: Feb. 20, 2025

TO: Board of Trustees

FROM: Policy Committee

SUBJECT: Board Policy 9: Board Representatives

ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair

RESOURCE STAFF: Sandra Stoddard, Superintendent

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

EIPS PRIORITY: Enhance public education through effective engagement.

EIPS GOAL: Engaged and effective governance.

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

RECOMMENDATION:

That the Board of Trustees approves the amendments to Board Policy 9: Board Representatives, 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 amendments shown in Attachment 1 are as follows:

1. Preamble is amended for conciseness;
2. As the Board is the member of the external organizations and trustees are representatives of the Board, "Membership" is amended to "Representation".

COMMUNICATION PLAN:

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

ATTACHMENT(S):

1. Policy 9: Board Representatives (marked)
2. Policy 9: Board Representatives (unmarked)

Policy 9

BOARD REPRESENTATIVES

Background

The Board of Trustees 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 discuss possible agreements between the Division and other organizations.

Guidelines

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.

External Committees and Organizations

The following committees and 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

- 1.1. Purpose:
 - 1.1.1. represent the Board at meetings of ASBA Zone 2/3.
- 1.2. Powers and duties:
 - 1.2.1. attend ASBA Zone 2/3 meetings;
 - 1.2.2. represent the Board's positions and interests at the zone level; and
 - 1.2.3. communicate to the Board the work of ASBA Zone 2/3.
- 1.3. ~~Membership~~Representation:
 - 1.3.1. one trustee; and
 - 1.3.2. one alternate.
- 1.4. Meetings:
 - 1.4.1. as called by ASBA Zone 2/3.

2. Committee of School Councils (COSC)

- 2.1. Purpose:
 - 2.1.1. 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, Board, Superintendent and community.
- 2.2. Powers and duties:
 - 2.2.1. attend meetings of COSC;
 - 2.2.2. represent the Board's positions and interests at COSC meetings; and
 - 2.2.3. communicate to the Board the work of COSC.

- 2.3. Membership Representation:
 - 2.3.1. Board Chair; and
 - 2.3.2. minimum of two trustees, as scheduled.
- 2.4. Meetings:
 - 2.4.1. as determined at the COSC organizational meeting.

3. Teachers' Employer Bargaining Association (TEBA)

- 3.1. Purpose:
 - 3.1.1. represent the Board at meetings of TEBA.
- 3.2. Powers and duties:
 - 3.2.1. attend TEBA meetings;
 - 3.2.2. represent the Board's positions and interests; and
 - 3.2.3. communicate to the Board the work of TEBA.
- 3.3. Membership Representation:
 - 3.3.1. one trustee.
- 3.4. Meetings:
 - 3.4.1. as called by TEBA.

References

Sections 33, 52 *Education Act*

Last reviewed:	Last updated:
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
June 10, 2024	
<u>Feb. 3, 2025</u>	

Policy 9

BOARD REPRESENTATIVES**Background**

The Board of Trustees may appoint trustees to 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 discuss possible agreements between the Division and other organizations.

Guidelines

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.

External Committees and Organizations

The following committees and 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

- 1.1. Purpose:
 - 1.1.1. represent the Board at meetings of ASBA Zone 2/3.
- 1.2. Powers and duties:
 - 1.2.1. attend ASBA Zone 2/3 meetings;
 - 1.2.2. represent the Board's positions and interests at the zone level; and
 - 1.2.3. communicate to the Board the work of ASBA Zone 2/3.
- 1.3. Representation:
 - 1.3.1. one trustee; and
 - 1.3.2. one alternate.
- 1.4. Meetings:
 - 1.4.1. as called by ASBA Zone 2/3.

2. Committee of School Councils (COSC)

- 2.1. Purpose:
 - 2.1.1. 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, Board, Superintendent and community.
- 2.2. Powers and duties:
 - 2.2.1. attend meetings of COSC;
 - 2.2.2. represent the Board's positions and interests at COSC meetings; and
 - 2.2.3. communicate to the Board the work of COSC.

- 2.3. Representation:
 - 2.3.1. Board Chair; and
 - 2.3.2. minimum of two trustees, as scheduled.
- 2.4. Meetings:
 - 2.4.1. as determined at the COSC organizational meeting.

3. Teachers' Employer Bargaining Association (TEBA)

- 3.1. Purpose:
 - 3.1.1. represent the Board at meetings of TEBA.
- 3.2. Powers and duties:
 - 3.2.1. attend TEBA meetings;
 - 3.2.2. represent the Board's positions and interests; and
 - 3.2.3. communicate to the Board the work of TEBA.
- 3.3. Representation:
 - 3.3.1. one trustee.
- 3.4. Meetings:
 - 3.4.1. as called by TEBA.

References

Sections 33, 52 *Education Act*

Last reviewed:	Last updated:
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
June 10, 2024	
Feb. 3, 2025	



RECOMMENDATION REPORT

DATE: Feb. 20, 2025
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 16: Recruitment and Selection of Personnel
ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair
RESOURCE STAFF: Sandra Stoddard, Superintendent
REFERENCE: Board Policy 8: Board Committees
Board Policy 10: Policy-Making
EIPS PRIORITY: Enhance public education through effective engagement.
EIPS GOAL: Engaged and effective governance.
EIPS OUTCOME: The Division is committed to engagement and advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approves the amendments to Board Policy 16: Recruitment and Selection of Personnel, 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 amendments shown in Attachment 1 are as follows:

1. section 1.3 is amended for improved readability;
2. section 1.4 is removed as the Superintendent is the only employee of the Board and process related to the Secretary-Treasurer should be consistent with the associate superintendent positions; and
3. section 1.5 is moved to the end and the requirement for documentation certifying medical fitness is removed.

COMMUNICATION PLAN:

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



RECOMMENDATION REPORT

ATTACHMENT(S):

1. Policy 16: Recruitment and Selection of Personnel (marked)
2. Policy 16: Recruitment and Selection of Personnel (unmarked)

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

Background

The Board of Trustees believes strong leadership and administration within the Division are essential to the effective and efficient operation of the school system.

Guidelines

1. Specific responsibilities:

- 1.1. The Board has the sole authority to recruit and select the Superintendent.
- 1.2. The Board, in the case of the Superintendent, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure Division employees are made aware.
- 1.3. In all other instances, ~~the~~ Superintendent, or designate, in all other instances, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure all current Division employees are made aware.
- ~~1.4. The following process shall be followed for the Secretary Treasurer position:~~
 - ~~1.4.1. The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.~~
 - ~~1.4.2. The Board Chair, Board Vice Chair and the Superintendent shall constitute the interview team. The Board's auditor may be asked to attend as an observer. The Superintendent may choose additional individuals to be part of the interview team.~~
 - ~~1.4.3. The decision will normally be made by consensus of the interview team. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must be one of the votes in the majority.~~
 - ~~1.4.4. The position shall have a role description and a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.~~
- ~~1.5. All offers of employment to the Secretary Treasurer shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.~~
- ~~1.6.1.4.~~ The Superintendent is delegated full authority to recruit and select staff for all positions other than the Secretary Treasurer positions detailed above.
 - ~~1.6.1.4.1.~~ The Superintendent may choose to involve the Board Chair on the interview team for the Secretary-Treasurer and associate superintendent positions.

~~1.6.2.1.4.2.~~ All senior administration-level positions shall have a role description, and each person shall have a written contract of employment. Before an offer of employment, the contract of employment shall be vetted by Division legal counsel to ensure compliance with all applicable legal requirements. The Superintendent is delegated full authority to determine contract renewals.

1.4.3. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Superintendent.

References

Section 52, 53, 68, 222, 223, 224, 225 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
May 8, 2017	
March 19, 2018	April 19, 2018
Aug. 30, 2018	Aug. 30, 2018
April 18, 2019	
Dec. 19, 2019	Dec. 19, 2019
June 2, 2021	
May 10, 2022	
May 10, 2023	May 25, 2023
May 1, 2024	May 30, 2024
<u>Feb. 3, 2025</u>	

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

Background

The Board of Trustees believes strong leadership and administration within the Division are essential to the effective and efficient operation of the school system.

Guidelines

1. Specific responsibilities:

- 1.1. The Board has the sole authority to recruit and select the Superintendent.
- 1.2. The Board, in the case of the Superintendent, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure Division employees are made aware.
- 1.3. In all other instances, the Superintendent, or designate, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure all current Division employees are made aware.
- 1.4. The Superintendent is delegated full authority to recruit and select staff for all positions.
 - 1.4.1. The Superintendent may choose to involve the Board Chair on the interview team for the Secretary-Treasurer and associate superintendent positions.
 - 1.4.2. All senior administration-level positions shall have a role description, and each person shall have a written contract of employment. Before an offer of employment, the contract of employment shall be vetted by Division legal counsel to ensure compliance with all applicable legal requirements. The Superintendent is delegated full authority to determine contract renewals.
 - 1.4.3. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Superintendent.

References

Section 52, 53, 68, 222, 223, 224, 225 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
May 8, 2017	
March 19, 2018	April 19, 2018

Aug. 30, 2018	Aug. 30, 2018
April 18, 2019	
Dec. 19, 2019	Dec. 19, 2019
June 2, 2021	
May 10, 2022	
May 10, 2023	May 25, 2023
May 1, 2024	May 30, 2024
Feb. 3, 2025	



RECOMMENDATION REPORT

DATE: Feb. 20, 2025

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Borrowing Resolution – February 2025

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, Financial Services

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

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

EIPS GOAL: Quality infrastructure for all.

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

RECOMMENDATION:

That the Board of Trustees approves the borrowing resolution to meet expenditures.

BACKGROUND:

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

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

Although the various credit facility agreements are ongoing, the Bank of Montreal (BMO) requires EIPS to submit a borrowing resolution annually to ensure organizational leaders are aware of the credit facilities currently in place. EIPS undertakes this process in February of each year as it coincides with BMO's review of the Division's audited financial statements, which are submitted to Bank of Montreal in late November and typically reviewed by the bank by January. This leaves adequate time for the bank to recommend any changes to the borrowing facility based on their expertise, if applicable. There are no recommended changes from BMO this year.



RECOMMENDATION REPORT

There are no proposed changes to EIPS' credit facilities or borrowing resolution this year. The resolution is outlined below:

Borrowing Resolution			
<p><i>Administrative Procedure 514, Signing Authority</i> requires any two of the following signing officers to provide authorization for Credit Facility Agreements:</p> <ul style="list-style-type: none"> A) Board Chair B) Superintendent C) Secretary-Treasurer 			
Credit Facility	Purpose	Amount	Usage in 2023-24
Overdraft Lending Facility	<p>To assist with daily operating cash requirements.</p> <p>Overdraft would only be accessed if insufficient funds were available to cover withdrawals. The Division completes cash flow projections and adjusts investments, etc. to minimize the use of the Overdraft Lending Facility.</p>	\$5,000,000	None
Corporate MasterCard	<p>To finance all expenses eligible under the EIPS purchasing card program.</p> <p>Monthly transactions are charged against this credit facility. No interest charges are incurred as the Division pays the bill in full each month.</p>	\$4,000,000	The average monthly spend was \$491,000 in purchasing card transactions. The balance is cleared monthly (no interest charges incurred).
Direct Electronic Funds Transfer (DEFT)	<p>DEFT for payroll, bill payments or other cash management services.</p> <p>This credit facility is required by BMO as a guarantee for DEFT files processed by EIPS. It is in place to protect the bank if insufficient funds were available to process the DEFT file. The Division cannot choose to draw on this facility as part of a cash management strategy.</p>	\$8,500,000	None
Total		\$17,500,000	



RECOMMENDATION REPORT

COMMUNICATION PLAN:

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

ATTACHMENTS:

N/A