



**Parkland School Division  
BOARD OF TRUSTEES**

**A G E N D A**

**April 06, 2021**

Regular Board Meeting: 6:00 PM

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*Our Vision:  
Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.*

## **Parkland School Division**

### **BOARD OF TRUSTEES REGULAR MEETING**

**April 06, 2021**

Regular Board Meeting: 6:00 PM  
Meeting Held Virtually from Various Locations

## **A G E N D A**

*Page Number*

**1. CALL TO ORDER at 6:00 PM**

- 1.1. National Anthem
- 1.2. Personal Reflection
- 1.3. Treaty 6 Acknowledgement
- 1.4. Announcements
- 1.5. Changes to the Agenda
- 1.6. Approval of the Agenda

**2. APPROVAL OF MINUTES**

- 4- 2.1. Regular Meeting of March 2, 2021
- 14- 2.2. Special Meeting of March 11, 2021
- 16- 2.3. Special Meeting of March 18, 2021

**3. BUSINESS ARISING FROM THE MINUTES**

**4. DELEGATION/PRESENTATION**

**5. BOARD CHAIR REPORT**

- 5.1. Board Chair's Report

Recess Break / Public Question Period

**6. SUPERINTENDENT REPORT**

- 6.1. Superintendent's Report

**7. ACTION ITEMS**

- 18- 7.1. Revised Board Policy 5: Role of the Board Chair (L. Stewart, E. Cameron)
- 29- 7.2. Repeal Bylaw 1-2020: The Parkland School Division Trustee Electoral Ward Bylaw (S. McFadyen)
- 38- 7.3. Three Readings of Bylaw 1-2021: The Parkland School Division Trustee Electoral Ward Bylaw (S. McFadyen)
- 62- 7.4. Support for the School Resource Officer Program (A. Montgomery)
- 64- 7.5. PSD Tomorrow Committee Meeting Forums (A. Montgomery)

**8. ADMINISTRATION REPORTS**

- 65- 8.1. 2020-2021 Second Quarter Financial Report (S. McFadyen, J. Krefting)
- 97- 8.2. Student Advisory - Executive Summary (S. Johnston)

**9. TRUSTEE REPORTS**

- 101- 9.1. Council of School Councils (A. Montgomery)
- 104- 9.2. PSD Tomorrow Committee (L. Stewart)
- 9.3. Public School Boards' Association of Alberta (R. Heinrichs, L. Stewart)
- 9.4. Alberta School Boards Association (E. Cameron, S. Kucher-Johnson)
- 9.5. Chamber of Commerce (L. Stewart)

**10. FUTURE BUSINESS**

10.1. Meeting Dates: \*

*Board - Open to the Public:*

- Apr 27, 2021 ..... Education Committee Meeting 9:00am, Centre for Education
- May 04, 2021 ..... Regular Board Meeting 9:30 am, Centre for Education
- May 25, 2021 ..... Regular Board Meeting 9:30 am, Centre for Education

*Committees - Closed to the Public:*

- Apr 20, 2021 ..... Audit Committee Meeting 1:00 pm, Centre for Education
- Apr 21, 2021 ..... Benefit Committee Meeting 3:15 pm, Centre for Education
- Apr 27, 2021 ..... PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
- Apr 27, 2021 ..... Teacher Board Advisory Committee Meeting 4:15 pm, Centre for Education
- May 12, 2021 ..... Audit Committee Meeting 1:00 pm, Centre for Education

*By Invitation:*

Apr 08, 2021 ..... Education Planning Day – Virtual Stakeholder  
Engagement Event 10:00am

*Other:*

May 06, 2021 ..... Council of School Councils Meeting 7:00 pm, Centre  
for Education

*\* Please Note: Due to the COVID-19 pandemic, meetings and events may be changed to a virtual format, postponed or cancelled. The [Parkland School Division public website](#) will be updated as information becomes available.*

10.2. Notice of Motion

10.3. Topics for future agendas

10.4. Requests for information

10.5. Responses to Requests for information

-109-

10.5.1. Graminia Utilization and Capacity Information Report

**11. IN-CAMERA: LAND, LABOUR, LEGAL**

**12. ACTION IN RESPONSE TO IN CAMERA**

**13. ADJOURNMENT**



**MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF THE PARKLAND SCHOOL DIVISION HELD VIRTUALLY FROM VARIOUS LOCATIONS ON MARCH 2, 2021.**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Ron Heinrichs	Present
Sally Kucher-Johnson	Present
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present

**ADMINISTRATION ATTENDANCE:**

- Shauna Boyce, Superintendent
- Mark Francis, Deputy Superintendent
- Scott Johnston, Associate Superintendent
- Dr. Dianne McConnell, Associate Superintendent
- Scott McFadyen, Associate Superintendent
- John Blood, Director, Transportation Services
- Jason Krefting, Director, Financial Services
- Serge LaBrie, Director, Facilities
- Jordi Weidman, Director, Strategic Communications
- Keri Zylla, Executive Assistant, Recording Secretary

**GUEST PRESENTERS:**

- Mike Lokken, RCMP, Inspector
  - Gord Marshall, RCMP, Constable and School Resource Officer
  - Carolyn Jensen, Principal, Memorial Composite High School
  - Cheryl Otto, Principal, Spruce Grove Composite High School
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**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:30 a.m.

**NATIONAL ANTHEM**

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Board Chair

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Secretary-Treasurer

**PERSONAL REFLECTION**

**TREATY SIX ACKNOWLEDGMENT**

**ANNOUNCEMENTS**

**CHANGES TO THE AGENDA**

Move the presentation of agenda item 8.2, the School Resource Officer Report, before 7.1 in Action Items

**APPROVAL OF THE AGENDA**

**Res 018-21**

**MOVED** by Trustee Heinrichs that the agenda be approved as amended.

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 019-21**

**MOVED by** Trustee McCann that the minutes of the Regular Board Meeting held on February 2, 2021 be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

There was no delegation.

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

*There were no questions submitted for the Question Period.*

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

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Board Chair

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Secretary-Treasurer

**SCHOOL RESOURCE OFFICER REPORT**

The Board of Trustees received for information, the School Resource Officer Report, as presented at the Regular Meeting of March 2, 2021.

Constable Marshall, Inspector Lokken, Deputy Superintendent Francis, Ms. Jensen and Ms. Otto provided additional information and responded to questions.

**ACTION ITEMS**

**EDWIN PARR TEACHER NOMINATION**

**Res 020-21**

**Moved** by Vice-Chair Cameron that the Board of Trustees recognize Danielle Bechard from Connections for Learning, Megan King from Greystone Centennial Middle School, and Taygan Lystang from École Broxton Park School as the three Parkland School Division Edwin Parr nominees. And further, that the Board submits Danielle Bechard's nomination to the Alberta School Boards Association Zone 2/3 Edwin Parr Selection Committee, as presented at the Regular Meeting of March 2, 2021.

**CARRIED UNANIMOUSLY**

Deputy Superintendent Francis and the Parkland School Division Edwin Parr Selection Committee provided information on the motion and responded to questions.

**REVISED BOARD POLICY 2: ROLE OF THE BOARD**

**Res 021-21**

**Moved** by Trustee McCann that the Board of Trustees approve the Revised Board Policy 2: Role of the Board, as presented at the Regular Meeting of March 2, 2021.

*Discussion ensued. Board Chair Stewart transferred chair to Vice-Chair Cameron at 10:51 a.m. and assumed chair at 10:53 a.m.*

**CARRIED UNANIMOUSLY**

Board Chair Stewart and the Board Policy Committee provided information on the motion and responded to questions.

*Board Chair Stewart called a recess at 10:59 a.m. Meeting resumed at 11:06 a.m.*

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Board Chair

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Secretary-Treasurer

**REVISED BOARD POLICY 3: ROLE OF THE TRUSTEE**

**Res 022-21**

**Moved** by Trustee Heinrichs that the Board of Trustees approve the Revised Board Policy 3: Role of the Trustee, as presented at the Regular Meeting of March 2, 2021.

**CARRIED UNANIMOUSLY**

Board Chair Stewart and the Board Policy Committee provided information on the motion and responded to questions.

**2021-2022 SCHOOL CALENDAR**

**Res 023-21**

**Moved** by Trustee Kucher-Johnson that the Board of Trustees approve the 2021-2022 School Calendar, as presented at the Regular Meeting of March 2, 2021.

**CARRIED: 6 to 1**

**In Favour:** Board Chair Stewart, Vice-Chair Cameron, Trustee Heinrichs, Trustee Kucher-Johnson, Trustee McCann, Trustee Clarke

**Opposed:** Trustee Montgomery

Associate Superintendent Johnston provided information on the motion and responded to questions.

**SUPPORT FOR SCHOOL STAFF VACCINATIONS**

**Moved** by Vice-Chair Cameron That the Board of Trustees of the Parkland School Division write a letter to the Minister of Health to request that all school-based staff and contractors in regular contact with students be considered essential service frontline employees and be given high priority to receive COVID-19 vaccinations. Further, the letter to the Minister of Health be shared with the Premier, Minister of Education, and MLA's Searle Turton, Shane Getson and Mark Smith, as well as Lori Jess, President of the Alberta School Boards Association

**Res 024-21**

**Moved** by Vice-Chair proposed adding 'and Chief Medical Officer' after both instances of the Minister of Health, and to add 'Phase-2' before COVID-19 vaccinations.

**CARRIED: 6 to 1**

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Board Chair

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Secretary-Treasurer



**In Favour:** Board Chair Stewart, Vice-Chair Cameron, Trustee Heinrichs, Trustee Kucher-Johnson, Trustee McCann, Trustee Montgomery

**Opposed:** Trustee Clarke

**Res 025-21**

**AMENDED MOTION:**

**Moved** by Vice-Chair Cameron that the Board of Trustees of the Parkland School Division write a letter to the Minister of Health and Chief Medical Officer to request that all school-based staff and contractors in regular contact with students, be considered essential service frontline employees and be given high priority to receive Phase-2 COVID-19 vaccinations. Further, the letter to the Minister of Health and Chief Medical Officer be shared with the Premier, Minister of Education, and MLA's Searle Turton, Shane Getson and Mark Smith, as well as Lori Jess, President of the Alberta School Boards Association.

*Discussion ensued. Board Chair Stewart transferred chair to Vice-Chair Cameron at 11:51 a.m. and assumed chair at 11:52 a.m.*

**CARRIED: 6 to 1**

**In Favour:** Board Chair Stewart, Vice-Chair Cameron, Trustee Heinrichs, Trustee Kucher-Johnson, Trustee McCann, Trustee Montgomery

**Opposed:** Trustee Clarke

Board Vice-Chair Cameron provided information on the motion and responded to questions.

**2021-2022 TRANSPORTATION FEE SCENARIOS**

**Moved** by Trustee McCann that the Board of Trustees approve Transportation Fees – Scenario three for the 2021-2022 fiscal year, as presented at the Regular Meeting of March 2, 2021.

*Board Chair called a recess at 12:34 p.m. Meeting resumed at 12:40 p.m.*

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Board Chair

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Secretary-Treasurer

**Res 026-21**

**MOTION TO DEFER 2020-2021 TRANSPORTATION FEE SCENARIOS**

**Moved** by Trustee Kucher-Johnson that the Board of Trustees defer approval of Transportation Fees to a Special Board Meeting to be held prior to the first day of Spring Break, March 26, 2021.

**CARRIED: 5 to 2**

**In Favour:** Vice-Chair Cameron, Trustee Heinrichs, Trustee Kucher-Johnson, Trustee Clarke, Trustee Montgomery

**Opposed:** Board Chair Stewart, Trustee McCann

Associate Superintendent McFadyen and Mr. Blood provided information on the motion and responded to questions.

*Mr. Blood exited the meeting at 1:03 p.m.*

**2021-2022 FEES AND ALLOWANCES**

**Moved** by Trustee McCann that the Board of Trustees approve the 2021-2022 Fees and Allowances, as presented at the Regular Meeting of March 2, 2021.

**Res 027-21**

**MOTION TO DEFER 2021-2022 FEES AND ALLOWANCES**

**Moved** by Trustee McCann that the Board of Trustees defer approval of the 2021-2022 Fees and Allowance to a Special Board Meeting to be held prior to the first day of Spring Break, March 26, 2021.

**CARRIED UNANIMOUSLY**

**Res 028-21**

**THREE YEAR CAPITAL PLAN (2022-2025)**

**Moved** by Trustee McCann that the Board of Trustees approve the Three Year Capital Plan (2022-2025), as presented at the Regular Meeting of March 2, 2021.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen and Mr. LaBrie provided information on the motion and responded to questions.

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Board Chair

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Secretary-Treasurer

**ADMINISTRATION REPORTS**  
**FINANCIAL PROFILE REPORT**

The Board of Trustees received for information, the Financial Profile Report, as presented at the Regular Meeting of March 2, 2021.

Associate Superintendent McFadyen and Mr. Krefting provided information on the motion and responded to questions.

*Mr. Krefting exited the meeting at 1:22 p.m.*

**STAKEHOLDER ENGAGEMENT EVENT FEEDBACK**

The Board of Trustees received for information, the Stakeholder Engagement Event Feedback, as presented at the Regular Meeting of March 2, 2021.

Associate Superintendent Johnston provided additional information and responded to questions.

**2020-2021 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) EXPENDITURE PLAN**

The Board of Trustees received for information, the 2020-2021 Infrastructure Maintenance Renewal (IMR) Expenditure Plan, as presented at the Regular Meeting of March 2, 2021.

Associate Superintendent McFadyen and Mr. LaBrie provided information on the motion and responded to questions.

*Mr. LaBrie exited the meeting at 1:54 p.m.*

**TRUSTEE REPORTS**

**TEACHER BOARD ADVISORY COMMITTEE (TBAC) – FEBRUARY 16, 2021**

Trustee Heinrichs shared his report from the February 16, 2021 TBAC meeting, as presented at the Regular Meeting of March 2, 2021.

**COUNCIL OF SCHOOL COUNCILS (COSC) – FEBRUARY 18, 2021**

Trustee Montgomery shared her report from the February 18, 2021, as presented at the Regular Meeting of March 2, 2021.

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Board Chair

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Secretary-Treasurer

**PSD TOMORROW COMMITTEE – FEBRUARY 23, 2021**

The Board of Trustees received for information, the PSD Tomorrow Committee minutes from the February 23, 2021, as presented at the Regular Meeting of March 2, 2021.

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

Trustee Heinrichs shared his report.

**ALBERTA SCHOOL BOARDS ASSOCIATION**

Trustee Kucher-Johnson shared her report.

**CHAMBER OF COMMERCE**

Board Chair Stewart shared her report.

**FUTURE BUSINESS**

**Meeting Dates \***

*Board - Open to the Public:*

- April 6, 2021 ..... Regular Board Meeting 6:00 pm, Centre for Education
- April 27, 2021 ..... Education Committee Meeting 9:00 am, Centre for Education

*Committees - Closed to the Public:*

- March 11, 2021..... Student Advisory Meeting 9:00am, Virtual Student Engagement
- March 23, 2021..... PSD Tomorrow Committee 12:30 pm, Centre for Education
- April 20, 2021 ..... Audit Committee Meeting 1:00 pm, Centre for Education
- April 21, 2021 ..... Benefit Committee Meeting 3:15 pm, Centre for Education
- April 27, 2021 ..... PSD Tomorrow Committee 12:30 pm, Centre for Education

*By Invitation:*

- April 8, 2021 ..... Education Planning Day – Virtual Stakeholder Engagement Event 8:30am, TBD

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Board Chair

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Secretary-Treasurer

*Other:*

March 11, 2021 ..... Council of School Councils 7:00 pm, Centre for Education

*\* Please Note: Due to the COVID-19 pandemic, meetings and events may be changed to a virtual format, postponed or cancelled. The [Parkland School Division public website](#) will be updated as information becomes available.*

**Notice of Motion**

Trustee Montgomery gave notice of motion of two motions.

- That the Board of Trustees send a letter to Parkland County, requesting reconsideration of Parkland County's decision to discontinue partnership with Parkland School Division, the Town of Stony Plain and City of Spruce Grove in the School Resource Officer Program.
- That the Board of Trustees approve all future PSD Tomorrow meetings to be open to the public.

**Topics for Future Agendas**

Trustee Montgomery requested that Action Items come with additional time for Board discussion and decision-making.

**Request for Information**

Trustee McCann requested additional information on Graminia School capacity trends.

**Responses to Requests for Information**

There were no Responses to Requests for Information.

**IN-CAMERA: LAND, LABOUR**

**Res 029-21**

**MOVED** by Trustee McCann that the Board of Trustees move to In-Camera at 2:15 p.m.

**CARRIED UNANIMOUSLY**

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Board Chair

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Secretary-Treasurer

*Deputy Superintendent Francis, Associate Superintendent Dr. McConnell, Associate Superintendent Johnston and Mr. Weidman exited the meeting at 2:15 p.m.*

**Res 030-21**      **MOTION TO REVERT TO A PUBLIC MEETING**  
**MOVED** by Trustee Heinrichs that the Board of Trustees revert to a public meeting at 2:40 p.m.

**CARRIED UNANIMOUSLY**

**Res 031-21**      **ACTION IN REPOSE TO IN-CAMERA**  
**Moved** by Trustee McCann that the Board of Trustees direct administration to take the necessary steps to sell the three (3) parcels of land that currently compile the Seba Beach School site.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**  
The meeting was adjourned at 2:45 p.m.

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Board Chair

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Secretary-Treasurer



**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES OF  
PARKLAND SCHOOL DIVISION HELD VIRTUALLY FROM VARIOUS LOCATIONS,  
ON MARCH 11, 2021**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Ron Heinrichs	Present
Sally Kucher-Johnson	Present
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present

**ADMINISTRATION ATTENDANCE:**

Shauna Boyce, Superintendent of Schools  
Scott McFadyen, Associate Superintendent  
John Blood, Director, Transportation Services  
Jason Krefting, Director, Financial Services  
Jordi Weidman, Director Strategic Communications  
Keri Zylla, Executive Assistant

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**CALL TO ORDER**

The meeting was called to order by Chair Stewart at 1:00 p.m.

**NATIONAL ANTHEM**

**PERSONAL REFLECTION**

**TREATY SIX ACKNOWLEDGEMENT**

**ACTION ITEMS**

**2021-2022 TRANSPORTATION FEE SCENARIOS**

**Res 032-21**

**MOVED** by Trustee McCann that the Board of Trustees approve Transportation Fees – Scenario Three for the 2021-2022 fiscal year, as presented at the Special Board Meeting of March 11, 2021.

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Board Chair

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Secretary-Treasurer

*Discussion ensued. Board Chair Stewart transferred chair to Vice-Chair Cameron at 1:43 p.m. and assumed chair at 1:47 p.m. Board Chair Stewart transferred chair to Vice-Chair Cameron at 2:03 p.m. and assumed chair at 2:03 p.m. Board Chair Stewart transferred chair to Vice-Chair Cameron at 2:07 p.m. and assumed chair at 2:07 p.m.*

**CARRIED: 4 to 3**

**In Favour:** Board Chair Stewart, Vice-Chair Cameron, Trustee McCann, Trustee Montgomery

**Opposed:** Trustee Heinrichs, Trustee Kucher-Johnson, Trustee Clarke

Associate Superintendent McFadyen and Superintendent Boyce provided information on the motion and responded to questions.

**2021-2022 FEES AND ALLOWANCES**

**Res 033-21**

**MOVED** by Trustee Heinrichs that the Board of Trustees approve the 2021-2022 Fees and Allowances, as presented at the Special Board Meeting of March 11, 2021.

**CARRIED: 5 to 2**

**In Favour:** Board Chair Stewart, Vice-Chair Cameron, Trustee Heinrichs, Trustee McCann, Trustee Montgomery

**Opposed:** Trustee Kucher-Johnson, Trustee Clarke

Associate Superintendent McFadyen and Superintendent Boyce provided information on the motion and responded to questions.

**ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.

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Board Chair

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Secretary-Treasurer





**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES OF  
PARKLAND SCHOOL DIVISION HELD VIRTUALLY FROM VARIOUS LOCATIONS,  
ON MARCH 18, 2021**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Sally Kucher-Johnson	Present
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present

**ADMINISTRATION ATTENDANCE:**

Shauna Boyce, Superintendent  
Mark Francis, Deputy Superintendent  
Scott McFadyen, Associate Superintendent  
Shae Abba, Director, Human Resources  
Keri Zylla, Executive Assistant

**ABSENT:**

Ron Heinrichs, Trustee

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**CALL TO ORDER**

The meeting was called to order by Chair Stewart at 1:32 p.m.

**NATIONAL ANTHEM**

**PERSONAL REFLECTION**

**TREATY SIX ACKNOWLEDGEMENT**

**ACTION ITEMS**

**IN-CAMERA**

**Res 034-21**

**MOVED** by Trustee McCann that the Board of Trustees move In-Camera at 1:36 p.m.

**CARRIED UNANIMOUSLY**

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Board Chair

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Secretary-Treasurer

**Res 035-21**      **MOTION TO REVERT TO A PUBLIC MEETING**  
**MOVED** by Trustee Clarke that the Board of Trustees revert to a public meeting at 2:20 p.m.

**CARRIED UNANIMOUSLY**

**Res 036-21**      **ACTION IN RESPONSE TO IN-CAMERA MOTION**  
**MOVED** by Vice-Chair Cameron that the Board of Trustees accept and ratify The Parkland School Division (PSD) Central Alberta Association of Municipal and School Employees (CAAMSE), Memorandum of Agreement dated June 25, 2020, and presented at the Special Board Meeting of March 18, 2021.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**  
The meeting was adjourned at 2:24 p.m.

DRAFT

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Board Chair

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Secretary-Treasurer



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Lorraine Stewart, Board Chair  
Eric Cameron, Board Vice-Chair

**Originator** Shauna Boyce, Superintendent

**Resource** Board Policy Review Committee

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 10: Policy Formation and Review  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 2: Section 2. Policy Governance  
BP 10: Policy Formation and Review  
BP 12: Section 5. Policy  
BP 12: Section 7. Planning and Accountability

**Subject** **REVISED BOARD POLICY 5: ROLE OF THE BOARD CHAIR**

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### Purpose

For approval. Recommendation required.

### Recommendation:

That the Board of Trustees approve the Revised Board Policy 5: Role of the Board Chair, as presented at the Regular Meeting of April 6, 2021.

### Background

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

## **Report Summary**

On February 16, 2021, the Board Policy Committee met and reviewed Board Policy 5: Role of the Board Chair, in order to fulfill Board mandates and comply with the *Education Act* which came into effect for all Alberta school jurisdictions on September 1, 2019. Although there were no substantive changes, references, content and format were updated to remain consistent with the *Education Act*. On March 23, 2021 the Board also reviewed Board Policy 5 at the March 23, 2021 PSD Tomorrow Committee meeting and agreed to bring the revised policy to the Board Regular Meeting of April 6, 2021 for Board approval.

### **Summary of Key Changes:**

- Updated references to the *Education Act*
- Adding “The Chair Shall” before action items under general responsibilities
- Created a section entitled “Board Chair responsibilities with respect to the Superintendent” for the Board Chair / Superintendent relationship and reorganized the pertaining Board Chair responsibilities under this section
- Reorganized order of items for increased clarity
- Added language / wordage for increased clarity

The following report reflects all revisions made and includes final, tracked and original drafts.

Members of the Board Policy Committee would be pleased to respond to any questions.

LS:kz



## Parkland School Division

### Board Policy 5

### ROLE OF THE BOARD CHAIR

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The Board of Trustees demonstrates the belief that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

#### **General responsibilities delegated to the Board Chair by the Board:**

1. The Chair shall keep informed of significant developments within the Division.
2. The Chair shall maintain responsibility for ensuring the development and implementation of the Board's orientation program for newly elected trustees.
3. The Chair shall ensure that Trustees complete all required annual compliance documents and/or forms.
4. The Chair shall bring, to the Board, all matters requiring a corporate decision of the Board.
5. The Chair shall act as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group, notably:
  - 5.1. The Board requires that the Chair represent the views of the Board as determined in official decisions of the Board;
  - 5.2. The Chair has the authority to determine whether or not to participate as spokesperson, where it is reasonable to do so, without prior approval of the Board; and
  - 5.3. In the absence of the Board, the Board Chair has the authority to make decisions and shall be accountable to the Board for all activities related to the duties as official spokesperson.
6. The Chair shall formally communicate with other elected government leaders.
7. The Chair shall review and approve trustee claims for travel, subsistence and approved expenditures.
8. The Chair shall act as ex-officio member of all committees appointed by the Board.
9. The Chair shall act as a signing officer for the Division, notably:
  - 9.1. As required by the Government of Alberta; and
  - 9.2. As required by financial institutions.
10. The Chair shall represent the Board, or arrange alternative representation, at official meetings or other public functions.

11. The Chair shall ensure that the Board engages in annual assessments of its effectiveness as a Board.
12. The Chair shall ensure that Trustees exemplify conduct and communication that is of the highest ethical standards in keeping with *Board Policy 4 – Trustee Code of Ethics*.

**Board Chair responsibilities with respect to the Superintendent:**

13. The Board entrusts the Board Chair to maintain an effective working relationship with the Superintendent and to act as the primary contact with the Superintendent at all times, and with respect to the following matters:
  - 13.1. The Chair shall keep the Superintendent and the Board informed in a timely manner of all matters that are brought to the Chair's attention that might affect the Division;
  - 13.2. The Chair and Superintendent shall maintain regular, timely contact to stay apprised of current issues and events;
  - 13.3. The Chair shall directly convey to the Superintendent any concerns, received by Trustees or stakeholders, that may affect the administration of the Division;
  - 13.4. The Chair shall review and approve Superintendent expenditures on an ongoing basis; and
  - 13.5. The Chair shall provide counsel to the Superintendent, when requested to do so.

**Board Chair responsibilities with respect to Board meetings:**

14. The Chair shall confer with the Vice-Chair and the Superintendent, prior to each Board Meeting, to ensure familiarity with the items to be included on the agenda, and to best determine the proper order of these items.
15. The Chair shall preside over all Board meetings and ensure that such meetings are conducted in accordance with the *Education Act* and the policies and processes as established by the Board.
16. The Chair shall maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
17. The Chair shall ensure that all issues before the Board are well-stated and clearly expressed.
18. The Chair shall display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
19. The Chair shall ensure that debate is relevant and remind Trustees that they must speak directly and only to the matter in question when prudent to do so.
20. The Chair shall decide questions of order and procedure, subject to an appeal to the rest of the Board; notably:
  - 20.1. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
21. The Chair shall submit motions or other proposals to the final decision of the meeting by a formal show of hands.

- 22. The Chair shall ensure that each trustee present votes on all issues before the Board.
- 23. The Chair shall extend hospitality to Trustees, officials of the Board, the press, and members of the public.
- 24. The Chair shall facilitate meetings so that the will of the Board is achieved.

Reference:	Education Act: 3, 33-34, 52, 53, 64, 67, 75, 117.1, 200, 222 Local Authorities Election Act	Approved:	(signature)
		Date Approved:	UNAPPROVED – Indicate Board Meeting Date
		Reviewed or Revised:	March, 2021 March, 2017



## Parkland School Division

### Board Policy 5

### ROLE OF THE BOARD CHAIR

The Board believes ~~of Trustees demonstrates the belief~~ that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties: **General responsibilities delegated to the Board Chair by the Board:**

1. ~~[Former 4] The Chair shall keep~~ informed of significant developments within the Division.
2. ~~[Former 5] The Chair shall be responsible~~ **maintain responsibility** for ensuring the development and implementation of the Board's orientation program for newly elected trustees.
3. ~~[Former 6] The Chair shall ensure that computer network user agreements are signed by trustees and maintain custody of the same~~ **complete all required annual compliance documents and/or forms.**
4. ~~[Former 11] The Chair shall bring,~~ to the Board, all matters requiring a corporate decision of the Board.
5. ~~[Former 12] The Chair shall act~~ as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group, **notably:**
  - 5.1. ~~[Former 12.1] The Board requires that the Board Chair represent the views of the Board as determined in official decisions of the Board;~~
  - 5.2. ~~[Former 12.2] The Board Chair has the authority to determine whether or not to participate as spokesperson, where it is reasonable to do so, without prior approval of the Board;~~ **and**
  - 5.3. ~~[Former subset of 12.2] Further, in~~ the absence of the Board, the Board Chair has the authority to make decisions and shall be accountable to the Board for all activities related to the duties as official spokesperson.
6. ~~[Former 13] The Chair shall formally~~ communicate with other elected government leaders.
7. ~~[Former 14] The Chair shall review and approve trustee claims for travel, subsistence and approved expenditures (per diem).~~
8. ~~[Former 16] The Chair shall act~~ as ex-officio member of all committees appointed by the Board.
9. ~~[Former 17] The Chair shall act~~ as a signing officer for the Division, **notably:**
  - 9.1. ~~[Former 17.1] As required by the Government of Alberta;~~ **and**



- 9.2. [Former 17.2] As required by financial institutions.
10. [Former 18] ~~The Chair shall R~~represent the Board, or arrange alternative representation, at official meetings or other public functions.
11. [Former 19] ~~The Chair shall E~~ensure that the Board engages in annual assessments of its effectiveness as a Board.
12. [Former 20] ~~The Chair shall ensure that Trustees exemplify conduct and communication that is of the highest ethical standards in keeping with Board Policy 4 – Trustee Code of Ethics. Address any inappropriate behaviour on the part of a Trustee.~~

**Board Chair responsibilities with respect to the Superintendent:**

13. ~~The Board entrusts the Board Chair to maintain an effective working relationship with the Superintendent and to act as the primary contact with the Superintendent at all times, and with respect to the following matters:~~
- 13.1. [Former 7] ~~The Chair shall K~~keep the Superintendent and the Board informed in a timely manner of all matters ~~coming that are brought to his/her~~ ~~the Chair's~~ attention that might affect the Division-;
- 13.2. [Former 8] ~~The Chair and Superintendent shall Be in~~ maintain regular, timely contact ~~with the Superintendent to maintain a working knowledge to stay apprised~~ of current issues and events-;
- 13.3. [Former 9] ~~The Chair shall directly C~~convey directly to the Superintendent ~~such any concerns, as are related to him/her received by Trustees, parents, or students,~~ ~~stakeholders,~~ that may affect the administration of the Division-;
- 13.4. [Former 15] ~~The Chair shall R~~review and approve Superintendent expenditures on an ongoing basis-; and
- 13.5. [Former 10] ~~The Chair shall P~~provide counsel to the Superintendent, when requested to do so.

**Board Chair responsibilities with respect to Board meetings:**

~~[Former 3] Perform the following duties during Board meetings:~~

14. [Former 1] ~~Prior to each Board meeting,~~ ~~The Chair shall~~ confer with the Vice-Chair and the Superintendent, ~~on to ensure familiarity with~~ the items to be included on the agenda, ~~and to best determine the proper order of these items,~~ ~~and become thoroughly familiar with them.~~
15. [Former 2] ~~The Chair shall P~~preside over all Board meetings and ensure that such meetings are conducted in accordance with the ~~School Act~~ *Education Act* and the policies and ~~procedures~~ *processes* as established by the Board.
16. [Former 3.1] ~~The Chair shall M~~maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated-;

17. [Former 3.2] ~~The Chair shall~~ Ensure that all issues before the Board are well-stated and clearly expressed;
18. [Former 3.3] ~~The Chair shall~~ Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
19. [Former 3.4] ~~The Chair shall~~ Ensure that debate is relevant **and remind Trustees that they must speak directly and only to the matter in question when prudent to do so.** ~~The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;~~
20. [Former 3.5] ~~The Chair shall~~ Decide questions of order and procedure, subject to an appeal to the rest of the Board; **notably:**
  - 20.1. [Former subset of 3.5] The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved;
21. [Former 3.6] ~~The Chair shall~~ Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
22. [Former 3.7] ~~The Chair shall~~ Ensure that each trustee present votes on all issues before the Board;
23. [Former 3.8] ~~The Chair shall~~ Extend hospitality to ~~€~~Trustees, officials of the Board, the press, and members of the public;
24. [Former 3.9] ~~The Chair shall~~ Facilitate meetings so that the will of the Board is achieved.

Reference: <del>School Act: 60-62, 64-65, 67</del> Education Act: 3, 33-34, 52, 53, 64, 67, 75, 117.1, 200, 222 <del>Local Authorities Election Act: 6</del>	Approved: (signature)
	Date UNAPPROVED – Indicate Board Approved: Meeting Date
Cross-Reference: <del>Board Policy:</del> <del>Admin Procedure:</del>	Reviewed or <b>March, 2021</b> Revised: March, 2017



## Parkland School Division Board Policy 5 ROLE OF THE BOARD CHAIR

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The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, confer with the Vice-Chair and the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
3. Perform the following duties during Board meetings:
  - 3.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
  - 3.2. Ensure that all issues before the Board are well-stated and clearly expressed;
  - 3.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
  - 3.4. Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;
  - 3.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved;
  - 3.6. Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
  - 3.7. Ensure that each trustee present votes on all issues before the Board;
  - 3.8. Extend hospitality to trustees, officials of the Board, the press, and members of the public;
  - 3.9. Facilitate meetings so that the will of the Board is achieved.
4. Keep informed of significant developments within the Division.
5. Be responsible for ensuring the development and implementation of the Board's orientation program for newly elected trustees.

6. Ensure that computer network user agreements are signed by trustees and maintain custody of the same.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
9. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.
10. Provide counsel to the Superintendent, when requested to do so.
11. Bring to the Board all matters requiring a corporate decision of the Board.
12. Act as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
  - 12.1. The Board requires that the Board Chair represent the views of the Board as determined in official decisions of the Board.
  - 12.2. The Board Chair has the authority to determine whether or not to participate as spokesperson, where it is reasonable to do so, without prior approval of the Board. Further, in the absence of the Board, the Board Chair has the authority to make decisions and shall be accountable to the Board for all activities related to the duties as official spokesperson.
13. Formally communicate with other elected government leaders.
14. Review and approve trustee claims for travel, subsistence and approved expenditures (*per diem*).
15. Review and approve Superintendent expenditures on an ongoing basis.
16. Act as ex-officio member of all committees appointed by the Board.
17. Act as a signing officer for the Division:
  - 17.1. As required by the Government of Alberta
  - 17.2. As required by financial institutions.
18. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
19. Ensure that the Board engages in annual assessments of its effectiveness as a Board.
20. Address any inappropriate behaviour on the part of a Trustee.

BP 5 - Original

Reference:	School Act: 60-62, 64-65, 67 Local Authorities Election Act: 6	Approved:	(signature)
		Date Approved:	UNAPPROVED – Indicate Board Meeting Date
Cross-Reference:	Board Policy: Admin Procedure:	Reviewed or Revised:	March, 2017



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Scott McFadyen, Associate Superintendent

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 10: Policy Formation and Review  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 2: Section 2. Policy Governance  
BP 10: Policy Formation and Review  
BP 12: Section 5. Policy  
BP 12: Section 7. Planning and Accountability  
Education Act (76) Establishment of Wards

**Subject** **REPEAL BYLAW 1-2020, THE PARKLAND SCHOOL DIVISION TRUSTEE  
ELECTORAL WARD BYLAW**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation:**

That the Board of Trustees repeal Bylaw 1-2020, The Parkland School Division Trustee Electoral Ward Bylaw, as presented at the Regular Meeting of April 6, 2021. Further, that the Board approves the necessary updates to Board Policy 7: Board Operations, in regards to any repealed and or approved ward bylaw.

## Background

The Board of Trustees is responsible to adhere to legislation under the *Education Act* and all its regulations, and to review Parkland School Division bylaws as required by the *Education Act*. This recommendation is in response to these responsibilities.

## Report Summary

Pursuant to the *Education Act*, (76) Establishment of Wards, Parkland School Division is repealing Bylaw 1-2020, The Parkland School Division Trustee Electoral Ward Bylaw. Bylaw 1-2020 is being repealed in order to reflect the annexation of Parkland County lands to the City of Spruce Grove, as per Ministerial Order 381/2020, dated December 9, 2020.

### Establishment of wards

**76(1)** The board of a school division may by bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards, or
- (b) provide for the election of trustees by the general vote of the electors.

**(2)** A bylaw passed under this section

- (a) does not apply to the general election next following the passing of the bylaw unless it is passed before December 31 in the year prior to that general election being held, and
- (b) does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.

**(2.1)** Subject to subsection (2.2), a board shall provide a copy of a bylaw passed under this section to the Minister as soon as possible after the bylaw is passed.

**(2.2)** A board shall provide a copy of a bylaw passed under this section to the Minister before December 31 in the year prior to an election year.

**(3)** A bylaw passed under this section must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the board as the population of the ward is to the population of the school division.

**(4)** A board shall establish, implement and make publicly available a policy respecting the considerations and process used by the board to determine ward structures.

**(5)** The Minister may make regulations respecting

- (a) the nomination and election of trustees by wards or electoral subdivisions;
- (b) the partition of a school division into wards.

2012 cE-0.3 s76;2015 c6 s17;2019 c7 s17

SM:kz



**Parkland School Division  
Board Policy 7: Appendix 7.1**

**BYLAW 1-2020: THE PARKLAND SCHOOL DIVISION TRUSTEE  
ELECTORAL WARD BYLAW**

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**A Bylaw in the Province of Alberta  
of the Board of Trustees of the Parkland School Division  
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may by bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

By-Law No. 2-17 is hereby repealed and replaced by this Bylaw 1-2020.

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
  - a. One (1) trustee shall be elected from Ward 1
  - b. One (1) trustee shall be elected from Ward 2
  - c. One (1) trustee shall be elected from Ward 3
  - d. One (1) trustee shall be elected from Ward 4
  - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:



**Ward 1** (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian  
Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian  
Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian  
Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian  
Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian  
Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian  
Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian  
Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of  
Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina  
River.

Township 52, Range 2, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of  
Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian  
Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of  
Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian  
Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to  
31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian  
Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the  
Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections  
33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32  
inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian  
Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian  
Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of  
Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian  
Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian  
Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7,  
8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian  
Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian  
Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian  
Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

**Ward 2** (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian  
Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

Township 53, Range 26, West of the 4th Meridian  
Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian  
Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian  
Fractional Sections 12, 13, 24, 25 and 36.

Township 54, Range 27, West of the 4th Meridian  
Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian  
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian  
Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

**Ward 3** (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian  
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian  
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian  
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian  
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian  
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian  
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian  
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian  
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian  
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Sections 35 and 36; South half and Northeast quarter of Section 20; South half and Northwest quarter and that portion of the Northeast quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; East half of Section 29; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian  
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian  
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

**Ward 4** (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

**Ward 5** (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature  
D. Stewart

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer

READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature  
D. Stewart

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature  
D. Stewart

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer



## MEMORANDUM

**Date** April 6, 2020

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Scott McFadyen, Associate Superintendent

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 10: Policy Formation and Review  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 2: Section 2. Policy Governance  
BP 10: Policy Formation and Review  
BP 12: Section 5. Policy  
BP 12: Section 7. Planning and Accountability  
Education Act (76) establishment of wards

**Subject** **THREE READINGS OF BYLAW 1-2021: THE PARKLAND SCHOOL DIVISION  
TRUSTEE ELECTORAL WARD BYLAW**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation:**

That the Board of Trustees read Bylaw 1-2021: The Parkland School Division Trustee Electoral Ward Bylaw three (3) times with the following guidelines:

- First Reading: that **Bylaw 1-2021: The Parkland School Division Trustee Electoral Ward Bylaw** is read in full, with each Trustee having been provided with a printed or electronic copy of the Bylaw; and

- Second Reading: that **Bylaw 1-2021: The Parkland School Division Trustee Electoral Ward Bylaw** is read in title and description only and if all Trustees in attendance are in unanimous agreement with the First and Second Readings; then
- Third Reading: that **Bylaw 1-2021: The Parkland School Division Trustee Electoral Ward Bylaw** is read in title and description only, and that Board of Trustees, after the third reading accept and affirm Bylaw 1-2021 as presented in the Regular Meeting of April 6, 2021.

## **Background**

The Board of Trustees is responsible to adhere to legislation under the *Education Act* and all its regulations, and to review Parkland School Division bylaws as required by the *Education Act*. This recommendation is in response to these responsibilities.

## **Report Summary**

Bylaw 1-2020: The Parkland School Division Trustee Electoral Ward Bylaw was drafted in order to reflect new legislation, which came into enforcement September 1, 2019 under the *Education Act*, update the title and description of the bylaw pertaining to wards, as well as revise several formatting and grammatical issues in the previous ward bylaw.

In April of 2021, Ministerial Order #381/2020 was signed, allowing the annexation of Parkland County lands to the City of Spruce Grove. Updates that include the annexed land led to the creation of Bylaw 1-2021.

In accordance with the *Education Act* (76), Establishment of Wards, and pursuant to Alberta Regulation 82/2019: Board Procedures Regulation section 4(6), the Board of Trustees, upon approval of the aforementioned process, may, in the same meeting, give three (3) readings of the Bylaw, affirm and pass the Bylaw.

The process for passing Bylaw will entail reading the Bylaw in full for the first time, follow by a second reading of the Bylaw in title and description only; and further, upon unanimous agreement from the Board of Trustees read the Bylaw a third time in title and description only at the same meeting, and the Bylaw having been given three readings, and upon approval after each reading, be passed.



**Section 4**  
**Board Procedures Regulation**  
**Alberta Regulation 82/2019**

**Readings of bylaws**

- 6(1)** Every bylaw of a board must have 3 distinct separate readings before the bylaw is passed.
- (2)** Not more than 2 readings of a bylaw must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a 3rd reading.
- (3)** The first reading of a bylaw must be in full and, if each board member has in the member's possession a written, printed or electronic copy of the bylaw, the 2nd and 3rd readings may be by title and description only.

Pursuant to the *Education Act*, (76) Establishment of Wards, should Bylaw 1-2020: The Parkland School Division Trustee Electoral Ward Bylaw be passed, the Bylaw will apply to the next general election after December 31, 2020.

**Establishment of wards**

- 76(1)** The board of a school division may by bylaw
- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards, or
  - (b) provide for the election of trustees by the general vote of the electors.
- (2)** A bylaw passed under this section
- (a) does not apply to the general election next following the passing of the bylaw unless it is passed before December 31 in the year prior to that general election being held, and
  - (b) does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.
- (2.1)** Subject to subsection (2.2), a board shall provide a copy of a bylaw passed under this section to the Minister as soon as possible after the bylaw is passed.
- (2.2)** A board shall provide a copy of a bylaw passed under this section to the Minister before December 31 in the year prior to an election year.

SM:kz



**Parkland School Division  
Board Policy 7: Appendix 7.1**

**BYLAW 1-2021: THE PARKLAND SCHOOL DIVISION TRUSTEE  
ELECTORAL WARD BYLAW.**

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**A Bylaw in the Province of Alberta  
of the Board of Trustees of the Parkland School Division  
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may by bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
  - a. One (1) trustee shall be elected from Ward 1
  - b. One (1) trustee shall be elected from Ward 2
  - c. One (1) trustee shall be elected from Ward 3
  - d. One (1) trustee shall be elected from Ward 4
  - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:

**Ward 1** (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian  
Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian  
Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian  
Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian  
Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian  
Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian  
Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian  
Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of  
Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina  
River.

Township 52, Range 2, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of  
Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian  
Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of  
Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian  
Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to  
31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian  
Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the  
Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections  
33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32  
inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian  
Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian  
Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of  
Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian  
Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian  
Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7,  
8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian

Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian

Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

**Ward 2** (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian

Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian

Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

Township 53, Range 26, West of the 4th Meridian

Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian

Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian

Fractional Sections 12, 13, 24, 25 and 36.

Township 54, Range 27, West of the 4th Meridian

Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian  
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian  
Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

**Ward 3** (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian  
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian  
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian  
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian  
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian  
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian  
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian  
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian  
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian  
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Section 36; South half and Northeast quarter of Section 20; Southeast quarter and that portion of the Southwest Quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian  
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian  
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

**Ward 4** (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

**Ward 5** (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 06<sup>TH</sup> DAY OF APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

READ A SECOND TIME THIS 06<sup>TH</sup> DAY OF APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 06<sup>TH</sup> DAY OF APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer





**Parkland School Division  
Board Policy 7: Appendix 7.1**

**BYLAW 1-~~2020~~2021: THE PARKLAND SCHOOL DIVISION TRUSTEE  
ELECTORAL WARD BYLAW.**

---

**A Bylaw in the Province of Alberta  
of the Board of Trustees of the Parkland School Division  
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may by bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
  - a. One (1) trustee shall be elected from Ward 1
  - b. One (1) trustee shall be elected from Ward 2
  - c. One (1) trustee shall be elected from Ward 3
  - d. One (1) trustee shall be elected from Ward 4
  - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:

**Ward 1** (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian  
Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian  
Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian  
Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian  
Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian  
Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian  
Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian  
Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of  
Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina  
River.

Township 52, Range 2, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of  
Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian  
Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of  
Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian  
Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to  
31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian  
Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the  
Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections  
33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32  
inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian  
Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian  
Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of  
Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian  
Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian  
Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7,  
8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian

Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian

Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

**Ward 2** (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian

Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian

Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

Township 53, Range 26, West of the 4th Meridian

Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian

Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian

Fractional Sections 12, 13, 24, 25 and 36.

Township 54, Range 27, West of the 4th Meridian

Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian  
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian  
Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

**Ward 3** (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian  
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian  
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian  
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian  
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian  
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian  
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian  
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian  
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

**Township 52, Range 27, West of the 4th Meridian**

Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Sections ~~35 and 36~~; South half and Northeast quarter of Section 20; ~~South east quarter and that portion of the Southwest Quarter half and Northwest quarter and that portion of the Northeast quarter~~ of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; ~~East half of Section 29~~; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian  
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian  
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

**Ward 4** (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

**Ward 5** (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS ~~24<sup>TH</sup>~~06<sup>TH</sup> DAY OF ~~NOVEMBER, 2020~~APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

READ A SECOND TIME THIS ~~THIS 24<sup>TH</sup>~~06<sup>TH</sup> DAY OF ~~NOVEMBER, 2020~~APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 06<sup>TH</sup> DAY OF APRIL, 2021

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer



**Parkland School Division  
Board Policy 7: Appendix 7.1**

**BYLAW 1-2020: THE PARKLAND SCHOOL DIVISION TRUSTEE  
ELECTORAL WARD BYLAW**

---

**A Bylaw in the Province of Alberta  
of the Board of Trustees of the Parkland School Division  
to Provide for the Nomination and Election of Trustees**

Whereas section 76(1) of the *Education Act* provides that the Board of a school division may by bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards; or
- (b) provide for the election of trustees by the general vote of the electors;

By-Law No. 2-17 is hereby repealed and replaced by this Bylaw 1-2020.

Whereas a bylaw, passed under section 76(3) of the *Education Act* must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the Board as the population of the ward is to the population of the school division; the Board establishes, by this bylaw, the wards of Parkland School Division into five (5) wards as follows:

- Ward 1 (Wabamun, Tomahawk, Entwistle, Duffield and Area);
- Ward 2 (Parkland Village, Muir Lake and Area);
- Ward 3 (Blueberry, Graminia and Area);
- Ward 4 (Town of Stony Plain); and
- Ward 5 (City of Spruce Grove).

The Board hereby resolves:

1. Pursuant to s. 76(3), the number of trustees to be elected for each ward is as follows:
  - a. One (1) trustee shall be elected from Ward 1
  - b. One (1) trustee shall be elected from Ward 2
  - c. One (1) trustee shall be elected from Ward 3
  - d. One (1) trustee shall be elected from Ward 4
  - e. Three (3) trustees shall be elected at large from Ward 5
2. Pursuant to s. 76(1)(a), the boundaries of the wards referred to in Section 1 are described as follows:



**Ward 1** (Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 3, West of the 5th Meridian  
Sections 29 to 32 inclusive lying north of the North Saskatchewan River.

Township 50, Range 4, West of the 5th Meridian  
Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian  
Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian  
Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14 and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian  
Sections 16 and 17; Sections 20 and 21; Sections 28 and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8 and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian  
Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of the North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of the North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian  
Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of  
Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of the Pembina  
River.

Township 52, Range 2, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of  
Sections 27 and 34 lying West of Highway 770.

Township 52, Range 3, West of the 5th Meridian  
Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; Those portions of  
Sections 27 and 34 lying outside of the Paul First Nation Reserve (Hamlet of Duffield).

Township 52, Range 4, West of the 5th Meridian  
Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to  
31 inclusive not included in the Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian  
Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in the  
Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections  
33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32  
inclusive lying East of the Pembina River.

Township 52, Range 8, West of the 5th Meridian  
Those portions of Sections 1 and 2 lying East of the Pembina River.

Township 53, Range 2, West of the 5th Meridian  
Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30; That portion of  
Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian  
Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian  
Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7,  
8 and 12 not included in the Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian  
Section 13; Sections 18 to 30 inclusive; Those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in the Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian  
Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in the Isle Lake.

Township 53, Range 7, West of the 5th Meridian  
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of the Pembina River.

Township 54, Range 6, West of the 5th Meridian  
Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30 and 31 lying East of the Pembina River.

Township 54, Range 7, West of the 5th Meridian  
Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

**Ward 2** (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 1, West of the 5th Meridian  
Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

Township 53, Range 26, West of the 4th Meridian  
Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23 and 27 not included in the Big Lake.

Township 53, Range 27, West of the 4th Meridian  
Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian  
Fractional Sections 12, 13, 24, 25 and 36.

Township 54, Range 27, West of the 4th Meridian  
Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian  
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian  
Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

**Ward 3** (Blueberry, Graminia and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian  
That portion of Section 31 lying North and West of the North Saskatchewan River; Those portions of Sections 32 and 35 lying North of the North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian  
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of the North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian  
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of the North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian  
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of the North Saskatchewan River; That portion of Section 27 lying East of the North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian  
Those portions of Sections 33 to 36 inclusive lying North and East of the North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian  
That portion of Section 7 lying North of the North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian  
Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of the North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12, 13, 24, 25 and 36.

Township 51, Range 1, West of the 5th Meridian  
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770.

Township 52, Range 26, West of the 4th Meridian  
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian  
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Sections 35 and 36; South half and Northeast quarter of Section 20; South half and Northwest quarter and that portion of the Northeast quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; East half of Section 29; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian  
Fractional Sections 1, 12 and 13

Township 52, Range 1, West of the 5th Meridian  
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770.

Township 53, Range 1, West of the 5th Meridian  
Section 6; Those portions of Sections 4, 5 and 7 lying South and West of Highway 16A.

Township 53, Range 2, West of the 5th Meridian  
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

**Ward 4** (Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

**Ward 5** (City of Spruce Grove) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The City of Spruce Grove.

As set out in s. 76(2)(a), of the *Education Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer

READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

 Electronic Signature

Chair

 ELECTRONIC SIGNATURE

Secretary-Treasurer



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Notice of Motion at the March 2, 2021 Regular Board Meeting

**Originator** Anne Montgomery, Trustee

**Resource** Anne Montgomery, Trustee

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

**Additional Reference** BP 1: Division Foundational Statements  
BP 2: Articles 14-17 Collaboration

**Subject** **SUPPORT FOR THE SCHOOL RESOURCE OFFICE PROGRAM**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation**

That the Board of Trustees send a letter to Parkland County, requesting reconsideration of Parkland County's decision to discontinue partnership with Parkland School Division, the Town of Stony Plain and City of Spruce Grove in the School Resource Officer Program.

### **Background**

In assurance of supportive learning environments, meaningful experiences and healthy relationships for students that create opportunities to develop resilience, gain diversity and promote success, Trustees collaborate with community partners and political officials. This recommendation is in response to this responsibility.

### **Report Summary**

At the Regular Meeting of March 2, 2021, Constable Gord Marshall, Inspector Mike Lokken, along the Parkland School Division high school principals, made a presentation on the School Resource Officer (SRO) Program. Upon hearing once again, the many successes and importance of this program for

Parkland School Division students, a Notice of Motion was given by Trustee Anne Montgomery, write a letter to Parkland County to request that they reconsider their withdrawal from supporting the SRO Program.

The funding for the School Resource Officer program had been previously shared between Parkland County, the City of Spruce Grove, the Town of Stony Plain and Parkland School Division. Effective August 1, 2019, Parkland County withdrew from the School Resource Officer program.

AM:kz





## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Notice of Motion at the March 2, 2021 Regular Board Meeting

**Originator** Anne Montgomery, Trustee

**Resource** Anne Montgomery, Trustee

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 8: Board Committees

**Additional Reference** BP 8: Appendix 8.1 PSD Tomorrow Committee Terms of Reference

**Subject** **PSD TOMORROW COMMITTEE MEETING FORUMS**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation**

That the Board of Trustees approve all future PSD Tomorrow meetings to be open to the public.

### **Background**

PSD Tomorrow Meetings are a committee of the whole, established for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling. Meetings for this committee are currently closed to the public, as per Board Policy 8: article 4. This recommendation is in response to this responsibility.

### **Report Summary**

At the Regular Meeting of March 2, 2021, Trustee Montgomery gave a Notice of Motion to move PSD Tomorrow meetings to a public forum.

AM:kz



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Jason Krefting, Director, Business & Finance

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 2: Appendix 2.1

**Subject** **QUARTERLY FINANCIAL REPORT – PERIOD ENDED FEBRUARY 28, 2021**

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### **Purpose**

For information. No recommendation necessary.

### **Background**

The Quarterly Financial reports are part of the responsibility of the Board, as defined by Board Policy 2: Role of the Board. The fiscal year for Parkland School Division is September 1 to August 31.

Administration provides three quarterly financial reports and an annual financial report as follows:

- First Quarterly Report (January)
- Second Quarterly Report (April)
- Third Quarterly Report (June)
- Audited Financial Statements (November of the subsequent school year)

The following report is in support of this responsibility.

## **Report Summary**

The financial statement included within this package is for the six months ended February 28, 2021. The audited financial statements for the current school year will be presented to the Board in November 2021. The Management Discussion and Analysis includes an updated forecast and provides variance explanations from the budget.

As of February 28, 2021, revenues year to date were \$67.8M and expenditures year to date were \$63.7M resulting in a surplus of \$4.1M. A Surplus of \$3.2M is currently forecast for the year ended August 31, 2021. The forecasted surplus is the result of an additional \$1.3M of funding that was expected to be clawed back due to a decrease in enrolment from budget and \$4.0M in Federal Covid Funding that was not included in the budget. These additional revenues were partially offset with additional expenditures including online learning, personal protective equipment, custodial and a centralized purchasing initiative.

Administration would be pleased to respond to any questions.

SM:kz



Where the world opens up

Management's Discussion and Analysis

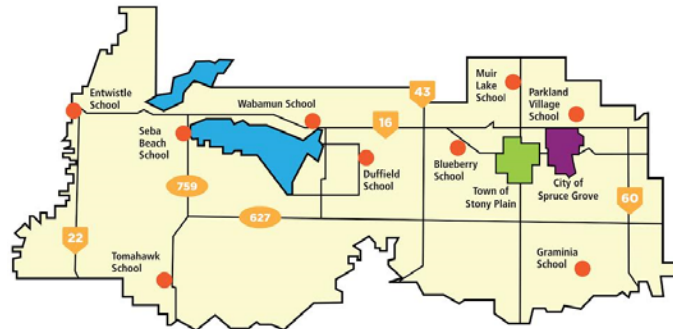
February 28, 2021

## Management's discussion and analysis

The following is a discussion of the financial condition and results of operations of The Parkland School Division (the Division) for the six months ended February 28, 2021 and should be read with the Division's interim financial statements. The statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

The Division had a total budget of \$131.7 million to provide public education services to almost 11,500 students for the 2020-21 school year. The division operates 22 schools, two high school outreach centers and one institutional program.

The Division sits just west of Edmonton, stretched out along highway 16 on the first leg of the route to the Rocky Mountains. At more than 100km east-to-west, Parkland School Division covers approximately 2,400 square kilometers and serves more than 73,000 residents.



Originally an agricultural region, over the past twenty-five years the economic base of the Division has grown increasingly industrial. The development of major power generation and coal mining projects, added to the production of oil and gas resources have, historically, significantly impacted our demographics. We now recognize that changes to the energy sector – converting coal to natural gas – may continue to impact our region. Additionally, the industrial and commercial developments in the Acheson Park and the Ellis and Sherwin Industrial Parks, as well as industrial parks within Spruce Grove and Stony Plain continue to promote growth in urban areas.

Changes in Alberta's economy have resulted in a noticeable population shift for the Division as more families move from rural areas to more urban centers, creating smaller rural communities with decreasing school populations.

The Division believes in fiscal accountability and transparency through regular financial reporting to the Board. Resource stewardship is one of the Division's enduring priority areas to support student success and well-being. Through resource stewardship student success and well-being are supported by ensuring equitable and sustainable use of our resources and ensuring financial responsibility remains a priority. Assurance Elements that prioritize resource stewardship include a consideration of how limited resources will be utilized with maximum results.

## 1. Budget to Actual at February 28, 2021 Analysis







The Division is showing a surplus at Q2 primarily due to lower than anticipated substitute costs and purchasing initiatives that are planned for Q3.




	Budget 2020-21	Actual February 28, 2021	% of Budget	Q2 Forecast 2020 - 2021	Variance from Budget	% Change From Budget
<b>REVENUES</b>						
Government of Alberta	\$ 125,350,721	\$ 65,146,651	52.0%	\$ 129,833,037	\$ 4,482,316	3.6%
Federal Government and First Nations	1,099,800	943,195	85.8%	1,547,976	448,176	40.8%
Other Alberta school authorities	108,645	-	0.0%	36,000	(72,645)	-66.9%
Fees	3,058,801	809,113	26.5%	1,329,958	(1,728,844)	-56.5%
Other sales and services	1,098,075	481,225	43.8%	737,005	(361,070)	-32.9%
Investment income	250,000	55,338	22.1%	111,000	(139,000)	-55.6%
Gifts and donations	465,979	301,828	64.8%	410,719	(55,260)	-11.9%
Rental of facilities	83,000	(3,120)	-3.8%	29,720	(53,280)	-64.2%
Fundraising	175,770	31,017	17.6%	32,596	(143,174)	-81.5%
<b>Total revenues</b>	<b>\$ 131,690,791</b>	<b>\$ 67,765,247</b>	<b>51.5%</b>	<b>\$ 134,068,010</b>	<b>\$ 2,377,219</b>	<b>1.8%</b>
<b>EXPENSES BY PROGRAM</b>						
Instruction	\$ 99,717,813	\$ 47,173,794	47.3%	\$ 98,548,727	\$ 1,169,086	1.2%
Plant operations and maintenance	17,274,612	9,126,196	52.8%	18,059,612	(785,000)	-4.5%
Transportation	10,309,343	5,459,882	53.0%	10,360,184	(50,841)	-0.5%
Board & system administration	4,290,322	1,874,538	43.7%	3,899,199	391,123	9.1%
External services	98,700	14,275	14.5%	26,093	72,607	73.6%
<b>Total expenses</b>	<b>\$ 131,690,791</b>	<b>\$ 63,648,684</b>	<b>48.3%</b>	<b>\$ 130,893,816</b>	<b>\$ 796,975</b>	<b>0.6%</b>
<b>Operating surplus (deficit)</b>	<b>\$ -</b>	<b>\$ 4,116,563</b>		<b>\$ 3,174,194</b>	<b>\$ 3,174,194</b>	
<b>EXPENSES BY CATEGORY</b>						
Salaries, wages and benefits	\$ 96,460,195	\$ 48,529,408	50.3%	\$ 96,674,289	\$ (214,094)	-0.2%
Services, contracts and supplies	24,500,096	10,770,328	44.0%	24,877,233	(377,137)	-1.5%
School generated Funds	1,700,344	196,496	11.6%	312,138	1,388,206	81.6%
Infrastructure Maintenance Renewal	2,255,021	917,976	40.7%	2,255,021	-	0.0%
Amortization of capital assets and interest	6,775,135	3,234,476	47.7%	6,775,135	-	0.0%
<b>Total expenses</b>	<b>\$ 131,690,791</b>	<b>\$ 63,648,684</b>	<b>48.3%</b>	<b>\$ 130,893,816</b>	<b>\$ 796,975</b>	<b>0.6%</b>
<b>SURPLUS/(DEFICIT) BY PROGRAM</b>						
Instruction	\$ -	\$ 4,475,687		\$ 2,202,755	\$ 2,202,755	
Operations and Maintenance	-	(498,324)		602,587	602,587	
Transportation	-	(196,192)		1,454	1,454	
Board and System Administration	-	297,011		374,915	374,915	
External Services	-	-		19,327	19,327	
<b>Surplus/(Deficit) from Operations</b>	<b>\$ -</b>	<b>\$ 4,078,182</b>		<b>\$ 3,201,038</b>	<b>\$ 3,201,038</b>	
School Generated Funds	-	38,381		(26,843)	(26,843)	
<b>Total Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 4,116,563</b>		<b>\$ 3,174,194</b>	<b>\$ 3,174,194</b>	

Revenues are forecast to increase 1.8% overall due to the Safe Return to Class funding, the recognition of property, personal protective equipment (PPE) from Alberta Education and additional credit enrolment units (CEU) funding from 2019 – 2020. In Q1, the Division expected a reduction in funding as a result of a decrease in Weighted Moving Average (WMA) enrolment. The Alberta government recently announced new funding that will hold school

divisions harmless for the WMA funding related decreases in 2020 – 2021 due to enrolment decreases from budgeted enrolment. This new funding has provided the Division with an additional \$1.3M in revenue that was not anticipated.

Changes to forecasted revenues compared to budget include:






-  3.6% The government of Alberta revenues are forecast to be \$4.5M above budget due to:
- \$4.0M - the safe return to class funding of \$4.0M
  - \$166K – additional CEU funding from the 2019 – 2020 school year
  - \$140K – federal French funding
  - \$65K – recognition of PPE received from the government of Alberta
  - \$50K – increase in secondments
  - \$21K – additional federal French funding from the 2019 – 2020 school year
- Other Alberta Education – other small grants that include wellness
- The federal Safe Return to Class funding and federal French funding is included with Alberta government funding as it flows through the provincial government.
-  40.8% Federal government and First Nations revenues are forecast to increase \$448K from budget due to:
- \$92K – FTE increase in students (113 to 121.5)
  - \$246K - \$2.2K increase in the funding rate per student (\$8.6K to \$10.8K)
  - \$63K – increase in Jordan’s Principle grants
  - \$47K – wellness grants (Voyageur Paddling \$25K new funding and \$22K deferred at year end and brought forward)
-  -66.9% The Division is forecasting payments from other divisions for a special needs student to be the lower than budget. Two students that were budgeted for are not attending. No payments have been received yet this year for these students.
-  -56.5% Forecasted fees are expected to decrease as school activities have been significantly impacted by Covid-19. Many schools this year are not charging field trip and other activity fees until the time of an event due to the uncertainty caused by Covid-19.
-  -32.9% Other sales and services are anticipated to decrease as sales of supplies & services to students and special events such as graduation are expected to be impacted by Covid-19.
-  -55.6% Investment income is forecast to be lower than budgeted due to lower interest revenue than planned. Interest rates have fallen and are not expected to rebound this fiscal year.

-  -11.9% Gifts and Donations are forecasted to decrease by \$55K as a result of a reduction in donations from school associations due to decreased activities as a result of Covid-19.
-  -64.2% Rental of facilities revenue is forecast to decrease from budget as a result of Covid-19 as evening and weekend rentals have not been occurring.
-  -81.5% Fundraising is forecast to decrease due to a lower number of events occurring as a result of Covid-19.




Overall, actual revenues at February 28, 2021 are 50.5% of forecasted revenues for the year which is where the Division expects to be at the end of the second quarter.

Forecasted expenditures are expected to be 0.6% higher than budget which is lower than the increase in revenues mainly due to lower than expected substitutes costs and the Division purchasing initiative slated for Q3.

The forecasted changes in expenditures when compared by program are:

-  1.2% Instructional expenditures decreased by \$1.2M. The decreased costs in instruction are related to reductions in support and professional services, travel, subsistence, staff development and expenditures directly related to fees for school generated funds (SGF) and field trips. These reductions are offset by the Division purchasing initiative.
-  -4.5% Plant operations and maintenance expenses increased by \$785K for Covid-19 related expenses such as PPE, sanitizer, cleaning supplies and equipment and additional custodial staffing.
-  -0.5% Transportation expenditures are forecast to be slightly higher than budget. Transportation contract services are expended over a 10-month period rather than 12.
-  9.1% Board and system administration is forecast to be \$391K lower than budget. The reduction in expenditures was primarily attributed to lower forecasted professional and other services, travel, subsistence, staff development, insurance and utility costs.
-  73.6% External services expenditures are forecast to decrease as result of lower facility rentals.

The forecasted changes to expenditures when compared by category are:

-  -0.2% Salaries, wages and benefits expenses are forecasted to be slightly higher than budget. The increase in staffing is related to additional custodial requirements due to Covid-19.
-  -1.5% Service contracts and supplies is forecasted higher than budget due to PPE and supplies for Covid-19 and the Division purchasing initiative offset by expenditures that would normally occur for field trips that are not happening due to Covid-19.
-  81.6% SGF expenditures are forecasted lower than budget as Covid-19 has impacted many of the activities within SGF. Expenditures for SGF do not occur evenly over the year and vary dependent on when the activity occurs.



0.0% Infrastructure Maintenance Renewal (IMR) is expected to be on budget.

0.0% Amortization expense is expected to be on budget.

Overall, actual expenditures are at 48.6% of the total forecasted expenditures for the year. At the end of the 2<sup>nd</sup> quarter it is normally expected to be at 50% of forecasted expenditures. The lower amount is attributed to some larger expenditures that do not occur evenly over the year such as IMR expenditures and the Division purchasing initiative for school equipment and technology. In addition, Covid-19 has had an impact on some expenditures such as activities and sports within SGF.

**Site Expense Forecast**

**Parkland School Division**

<b>Site</b>	<b>Budget Revenues</b>	<b>Forecasted Revenues</b>	<b>Budget to Forecast Revenue variance Positive (Negative)</b>	<b>Budget Expenditures 2020-21</b>	<b>Forecasted Expenditures 2020-21</b>	<b>Budget to Forecast Expense variance Positive (Negative)</b>	<b>Budget Adjustments</b>	<b>Net Change from Budget to Forecast</b>	<b>Budget Surplus (Deficit)</b>	<b>Forecasted Surplus (Deficit)</b>	<b>Variance Explanation</b>
Governance, Staff/Student Awards	-	-	-	565,679	476,166	89,513	(24,752)	64,761	-	64,761	A reduction in Board travel, subsistence and staff development expenditures are forecast to be lower than budget.
Office of the Superintendent	-	-	-	469,198	414,339	54,859	(16,210)	38,649	-	38,649	Substitute costs for school based staff professional development at CFE, travel and subsistence are forecast to be reduced due to Covid-19.
Deputy Superintendent	-	-	-	438,342	418,342	20,000	(20,000)	-	-	-	
Assoc Super Corporate Supports & Services	-	-	-	820,397	730,947	89,451	-	89,451	-	89,451	Casual staffing, legal, miscellaneous services, advertising are forecast to be lower than budget.
Assoc Super Learning Services	-	-	-	327,264	334,858	(7,595)	7,595	-	-	-	
Assoc Super Education & System Admin	-	-	-	287,309	283,568	3,741	(3,741)	-	-	-	
Human Resources	-	-	-	481,744	501,744	(20,000)	20,000	-	-	-	
Communications	-	-	-	373,880	370,380	3,500	(3,500)	-	-	-	
Financial Services	14,000	2	(13,998)	1,163,000	1,149,679	13,322	14,000	13,324	-	13,324	Other professional services, staff development, supplies and software are lower than forecast.
Tech Support Services	-	-	-	1,631,179	1,634,920	(3,740)	3,740	-	-	-	
Print Centre	11,000	4,295	(6,705)	87,000	123,964	(36,964)	-	(43,669)	-	(43,669)	Recoveries are expected to be lower than budgeted due to the impact of Covid-19.
Student Transportation	10,309,343	10,361,638	52,295	10,238,443	10,288,552	(50,108)	(2,187)	-	-	-	
Maintenance	9,877,591	9,936,044	58,453	5,922,891	6,040,946	(118,055)	74,363	14,761	-	14,761	Support staffing and supplies for additional cleaning are forecast to be higher due to Covid-19. Additional funds were provided for Covid-19 that have not yet been spent.
Custodial	57,000	-	(57,000)	3,863,347	4,477,126	(613,779)	1,227,670	556,891	-	556,891	
Instructional Pool	93,788,967	98,312,708	4,523,740	5,154,101	5,129,742	24,357	(2,458,086)	2,090,015	-	2,090,015	The surplus is driven by increased revenue offset by covid expenditures and the Division purchasing initiative.

**Site Expense Forecast**

**Parkland School Division**

	Budget Revenues	Forecasted Revenues	Budget to Forecast Revenue variance Positive (Negative)	Budget Expenditures 2020-21	Forecasted Expenditures 2020-21	Budget to Forecast Expense variance Positive (Negative)	Budget Adjustments	Net Change from Budget to Forecast	Budget Surplus (Deficit)	Forecasted Surplus (Deficit)	Variance Explanation
Blueberry	72,155	1,378	(70,777)	3,784,403	3,537,059	247,344	(165,978)	10,589		10,589	Certificated and temporary support staff, support services, staff development and technology integration are forecast to be lower than budget due to lower enrolment.
Brookwood	48,876	(17,589)	(66,465)	3,450,112	3,407,154	42,958	32,808	9,302		9,302	Other professional services, staff development and supplies are lower than forecast due to lower enrolment.
École Broxton Park	125,215	86,268	(38,947)	4,190,006	3,954,177	235,830	(196,883)	-		-	
Connections for Learning	191,860	483,249	291,389	2,197,196	3,642,468	(1,445,272)	1,168,075	14,192		14,192	Certificated and support salaries and benefits, miscellaneous services and supplies are forecast to be higher than budget due to new online programming and home schooling due to Covid-19. The surplus in CFL is offset by the deficit in Outreach.
Copperhaven	72,860	13,677	(59,183)	4,812,713	4,386,449	426,264	(360,707)	6,374		6,374	Substitutes, support salaries and benefits and supplies are expected to be lower than budget due to lower enrolment.
Duffield	37,280	4,934	(32,346)	1,969,900	1,855,547	114,353	(35,604)	46,403		46,403	Certificated staffing is forecast to be lower than budget due to lower enrolment.
Entwistle	19,429	5,970	(13,458)	1,075,458	1,073,883	1,575	11,883	-		-	
Forest Green	137,650	85,033	(52,617)	1,940,264	1,883,657	56,607	(3,990)	-		-	
Graminia	92,620	75,273	(17,347)	3,326,868	3,453,897	(127,029)	144,376	-		-	
Greystone Centennial Middle	56,000	22,205	(33,795)	3,392,916	3,428,954	(36,038)	69,833	-		-	
High Park	59,094	1,796	(57,298)	3,369,136	3,201,873	167,263	(109,965)	-		-	
Memorial Composite High	156,710	115,724	(40,986)	7,104,846	7,015,751	89,095	(48,109)	-		-	
Memorial Outreach	1,200	-	(1,200)	529,200	-	529,200	(528,000)	-		-	
École Meridian Heights	64,945	7,915	(57,030)	4,853,795	4,620,624	233,172	(138,901)	37,241		37,241	Certificated, substitutes and support staffing are forecast to be below budget due to lower enrolment.
Millgrove	61,394	250	(61,144)	3,390,093	3,335,143	54,950	41,268	35,074		35,074	Subsistence, staff development and supplies are lower than forecast due to lower enrolment.
Muir Lake	175,778	178,254	2,476	3,126,270	3,150,913	(24,644)	22,167	-		-	
Parkland Village	17,801	195	(17,606)	1,361,979	1,331,295	30,683	(2,171)	10,906		10,906	Certificated salaries and benefits are forecast to be lower due to lower enrolment.
Prescott Learning Center	102,473	91,170	(11,303)	5,380,704	5,283,173	97,531	(63,741)	22,487		22,487	Support salaries and benefits, staff development, supplies and technology integration is forecast to be below budget due to lower support staff than budget.
Online School	-	180	180	-	1,444,862	(1,444,862)	1,498,520	53,838		53,838	Salaries and benefits are forecast to be lower than budget as timelines for staff hiring can be different than originally projected.
Spruce Grove Composite High	80,932	48,909	(32,023)	7,003,726	7,083,905	(80,179)	156,238	44,036		44,036	Staff development, supplies and technology integration is forecast to be below budget.

**Site Expense Forecast**

**Parkland School Division**

	<b>Budget Revenues</b>	<b>Forecasted Revenues</b>	<b>Budget to Forecast Revenue variance Positive (Negative)</b>	<b>Budget Expenditures 2020-21</b>	<b>Forecasted Expenditures 2020-21</b>	<b>Budget to Forecast Expense variance Positive (Negative)</b>	<b>Budget Adjustments</b>	<b>Net Change from Budget to Forecast</b>	<b>Budget Surplus (Deficit)</b>	<b>Forecasted Surplus (Deficit)</b>	<b>Variance Explanation</b>
Spruce Grove Outreach	125	8,130	8,005	423,125	920,172	(497,047)	476,362	(12,680)		(12,680)	Memorial Outreach and Spruce Grove Outreach have been combined into a single cost center.
Stony Plain Central	135,830	41,098	(94,732)	4,099,266	3,952,729	146,537	(51,805)	-		-	
Tomahawk	25,770	20,651	(5,119)	869,763	823,358	46,406	(41,287)	-		-	
Wabamun	49,000	6,280	(42,720)	994,025	976,182	17,844	24,876	-		-	
Woodhaven Middle	62,446	46,193	(16,253)	2,985,961	2,996,447	(10,487)	30,622	3,882		3,882	
Student Services	200,000	4,404	(195,596)	2,019,267	1,754,720	264,547	(24,308)	44,643		44,643	Nutrition grant was reallocated to CFL. Support salaries and benefits and other professional services are forecast to be higher than budget as there is a need for additional supports.
Instructional Services	-	68,189	68,189	435,500	487,514	(52,014)	13,637	29,812		29,812	Certificated salaries and benefits are forecast to be higher than budget partially offset by additional revenues and allocations. Staff development and software costs are forecast lower than budget.
Real Program	-	-	-	1,116,000	1,041,101	74,899	(74,899)	-		-	
Specialized Classrooms	-	-	-	673,214	661,807	11,406	9,349	20,755		20,755	Substitutes salaries, casual salaries and other professional services are forecast to be lower than budget.
Early Education	140,400	1,090	(139,310)	2,864,550	2,122,628	741,922	(602,612)	-		-	
Connections for Learning Summer School	-	22,500	22,500	140,280	92,827	47,453	(69,953)	-		-	
<b>Other Sites</b>	<b>116,245,744</b>	<b>120,038,012</b>	<b>3,792,268</b>	<b>114,704,309</b>	<b>115,295,540</b>	<b>(591,231)</b>	<b>-</b>	<b>3,201,037</b>	<b>-</b>	<b>3,201,037</b>	
Capital and Debt Services	5,183,700	5,183,700	-	6,725,135	6,725,135	-	-	-		-	
Capital Projects - Building											
Infrastructure Maintenance Renewal	2,255,021	2,255,021	-	2,255,021	2,255,021	-	-	-		-	
School Generated Funds	1,700,344	285,295	(1,415,049)	1,700,344	312,138	1,388,206	-	(26,843)		(26,843)	Revenues and expenses are both forecast to be lower than budget due to Covid-19.
Government Contributions to ATRF	6,305,982	6,305,982	-	6,305,982	6,305,982	-	-	-		-	
<b>Total Other Sites</b>	<b>15,445,047</b>	<b>14,029,998</b>	<b>(1,415,049)</b>	<b>16,986,482</b>	<b>15,598,276</b>	<b>1,388,206</b>	<b>-</b>	<b>(26,843)</b>	<b>-</b>	<b>(26,843)</b>	
<b>Total</b>	<b>131,690,791</b>	<b>134,068,010</b>	<b>2,377,219</b>	<b>131,690,791</b>	<b>130,893,816</b>	<b>796,975</b>	<b>-</b>	<b>3,174,194</b>	<b>-</b>	<b>3,174,194</b>	

## Financial Position – Comparator Budget to Q2 Actuals at February 28, 2021

The following section is based on a comparative of the budget to actuals.

As at February 28, 2021 the Division has total financial assets of \$22.0M and liabilities of \$9.7M resulting in a net financial assets of \$12.3M.

Financial assets include

- \$20.2M in cash – cash increased from year end due to IMR funding that has not yet been spent and the safe return to school federal funding.
- \$1.8M in accounts receivable that includes GST receivable, receivables for secondments to other organizations, installment plans, supported capital receivable and other general receivables. The decrease in accounts receivable from the year end is primarily due to funding received for Capital Maintenance and Renewable Stimulus (CMR), Copperhaven parking lot and 2019 - 2020 CEU funding.

Liabilities include

- \$5.2M in accounts payable and accrued liabilities that includes vendor invoices for amounts incurred but not yet paid for supplies and services and accrued liabilities including payroll withholdings. The increase in accrued liabilities is due to the increase in payroll withholdings rates and larger deductions at the beginning of the calendar year.
- \$4.1M unspent deferred contributions is comprised of both restricted operational funding not expended which primarily includes unexpended IMR and Safe Return to Class funding and small grants from other external sources. Unexpended deferred capital revenue is for contributions received for supported capital projects that has not been spent. The increase in unspent deferred contributions is primarily due to IMR and Safe Return to Class funding received that has not yet been spent.
- \$420K in future benefit liabilities is a Supplemental Executive Retirement Plan (SERP) for current and former senior executives based on contributions and actuarial valuations offset by payments to retired employees during the year.

Non-financial assets include

- \$142.2M in capital assets, increases to capital assets this year include Woodhaven modernization, Stony Plain replacement school and modular units for Prescott and Millgrove schools.
- \$60K inventory of supplies for PPE from the Alberta Government due to Covid-19.
- \$1.2M in prepaid expenses for items and services paid in advance and not yet received, such as insurance.

Spent deferred capital contributions include

- \$134.5M in spent deferred capital contributions. This represents the unamortized value of supported assets. The increase from year end is due to the increase of additions to supported capital projects for the Woodhaven modernization, Prescott and Millgrove modular projects and Copperhaven parking lot remediation offset by the amortization of all supported projects.

Accumulated surplus includes

- Accumulated Surplus from Operations are reserves designated for operating purposes by the Board and include operating reserves by program.
- The Unrestricted Surplus is a reserve that the Board has not allocated for a specific purpose.
- School Generated Funds are reserves that are allocated for specific projects within the schools.
- Capital Reserves are designated for future capital purchases by the Board.
- Investment in Capital Assets represents the Division's amortized investment in Board supported capital assets.

## Projected Accumulated Surplus

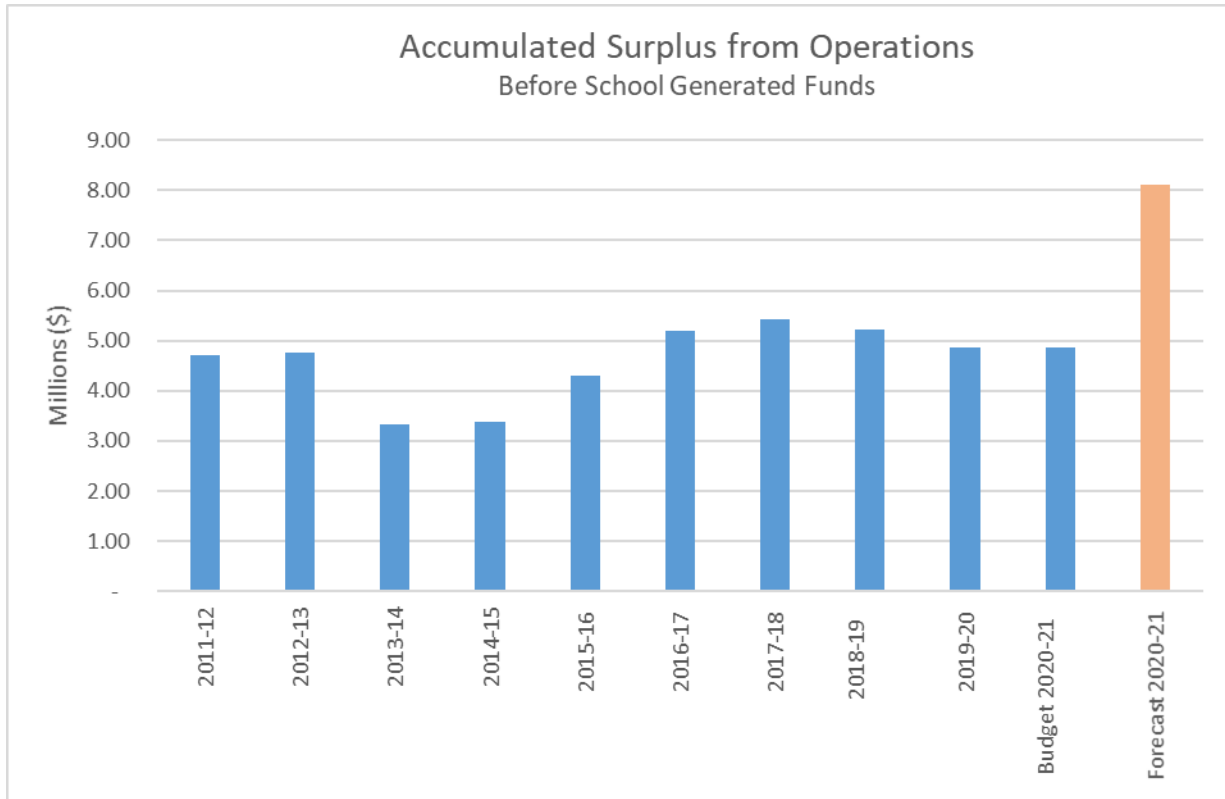
	<b>Audited Balance at Sep 1, 2020</b>	<b>Actual Balance at Feb 28, 2021</b>	<b>Projected Balance at Aug 31, 2021</b>
<b>Operating Surplus (deficit)</b>			
Instruction	\$ 3,193,930	\$ 7,669,616	\$ 5,396,685
Administration	715,962	1,012,973	1,090,877
Operations and Maintenance <sup>1</sup>	-	(560,519)	602,587
Transportation	-	(196,192)	1,454
External Services	-	-	19,327
<b>Total Restricted Operating Surplus before SGF</b>	<b>3,909,892</b>	<b>7,925,878</b>	<b>7,110,930</b>
Unrestricted Surplus	943,769	943,769	943,769
Accumulated Surplus from Operations (Excluding SGF)	4,853,661	8,869,648	8,054,699
School Generated Funds	959,561	997,942	932,718
<b>Accumulated Surplus from Operations</b>	<b>\$ 5,813,222</b>	<b>\$ 9,867,590</b>	<b>\$ 8,987,417</b>
<b>Capital Reserves</b>			
Instruction	\$ 2,846,554	\$ 3,241,569	\$ 2,988,905
Operations and Maintenance	290,044	350,625	260,044
Administration	751,156	783,692	479,156
Transportation	243,276	276,108	276,837
External Services	28,385	28,385	28,385
<b>Total Capital Reserves</b>	<b>\$ 4,159,415</b>	<b>\$ 4,680,378</b>	<b>\$ 4,033,327</b>
<b>Investment in Capital Assets</b>	<b>\$ 7,179,454</b>	<b>\$ 6,720,685</b>	<b>\$ 7,305,542</b>
<b>Total Accumulated Surplus</b>	<b>\$ 17,152,089</b>	<b>\$ 21,268,652</b>	<b>\$ 20,326,286</b>

<sup>1</sup> Operations and maintenance has an operating deficit of \$498.3K and also includes a transfer of \$62.2K to a capital project from operating reserves.

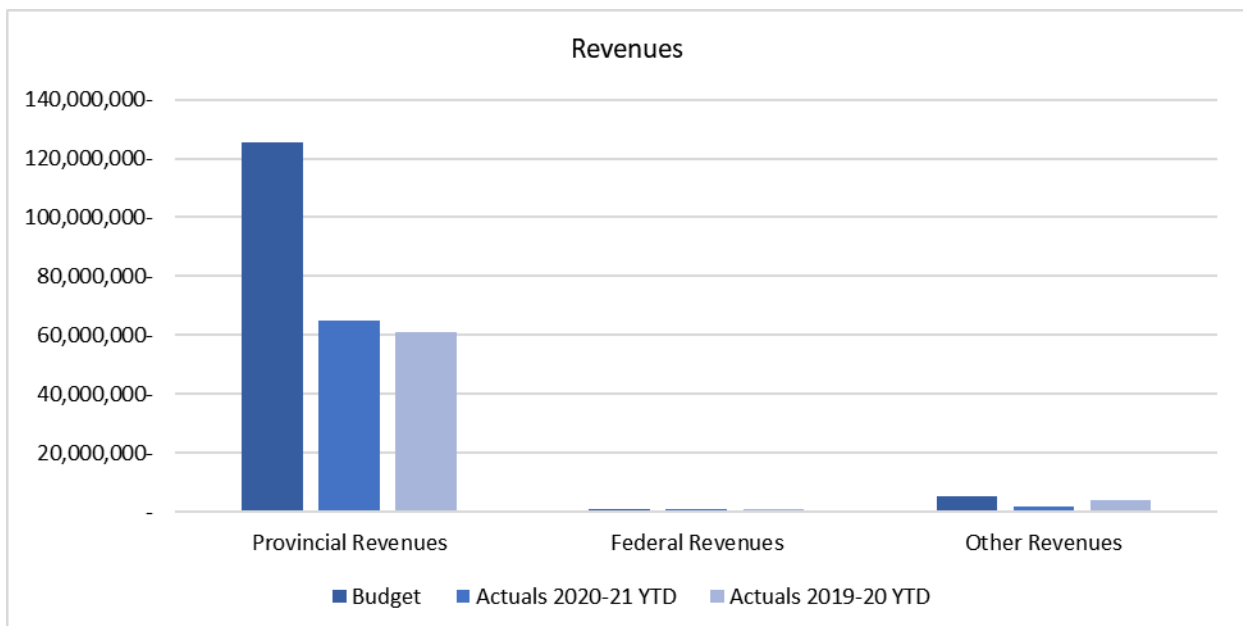
The projected financial health indicator Accumulated Surplus from Operations (excluding SGF) to Expense Ratio (A.S.O. %) is 6.12%.

## Operations

### 2. Results from Operations



### 3.1 Revenues – Comparator to budget and actuals to February 28, 2021





### 3.1.1 Revenue from Provincial Government

<b>Annual Budget</b>	<b>Six Months Ended February 28, 2021</b>	<b>% of Budget</b>	<b>Six Months Ended February 29, 2020</b>	<b>% Change</b>
125,459,366	65,146,651	51.9%	61,231,693	6.4%

The Alberta government is the key revenue source of the Division providing 95% of its revenues.

Revenue received from the Government of Alberta was 51.9% above the budget due to the additional Safe Return to Class funding, federal French and CEU and funding from the 2019 – 2020 school year. Basic instruction grant rates are allocated on a 3 year WMA enrolment. The 6.4% increase over the prior year is primarily due to additional bridge funding and the safe return to school federal funding that flows through the provincial government.

### 3.1.2 Revenue from Federal Government

<b>Annual Budget</b>	<b>Six Months Ended February 28, 2021</b>	<b>% of Budget</b>	<b>Six Months Ended February 29, 2020</b>	<b>% Change</b>
1,099,800	943,195	85.8%	949,869	-0.7%

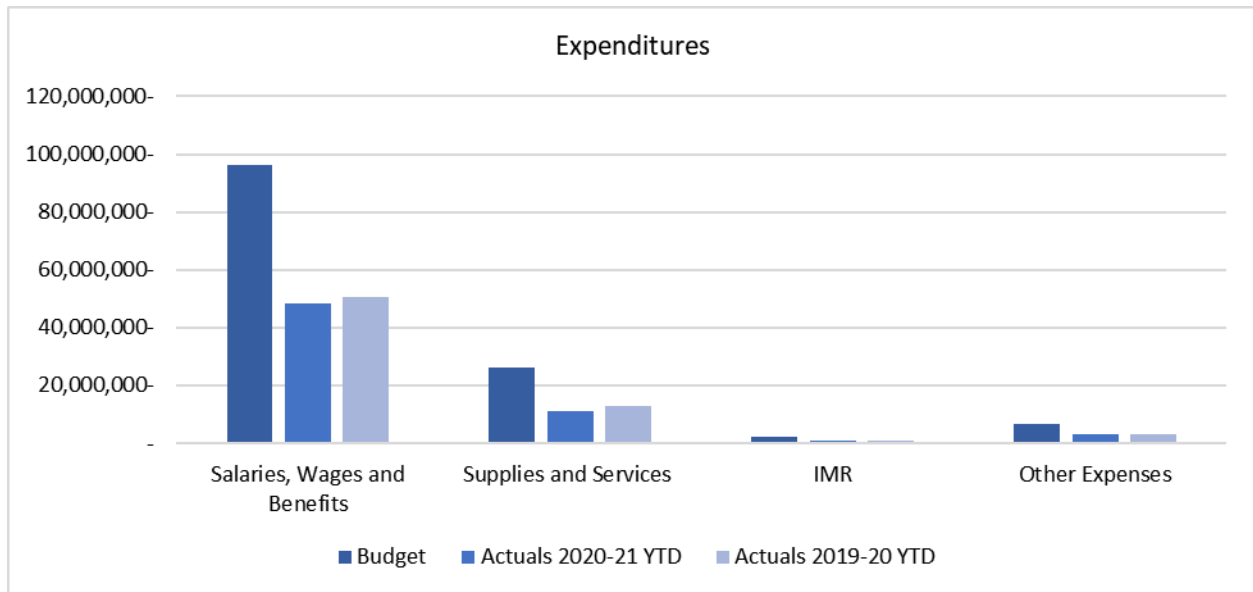
The Federal government provides funding for First Nation students. Revenues received from the Federal government were above budget for the year as a result of payments in the first half of the year being estimated until First Nation enrolments are realized. Enrolment of First Nation students is higher than expected.

### 3.1.3 Other Revenues

<b>Annual Budget</b>	<b>Six Months Ended February 28, 2021</b>	<b>% of Budget</b>	<b>Six Months Ended February 29, 2020</b>	<b>% Change</b>
5,131,625	1,675,400	32.6%	3,860,834	-56.6%

Other Revenues for the year are 32.6% of budget. The decrease is attributed to lower than budgeted transportation fees, activity and extracurricular fees due to Covid-19. The 56.6% decrease over the prior year is primarily due to a decrease in revenue generated from school and transportation fees, gifts and donations and fundraising due to Covid-19.

### 3.2 Expenditures - Comparator to budget and actuals to February 28, 2021



#### 3.2.1 Salaries, Wages and Benefits

Annual Budget	Six Months Ended February 28, 2021	% of Budget	Six Months Ended February 29, 2020	% Change
96,460,195	48,529,408	50.3%	50,353,165	-3.6%

Salaries, Wages and Benefits are 50.3% of budget. The slight overage is attributed to higher temporary support custodial salaries due to Covid-19. The 3.6% decrease over the prior year is primarily due to the reduction in funding for the Program Unit Funding program. Early learning services have reduced 28 pre-k classrooms to 12 which has resulted in a reduction of staff. In addition, kindergarten enrolments are down by 100 students from the prior year resulting in fewer classes and related staffing.

#### 3.2.2 Service, Contracts and Supplies

Annual Budget	Six Months Ended February 28, 2021	% of Budget	Six Months Ended February 29, 2020	% Change
26,200,440	10,966,823	41.9%	12,772,903	-14.1%

The Service, Contracts and Supplies are sitting at 41.9% of budget due to lower than budgeted expenditures such as travel, subsistence, staff development and support services and expenditures related to the reduction of fees and other sales and services impacted by Covid-19. The 14.1% change from the prior year is largely due to lower travel, subsistence, professional development and SGF expenditures which have been impacted by Covid-19.

3.2.3 Infrastructure Maintenance Renewal (IMR)

Annual Budget	Six Months Ended February 28, 2021	% of Budget	Six Months Ended February 29, 2020	% Change
2,255,021	917,976	40.7%	705,206	30.2%

Infrastructure, Maintenance and Renewal expenditures were 40.7% of budget as IMR is project based and does not occur evenly over the year. IMR expenditures were 30.2% higher than the prior year due to the timing of ongoing projects.

3.2.4 Other Expenses

Annual Budget	Six Months Ended February 28, 2021	% of Budget	Six Months Ended February 29, 2020	% Change
6,775,135	3,234,476	47.7%	2,969,851	8.9%

Other Expenses include amortization of capital assets and are lower as new amortization is added throughout the year as new assets are put into use. The 8.9% increase over the prior year is primarily the result of increased amortization of Copperhaven School, Woodhaven modernization and the modulars for Prescott and Millgrove schools.

3.3 Excess of Revenues over Expenses

Overall, the Division has a surplus of \$4.1M at the end of the second quarter.

Program	Budget 2020-21	Feb 28 2021	Feb 29 2020
Instruction	\$ -	\$ 4,475,687	\$ 542,820
Administration	-	297,011	138,872
Operations and Maintenance	-	(498,324)	(930,503)
Transportation	-	(196,192)	(811,491)
External Services	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 4,078,182</b>	<b>\$ (1,060,301)</b>
Add: SGF		38,381	301,573
<b>Total</b>	<b>\$ -</b>	<b>\$ 4,116,563</b>	<b>\$ (758,728)</b>

The Instructional Program had a surplus of \$4.5M as a result of the additional new funding from the Alberta government (\$1.3M) which holds the Division harmless for decreased 2020 – 2021 WMA enrolments and the timing of expenditures during the year as schools have plans equipment purchases that have not been purchased. In addition, there were funds put aside for Covid-19 that have not been fully utilized at this point. There is also a Division initiative coming later in the year.

The Administration program was in a surplus position of \$297K as the result of lower than expected costs for miscellaneous and other professional services, awards, staff development and supplies due to Covid-19. Cost savings for insurance have been realized through the new consortium.

Operations and Maintenance is currently in a deficit of \$561K due to the timing of IMR and other work done during the year.

The Transportation program is operating at a deficit of \$196K. The transportation grant is received over 12 months but contracted bus services are paid over 10 months.

## **4. Significant Changes and Events**

### **4.1 Labour Relations**

The Alberta Teachers Association (ATA) collective agreement expired on August 31, 2020. Central table negotiations are currently in progress.

The collective agreement for the Central Alberta Association of Municipal and School Employees (CAAMSE) expired as of August 31, 2019. Negotiations have concluded and both parties have ratified the new collective agreement term September 1, 2019 to August 31, 2023.

### **4.2 Provincial Funding Model**

The provincial government introduced a new funding model based on Weighted Moving Average (WMA) enrolment across 3 years.

The new provincial funding model is broken down into 5 categories using the WMA model:

- Base Instruction
  - Funding for early learning and Grades 1 – 9
  - High school funding using a base rate 10% higher than the Grade 1 – 9 base rates to account for the increased cost of high school programming
  - Rural small schools funding based on various enrolment thresholds for schools between 35 and 155 students
- Services and Supports
  - Specialized learning support funding supports the learning needs of students within an inclusive learning environment (includes funding for kindergarten students with severe disabilities and delays)
  - Program Unit Funding allocated using the WMA enrolment of children ages 2 years 8 months to 4 years 8 months with severe disabilities and delays
  - First Nations, Métis and Inuit funding to assist school authorities to improve education outcomes for First Nations, Métis and Inuit students
- School
  - Operations and Maintenance (Targeted) uses WMA enrolment funding as well as considerations for utilized space and under-utilized space

- Transportation grant funding will increase 5% as Alberta Education is currently developing a new model
  
- Community
  - These grants are designed to address socio-economic contexts and geographic locations which pose unique challenges to the operation of schools and delivery of educational services
    - Socio-economic status funding
    - Geographic
    - Nutrition
  
- Jurisdiction
  - System Administration Grant (SAG)
    - Funding to cover governance (Board of Trustees) and central administration costs
    - Targeted grant to support System Administration
    - Amounts can be transferred from the SAG to other grants, but cannot utilize funds from other grants for system administration

The Division received bridge funding of \$5.5M for 2020-21. The government uses bridge funding to offset future enrolment across the province. This grant will be in place for 2 years. The Division expects to lose funding over this period.

In Q1, the Division expected a claw back in funding as a result of a decrease in Weighted Moving Average (WMA) enrolment, which had been accrued for. The Alberta government recently announced new funding that will hold school divisions harmless for the WMA funding decreases in 2020 – 2021 related to lower enrolments than budget. This new funding has provided the Division with an additional \$1.3M in revenue that was not anticipated.

#### **4.3 Insurance Premiums**

The Division has achieved significant savings this year with the new consortium.

#### **4.4 Carbon Levy**

The carbon levy will increase from \$1.58 per GJ to \$2.10 per GJ on April 1, 2021. The annualized impact of the increase on the Division will be approximately \$49K in natural gas charges. The carbon levy on gasoline is increasing to \$.088 from \$.066 per litre. The annualized impact of the increase on the Division will be \$1K for gasoline for the Division's fleet vehicles. The carbon levy on diesel fuel is increasing from \$0.081 to \$0.11 per litre on April 1, 2021 resulting in a potential annualized impact of \$23K on the division related to fuel escalator amounts paid to contractors.

#### **4.5 Covid-19 Pandemic**

Covid-19 has had a significant impact on the Division and resulted in additional expenditures. The Division is receiving \$4.0M in Safe Return to Class funding to help offset these costs. The

Division is offering both in school and online classes in response to the Covid-19 pandemic and has allowed students to move between them. Additional costs include:

- Certificated salaries and benefits that includes teachers who are teaching online classes, substitutes for Covid-19 related leaves, time spent performing contact tracing and other Covid-19 issues.
- Non-certificated salaries and benefits that include staff supporting online students, additional custodial staffing due to additional cleaning protocols and covering Covid-19 related leaves, time spent on contract tracing at schools and within transportation, time spent by administration on managing Covid-19 issues.
- Additional Services, contacts and supplies include personal protective equipment, additional cleaning supplies and equipment, and sanitizer.

The Division is currently forecasting that Covid-19 will cost \$5.9M. This estimate includes internal staffing costs redirected to Covid-19 such as communications staff. This estimate will be updated as we move forward and gain a better understanding of the impacts on the Division.

The Parkland School Division  
INTERIM FINANCIAL STATEMENTS  
February 28, 2021

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
Statement of Financial Position	1
Statement of Operations	2
Statement of Cash Flows	3
Statement of Changes in Net Financial Assets	4
Schedule of Changes in Accumulated Surplus	5
Schedule of Deferred Contributions	7
Schedule of Program Operations	8
Covid-19 Expenditures	9



**STATEMENT OF FINANCIAL POSITION**  
As at February 28, 2021

	February 28, 2021	August 31, 2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 20,191,392	\$ 14,824,289
Accounts receivable (net after allowances)	1,769,056	2,268,016
Portfolio investments	-	-
Operating		
Endowments		
Inventories for resale		
Other financial assets	-	-
<b>Total financial assets</b>	<b>21,960,448</b>	<b>17,092,304</b>
<b>LIABILITIES</b>		
Bank indebtedness	-	-
Accounts payable and accrued liabilities	5,203,456	6,124,842
Unspent deferred contributions	4,064,324	2,112,145
Employee future benefit liabilities	419,743	459,400
Environmental liabilities	-	-
Other liabilities	-	-
Debt		
Supported: Debentures	-	-
Unsupported: Debentures	-	-
Mortgages and capital loans	-	-
Capital leases	-	-
<b>Total liabilities</b>	<b>9,687,523</b>	<b>8,696,387</b>
<b>Net financial assets</b>	<b>12,272,925</b>	<b>8,395,917</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	142,248,494	138,910,083
Inventory of supplies	59,386	129,265
Prepaid expenses	1,198,385	446,204
Other non-financial assets	-	-
<b>Total non-financial assets</b>	<b>143,506,265</b>	<b>139,485,552</b>
<b>Net assets before spent deferred capital contributions</b>	<b>155,779,190</b>	<b>147,881,469</b>
Spent deferred capital contributions	134,510,535	130,729,375
<b>Net assets</b>	<b>21,268,655</b>	<b>17,152,094</b>
<b>Net assets</b>	<b>21,268,652</b>	<b>17,152,089</b>
Accumulated operating surplus (deficit)	21,268,652	17,152,089
Accumulated remeasurement gains (losses)	-	-
	<b>\$ 21,268,652</b>	<b>\$ 17,152,089</b>

**STATEMENT OF OPERATIONS**  
For the six months ended February 28, 2021

	Annual Budget 2020-2021	Actual February 28, 2021	Actual February 29, 2020
<b>REVENUES</b>			
Government of Alberta	\$ 125,459,366	\$ 65,146,651	\$ 61,231,693
Federal Government and other government grants	1,099,800	943,195	949,869
Property taxes	-	-	-
Fees	3,058,801	809,113	2,240,216
Sales of services and products	1,098,075	481,225	689,428
Investment income	250,000	55,338	155,278
Donations and other contributions	641,749	332,845	735,438
Other revenue	83,000	(3,120)	40,475
<b>Total revenues</b>	<b>131,690,791</b>	<b>67,765,247</b>	<b>66,042,396</b>
<b>EXPENSES</b>			
Instruction	99,717,814	47,173,794	50,504,265
Plant operations and maintenance	17,274,612	9,126,196	8,323,133
Transportation	10,309,343	5,459,882	5,986,009
Board & system administration	4,290,322	1,874,538	1,943,356
External services	98,700	14,275	44,361
<b>Total expenses</b>	<b>131,690,791</b>	<b>63,648,684</b>	<b>66,801,124</b>
<b>Annual operating surplus (deficit)</b>	<b>-</b>	<b>4,116,563</b>	<b>(758,728)</b>
Endowment contributions and reinvested income	-	-	-
<b>Annual surplus (deficit)</b>	<b>-</b>	<b>4,116,563</b>	<b>(758,728)</b>
<b>Accumulated surplus (deficit) at beginning of year</b>	<b>17,152,089</b>	<b>17,152,089</b>	<b>17,403,526</b>
<b>Accumulated surplus (deficit) at end of year</b>	<b>\$ 17,152,089</b>	<b>\$ 21,268,651</b>	<b>\$ 16,644,798</b>

**STATEMENT OF CASH FLOWS**  
For the six months ended February 28, 2021

	February 28, 2021	August 31, 2020
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATING TRANSACTIONS</b>		
Annual surplus (deficit)	\$ 4,116,563	\$ (251,436)
Add (Deduct) items not affecting cash:		
Amortization of tangible capital assets	3,234,476	6,018,696
Net (gain)/loss on disposal of tangible capital assets	-	(6,126)
Transfer of tangible capital assets (from)/to other entities	-	-
(Gain)/loss on disposal of portfolio investments		
Expended deferred capital revenue recognition	(2,631,342)	(4,761,121)
Deferred capital revenue write-down / adjustment	-	-
Increase/Decrease in employee future benefit liabilities	(39,657)	5,700
Donations in kind	-	-
	4,680,041	1,005,713
(Increase)/Decrease in accounts receivable	498,960	(1,191,681)
(Increase)/Decrease in inventories for resale	-	-
(Increase)/Decrease in other financial assets	-	-
(Increase)/Decrease in inventory of supplies	69,879	(129,265)
(Increase)/Decrease in prepaid expenses	(752,181)	(62,467)
(Increase)/Decrease in other non-financial assets	-	-
Increase/(Decrease) in accounts payable, accrued and other liabilities	(921,386)	2,199,613
Increase/(Decrease) in unspent deferred contributions	1,952,181	1,431,631
Increase/(Decrease) in environmental liabilities	-	-
Non-monetary transfer of land		(1,001,250)
<b>Total cash flows from operating transactions</b>	<b>5,527,493</b>	<b>2,252,295</b>
<b>B. CAPITAL TRANSACTIONS</b>		
Purchases of tangible capital assets		
Acqisition of tangible capital assets	(2,202,313)	(6,323,234)
Net proceeds from disposal of unsupported capital assets	-	6,126
Other (describe)	-	-
<b>Total cash flows from capital transactions</b>	<b>(2,202,313)</b>	<b>(6,317,108)</b>
<b>C. INVESTING TRANSACTIONS</b>		
Purchases of portfolio investments	-	-
Proceeds on sale of portfolio investments	-	-
Other (describe)	-	-
<b>Total cash flows from investing transactions</b>	<b>-</b>	<b>-</b>
<b>D. FINANCING TRANSACTIONS</b>		
Debt issuances	-	-
Debt repayments	-	-
Increase (decrease) in spent deferred capital contributions	2,041,924	5,219,143
Capital lease issuances	-	-
Capital lease payments	-	-
<b>Total cash flows from financing transactions</b>	<b>2,041,924</b>	<b>5,219,143</b>
<b>Increase (decrease) in cash and cash equivalents</b>	<b>5,367,105</b>	<b>1,154,330</b>
<b>Cash and cash equivalents, at beginning of year</b>	<b>14,824,288</b>	<b>13,669,958</b>
<b>Cash and cash equivalents, at end of year</b>	<b>\$ 20,191,392</b>	<b>\$ 14,824,288</b>

**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**For the six months ended February 28, 2021**

	Actual February 28, 2021	Actual August 31, 2020
Annual surplus (deficit)	\$ 4,116,563	\$ (251,436)
<b>Effect of changes in tangible capital assets</b>		
Acquisition of tangible capital assets	(2,202,313)	(6,323,234)
Amortization of tangible capital assets	3,234,476	6,018,696
Net (gain)/loss on disposal of tangible capital assets	-	(6,126)
Net proceeds from disposal of unsupported capital assets	-	6,126
Write-down carrying value of tangible capital assets	-	-
Transfer of tangible capital assets (from)/to other entities	(4,370,575)	(15,900,042)
Other changes Non-monetary transfer of land	-	(1,001,250)
<b>Total effect of changes in tangible capital assets</b>	<b>(3,338,411)</b>	<b>(17,205,830)</b>
<b>Effect of changes in non-tangible capital assets</b>		
Acquisition of inventory supplies	(9,600)	(129,265)
Consumption of inventory supplies	79,480	-
(Increase)/Decrease in prepaid expenses	(752,181)	(62,467)
(Increase)/Decrease in other non-financial assets	-	-
Net remeasurement gains and (losses)	-	-
Change in spent deferred capital contributions	3,781,164	16,358,061
Other changes	-	-
<b>Increase (decrease) in net financial assets</b>	<b>3,877,013</b>	<b>(1,290,937)</b>
<b>Net financial assets (net debt) at beginning of year</b>	<b>8,395,915</b>	<b>9,686,852</b>
<b>Net financial assets (net debt) at end of year</b>	<b>\$ 12,272,927</b>	<b>\$ 8,395,915</b>

**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS**  
For the six months ended February 28, 2021

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
<b>Balance at August 31, 2020</b>	\$ 17,152,089	\$ -	\$ 17,152,089	\$ 7,179,453	\$ -	\$ 943,769	\$ 4,869,453	\$ 4,159,415
<b>Prior period adjustments:</b>								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Adjusted Balance, August 31, 2018</b>	17,152,089	-	17,152,089	7,179,453	-	943,769	4,869,453	4,159,415
Operating surplus (deficit)	4,116,563		4,116,563			4,116,563		
Board funded tangible capital asset additions				144,366			(62,195)	(82,171)
Disposal of unsupported tangible capital assets or board funded portion of supported	-		-					
Write-down of unsupported tangible capital assets or board funded portion of supported	-		-					
Net remeasurement gains (losses) for the year	-	-						
Endowment expenses & disbursements	-		-		-	-		
Endowment contributions	-		-		-	-		
Reinvested endowment income	-		-		-	-		
Direct credits to accumulated surplus (Describe)	-		-		-	-		
Amortization of tangible capital assets	-			(3,234,476)		3,234,476		
Capital revenue recognized	-			2,631,342		(2,631,342)		
Debt principal repayments (unsupported)	-			-		-		
Additional capital debt or capital leases	-			-		-		
Net transfers to operating reserves	-					(4,811,079)	4,811,079	
Net transfers from operating reserves	-					694,516	(694,516)	
Net transfers to capital reserves	-					(603,134)		603,134
Net transfers from capital reserves	-					-		-
Other Changes								
Other Changes	-		-	-	-	-	-	-
<b>Balance at February 28, 2021</b>	\$ 21,268,652	\$ -	\$ 21,268,652	\$ 6,720,685	\$ -	\$ 943,769	\$ 8,923,821	\$ 4,680,378

**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS**  
For the six months ended February 28, 2021

	INTERNALLY RESTRICTED RESERVES BY PROGRAM									
	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
<b>Balance at August 31, 2020</b>	\$ 4,153,491	\$ 2,846,554	\$ -	\$ 290,044	\$ 715,962	\$ 751,156	\$ -	\$ 243,276	\$ -	\$ 28,385
<b>Prior period adjustments:</b>										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<b>Adjusted Balance, August 31, 2018</b>	4,153,491	2,846,554	-	290,044	715,962	751,156	-	243,276	-	28,385
Operating surplus (deficit)										
Board funded tangible capital asset additions		(18,260.00)	(62,195)	(19,025)	-	(44,886)		-	-	-
Disposal of unsupported tangible capital assets or board funded portion of supported										-
Write-down of unsupported tangible capital assets or board funded portion of supported										-
Net remeasurement gains (losses) for the year										
Endowment expenses & disbursements										
Endowment contributions										
Reinvested endowment income										
Direct credits to accumulated surplus (Describe)	-	-	-	-	-	-	-	-	-	-
Amortization of tangible capital assets										
Capital revenue recognized										
Debt principal repayments (unsupported)										
Additional capital debt or capital leases										
Net transfers to operating reserves	4,514,068				297,011					-
Net transfers from operating reserves	-		(498,324)				(196,192)			-
Net transfers to capital reserves		413,275		79,606		77,422		32,832		-
Net transfers from capital reserves										-
Other Changes										
Other Changes										
	-	-	-	-	-	-	-	-	-	-
<b>Balance at February 28, 2021</b>	\$ 8,667,558	\$ 3,241,569	\$ (560,519)	\$ 350,625	\$ 1,012,973	\$ 783,692	\$ (196,192)	\$ 276,108	\$ -	\$ 28,385

SCHEDULE 2

SCHEDULE OF DEFERRED CONTRIBUTIONS  
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)  
YTD February 28, 2021

	Alberta Education					Other GoA Ministries					Other Sources				Total
	IMR	CMR	Safe Return to Class	Others	Total Education	Alberta Infrastructure	Children's Services	Health	Other GOA Ministries	Total Other GoA Ministries	Gov't of Canada	Donations and grants from others	Other	Total other sources	
<b>Deferred Operating Contributions (DOC)</b>															
Balance at Aug 31, 2020	\$ 778,058	\$ -		\$ 149,139	\$ 927,197	\$ -	\$ -	\$ -	\$ 1,198	\$ 1,198	\$ 21,693	\$ -	\$ 215,362	\$ 237,055	\$ 1,165,450
Prior period adjustments - please explain:	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2020</b>	<b>\$ 778,058</b>	<b>\$ -</b>		<b>\$ 149,139</b>	<b>\$ 927,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,198</b>	<b>\$ 1,198</b>	<b>\$ 21,693</b>	<b>\$ -</b>	<b>\$ 215,362</b>	<b>\$ 237,055</b>	<b>\$ 1,165,450</b>
Received during the year (excluding investment income)	\$ 1,628,487	\$ -	\$ 4,024,650	\$ 109,600	\$ 5,762,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 20,670	\$ 45,670	\$ 5,808,407
Transfer (to) grant/donation revenue (excluding investment income)	\$ (917,976)	\$ -	\$ (2,024,650)	\$ (136,654)	\$ (3,079,280)	\$ -	\$ -	\$ -	\$ (1,198)	\$ (1,198)	\$ (24,453)	\$ -	\$ (298,211)	\$ (322,664)	\$ (3,403,142)
Investment earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred to investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from UDCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred directly (to) SDCC	\$ (22,599)	\$ -	\$ -	\$ -	\$ (22,599)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (22,599)
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DOC closing balance at Aug 31, 2021</b>	<b>\$ 1,465,970</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 122,085</b>	<b>\$ 3,588,055</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,240</b>	<b>\$ -</b>	<b>\$ (62,179)</b>	<b>\$ (39,939)</b>	<b>\$ 3,548,116</b>
<b>Unspent Deferred Capital Contributions (UDCC)</b>															
Balance at Aug 31, 2020	\$ -	\$ 673,141		\$ -	\$ 673,141	\$ 273,552	\$ -	\$ -	\$ -	\$ 273,552	\$ -	\$ -	\$ -	\$ -	\$ 946,693
Prior period adjustments - please explain:	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2020</b>	<b>\$ -</b>	<b>\$ 673,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 673,141</b>	<b>\$ 273,552</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 273,552</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 946,693</b>
Received during the year (excluding investment income)	\$ -	\$ 1,237,795	\$ -	\$ 299,401	\$ 1,537,196	\$ (186)	\$ -	\$ -	\$ -	\$ (186)	\$ -	\$ -	\$ -	\$ -	\$ 1,537,010
UDCC Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,636	\$ -	\$ -	\$ -	\$ 52,636	\$ -	\$ -	\$ -	\$ -	\$ 52,636
Transfer (to) grant/donation revenue (excluding investment income)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred to investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds on disposition of supported capital/ Insurance proceeds (and related)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) DOC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) SDCC	\$ -	\$ (1,910,936)	\$ -	\$ (5)	\$ (1,910,941)	\$ (109,190)	\$ -	\$ -	\$ -	\$ (109,190)	\$ -	\$ -	\$ -	\$ -	\$ (2,020,131)
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UDCC closing balance at Aug 31, 2021</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 299,396</b>	<b>\$ 299,396</b>	<b>\$ 216,812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216,812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 516,208</b>
<b>Total Unspent Deferred Contributions at Aug 31, 2020</b>	<b>\$ 1,465,970</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 421,481</b>	<b>\$ 3,887,451</b>	<b>\$ 216,812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216,812</b>	<b>\$ 22,240</b>	<b>\$ -</b>	<b>\$ (62,179)</b>	<b>\$ (39,939)</b>	<b>\$ 4,064,324</b>
<b>Spent Deferred Capital Contributions (SDCC)</b>															
Balance at Aug 31, 2020	\$ 777,220	\$ 2,215,059		\$ 3,576,337	\$ 6,568,616	\$ 124,160,762	\$ -	\$ -	\$ -	\$ 124,160,762	\$ -	\$ -	\$ -	\$ -	\$ 130,729,378
Prior period adjustments - please explain:	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2020</b>	<b>\$ 777,220</b>	<b>\$ 2,215,059</b>		<b>\$ 3,576,337</b>	<b>\$ 6,568,616</b>	<b>\$ 124,160,762</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,160,762</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,729,378</b>
Donated tangible capital assets	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alberta Infrastructure managed projects	\$ -	\$ -		\$ -	\$ -	\$ 4,370,575	\$ -	\$ -	\$ -	\$ 4,370,575	\$ -	\$ -	\$ -	\$ -	\$ 4,370,575
Transferred from DOC	\$ 22,599	\$ -	\$ -	\$ -	\$ 22,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,599
Transferred from UDCC	\$ -	\$ 1,910,936	\$ -	\$ 5	\$ 1,910,941	\$ 109,190	\$ -	\$ -	\$ -	\$ 109,190	\$ -	\$ -	\$ -	\$ -	\$ 2,020,131
Amounts recognized as revenue (Amortization of SDCC)	\$ (100,633)	\$ (26,920)	\$ (803)	\$ (22,860)	\$ (151,216)	\$ (2,480,932)	\$ -	\$ -	\$ -	\$ (2,480,932)	\$ -	\$ -	\$ -	\$ -	\$ (2,632,148)
Disposal of supported capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SDCC closing balance at Aug 31, 2021</b>	<b>\$ 699,186</b>	<b>\$ 4,099,075</b>	<b>\$ (803)</b>	<b>\$ 3,553,482</b>	<b>\$ 8,350,940</b>	<b>\$ 126,159,595</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 126,159,595</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 134,510,535</b>

**SCHEDULE OF PROGRAM OPERATIONS**

REVENUES	YTD February 28, 2021						August 31, 2020
	Instruction	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
Alberta Education	\$ 49,835,923	\$ 6,068,664	\$ 4,618,743	\$ 2,141,194	\$ -	\$ 62,664,524	\$ 114,260,269
Alberta Infrastructure	-	2,473,110	-	-	7,819	2,480,929	4,541,924
Other - Government of Alberta	1,198	-	-	-	-	1,198	19,328
Federal Government and other government grants	829,371	83,471	-	30,353	-	943,195	1,845,769
Other Alberta school authorities	-	-	-	-	-	-	72,430
Out of province authorities	-	-	-	-	-	-	-
Alberta municipalities-special tax levies	-	-	-	-	-	-	-
Property taxes	-	-	-	-	-	-	-
Fees	317,368	-	491,745	-	-	809,113	1,731,745
Other sales and services	315,819	-	153,202	2	12,202	481,225	961,127
Investment income	55,338	-	-	-	-	55,338	220,193
Gifts and donations	301,828	-	-	-	-	301,828	792,909
Rental of facilities	-	2,627	-	-	(5,747)	(3,120)	57,263
Fundraising	31,017	-	-	-	-	31,017	182,808
Gains on disposal of tangible capital assets	-	-	-	-	-	-	6,126
Other revenue	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 51,687,862</b>	<b>\$ 8,627,872</b>	<b>\$ 5,263,690</b>	<b>\$ 2,171,549</b>	<b>\$ 14,275</b>	<b>\$ 67,765,247</b>	<b>\$ 124,691,891</b>
<b>EXPENSES</b>							
Certificated salaries	\$ 29,227,944	-	-	\$ 255,082	\$ -	\$ 29,483,026	\$ 58,061,897
Certificated benefits	6,022,742	-	-	65,353	-	6,088,095	12,845,148
Non-certificated salaries and wages	7,050,598	1,936,348	363,568	885,237	-	10,235,751	18,829,812
Non-certificated benefits	1,933,604	507,013	64,928	216,991	-	2,722,536	5,291,115
<b>SUB - TOTAL</b>	<b>44,234,889</b>	<b>2,443,361</b>	<b>428,497</b>	<b>1,422,662</b>	<b>-</b>	<b>48,529,408</b>	<b>95,027,972</b>
Services, contracts and supplies	2,525,631	3,979,706	4,998,554	374,454	6,456	11,884,800	23,896,659
Amortization of supported tangible capital assets	-	2,623,523	-	-	7,819	2,631,342	4,761,121
Amortization of unsupported tangible capital assets	413,275	79,606	32,832	77,422	-	603,134	1,257,575
Supported interest on capital debt	-	-	-	-	-	-	-
Unsupported interest on capital debt	-	-	-	-	-	-	-
Other interest and finance charges	-	-	-	-	-	-	-
Losses on disposal of tangible capital assets	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>47,173,794</b>	<b>9,126,196</b>	<b>5,459,882</b>	<b>1,874,538</b>	<b>14,275</b>	<b>63,648,684</b>	<b>124,943,327</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 4,514,068</b>	<b>\$ (498,324)</b>	<b>\$ (196,192)</b>	<b>\$ 297,011</b>	<b>\$ -</b>	<b>\$ 4,116,563</b>	<b>\$ (251,436)</b>



**COVID - 19 EXPENDITURES**

EXPENSES DUE TO COVID-19	2020-21 Forecasted	YTD February 28, 2021						
		Instruction		Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL
		ECS	Grades 1 - 12					
(1) Certificated salaries	\$ 3,965,033	\$ 9,651	\$ 2,036,026			\$ 164,073	\$ -	\$ 2,209,750
(2) Certificated benefits	438,248	563	222,657			27,946	-	251,165
(3) Non-certificated salaries and wages	622,934	3,807	125,820	77,974	75,749	73,626	-	356,975
(4) Non-certificated benefits	120,159	228	23,388	5,359	10,329	16,603	-	55,907
(5) SUB - TOTAL	5,146,374	14,249	2,407,890	83,332	86,078	282,246	-	2,873,796
(6) Services, contracts and supplies	715,790	-	73,837	217,795	59,112	30	-	350,775
(7) Amortization of supported tangible capital assets	-	-	-	-	-	-	-	-
(8) Amortization of unsupported tangible capital assets	-	-	-	803	-	-	-	803
(9) Supported interest on capital debt	-	-	-	-	-	-	-	-
(10) Unsupported interest on capital debt	-	-	-	-	-	-	-	-
(11) Other interest and finance charges	-	-	-	-	-	-	-	-
(12) Losses on disposal of tangible capital assets	-	-	-	-	-	-	-	-
(13) Other expense	-	-	-	-	-	-	-	-
(14) <b>TOTAL EXPENSES DUE TO COVID-19</b>	<b>\$ 5,862,164</b>	<b>\$ 14,249</b>	<b>\$ 2,481,728</b>	<b>\$ 301,931</b>	<b>\$ 145,190</b>	<b>\$ 282,276</b>	<b>\$ -</b>	<b>\$ 3,225,374</b>

(1&2) Certificated Salaries and benefits includes the FTE of teachers who are teaching students who are online, additional substitute teachers for Covid related leaves, time spent by certificated staff performing contract tracing.

(3&4) Non-certificated Salaries and benefits includes the FTE of support staff who are supporting students who are online, additional custodial staff to cover sick leaves and enhanced cleaning protocols, contract tracing by school and central division support staff, Administration FTE spent managing Covid issues.

(6) Services, contracts and supplies includes personal protective equipment, cleaning supplies and equipment, sanitizer

TANGIBLE CAPITAL ASSETS DUE TO COVID-19	Land	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total
<b>Historical cost</b>						
Beginning of year	\$ -	\$ -	\$ 8,033	\$ -	\$ -	\$ 8,033
Additions	-	-	-	-	-	-
Transfers in (out)	-	-	-	-	-	-
Less: disposals including write-offs	-	-	-	-	-	-
Historical cost, August 31, 2020	-	-	8,033	-	-	8,033
<b>Accumulated amortization</b>						
Beginning of year			402			402
Amortization			804			804
Other additions			-			-
Transfers in (out)			-			-
Less: disposals including write-offs			-			-
Accumulated amortization, August 31, 2020			1,206			1,206
<b>Net Book Value at August 31, 2020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,827</b>	<b>\$ -</b>	<b>\$ -</b>	



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Lorraine Stewart, Board Chair  
Eric Cameron, Board Vice-Chair

**Originator** Scott Johnston, Associate Superintendent

**Resource** Parkland School Division students

**Governance Policy** Board Policy 2: Role of the Board  
Board Policy 8: Board Committees  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 1: Division Foundational Statements  
BP 8: Appendix 8.4 Student Advisory Committee Terms of Reference

**Subject** **STUDENT ADVISORY – EXECUTIVE SUMMARY**

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### Purpose

For information. No recommendation required.

### Background

The Board believes in, and supports, the inclusion of a student voice in its deliberations, and therefore enjoys opportunities to engage with students from across Parkland School Division through a *Student Advisory Committee*. The following Executive Summary supports the Board's assurance element for Stakeholder Engagement.

### Report Summary

On March 11, 2021, The Student Advisory Committee met with students in a variety of virtual meetings. The following report highlights the Executive Summary from these engagements with respect to our students' perception of their learning environment, learning opportunities, wellness and relationships.

SJ:kz



## PARKLAND SCHOOL DIVISION: STUDENT ENGAGEMENT

March 11, 2021

### Executive Summary

## BACKGROUND

On Thursday, March 11, Trustees met virtually with students from six schools:

- Blueberry School,
- Copperhaven School,
- Entwistle School,
- High Park School,
- Memorial Composite High School, and
- Prescott Learning Centre

The students attended these meetings within their own schools and each meeting was held separately (schools were not mixed). Specifically, we asked students to discuss the following with us:

1. We asked students to talk about their **Learning Environment** (their school) and how things are going this year.
2. We asked students to talk about their **Learning Experiences** – for instance, what subjects do they find interesting, and what do we need to know to make improvements. And finally;
3. We asked students to talk about **Student Wellness** and the connections that exist between students.

In advance of the engagement, students were asked to review Parkland School Division’s Mission and Vision and students were informed that previous Student Advisory members helped us to design these statements.

Conversations were approximately an hour in length.

## STUDENTS TELL US ABOUT THEIR LEARNING ENVIRONMENT

Our conversation with students focused on their environment, their learning and on wellness and relationships. It was very clear in our engagement that the pandemic loomed as a large backdrop to our conversations; social distancing, masks, technology use, quarantining and at-home learning populated many of the aspects of our shared conversation. Yet, while these aspects were front-of-mind for our students, they also shared stories of hope and of resilience. Our students were able to find positive aspects through all of this change and they shared their narratives of day-to-day experiences in our schools with enthusiasm – they certainly seemed ready to share.

Overall, our student advisors presented favourable opinions regarding their schools. Students noted that our schools are safe places in which to learn, and that they enjoy their teachers. Students expressed that the teachers demonstrate care and respect for their learning and they are quick to express that their own school is a great place to be.

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## COVID CONSIDERATIONS FOR THE LEARNING ENVIRONMENT

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Our students speak with determination when they state: “I cannot wait to get this mask off!” They appreciate that everyone seems to be taking the pandemic seriously, but it is evident in our conversation with our students that the pandemic is taking a toll on their well-being. Even if not always stated, the adults involved in the engagement can see that there is a sense of fatigue.

Our students expressed appreciation for how seriously the schools are handling the requirements for the pandemic. They spoke about sanitizing desks and the use of hand sanitizer in schools.

Students expressed that there are more tasks that take place on a computer and less paper tasks than in previous years. They certainly appreciate that teachers are recording lessons so that they can be viewed and reviewed and that this is one of the positive aspects to come out of learning during a pandemic.

One student noted that the day she came back from one class quarantine became a day that required another quarantine. The students expressed that they try to approach these challenges positively.

Some students spoke positively about the change to a quarter-system from semesters as it has helped the student stay organized – others disagreed and stated preference for the semester system.

## STUDENTS TELL US ABOUT THEIR LEARNING EXPERIENCES

Students are able to speak eloquently about their learning. Our student delegation expressed the importance of education and how learning has a positive impact on their lives. Students discussed a variety of learning opportunities. Our students shared a number of favourite subjects and the learning activities that they find time to enjoy. One student expressed an appreciation for Language Arts because she is able to draw her own conclusions about what she is reading. Another student expressed an appreciation for science and developing an understanding of how things are constructed.

Our students' expressions light up when speaking about their learning; they are eager to share their experiences.

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## CONSIDERATIONS FOR LEARNING

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Students expressed that they would appreciate more ways (methods) to approach certain topics. They appreciate interactivity in lessons that allow for a deeper understanding. Our students shared stories from the beginning of the pandemic and noted that the learning was much more disorganized at the beginning – but much better now. With respect to online learning, some of our students declared that real-life learning opportunities are preferred whenever they are possible. Students in one engagement spoke strongly about their work ethic, with less of an academic focus.

Some students noted that, at the moment, it feels like there are too many technology tasks in education and not enough hands-on learning opportunities. They did, however, express an appreciation for their ability to use technology to stay connected, and that these are skills that are needed in the world. Our rural students noted that technology is really challenging in some areas due to poor Internet access. There are also concerns when technology “crashes” when working from home.

Students are appreciating that it is now much easier to connect with teachers – “it’s just more common now to connect.”

Regarding student perspectives on transitioning to high school, our students noted that they feel that teachers are working very diligently to prepare students for whatever comes next. One student noted that this preparation begins in the seventh grade and continues for the next three. Our students appreciate the opportunity attend “open house” events at our high schools. They appreciate that the handouts are very useful to help all students understand what high school is all about before they transition.

## STUDENTS TELL US ABOUT THEIR STUDENT CONNECTIONS

Our students shared their current reality with us, with respect to learning during the pandemic. Students noted that they are experiencing a challenge in interacting with groups beyond the students in their cohort groups – it is difficult to make friends outside of one’s grade. Further to this, our students noted that the interpersonal aspects of schooling are missing, and this has presented challenges for student projects and for optional courses. Students also represented that there is a noticeable absence of family and community involvement in the schools.

One student noted that the pandemic has brought people together as well, and that it is now easier to “let things go.” Peer Support groups, according to our students, are beneficial as students are able to get help from others.

Students report that there are less conflicts or acts of bullying this year, although our students were clear that they still see signs of bullying, conflict or mean behaviour. Our students reported that they feel that their colleagues are inclusive and try to help out when they see that someone does not have a group or is standing on their own.

Our students noted that they definitely appreciate opportunities to laugh.

When the pandemic is over, our students are looking forward to just hanging out with friends and enjoying opportunities to travel and visit different destinations.

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## STRATEGIES FOR WELLNESS

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Students noted that it would be beneficial to advertise counselling services that may be available. They noted that, for some students, it may be uncomfortable to go to a counsellor because they may not be ready to discuss matters with their parents. Our students discussed the challenge of student-parent issues and wondered how school staff might help with guidance to resolve these concerns.

One student noted that there seems to be few consequences for students who are breaking the rules or being mean to other students.

Overall, as stated at the onset, our students shared that they are tired of the ongoing pandemic and are hopeful that it will soon be over. The challenges and struggles did not emerge as the major focus for our Student Advisory Team. What emerged, instead, is that our students are deepening their skills for resilience, finding ways to connect, and maintaining their focus for learning to the best of their abilities.

With appreciation, the adults noted that the engagement was well-received and energizing.



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Anne Montgomery, Trustee

**Resource** Scott Johnston, Associate Superintendent

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

**Additional Reference** BP 2: Section 7 Selected Responsibilities 1, 3  
Administrative Procedure 124: Council of School Councils

**Subject** **COUNCIL OF SCHOOL COUNCILS (COSC)**

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### **Purpose**

Information. No recommendation required.

### **Background**

The Board of Trustees is responsible for meeting with representatives of the School Councils to provide information, share resources and discuss strategies. The attached report is in support of these responsibilities.

### **Report Summary**

On March 11, 2021 a COSC meeting was held virtually and covered the following topics.

#### **1. Positive Impacts at your School – Forest Green**

Principal Dickson with Forest Green completed a presentation regarding positive changes at the Forest green school, which consisted of a poster contest for Land Acknowledgement which recognizes the historical significance and contribution of Canada's Indigenous People and their culture.

A Grade 4 student of Forest Green school won the poster contest for the specific age category.

A copy of each winning artwork will be displayed at Parkland School Divisions Centre for Education.

2. **Alberta School Councils' Association (ASCA) – Resolutions**

Chair Gryshik and Mr. Haggarty discussed the importance of ASCA and how having a representative from each school vote on the resolutions is an opportunity to have your voice heard.

Mr. Haggarty provided information to the COSC members regarding the Annual General Meeting.

**Alberta School Councils Association: Annual General Meeting Registration (Registration ends April 16, 2021@5pm MST)/Meeting will be held on April 23-25, 2021:**

<https://www.albertaschoolcouncils.ca/about/annual-conference>

Mr. Haggarty reviewed the ASCA resolutions with COSC members and provided information regarding registration, voting credentials and proxies.

- P21-01** Continued Support and Advancement of Technology Funding to Support all Levels of Learning Throughout Alberta Schools
- P21-02** Acknowledgment of COSC/DSC in the Alberta Education Act
- P21-03** Restore PUF Funding to Alberta Schools
- P21-04** Transportation – Maximum Time Limit Students can be on the Bus
- P21-05** Renewal of Alberta Curriculum  
<https://www.alberta.ca/curriculum-development.aspx>
- P21-06** Addressing Barriers to Student-centered Public Education
- P21-07** Respect for ASCA's Bylaws, Values, and Members
- P21-08** Education Stakeholder Organizations Financial and Governance Accountability
- P21-09** Equal Opportunity of Access to All Public Schools
- P21-10** Achieving Universal Public Education
- P21-11** Allocating Public Funds to Public Education

**Resolutions:**

<https://www.albertaschoolcouncils.ca/public/download/files/173828>

**Credential Voting Form- to be able to vote you must have a voting credential**

<https://www.albertaschoolcouncils.ca/public/download/files/173978>

**Proxy Voting Form – Proxies to be submitted by April 16, 2021 online.**

<https://www.albertaschoolcouncils.ca/public/download/files/173979>

If you have any questions regarding ASCA contact Richard Haggarty @ [r.haggarty.asca@gmail.com](mailto:r.haggarty.asca@gmail.com)  
or Brenda Cryer @ [sgchs.scchair@psd70.ab.ca](mailto:sgchs.scchair@psd70.ab.ca)

SJ:rg





## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Lorraine Stewart, Board Chair

**Originator** Lorraine Stewart, Board Chair

**Resource** Board of Trustees and Executive Team

**Governance Policy** Board Policy 8: Board Committees  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 8: Appendix 8.1 PSD Tomorrow Committee

**Subject** **PSD TOMORROW COMMITTEE**

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### **Purpose**

Information. No recommendation is required.

### **Background**

The Board of Trustees supports the opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the Minutes from the March 23, 2021 meeting, in which participants share their perspectives for these purposes.

### **Report Summary**

On March 23, 2021, the PSD Tomorrow Committee met virtually to discuss a number of topics chosen in advance by both the Board of Trustees and the Executive Team. The following report is a record of this meeting.

LS:kz



**MINUTES OF THE PSD TOMORROW COMMITTEE  
MEETING HELD VIRTUALLY FROM VARIOUS LOCATIONS  
ON TUESDAY, MARCH 23, 2021**

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**ATTENDANCE:**

Lorraine Stewart, Board Chair  
Eric Cameron, Board Vice-Chair  
Ron Heinrichs, Trustee  
Sally Kucher-Johnson, Trustee  
Paul McCann, Trustee  
Darlene Clarke, Trustee  
Anne Montgomery, Trustee  
Shauna Boyce, Superintendent  
Mark Francis, Deputy Superintendent  
Scott Johnston, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Dr. Dianne McConnell, Associate Superintendent  
Jordi Weidman, Director of Strategic Communications  
Keri Zylla, Recording Secretary

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**1. WELCOME & LEARNING MOMENT:**

**1.1. Call Meeting to Order:** Board Chair Stewart called the meeting to order at 12:30 p.m.

**1.2. Changes to the Agenda:**

Add agenda item 4.5 Additional Updates  
Add agenda item 4.6 In-Camera: Land

**1.3. Approval of the Agenda:** Moved by Trustee McCann that the Board of Trustees accept the agenda as amended.

**CARRIED UNANIMOUSLY**

**1.4. School Council Reports:** Trustees shared reports from School Council Meetings they attended.

**2. GOVERNANCNE / STRATEGIC PLANNING:**

**2.1. Revised Board Policy 4: Trustee Code of Ethics:** Board Chair Stewart discussed recommended revisions from the Board Policy Committee to Board Policy 4 (BP4). Trustees discussed key changes. BP4 will be reviewed again at the April 27, 2021 PSD Tomorrow Meeting.

**2.2. Revised Board Policy 5: Role of the Board Chair:** Board Chair Stewart discussed several recommended revisions made by the Board Policy Committee to Board Policy 5 (BP5). After discussion, further revisions were made. BP5 will be recommended for Board approval at the April 6, 2021 Regular Board Meeting.

### **2.3. PSD Tomorrow Structure:**

Superintendent Boyce shared some ideas for restructuring PSD Tomorrow Committee of the Whole Meetings. Along with a possible name-change, conceptually, the meetings would have more time for governance, generative discussion and strategic planning. Discussion ensued.

*Chair Stewart called a wellness break at 1:55 p.m. Meeting resumed at 2:00 p.m.*

### **2.4. Board Legacy – Organizational Life Cycle:**

Deputy Superintendent Francis referenced a survey sent to Trustees to gather information on the six remaining items on their Board Legacy list that were found in multiple categories in the Organizational Life Cycle. Trustees shared their selections and reasoning to complete the categorization. Deputy Superintendent discussed the next steps in the process of creating the PSD Board Legacy document.

### **2.5. Advocacy Plan 2020-2021:**

2.5.1. **Connections / Meetings with Municipalities and Paul First Nations:** Board Chair Stewart led discussion on building and maintaining relationships with municipal and Indigenous partners in education through the confines of COVID-19 and the associated restrictions. Trustees agreed on the importance of meaningful meetings with each group and requested future meeting dates.

2.5.2. **Update Board Advocacy Action Plan:** Board Chair Stewart and Vice-Chair Cameron discussed applied actions for the various categories in the Advocacy Action Plan for 2020-2021. Trustees shared feedback.

*Chair Stewart called a wellness break at 2:50 p.m. Meeting resumed at 2:56 p.m.*

## **3. GENERATIVE DISCUSSION:**

**3.1. Board Policy 7: Board Operations Discussion:** Board Chair Stewart opened a discussion based on Trustee Montgomery's request from the March 2, 2021 Regular Board Meeting, that 'Action Items' come with additional time for Board discussion and decision-making. Discussion ensued.

## **4. ADMINISTRATIVE UPDATES:**

**4.1. Updated Ward Bylaw:** Associate Superintendent McFadyen discussed the Ministerial Order regarding City of Spruce Grove's annexation of Parkland County lands, as well as the updates and process necessary for the Parkland School Division ward bylaw.

**4.2. Review Administrative Procedure 130 – Naming of Schools:** Superintendent Boyce shared background on the administrative procedure relating to the naming schools in Parkland School Division.

**4.3. Review Administrative Procedure 160 – Political Electioneering:** Superintendent Boyce led discussion concerning the process for having politicians visit schools. Administrative Procedure 160 has very clear and concise parameters regarding visits to schools and political electioneering that apply to all politicians, both campaigning and elected officials. Discussion ensued.

**4.4. PSD Logo and Rebranding:** Mr. Weidman shared information regarding the rebranding process for PSD and discussed five drafted designs for a new logo. He also provided feedback received from engaging some current students in the Division. The designs will be shared with school administration in the next Lead Team meeting.

**4.5. Additional updates:**

4.5.1. **Attendance Area Review Update:** Superintendent Boyce relayed that the process for an Attendance Area Review is quite arduous and it will likely be some time before a report is presented to Trustees.

Associate Superintendent McFadyen reported that PSD has entered into a contract with a third party, to begin analysis of the attendance area, and discuss some of the timelines for the process. It is estimated that any recommendations would be presented in the Fall of 2022 at the earliest, and implementation most likely would not take place until September 2023.

4.5.2. **Education Plan and Education Planning Day:** Associate Superintendent Johnston noted that April 8, 2021 has been reserved for Education Planning Day. Usually there is a large engagement being prepared, but in consideration of COVID-19 restrictions and the stage of the Education Plan, Associate Superintendent Johnston suggested a smaller scaled virtual engagement that includes Lead Team and PSD stakeholders.

4.5.3. **Sod-Turning event for Stony Plain Central Replacement School:** Superintendent Boyce shared that a Sod-Turning Event for the Stony Plain Replacement School will be taking place April 12, 2021, with a small number of guests to comply with current health measures.

4.5.4. **Student Advocacy for Inclusion in Schools:** Superintendent Boyce provided information on students who are advocating and demonstrating support for inclusion in Parkland School Division with the support of staff. Discussion ensued.

*Trustee Montgomery exited the meeting at 4:09 p.m.*

**4.6. IN-CAMERA: Land**

**MOTION TO MOVE IN-CAMERA**

**Res 037-21 Moved by** Trustee McCann that the PSD Tomorrow Committee move In-Camera at 4:18 p.m.

*Deputy Superintendent Francis, Associate Superintendent Johnston and Mr. Weidman exited the meeting at 4:18 p.m.*

**MOTION TO REVERT TO THE REGULAR PSD TOMORROW MEETING**

**Res 038-21 Moved by** Trustee McCann that the PSD Tomorrow Committee revert to the regular PSD Tomorrow meeting at 4:38 p.m.

**5. TOPICS TO BRING FORWARD TO THE APRIL 6, 2021 REGULAR BOARD MEETING:**

Revised Board Policy 5: Role of the Board Chair, Ward Bylaw, Parkland School Division Logo

**6. CLOSING:**

**6.1. Closing:**

Roundtable Discussion

**6.2. Adjournment:**

Meeting adjourned at 4:40 p.m.

**NEXT MEETING: Tuesday, April 27, 2021 @ 12:30 pm.**



## MEMORANDUM

**Date** April 6, 2021

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Serge LaBrie, Director, Facilities Services

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

**Additional Reference** BP 2: Section 1. Planning

**Subject** **GRAMINIA UTILIZATION AND CAPACITY INFORMATION REPORT**

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### **Purpose**

Information. No recommendation is required.

### **Background**

At the Regular Meeting of March 2, 2021, Trustee McCann made a Request for Information regarding the utilization and capacity information for Graminia School.

### **Report Summary**

The attached report is in responses to the Board's request for information regarding utilization trends at the Graminia School.

SM:kz

## Graminia School (K-9)

### School Community

Graminia School is within the Spruce Grove sector of PSD and accommodates nearly 530 students (pre-Covid). A capacity of roughly 730 and projected 10-year enrolment of 585 shows that the school will continue to have available student spaces. The future growth rate has been estimated at 1%.

	September 30 Enrolment					1 Year	5 Year	10 Year
Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2026/27	2031/32
Enrolment	517	526	524	532	501	506	516	585

Graminia is surrounded by acreage homes and the majority of students funnel from the surrounding development. Graminia is a kindergarten to grade 9 school that features a robust music program, in addition to offering Levelled Literacy Intervention (LLI) to students in need.

