



**Parkland School Division  
BOARD OF TRUSTEES**

**A G E N D A**

**November 24, 2020**

Regular Board Meeting: 9:30 AM

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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**

**November 24, 2020**

Regular Board Meeting: 9:30 AM  
Parkland School Division Centre for Education, Stony Plain

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

*Page Number*

**1. CALL TO ORDER at 9:30 AM**

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

**2. APPROVAL OF MINUTES**

-4-

- 2.1. Regular Meeting of October 27, 2020

**3. BUSINESS ARISING FROM THE MINUTES**

**4. DELEGATION/PRESENTATION**

- 4.1. Grade 9 students from Blueberry School will be remotely presenting "Peer Teaching and Learning"

**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**

- 9- 7.1. Audited Financial Statements – Year Ended August 31, 2020 (S. McFadyen, J. Krefting, PWC Auditors)
- 67- 7.2. Annual Education Results Report (S. Johnston)
- 69- 7.3. Repeal Ward By-Law No. 2-17, Rearrangement of the Electoral Wards and Trustee(s) to be Elected in Each Ward (S. McFadyen)
- 78- 7.4. Three Readings of Bylaw 1-2020: The Parkland School Division Trustee Electoral Ward Bylaw (S. McFadyen)
- 96- 7.5. Revised Board Policy 7: Board Operations (L. Stewart, E. Cameron)
- 170- 7.6. 2021 Local Election Returning Officer, Substitute Returning Officer and Election Agreement (S. McFadyen)

**8. ADMINISTRATION REPORTS**

- 173- 8.1. Off-Campus Education Assurance Report (S. Johnston, K. Mann)

**9. TRUSTEE REPORTS**

- 176- 9.1. PSD Tomorrow Committee (L. Stewart)
- 180- 9.2. Council of School Councils (A. Montgomery)
- 182- 9.3. Audit Committee (P. McCann)
- 9.4. Public School Boards’ Association of Alberta (R. Heinrichs, L. Stewart)
- 9.5. Alberta School Boards Association (E. Cameron, S. Kucher-Johnson)
- 9.6. Chamber of Commerce (L. Stewart)

**10. FUTURE BUSINESS**

**10.1. Meeting Dates:**

*Board - Open to the Public:*

- Jan 12, 2021 ..... Regular Board Meeting 9:30 am, Centre for Education
- Jan 26, 2021 ..... Education Committee Meeting 9:00 am, Centre for Education

*Committees - Closed to the Public:*

- Nov 27, 2020 ..... Student Advisory 9:00 am, Meeting Virtually
- Nov 27, 2020 ..... PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
- Dec 02, 2020 ..... Benefits Committee Meeting 3:15 pm, Centre for Education
- Dec 15, 2020 ..... PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
- Jan 26, 2021 ..... PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education

*By Invitation:*

Dec 10, 2020 ..... **(NEW DATE)** Stakeholder Engagement Evening  
7:00pm

10.2. Notice of Motion

10.3. Topics for future agendas

10.4. Requests for information

10.5. Responses to Requests for information

**11. IN-CAMERA: LABOUR**

**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 AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON OCTOBER 27, 2020.**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Ron Heinrichs	Present <i>via teleconferencing</i>
Sally Kucher-Johnson	Present
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present

**ADMINISTRATION ATTENDANCE:**

Mark Francis, Deputy Superintendent  
Scott Johnston, Associate Superintendent  
Dr. Dianne McConnell, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Leah Andrews, Director, Student Services  
Jason Krefting, Director, Financial Services  
Serge LaBrie, Director, Facilities  
Jordi Weidman, Director, Strategic Communications  
Keri Zylla, Executive Assistant, Recording Secretary

**REGRETS:**

Shauna Boyce, Superintendent

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**CALL TO ORDER**

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

**NATIONAL ANTHEM**

**TREATY SIX ACKNOWLEDGMENT**

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Board Chair

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Secretary-Treasurer

Deputy Superintendent announced the enforcement of the mandatory mask bylaw in the Town of Stony Plain.

**CHANGES TO THE AGENDA**

Amendment: Trustee Kucher-Johnson's name was removed from the Public School Boards' Association of Alberta and added to the Alberta School Boards Association under Trustee Reports

**APPROVAL OF THE AGENDA**

**Res 081-20**

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

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 082-20**

**MOVED by** Vice Chair Cameron that the minutes of the Regular Board Meeting held on October 6, 2020 be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

Representatives from the Alberta Teachers' Association, Alberta School Employee Benefit Plan and Parkland School Division gave a presentation on Staff Wellness.

*Members of the delegation exited the meeting at 10:43 a.m.*

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

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

**SUPERINTENDENT REPORT**

Deputy Superintendent Francis shared his report.

*Board Chair called a recess at 11:09 a.m. Meeting resumed at 11:14 a.m.*

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Board Chair

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Secretary-Treasurer

Res 083-20

**ACTION ITEMS**

**MODULAR PLAN:**

**Moved** by Trustee McCann that the Board of Trustees approve the Modular Plan recommendations as presented at the Regular Meeting of October 27, 2020.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen and Mr. LaBrie provided additional information and responded to questions.

*Mr. LaBrie exited the meeting at 11:28 a.m.*

**ADMINISTRATION REPORTS**

**OCTOBER FORECAST**

The Board of Trustees received for information, the October Forecast, as presented at the Regular Meeting of October 27, 2020.

Associate Superintendent McFadyen and Mr. Krefting provided additional information and responded to questions.

*Mr. Krefting exited the meeting at 11:45 a.m.*

**EARLY LEARNING ASSURANCE REPORT**

The Board of Trustees received for information, Early Learning Assurance Report, as presented at the Regular Meeting of October 27, 2020.

Associate Superintendent Dr. McConnell and Ms. Andrews provided additional information and responded to questions.

*Ms. Andrews exited the meeting at 12:02 p.m.*

**TRUSTEE REPORTS**

**TEACHER BOARD ADVISORY COMMITTEE – OCTOBER 13, 2020**

Trustee Heinrichs shared the Teacher Board Advisory Committee (TBAC) Report from the October 13, 2020 TBAC meeting, as presented at the Regular Meeting of October 27, 2020.

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Board Chair

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Secretary-Treasurer

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

There was no 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:*

November 24, 2020 ..... Regular Board Meeting 9:30 am, Centre for Education

*Committees - Closed to the Public:*

October 27, 2020 ..... PSD Tomorrow Committee 12:30 pm, Centre for Education

November 18, 2020 ..... Audit Committee 1:00 pm, Centre for Education

November 27, 2020..... Student Advisory Committee 9:00 am, TBD

December 2, 2020 ..... Benefits Committee Meeting 3:15 pm, Centre for Education

December 15, 2020 ..... PSD Tomorrow Committee 12:30 pm, Centre for Education

*By Invitation:*

November 25, 2020 ..... Stakeholder Engagement Evening 7:00 pm, TBD

*Other:*

November 19, 2020 ..... Council of School Councils 7:00 pm, Centre for Education

**Notice of Motion**

There was no notice of motion.

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Board Chair

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Secretary-Treasurer

**Topics for Future Agendas**

There were no topics for future agendas.

**Request for Information**

There was no request for information.

**Responses to Requests for Information**

There were no responses to requests for information.

**IN-CAMERA: LABOUR**

**Res 084-20**

**MOVED** by Trustee McCann that the Board of Trustees move to In-Camera at 12:09 p.m.

**CARRIED UNANIMOUSLY**

**Res 085-20**

**MOVED** by Trustee Montgomery that the Board of Trustees reverts to a public meeting at 12:32 p.m.

**CARRIED UNANIMOUSLY**

**ACTION IN RESPONSE TO IN-CAMERA**

**Res 086-20**

**MOVED** by Trustee McCann that the Board of Trustees direct the Board Chair to negotiate the Superintendent contract as discussed October 27, 2020.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

The meeting was adjourned at 12:34 p.m.

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Board Chair

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Secretary-Treasurer



## MEMORANDUM

**Date** November 24, 2020

**To** Board of Trustees

**From** Paul McCann, Audit Committee Chair

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Jason Krefting, Director Financial Services

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

**Additional Reference** BP 2: Section 1. Planning  
BP 8: Appendix 8.7 Audit Committee  
BP 12: Section 6. Superintendent/Board Relations  
(PricewaterhouseCoopers) Audit Plan

**Subject** **AUDITED FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2020**

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### Purpose

For approval. Recommendation is required.

### Recommendation

That the Board of Trustees approve the Audited Financial Statements for the year ended August 31, 2020 as recommended by the Audit Committee and presented at the Regular Meeting of November 24, 2020.

### Background

The Education Act, Part 6: Section 139, specifies that school boards are responsible for preparing financial statements and Section 141 specifies an auditor will provide a report on the financial statements. The Audit Committee is empowered by the Board of Trustees to oversee reliable financial

reporting and compliance with legislation and regulatory requirements. The following report support supports these fiscal responsibilities and provincial reporting requirements.

### **Report Summary**

On Wednesday, November 18, 2020 the Audit Committee reviewed the 2019-2020 Audited Financial Report, presented by PricewaterhouseCoopers, for the year ending August 31, 2020. The following report reflects the auditor's findings.

The auditors provided an unqualified report. The statements present fairly, in all material aspects the financial position of The Parkland School Division. The Parkland School Division ended the fiscal year with an operating deficit of \$251,437. Revenue for the year was \$124,691,891 while operating expenses were \$124,943,328.

The Audit Committee met on November 18, 2020 to review the auditor's report and the audited financial statements. After discussion with administration and the external auditors the Audit Committee approved the recommendation that the Board of Trustees approve The Parkland School Division's Audited Financial Statements for the fiscal year ending August 31, 2020.

The Audit Committee would be pleased to respond to any questions.

SM:rg

**AUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2020**  
[Education Act, Sections 139, 140, 244]

**The Parkland School Division**

Legal Name of School Jurisdiction

**4603 48 Street Stony Plain AB T7Z 2A8**

Mailing Address

**780-963-4010 smcfadyen@psd70.ab.ca**

Contact Numbers and Email Address

**SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The financial statements of The Parkland School Division presented to Alberta Education have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

***Board of Trustees Responsibility***

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

***External Auditors***

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

***Declaration of Management and Board Chair***

To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations, remeasurement gains and losses, changes in net financial assets (debt), and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

**BOARD CHAIR**

Dr. Lorraine Stewart

Name

Signature

**SUPERINTENDENT**

Ms. Shauna Boyce

Name

Signature

**SECRETARY-TREASURER OR TREASURER**

Mr. Scott McFadyen

Name

Signature

November 24, 2020

Board-approved Release Date

c.c. ALBERTA EDUCATION, Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5  
EMAIL: EDC.FRA@gov.ab.ca  
PHONE: Ash Bhasin: (780) 415-8940; Jianan Wang: (780) 427-3855 FAX: (780) 422-6996

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## *Independent auditor's report*

To the Board of Trustees of The Parkland School Division

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### *Our opinion*

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of The Parkland School Division (the Division) as at August 31, 2020 and the results of its operations, change in its net financial assets, its remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### **What we have audited**

The Division's financial statements comprise:

- the statement of financial position as at August 31, 2020;
- the statement of operations for the year then ended;
- the statement of cash flows for the year then ended;
- the statement of change in net financial assets for the year then ended;
- the statement of remeasurement gains and losses for the year then ended; and
- the notes to the financial statements, which include a summary of significant accounting policies.

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### *Basis for opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Independence**

We are independent of the Division in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada. We have fulfilled our other ethical responsibilities in accordance with these requirements.

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### *Other information*

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, included in the Annual Education Results Report 2019-2020 School Year.

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*PricewaterhouseCoopers LLP*  
*Stantec Tower, 10220 103 Avenue NW, Suite 2200, Edmonton, Alberta, Canada T5J 0K4*  
*T: +1 780 441 6700, F: +1 780 441 6776*

\*PwC\* refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership.



Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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### *Responsibilities of management and those charged with governance for the financial statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Division's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Division's financial reporting process.

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### *Auditor's responsibilities for the audit of the financial statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error,



as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Division's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DRAFT**

Chartered Professional Accountants

Edmonton, Alberta  
November 24, 2020

**STATEMENT OF FINANCIAL POSITION**  
As at August 31, 2020 (in dollars)

	2020	2019 (Reclassified - Note 19)
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Schedule 5; Note 3)	\$ 14,824,289	\$ 13,669,958
Accounts receivable (net after allowances) (Note 4)	\$ 2,268,016	\$ 1,076,335
Portfolio investments		
Operating (Schedule 5)	\$ -	\$ -
Endowments (Schedules 1 & 5)	\$ -	\$ -
Inventories for resale	\$ -	\$ -
Other financial assets	\$ -	\$ -
<b>Total financial assets</b>	\$ 17,092,305	\$ 14,746,293
<b>LIABILITIES</b>		
Bank indebtedness	\$ -	\$ -
Accounts payable and accrued liabilities (Note 6)	\$ 6,124,846	\$ 3,925,229
Unspent deferred contributions (Schedule 2)	\$ 2,112,143	\$ 680,512
Employee future benefits liabilities (Note 7)	\$ 459,400	\$ 453,700
Environmental liabilities	\$ -	\$ -
Other liabilities	\$ -	\$ -
Debt		
Supported: Debentures	\$ -	\$ -
Unsupported: Debentures	\$ -	\$ -
Mortgages and capital loans	\$ -	\$ -
Capital leases	\$ -	\$ -
<b>Total liabilities</b>	\$ 8,696,389	\$ 5,059,441
<b>Net financial assets</b>	\$ 8,395,916	\$ 9,686,852
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 6)	\$ 138,910,082	\$ 121,704,251
Inventory of supplies	\$ 129,265	\$ -
Prepaid expenses (Note 8)	\$ 446,204	\$ 383,737
Other non-financial assets	\$ -	\$ -
<b>Total non-financial assets</b>	\$ 139,485,551	\$ 122,087,988
<b>Net assets before spent deferred capital contributions</b>	\$ 147,881,467	\$ 131,774,840
Spent deferred capital contributions (Schedule 2)	\$ 130,729,378	\$ 114,371,314
<b>Net assets</b>	\$ 17,152,089	\$ 17,403,526
<b>Net assets</b> (Note 9)		
Accumulated surplus (deficit) (Schedule 1)	\$ 17,152,089	\$ 17,403,526
Accumulated remeasurement gains (losses)	\$ -	\$ -
	\$ 17,152,089	\$ 17,403,526
<b>Contractual rights</b> (Note 5)		
<b>Contractual obligations</b> (Note 10)		
<b>Contingent liabilities</b> (Note 11)		

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF OPERATIONS**  
For the Year Ended August 31, 2020 (in dollars)

	Budget 2020	Actual 2020	Actual 2019 (Reclassified Note 19)
<b>REVENUES</b>			
Government of Alberta	\$ 125,884,636	\$ 118,893,951	\$ 127,138,365
Federal Government and other government grants	\$ 1,663,696	\$ 1,845,769	\$ 1,725,983
Property taxes	\$ -	\$ -	\$ -
Fees (Schedule 8)	\$ 3,147,459	\$ 1,731,744	\$ 2,623,655
Sales of services and products	\$ 1,089,752	\$ 961,128	\$ 1,442,590
Investment income	\$ 170,000	\$ 220,193	\$ 338,926
Donations and other contributions	\$ 792,049	\$ 975,717	\$ 1,024,882
Other revenue	\$ 58,680	\$ 63,389	\$ 78,818
<b>Total revenues</b>	\$ 132,806,272	\$ 124,691,891	\$ 134,373,219
<b>EXPENSES</b>			
Instruction - ECS	\$ 11,790,167	\$ 9,961,449	\$ 12,258,751
Instruction - Grades 1 - 12	\$ 91,331,974	\$ 86,457,642	\$ 90,693,745
Plant operations and maintenance (Schedule 4)	\$ 15,496,268	\$ 16,139,349	\$ 15,341,886
Transportation	\$ 10,230,856	\$ 8,358,721	\$ 11,806,545
Board & system administration	\$ 4,314,369	\$ 3,954,813	\$ 4,338,226
External services	\$ 58,680	\$ 71,354	\$ 83,338
<b>Total expenses</b>	\$ 133,222,314	\$ 124,943,328	\$ 134,522,491
<b>Annual operating surplus (deficit)</b>	\$ (416,042)	\$ (251,437)	\$ (149,272)
Endowment contributions and reinvested income	\$ -	\$ -	\$ -
<b>Annual surplus (deficit)</b>	\$ (416,042)	\$ (251,437)	\$ (149,272)
<b>Accumulated surplus (deficit) at beginning of year</b>	\$ 17,403,526	\$ 17,403,526	\$ 17,552,798
<b>Accumulated surplus (deficit) at end of year</b>	\$ 16,987,484	\$ 17,152,089	\$ 17,403,526

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF CASH FLOWS**  
For the Year Ended August 31, 2020 (in dollars)

	2020	2019 (Reclassified - Note 19)
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATING TRANSACTIONS</b>		
Annual surplus (deficit)	\$ (251,437)	\$ (149,272)
Add (Deduct) items not affecting cash:		
Amortization of tangible capital assets	\$ 6,018,696	\$ 5,939,318
Net (gain)/loss on disposal of tangible capital assets	\$ (6,126)	\$ (7,833)
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -
(Gain)/Loss on sale of portfolio investments	\$ -	\$ -
Spent deferred capital recognized as revenue	\$ (4,761,121)	\$ (4,674,990)
Deferred capital revenue write-down / adjustment	\$ -	\$ -
Increase/(Decrease) in employee future benefit liabilities	\$ 5,700	\$ 13,100
Donations in kind	\$ -	\$ -
	\$ 1,005,712	\$ 1,120,323
(Increase)/Decrease in accounts receivable	\$ (1,191,681)	\$ (3,669)
(Increase)/Decrease in inventories for resale	\$ -	\$ -
(Increase)/Decrease in other financial assets	\$ -	\$ -
(Increase)/Decrease in inventory of supplies	\$ (129,265)	\$ -
(Increase)/Decrease in prepaid expenses	\$ (62,468)	\$ (106,460)
(Increase)/Decrease in other non-financial assets	\$ -	\$ -
Increase/(Decrease) in accounts payable, accrued and other liabilities	\$ 2,199,617	\$ (1,090,234)
Increase/(Decrease) in unspent deferred contributions	\$ 1,431,631	\$ (108,338)
Increase/(Decrease) in environmental liabilities	\$ -	\$ -
Non-monetary transfer of land (Note 6)	\$ (1,001,250)	\$ -
<b>Total cash flows from operating transactions</b>	<b>\$ 2,252,296</b>	<b>\$ (188,378)</b>
<b>B. CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	\$ (6,323,234)	\$ (2,830,065)
Net proceeds from disposal of unsupported capital assets	\$ 6,126	\$ 7,833
	\$ -	\$ -
<b>Total cash flows from capital transactions</b>	<b>\$ (6,317,108)</b>	<b>\$ (2,822,232)</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	\$ 5,219,143	\$ 1,868,057
Capital lease issuances	\$ -	\$ -
Capital lease payments	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total cash flows from financing transactions</b>	<b>\$ 5,219,143</b>	<b>\$ 1,868,057</b>
<b>Increase (decrease) in cash and cash equivalents</b>	<b>\$ 1,154,331</b>	<b>\$ (1,142,553)</b>
<b>Cash and cash equivalents, at beginning of year</b>	<b>\$ 13,669,958</b>	<b>\$ 14,812,511</b>
<b>Cash and cash equivalents, at end of year</b>	<b>\$ 14,824,289</b>	<b>\$ 13,669,958</b>

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**For the Year Ended August 31, 2020 (in dollars)**

	2020	2019 (Reclassified Note 19)
Annual surplus (deficit)	\$ (251,437)	\$ (149,272)
<b>Effect of changes in tangible capital assets</b>		
Acquisition of tangible capital assets	\$ (6,323,234)	\$ (2,830,065)
Amortization of tangible capital assets	\$ 6,018,696	\$ 5,939,318
Net (gain)/loss on disposal of tangible capital assets	\$ (6,126)	\$ (7,833)
Net proceeds from disposal of unsupported capital assets	\$ 6,126	\$ 7,833
Write-down carrying value of tangible capital assets	\$ -	\$ -
Transfer of tangible capital assets (from)/to other entities	\$ (15,900,042)	\$ (3,994,873)
Other changes Non-monetary transfer of land	\$ (1,001,250)	\$ -
<b>Total effect of changes in tangible capital assets</b>	<b>\$ (17,205,830)</b>	<b>\$ (885,620)</b>
Acquisition of inventory of supplies	\$ (129,265)	\$ -
Consumption of inventory of supplies	\$ -	\$ -
(Increase)/Decrease in prepaid expenses	\$ (62,468)	\$ (106,460)
(Increase)/Decrease in other non-financial assets	\$ -	\$ -
Net remeasurement gains and (losses)	\$ -	\$ -
Change in spent deferred capital contributions (Schedule 2)	\$ 16,358,064	\$ 1,187,940
Other changes	\$ -	\$ -
<b>Increase (decrease) in net financial assets</b>	<b>\$ (1,290,936)</b>	<b>\$ 46,588</b>
<b>Net financial assets at beginning of year</b>	<b>\$ 9,686,852</b>	<b>\$ 9,640,264</b>
<b>Net financial assets at end of year</b>	<b>\$ 8,395,916</b>	<b>\$ 9,686,852</b>

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
**For the Year Ended August 31, 2020 (in dollars)**

	2020	2019
Unrealized gains (losses) attributable to:		
Portfolio investments	\$ -	\$ -
Derivatives	\$ -	\$ -
Other	\$ -	\$ -
Amounts reclassified to the statement of operations:		
Portfolio investments	\$ -	\$ -
Derivatives	\$ -	\$ -
Other	\$ -	\$ -
Other Adjustment (Describe)	\$ -	\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -
Accumulated remeasurement gains (losses) at beginning of year	\$ -	\$ -
Accumulated remeasurement gains (losses) at end of year	\$ -	\$ -

The accompanying notes and schedules are part of these financial statements.

**SCHEDULE 1**

**SCHEDULE OF NET ASSETS  
For the Year Ended August 31, 2020 (in dollars)**

	NET ASSETS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED SURPLUS (DEFICIT)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
<b>Balance at August 31, 2019</b>	\$ 17,403,526	\$ -	\$ 17,403,526	\$ 7,332,936	\$ -	\$ 943,769	\$ 5,244,620	\$ 3,882,201
<b>Prior period adjustments:</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted Balance, August 31, 2019</b>	\$ 17,403,526	\$ -	\$ 17,403,526	\$ 7,332,936	\$ -	\$ 943,769	\$ 5,244,620	\$ 3,882,201
Operating surplus (deficit)	\$ (251,437)		\$ (251,437)			\$ (251,437)		
Board funded tangible capital asset additions				\$ 1,104,094		\$ -	\$ (117,606)	\$ (986,488)
Disposal of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ -		\$ (6,126)		\$ 6,126
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	\$ -			\$ (6,018,696)		\$ 6,018,696		
Capital revenue recognized	\$ -			\$ 4,761,121		\$ (4,761,121)		
Debt principal repayments (unsupported)	\$ -			\$ -		\$ -		
Additional capital debt or capital leases	\$ -			\$ -		\$ -		
Net transfers to operating reserves	\$ -					\$ (2,209,323)	\$ 2,209,323	
Net transfers from operating reserves	\$ -					\$ 2,466,886	\$ (2,466,886)	
Net transfers to capital reserves	\$ -					\$ (1,257,575)		\$ 1,257,575
Net transfers from capital reserves	\$ -					\$ -		\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance at August 31, 2020</b>	\$ 17,152,089	\$ -	\$ 17,152,089	\$ 7,179,455	\$ -	\$ 943,769	\$ 4,869,451	\$ 4,159,414

**SCHEDULE 1**

**SCHEDULE OF NET ASSETS  
For the Year Ended August 31, 2020 (in dollars)**

	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, 2019</b>	\$ 4,916,195	\$ 2,576,815	\$ -	\$ 406,397	\$ 328,425	\$ 671,629	\$ -	\$ 198,975	\$ -	\$ 28,385
<b>Prior period adjustments:</b>										
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted Balance, August 31, 2019</b>	\$ 4,916,195	\$ 2,576,815	\$ -	\$ 406,397	\$ 328,425	\$ 671,629	\$ -	\$ 198,975	\$ -	\$ 28,385
Operating surplus (deficit)										
Board funded tangible capital asset additions	\$ -	\$ (617,751)	\$ (117,606)	\$ (242,589)	\$ -	\$ (106,429)	\$ -	\$ (19,719)	\$ -	\$ -
Disposal of unsupported tangible capital assets or board funded portion of supported		\$ -		\$ 6,126		\$ -		\$ -		\$ -
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	\$ 532,603		\$ 1,066,350		\$ 387,536		\$ 222,834		\$ -	
Net transfers from operating reserves	\$ (1,295,308)		\$ (948,744)		\$ -		\$ (222,834)		\$ -	
Net transfers to capital reserves		\$ 887,490		\$ 120,110		\$ 185,955		\$ 64,020		\$ -
Net transfers from capital reserves		\$ -		\$ -		\$ -		\$ -		\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance at August 31, 2020</b>	\$ 4,153,490	\$ 2,846,554	\$ -	\$ 290,044	\$ 715,961	\$ 751,155	\$ -	\$ 243,276	\$ -	\$ 28,385

**SCHEDULE OF DEFERRED CONTRIBUTIONS  
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)  
For the Year Ended August 31, 2020 (in dollars)**

	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, 2019	\$ -	\$ -		\$ 207,694	\$ 207,694	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,473	\$ 77,473	\$ 285,167
Prior period adjustments - please explain:	\$ 168,405			\$ (190,108)	\$ (21,703)	\$ -	\$ -	\$ -	\$ 1,630	\$ 1,630	\$ -	\$ -	\$ 20,073	\$ 20,073	\$ -
<b>Adjusted ending balance Aug. 31, 2019</b>	<b>\$ 168,405</b>	<b>\$ -</b>		<b>\$ 17,586</b>	<b>\$ 185,991</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,546</b>	<b>\$ 97,546</b>	<b>\$ 285,167</b>
Received during the year (excluding investment income)	\$ 3,235,932	\$ -	\$ -	\$ 323,696	\$ 3,559,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 349,165	\$ 374,165	\$ 3,933,793
Transfer (to) grant/donation revenue (excluding investment income)	\$ (1,629,863)	\$ -	\$ -	\$ (192,143)	\$ (1,822,006)	\$ -	\$ -	\$ -	\$ (432)	\$ (432)	\$ (3,307)	\$ -	\$ (231,349)	\$ (234,656)	\$ (2,057,094)
Investment earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred to investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from UDCC	\$ (996,416)	\$ -	\$ -	\$ -	\$ (996,416)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (996,416)
Transferred directly (to) SDCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DOC closing balance at Aug 31, 2020</b>	<b>\$ 778,058</b>	<b>\$ -</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>
<b>Unspent Deferred Capital Contributions (UDCC)</b>															
Balance at Aug 31, 2019	\$ -	\$ -		\$ -	\$ -	\$ 395,345	\$ -	\$ -	\$ -	\$ 395,345	\$ -	\$ -	\$ -	\$ -	\$ 395,345
Prior period adjustments - please explain:	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 395,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 395,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 395,345</b>
Received during the year (excluding investment income)	\$ -	\$ 2,888,200	\$ -	\$ -	\$ 2,888,200	\$ 498,072	\$ -	\$ -	\$ -	\$ 498,072	\$ -	\$ -	\$ -	\$ -	\$ 3,386,272
UDCC Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387,803	\$ -	\$ -	\$ -	\$ 1,387,803	\$ -	\$ -	\$ -	\$ -	\$ 1,387,803
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 interest)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) DOC	\$ 996,416	\$ -	\$ -	\$ -	\$ 996,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 996,416
Transferred from (to) SDCC	\$ (996,416)	\$ (2,215,059)	\$ -	\$ -	\$ (3,211,475)	\$ (2,007,668)	\$ -	\$ -	\$ -	\$ (2,007,668)	\$ -	\$ -	\$ -	\$ -	\$ (5,219,143)
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UDCC closing balance at 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>
<b>Total Unspent Deferred Contributions at Aug 31, 2020</b>	<b>\$ 778,058</b>	<b>\$ 673,141</b>	<b>\$ -</b>	<b>\$ 149,139</b>	<b>\$ 1,600,338</b>	<b>\$ 273,552</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,198</b>	<b>\$ 274,750</b>	<b>\$ 21,693</b>	<b>\$ -</b>	<b>\$ 215,362</b>	<b>\$ 237,055</b>	<b>\$ 2,112,143</b>
<b>Spent Deferred Capital Contributions (SDCC)</b>															
Balance at Aug 31, 2019	\$ -	\$ -		\$ 3,576,337	\$ 3,576,337	\$ 110,794,977	\$ -	\$ -	\$ -	\$ 110,794,977	\$ -	\$ -	\$ -	\$ -	\$ 114,371,314
Prior period adjustments - please explain:	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 3,576,337</b>	<b>\$ 3,576,337</b>	<b>\$ 110,794,977</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,794,977</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,371,314</b>
Donated tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alberta Infrastructure managed projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,900,042	\$ -	\$ -	\$ -	\$ 15,900,042	\$ -	\$ -	\$ -	\$ -	\$ 15,900,042
Transferred from DOC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from UDCC	\$ 996,416	\$ 2,215,059	\$ -	\$ -	\$ 3,211,475	\$ 2,007,668	\$ -	\$ -	\$ -	\$ 2,007,668	\$ -	\$ -	\$ -	\$ -	\$ 5,219,143
Amounts recognized as revenue (Amortization of SDCC)	\$ -	\$ -	\$ -	\$ (219,196)	\$ (219,196)	\$ (4,541,925)	\$ -	\$ -	\$ -	\$ (4,541,925)	\$ -	\$ -	\$ -	\$ -	\$ (4,761,121)
Disposal of supported capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SDCC closing balance at Aug 31, 2020</b>	<b>\$ 996,416</b>	<b>\$ 2,215,059</b>	<b>\$ -</b>	<b>\$ 3,357,141</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>

**SCHEDULE OF PROGRAM OPERATIONS  
for the Year Ended August 31, 2020 (in dollars)**

REVENUES	2020							2019
	Instruction		Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
	ECS	Grades 1 - 12						
(1) Alberta Education	\$ 10,113,779	\$ 82,061,186	\$ 10,461,536	\$ 7,598,671	\$ 4,025,096	\$ -	\$ 114,260,268	\$ 121,910,690
(2) Alberta Infrastructure	\$ -	\$ -	\$ 4,526,287	\$ -	\$ -	\$ 15,638	\$ 4,541,925	\$ 4,674,990
(3) Other - Government of Alberta	\$ -	\$ 19,328	\$ -	\$ -	\$ -	\$ -	\$ 19,328	\$ 85,870
(4) Federal Government and First Nations	\$ -	\$ 1,592,825	\$ 185,492	\$ -	\$ 67,452	\$ -	\$ 1,845,769	\$ 1,725,983
(5) Other Alberta school authorities	\$ -	\$ 72,430	\$ -	\$ -	\$ -	\$ -	\$ 72,430	\$ 466,815
(6) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Fees	\$ 194,621	\$ 1,155,338	\$ -	\$ 381,785	\$ -	\$ -	\$ 1,731,744	\$ 2,623,655
(10) Sales of services and products	\$ 64,765	\$ 701,707	\$ 8,564	\$ 155,431	\$ 29,608	\$ 1,053	\$ 961,128	\$ 1,442,590
(11) Investment income	\$ -	\$ -	\$ -	\$ -	\$ 220,193	\$ -	\$ 220,193	\$ 338,926
(12) Gifts and donations	\$ -	\$ 792,909	\$ -	\$ -	\$ -	\$ -	\$ 792,909	\$ 655,687
(13) Rental of facilities	\$ -	\$ -	\$ 2,600	\$ -	\$ -	\$ 54,663	\$ 57,263	\$ 70,985
(14) Fundraising	\$ -	\$ 182,808	\$ -	\$ -	\$ -	\$ -	\$ 182,808	\$ 369,195
(15) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ 6,126	\$ -	\$ -	\$ -	\$ 6,126	\$ 7,833
(16) Other revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) <b>TOTAL REVENUES</b>	\$ 10,373,165	\$ 86,578,531	\$ 15,190,605	\$ 8,135,887	\$ 4,342,349	\$ 71,354	\$ 124,691,891	\$ 134,373,219
<b>EXPENSES</b>								
(18) Certificated salaries	\$ 4,331,573	\$ 53,219,997	\$ -	\$ -	\$ 510,327	\$ -	\$ 58,061,897	\$ 59,741,385
(19) Certificated benefits	\$ 837,388	\$ 11,879,748	\$ -	\$ -	\$ 128,011	\$ -	\$ 12,845,147	\$ 12,926,828
(20) Non-certificated salaries and wages	\$ 3,416,118	\$ 9,611,665	\$ 3,325,897	\$ 690,936	\$ 1,746,731	\$ 38,466	\$ 18,829,813	\$ 22,041,814
(21) Non-certificated benefits	\$ 867,733	\$ 2,795,018	\$ 1,019,552	\$ 182,726	\$ 426,087	\$ -	\$ 5,291,116	\$ 5,515,461
(22) SUB - TOTAL	\$ 9,452,812	\$ 77,506,428	\$ 4,345,449	\$ 873,662	\$ 2,811,156	\$ 38,466	\$ 95,027,973	\$ 100,225,488
(23) Services, contracts and supplies	\$ 462,601	\$ 8,078,233	\$ 6,928,307	\$ 7,421,039	\$ 989,229	\$ 17,250	\$ 23,896,659	\$ 28,357,685
(24) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 4,745,483	\$ -	\$ -	\$ 15,638	\$ 4,761,121	\$ 4,674,990
(25) Amortization of unsupported tangible capital assets	\$ 46,036	\$ 872,981	\$ 120,110	\$ 64,020	\$ 154,428	\$ -	\$ 1,257,575	\$ 1,264,328
(26) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(27) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(29) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) <b>TOTAL EXPENSES</b>	\$ 9,961,449	\$ 86,457,642	\$ 16,139,349	\$ 8,358,721	\$ 3,954,813	\$ 71,354	\$ 124,943,328	\$ 134,522,491
(32) <b>OPERATING SURPLUS (DEFICIT)</b>	\$ 411,716	\$ 120,889	\$ (948,744)	\$ (222,834)	\$ 387,536	\$ -	\$ (251,437)	\$ (149,272)

**SCHEDULE OF PLANT OPERATIONS AND MAINTENANCE**  
for the Year Ended August 31, 2020 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR/CMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2020 TOTAL Operations and Maintenance	2019 TOTAL Operations and Maintenance
Non-certificated salaries and wages	\$ 2,474,112	\$ 528,912	\$ -	\$ -	\$ 322,873			\$ 3,325,897	\$ 3,661,989
Non-certificated benefits	\$ 664,081	\$ 281,709	\$ -	\$ -	\$ 73,762			\$ 1,019,552	\$ 995,266
Sub-total Remuneration	\$ 3,138,193	\$ 810,621	\$ -	\$ -	\$ 396,635			\$ 4,345,449	\$ 4,657,255
Supplies and services	\$ 411,941	\$ 1,481,696	\$ -	\$ 1,629,863	\$ -			\$ 3,523,500	\$ 3,637,120
Electricity			\$ 1,093,793					\$ 1,093,793	\$ 1,161,806
Natural gas/heating fuel			\$ 590,006					\$ 590,006	\$ 573,702
Sewer and water			\$ 93,155					\$ 93,155	\$ 132,527
Telecommunications			\$ 8,117					\$ 8,117	\$ 10,184
Insurance					\$ 1,619,736			\$ 1,619,736	\$ 391,526
ASAP maintenance & renewal payments							\$ -	\$ -	\$ -
Amortization of tangible capital assets									
Supported							\$ 4,745,483	\$ 4,745,483	\$ 4,659,352
Unsupported						\$ 120,110		\$ 120,110	\$ 118,414
Total Amortization						\$ 120,110	\$ 4,745,483	\$ 4,865,593	\$ 4,777,766
Interest on capital debt									
Supported							\$ -	\$ -	\$ -
Unsupported						\$ -		\$ -	\$ -
Lease payments for facilities				\$ -				\$ -	\$ -
Other interest charges						\$ -		\$ -	\$ -
Losses on disposal of capital assets						\$ -		\$ -	\$ -
<b>TOTAL EXPENSES</b>	\$ 3,550,134	\$ 2,292,317	\$ 1,785,071	\$ 1,629,863	\$ 2,016,371	\$ 120,110	\$ 4,745,483	\$ 16,139,349	\$ 15,341,886

SQUARE METRES									
School buildings								116,427.0	\$ 116,427
Non school buildings								9,708.0	\$ 9,708

**Note:**

**Custodial:** All expenses related to activities undertaken to keep the school environment and maintenance shops clean and safe.

**Maintenance:** All expenses associated with the repair, replacement, enhancement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components. Maintenance expenses exclude operational costs related to expensed IMR & Modular Unit relocations, as they are reported on separately.

**Utilities & Telecommunications:** All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.

**Expensed IMR & Modular Unit Relocation & Lease Pmts:** All operational expenses associated with non-capitalized Infrastructure Maintenance Renewal projects, modular unit (portable) relocation, and payments on leased facilities.

**Facility Planning & Operations Administration:** All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees & contractors, school facility planning & project 'administration', administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.

**Unsupported Amortization & Other Expenses:** All expenses related to unsupported capital assets amortization and interest on unsupported capital debt.

**Supported Capital & Debt Services:** All expenses related to supported capital assets amortization and interest on supported capital debt.

**SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS**  
for the Year Ended August 31, 2020 (in dollars)

**Cash & Cash Equivalents**

	2020			2019
	Average Effective (Market) Yield	Cost	Amortized Cost	Amortized Cost
Cash		\$ 14,824,289	\$ 14,824,289	13,669,958
Cash equivalents				
Government of Canada, direct and guaranteed	0.00%	-	-	-
Provincial, direct and guaranteed	0.00%	-	-	-
Corporate	0.00%	-	-	-
Other, including GIC's	0.00%	-	-	-
Total cash and cash equivalents		\$ 14,824,289	\$ 14,824,289	\$ 13,669,958

See Note 3 for additional detail.

**Portfolio Investments**

	Average Effective (Market) Yield	2020			2019
		Cost	Fair Value	Balance	Balance
<b>Interest-bearing securities</b>					
Deposits and short-term securities	0.00%	\$ -	\$ -	\$ -	\$ -
Bonds and mortgages	0.00%	-	-	-	-
	0.00%	-	-	-	-
<b>Equities</b>					
Canadian equities	0.00%	\$ -	\$ -	\$ -	\$ -
Global developed equities	0.00%	-	-	-	-
Emerging markets equities	0.00%	-	-	-	-
Private equities	0.00%	-	-	-	-
Pooled investment funds	0.00%	-	-	-	-
Total fixed income securities	0.00%	-	-	-	-
<b>Other</b>					
Other (Specify)	0.00%	\$ -	\$ -	\$ -	\$ -
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Total equities	0.00%	-	-	-	-
Total portfolio investments	0.00%	\$ -	\$ -	\$ -	\$ -

**Portfolio investments**

**Operating**

Cost  
Unrealized gains and losses

**Endowments**

Cost  
Unrealized gains and losses  
Deferred revenue

**Total portfolio investments**

	2020	2019
Operating		
Cost	\$ -	\$ -
Unrealized gains and losses	-	-
Endowments		
Cost	\$ -	\$ -
Unrealized gains and losses	-	-
Deferred revenue	-	-
<b>Total portfolio investments</b>	\$ -	\$ -

The following represents the maturity structure for portfolio investments based on principal amount:

	2020	2019
Under 1 year	0.0%	0.0%
1 to 5 years	0.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	0.0%	0.0%

**SCHEDULE 6**

School Jurisdiction Code: 2305

**SCHEDULE OF TANGIBLE CAPITAL ASSETS  
For the Year Ended August 31, 2020 (in dollars)**

Tangible Capital Assets	2020						2019
	Land	Work In Progress*	Buildings**	Equipment	Vehicles	Computer Hardware & Software	Total
Estimated useful life			25-50 Years	5-10 Years	5-10 Years	3-5 Years	
<b>Historical cost</b>							
Beginning of year	\$ 4,438,525	\$ 3,425,118	\$ 180,276,104	\$ 15,068,068	\$ 1,578,568	\$ 3,582,655	\$ 208,369,038
Prior period adjustments	-	-	-	-	-	-	-
Additions	1,001,250	16,579,428	4,096,744	1,497,661	-	49,444	23,224,527
Transfers in (out)	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	(168,494)	(60,107)	-	(228,601)
Historical cost, August 31, 2020	\$ 5,439,775	\$ 20,004,546	\$ 184,372,848	\$ 16,397,235	\$ 1,518,461	\$ 3,632,099	\$ 231,364,964
<b>Accumulated amortization</b>							
Beginning of year	\$ -	\$ -	\$ 71,158,612	\$ 11,090,759	\$ 1,198,193	\$ 3,217,223	\$ 86,664,787
Prior period adjustments	-	-	-	-	-	-	-
Amortization	-	-	4,297,354	1,388,747	104,058	228,537	6,018,696
Other additions	-	-	-	-	-	-	-
Transfers in (out)	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	(168,494)	(60,107)	-	(228,601)
Accumulated amortization, August 31, 2020	\$ -	\$ -	\$ 75,455,966	\$ 12,311,012	\$ 1,242,144	\$ 3,445,760	\$ 92,454,882
<b>Net Book Value at August 31, 2020</b>	\$ 5,439,775	\$ 20,004,546	\$ 108,916,882	\$ 4,086,223	\$ 276,317	\$ 186,339	\$ 138,910,082
<b>Net Book Value at August 31, 2019</b>	\$ 4,438,525	\$ 3,425,118	\$ 109,117,492	\$ 3,977,309	\$ 380,375	\$ 365,432	\$ 121,704,251

	2020	2019
Total cost of assets under capital lease	\$ -	\$ -
Total amortization of assets under capital lease	\$ -	\$ -

\*Work in Progress consists of one school modernization \$13,640,385 expected to be completed in the 2020/2021 school year. An additional \$358,713 work-in-progress represents a school replacement that is managed and controlled by Alberta Infrastructure and slated to open for the 2022/2023 school year. Also included in the work-in-progress calculation are school modular projects totalling \$2,364,519 and a parking lot remediation totalling \$215,811.

**SCHEDULE 7**

School Jurisdiction Code: 2305

**SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES  
For the Year Ended August 31, 2020 (in dollars)**

Board Members:	FTE	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other Paid	Other Accrued Unpaid Benefits	Expenses
Chair - Ward 2 - Lorraine Stewart	1.00	\$45,184	\$2,909	\$0			\$0	\$4,542
Vice Chair - Ward 5 - Eric Cameron	1.00	\$37,170	\$6,838	\$0			\$0	\$3,625
Ward 1 - Reinhold Heinrichs	1.00	\$30,256	\$6,747	\$0			\$0	\$7,687
Ward 3 - Sally Kucher-Johnson	1.00	\$31,424	\$6,672	\$0			\$0	\$7,449
Ward 4 - Paul McCann	1.00	\$25,724	\$6,367	\$0			\$0	\$383
Ward 5 - Anne Montgomery	1.00	\$26,307	\$6,425	\$0			\$0	\$1,683
Ward 6 - Darlene Clarke	1.00	\$30,092	\$6,556	\$0			\$0	\$3,024
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
	-	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>	<b>7.00</b>	<b>\$226,157</b>	<b>\$42,514</b>	<b>\$0</b>			<b>\$0</b>	<b>\$28,393</b>
Shauna Boyce, Superintendent	1.00	\$224,509	\$53,513	\$0	\$3,000	\$0	\$0	\$5,641
Scott McFadyen, Secretary Treasurer	1.00	\$201,970	\$41,714	\$1,540	\$0	\$0	\$0	\$7,246
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Certificated</b>		<b>\$57,837,388</b>	<b>\$12,787,634</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
School based	580.58							
Non-School based	26.04							
<b>Non-certificated</b>		<b>\$18,401,686</b>	<b>\$5,160,159</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,189</b>	<b>\$0</b>	
Instructional	267.41							
Plant Operations & Maintenance	65.14							
Transportation	11.79							
Other	35.81							
<b>TOTALS</b>	<b>995.77</b>	<b>\$76,891,710</b>	<b>\$18,085,534</b>	<b>\$2,540</b>	<b>\$3,000</b>	<b>\$45,189</b>	<b>\$0</b>	<b>\$41,280</b>

**The Parkland School Division**  
**Notes to the Financial Statements**  
**Year Ended August 31, 2020**

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**1. AUTHORITY AND PURPOSE**

The Parkland School Division (the Division) delivers education programs under the authority of the *Education Act*, 2012, Chapter E-0.3.

The legal name of the Division was changed by Ministerial Order to “The Parkland School Division” from “Parkland School Division No. 70” in September 2019.

The Division receives funding for instruction and support under Education Grants Regulation (AR 120/2008). The regulation allows for the setting of conditions and use of grant monies. The Division is limited on certain funding allocations and administration expenses.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with the Canadian Public Sector Accounting Standards (PSAS). The financial statements have, in management’s opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

**Basis of Financial Reporting**

**Valuation of Financial Assets and Liabilities**

The Division’s financial assets and liabilities are generally measured as follows:

<u>Financial statement component</u>	<u>Measurement</u>
Cash and cash equivalents	Cost
Accounts receivable	Lower of cost or net recoverable value
Accounts payable and accrued liabilities	Cost

**Financial Assets**

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations.

Financial assets are the Division’s financial claims on external organizations and individuals.

Cash and cash equivalents

Cash comprises cash on hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. Cash equivalents have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term commitments rather than for investment purposes.

Accounts receivable

Accounts receivable are recognized at the lower of cost or net recoverable value. A valuation allowance is recognized when recovery is uncertain.

**Liabilities**

Liabilities are present obligations of the Division to external organizations and individuals arising from past transactions or events occurring before the year end, the settlement of which is expected to result in the future sacrifice of economic benefits. They are recognized when there is an appropriate basis of measurement and management can reasonably estimate the amounts.

### Accounts payable and accrued liabilities

Accounts payable and accrued liabilities include unearned revenue collected from external organizations and individuals to whom goods and services have yet to be provided.

### Deferred contributions

Deferred contributions include contributions received for operations, which have stipulations that meet the definition of a liability per Public Sector Accounting Standard (PSAS) PS 3200. These contributions are recognized by the Division once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred contributions are recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

Deferred contributions also include contributions for capital expenditures, unspent and spent. Unspent Deferred Capital Contributions (UDCC) represent externally restricted supported capital funds provided for a specific capital purpose received or receivable by the Division, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per PS 3200 when spent.

Spent Deferred Capital Contributions (SDCC) represent externally restricted supported capital funds that have been spent but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require that the Division to use the asset in a prescribed manner over the life of the associated asset.

### Employee future benefits

The Division provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

### Asset retirement obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs are capitalized into the carrying amount of the related asset. In subsequent periods, the liability is adjusted for the accretion of discount and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and the discount accretion is included on the Statement of Operations.

The Division has determined that it has a conditional asset retirement obligation relating to certain school sites. These obligations will be discharged in the future by funding through the Government of Alberta. The Division believes that there is insufficient information to estimate the fair value of the asset retirement obligation because the settlement date or the range of potential settlement dates has not been determined and information is not available to apply an expected present value technique. As such, there is no asset retirement obligation recorded as at August 31, 2020.

### **Non-Financial Assets**

Non-financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- (a) are normally employed to deliver government services;
- (b) may be consumed in the normal course of operations; and
- (c) are not for sale in the normal course of operations.

## Tangible capital assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost, including amounts directly related to the acquisition, design, construction, development, or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Supported tangible capital assets are capital assets purchased using restricted grants/donations, or received with specific usage. Unsupported tangible capital assets are funded by the Division's own source funds.
- Donated tangible capital assets are recorded at their fair market value at the date of donation, except in circumstances where fair value cannot be reasonably determined, when they are then recognized at nominal value. Transfers of tangible capital assets from related parties are recorded at original cost less accumulated amortization.
- Construction-in-progress is recorded as a transfer to the applicable asset class at substantial completion.
- Buildings include site and leasehold improvements as well as assets under capital lease.
- Sites and buildings are written down to residual value when conditions indicate they no longer contribute to the ability of the Division to provide services or when the value of future economic benefits associated with the sites and buildings is less than their net book value. For supported assets, the write-downs are accounted for as reductions to Spent Deferred Capital Contributions (SDCC).
- Buildings that are demolished or destroyed are written off.
- Tangible capital assets with costs in excess of \$5,000 are capitalized.
- Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the Board are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the Division's rate for incremental borrowing or the interest rate implicit in the lease. As at August 31, 2020, the Division did not have any capital leases.
- Tangible capital assets are amortized over their estimated useful lives on a straight-line basis, at the following rates:

Buildings	2% to 4%
Vehicles & buses	10% to 20%
Computer hardware & software	20% to 25%
Other equipment & furnishings	10% to 20%

## Inventories of supplies

Inventories of supplies are valued at the lower of cost and replacement cost. Cost is determined on a first-in, first-out basis.

## Prepaid expenses

Prepaid expenses are recognized at cost and amortized based on the terms of the agreement or using a methodology that reflects use of the resource.

## **Operating and Capital Reserves**

Certain amounts are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Net Assets.

## Revenue Recognition

Revenues are recorded on an accrual basis. Instruction and support allocations are recognized in the year to which they relate. Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Volunteers contribute a considerable number of hours per year to schools to ensure that certain programs are delivered, such as kindergarten, lunch services and the raising of school generated funds. Contributed services are not recognized in the financial statements.

*Eligibility criteria* are criteria that the Division has to meet in order to receive certain contributions. *Stipulations* describe what the Division must perform in order to keep the contributions. Contributions without eligibility criteria or stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity. Contributions with eligibility criteria but without stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity and all eligibility criteria have been met.

Contributions with stipulations are recognized as revenue in the period in which the stipulations are met, except to the extent that the contributions give rise to an obligation that meets the definition of a liability in accordance with PS 3200. Such liabilities are recorded as deferred contributions.

## Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Allocation of Costs:

- Actual salaries of personnel assigned to two or more programs are allocated based on the time spent in each program.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

## Pensions

Pension costs included in these financial statements comprise the cost of employer contributions for current service of employees during the year.

Current and past service costs of the Alberta Teachers Retirement Fund (ATRF) are met by contributions by active members and the Government of Alberta. Under the terms of the Teacher's Pension Plan Act, the Division does not make pension contributions for certificated staff. The Government portion of the current service contribution to the ATRF on behalf of the Division is included in both revenues and expenses. For the school year ended August 31, 2020, the amount contributed by the Government was \$6,314,952 (2019 - \$6,475,949).

The Division participates in a multi-employer pension plan, the Local Authorities Pension Plan (LAPP). The Division is not responsible for future funding of the plan deficit other than through contribution increases. The expense for this pension plan is equivalent to the annual contributions of \$1,467,588 for the year ended August 31, 2020 (2019 - \$1,639,315). As at December 31, 2019, the Local Authorities Pension Plan (LAPP) reported a surplus of \$7,913,261,000 (2019 - a surplus of \$3,469,347,000).

The Division provides non-contributory defined benefit supplementary retirement benefits to its executives.

The Division participates in the multi-employer supplementary integrated pension plan (SIPP) for members of senior administration. The SIPP provides a supplement to the LAPP or ATRF pension of 5% of capped earnings of \$154,211 during the year. The annual expenditure for the SIPP is equivalent to the annual contributions of \$38,376 for the year ended August 31, 2020 (2019 - \$37,482).

The non-registered supplemental executive retirement plan (SERP) is administered by the Division and provides a supplemental pension such that when combined with the LAPP/ATRF benefit and the SIPP benefit in respect to SERP service, the member will receive a pension based on a 2% final average earnings formula. The cost of SERP is funded by the Division and is actuarially determined using the projected accrued benefit cost method with proration of service costs.

The Division does not have sufficient plan information on the LAPP and SIPP to follow the standards for defined benefit accounting and therefore, follows the standards for defined contribution accounting. Accordingly, pension expense recognized for the LAPP and SIPP is comprised of employer contributions to the plan that are required for its employees during the year, which are calculated based on actuarially pre-determined amounts that are expected to provide the plans' future benefits.

## **Program Reporting**

The Division's operations have been segmented as follows:

- **ECS Instruction:** The provision of Early Childhood Services education instructional services that fall under the basic public education mandate.
- **Grade 1-12 Instruction:** The provision of instructional services for grades 1 - 12 that fall under the basic public education mandate.
- **Plant Operations and Maintenance:** The operation and maintenance of all school buildings and maintenance shop facilities.
- **Transportation:** The provision of regular and special education bus services (to and from school), whether contracted or board operated, including transportation facility expenses.
- **Board & System Administration:** The provision of board governance and system-based / central office administration.
- **External Services:** All projects, activities and services offered outside the public education mandate for ECS children and students in grades 1-12. Services offered beyond the mandate for public education must be self-supporting, and Alberta Education funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source and object on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated teaching assistants as well as a proportionate share of supplies & services, school administration & instruction support and System Instructional Support.

The allocation of revenues and expenses is reported by program, source and object on the Schedule of Program Operations.

## **Trusts Under Administration**

The Division has property that has been transferred or assigned to it to be administered or directed by a trust agreement or statute. The Division holds title to the property for the benefit of the beneficiary.

Trusts under administration have been excluded from the financial reporting of the Division. A summary of Trust balances is listed in Note 12.

## **Financial Instruments**

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Division recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Division

is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

### Measurement Uncertainty

Measurement uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount. The preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgment. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits recognized/disclosed as \$459,400 in these financial statements and that are subject to measurement uncertainty.

### Future Accounting Changes

The Public Sector Accounting Board has issued the following accounting standards:

- **PS 3280 Asset Retirement Obligations (effective for years beginning on or after April 1, 2022)**

Effective April 1, 2022, this standard provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

- **PS 3400 Revenue (effective for years beginning on or after April 1, 2023)**

This standard provides guidance on how to account for and report on revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

Management is currently assessing the impact of these standards on the financial statements.

### 3. CASH AND CASH EQUIVALENTS

As at August 31, 2020, the Division held cash of \$14,824,289 (2019 - \$13,669,958)

### 4. ACCOUNTS RECEIVABLE

	<b>2020</b>		<b>2019</b>
Alberta Education - Grants	\$ 68,992	\$	37,267
Alberta Education - Other (Secondment/Sub time)	51,244		76,707
Other Alberta school jurisdictions	5,366		358,155
Alberta Infrastructure	1,387,803		67,153
Government of Alberta - Labour	-		6,612
Federal government	358,755		232,148
First Nations	10		18,577
Municipalities	2,662		-
Other	393,184		279,716
<b>Total</b>	<b>\$ 2,268,016</b>	<b>\$</b>	<b>1,076,335</b>

## 5. CONTRACTUAL RIGHTS

Contractual rights are rights of the Division to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

	2020	2019 (Restated)
Contractual rights from operating leases*	\$ 17,860	\$ 25,860
Contractual rights from service agreement	-	-
Capital grant funding	2,398,540	2,091,888
Capital maintenance and renewal	1,237,800	-
<b>Total</b>	<b>\$ 3,654,200</b>	<b>\$ 2,117,748</b>

\*Operating leases include \$Nil (2019 - \$Nil) with other school divisions;

The Province's March 31, 2020 fiscal year-end required disclosure of the capital grant agreements between Alberta Infrastructure and Alberta's school Divisions. As such, due to this disclosure requirement, contractual rights from capital grant agreements have been added for the 2019-2020 year, with 2018-19 comparatives.

Estimated amounts that will be received or receivable for each of the next five years and thereafter are as follows:

	Operating Leases	Service Agreements	Capital Grant Funding	Capital Maintenance and Renewal
2020-2021	\$ 8,600	-	2,398,540	1,237,800
2021-2022	9,260	-	-	-
2022-2023	-	-	-	-
2023-2024	-	-	-	-
2024-2025	-	-	-	-
Thereafter	-	-	-	-
<b>Total</b>	<b>\$ 17,860</b>	<b>\$ -</b>	<b>\$ 2,398,540</b>	<b>\$ 1,237,800</b>

## 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020	2019
Alberta Education	\$ 79,586	\$ -
Federal Government	987,945	1,009,928
Salaries & Benefit Costs	665,281	1,302,341
Other Trade Payables and Accrued Liabilities	3,349,669	1,247,397
Unearned Revenue	1,042,365	365,563
<b>Total</b>	<b>\$ 6,124,846</b>	<b>\$ 3,925,229</b>

The balance of other trade payables and accrued liabilities includes a consideration payable (\$1,001,250) balance related to the land swap transaction with the Town of Stony Plain for the new Stony Plain Central school scheduled to open in September of 2022.

## 7. EMPLOYEE FUTURE BENEFITS LIABILITIES

The employee future benefits liabilities are related to the Senior Executive Retirement Plan. The obligation has been determined through an actuarial report from Morneau Shepell dated September 28, 2020 using a measurement date of August 31, 2020.

	<b>2020</b>	<b>2019</b>
Opening Balance at the beginning of the year	\$ 453,700	\$ 440,600
Expenses or benefit cost (income) for the year	76,500	84,073
Retirement Installment Payment	(70,800)	(70,973)
<b>Closing Balance at the end of the year</b>	<b>\$ 459,400</b>	<b>\$ 453,700</b>

## 8. PREPAID EXPENSES

	<b>2020</b>	<b>2019</b>
Prepaid insurance	\$ 306,683	\$ 257,451
Rent	11,670	11,670
Other	127,851	114,616
<b>Total</b>	<b>\$ 446,204</b>	<b>\$ 383,737</b>

## 9. SCHEDULE OF NET ASSETS

Detailed information related to accumulated surplus is available on the Schedule in Net Assets. Accumulated surplus may be summarized as follows:

	<b>2020</b>	<b>2019</b>
Unrestricted surplus	\$ 943,769	\$ 943,769
Operating reserves	4,869,451	5,244,620
Accumulated surplus from operations	5,813,220	6,188,389
Investment in tangible capital assets	7,179,455	7,332,936
Capital reserves	4,159,414	3,882,201
<b>Accumulated surplus</b>	<b>\$ 17,152,089</b>	<b>\$ 17,403,526</b>

Accumulated surplus from operations represents unspent funding available to support the Division's operations for the 2019 - 2020 year and includes a reserve from School Generated Funds (2020 - \$949,524; 2019 - \$959,561).

## 10. CONTRACTUAL OBLIGATIONS

As at August 31, 2020, the Division has contractual obligations for the next five years for service providers totaling \$27,885,658 mainly consisting of bus contracts. The Division also has contractual obligations for leased space for two High School Outreach programs.

	<b>2020</b>	<b>2019</b>
Building leases	\$ 364,288	\$ 527,977
Service providers	27,521,371	28,312,427
<b>Total</b>	<b>\$ 27,885,659</b>	<b>\$ 28,840,404</b>

	<b>Building Leases</b>	<b>Service Providers</b>
2020-21	\$ 118,437	\$ 8,751,735
2021-22	122,883	7,276,444
2022-23	122,968	5,318,461
2023-24	-	4,107,011
2024-25	-	2,067,720
Thereafter	-	-
	<b>\$ 364,288</b>	<b>\$ 27,521,371</b>

## 11. CONTINGENT LIABILITIES

The Division is a member of the Alberta School Boards Insurance Exchange. Under the terms of its membership, the Division could become liable for its proportionate share of any claim for losses in excess of the funds held by the exchange. Any liability will be accounted for as a transaction in the year the losses are incurred. None of these contingent liabilities involve related parties.

## 12. TRUSTS UNDER ADMINISTRATION

These balances represent assets that are held in trust by the Division. They are not recorded on the financial statements of the Division.

	<b>2020</b>	<b>2019</b>
Deferred salary leave plan	\$ 109,246	\$ 65,406
Scholarship trusts	2,864	2,600
Regional Collaborative Service Delivery (Banker board)	143,524	317,217
	<b>\$ 255,634</b>	<b>\$ 385,223</b>

## 13. SCHOOL GENERATED FUNDS

	<b>2020</b>	<b>2019</b>
School Generated Funds, Beginning of Year	\$ 959,561	\$ 923,565
Gross Receipts:		
Fees	460,861	972,436
Fundraising	182,808	369,195
Gifts and donations	266,903	293,152
Grants to schools	7,696	-
Other sales and services	246,201	262,983
Total gross receipts	<u>1,164,469</u>	<u>1,897,766</u>
Total Related Expenses and Uses of Funds	3,724	101,404
Total Direct Costs Including Cost of Goods Sold to Raise Funds	1,170,782	1,760,366
School Generated Funds, End of Year	<u>\$ 949,524</u>	<u>\$ 959,561</u>
Balance included in Deferred Contributions	-	-
Balance included in Accumulated Surplus (Operating Reserves)	\$ 949,524	\$ 959,561

#### 14. RELATED PARTY TRANSACTIONS

Related parties are those entities consolidated or accounted for on the modified equity basis in the Government of Alberta Consolidated Financial Statements. Related parties also include key management personnel in the Division and their close family members.

All entities that are consolidated in the accounts of the Government of Alberta are related parties of school jurisdictions. These include government departments, health authorities, post-secondary institutions and other school jurisdictions in Alberta.

	Balances		Transactions	
	Financial Assets (at cost or net realizable value)	Liabilities (at amortized cost)	Revenues	Expenses
<b>Government of Alberta (GOA):</b>				
<b>Alberta Education</b>				
Accounts receivable / Accounts payable	\$ 120,236	\$ 79,586		
Prepaid expenses / Deferred operating revenue	-	927,197		
Spent deferred capital contributions		6,568,616	219,196	
Unspent deferred capital contributions		1,600,338		
Grant revenue & expenses			107,726,120	
ATRF payments made on behalf of the Division			6,314,952	
<b>Other Alberta school jurisdictions</b>	5,366	-	72,430	150,671
<b>Alberta Health Services</b>	-	-	-	-
<b>Post-secondary institutions</b>	-	-	-	4,435
Alberta Infrastructure	1,387,803	-	-	-
Unspent deferred capital contributions		273,552		
Spent deferred capital contributions		124,160,762	4,541,925	
<b>Culture &amp; Tourism</b>	-	-	19,328	-
GOA Labour	-	-	-	-
Alberta Local Authorities Pension Plan Corp.	-	-	-	1,467,588
<b>TOTAL 2019/2020</b>	<u>\$ 1,513,405</u>	<u>\$ 133,610,051</u>	<u>\$ 118,893,951</u>	<u>\$ 1,622,694</u>
<b>TOTAL 2018/2019</b>	<u>\$ 545,894</u>	<u>\$ 114,974,353</u>	<u>\$ 127,052,495</u>	<u>\$ 2,034,591</u>

The Division and its employees paid or collected certain taxes and amounts set by regulation or local policy. These amounts were incurred in the normal course of business, reflect charges applicable to all users and have been excluded from this schedule.

#### 15. NUTRITION PROGRAM

	Budget 2020	2020	2019
<b>Revenues</b>			
Alberta Education	\$ 194,431	\$ 212,019	\$ 194,431
Other	-	-	27,048
<b>Total Revenues</b>	194,431	212,019	221,479
<b>Expenses</b>	194,431	192,143	203,891
<b>Annual Surplus/deficit</b>	<u>\$ -</u>	<u>\$ 19,876</u>	<u>\$ 17,588</u>

The average estimated number of students served per meal is \*\* 525 (2019 - 525)

## 16. EFFECTS OF COVID-19

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) a global pandemic; the pandemic continues to spread in Canada and around the world.

On August 26, 2020, the federal government committed to provide funding of up to \$2 billion related to the Safe Return to Class Fund to provinces and territories in response to the pandemic. The Division's portion of \$4,024,650 is to be received in two instalments. The first disbursement of \$2,888,200 was received in September 2020 and the remainder will be available in early 2021. These funds must be spent on providing a safe environment throughout the Division as schools reopened in the 2020-21 year, amidst the ongoing pandemic.

This pandemic is evolving and the Division continues to respond with public health measures and financial assistance as necessary. The duration and potential impacts of the pandemic are unknown at this time. As a result, the Division is unable to estimate the effect of these developments on the financial statements.

## 17. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY

The Division's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependent on this funding.

## 18. BUDGET AMOUNTS

The budget was prepared by the Division and approved by the Board of Trustees on June 25, 2019.

## 19. COMPARATIVE FIGURES

The comparative figures have been reclassified where necessary to conform to the 2019 - 2020 presentation.

Spent Deferred Capital Contributions (SDCC), previously Expended Deferred Capital Contributions (EDCC), have been segregated from Deferred Contributions and are presented below Net Financial Assets. For the 2018-2019 year, the following balances have been reclassified:

	<b>Originally Reported</b>	<b>Adjustment</b>	<b>Reclassified</b>
Liabilities	\$ 119,430,755	\$ (114,371,314)	\$ 5,059,441
Net Financial Assets (Debt)	(104,684,462)	114,371,314	9,686,852

## UNAUDITED SCHEDULES

**SCHEDULE 8**

**UNAUDITED SCHEDULE OF FEES**  
For the Year Ended August 31, 2020 (in dollars)

	Actual Fees Collected 2018/2019	Budgeted Fee Revenue 2019/2020	(A) Actual Fees Collected 2019/2020	(B) Unspent September 1, 2019*	(C) Funds Raised to Defray Fees 2019/2020	(D) Expenditures 2019/2020	(A) + (B) + (C) - (D) Unspent Balance at August 31, 2020*
<b>Transportation Fees</b>	\$738,602	\$613,605	\$381,786	\$0	\$0	\$553,065	\$0
<b>Basic Instruction Fees</b>							
Basic instruction supplies	\$13,514	\$0	\$9,741	\$0	\$0	\$9,741	\$0
<b>Fees to Enhance Basic Instruction</b>							
Technology user fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternative program fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees for optional courses	\$317,425	\$344,071	\$248,077	\$0	\$0	\$250,887	\$0
Activity fees	\$803,416	\$984,440	\$451,262	\$0	\$0	\$437,435	\$13,827
Early childhood services	\$144,025	\$380,250	\$241,756	\$0	\$0	\$241,756	\$0
Other fees to enhance education	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Non-Curricular fees</b>							
Extracurricular fees	\$359,653	\$446,309	\$315,961	\$0	\$0	\$355,583	\$0
Non-curricular travel	\$204,350	\$378,784	\$61,945	\$0	\$0	\$91,581	\$0
Lunch supervision and noon hour activity fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-curricular goods and services	\$42,670	\$0	\$21,216	\$0	\$0	\$21,758	\$0
Other Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FEES</b>	\$2,623,655	\$3,147,459	\$1,731,744	\$0	\$0	\$1,961,806	\$13,827

\*Unspent balances cannot be less than \$0

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products", "Fundraising", or "Other revenue" (rather than fee revenue):	Actual 2020	Actual 2019
Cafeteria sales, hot lunch, milk programs	\$7,832	\$6,778
Special events, graduation, tickets	\$53,907	\$358,986
International and out of province student revenue	\$16,500	\$22,500
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)	\$75,819	\$107,051
Adult education revenue	\$0	\$0
Preschool	\$64,765	\$133,805
Child care & before and after school care	\$0	\$0
Lost item replacement fee	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
<b>TOTAL</b>	\$218,823	\$629,120

**SCHEDULE 9**

**UNAUDITED SCHEDULE OF CENTRAL ADMINISTRATION EXPENSES  
For the Year Ended August 31, 2020 (in dollars)**

EXPENSES	Allocated to Board & System Administration			
	Salaries & Benefits	Supplies & Services	Other	TOTAL
Office of the superintendent	\$ 343,665	\$ 25,669	\$ -	\$ 369,334
Educational administration (excluding superintendent)	\$ 275,863	\$ 39,709	\$ -	\$ 315,572
Business administration	\$ 820,748	\$ 497,543	\$ -	\$ 1,318,291
Board governance (Board of Trustees)	\$ 312,237	\$ 159,329	\$ -	\$ 471,566
Information technology	\$ -	\$ 12,514	\$ -	\$ 12,514
Human resources	\$ 342,958	\$ 63,394	\$ -	\$ 406,352
Central purchasing, communications, marketing	\$ 437,113	\$ 35,873	\$ -	\$ 472,986
Payroll	\$ 278,571	\$ 13,640	\$ -	\$ 292,211
Administration - insurance			\$ 73,443	\$ 73,443
Administration - amortization			\$ 154,428	\$ 154,428
Administration - other (admin building, interest)			\$ 68,116	\$ 68,116
Other (describe)	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 2,811,155</b>	<b>\$ 847,671</b>	<b>\$ 295,987</b>	<b>\$ 3,954,813</b>



Where the world opens up

Management's Discussion and Analysis

August 31, 2020

## 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 twelve months ended August 31, 2020 and should be read with the Division's annual financial statements. The statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

The Division had a total budget of \$133.2 million to provide public education services to almost 11,600 students for the 2019-20 school year. The division operates 23 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, the 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 – Fall Budget to Actual at August 31, 2020 Analysis

The fall budget forecast an operating deficit of \$3M. The Parkland School Division (The Division) ended the year with a lower deficit of \$251K.

	Spring Budget 2019-20	Fall Budget 2019-2020	Actual AUG 31, 2020	Variance from Fall Budget	% Change From Fall Budget
<b>REVENUES</b>					
Government of Alberta	\$125,884,636	\$122,471,289	118,893,951	(\$3,577,338)	-2.9%
Federal Government and other government grants	1,663,696	1,868,756	1,845,769	(22,987)	-1.2%
Fees	3,147,459	3,143,255	1,731,744	(1,411,510)	-44.9%
Sales of services and products	1,089,752	1,057,766	961,128	(96,638)	-9.1%
Investment income	170,000	250,000	220,193	(29,807)	-11.9%
Donations and other contributions	792,049	811,309	975,717	164,408	20.3%
Other revenue	58,680	58,680	63,389	4,709	8.0%
<b>Total revenues</b>	<b>132,806,272</b>	<b>129,661,054</b>	<b>124,691,891</b>	<b>(4,969,163)</b>	<b>-3.8%</b>
<b>EXPENSES By PROGRAM</b>					
Instruction	103,122,141	100,958,890	96,419,091	4,539,799	4.5%
Plant operations and maintenance	15,496,268	17,053,991	16,139,349	914,642	5.4%
Transportation	10,230,856	10,187,363	8,358,721	1,828,642	18.0%
Board & system administration	4,314,369	4,358,843	3,954,813	404,030	9.3%
External services	58,680	58,680	71,354	(12,674)	-21.6%
<b>Total expenses</b>	<b>133,222,314</b>	<b>132,617,767</b>	<b>124,943,328</b>	<b>7,674,439</b>	<b>5.8%</b>
<b>Operating surplus (deficit)</b>	<b>(\$416,042)</b>	<b>(\$2,956,712)</b>	<b>(\$251,437)</b>	<b>\$2,705,276</b>	
<b>EXPENSES BY CATEGORY</b>					
Salaries, wages and benefits	\$100,485,473	\$98,599,079	95,027,973	\$3,571,106	3.6%
Services, contracts and supplies	22,791,768	23,885,142	21,092,288	2,792,854	11.7%
School generated Funds	1,801,646	1,818,504	1,174,508	643,996	35.4%
Infrastructure Maintenance Renewal	1,964,386	2,136,000	1,629,863	506,137	23.7%
Amortization of capital assets and interest	6,179,042	6,179,042	6,018,696	160,346	2.6%
<b>Total expenses</b>	<b>\$133,222,315</b>	<b>\$132,617,767</b>	<b>\$124,943,328</b>	<b>\$7,674,439</b>	<b>5.8%</b>
<b>SURPLUS/(DEFICIT) BY PROGRAM</b>					
Instruction	(\$416,042)	(\$1,309,942)	\$542,643	\$1,852,585	
Operations and Maintenance	-	(1,252,514)	(948,744)	303,770	
Transportation	-	(394,256)	(222,834)	171,422	
Board and System Administration	-	-	387,536	387,536	
External Services	-	-	-	-	
<b>Surplus/(Deficit) from Operations</b>	<b>(416,042)</b>	<b>(2,956,712)</b>	<b>(241,399)</b>	<b>2,715,313</b>	
School Generated Funds	-	-	(10,038)	(10,038)	
<b>Total Surplus/(Deficit)</b>	<b>(\$416,042)</b>	<b>(\$2,956,712)</b>	<b>(\$251,437)</b>	<b>\$2,705,275</b>	

**Revenues decreased by 3.8% from fall budget. Changes to revenues compared to fall budget include:**

- 2.9% Government of Alberta (GOA) – GOA revenues decreased as a result of changes in the provincial funding including:
  - Funding reduction of \$1.5M to basic instruction (for the months of May and June) due to Covid-19
  - Funding reduction of \$1.1M to transportation (for the months of April, May and June) as a result of Covid-19 and the resulting cancellation of in-school classes and requirement for bussing
  - Infrastructure maintenance renewal(IMR) revenues were \$506K below budget as IMR revenue was deferred into 2020-21 as the Division focused resources on Capital maintenance renewal projects.
  - A reduction in Program Unit Funding (PUF) of \$385K as a result of less students than anticipated
- 1.2% Federal Government and other government grants - revenues decreased from budget as the number of students was lower than anticipated which was partially offset by an additional government grant.
- 44.9% Fee revenue – fee revenue is below budget due to the cancellation of in-school classes as a result of Covid-19. Fees that were collected for activities, courses and other items that did not occur were credited to student accounts and will be applied against school and transportation fees for the 2020-21 school year.
- 9.1% Sales of services and products - revenues were less than budget primarily as a result of lower expected graduation revenues due to Covid-19 restrictions and the postponement of ceremonies.
- 20.3% Donations and other contributions - the increase in donation revenues includes donations from the school associations. This increase includes donations from RBC for mental health and the donation of a bus that was not included in the fall budget.
- 8.0% Other revenue - increase is the result of a gain on the sale of a vehicle.

**Expenditures decreased 5.8% from fall budget. The changes when compared by program are:**

- 4.5% Instruction – the decrease in instructional expenditures (Includes ECS – Grade 12) is largely due to Covid-19. The decrease in expenditures includes substitute teacher costs, support and casual staffing costs, staff development costs and other service and supplies that were reduced as a result of the cancellation of in-school classes and to offset the funding adjustments by the Provincial Government.
- 5.4% Plant Operations and Maintenance – plant operations and maintenance is lower than budget due to internal resources being deployed to Capital Maintenance Renewal (CMR) projects.
- 18% Transportation –expenditures decreased primarily due to the cancellation of in school classes. These reductions included:
  - Contracted transportation costs were reduced since there was no requirement for bussing when in-school classes were cancelled
  - The elimination of one transportation customer support position
  - A reduction in bus site monitor positions as bussing were not running due to the cancellation of in-school classes

These reductions were made to offset the \$1.1M funding reduction and credit of fees for the period busses were not running.

- 9.3% Board and System Administration – board and system administration expenditures were lower than budget primarily due to changes brought on by Covid-19. These include:
- Trustee remuneration related to per diems and mileage
  - Professional Development
  - Travel
  - Subsistence
  - Delaying initiatives and other events
  - Cancellation of events including the Milestones and Merits service award event
- 21.6% External Services – external services expense is offset by corresponding revenues from joint-use agreements, independent pre-schools and before and after care operating in PSD schools.

**The changes to expenditures when compared by category are:**

- 3.6% Salaries, Wages and Benefits – expenditures decreased due to the cancellation of in-school classes which reduced substitute teacher, support and casual staffing expenditures.
- 11.7% Services, Contracts and Supplies - the decrease in services, contracts and supplies is mainly due to the reduction in contracted transportation costs and the decline in requirements for support and other professional/tech services as a result of the cancellation of in-school classes due to Covid-19.
- 35.4% School Generated Funds - the expenditures related to school generated funds were impacted by the cancellation of in-school classes due to Covid-19.
- 23.7% Infrastructure Maintenance Renewal (IMR) – IMR expenditures were lower than budget due to the increase in capital spending pertaining to CMR funding.

## 2. Financial Position at August 31, 2020

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

As at August 31, 2020 Parkland School Division has total financial assets of \$17.1M and liabilities of \$7.7M resulting in net assets of \$9.4M.

Financial assets include:

- \$14.8M in cash – the cash increase was primarily IMR and CMR funding that was received and had not been spent as projects are continuing into the fall. In addition, the accrued liabilities increased as a portion of student fees paid for school and transportation were credited back to student accounts due to the cancellation of in school classes.
- \$2.3M in accounts receivable that includes GST receivable, receivables for secondments to other organizations, installment plans, supported capital receivable and other general receivables. Accounts receivable increased due to funding receivable from Alberta Infrastructure for Millgrove and Prescott school modular projects.

Liabilities include

- \$6.1M 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 and unearned revenues.
  - Accounts payable increased \$1.1 this year due to purchases over the summer that were not paid by August 31.
  - Unearned revenues increased by \$677K this year due to school and transportation fees that were credited to student accounts as a result of the cancellation of in-school classes.
  - A consideration payable for the transfer of land from the Division to the Town of Stony Plain for the new Stony Plain Central replacement school of \$1.0M was added.
  - These increases were offset by a decrease in accrued salaries and benefits payable of \$637K.
- \$2.1M unspent deferred contributions is comprised of both restricted operational funding not expended which primarily includes unexpended IMR and CMR 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 the prior year is primarily the result of an increase in deferred IMR from the prior year and the addition of deferred CMR that was added this year. The deferred funds will be utilized in the 2020-21 year.
- \$459K in future benefit liabilities is a senior executive retirement plan (SERP) for some current and former senior executives based on contributions and actuarial valuations offset by payments to retired employees during the year.

#### Non-financial assets including

- \$138.9M in capital assets, increases to capital assets this year include Copperhaven School including furniture and equipment, Woodhaven modernization, Stony Plain Central replacement school and modular units for Prescott and Millgrove schools. Eighty percent of the increase in tangible capital assets was related to the Woodhaven modernization project.
- \$129K inventory of supplies for PPE from the Alberta Government due to Covid-19.
- \$446K in prepaid expenses for items and services paid in advance and not yet received. The increase over the prior year is primarily due to higher prepaid insurance premiums.

#### Spent deferred capital contributions

- \$130.7M spent deferred capital contributions are recorded when a supported asset such as a school is acquired. The contribution is then recognized over the life of the asset in an amount equal to the amortization on the asset. The increase in spent deferred capital contributions is attributed primarily to the Alberta Infrastructure projects at Copperhaven, Woodhaven and Stony Plain Central replacement school in addition to the modular projects at Millgrove and Prescott schools.

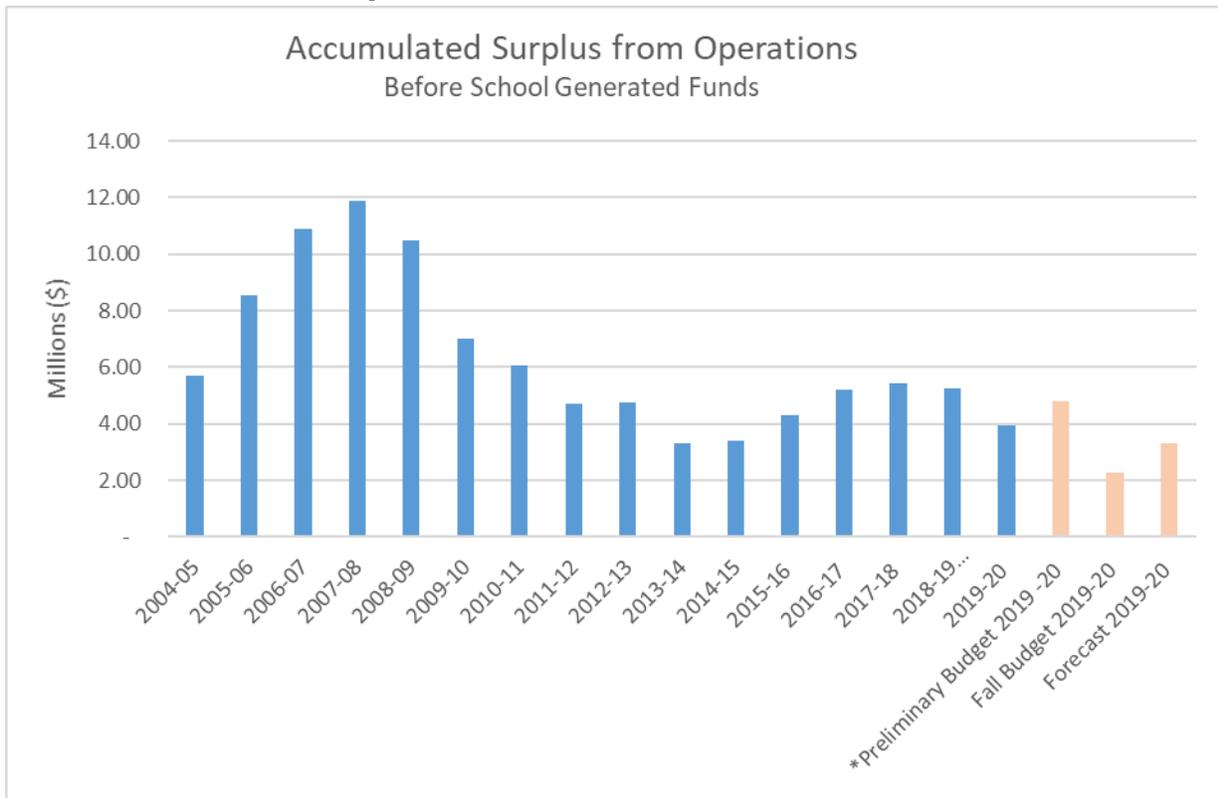
Accumulated surplus includes:

- 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 reserved for a specific purpose
- School Generated Funds are reserves within the school that are reserved 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.

	<b>Audited Balance at Sep 1, 2019</b>	<b>Actual Balance at Aug 31, 2020</b>
<b>Operating Surplus</b>		
Instruction	\$ 3,956,634	\$ 3,203,967
Administration	328,425	715,961
Operations and Maintenance	-	-
Transportation	-	-
External Services	-	-
<b>Total Restricted Operating Surplus before SGF</b>	<b>4,285,059</b>	<b>3,919,928</b>
Unrestricted Surplus	943,769	943,769
Accumulated Surplus from Operations (Excluding SGF)	5,228,828	4,863,697
School Generated Funds	959,561	949,523
<b>Accumulated Surplus from Operations</b>	<b>\$ 6,188,389</b>	<b>\$ 5,813,220</b>
<b>Capital Reserves</b>		
Instruction	\$ 2,576,815	\$ 2,846,554
Operations and Maintenance	406,397	290,044
Administration	671,629	751,155
Transportation	198,975	243,276
External Services	28,385	28,385
<b>Total Capital Reserves</b>	<b>\$ 3,882,201</b>	<b>\$ 4,159,414</b>
<b>Investment in Capital Assets</b>	<b>\$ 7,332,936</b>	<b>\$ 7,179,455</b>
<b>Total Accumulated Surplus</b>	<b>\$ 17,403,526</b>	<b>\$ 17,152,089</b>

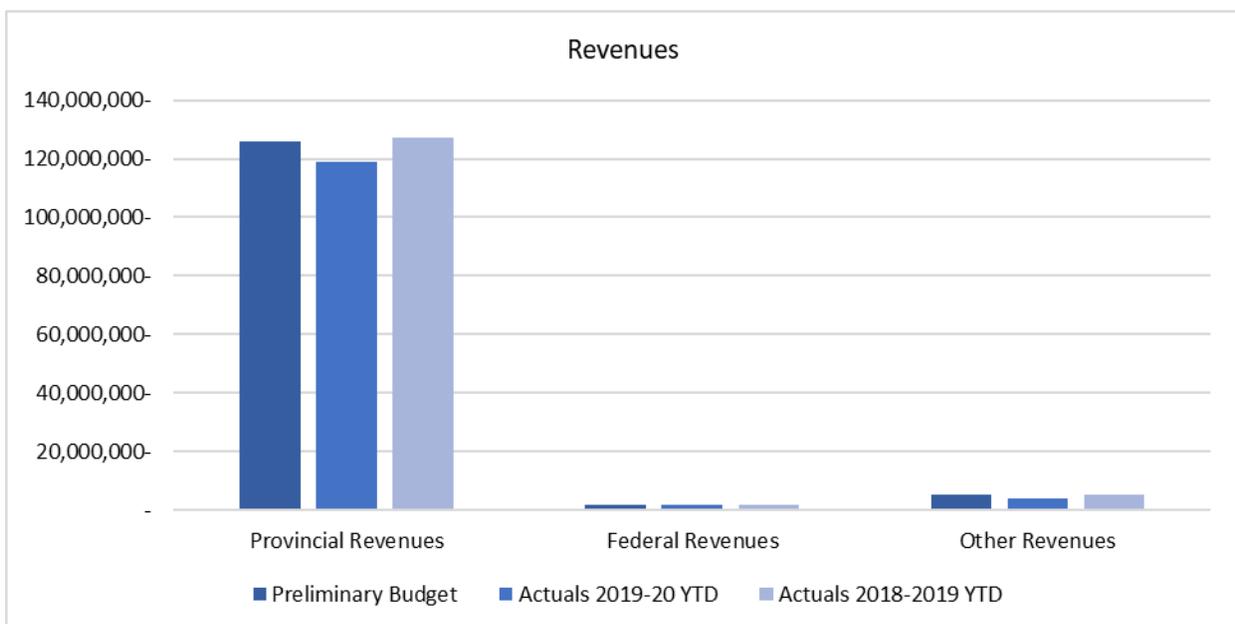
The projected financial health indicator Accumulated Surplus from Operations (excluding SGF) to Expense Ratio (A.S.O. %) is 3.89%. This ratio is well within the Division's target of 1 – 5%.

### 3. Results from Operations



\* Preliminary Budget deficit for 2019-20 plus the actual ASO at August 31, 2019

#### 3.1 Revenues – comparator to Preliminary Budget and Actuals to August 31, 2020



### 3.1.1 Revenue from Provincial Government

<b>Annual Budget</b>	<b>Twelve Months Ended August 31, 2020</b>	<b>% of Budget</b>	<b>Twelve Months Ended August 31, 2019</b>	<b>% Change</b>
125,884,636	118,893,951	94.4%	127,138,365	-6.5%

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

Revenue received from the Government of Alberta was 5.6% below budget. The new provincial government released the budget in October 2019 with significant changes subsequent to the completion of the Division's budget, which included:

- The elimination of class size funding (\$5.23M)
- The elimination of the school (\$745K) and transportation fee (\$263K) reduction grants

In addition, the provincial government reduced funding by \$2.6M due to Covid-19.

The 6.5% decrease over the prior year is largely the result of the items above and a decrease in Program Unit Funding.

### 3.1.2 Revenue from Federal Government

<b>Annual Budget</b>	<b>Twelve Months Ended August 31, 2020</b>	<b>% of Budget</b>	<b>Twelve Months Ended August 31, 2019</b>	<b>% Change</b>
1,663,696	1,845,769	110.9%	1,725,983	6.9%

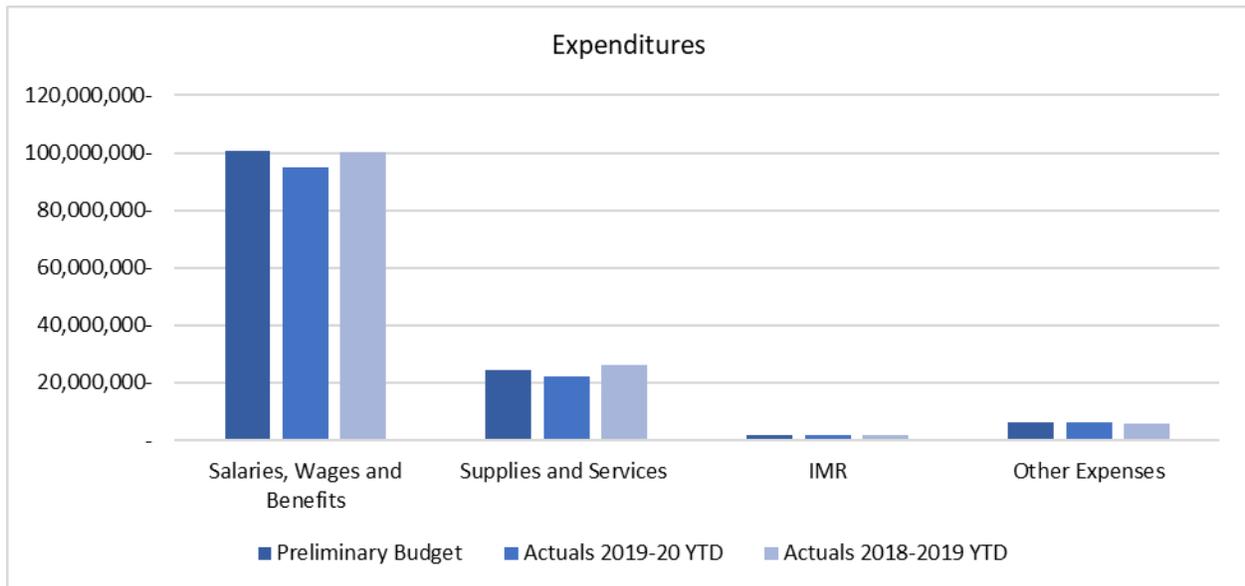
The Federal Government provides funding for First Nation students. Actual enrolments were higher than the projected enrolments in the preliminary budget. The increase over the prior year is the result of higher enrolments and additional funding provided by the Federal Government.

### 3.1.3 Other Revenues

<b>Annual Budget</b>	<b>Twelve Months Ended August 31, 2020</b>	<b>% of Budget</b>	<b>Twelve Months Ended August 31, 2019</b>	<b>% Change</b>
5,257,940	3,952,170	75.2%	5,508,871	-28.3%

Other Revenues for the year are 75.2% of budget. The decrease is attributed to credits that have been applied against school and transportation fees not utilized due to the cancellation of in-school classes. The 28.3% decrease over the prior year is also due to the impact of the Covid-19 pandemic predominantly affecting the fees, other sales and services (graduation) and fundraising categories

### 3.2 Expenditures - comparator to Preliminary Budget and Actuals to August 31, 2020



#### 3.2.1 Salaries, Wages and Benefits

Annual Budget	Twelve Months Ended August 31, 2020	% of Budget	Twelve Months Ended August 31, 2019	% Change
100,485,473	95,027,972	94.6%	100,225,488	-5.2%

Salaries, wages and benefits are 94.6% of budget. The 5.2% decrease over the prior year is due to several factors which include reductions related to the elimination of class size funding, and the elimination of school and transportation fee reduction grants. In addition, reductions were made in April due to the cancellation of in-school classes due to Covid-19.

#### 3.2.2 Service, Contracts and Supplies

Annual Budget	Twelve Months Ended August 31, 2020	% of Budget	Twelve Months Ended August 31, 2019	% Change
24,593,414	22,266,796	90.5%	26,371,713	-15.6%

The service, contracts and supplies are sitting at 90.5% of budget due to the reduction of contracted transportation and other expenditures due to the suspension of in-school classes. The 15.6% decrease from the prior year is related to Covid-19 and a reduction in transportation contracted services resulting from a full redesign of the transportation routing system for the 2019-2020 school year. The redesign eliminated 27 bus routes, incorporated double runs, adjusted bell times and added transfer locations for a cost savings of \$1.2M.

### 3.2.3 Infrastructure Maintenance Renewal (IMR)

<b>Annual Budget</b>	<b>Twelve Months Ended August 31, 2020</b>	<b>% of Budget</b>	<b>Twelve Months Ended August 31, 2019</b>	<b>% Change</b>
1,964,386	1,629,863	83.0%	1,985,972	-17.9%

Infrastructure, Maintenance and Renewal expenditures were 83% of budget as IMR is project based. IMR expenditures were 17.9% lower than the prior year as some projects were postponed to the 2020 – 2021 school year due to the focus on CMR projects.

### 3.2.4 Other Expenses

<b>Annual Budget</b>	<b>Twelve Months Ended August 31, 2020</b>	<b>% of Budget</b>	<b>Twelve Months Ended August 31, 2019</b>	<b>% Change</b>
6,179,042	6,018,696	97.4%	5,939,319	1.3%

Other expenses include amortization of capital assets which are slightly lower than budgeted. The 1.3% increase over the prior year is primarily the result of increased amortization of Copperhaven School as additional work was completed.

### 3.3 Excess of Revenues over Expenses

Overall, the Division is running a deficit of \$251K at the end of the fourth quarter.

<b>Program</b>	<b>Budget 2019-20</b>	<b>Actual 2019-20</b>	<b>Actual 2018-19</b>
Instruction	\$ (416,042)	\$ 542,641	\$ 884,604
Administration	-	387,537	64,405
Operations and Maintenance	-	(948,743)	(22,035)
Transportation	-	(222,834)	(1,112,242)
External Services	-	-	-
<b>Total</b>	<b>\$ (416,042)</b>	<b>\$ (241,398)</b>	<b>\$ (185,268)</b>
Add: SGF		(10,038)	35,996
<b>Total</b>	<b>\$ (416,042)</b>	<b>\$ (251,437)</b>	<b>\$ (149,272)</b>

The Instructional program had a surplus of \$543K as a result of changes in operations due to Covid-19 and additional CEU funding from summer school.

The Administration program was in a surplus position of \$388K as the result of the decrease in expenditures related to a decrease in Board of Trustee expenditures, awards (cancellation of the milestones and merits event), staff development and other expenditures due to Covid-19.

Operations and Maintenance was in a deficit position of \$949K due to a substantial increase in insurance premiums.

The Transportation program is operating at a deficit of \$223K due to the additional funding reduction of \$1.1M in conjunction with the fee credits issued for services that were not utilized due to in-school class cancellations. The final deficit was lower than the budgeted deficit of \$395K.

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

### **4.1 Labour Relations**

The ATA collective agreement will end on August 31, 2020.

The collective agreement for the Central Alberta Association of Municipal and School Employees (CAAMSE) expired as of August 31, 2019. CAAMSE ratification vote was held and accepted on September 30, 2020. The Board is scheduled to meet on November 24, 2020 to review the proposal.

### **4.2 Provincial Funding**

The provincial budget was not received until October 24, 2019 which was late this year as it is normally received prior to the preparation of the preliminary budget. The 2019/20 provincial budget funds student enrollment growth using the same base funding rates that have been in place since 2015-16 levels with no increase for inflation. The class-sized funding, classroom improvement fund, school and transportation fee reduction grants were eliminated and have been partially offset by a one-time transition allocation.

This resulted in a large reduction in provincial grant funding that was accounted for in the fall budget update. The division was required to reduce expenditures for the year. The impact of these changes in addition to the government funding adjustment to reflect reduced service requirements due to the Covid-19 pandemic (\$1.5M from instruction and \$1.1M from transportation) has been significant. A further reduction in expenditures was required in order to facilitate the additional adjustment.

The Infrastructure Maintenance and Renewal (IMR) grant, which provides funds for school renovation and facility upgrading projects was 3.2M for the year.

At the end of May, the Division received an additional \$4.1M in accelerated Capital Maintenance and Renewal funding to address ongoing capital maintenance needs. The funding must be used for capital projects and projects are to be completed by October 2020. As these funds are for capital projects these revenues are not reflected in the current statement of operations.

### **4.3 Insurance Premiums**

Insurance premiums have increased substantially over the prior year increasing over 200%.

#### **4.4 Carbon Levy**

A carbon levy was implemented by the Federal government effective January 1, 2020 to replace the Alberta government levy that was repealed in May 2019.

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

Covid-19 has had a significant impact on the Division. A reduction in government funding, changes in staffing, credits issues to students for activities that did not occur, and changes in expenditures were impacted as a result of Covid-19.

Fees that were collected for activities, courses and other items that did not occur were credited to student accounts.

PPE has been issued by the Alberta Government for the purpose of protecting students and staff members in the current pandemic environment.

# THE PARKLAND SCHOOL DIVISION

## 2019-20 Audited Financial Statement



**Corporate Supports and  
Services**  
Presented to the Board of Trustees  
November 24, 2020

## Statement of Financial Position

**Presents the Division's economic resources. The main components of the statement are:**

- **Financial Assets** – liquid assets including cash and accounts receivable
- **Liabilities** – a financial liability that will be settled in the future including accounts payable and accrued liabilities, unspent deferred contributions, and employee future benefits
- **Net Financial Assets** – excess of financial assets over liabilities and represents the Division's ability to meet its financial obligations at year end.
- **Non Financial Assets** – assets not included in financial assets including tangible capital assets, inventory and prepaid expenses
- **Spent Deferred Capital Contributions** - the spent portion of capital contributions
- **Net Assets** - the difference between the divisions total assets and total liabilities
- **Accumulated Surplus** - includes the Division's operating and capital reserves and investment in tangible capital assets

## Statement of Financial Position

	2019-20	2018-19	Variance
Total Financial Assets	\$17,092,305	\$14,746,293	\$2,346,012
Total Liabilities	(8,696,389)	(5,059,441)	(3,636,948)
Total Non-Financial Assets	139,485,551	122,087,988	17,397,563
Spent Deferred Capital Contributions	(130,729,378)	(114,371,314)	(16,358,064)
Accumulated Surplus	17,152,089	17,403,526	(251,437)

The Parkland School Division AFS 2019-20

## Statement of Financial Position

Financial Assets	2019-20	2018-19	Variance
Cash	\$14,824,289	13,669,958	\$1,154,331
Accounts Receivable	2,268,016	1,076,335	1,191,681
<b>Total Financial Assets</b>	<b>\$17,092,305</b>	<b>\$14,746,293</b>	<b>(\$2,346,012)</b>

- The increase in cash is the result of Infrastructure, Maintenance and Renewal and Capital Maintenance Renewal grants that were received during the year but the projects are continuing into the 2020-21 school year.
- Accounts receivable increased primarily as a result of money owed to the division for the installation of the new modular classrooms at Prescott Learning Centre and Millgrove School.

The Parkland School Division AFS 2019-20

## Statement of Financial Position

Liabilities	2019-20	2018-19	Variance
Accounts Payable and Accrued Liabilities	\$6,124,846	\$3,925,229	\$2,199,617
Unspent Deferred Contributions	2,112,143	680,512	1,431,631
Employee Future Benefits	459,400	453,700	5,700
<b>Total Liabilities</b>	<b>\$8,696,389</b>	<b>\$5,059,441</b>	<b>\$3,636,948</b>

- Accounts payable and accrued liabilities increased as result of outstanding invoices at August 31 related to IMR, CMR and the installation of modular classrooms, and credits on student accounts related to COVID and \$1.0M consideration payable as part of a land swap agreement for the SPC replacement school.
- Increase in unspent deferred contributions is primarily related to IMR and CMR funds that were not expended at August 31.
- Employee future benefits increased as a result of contributions and actuarial contributions offset by payments to retired employees during the year.

The Parkland School Division AFS 2019-20

## Statement of Financial Position

Non-Financial Assets	2019-20	2018-19	Variance
Tangible Capital Assets	\$138,910,082	\$121,704,251	\$17,205,831
Inventory	129,265	-	129,265
Prepaid expenses	446,204	383,737	62,467
<b>Total Non-Financial Assets</b>	<b>\$139,485,551</b>	<b>\$122,087,988</b>	<b>\$17,397,563</b>

Significant capital projects during the year included:

- Copperhaven School (\$1.3M)
- Woodhaven modernization (\$14.0M)
- Stony Plain Central replacement School (\$359K)
- Stony Plain Central Land (\$1.0M)
- Millgrove and Prescott Modular Classrooms (\$2.4M)
- Infrastructure, maintenance and renewal projects (\$1.0M)
- Capital Maintenance Renewal (\$2.2M)
- Cisco Phone System (300K)

The Parkland School Division AFS 2019-20

## Statement of Financial Position

Spent deferred Capital Contributions	2019-20	2018-19	Variance
	\$130,729,378	\$114,371,314	\$16,358,064

Supported Capital Projects including IMR, CMR, Woodhaven, Copperhaven, Stony Plain Central, Millgrove and Prescott Modular Classrooms.

- Alberta Infrastructure Managed Projects \$15.9M
- Parkland School Division Managed Projects \$5.2M
- Offset by \$4.8M in amortization

The Parkland School Division AFS 2019-20

## Statement of Financial Position

Accumulated Surplus	2019-20	2018-19	Variance
Operating Reserves	\$5,813,220	\$6,188,389	(\$375,169)
Capital Reserves	4,159,414	3,882,201	277,213
Investment in Tangible Capital Assets	7,179,455	7,332,936	(153,481)
<b>Total Accumulated Surplus</b>	<b>\$17,152,089</b>	<b>\$17,403,526</b>	<b>(\$251,437)</b>

- Decrease in operating reserve is the result of operating deficit and transferring a gain on sale of assets to capital reserves and the utilization of operating reserves to build a new maintenance building
- Capital reserves increased during the year as a result of allocating reserves equal to amortization
- Investment in tangible capital assets decreased primarily as a result of amortization being greater than unsupported purchases during the year

The Parkland School Division AFS 2019-20

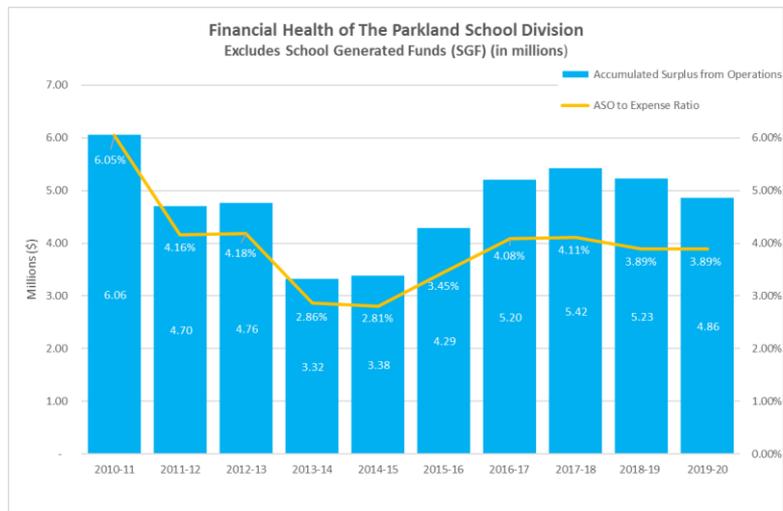
## Accumulated Surplus from Operations

Operating Reserves	Balance Sep 1, 2019	Surplus (Deficit) Aug 31, 2020	Reserve Movements	Balance Aug 31, 2020
Instruction	\$3,956,634	\$542,643	(\$1,295,311)	3,203,967
Administration	328,425	387,536	-	715,961
Operations and Maintenance	-	(948,744)	948,744	-
Transportation	-	(222,834)	222,834	-
External services	-	-	-	-
<b>Total</b>	<b>4,285,059</b>	<b>(241,399)</b>	<b>(123,733)</b>	<b>3,919,928</b>
<b>Unrestricted Surplus</b>	<b>943,769</b>	<b>-</b>	<b>-</b>	<b>943,769</b>
<b>Accumulated Surplus from Operations (Excluding SGF)</b>	<b>5,228,828</b>	<b>(241,399)</b>	<b>(123,733)</b>	<b>4,863,697</b>
Add: SGF	959,561	(10,038)	-	949,523
<b>Accumulated Surplus from Operations</b>	<b>\$ 6,188,389</b>	<b>\$ (251,437)</b>	<b>\$ (123,733)</b>	<b>\$ 5,813,220</b>
<b>A.S.O. To Expenditure Ratio before SGF</b>	<b>3.89%</b>			<b>3.89%</b>

- Transfers made from instruction to offset deficits in Operations & Maintenance and Transportation
- Difference with reserve movements is related to transfers from operating reserves to capital projects and reserves

The Parkland School Division AFS 2019-20

## Financial Profile



The Parkland School Division AFS 2019-20

## Statement of Operations

Summarizes the Division's revenues and expenses over the entire year and the resulting surplus or deficit.

- The statement includes the annual budget for the year and the prior year comparators
- Revenues are reported by the type of revenues
- Expenses are recorded by the program where they were expended
- Schedule 3 provides a detailed breakdown by program of both revenues and expenses.

The Parkland School Division AFS 2019-20

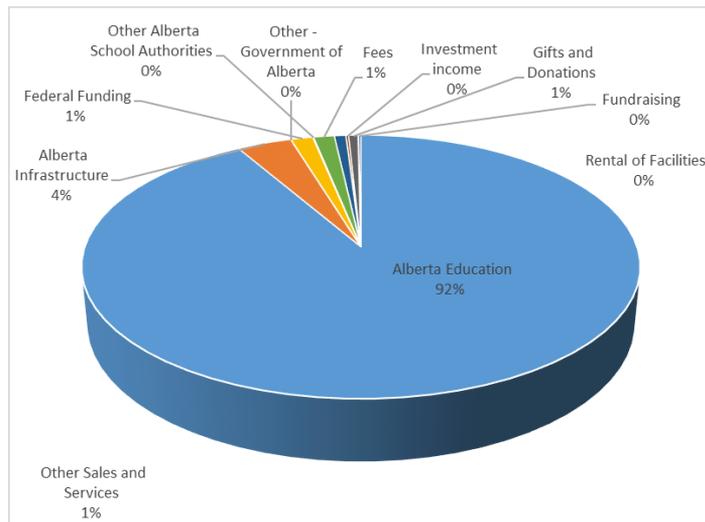
## Statement of Operations

Program	Revenues	Expenses	Surplus (Deficit)
Instruction (ECS-Grade 12)	\$96,951,696	\$96,419,091	\$532,605
Plant Operations & Maintenance	15,190,605	16,139,349	(948,744)
Transportation	8,135,887	8,358,721	(222,834)
Board & System Administration	4,342,349	3,954,813	387,536
External Service	71,354	71,354	-
<b>Total</b>	<b>\$124,691,891</b>	<b>\$124,943,328</b>	<b>(\$251,437)</b>

- Surplus in Instruction the result of changes in operations due to Covid and additional CEU funds from summer school.
- Plant Operations & Maintenance deficit the result of higher insurance expenses
- Transportation deficit the result of providing services exceeding funding
- Board & System Administration surplus primarily due to expenditures on related to initiatives and events not occurring due to Covid.

The Parkland School Division AFS 2019-20

## Results from Operations - Revenues



The Parkland School Division AFS 2019-20

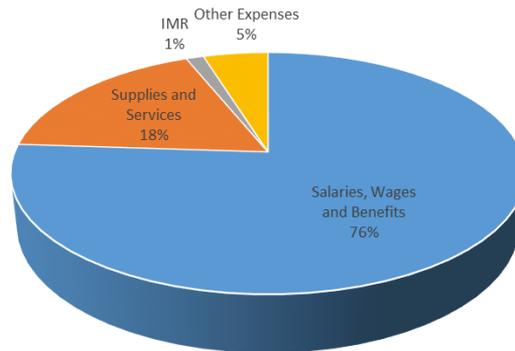
## Results from Operations - Revenues

	2019-20	2018-19	Variance
<b>Revenues</b>			
Alberta Education	114,260,268	121,910,690	(7,650,422)
Alberta Infrastructure	4,541,925	4,674,990	(133,065)
Other - Government of Alberta	19,328	85,870	(66,542)
Federal Funding	1,845,769	1,725,983	119,786
Other Alberta School Authorities	72,430	466,815	(394,385)
Fees	1,731,744	2,623,655	(891,911)
Other Sales and Services	961,128	1,442,590	(481,462)
Investment income	220,193	338,926	(118,733)
Gifts and Donations	792,909	655,687	137,222
Rental of Facilities	57,263	70,985	(13,722)
Fundraising	182,808	369,195	(186,387)
Gain on Disposal of Assets	6,126	7,833	(1,707)
<b>Total Revenues</b>	<b>124,691,891</b>	<b>134,373,219</b>	<b>(9,681,328)</b>

- Decrease in Alberta Education revenues were primarily the result of government funding changes including removal of Class size funding and school fee reduction grant, reduction of funding due to COVID and a reduction in PUF funding from the prior year.
- Fees and Other Sales and service were lower due to COVID

The Parkland School Division AFS 2019-20

## Results from Operations - Expenses



The Parkland School Division AFS 2019-20

## Results from Operations - Expenses

	2019-20	2018-19	Variance
<b>Expenses</b>			
Instruction (ECS - Grade 12)	96,419,091	102,952,496	(6,533,405)
Plant Operations and Maintenance	16,139,349	15,341,886	797,463
Transportation	8,358,721	11,806,545	(3,447,824)
Board and System Administration	3,954,813	4,338,226	(383,413)
External Services	71,354	83,338	(11,984)
<b>Total Expenses</b>	<b>124,943,328</b>	<b>134,522,491</b>	<b>(9,579,163)</b>

- Instruction expenditures decreased as a result of changes in operations due to reductions in funding and COVID
- Plant operations and Maintenance expenditures increased as a result of the insurance premiums increase
- Transportation expenditures decreased primarily as a result of changes in operations to move towards operating within its funding envelope.
- Board and system administration expenditures decreased as a result of expenses that did not occur due to COVID including Milestones & Merits, Professional Development and initiatives that were delayed or cancelled

The Parkland School Division AFS 2019-20

## New Reporting Requirements

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- Audited Statements
  - Statement of Financial Position
    - Spent Deferred Capital Contributions replaced Expended Deferred Contributions and is segregated from Deferred Contributions and presented below Net Financial Assets
    - Environmental Liabilities replaced Liability for Contaminated Sites
    - Net assets replaced Accumulated Surplus
  - Statement of Operations
    - Donations and Fundraising has been combined
    - Rental of Facilities and gains on disposal of capital assets have been added to the other revenue line
  - Statement of Cash Flows
    - Change is spent deferred capital contributions line has been added
  - Schedule 2 Deferred Contributions is more detailed and provides a more detailed breakdown of types of contributions

The Parkland School Division AFS 2019-20

## New Reporting Requirements

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- Future Accounting Changes
  - PS 3280: Asset Retirement Obligations (September 1, 2022)
  - PS 3400: Revenue (September 1, 2023)

The Parkland School Division AFS 2019-20

## Summary

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Questions



## MEMORANDUM

**Date** November 24, 2020

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott Johnston, Associate Superintendent

**Resource** Scott Johnston, Associate Superintendent

**Governance Policy** Board Policy 1: Division Foundational Statements  
Board Policy 2: Role of the Board  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 2: Section 1. Planning  
BP 12: Section 7. Planning and Accountability  
ThoughtExchange and Stakeholder Engagement Events/Feedback  
Accountability Pillar

**Subject** **2019-2020 ANNUAL EDUCATION RESULTS REPORT**

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### Purpose

For approval. Recommendation Required.

### Recommendation

That the Board of Trustees approve Parkland School Division's 2019-2020 Annual Education Results Report as presented at the Regular Meeting of November 24, 2020.

### Background

The Superintendent facilitates education planning process as well as the implementation. The Board is responsible to review and approve the Annual Education Results Report on an annual basis. This report and recommendation are in support of these responsibilities.

## Report Summary

Attached is the Division's 2019-2020 Annual Education Results Report (AERR).

The Annual Education Results Report for 2019-2020 addresses the previous year's achievement on each of the Board's locally developed assurance elements and on Alberta Education's Business Plan outcomes.

Assurance reporting, as a measure of confidence, determines the Division's successes in improving results using the strategies developed by education stakeholders. An assurance report that includes accountability results and provides prudent guidance for future strategic decisions and focus areas for the upcoming Education Plan. A complete, rather than partial, evaluation of performance is achieved by a process that provides quantitative data to qualitative measures. Due to the Covid-19 pandemic, achievement tests (6 and 9) and diploma exams (June) were cancelled for 2019-2020. This year's Annual Education Results Report considers the following:

- stakeholder feedback from ThoughtExchange and Stakeholder Engagement Events;
- Accountability Pillar information provided by the Province;
- feedback from the Board of Trustees, Senior Administration, Lead Team, and Council of School Councils;
- Capital Plan information and financial information.

The Annual Education Results Report together with the Education Plan serve as the key planning and accountability tools used in sharing information about the Division with stakeholders. This is the results report for the 2019-2020 Education Plan and the report includes significant stakeholder feedback embedded throughout the document.

Administration would be pleased to respond to questions.

SJ:kz



## MEMORANDUM

**Date** November 24, 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** **REPEAL BY-LAW NO. 2-17, REARRANGEMENT OF THE ELECTORAL WARDS AND TRUSTEE(S) TO BE ELECTED TO EACH WARD**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation:**

That the Board of Trustees repeal By-Law No. 2-17, Rearrangement of the Electoral Wards and Trustee(s) to be Elected to Each Ward, as presented at the Regular Meeting of November 24, 2020.

### **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 By-Law No. 2-17, Rearrangement of the Electoral Wards and Trustee(s) to be Elected to Each Ward. By-Law No. 2-17 is being repealed 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 items.

### 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**  
**BY-LAW NO. 2-17**

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**A BY-LAW OF THE SCHOOL DIVISION IN THE PROVINCE OF ALBERTA, RELATING TO THE REARRANGEMENT OF THE ELECTORAL WARDS AND TRUSTEE(S) TO BE ELECTED IN EACH WARD.**

Whereas the Board of Trustees of the School Division (the “Board”) passed By-Law No. 1-17 and Ministerial Order 033/2017 was subsequently approved, typographical errors and inadvertent omissions of lands were discovered in the description of lands on Ward 1 and Ward 2.

Whereas the Board requests that the Minister pursuant to Section 272 of the *School Act* alter the time in which the Board may pass a ward bylaw pursuant to s. 262 of the *School Act* to correct the typographical errors and inadvertent omissions of lands.

By-Law No. 1-17 is hereby repealed and replaced by this By-Law No. 2-17 subject to the Minister’s approval of the alteration of time limits.

Whereas the Board requests the Minister, by Ministerial Order pursuant to s.210(d) of the *School Act*, rearrange the wards of the School Division into five (5) wards as follows:

- a. Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield and Area)
- b. Ward 2 (Parkland Village, Muir Lake and Area)
- c. Ward 3 (Blueberry, Graminia and Area)
- d. Ward 4 (Town of Stony Plain)
- e. Ward 5 (City of Spruce Grove)

Subject to the Minister completing the Ministerial Order as requested above and subject to the Minister’s approval of this Bylaw, the Board hereby resolves:

1. Pursuant to s. 262(5), 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. 262(5), the boundaries of the wards referred to in Section 1 are described as follows:

Ward 1 (Seba Beach, 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.262(6) of the *School Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair



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Secretary-Treasurer

READ A SECOND TIME THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair



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Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair



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Secretary-Treasurer



## MEMORANDUM

**Date** November 24, 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 1-2020: 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 1-2020: The Parkland School Division Trustee Electoral Ward Bylaw three (3) times with the following guidelines:

- First Reading (pg. 81): that **Bylaw 1-2020: 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 (pg. 88): that **Bylaw 1-2020: 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 (pg. 88): that **Bylaw 1-2020: 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 1-2020 as presented in the Regular Meeting of November 24, 2020.

## **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 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

# **READING ONE**



## **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

\_\_\_\_\_  
Chair

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

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

\_\_\_\_\_  
Chair

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

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

\_\_\_\_\_  
Chair

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

## **READING TWO**



**TITLE:**  
**DESCRIPTION:**

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

## **READING THREE**



**TITLE:**  
**DESCRIPTION:**

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



Parkland School Division  
Board Policy 7: Appendix 7.1

~~BY-LAW NO. 2-17~~ **BYLAW 1-2020: THE PARKLAND SCHOOL  
DIVISION TRUSTEE ELECTORAL WARD BYLAW**

~~A BY-LAW OF THE SCHOOL DIVISION IN THE PROVINCE OF ALBERTA, RELATING TO THE  
REARRANGEMENT OF THE ELECTORAL WARDS AND TRUSTEE(S) TO BE ELECTED IN EACH WARD.~~

**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 the Board of Trustees of the School Division (the “Board”) passed By-Law No. 1-17 and Ministerial Order 033/2017 was subsequently approved, typographical errors and inadvertent omissions of lands were discovered in the description of lands on Ward 1 and Ward 2.

Whereas the Board requests that the Minister pursuant to Section 272 of the *School Act* alter the time in which the Board may pass a ward bylaw pursuant to s. 262 of the *School Act* to correct the typographical errors and inadvertent omissions of lands.

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. 1-17 is hereby repealed and replaced by this By-Law No. 2-17 subject to the Minister’s approval of the alteration of time limits.

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 requests the Minister, by Ministerial Order pursuant to s.210(d) of the *School Act*, rearrange establishes, by this bylaw, the wards of the Parkland School Division into five (5) wards as follows:

- a. • Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield and Area);
- b. • Ward 2 (Parkland Village, Muir Lake and Area);
- c. • Ward 3 (Blueberry, Graminia and Area);
- d. • Ward 4 (Town of Stony Plain); and
- e. • Ward 5 (City of Spruce Grove).

Subject to the Minister completing the Ministerial Order as requested above and subject to the Minister’s approval of this Bylaw, Tthe Board hereby resolves:

1. Pursuant to s. 262(5) 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. ~~262(5)~~ **76(1)(a)**, the boundaries of the wards referred to in Section 1 are described as follows:

**Ward 1** ~~Ward 1 (Seba Beach, 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** 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** ~~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** 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** 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. 262(6) of the ~~School Act~~ **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** ~~13<sup>TH</sup> DAY OF JUNE, 2017~~

*A Cameron*

Chair

*Gonsson*

Secretary-Treasurer

READ A SECOND TIME THIS ~~13<sup>TH</sup> DAY OF JUNE, 2017~~ **24<sup>TH</sup> DAY OF NOVEMBER, 2020**

*A Cameron*

Chair

*Gonsson*

Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS ~~13<sup>TH</sup> DAY OF JUNE, 2017~~ **24<sup>TH</sup> DAY OF NOVEMBER, 2020**

*A Cameron*

Chair

*Gonsson*

Secretary-Treasurer



## MEMORANDUM

**Date** November 24, 2020

**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 7: BOARD OPERATIONS**

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### Purpose

For approval. Recommendation required.

### Recommendation:

That the Board of Trustees approve the Revised Board Policy 7: Board Operations, as presented at the Regular Meeting of November 24, 2020.

### 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 September 14, 2020, the Board Policy Committee met and reviewed Board Policy 7: Board Operations, to ensure that legislative changes and approved changes to the Board remuneration model were reflected. Board Policy 7 was also reviewed at the September 22, 2020 PSD Tomorrow Committee meeting. The following report highlights the changes in Board Policy 7, 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.

LS:kz



## Parkland School Division Board Policy 7 BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary to deal adequately with its business. The Board adopts, amends and rescinds policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board has a fundamental obligation to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Toward this end, the Board conducts its affairs in public to the greatest extent possible.

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

The Board demonstrates the belief that having members of the public make presentations at Board meetings can enhance public interest.

### **Wards**

As per the *Education Act* (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division Electoral Ward Bylaw is attached as Appendix 7.1 of this policy.

1. All wards (electoral subdivisions) shall comprise all those lands as outlined in Policy 7 Appendix 7.1.
2. The number of trustees to be elected in each ward is as follows:
  - 2.1. One (1) trustee from each of wards 1, 2, 3 and 4.
  - 2.2. Three (3) trustees from ward 5, elected at large.
3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
4. If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, unless this vacancy occurs in the last six (6) months before the next election.
  - 4.1. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election shall be held.

### **Swearing-In Ceremony**

5. An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
  - 5.1. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
  - 5.2. Special swearing-in provisions shall be made for a trustee taking office following a by-election.

### **Organizational Meeting – Schedule**

6. The first official meeting of the Board following a general election shall be the organizational meeting.
7. During an election year, an organizational meeting shall be held no later than four (4) weeks following the election day, when there has been a general election.
8. With the exception of election year, an organizational meeting of the Board shall be held annually at the June Board meeting.
  - 8.1. The decisions of the June organizational meeting shall be in effect for September 1 of each year.

### **Organizational Meeting – Process**

9. The Corporate Secretary of the Board shall give notice of the organizational meeting to each trustee as if it were a special meeting.
10. The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
11. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting.
  - 11.1. The Board Chair shall normally be elected for a period of one (1) year.
12. The organizational meeting shall, in addition, attend to the following organizational items by approved motions(s):
  - 12.1. The Vice-Chair shall be elected by a majority vote;
  - 12.2. The schedule (date, time and place) for regular meetings and any additional required meetings shall be established;
  - 12.3. The Creation of such standing or ad hoc committees of the Board as are deemed appropriate, shall proceed with the appointment of members;
  - 12.4. The appointment of Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, shall proceed as prudent to do so;
  - 12.5. Rates of compensation and expense reimbursement for trustees shall be established;

13. The Secretary Treasurer shall review trustee conflict of interest stipulations and determine any disclosure of information requirements and address other organizational items as required.

### **Regular Meetings**

14. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.
15. Regular Board meeting dates and times shall be as established at the annual organizational meeting.
16. All meetings will ordinarily be held in the Division Office in Stony Plain.

### **Trustee Absences**

17. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
18. All trustees who are absent from three (3) consecutive regular meetings shall:
  - 18.1. Obtain authorization by resolution of the Board to do so; or
  - 18.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
  - 18.3. Failure to attend may result in disqualification.
19. If both the Chair or Vice-Chair, through illness or other cause, are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed shall have all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's absence or inability to act.
20. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

### **Special Meetings**

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

21. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
22. A written notice of the special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served (at least 2 days before the date of the meeting) on the trustee, or a responsible person at the trustee's residence, or by electronic means.
23. Notwithstanding section 21. and 22., a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of sections 21. and 22.
24. The date, time and place of the special meeting, and the nature of the business to be transacted, must be clearly specified in the notice of the special meeting.
25. Unless all trustees are present at the special meeting, no other business may be transacted.
  - 25.1. Items may be added to the agenda only by the unanimous consent of the entire Board.

26. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held *in-camera*.
27. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

***In-Camera***

28. The Board may, by resolution, schedule an *in-camera* meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting *in-camera*.
  - 28.1. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
29. The Board may convene *in-camera* only to discuss matters of a sensitive nature, including:
  - 29.1. Personnel; either
    - 29.1.1. Individual students; or
    - 29.1.2. Individual employees;
  - 29.2. Matters relating to negotiations;
  - 29.3. Acquisition/disposal of real property;
  - 29.4. Litigation brought by or against the Board;
  - 29.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
30. *In-camera* sessions shall be closed to the public and press.
31. The Board shall only discuss the matter(s) that gave rise to the *in-camera* meeting.
32. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
33. *In-camera* minutes shall be marked as privileged and confidential.
34. The Board shall, during the *in-camera* session, adopt only such resolution and/or recommendation as is required to re- convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

## Agenda for Regular Meetings

35. The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.
36. The order of business at a regular meeting shall generally include the following:
  - 36.1. Call to Order Items, including:
    - 36.1.1. The National Anthem,
    - 36.1.2. A call for personal reflection,
    - 36.1.3. A Treaty 6 Acknowledgement statement,
    - 36.1.4. Trustee Announcements,
    - 36.1.5. Request for changes to the Agenda, and
    - 36.1.6. A call for the motion to approve the Agenda;
  - 36.2. Approval of Minutes;
  - 36.3. Business Arising from the Minutes;
  - 36.4. Delegation/Presentation and/or call for questions from the gallery;
  - 36.5. Board Chair Report;
  - 36.6. Superintendent Report;
  - 36.7. Action Items;
  - 36.8. Administration Reports;
  - 36.9. Trustee Reports;
  - 36.10. Future Business items, including:
    - 36.10.1. Meeting Dates,
    - 36.10.2. Notice of Motion,
    - 36.10.3. Topics for Future Agendas,
    - 36.10.4. Requests for Information,
    - 36.10.5. Response to Requests for Information;
  - 36.11. *In-Camera* items, as permitted in this policy;
  - 36.12. Action in Response to *In-Camera*; and
  - 36.13. Adjournment.
37. Items scheduled for a specific time shall be clearly identified on the agenda.

38. The agenda shall be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
39. Each action item shall include a clear recommendation.
40. Items may be placed on the agenda in one of the following ways:
  - 40.1. By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;
  - 40.2. By notice of motion at the previous meeting of the Board (this may be waived as per s. 53.3);
  - 40.3. As a request from a committee of the Board; and/or
  - 40.4. Emergent items that require Board action may arise after the agenda has been prepared.
  - 40.5. Changes to the agenda may be made by a majority of those present.
41. The agenda package, containing the agenda and supporting information, shall be provided to each trustee five (5) calendar days prior to the Board meeting;
  - 41.1. Subsequent and emergent information may be provided at the meeting; and,
    - 41.1.1. The Superintendent shall advise the Chair regarding the emergent nature of such information.
42. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
  - 42.1. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion and subsequent action.
  - 42.2. The list of agenda items shall be posted on the Division website and be available in the Division Office, and
    - 42.2.1. Any elector may inspect the agenda and request a copy.

**Minutes for Regular or Special Meetings**

43. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
44. The minutes shall record:
  - 44.1. The date, time and place of meeting;
  - 44.2. The type of meeting;
  - 44.3. The name of presiding officer;
  - 44.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
  - 44.5. The approval of preceding minutes;

- 44.6. All resolutions;
  - 44.7. The names of persons making the motions;
  - 44.8. The points of order and appeals;
  - 44.9. Approved appointments;
  - 44.10. The receipt of reports of committees;
  - 44.11. The recording of the vote on a motion (when requested pursuant to the *Education Act*);  
including:
    - 44.11.1. Any trustee declaration pursuant to the *Education Act*.
  - 44.12. The times of departures and re-entries for trustees during a meeting; and
  - 44.13. The time of adjournment.
- 45. The minutes shall: be prepared and reviewed as directed by the Superintendent, prior to submission to the Board;
  - 46. Minutes shall be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
  - 47. Minutes shall be deemed to be the official and sole record of the Board's business upon adoption.
  - 48. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes.
  - 49. The Superintendent or designate shall establish and maintain a file of all Board minutes.
  - 50. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
  - 51. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval.
    - 51.1. The Superintendent or designate shall be responsible for the distribution and prudent posting of approved minutes.
  - 52. Each standing or ad hoc committee shall maintain records of the proceedings.
    - 52.1. Once approved by the committee chair, the minutes shall be presented to the Board for approval.

## **Motions**

53. A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all trustees that an item shall be discussed while also providing time for consideration and preparation for the motion;
  - 53.1. A notice of motion section shall exist as a standing item on regular Board meeting agendas to provide trustees an opportunity to speak to, and suggest a motion for, future consideration for action.
  - 53.2. Unless suggested for an alternate, later Board meeting, the motion shall be brought forth at the next scheduled meeting of the Board;
  - 53.3. The mover may ask the Board to “waive notice of motion” so that the debate and vote can happen immediately;
  - 53.4. A notice of motion can only be waived by a unanimous decision of the Board; and
  - 53.5. There is no debate on a notice of motion.
54. Motions do not require a seconder.
55. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
56. Motions may be submitted by any trustee, including the Board Chair.

## **Speaking to a Motion and Discussion**

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

57. Once a motion is before the Board, and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
58. The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
59. Whenever the Board Chair wishes to speak on a motion, the Chair is temporarily vacated and the Vice-Chair presides.
60. The Board Chair shall normally speak just prior to the last speaker.
61. The last speaker shall be the mover of the motion, given that the mover of the motion is permitted to close debate on the motion.
62. As a general guide, a trustee should not speak longer than five (5) minutes on any motion.
  - 62.1. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
63. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker’s remarks, and any such interruption shall not be permitted without permission of the Board Chair.

64. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote.

64.1. The Board Chair shall rule on further discussion.

65. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### **Voting on the Motion**

66. All votes made by a member of the Board shall be recorded and the minutes of every regular scheduled Board meeting shall indicate the names of each trustee present and whether the trustee voted for or against the motion.

67. The Board Chair, and all trustees present, unless excused by resolution of the Board, or by the provisions of the *Education Act*, shall vote on each question.

67.1. Each question shall be decided by a majority of the votes of those trustees who are present.

67.2. A simple majority of a quorum of the Board shall decide in favour of the question.

67.2.1. In the case of an equality of votes, the question is defeated.

67.2.2. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

68. Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.

68.1. Questions and comments related to the information are permitted, but no decisions are required or expected.

68.2. These items shall only require a written acknowledgment in the recorded minutes that they were received as information only.

### **Debate**

69. In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to *Robert's Rules of Order*; if this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### **Public Participation at Board Meetings**

A primary responsibility of the Board is to help the school and the community relate to each other, therefore the Board is interested in:

- Monitoring the community's needs, hopes and desires;
- Explaining the schools' programs and Board policy and guidelines to the community.

70. The Board welcomes presentations on educational matters by individuals or groups from the community at its meetings and may, if it so chooses, direct questions of clarification to delegations.

## **Petitions**

71. Petitions to the Board shall be conveyed in full accordance with the *Petitions and Public Notices Regulation* (925/2019) and in the form established by the Minister.
72. For Board consideration and/or subsequent motion, a petition shall be determined to be valid if signed by the number of electors that is equal to 10% of the number of funded students of the Board.
73. The Board shall respond to a valid petition as per sections 5 through 9 of the *Petitions and Public Notices Regulation* (925/2019).

## **Delegations to the Board**

74. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board and, further, the Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
75. The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter.
76. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
77. The delegation will be afforded fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for trustee questions.
78. The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.
79. If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.
80. The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances where the health and/or safety of students and/or staff are of concern.
81. The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

## **Audio/Video Recording Devices**

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

## **Trustee Compensation and Expenses**

83. To compensate trustees for their time, contribution and expenses, the Board approves the establishment of a trustee remuneration program.
  - 83.1. Basic annual remuneration shall be set annually for each individual trustee.

- 83.1.1. Basic annual remuneration compensates trustees for performing their governance role, including travel within the Division.
- 83.1.2. Meals may be claimed as per *Administrative Procedure 536 - Expense Reimbursements*.
- 83.1.3. Trustees elected or appointed by the Board to represent the Board at meetings of other organizations outside the Parkland School Division boundary or are attending Board approved professional development including conventions, workshops, or seminars, are eligible to claim for travel, including mileage in accordance with *Administrative Procedure 536 – Expense Reimbursements*.
- 83.1.4. The basic annual remuneration shall not be reduced if a trustee is unable to attend the designated meetings.
- 83.1.5. Retiring trustees receive the basic annual remuneration, on a pro-rated basis, for the month in which they retire.
- 83.1.6. Newly elected trustees receive a pro-rated basic remuneration effective from the date of their official oath of office.
- 83.1.7. The Chair and Vice-Chair of the Board shall receive an additional annual remuneration as approved through the *Trustee Remuneration Schedule*.
- 83.2. Trustee claims for allowable expenses and mileage are to be submitted using the established electronic expense claim:
  - 83.2.1. Claims must be submitted monthly (submitted by the end of the second week of the next month);
  - 83.2.2. Original itemized receipts must accompany claims;
  - 83.2.3. Parkland School Division will not reimburse a trustee for guest expenses.
- 83.3. Trustee claims are approved by the Board Chair (Vice-Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 83.4. Board Chair claims are approved by the Vice-Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 83.5. Trustees shall be informed by the Chair or Vice-Chair of any alterations to a claim:
  - 83.5.1. A trustee dispute in the payment of an expense claim shall be made in writing (email) to the Board Chair and the Board Chair shall make a ruling in a timely manner.
  - 83.5.2. Appeal to the Board Chair ruling, in 83.5.1. shall be presented to the Board for resolution within the current school year.
- 83.6. The Audit Committee shall conduct a full review of trustee remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year.

83.7. All approved and paid expenses for trustees shall be publicly disclosed on the Division website on a quarterly basis.

**Trustee Conflict of Interest**

- 84. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust.
- 85. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.
- 86. The trustee is expected to be conversant with sections 85 (Pecuniary Interest) and 86 (Disclosure of Information) of the *Education Act*.
  - 86.1. Trustees shall annually complete the *Trustee Disclosure Statement* form.
- 87. The trustee is responsible for disclosing, to the Board, any existing or potential conflict of interest that may exist for the trustee.
  - 87.1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  - 87.2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 88. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that the declaration and absence is properly recorded within the minutes.
- 89. The recording secretary shall record the following in the minutes:
  - 89.1. The trustee’s declaration;
  - 89.2. The trustee’s abstention from the debate and the vote; and
  - 89.3. That the trustee left the room in which the meeting was held.

**Board Self-Evaluation**

90. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

REFERENCE: Education act: 51-53, 64-69, 73-96, 138, 230, 243, 247-250 Board Procedures Regulation 82/2019 Local Authorities Election Act Income Tax Act (Canada) Petitions and Public Notices Regulation 925/2019	APPROVED:
	DATE NOVEMBER 24, 2020 APPROVED:
	REVIEWED OR REVISIED: November, 2020 May, 2020 April, 2019 January 9, 2018



**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

\_\_\_\_\_  
Chair

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

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

\_\_\_\_\_  
Chair

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

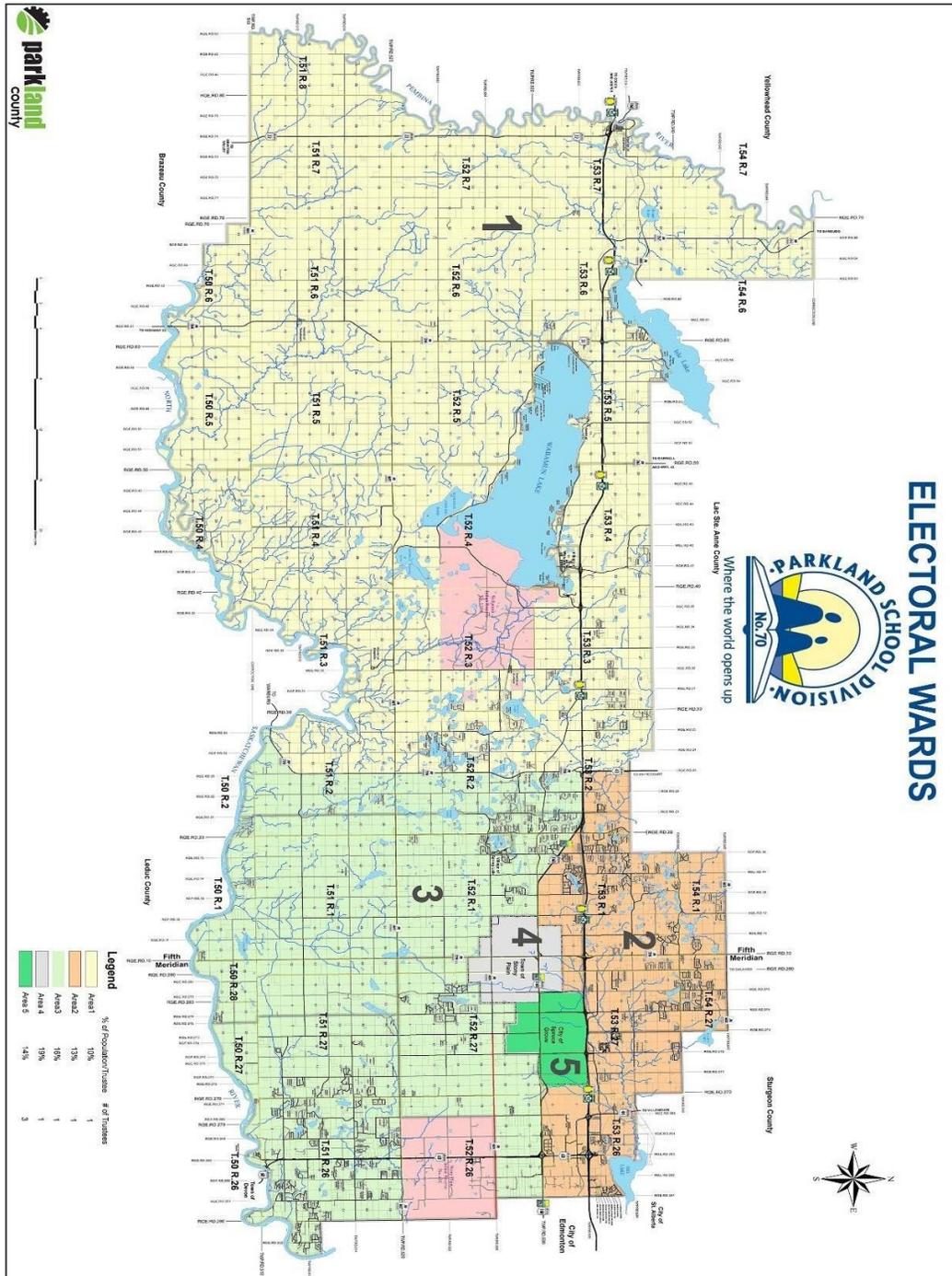
READ A THIRD TIME AND PASSED THIS 24<sup>TH</sup> DAY OF NOVEMBER, 2020

\_\_\_\_\_  
Chair

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



Parkland School Division  
 Board Policy 7: Appendix 7.2  
 MAP OF WARDS (ELECTORAL SUBDIVISIONS)





**Parkland School Division**  
**Board Policy 7: Appendix 7.3**  
**TRUSTEE REMUNERATION SCHEDULE**

**Basic Annual Remuneration:** The Basic Annual Remuneration compensates trustees for performing their roles including travel within the Division.

Chair (includes additional allowance of \$13,020) *	\$48,384
Vice-Chair (includes additional allowance of \$5,661) *	\$41,025
Trustee *	\$35,364

**Distance Allowance:** The Distance allowance is a provision for trustees who represent Wards 1, 2 and 3 and is based on the distance of the wards from the Centre for Education and the location of the schools within the wards.

Ward 1 Distance Allowance	\$ 3,800
Ward 2 Distance Allowance	\$ 800
Ward 3 Distance Allowance	\$ 1,050

DATE APPROVED:	September 1, 2020	REVIEWED OR REVISED:	September, 2020 June, 2020 June, 2019 April, 2019 May 2, 2017
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**\* ADDENDUM:**

**At the Regular Board Meeting of October 6, 2020, the Board of Trustees unanimously passed a motion to reduce the Basic Annual Remuneration for the 2020-2021 SCHOOL YEAR by 10%.**

Chair (includes additional allowance of \$13,020)	\$44,848
Vice-Chair (includes additional allowance of \$5,661)	\$37,489
Trustee	\$31,828



## Parkland School Division Board Policy 7 BOARD OPERATIONS

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

The Board believes that its has a fundamental obligation is to preserve, if not and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will shall be open to the public. Towards this end, the Board believes its affairs must be conducted conducts its affairs in public to the greatest extent possible.

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

The Board further believes demonstrates the belief that having members of the public make presentations at Board meetings can enhance public interest.

### Wards 1. Wards (former 1. – now unnumbered heading)

As per the Education Act (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division No. 70 Electoral Ward Order Bylaw is available from the Division Office attached as Appendix 7.1 of this policy.

1. (former 1.1) All wards (electoral subdivisions) shall comprise all those lands as outlined in Policy 7 Appendix 7.1.
2. (former 1.2) The number of trustees to be elected in each ward is as follows:
  - 2.1. (former 1.2.1) One (1) trustee from each of wards 1, 2, 3 and 4.
  - 2.2. (former 1.2.2) Three (3) trustees from ward 5, elected at large.
3. (former 1.3) The provisions of the Local Authorities Election Act Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

4. (former 1.4) If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, unless this vacancy occurs in the last six (6) months before the next election.

4.1. (formerly unnumbered) If two (2) vacancies occur prior to the fourth year of the term of office, a by-election ~~must~~ shall be held.

### **Swearing-In Ceremony** ~~2. Swearing-In Ceremony~~ (former 2. – now unnumbered heading)

5. (formerly unnumbered) An official swearing-in ceremony ~~will~~ shall be scheduled following confirmation of trustee election results in a general election year.

5.1. (formerly unnumbered) Each trustee ~~will~~ shall take the oath of office or make an affirmation as called upon in accordance with the agenda.

5.2. (formerly unnumbered) Special **swearing-in** provisions ~~will~~ shall be made for a trustee taking office following a by-election.

### **Organizational Meeting – Schedule** ~~3. Organizational Meeting~~ (former 3. – now unnumbered heading)

6. (formerly unnumbered – moved to below heading for consistency) The first official meeting of the Board following a general election shall be the organizational meeting.

7. (formerly unnumbered – moved up for consistency) During an election year, an organizational meeting ~~will~~ shall be held no later than four (4) weeks following the election day, when there has been a general election.

8. (formerly unnumbered) With the exception of election year, an organizational meeting of the Board shall be held annually at the June Board meeting.

8.1. (formerly unnumbered) The decisions of the June organizational meeting ~~will~~ shall be in effect for September 1 of each year.

### **Organizational Meeting – Process** (new heading)

9. (formerly unnumbered) The Corporate Secretary of the Board ~~will~~ shall give notice of the organizational meeting to each trustee as if it were a special meeting.

10. (formerly unnumbered) The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.

11. (formerly unnumbered) Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting.

11.1. (formerly unnumbered) The Board Chair shall normally be elected for a period of one (1) year.

12. (formerly unnumbered) The organizational meeting shall, in addition, **attend to the following organizational items by approved motions(s):**

12.1. (formerly 3.1) ~~Elect a~~ **The Vice-Chair shall be elected by a majority vote;**

- 12.2. (formerly 3.2) ~~Establish a~~ **The** schedule (date, time and place) for regular meetings and any additional required meetings **shall be established**;
- 12.3. (formerly 3.3) ~~Create~~ **The Creation of** such standing or ad hoc committees of the Board as are deemed appropriate, **shall proceed with the appointment of and appoint** members;
- 12.4. (formerly 3.4) ~~Appoint~~ **The appointment of** Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, **shall proceed as appropriate prudent to do so**;
- 12.5. (formerly 3.5) ~~Establish R~~ **ates of honoraria compensation** and expense reimbursement for trustees **shall be established**;
- 13. (formerly 3.6) **The Secretary Treasurer shall R**review trustee conflict of interest stipulations and determine any disclosure of information requirements ; and (formerly 3.7) address other organizational items as required.

**Regular Meetings** ~~4. Regular Meetings~~ (former 4. – now unnumbered heading)

- 14. (formerly in background info) **A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.**
- 15. (formerly unnumbered) Regular Board meeting dates and times shall be as established at the annual organizational meeting.
- 16. (formerly 4.1) All meetings will ordinarily be held in the Division Office in Stony Plain.

**Trustee Absences** (new heading)

- 17. (formerly 4.2) All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- 18. (formerly 4.3) All trustees who are absent from three (3) consecutive regular meetings shall:
  - 18.1. (formerly 4.3.1) Obtain authorization by resolution of the Board to do so; or
  - 18.2. (formerly 4.3.2) Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
  - 18.3. (formerly unnumbered) Failure to attend may result in disqualification.
- 19. (formerly 4.4) If both the Chair or Vice-Chair, through illness or other cause, are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed ~~has~~ **shall have** all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's **absence or** inability to act ~~or absence~~.
- 20. (formerly 4.5) Regular meetings of the Board ~~will~~ **shall** not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

**Special Meetings** ~~5. Special Meetings~~ (former 5. – now unnumbered heading)

(formerly 5.1 – not necessary to number as it gives clarity to heading) Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

21. (formerly 5.2) Special meetings of the Board ~~will~~ **shall** only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
22. (formerly 5.3) A written notice of the special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served (at least 2 days before the date of the meeting) on the trustee, or a responsible person at the trustee’s residence, or by electronic means.
23. (formerly 5.4) Notwithstanding ~~subsection 5.2 to 5.3~~ **21. and 22.**, a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of ~~subsections 5.2 to 5.3~~ **21. and 22.**
24. (formerly 5.5) The date, time and place of the special meeting, and the nature of the business to be transacted, must be clearly specified in the notice of the special meeting.
25. (formerly part of 5.5 – this should be its own statement) Unless all trustees are present at the special meeting, no other business may be transacted.
  - 25.1. (formerly part of 5.5 – this should be its own statement) Items ~~can~~ **may** be added to the agenda only by the unanimous consent of the entire Board.
26. (formerly 5.6) Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held ~~in-camera~~ **in-camera**.
27. Special meetings of the Board ~~will~~ **shall** not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s employment contract is being discussed.

**In-Camera** In-Camera Sessions (former 6. – now unnumbered heading)

~~The School Act uses the term “private” for non-public meetings. Robert’s Rules of Order uses the term “executive session” for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.~~

28. (formerly unnumbered) The Board may, by resolution, schedule an ~~in-camera~~ **in-camera** meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting in-camera.
  - 28.1. (formerly unnumbered) Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
29. (formerly unnumbered) The Board may convene ~~in-camera~~ **in-camera** only to discuss matters of a sensitive nature, including:
  - 29.1. (formerly 6.1) Personnel; **either**
    - 29.1.1. (formerly 6.1.1) Individual students; **or**

- 29.1.2. (formerly 6.1.2) Individual employees;
  - 29.2. (formerly 6.2) Matters relating to negotiations;
  - 29.3. (formerly 6.3) Acquisition/disposal of real property;
  - 29.4. (formerly 6.4) Litigation brought by or against the Board;
  - 29.5. (formerly 6.5) Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 30. (formerly unnumbered) Such *In-camera* sessions shall be closed to the public and press.
  - 31. (formerly unnumbered) The Board shall only discuss the matter(s) that gave rise to the ~~in-camera~~ *in-camera* meeting.
  - 32. (formerly unnumbered) Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
  - 33. (formerly unnumbered) ~~In-camera~~ *In-camera* minutes shall be marked as privileged and confidential.
  - 34. (formerly unnumbered) The Board shall, during the ~~in-camera~~ *in-camera* session, adopt only such resolution and/or recommendation as is required to re- convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

**Agenda for Regular Meetings** ~~7. Agenda for Regular Meetings~~ (former 7. – now unnumbered heading)

- 35. (formerly unnumbered) The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.
- 36. The order of business at a regular meeting shall generally include the following:
  - 36.1. (former 7.1.1) Call to Order **Items, including:**
    - 36.1.1. (former bullet) **The National Anthem,**
    - 36.1.2. (former bullet) **A call for p**Personal reflection,
    - 36.1.3. (former bullet) **A Treaty 6 Acknowledgement statement,**
    - 36.1.4. (former bullet) **Trustee Announcements,**
    - 36.1.5. (former bullet) **Request for c**Changes to the Agenda, **and**
    - 36.1.6. (former bullet) **A call for the motion to approve** ~~Approval of the Agenda;~~
  - 36.2. (former 7.1.2) Approval of Minutes;
  - 36.3. (former 7.1.3) Business Arising from the Minutes;
  - 36.4. (former 7.1.4) Delegation/Presentation **and/or call for questions from the gallery;**
  - 36.5. (former 7.1.5) Board Chair Report;
  - 36.6. (former 7.1.6) Superintendent Report;

- 36.7. (former 7.1.7) Action Items;
  - 36.8. (former 7.1.8) Administration Reports;
  - 36.9. (former 7.1.9) Trustee Reports;
  - 36.10. (former 7.1.10) Future Business items, including:
    - 36.10.1. (former bullet) Meeting Dates,
    - 36.10.2. (former bullet) Notice of Motion,
    - 36.10.3. (former bullet) Topics for Future Agendas,
    - 36.10.4. (former bullet) Requests for Information,
    - 36.10.5. (former bullet) Response to Requests for Information;
  - 36.11. (former 7.1.11) *In-Camera* In-Camera Session items, as permitted in this policy;
  - 36.12. (former 7.1.12) Action in Response to *In-Camera* Session; and
  - 36.13. (former 7.1.13) Adjournment.
- 37. (formerly unnumbered) Items scheduled for a specific time shall be clearly identified on the agenda.
  - 38. (former 7.2) The agenda ~~will~~ shall be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
  - 39. (former 7.2) Each action item ~~will~~ shall include a clear recommendation.
  - 40. (former 7.3) Items may be placed on the agenda in one of the following ways:
    - 40.1. (former 7.3.1) By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;
    - 40.2. (former 7.3.2) By notice of motion at the previous meeting of the Board- (this may be waived as per s. 53.3).
    - 40.3. (former 7.3.3) As a request from a committee of the Board-; and/or
    - 40.4. (former 7.3.4) Emergent items that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval.
    - 40.5. (former subset of 7.3.4) Changes to the agenda may be made by a majority of those present.
  - 41. (former 7.4) The agenda package, containing the agenda and supporting information, ~~will~~ shall be provided to each trustee five (5) calendar days prior to the Board meeting;
    - 41.1. (former subset of 7.4) ~~Subsequently,~~ Subsequent and emergent information may be provided at the meeting; and further,
      - 41.1.1. (former subset of 7.4) Tthe Superintendent shall advise the Chair regarding the emergent nature of such information.

42. (former 7.5) The Board shall will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
  - 42.1. (former 7.6) During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion and subsequent action. The Board may take action on such items.
  - 42.2. (former 7.7) The list of agenda items shall be posted on the Division website and be available in the Division Office-, and
    - 42.2.1. (former subset of 7.7) Any elector may inspect the agenda and request a copy.

**Minutes for Regular or Special Meetings** ~~8. Minutes for Regular or Special Meetings (former 8. – now unnumbered heading)~~

43. (formerly unnumbered) The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
44. The minutes shall record:
  - 44.1. (former 8.1.1) The Ddate, time and place of meeting;
  - 44.2. (former 8.1.2) The Ttype of meeting;
  - 44.3. (former 8.1.3) The Nname of presiding officer;
  - 44.4. (former 8.1.4) The Nnames of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
  - 44.5. (former 8.1.5) The Aapproval of preceding minutes;
  - 44.6. (former 8.1.6) All resolutions; ~~including the Board's disposition of the same, placed before the Board, are to be entered in full;~~
  - 44.7. (former 8.1.7) The Nnames of persons making the motions;
  - 44.8. (former 8.1.8) The Ppoints of order and appeals;
  - 44.9. (former 8.1.9) Approved Aappointments;
  - 44.10. (former 8.1.10) The Rreceipt of reports of committees;
  - 44.11. (former 8.1.11) The Rrecording of the vote on a motion (when requested pursuant to the School Act *Education Act*); and including:
    - 44.11.1. (former 8.1.12) Any Ttrustee declaration pursuant to the School Act *Education Act*.
  - 44.12. (former 8.1.13) The times of departures and re-entries for trustees during a meeting; and
  - 44.13. (former 8.1.14) The time of adjournment.
45. (former 8.2.) The minutes shall: (former subset 8.2.1 combined) Bbe prepared and reviewed as directed by the Superintendent; (former subset 8.2.2 combined) ~~Be reviewed by the Superintendent~~ prior to submission to the Board;

46. ~~(former 8.2.3) Minutes shall be~~ Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; ~~and~~
47. ~~(former 8.2.4) Upon adoption by the Board,~~ **Minutes shall** be deemed to be the official and sole record of the Board's business **upon adoption.**
48. ~~(former 8.3) The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes., and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.~~
49. ~~(former 8.4) The Superintendent or designate will~~ **shall** establish and maintain a file of all Board minutes.
50. ~~(former 8.5) As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.~~
51. ~~(former 8.6) The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval.~~
  - 51.1. ~~(former subset of 8.6) The Superintendent or designate is responsible to distribute and post the approved minutes~~ **shall be responsible for the distribution and prudent posting of approved minutes.**
52. ~~(former 8.7) Each standing or ad hoc committee will~~ **shall** maintain records of the proceedings.
  - 52.1. ~~(former subset of 8.7) Once approved by the committee chair, the minutes are~~ **shall be** presented to the Board for approval.

#### **Motions** ~~9. Motions (former 9. – now unnumbered heading)~~

53. ~~(rewritten from former 9.1 moved up for clarity of flow) All motions brought forward at a scheduled meeting of the Board of Trustees shall be in the form of a Notice of Motion during the regularly scheduled agenda item "Notices of Motion" at the end of the meeting agenda.~~

**A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all trustees that an item shall be discussed while also providing time for consideration and preparation for the motion;**

- 53.1. **A notice of motion section shall exist as a standing item on regular Board meeting agendas to provide trustees an opportunity to speak to, and suggest a motion for, future consideration for action.**
- 53.2. ~~(subset of former 9.1) Unless suggested for an alternate, later Board meeting, the~~ **The** motion shall be brought forth at the next scheduled meeting of the Board ~~of Trustees;~~
- 53.3. ~~(subset of former 9.1) The mover may ask the Board to "waive notice of motion of motion"~~ **so that the debate and vote can happen immediately;**

- 53.4. (subset of former 9.1) A Notice of Motion can only be waived by a unanimous decision of the Board; and
- 53.5. (subset of former 9.1) There is no debate on a Notice of Motion.
- 54. (formerly unnumbered under section heading) Motions do not require a seconder.

54.1. ~~Notice of Motion~~

~~All motions brought forward at a scheduled meeting of the Board of Trustees shall be in the form of a Notice of Motion during the regularly scheduled agenda item "Notices of Motion" at the end of the meeting agenda. The motion shall be brought forth at the next scheduled meeting of the Board of Trustees. The mover may ask the Board to "waive notice of motion" so that the debate and vote can happen immediately. Notice of Motion can only be waived by a unanimous decision of the Board. There is no debate on a Notice of Motion.~~

- 55. (former unnumbered subset of 9.2 – moved up for clarity) A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
- 56. (former unnumbered subset of 9.2) Motions may be submitted by any trustee, including the Board Chair.

**Speaking to a Motion and Discussion** ~~9.2 Discussion on Motions~~ (former 9.2 – should be subject heading)

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

- 57. (former subset of 9.2) Once a motion is before the Board, and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
- 58. (former 9.3.1) The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 59. (former 9.3.2) ~~If Whenever the Board Chair wishes to speak on a motion, he or she is to vacate his or her seat as Board Chair and ask the Vice-Chair to preside~~ **the Chair is temporarily vacated and the Vice-Chair presides.**
- 60. (former 9.3.2) The Board Chair ~~will~~ **shall** normally speak just prior to the last speaker.
- 61. (former 9.3.2 / 9.3.3) The last speaker ~~who will~~ **shall** be the mover of the motion, **given that** ~~the~~ mover of the motion is permitted to close debate on the motion.
- 62. (former 9.3.4) As a general guide, a trustee should not speak longer than five (5) minutes on any motion.
  - 62.1. (former subset of 9.3.4) The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

- 63. (former 9.3.5) No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
- 64. (former 9.3.6) Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote.
  - 64.1. (former subset of 9.3.6) The Board Chair shall rule on further discussion.
- 65. (former 9.4) ~~Reading of the Motion~~ A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

**Voting on the Motion** (new heading)

- 66. (former 9.5) ~~Recorded Vote~~ All votes made by a member of the Board of Trustees shall be a recorded vote **recorded** and the minutes of every regular scheduled Board Meeting shall ~~record~~ **indicate** the names of each trustee present and whether the trustee voted for or against the motion.
- 67. (former 9.6) ~~Required Votes~~ The Board Chair, and all trustees present, unless excused by resolution of the Board, or by the provisions of the ~~School Act~~ *Education Act*, shall vote on each question.
  - 67.1. (former subset of 9.6) Each question shall be decided by a majority of the votes of those trustees **who are** present.
  - 67.2. (former subset of 9.6) A simple majority of a quorum of the Board ~~will~~ **shall** decide in favour of the question.
    - 67.2.1. (former subset of 9.6) In the case of an equality of votes, the question is defeated.
    - 67.2.2. (former subset of 9.6) A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.
- 68. (former 9.7) Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.
  - 68.1. (former subset of 9.7) Questions and comments related to the information are permitted, but no decisions are required or expected.
  - 68.2. (former subset of 9.7) These items ~~will~~ **shall** only require a written acknowledgment in the recorded minutes that they were received as information only. ~~Debate~~

## Debate

69. (form subset of 9.7) In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to ~~Robert's Rules of Order~~ *Robert's Rules of Order*; if this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

## Public Participation at Board Meetings ~~10. Public Participation at Board Meetings~~ (now unnumbered heading)

A primary responsibility of the Board is to help the school and the community relate to each other, therefore the Board is interested in:

- Monitoring the community's needs, hopes and desires;
- Explaining the schools' programs and Board policy and guidelines to the community.

70. (formerly unnumbered) The Board ~~also~~ welcomes presentations on educational matters by individuals or groups from the community at its meetings and may, if it so chooses, direct questions of clarification to delegations.

## Petitions (new heading and new section)

71. Petitions to the Board shall be conveyed in full accordance with the *Petitions and Public Notices Regulation (925/2019)* and in the form established by the Minister.
72. For Board consideration and/or subsequent motion, a petition shall be determined to be valid if signed by the number of electors that is equal to 10% of the number of funded students of the Board.
73. The Board shall respond to a valid petition as per sections 5 through 9 of the *Petitions and Public Notices Regulation (925/2019)*.

## Delegations to the Board (new heading)

74. (former 10.1) The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board. ~~Further,~~ **and, further,** the Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
75. (former 10.2) The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear. ~~Further,~~ the notice shall include a written brief articulating the matter.
76. (former 10.3) The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
77. (former 10.4) The delegation will be afforded fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for trustee questions.
78. (former 10.5) The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.

79. (former 10.6) If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.
80. (former 10.7) The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances where the health and/or safety of students and/or staff are of concern.
81. (former 10.8) The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

**Audio/Video Recording Devices** ~~11. Audio/Video Recording Devices~~ (new heading)

82. (former subset of 11.) The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

**Trustee Compensation and Expenses** ~~12. Trustee Compensation and Expenses~~ (new heading)

The Board believes that successful trusteeship requires a significant time commitment. It recognizes that each trustee is responsible for:

- ~~Attending Board-approved meetings; and~~
- ~~Participating in conferences, workshops and other in-service activities.~~

83. (former 12.) To compensate trustees for their time, contribution and expenses, the Board approves the establishment of a trustee remuneration program.
  - 83.1. (former 12.1) Basic annual ~~honarium~~ remuneration and allowance shall be set annually for each individual trustee.
    - 83.1.1. (former 12.1.1) Basic annual remuneration compensates trustees for performing their governance role, including travel within the Division. ~~honarium and allowance generally covers all divisional governance activities related to Board meetings and school-related activities (outlined in Policy 7: Schedule A).~~
    - 83.1.2. ~~Mileage and Meals~~ may be claimed as per Administrative Procedure 513 Appendix 536 - Expense Reimbursements.
    - 83.1.3. (former 12.1.2) Trustees elected or appointed by the Board to represent the Board at committee meetings or meetings of other organizations outside the Parkland School Division boundary or are attending Board approved professional development including conventions, workshops, or seminars, as outlined in Schedule C, are eligible to claim for travel, including mileage and per diem at the rate shown on the trustee remuneration Schedule (Policy 7 Appendix 7.3 and Administrative Procedure 513), in accordance with Administrative Procedure 536 – Expense Reimbursements.
    - 83.1.4. (former 12.1.3) The basic annual ~~honarium~~ remuneration and allowance will shall not be reduced if a trustee is unable to attend the designated meetings.

- 83.1.5. (former 12.1.4) Retiring trustees receive the basic annual ~~honorary~~ remuneration, on a pro-rated basis, and allowance for the full month during in which they retire.
- 83.1.6. (former 12.1.5) Newly elected trustees receive a pro-rated basic ~~honorary~~ remuneration and allowance effective from the date of their official oath of office.
- 83.1.7. (former 12.1.6) The Chair and Vice-Chair of the Board shall receive an additional annual ~~honorary~~ remuneration and allowance as shown on approved through the *Trustee's Remuneration Schedule*.
- 83.2. (former 12.2) Trustee claims for allowable expenses and mileage above the basic annual ~~honorary~~ are to be submitted using the established electronic expense claim:
  - 83.2.1. (former 12.2.1) Claims must be submitted monthly (submitted by the end of the second week of the next month);
  - 83.2.2. (former 12.2.2) Original itemized receipts must accompany claims;
  - 83.2.3. (former 12.2.3) Parkland School Division will not reimburse a trustee for guest expenses.
  - (former 12.2.4) ~~Parkland School Division will not reimburse a trustee for a meeting where an honorary is paid from other organizations.~~
- 83.3. (former 12.3) Trustee claims are approved by the Board Chair (Vice-Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 83.4. (former 12.4) Board Chair claims are approved by the Vice-Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 83.5. (former 12.5) Trustees ~~will~~ shall be informed by the Chair or Vice-Chair of any alterations to a claim:
  - 83.5.1. (former 12.5.1) A trustee disputes in the payment of an ~~honorary~~ or expense claim ~~are~~ shall to be made in writing (email) to the Board Chair, and ~~the~~ Board Chair ~~will~~ shall make a ruling in a timely manner.
  - 83.5.2. (former 12.5.2) Appeal to the Board Chair ruling, in ~~12.5.1~~ 83.5.1. ~~will~~ shall be presented to the Board for resolution within the current school year.
- 83.6. (former 12.6) The Audit Committee shall conduct a full review of trustee ~~honoria~~ remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year.
- 83.7. (former 12.7) All approved and paid expenses for trustees ~~will~~ shall be ~~publically~~ publicly disclosed on the Division website on a quarterly basis.

**Trustee Conflict of Interest** ~~13. Trustee Conflict of Interest~~ (new heading)

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

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

~~The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.~~

84. (formerly unnumbered) Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust.
85. (formerly unnumbered) The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.
86. (former 13.1) The trustee is expected to be conversant with sections ~~80-91 of the School Act~~ **85 (Pecuniary Interest) and 86 (Disclosure of Information) of the *Education Act***.
  - 86.1. Trustees shall annually complete the *Trustee Disclosure Statement form*.
87. (former 13.2) The trustee is responsible for ~~declaring him/herself to be in possible conflict of interest~~ **disclosing, to the Board, any existing or potential conflict of interest that may exist for the trustee.**
  - 87.1. (former 13.2.1) The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  - 87.2. (former 13.2.2) Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
88. (former 13.3) It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the ~~School Act~~ ***Education Act*** and ensure that ~~his/her~~ **the** declaration and absence is properly recorded within the minutes.
89. (former 13.4) The recording secretary ~~will~~ **shall** record **the following** in the minutes:
  - 89.1. (former 13.4.1) The trustee's declaration;
  - 89.2. (former 13.4.1) The trustee's abstention from the debate and the vote; and
  - 89.3. (former 13.4.1) That the trustee left the room in which the meeting was held.

#### **Board Self-Evaluation** ~~14. Board Self-Evaluation~~ (new heading)

90. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

## **Policy 7 Article 12 Schedule A:**

### **Basic Annual Honorarium**

~~\*\*Mileage and meals (receipt required) may still be claimed on events listed below.~~

The basic annual honorarium covers activities performed in the capacity of a trustee such as:

- ~~• Regular and special called Board meetings~~
- ~~• PSD Tomorrow Committee meetings~~
- ~~• Education Committee meetings~~
- ~~• Student Advisory Committee meetings~~
- ~~• Advocacy Committee meetings~~
- ~~• School Council meetings~~
- ~~• Report preparation for reporting to Board (re: assigned committees, professional development activities)~~
- ~~• Joint informal meetings with community partners~~
- ~~• Board approved annual municipal/provincial government/school jurisdiction meetings~~
- ~~• MLA/Municipal functions where trustees represent the Board~~
- ~~• Board approved formal Public Engagement meetings~~
- ~~• School tours~~
- ~~• School/student centered events~~
- ~~• Christmas concerts~~
- ~~• Opening day professional development event~~
- ~~• Division events (social, retirement and staff celebrations)~~
- ~~• School graduation and awards ceremonies~~
- ~~• Edwin Parr Annual Dinner~~

## **Policy 7 Article 12 Schedule B:**

### **Chair – Honorarium Allowance**

The chair honorarium allowance covers the activities performed in the capacity of a board chair such as:

- Agenda Setting
- Preside over Board Meetings
- Be responsible for ensuring the development and implementation of the Board’s orientation program for newly elected Trustees
- Ensure that computer network user agreements are signed by trustees and maintain custody of same.
- Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division
- Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- 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.
- Provide counsel to the Superintendent, when requested to do so.
- Bring to the Board all matters requiring a corporate decision of the Board.
- Act as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
- Formally communicate with other elected government leaders
- Review and approve trustee claims for travel, subsistence and honorarium.
- Review and approve Superintendent claims for travel, subsistence and honorarium.
- Act as ex-officio member of all committees appointed by the Board.
- Act as signing officer for the Division for union agreements.
- Represent the Board, or arrange alternative representation, at official meetings or other public functions.
- Address inappropriate behavior on the part of a trustee.
- Ensure that the Board engages in annual assessments.

**Policy 7 Article 12 Schedule C: Allowable Per Diem and Expense Claims  
Standing Committees and Board Representation**

Per Diem rates and related expenses may be charged for the following standing committee board representatives, board appointed representatives in associations and other activities performed in the capacity of a trustee as approved by the Board Chair:

- Elected committee positions of the Board and any related sub-committees
- Standing Committee Board Representatives:
  - Chair of the Education Committee
  - Chair of the Student Advisory Committee
- Appointed Board Representatives:
  - Alberta School Boards Association
  - Joint Use
  - Public School Boards' Association
  - Council of School Councils
- Board approved conferences, conventions, seminars, and workshops, including Board approved video conferences
- Benefit Advisory Committee
- Chamber of Commerce meetings (one meeting per month)
- Rotary meetings (one meeting per month)
- Rural Caucus
- Board retreats
- Formal presentations to town/city councils or to specific provincial departments
- Opening/closing ceremonies for major municipal endeavors (e.g. Alberta Winter Games)
- Appeals to the Board
- Annual North Central Teachers' Convention Luncheon
- Any Ad Hoc Committees determined by the Board

REFERENCE: SCHOOL ACT: 60, 64-68, 70-76, 80-91, 146, 208, 210, 261, 262  EDUCATION ACT: 51-53, 64-69, 73-96, 138, 230, 243, 247-250  Board Procedures Regulation 82/2019  LOCAL AUTHORITIES ELECTION ACT  INCOME TAX ACT (CANADA)  Petitions And Public Notices Regulation 925/2019	APPROVED:
	DATE APPROVED:
<del>CROSS-REFERENCE:</del> BOARD POLICY 2	REVIEWED: May, 2020 OR: April, 2019 REVISED: January 9, 2018 <del>May 2, 2017</del> <del>March, 2017</del>



Parkland School Division  
Board Policy 7: Appendix 7.1

~~BY-LAW NO. 2-17~~ **BYLAW 1-2020: THE PARKLAND SCHOOL  
DIVISION TRUSTEE ELECTORAL WARD BYLAW**

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~~A BY-LAW OF THE SCHOOL DIVISION IN THE PROVINCE OF ALBERTA, RELATING TO THE  
REARRANGEMENT OF THE ELECTORAL WARDS AND TRUSTEE(S) TO BE ELECTED IN EACH WARD.~~

**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 the Board of Trustees of the School Division (the “Board”) passed By-Law No. 1-17 and Ministerial Order 033/2017 was subsequently approved, typographical errors and inadvertent omissions of lands were discovered in the description of lands on Ward 1 and Ward 2.

Whereas the Board requests that the Minister pursuant to Section 272 of the *School Act* alter the time in which the Board may pass a ward bylaw pursuant to s. 262 of the *School Act* to correct the typographical errors and inadvertent omissions of lands.

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. 1-17 is hereby repealed and replaced by this By-Law No. 2-17 subject to the Minister’s approval of the alteration of time limits.

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 requests the Minister, by Ministerial Order pursuant to s.210(d) of the *School Act*, rearrange establishes, by this bylaw, the wards of the Parkland School Division into five (5) wards as follows:

- a. • Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield and Area);
- b. • Ward 2 (Parkland Village, Muir Lake and Area);
- c. • Ward 3 (Blueberry, Graminia and Area);
- d. • Ward 4 (Town of Stony Plain); and
- e. • Ward 5 (City of Spruce Grove).

Subject to the Minister completing the Ministerial Order as requested above and subject to the Minister’s approval of this Bylaw, Tthe Board hereby resolves:

1. Pursuant to s. 262(5) 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. ~~262(5)~~ **76(1)(a)**, the boundaries of the wards referred to in Section 1 are described as follows:

**Ward 1** ~~Ward 1 (Seba Beach, 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** 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** ~~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** 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** 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. 262(6) of the ~~School Act~~ **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** ~~13<sup>TH</sup> DAY OF JUNE, 2017~~

*A Cameron*

Chair

*Gonsson*

Secretary-Treasurer

READ A SECOND TIME THIS ~~13<sup>TH</sup> DAY OF JUNE, 2017~~ **24<sup>TH</sup> DAY OF NOVEMBER, 2020**

*A Cameron*

Chair

*Gonsson*

Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS ~~13<sup>TH</sup> DAY OF JUNE, 2017~~ **24<sup>TH</sup> DAY OF NOVEMBER, 2020**

*A Cameron*

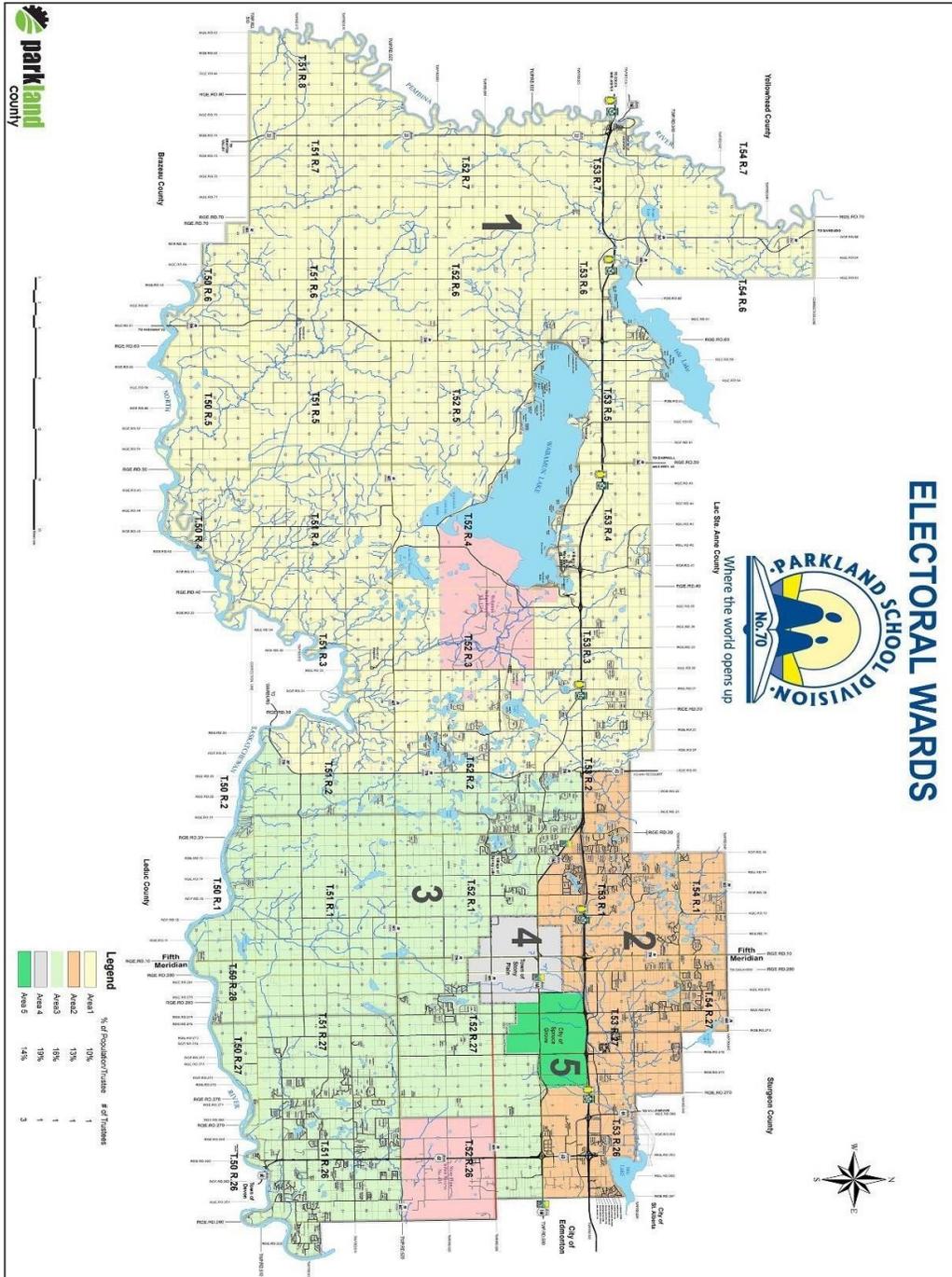
Chair

*Gonsson*

Secretary-Treasurer



**Parkland School Division  
Board Policy 7: Appendix 7.2  
MAP OF WARDS (ELECTORAL SUBDIVISIONS)**





**Parkland School Division Board**  
**Policy 7: Appendix 7.3**  
**TRUSTEE REMUNERATION SCHEDULE**

**Basic Annual Honorarium and Allowance** (as per Schedule A and B)

Chair (includes additional allowance of \$13,020)	\$37,034
Vice Chair (includes additional allowance of \$5,661)	\$29,675
Trustee	\$24,014

**Per Diem for Standing Committees and Board Representation** (as per Schedule C)

Up to 4 hours	\$114
Up to 8 hours	\$228
Over 8 hours	\$342

**Basic Annual Remuneration:** The Basic Annual Remuneration compensates trustees for performing their roles including travel within the Division.

Chair (includes additional allowance of \$13,020) *	\$48,384
Vice Chair (includes additional allowance of \$5,661) *	\$41,025
Trustee *	\$35,364

**Distance Allowance:** The Distance allowance is a provision for trustees who represent Wards 1, 2 and 3 and is based on the distance of the wards from the Centre for Education and the location of the schools within the wards.

Ward 1 Distance Allowance	\$ 3,800
Ward 2 Distance Allowance	\$ 800
Ward 3 Distance Allowance	\$ 1,050

DATE APPROVED:	September 1, 2020 <del>June 25, 2019</del>	REVIEWED OR REVISED:	September, 2020 June, 2020 June, 2019 April, 2019 May, 2017 <del>September 6, 2016</del> <del>September 8, 2015</del> <del>October 7, 2014</del>
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**\* ADDENDUM:**

<b>At the Regular Board Meeting of October 6, 2020, the Board of Trustees unanimously passed a motion to reduce the Basic Annual Remuneration for the 2020-2021 SCHOOL YEAR by 10%.</b>	
Chair (includes additional allowance of \$13,020	\$44,848
Vice-Chair (includes additional allowance of \$5,661	\$37,489
Trustee	\$31,828



## Parkland School Division Board Policy 7 BOARD OPERATIONS

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

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

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

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

### 1. Wards

The Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). A copy of the Parkland School Division No. 70 Electoral Ward Order is available from the Division Office.

- 1.1. All wards (electoral subdivisions) shall comprise all those lands as outlined in Policy 7 Appendix 7.1.
- 1.2. The number of trustees to be elected in each ward is as follows:
  - 1.2.1. One (1) trustee from each of wards 1, 2, 3 and 4.
  - 1.2.2. Three (3) trustees from ward 5, elected at large.
- 1.3. The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.4. If a vacancy occurs in the membership of the Board during the four (4) years following an election, a by-election may be held, unless this vacancy occurs in the last six (6) months before

the next election. If two (2) vacancies occur prior to the fourth year of the term of office, a by-election must be held.

## 2. Swearing-In Ceremony

An official swearing-in ceremony will be scheduled following confirmation of trustee election results in a general election year.

Each trustee will take the oath of office or make an affirmation as called upon in accordance with the agenda.

Special provisions will be made for a trustee taking office following a by-election.

## 3. Organizational Meeting

With the exception of election year, an organizational meeting of the Board shall be held annually at the June Board meeting. The decisions of the June organizational meeting will be in effect for September 1 of each year.

During an election year, an organizational meeting will be held no later than four (4) weeks following the election day, when there has been a general election.

The first official meeting of the Board following a general election shall be the organizational meeting.

The Corporate Secretary of the Board will give notice of the organizational meeting to each trustee as if it were a special meeting.

The Corporate Secretary of the Board shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one (1) year.

The organizational meeting shall, in addition:

- 3.1. Elect a Vice-Chair;
- 3.2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings;
- 3.3. Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
- 3.4. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 3.5. Establish rates of honoraria and expense reimbursement for trustees;
- 3.6. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
- 3.7. Address other organizational items as required.

## 4. Regular Meetings

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

- 4.1. All meetings will ordinarily be held in the Division Office in Stony Plain.
- 4.2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- 4.3. All trustees who are absent from three (3) consecutive regular meetings shall:
  - 4.3.1. Obtain authorization by resolution of the Board to do so; or
  - 4.3.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.Failure to attend may result in disqualification.
- 4.4. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 4.5. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

## 5. Special Meetings

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 5.2. Special meetings of the Board will only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting shall be sent to all trustees by registered mail (at least 7 days before the date of the meeting), or personally served (at least 2 days before the date of the meeting) on the trustee, or a responsible person at the trustee's residence, or by electronic means.
- 5.4. Notwithstanding subsection 5.2 to 5.3, a special meeting may be held without notice being given under this section if every trustee agrees to waive the requirements of subsections 5.2 to 5.3.
- 5.5. The date, time and place of the special meeting, and the nature of the business to be transacted must be clearly specified in the notice of the special meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 5.6. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 5.7. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

## 6. In-Camera Sessions

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

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

The Board may convene in-camera only to discuss matters of a sensitive nature, including:

6.1. Personnel

6.1.1. Individual students;

6.1.2. Individual employees;

6.2. Matters relating to negotiations;

6.3. Acquisition/disposal of real property;

6.4. Litigation brought by or against the Board;

6.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.

In-camera minutes shall be marked as privileged and confidential.

The Board shall, during the in-camera session, adopt only such resolution and/or recommendation as is required to re-convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and Vice-Chair.

7.1. The order of business at a regular meeting shall generally include the following:

7.1.1. Call to Order

- National Anthem
- Personal Reflection
- Treaty 6 Acknowledgement
- Trustee Announcements
- Changes to the Agenda
- Approval of the Agenda

7.1.2. Approval of Minutes

- 7.1.3. Business Arising from the Minutes
- 7.1.4. Delegation/Presentation
- 7.1.5. Board Chair Report
- 7.1.6. Superintendent Report
- 7.1.7. Action Items
- 7.1.8. Administration Reports
- 7.1.9. Trustee Reports
- 7.1.10. Future Business
  - Meeting Dates
  - Notice of Motion
  - Topics for Future Agendas
  - Requests for Information
  - Response to Requests for Information
- 7.1.11. In Camera Session
- 7.1.12. Action in Response to In Camera Session
- 7.1.13. Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

- 7.2. The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.
- 7.3. Items may be placed on the agenda in one of the following ways:
  - 7.3.1. By notifying the Board Chair or Superintendent at least ten (10) calendar days prior to the Board meeting.
  - 7.3.2. By notice of motion at the previous meeting of the Board.
  - 7.3.3. As a request from a committee of the Board.
  - 7.3.4. Emergent items that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.4. The agenda package, containing the agenda and supporting information, will be provided to each trustee five (5) calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

- 7.5. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7.6. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 7.7. The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a copy.

## 8. Minutes for Regular or Special Meetings

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

### 8.1. The minutes shall record:

- 8.1.1. Date, time and place of meeting;
- 8.1.2. Type of meeting;
- 8.1.3. Name of presiding officer;
- 8.1.4. Names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
- 8.1.5. Approval of preceding minutes;
- 8.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 8.1.7. Names of persons making the motions;
- 8.1.8. Points of order and appeals;
- 8.1.9. Appointments;
- 8.1.10. Receipt of reports of committees;
- 8.1.11. Recording of the vote on a motion (when requested pursuant to the *School Act*); and
- 8.1.12. Trustee declaration pursuant to the *School Act*.
- 8.1.13. The times of departures and re-entries for Trustees during a meeting; and
- 8.1.14. The time of adjournment.

### 8.2. The minutes shall:

- 8.2.1. Be prepared as directed by the Superintendent;
- 8.2.2. Be reviewed by the Superintendent prior to submission to the Board;
- 8.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

- 8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 8.4. The Superintendent or designate will establish and maintain a file of all Board minutes.
- 8.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 8.7. Each standing or ad hoc committee will maintain records of the proceedings. Once approved by the committee chair, the minutes are presented to the Board for approval.

## 9. Motions

Motions do not require a seconder.

### 9.1. Notice of Motion

All motions brought forward at a scheduled meeting of the Board of Trustees shall be in the form of a Notice of Motion during the regularly scheduled agenda item "Notices of Motion" at the end of the meeting agenda. The motion shall be brought forth at the next scheduled meeting of the Board of Trustees. The mover may ask the Board to "waive notice of motion" so that the debate and vote can happen immediately. Notice of Motion can only be waived by a unanimous decision of the Board. There is no debate on a Notice of Motion.

### 9.2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 9.3. Speaking to the Motion

9.3.1. The mover of a motion speaks first and thereafter every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

9.3.2. If the Board Chair wishes to speak on a motion, he or she is to vacate his or her seat as Board Chair and ask the Vice-Chair to preside. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

- 9.3.3. The mover of the motion is permitted to close debate on the motion.
- 9.3.4. As a general guide, a trustee should not speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.3.5. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
- 9.3.6. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 9.4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 9.5. Recorded Vote

All votes made by a member of the Board of Trustees shall be a recorded vote and the minutes of every regular scheduled Board Meeting shall record the names of each Trustee present and whether the Trustee voted for or against the motion.

#### 9.6. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *School Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

#### 9.7. Debate

Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board. Questions and comments related to the information are permitted, but no decisions are required or expected. These items will only require a written acknowledgment in the recorded minutes that they were received as information only.

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 10. Public Participation at Board Meetings

A primary responsibility of the Board is to help the school and the community relate to each other, therefore the Board is interested in:

- Monitoring the community's needs, hopes and desires;
- Explaining the schools' programs and Board policy and guidelines to the community.

The Board also welcomes presentations on educational matters by individuals or groups from the community at its meetings and may, if it so chooses, direct questions of clarification to delegations.

- 10.1. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board. Further, the Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
- 10.2. The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear. The notice shall include a written brief articulating the matter.
- 10.3. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
- 10.4. The delegation will be afforded fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for trustee questions.
- 10.5. The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.
- 10.6. If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.
- 10.7. The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances where the health and/or safety of students and/or staff are of concern.
- 10.8. The Board may also incorporate a recess session during a Regular meeting of the Board, for the purpose of unscheduled public participation.

#### 11. Audio/Video Recording Devices

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

#### 12. Trustee Compensation and Expenses

The Board believes that successful trusteeship requires a significant time commitment. It recognizes that each trustee is responsible for:

- Attending Board-approved meetings; and
- Participating in conferences, workshops and other in-service activities.

To compensate trustees for their time, contribution and expenses, the Board approves the establishment of a trustee remuneration program.

- 12.1. Basic annual honorarium and allowance shall be set annually for each individual trustee.
  - 12.1.1. Basic annual honorarium and allowance generally covers all divisional governance

activities related to Board meetings and school related activities (outlined in Schedule A). Mileage and meals may be claimed as per Administrative Procedure 513 Appendix.

- 12.1.2. Trustees elected or appointed by the Board to represent the Board at committee meetings or meetings of other organizations or are attending Board approved conventions, workshops, or seminars, as outlined in Schedule C, are eligible to claim for travel and per diem at the rate shown on the trustee remuneration Schedule (Policy 7 Appendix 7.3 and Administrative Procedure 513).
- 12.1.3. The basic annual honorarium and allowance will not be reduced if a trustee is unable to attend the designated meetings.
- 12.1.4. Retiring trustees receive the basic annual honorarium and allowance for the full month during which they retire.
- 12.1.5. Newly elected trustees receive a pro-rated basic honorarium and allowance effective from the date of their official oath of office.
- 12.1.6. The Chair and Vice-Chair of the Board shall receive an additional annual honorarium and allowance as shown on the Trustee's Remuneration Schedule.
- 12.2. Trustee claims above the basic annual honorarium are to be submitted using the established electronic expense claim.
  - 12.2.1. Claims must be submitted monthly (submitted by the end of the second week of the next month).
  - 12.2.2. Original itemized receipts must accompany claims.
  - 12.2.3. Parkland School Division will not reimburse a trustee for guest expenses.
  - 12.2.4. Parkland School Division will not reimburse a trustee for a meeting where an honorarium is paid from other organizations.
- 12.3. Trustee claims are approved by the Board Chair (Vice Chair) and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 12.4. Board Chair claims are approved by the Vice Chair and forwarded to the Associate Superintendent of Corporate Supports and Services for review and processing.
- 12.5. Trustees will be informed by the Chair or Vice-Chair of any alterations to a claim.
  - 12.5.1. Trustee disputes in the payment of an honorarium or expense claim are to be made in writing (email) to the Board Chair. The Board Chair will make a ruling in a timely manner.
  - 12.5.2. Appeal to the Board Chair ruling, in 12.5.1, will be presented to the Board for resolution within the current school year.
- 12.6. The Audit Committee shall conduct a full review of trustee honoraria and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year.

12.7. All approved and paid expenses for Trustees will be publically disclosed on the Division website on a quarterly basis.

**Policy 7 Article 12 Schedule A:  
Basic Annual Honorarium**

\*\*Mileage and meals (receipt required) may still be claimed on events listed below.

The basic annual honorarium covers activities performed in the capacity of a trustee such as:

- Regular and special called Board meetings
- PSD Tomorrow Committee meetings
- Education Committee meetings
- Student Advisory Committee meetings
- Advocacy Committee meetings
- School Council meetings
- Report preparation for reporting to Board (re: assigned committees, professional development activities)
- Joint informal meetings with community partners
- Board approved annual municipal/provincial government/school jurisdiction meetings
- MLA/Municipal functions where trustees represent the Board
- Board approved formal Public Engagement meetings
- School tours
- School/student centered events
- Christmas concerts
- Opening day professional development event
- Division events (social, retirement and staff celebrations)
- School graduation and awards ceremonies
- Edwin Parr Annual Dinner

**Policy 7 Article 12 Schedule B:  
Chair – Honorarium Allowance**

The chair honorarium allowance covers the activities performed in the capacity of a board chair such as:

- Agenda Setting
- Preside over Board Meetings
- Be responsible for ensuring the development and implementation of the Board's orientation program for newly elected Trustees
- Ensure that computer network user agreements are signed by trustees and maintain custody of same.
- Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division
- Be in regular contact with the Superintendent to maintain a working knowledge of current

issues and events.

- 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.
- Provide counsel to the Superintendent, when requested to do so.
- Bring to the Board all matters requiring a corporate decision of the Board.
- Act as the official spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
- Formally communicate with other elected government leaders
- Review and approve trustee claims for travel, subsistence and honorarium.
- Review and approve Superintendent claims for travel, subsistence and honorarium.
- Act as ex-officio member of all committees appointed by the Board.
- Act as signing officer for the Division for union agreements.
- Represent the Board, or arrange alternative representation, at official meetings or other public functions.
- Address inappropriate behavior on the part of a trustee.
- Ensure that the Board engages in annual assessments.

**Policy 7 Article 12 Schedule C:  
Allowable Per Diem and Expense Claims  
Standing Committees and Board  
Representation**

Per Diem rates and related expenses may be charged for the following standing committee board representatives, board appointed representatives in associations and other activities performed in the capacity of a trustee as approved by the Board Chair:

- Elected committee positions of the Board and any related sub-committees
- Standing Committee Board Representatives:
  - Chair of the Education Committee
  - Chair of the Student Advisory Committee
- Appointed Board Representatives:
  - Alberta School Boards Association
  - Joint Use
  - Public School Boards' Association
  - Council of School Councils
- Board approved conferences, conventions, seminars, and workshops, including Board approved video conferences
- Benefit Advisory Committee
- Chamber of Commerce meetings (one meeting per month)
- Rotary meetings (one meeting per month)
- Rural Caucus
- Board retreats

- Formal presentations to town/city councils or to specific provincial departments
- Opening/closing ceremonies for major municipal endeavors (e.g. Alberta Winter Games)
- Appeals to the Board
- Annual North Central Teachers' Convention Luncheon
- Any Ad Hoc Committees determined by the Board

### 13. Trustee Conflict of Interest

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

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

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

13.1. The trustee is expected to be conversant with sections 80-91 of the *School Act*.

13.2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.

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

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

13.3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *School Act* and ensure that his/her declaration and absence is properly recorded within the minutes.

13.4. The recording secretary will record in the minutes:

13.4.1. The trustee's declaration;

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

13.4.3. That the trustee left the room in which the meeting was held.

### 14. Board Self-Evaluation

The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

Reference: School Act: 60, 64-68, 70-76, 80-91, 146, 208, 210, 261, 262 Local Authorities Election Act Income Tax Act (Canada)	Approved: (signature)  
	Date: April 2, 2019 Approved:
Cross-Reference: Board Policy: 2	Reviewed or: April, 2019 Revised: January 9, 2018 May 2, 2017 March, 2017



**Parkland School Division**  
**Board Policy 7: Appendix 7.1**  
**BY-LAW NO. 2-17**

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**A BY-LAW OF THE SCHOOL DIVISION IN THE PROVINCE OF ALBERTA, RELATING TO THE REARRANGEMENT OF THE ELECTORAL WARDS AND TRUSTEE(S) TO BE ELECTED IN EACH WARD.**

Whereas the Board of Trustees of the School Division (the “Board”) passed By-Law No. 1-17 and Ministerial Order 033/2017 was subsequently approved, typographical errors and inadvertent omissions of lands were discovered in the description of lands on Ward 1 and Ward 2.

Whereas the Board requests that the Minister pursuant to Section 272 of the *School Act* alter the time in which the Board may pass a ward bylaw pursuant to s. 262 of the *School Act* to correct the typographical errors and inadvertent omissions of lands.

By-Law No. 1-17 is hereby repealed and replaced by this By-Law No. 2-17 subject to the Minister’s approval of the alteration of time limits.

Whereas the Board requests the Minister, by Ministerial Order pursuant to s.210(d) of the *School Act*, rearrange the wards of the School Division into five (5) wards as follows:

- a. Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield and Area)
- b. Ward 2 (Parkland Village, Muir Lake and Area)
- c. Ward 3 (Blueberry, Graminia and Area)
- d. Ward 4 (Town of Stony Plain)
- e. Ward 5 (City of Spruce Grove)

Subject to the Minister completing the Ministerial Order as requested above and subject to the Minister’s approval of this Bylaw, the Board hereby resolves:

1. Pursuant to s. 262(5), 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. 262(5), the boundaries of the wards referred to in Section 1 are described as follows:

Ward 1 (Seba Beach, 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.262(6) of the *School Act*, this bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair



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Secretary-Treasurer

READ A SECOND TIME THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair



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Secretary-Treasurer

READ A THIRD TIME AND PASSED THIS 13<sup>TH</sup> DAY OF JUNE, 2017



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Chair

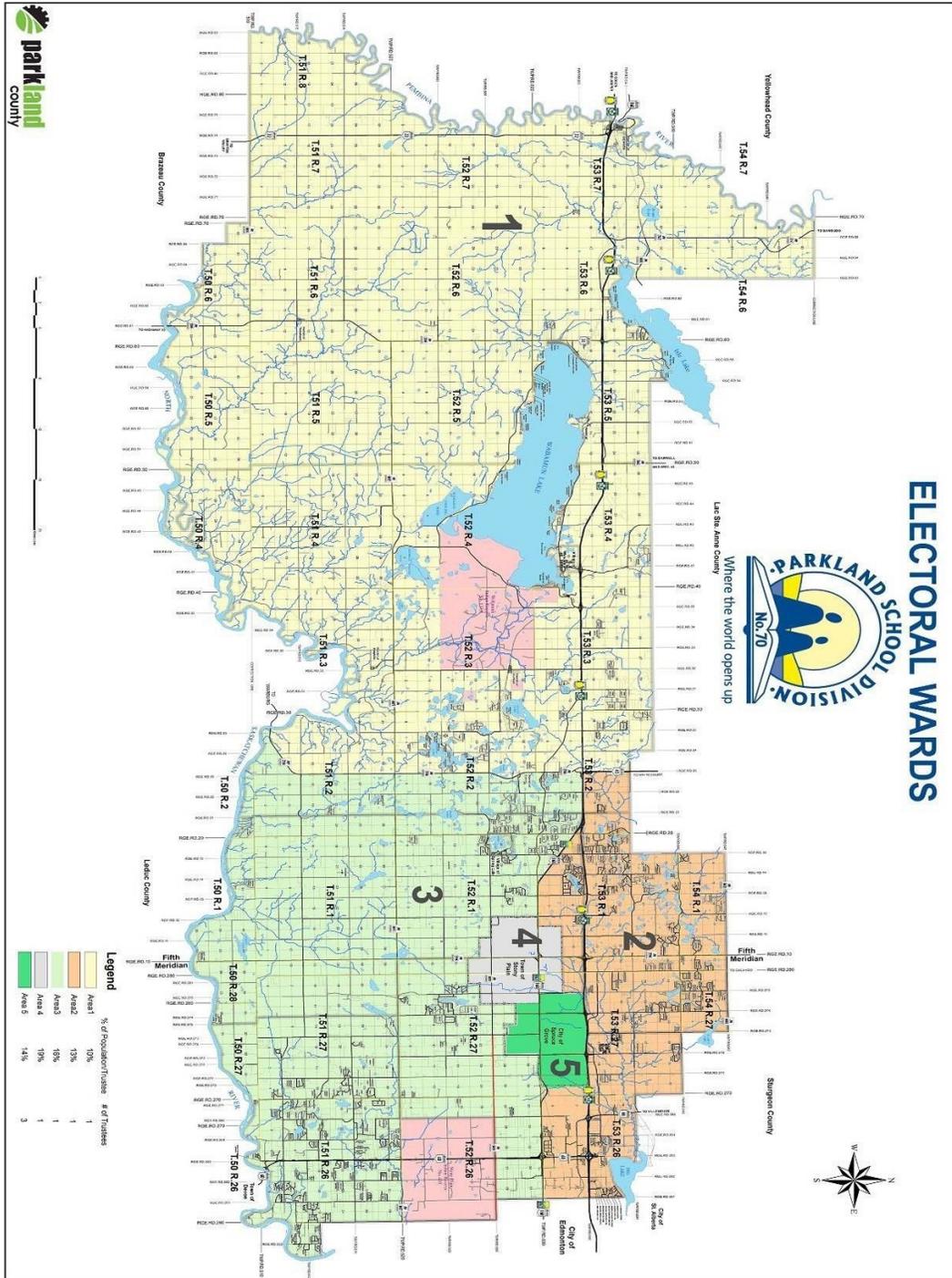


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Secretary-Treasurer



Parkland School Division  
 Board Policy 7: Appendix 7.2  
 MAP OF WARDS (ELECTORAL SUBDIVISIONS)





**Parkland School Division**  
**Board Policy 7: Appendix 7.3**  
**TRUSTEE REMUNERATION SCHEDULE**

The trustee remuneration was last updated on May 2, 2017 (prior to the end of June in an election year).

**Basic Annual Honorarium and Allowance** (as per Schedule A and B)

Chair (includes additional allowance of \$11,730)	\$33,364
Vice Chair (includes additional allowance of \$5,100)	\$26,734
Trustee	\$21,634

**Per Diem for Standing Committees and Board Representation** (as per Schedule C)

Up to 4 hours	\$103
Up to 8 hours	\$206
Over 8 hours	\$309

Date Approved: April 2, 2019	Reviewed or Revised: April, 2019 May 2, 2017 September 6, 2016 September 8, 2015 October 7, 2014 November 7, 2013
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## MEMORANDUM

**Date** November 24, 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 7: Board Operations  
Board Policy 12: Role of the Superintendent

**Additional Reference** Local Authorities Election Act: Section 3  
Local Authorities Election Act: Section 13  
Education Act

**Subject** **2021 LOCAL ELECTION RETURNING OFFICER, SUBSTITUTE RETURNING OFFICER AND ELECTION AGREEMENT**

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### **Purpose**

For approval. Recommendation required.

### **Recommendation:**

That the Board of Trustees appoint Eva Beyer, of Parkland County, as the Returning Officer and Barb Williams, of Parkland County, as the Substitute Returning Officer for Parkland School Division for the 2021 Local Election; and further, that the Board of Trustees approve administration entering into an Election Agreement between Parkland School Division and Parkland County for the 2021 Local Election.

### **Background**

“The Board is a corporate entity created by the provincial legislation and given authority by” the *Education Act* “and the attendant regulations. It is comprised of trustees elected in accordance with the Local Authorities Election Act.” The *Local Authorities Election Act*, Section 13, states that “an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections”.

Further, the *Local Authorities Election Act*, Section 3, states that “an elected authority may by resolution enter into an agreement for the conduct of an election”. This recommendation is in support of this process and these regulations.

## **Report Summary**

Local Authorities Election Act: Section 13:

### **Appointment of returning officer and substitute returning officer**

**13(1)** An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

**(2)** If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

**(2.1)** An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

**(3)** The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

**(4)** If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

RSA 2000 cL-21 s13;2018 c23 s7;2020 c22 s4

Local Authorities Election Act: Section 3:

**Joint elections**

**3(1)** An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common.

**(2)** An agreement under subsection (1)

- (a) must state which elected authority and which returning officer is responsible for the conduct of the election in which area or part of an area,
- (b) must require each elected authority to appoint a returning officer, and
- (c) may, subject to subsections (3) and (4), provide for all other matters necessary for the conduct of the election.

**(3)** A person may be a returning officer for more than one elected authority.

**(4)** The elected authority that is responsible for the conduct of the election under an agreement referred to in subsection (1) has all the rights, powers and duties of the elected authorities that have entered into the agreement respecting the conduct of the election in the area to which the agreement applies, including the power to pass bylaws and resolutions but not the power to pass bylaws under section 27.

**(5)** The elected authority that is responsible for the conduct of the election must ensure that the procedures prescribed under this Act for holding an election are complied with, including procedures in respect of the retention and destruction of election materials.

RSA 2000 cL-21 s3;2006 c22 s4;2012 c5 s104;2018 c23 s4

Administration would be pleased to respond to any questions.

SM:kz



## MEMORANDUM

**Date** November 24, 2020

**To** Board of Trustees

**From** Shauna Boyce, Superintendent

**Originator** Scott Johnston, Associate Superintendent

**Resource** Kathy Mann, Director, Instructional Services

**Governance Policy** Board Policy 1: Division Foundational Statements  
Board Policy 2: Role of the Board  
Board Policy 12: Role of the Superintendent

**Additional Reference** BP 1: Vision, Foundational Statements  
BP 2: Selected Responsibilities  
The Education Act

**Subject** **OFF-CAMPUS EDUCATION ASSURANCE REPORT**

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### **Purpose**

This is a response to a request for information. No recommendation is needed.

### **Background**

The Board of Trustees upholds the vision and mission of Parkland School Division and the foundational statement that “Our ultimate goal is student success and well-being”. The Education Act, Part 2: Section 22 permits school boards to provide off-campus education for it’s students.

The following report is in support of these Board responsibilities.

### **Report Summary**

The following report highlights Off-Campus Education Enrolment totals in Parkland School Division.

Administration would be pleased to respond to any questions.

SJ:kz



# Parkland School Division

## Off-Campus Education: Student Composition

November, 2020

Student Off-Campus Composition (Full Year Participation Rate)						
	Work Experience		RAP		Green Certification	
	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020
Memorial Composite High School:	94	42	7	7	2	
Spruce Grove Composite High School	68	35	1	12	0	
Connections for Learning	4	3	0		0	
Memorial Outreach	14	3	0		0	1
Spruce Grove Composite Outreach	11	5	0		0	
Total:	191	88	9	19	2	1

2020-2021 Enrolment (Active in the program as of November, 2020)			
	Work Experience	RAP	Green Certification
Memorial Composite High School:	40	10	6
Spruce Grove Composite High School	37	15	6
Connections for Learning	10	3	2
Total:	87	28	15

Registered Apprenticeship Program Enrolment by Type			
	SGCHS	MCHS	CFL
Automotive Service Technician	1	3	
Cabinetmaker	3		
Carpenter	3		
Cook		1	
Electrician	3		1
Floor Covering Installer			1
Heavy Equipment Technician	3	4	
Millwright	1		
Parts Technician		1	
Plumber	1		1
Sheet Metal		1	

Green Certificate Enrolment by Type			
	SGCHS	MCHS	CFL
Cow/Calf	1	2	
Equine	4	4	2
Sheep	1		

### **Work Experience:**

Work Experience 15–25–35 are separate courses for credit that provide experiential learning activities undertaken by a student as an integral part of a planned school program under the cooperative supervision of an off-campus education coordinator.

Examples include: local businesses (i.e., movie theatre, grocery stores, restaurants).

### **Registered Apprenticeship Program:**

The Registered Apprenticeship Program (RAP) is an apprenticeship program for high school students. Traditionally, apprenticeships in Alberta began after students graduated from high school, however, some students identify their career interests at an earlier age and are ready to learn and practice their future trade while still in high school. RAP is an ideal program for these students.

Examples include: Carpentry, Instrumentation and Control Technician, Automotive Service Technician, Heavy Equipment Technician, Heavy Duty Mechanic, Industrial Mechanic.

It may take more than a year for students to complete as the program requires 1,000 hours; depending on when students start, there may be differing numbers from year to year. Students must complete their hours and all necessary paperwork.

### **Green Certification:**

The Green Certificate Program provides trainees with opportunities to enter a variety of agriculture-related, structured learning pathways as a part of their senior high school program and to earn up to 16 Grade 12 diploma credits and a credential leading to a career in agribusiness.



## MEMORANDUM

**Date** November 24, 2020

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

**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 October 27, 2020 meeting, in which participants share their perspectives for these purposes.

### **Report Summary**

On October 27, 2020, the PSD Tomorrow Committee met 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 AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA  
ON WEDNESDAY, OCTOBER 27, 2020**

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**ATTENDANCE:**

Lorraine Stewart, Board Chair  
Eric Cameron, Board Vice Chair  
Ron Heinrichs, Trustee (*via teleconference*)  
Sally Kucher-Johnson, Trustee  
Paul McCann, Trustee  
Darlene Clarke, Trustee  
Anne Montgomery, Trustee  
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

**REGRETS:**

Shauna Boyce, Superintendent

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**1. WELCOME & LEARNING MOMENT:**

**1.1. Call Meeting to Order:**

Board Chair Stewart called the meeting to order at 12:58 p.m.

**1.2. Changes to the Agenda:**

Add agenda item 2.3 Instructional Days

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

**CARRIED UNANIMOUSLY**

**1.4. Learning Moment:** Board Chair Stewart led the PSD Committee through a focused discussion on 'Decision Making Framework', as part of the Assurance Model.

**1.5. School Council Reports:** Trustees shared reports for School Council Meetings they attended.

**2. ADMINISTRATIVE UPDATES:**

**2.1. Multiyear Diploma Examination Report:** Associate Superintendent Johnston shared the Provincial Achievement Test and Diploma Examination Multiyear Results Report (2019-2020 Year – January Writing) with the committee (writings were limited due to the COVID-19

pandemic). Overall, the growth and successes of the PSD test results outnumbered the challenges. These results will be shared with our schools for analysis and teaching strategies. Discussion ensued.

## **2.2. Preparing for the 2021 Election:**

Associate Superintendent McFadyen shared updates with the committee in preparation for the 2021 Fall election with regards to the ward bylaw, election officer and joint election agreements.

Deputy Superintendent Francis noted that due to a procedural change, school boards must affirm bylaws, regardless if there have been changes, prior to December 31, 2020, as 2021 is an election year.

## **2.3. Instructional Days:**

Deputy Superintendent Francis requested Board guidance regarding adding an additional instructional day in which students would work from home in order to provide some additional strategy /planning time for teaching staff during the COVID-19 pandemic. This instructional day would comply with assignable and instructional guidelines. Discussion ensued.

## **3. GENERATIVE DISCUSSION:**

**3.1. Submissions of Articles for the Examiner/Reporter:** Board Chair Stewart received feedback from Trustees regarding the possibility of submitting regular articles to the Spruce Grove Examiner / Stony Plain Reporter and discussed ideas on topics, frequency of submissions as well as the format.

### **3.2. Ward Structure Discussion:**

Trustee McCann shared information regarding the current ward structure and gave information regarding student enrollment trends. Discussion entailed Trustee representation for constituents, schools and geographical areas as well as Trustee workload and stakeholder accountability. Discussion ensued.

### **3.3. A to A: Assurance to Accountability**

Associate Superintendent Johnston led the committee through a discussion on the elements in the Domain of Governance, the six elements Trustees are responsible for and began discussion on assurance and accountability. Further discussion will be scheduled for the December PSD Tomorrow Meeting.

## **4. GOVERNANCE / STRATEGIC PLANNING:**

### **4.1. Board Legacy:**

The agenda item was tabled this item for the next PSD Tomorrow Meeting.

### **4.2. Alberta School Boards Association (ASBA):**

Vice-Chair Cameron passed out some information from ASBA regarding advocacy as an association. ASBA has narrowed down their advocacy goals to six items and would like to hear back from school boards to narrow it down further to three areas of focus for advocacy. Further discussion will be scheduled for the next PSD Tomorrow Meeting.

**4.3. Public School Boards' Association of Alberta (PSBAA):** This agenda item was tabled for the next PSD Tomorrow Meeting.

**4.4. Student Advisory Possibilities:**

Associate Superintendent Johnston gathered feedback on possible engagement topics for the November 27, 2020 Student Advisory engagement.

**5. TOPICS TO BRING FORWARD TO THE OCTOBER 6, 2020 AND OCTOBER 27, 2020 REGULAR BOARD MEETINGS:**

There were no items brought forward.

**6. CLOSING:**

**6.1. Closing:** Roundtable Discussion

**6.2. Adjournment:** Meeting adjourned at 3:38 p.m.

**NEXT MEETING: Friday, November 27, 2020 @ 12:30 pm.**



## MEMORANDUM

**Date** November 24, 2020

**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 7: Appendix 7.3 Trustee Remuneration  
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

Trustee Montgomery presented her Board Report, giving information on the following:

- New Partnership program called Building Futures, where grade 10 students are learning and building with a builder and learning daily on the construction site. From design, the construction and through to the sale process, students will learn all of their subjects with real world application. <https://cfl.psd70.ab.ca/Building%20Futures.php>

- The Board approved a decrease in base remuneration by 10 percent this fiscal year. Due to Covid less visits and meetings have been held, the Board felt the reduction was necessary.
- Enrollment report September 30. Net decrease in enrollment of 60 students, 9700 in class, 1300 online schooling, 550 committed to online or homebased for the entire year. [https://www.psd70.ab.ca/documents/general/20201006\\_Agenda\\_Item\\_8.1\\_Enrolment\\_Report.pdf](https://www.psd70.ab.ca/documents/general/20201006_Agenda_Item_8.1_Enrolment_Report.pdf)
- Class Sizes – several discussions in reducing class sizes [https://www.psd70.ab.ca/documents/general/20201006\\_Agenda\\_Item\\_8.2\\_2020-2021\\_Class\\_Size\\_Report.pdf](https://www.psd70.ab.ca/documents/general/20201006_Agenda_Item_8.2_2020-2021_Class_Size_Report.pdf)

Associate Superintendent Johnston discussed the changes in school attendance for the 2020-2021 school term due to COVID and the changes in registration from in class to at home learning. Connections for Learning is now one of the largest schools the Parkland School Division with 1100 students in various programs.

Associate Superintendent Johnston presented the special recognition award to Brenda Cryer who has 17 years of continuous school council involvement.

Associate Superintendent Johnston advised that Parkland School Division will be proceeding with the Provincial Achievement tests this school term and reviewed the school council regulation regarding the September 20<sup>th</sup> School Council Report.

SJ:rg



## MEMORANDUM

**Date** November 24, 2020

**To** Board of Trustees

**From** Paul McCann, Audit Committee Chair

**Originator** Scott McFadyen, Associate Superintendent

**Resource** Jason Krefting, Director Financial Services

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

**Additional Reference** BP 2: Section 1. Planning  
BP 8: Appendix 8.7 Audit Committee  
(PricewaterhouseCoopers) Audit Plan

**Subject** **AUDIT COMMITTEE**

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### Purpose

Information. No recommendation is required.

### Background

The Audit Committee oversees the financial reporting and is empowered by the Board of Trustees to review and make recommendations that support the Board in their responsibility to annually review and approve the final budget for the ensuing school year and review the audited financial report of the previous school year.

## **Report Summary**

On Wednesday, November 18, 2020 the Audit Committee reviewed the annual committee work plan and the 2019-2020 Audited Financial Report which was presented by Scott McFadyen, Associate Superintendent of Corporate Supports and Services and Jason Krefting, Director of Financial Services.

The Audit Report was presented by PricewaterhouseCoopers, for the year ending August 31, 2020. The auditors provided a clean unqualified audit opinion of the Parkland School Divisions financial statements for August 31, 2020.

The Audit Committee would be pleased to respond to any questions.

SM:rg