



MEMORANDUM

March 7, 2023
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE John Blood, Director, Transportation Services
 Jason Krefting, Director, Financial Services

GOVERNANCE POLICY Board Policy 2: Role of the Board

ADDITIONAL REFERENCE BP 2: Resource Stewardship
Education Act
School Fees Regulation
School Transportation Regulation

SUBJECT **2023-2024 FEES AND ALLOWANCES**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2023-2024 Fees and Allowances as presented at the Regular Meeting of March 7, 2023.

BACKGROUND

The Board of Trustees is responsible for reviewing and approving the annual fees and allowances. The attached report is in support of these responsibilities.

REPORT SUMMARY

The Fee and Allowances for 2023-2024 are being presented for approval. Fee increases are required to operate the regional transportation system on a break-even basis. The fee increases are being proposed to offset Transportation’s anticipated increases in contractor rates due to inflation. These proposed fees are based on

the current provincial funding model and adjustments may be required based on changes in provincial funding models.

The transportation fees proposed in the fee schedule are from scenario 3 and recommended by administration. There is an increase for ineligible rural riders of \$55 or 11% as this fee will match the fee for ineligible urban riders. There is also a \$5 increase to eligible riders. All other transportation fees remain unchanged.

The fee increases in transportation are anticipated to generate an additional \$30,000 in revenue. This revenue is required to offset increased operating costs in transportation.

Administration would be pleased to respond to any questions.

SM:rg



Parkland School Division Administrative Procedure 522

FEES

Background

- Fees are charged to provide educational and transportation services that meet the needs of the community. Money raised from fees shall be utilized for the purpose which it was obtained. Fees for the Athabasca Delta Community School will be assessed independently based on the tuition agreement.

Definitions

- a) Extracurricular Fees: Fees charged on a cost recovery basis for non-curricular items including the participation in clubs, sports teams, travel and other non-curriculum programs.
- b) Full Time Kindergarten Fees: Full time Kindergarten refers to a Kindergarten program that is offered 5 full days per week. Fees are charged on a cost recovery basis for the portion that is not funded through education grants.
- c) Nature Extension: Non-curriculum nature-based extension offered to kindergarten students.
- d) Non-resident Tuition Fees: As per the *Education Act* 13(2), a board may charge tuition fees in respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government.
- e) Pre-K Play Partner Fees: Play Partner options may be offered to 3-year-old and 4-year-old children residing in the community, in order to make Early Education programs more inclusive and diverse.
- f) School Fees: Fees charged by the schools to enhance the students learning opportunities including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.
- g) Transportation Fees: Fees are charged for bus services for transportation to and from school such as:
 - Eligible Riders;
 - Students attending their designated school who reside less than 2.4 km away from that school (ineligible riders);
 - Students attending a school of choice (cross attendance riders) – Students attending a school other than their designated school that is not a private school;
 - Students attending a private school;
 - Students requesting more than one pickup or drop off location (alternate seats).

Procedures

1. The Board shall annually approve the type and amount of fees that may be charged by the Division (Schedule 522A).
2. No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees and Costs Regulation* and the *Alberta School Transportation Regulation*.
3. The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.
4. The Principal may assign fees at the school within the limits set by the Board on a cost recovery basis. Prior to charging the fee the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:
 - 4.1. Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback, and
 - 4.2. Provide sufficient information as to the purpose of the fee and its intended use.
5. School Fee schedules shall be posted on each school’s website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.
6. Schedule A shall be shared posted electronically on the Division website.
7. A student transferring in after the start of the school term or out prior to the end of the school term, may have school fees prorated or refunded as applicable.
8. Transportation fees shall not be refundable after the first day of school unless:
 - 8.1. The student is transferring out of the Division’s transportation boundary area, or
 - 8.2. The student moves from an ineligible rider to an eligible rider.
9. Students registering for transportation after the start of the school year shall only have fees prorated, if the student transfers in from outside of the Division’s transportation boundary. Otherwise, transportation fees shall only be prorated in special circumstances at the discretion of the Director of Transportation.
10. A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by S47 of the *Family Law Act* unless there is a court order that directs financial responsibility. The *Application for Waiver of Fees* (Schedule 522B) shall be completed and the final decision rests with the Associate Superintendent, Corporate Supports and Services.
11. Disputes arising with respect to the levied fees shall be brought to the attention of the Associate Superintendent, Corporate Supports and Services for a resolution.

Reference:	Education Act 13, 23, 39.1, 44, 49, 51, 52, 57, 59, 60, 61, 113	Approved:
	Family Law Act	Date
	School Fees Regulation (95/2019)	Approved:
	School Transportation Regulation (96/2019)	Reviewed or Revised:

Schedule 522A: FEE ALLOWANCES FOR 2023-2024

	2022-2023	2023-2024
1.0 TRANSPORTATION FEES FOR		
Ineligible Urban students attending their designated school who reside less than 2.4km away		
1.1 Kindergarten (<i>full-day/half-time</i>) *	\$287	\$287
1.2 Grades 1 to 12 and Full Time Kindergarten	\$575	\$575
1.3 Maximum Rate Per Family	\$1,438	\$1,438
Ineligible Rural students attending their designated school who reside less than 2.4km away		
1.4 Kindergarten (<i>full-day/half-time</i>) *	\$260	\$287
1.5 Grades 1 to 12 and Full Time Kindergarten	\$520	\$575
1.6 Maximum Rate Per Family	\$1,300	\$1,438
Students attending a school other than their designated school		
1.7 Kindergarten (<i>full-day/half-time</i>) *	\$347	\$347
1.8 Grades 1 to 12 and Full Time Kindergarten	\$695	\$695
1.9 Maximum Rate Per Family	\$1,738	\$1,738
Eligible students attending their designated school who reside more than 2.4km away		
1.10 Kindergarten (<i>full-day/half-time</i>) *	\$32. ⁵⁰	\$35
1.11 Grades 1 to 12 and Full Time Kindergarten	\$65	\$70
1.12 Maximum Rate Per Family	\$163	\$175
Students attending a private school		
1.13 Private School Grades Kindergarten (<i>full-day/half-time, Under 2.4 Km</i>) *	\$550	\$550
1.14 Private School Grades 1 to 12 and full-time kindergarten	\$1,100	\$1,100
Students requiring an additional drop off/pickup location		
1.15 Alternate Seat Fee Kindergarten (<i>full-day/half-time</i>) *	\$287	\$287
1.16 Alternate Seat Fee Grades 1-12 and full-time kindergarten	\$575	\$575
1.17 Alternate Seat Fee (<i>max. per family</i>)	\$1,438	\$1,438
Other Transportation fees		
1.18 Administrative Fee (Replacement bus pass, NSF payments, Cancellation before School Starts)	\$20	\$20
1.19 Change Fee (Major Route Change)	\$50	\$50

* Kindergarten transportation is for full day kindergarten two days per week with alternating Fridays. Every day kindergarten programs will be charged the grade 1-12 rate.

Schedule 522A: FEE ALLOWANCES FOR 2023-2024

		2022-2023	2023-2024
2.0	NON-RESIDENT TUITION FEES		
2.1	Mild disability/disorder	\$16,000	\$16,000
2.2	Moderate disability/disorder	\$22,500	\$22,500
2.3	Severe disability/disorder	\$33,750	\$33,750
2.4	Complex/profound disability/disorder	\$45,000	\$45,000
2.5	English language learners	\$16,000	\$16,000
2.6	International / out of province students tuition	\$12,500	\$12,500
2.7	International students non-refundable application fee	\$250	\$250
3.0	PROGRAM FEES		
3.1	Play Partner fees (\$200/month)	\$4,000	\$2,000
3.2	Parkland School Division operated Preschool (\$90/month)	\$900	\$900
3.3	Full time kindergarten fees (maximum \$400/month)	*\$4,000	*\$4,000
3.4	Nature extension fees (\$400/month)	\$4,000	\$4,000
3.5	My Path program 5 days a week (\$250/month)	\$2,500	\$2,500
3.6	My Path program 3 days a week (\$150/month)		\$1,500
3.7	My Path program 2 days a week (\$100/month)	\$1,000	\$1,000
3.8	Building Futures program		\$200
3.9	Adult tuition fee (per credit)	\$110	\$110
3.10	Summer school processing fee	\$50	\$50
	*Fees can be charged up to this amount for full time Kindergarten		
4.0	FIELD TRIP FEES		
4.1	Day trips	*\$225	*\$225
4.2	Overnight trips within Canada	*\$215	*\$215

*Fees can be charged up to this amount annually per student for all trips within each category.

Field Trips are to be charged on a cost recovery basis only (Includes all curricular field trips and activities such as swimming, skating and skiing).

Schedule 522A: FEE ALLOWANCES FOR 2023-2024

	2022-2023	2023-2024
5.0 OTHER FEES		
5.1 Cultural event fees	*\$25	*\$25
5.2 Instrument fees (K-Gr 4)	*\$10	*\$10
5.3 Instrument fees (Gr 5-12)	*\$75	*\$75
5.4 Memory / yearbook (K-Gr 9)	*\$25	*\$25
5.5 Memory / Yearbook (Gr 10-12)	*\$60	*\$60
5.6 Student union / leadership	*\$11	*\$11
5.7 Middle school options courses / CTF	*\$50	*\$50
5.8 High school options courses / CTS – 3 credit courses	*\$55	*\$55
5.9 High school options courses / CTS – 5 credit courses	*\$80	*\$80
5.10 Summer school book deposit (refunded upon return of book)	\$100	\$100

*These are the annual maximums that can be charged for each fee.



2023-2024 TRANSPORTATION FEE SCENARIOS

March 7, 2023

Presented to the Board of Trustees, March 7, 2023
 Associate Superintendent, Scott McFadyen
 Resource: John Blood, Transportation Director

Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

BACKGROUND

The Board of Trustees is responsible to review and approve the transportation fees annually. This report is in support of this responsibility.

REPORT / TOPIC

The transportation department has reviewed the implications of inflation on the operating costs and developed four scenarios for consideration. Only scenarios two & three result in maintaining current services based on the assumptions in the report. Fee increases are required to operate the regional transportation system on a break even basis. The fee increases proposed are to offset Transportation’s anticipated increases in contractor rates due to inflationary pressures (insurance, fuel, labour, etc.). These proposed fees are based on the current provincial funding model and adjustments may be required if the provincial funding model changes. The analysis also assumes the transportation grant will increase in 2023-2024 to cover inflationary costs on the eligible students.

The Board determined the following Transportation Fee Principles:

Principle 1	The Transportation department will operate within the funding envelope.
Principle 2	Current service levels will be maintained.
Principle 3	Rural and Urban fees will move towards being equal and reflect the cost of the service provided to riders.

Administration has provided four (4) fee scenarios for consideration by the Board of Trustees. The following table indicates how each scenario either meets or does not meet the criteria of each Principle.

SCENARIOS	PRINCIPLE 1	PRINCIPLE 2	PRINCIPLE 3
Scenario 1	X	X	X
Scenario 2	✓	✓	X
Scenario 3	✓	✓	✓
Scenario 4	X	X	✓

Scenario 3 is recommended by administration as it meets all the Board principles while keeping the increase to rural ineligible riders to a lower increase (11%).

The fee increases in Scenario 3 are anticipated to generate an additional \$30,276. This additional revenue is required to offset:

- Increases in contractor costs due to insurance and other inflationary pressures of approximately \$218,500.

Administration anticipates that the remaining shortfall will be covered by the increase in the transportation grant, if not, service level reduction may be required.

Transportation Fee Scenarios For 2023/2024

Revenues Generated from fees under each scenario	Scenario 1 No Increases, status Quo	Scenario 2 2% across the board	Scenario 3 Rural increased to match urban ineligible + eligible to \$70	Scenario 4 Rural increased by \$5 + Urban decreased by \$50 to match Rural + eligible increased to \$75
Ineligible Riders	\$0	\$11,429	\$2,336	-\$45,594
Eligible Riders	0	5,588	27,940	55,880
Alternate Seats	0	864	0	0
Cross Attendance Riders	0	5,124	0	0
Private Schools	0	1,012	0	0
Total Incremental Fee Revenues	\$0	\$24,017	\$30,276	\$10,287

Additional cost increases to be factored related to fees:

Estimated increase to contracts due to inflation of the 26 routes out for RFP)	22,572	22,572	22,572	22,572
Net Increase in Expenses	\$22,572	\$22,572	\$22,572	\$22,572
Surplus / (Deficit)	-\$22,572	\$1,445	\$7,704	-\$12,285

Assumptions:

Grant funding for 2023-2024 is currently not know, it is assumed we will receive a funding increase in 2022-2023 to offset operational costs not tied to fees. If not, services may have to be reduced.

Transportation is required to stay within it's budget envelope

Ridership numbers are based on the current year and are assumed to remains somewhat consistent.

Pro & Cons

	Pros	Cons
Scenario 1	No rate increases, all fees continue at the 2022-2023 levels.	A route may need to be eliminated increasing some ride times.
Scenario 2	No change in service levels. Everyone gets the same percentage increase.	The rural ineligible fee and the urban ineligible fee remain different.
Scenario 3	No change in service levels. The rate for rural and urban ineligible riders will be the same rate.	Eligible riders (the largest group of riders) would have a 8% increase in rate. Eligible riders that PSD is mandated to transport are subsidizing Ineligible riders. Collection of Eligible rider fees is more difficult as service can't be refused due to non-payment, therefore uncollected fees may increase.
Scenario 4	Brings Rural & Urban ineligible in-line.	A route may need to be eliminated increasing some ride times. This scenario further reduces the urban ineligible fee, which is already below cost recovery.

Scenario 1

No Increase to fees, fees stay at the 2022-2023 level (status Quo).

	22/23 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increase in Revenues
Ineligible Riders <2.4KM								
Urban ECS	88	0%	\$287	\$287	\$0	0%	100%	\$0
Rural ECS	3	0%	\$260	\$260	\$0	0%	100%	\$0
Urban Gr 1-12	873	0%	\$575	\$575	\$0	0%	100%	\$0
Rural Gr 1-12	41	0%	\$520	\$520	\$0	0%	100%	\$0
								\$0
Eligible Riders								
ECS	258	0%	\$32.5	\$32.5	\$0.0	0%	100%	\$0
Gr 1-12	5459	0%	\$65	\$65	\$0	0%	100%	\$0
								\$0
Alternate Seats								
ECS	6	0%	\$287	\$287	\$0	0%	100%	\$0
Gr 1-12	69	0%	\$575	\$575	\$0	0%	100%	\$0
								\$0
Cross Attendance Riders								
ECS	16	0%	\$347	\$347	\$0	0%	100%	\$0
Gr 1-12	358	0%	\$695	\$695	\$0	0%	100%	\$0
								\$0
Private Schools								
Gr 1-12	46	0%	\$1,100	\$1,100	\$0	0%	100%	\$0
	7,217							\$0
							Total Increase in Revenues	\$0

Scenario 2

2% increase across the board

Ineligible Riders <2.4KM	22/23 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increase in Revenues	
Urban ECS	88	0%	\$287	\$293	\$6	2%	100%	\$528	
Rural ECS	3	0%	\$260	\$265	\$5	2%	100%	\$15	
Urban Gr 1-12	873	0%	\$575	\$587	\$12	2%	100%	\$10,476	
Rural Gr 1-12	41	0%	\$520	\$530	\$10	2%	100%	\$410	
								\$11,429	
Eligible Riders									
ECS	258	0%	\$32.5	\$33	\$0.5	2%	100%	\$129	
Gr 1-12	5459	0%	\$65	\$66	\$1	2%	100%	\$5,459	
								\$5,588	
Alternate Seats									
ECS	6	0%	\$287	\$293	\$6	2%	100%	\$36	
Gr 1-12	69	0%	\$575	\$587	\$12	2%	100%	\$828	
								\$864	
Cross Attendance Riders									
ECS	16	0%	\$347	\$354	\$7	2%	100%	\$112	
Gr 1-12	358	0%	\$695	\$709	\$14	2%	100%	\$5,012	
								\$5,124	
Private Schools									
Gr 1-12	46	0%	\$1,100	\$1,122	\$22	2%	100%	\$1,012	
								7,217	
								Total Increase in Revenues	\$24,017

