



# AGENDA

## BOARD OF TRUSTEES

**Trisha Estabrooks**  
Board Chair

**Nathan Ip**  
Board Vice-Chair

**Sherry Adams**  
**Michelle Draper**  
**Shelagh Dunn**  
**Ken Gibson**  
**Michael Janz**  
**Bridget Stirling**

The Board of Trustees of Edmonton School Division  
One Kingsway,  
Edmonton, Alberta

Via Zoom  
Tuesday, April 27, 2021  
2:00 p.m.

### Board Meeting #14

- A. Roll Call
- B. Approval of the Agenda
- C. Communications from the Board Chair
- D. Communications from the Superintendent of Schools
- E. Minutes:
  - 1. DRAFT – Board Meeting #13 – April 13, 2021
- F. Comments from the Public and Staff Group Representatives  
*(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 4:30 p.m. on Monday, April 26, 2021, to speak under this item.)*
- G. Reports:
  - 2. Transportation Fees for 2021-2022  
(Recommendation)
  - 3. Rescindment of Bylaw No. 2012-2013-1  
(Recommendation)
  - 4. Motion re: Access to Free Menstrual Products in Edmonton Public Schools  
(Recommendation)
  - 5. Proposed Resolutions for ASBA Spring and Fall General Meetings  
(Recommendation)
  - 6. Criteria the Province Uses to Allocate New Schools, Modernizations and Portables  
(Information – Response to Request for Information #098)
- H. Other Committee, Board Representative and Trustee Reports
- I. Trustee and Board Requests for Information
- J. Notice of Motions
- K. Meeting Dates
- L. Adjournment

**MINUTE BOOK****Board Meeting #13**

Minutes of the Board Meeting of the Board of Trustees of Edmonton School Division of the Province of Alberta held via Zoom on Tuesday, April 13, 2021, at 2:00 p.m.

**Present:****Trustees**

Sherry Adams  
Shelagh Dunn  
Michelle Draper

Trisha Estabrooks  
Ken Gibson  
Nathan Ip

Michael Janz  
Bridget Stirling

**Officials**

Angela Anderson  
Todd Burnstad  
Grace Cooke  
Ron McNeil

Karen Mills  
Leona Morrison  
Kathy Muhlethaler  
Kent Pharis

Nancy Petersen  
Darrel Robertson  
Carrie Rosa  
Liz Yule

**Board Chair:** Trisha Estabrooks

**Recording Secretary:** Shirley Juneau

The Board Chair called the meeting to order with recognition that we are on Treaty 6 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.

**A. Roll Call:** (2:00 p.m.)

The Superintendent advised that all Trustees were present.

**B. Approval of the Agenda**

**MOVED BY Trustee Gibson:**

“That the agenda for the April 13, 2021, Board meeting be approved as printed.”

**MOVED BY Trustee Draper:**

“That item #7 be moved to item #4 on the agenda.”

**MOVED BY Trustee Gibson:**

“That the agenda for the April 13, 2021, Board meeting be approved as amended.”  
(UNANIMOUSLY CARRIED)

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### **C. Communications from the Board Chair**

The Board Chair thanked the many parents, community members and curriculum experts who have taken time to share their concerns with the Board of Trustees about the draft K-6 curriculum. She remarked that the Division shared their concerns and looks forward to providing its feedback on the draft curriculum to the government. The Board Chair said that Alberta students deserve a modern, up-to-date curriculum and the Board of Trustees will do all it can to ensure that happens.

The Board Chair reported that variants of concern are now the dominant strain of COVID-19 in Edmonton and therefore in Edmonton Public Schools. She advised that the Division, working with AHS, are watching the case counts and the number of staff and students who are having to isolate carefully. The Board Chair explained that the virus continues to affect our physical and emotional health and, as we enter the fourth quarter of the school year, we are all tired and we have all made sacrifices this year. The Board Chair highlighted that students in the Division have found creative and inspiring ways to build community during this challenging time. She said that she has heard stories about students who have delivered cards to seniors' homes, collected donations for food banks, and written messages to frontline health care workers. On behalf of the Board, she thanked them for all their efforts.

The Board Chair advised that the Board of Trustees, along with the other Metro boards, continues to advocate for school-based staff to be prioritized by vaccination. She reiterated that teachers, custodians and educational assistants are on the front lines of this pandemic in schools and deserve to be prioritized for the vaccine. The Board Chair expressed that teachers are being prioritized in other provinces and would like the government to recognize that although all teachers may not be in a "high risk" group they are certainly working in congregant settings where the virus may be present and spreading.

The Board Chair shared her appreciation for the government of Alberta's announcement this past weekend to expand the rapid testing program for COVID-19 in about 300 schools, including Edmonton Public Schools. She remarked that she hopes quick test results mean limiting exposure and the potential of the virus spreading within a school community.

### **D. Communications from the Superintendent of Schools**

The Superintendent reminded everyone that pre-enrolment for the 2021-22 school year closes at 4 p.m. on Thursday, April 15, 2021. He advised that families can find information about options on SchoolZone or the Division's website and social media channels. He suggested that families with questions speak directly to the principal at their child's current school.

The Superintendent advised that Quarter 4 classes will begin on April 22, 2021. He thanked families who have notified the Division of their choice of in-person or online learning. He shared that as with previous quarter changes, the Division needs to organize staff to accommodate students' learning choices. The Superintendent explained that choice is a good thing, but there are trade-offs. He said

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the Division makes every effort to cause as little disruption as possible, but sometimes teachers need to be reassigned because of the redistribution of students. The Superintendent thanked students, staff and families for their patience and flexibility.

#### **E. Minutes**

1. Board Meeting #12 – March 23, 2021

#### **MOVED BY Vice-Chair Ip:**

**“That the minutes of Board Meeting #12 held March 23, 2021, be approved as printed.”  
(UNANIMOUSLY CARRIED)**

#### **F. Comments from the Public and Staff Group Representatives**

There were no registered speakers for this item.

#### **G. Reports**

2. 2021-2022 Distribution of Funds

There were three registered speakers for this item. Two registered speakers requested that the Board of Trustees consider providing free menstrual products in all Edmonton Public Schools. One registered speaker requested that the Board of Trustees consider providing funding for secure bike storage at all Edmonton Public Schools.

#### **MOVED BY Trustee Stirling:**

**“That the Distribution of Funds for the 2021-2022 Budget be approved.”  
IN FAVOUR: Trustees Adams, Draper, Dunn, Estabrooks, Gibson, Ip and Stirling  
OPPOSED: Trustee Janz  
(CARRIED)**

Trustee Draper noted interest in further discussion on the operational surplus that will take place in the weeks to come. She shared that the Strategic Policy Evaluation Framework, currently being developed as part of the Governance and Evaluation Committee's work plan, will require funds to support implementation should it be passed by the Board of Trustees, and may be requested as an item for consideration for the planned use of surplus.

3. Motion re: Action Plan to Improve Literacy and Numeracy Skills

#### **MOVED BY Trustee Dunn:**

**“That Administration develop an action plan to improve the literacy and numeracy skills of students for the start of the 2021-2022 school year, with a focus on evidence-based practice, equity for students in the highest social vulnerability indexed schools, students**

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**who meet coding requirements for specialized supports and First Nations, Métis and Inuit students.”**

**(UNANIMOUSLY CARRIED)**

Trustee Draper requested that an evaluation component be added to the action plan.

7. Neighbourhood Park Development Funding — Soraya Hafez  
(Response to Request for Information #096)

The Trustees requested that a letter be sent to the Mayor and City Council and copied to the Edmonton Federation of Community Leagues expressing concern about the eligibility restrictions for obtaining NPDP grants and the inequity large neighbourhoods that have multiple schools and park sites experience when trying to adequately address their playground needs.

**MOVED BY Trustee Gibson:**

**“That Board meeting proceed past 6 p.m. in order to complete the agenda items.”**

**(UNANIMOUSLY CARRIED)**

Trustee Draper left the meeting.

There was a short break in the meeting.

4. COVID-19 Impact on the Division from February 24 to March 30, 2021

An update was provided to the Board of Trustees regarding the Division’s efforts to support students and staff to mitigate transmission during the COVID-19 pandemic.

5. Class Size Information

The annual results of class sizes along with two years of historical data was provided to the Board of Trustees.

6. Program Unit Funding (PUF)  
(Response to Request for Information #094)

Information on the impact of the province discontinuing Program Unit Funding (PUF) grants for Kindergarten-aged children for school jurisdictions was provided to the Board of Trustees.

8. Bereavement

The Vice-Chair reported on the passing of Mr. Ernie Lotz.

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### **H. Other Committee, Board Representative and Trustee Reports**

Trustee Estabrooks submitted the following report in writing:

Trustee Estabrooks thanks school councils in Wards A and D for the warm welcome to their meetings in the last couple of months. She enjoyed the conversation, the questions and the discussion around what parents believe the needs of their children will be next school year and post-pandemic.

Trustee Estabrooks thanks Mr. Ali Mahdi for the kind invitation to attend his citizenship class. Mr. Mahdi invited her to share information about the role of Trustee and talk about the importance of engagement in civic elections.

Trustee Estabrooks thanks the Pakistan Canada Association of Edmonton for a recent meeting to discuss the importance of education as being a catalyst for social change and the importance of addressing systemic racism in school systems.

Trustee Estabrooks thanks the "Survivors and Thrivers" organization for continuing to host noon hour speakers highlighting the stories of Indigenous peoples. She has attended three sessions and looks forward to listening to the remaining speakers at future sessions.

### **I. Trustee and Board Requests for Information**

Trustee Janz requested the following information:

1. the high school completion rate for each high school
2. an overview of the leases or funding agreements around parent societies and facility use payments
3. a cost to ensure that all schools have bike racks compliant with the City of Edmonton standard and cost to provide bike cages to schools. Could this be provided through Division surplus?
4. funding implications if the Division were to amend the funding formula for next year to ensure that a level eight is provided for a full-time unit cost and a level seven to equate to .75 of an Education Assistant

### **J. Notices of Motion**

Trustee Ip moved that the Board of Trustees establish a mental health initiative fund with an allocation of \$5 million dollars each year beginning in the 2021-2022 school year, over three years to support the expansion of mental health supports, wellness initiatives and or partnerships in Division schools. Additionally, that a report on the use of the funds including an evaluative component on the efficacy and effectiveness of practice be presented to the Board of Trustees annually.

Trustee Estabrooks moved that given that menstrual products are a basic need and that access to these products can be a barrier for students, the Board of Trustees moves that Administration

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explore ways to provide free menstrual products in Division schools, including pursuing partnerships, to provide what should be essential products in Edmonton Public School washrooms.

K. **Next Board Meeting: Tuesday, April 27, 2021, at 2:00 p.m.**

L. **Adjournment: 6:30 p.m.**

**The Board Chair adjourned the meeting.**

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Trisha Estabrooks, Board Chair

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Karen Mills, Director of Board and  
Superintendent Relations

**DATE:** April 27, 2021

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Transportation Fees for 2021-2022

**ORIGINATOR:** Kathy Muhlethaler, Assistant Superintendent

**RESOURCE STAFF:** Alison Cheesbrough, Geoff Holmes, Christopher Wright

**REFERENCE:** [Funding Manual for School Authorities 2021/22 School Year Student Transportation Regulation](#)

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**ISSUE**

Student Transportation submits proposed fees to the Board of Trustees for review on an annual basis. Fees were last reviewed by Trustees at the April 28, 2020, Board meeting, where a fee schedule for 2020-2021 (Attachment I) was approved following a survey of stakeholders regarding the future direction of transportation fees and service levels. Student Transportation is currently proposing a recommendation regarding fees for the 2021-2022 school year.

**BACKGROUND**

Student Transportation is funded from provincial transportation grants and student transportation fees. In recent years, funding has fluctuated due to factors such as the School Fee Reduction Grant, enrolment growth and new school openings. For a number of years, a combination of carry-forward reserves, additional Division funds and operational efficiencies were used to minimize increases to bus pass fees and to cushion gaps in funding.

Since 2018, Student Transportation staff have worked through the Student Transportation Framework to identify and implement operational efficiencies. This work has maintained service levels while increasing the utilization of existing resources. Some examples of initiatives implemented include a new yellow bus carrier contract which minimizes the impact of fluctuating fuel prices, shared transportation routes, a shared transportation arrangement with Edmonton Catholic Schools, and working with schools to implement minor changes to bell times to allow more schools to share buses.

These operational efficiencies, combined with changes to Student Transportation fees made over the past year, have eliminated the gap between Student Transportation's funding and costs.

**RELATED FACTS**

- During the 2020-2021 school year, Student Transportation was impacted significantly by the COVID-19 pandemic. By the end of March 2021, the Division saw a decrease of 45 per cent in yellow bus ridership and 69 per cent in Edmonton Transit (ETS) ridership in comparison to when in-person classes were suspended in March 2020. As a result, there was a decrease in fee revenue offset by a reduction in the resources required to maintain service levels.



- As part of the provincial re-entry strategy for the 2020-2021 school year, guidance was provided by the Government of Alberta regarding health measures to help prevent the spread of COVID-19 on yellow school buses. Edmonton School Division was able to reach an agreement with contracted yellow bus carriers to ensure that guidelines were implemented effectively to ensure student safety.
- One component of planned efficiencies for 2021-2022 includes increasing the number of resources shared with Edmonton Catholic Schools. Currently, the Divisions share a total of 27 bus routes. Student Transportation has identified additional routes for possible collaboration in September 2021.
- For students transported on ETS, Edmonton School Division subsidizes the cost of Edmonton Transit passes. Starting in September, the cost for the Division to purchase ETS passes will increase by \$0.50.
- The Funding Manual for School Authorities 2021-2022 confirms that Student Transportation funding is being held at 2020-2021 levels.

**RECOMMENDATION**

**That the attached 2020-2021 Student Transportation Fee Schedule (Attachment I) be extended for the 2021-2022 school year.**

**CONSIDERATIONS and ANALYSIS**

- Student Transportation currently anticipates that an operating surplus of approximately \$2.9 million will be carried forward to future years. This represents approximately six per cent of Student Transportation's proposed budget for 2020-2021.
  - The \$2.9 million surplus was accumulated through efficiencies found as a result of the decrease in ridership due to COVID-19.
  - Families are only charged monthly transportation fees when they are accessing services.
- The School Transportation regulation states: "Any surplus from fees charged under subsection (1) or (2) must be used to subsidize the cost of transportation of students referred to in that subsection in the 2 school years following the school year in which the surplus was collected."
- Overall Transportation costs are expected to increase in 2021-2022. Student Transportation anticipates that carry forward surplus funds will be used to offset these increases and hold Transportation fees at 2020-2021 rates.

**NEXT STEPS**

If approved by the Board, the Student Transportation fee schedule would come into effect for September 2021. Following Board approval, a communication plan will be implemented to inform families of the fee schedule.

**ATTACHMENTS and APPENDICES**

ATTACHMENT I Student Transportation Fees 2020-21 School Year

GH:kk

# Student Transportation Fees

## 2020-21 School Year

### What Student Transportation fees cover

Student Transportation fees cover a portion of the Division's transportation costs.

*Note: Fees are subject to change*

Transportation Service	Monthly Fee
All students from Kindergarten to Grade 12 who access ETS	\$60
All students from Kindergarten to Grade 12 who are eligible for regular yellow bus service	\$38
Conditional riders	\$38
All students from Pre-Kindergarten to Grade 12 in need of specialized supports and services who are unable to use regular yellow bus transportation services	\$0

Replacement Cost (lost or stolen)	Fee
Yellow bus	\$6
ETS	\$72.50

### Payment options and funding support

- To learn more about bus fees and payment options, please speak with your child's school or see administrative regulation [HNB.AR](#) on [epsb.ca](#).
- Families may be eligible for subsidized ETS passes through the City of Edmonton's Ride Transit Program. Visit [edmonton.ca/ets/subsidized-transit.aspx](#) for details.

### Edmonton Transit Passes

- Students enrolled at a Division elementary, junior high or senior high school can purchase an ETS bus pass at their school.
- Passes are valid for unlimited travel on Edmonton Transit, including statutory holidays.
- Students can buy a replacement ETS pass at their school, or request a free replacement for a damaged ETS pass by turning in an identifiable piece of the damaged pass.

For more information, contact **Student Transportation at 780-429-8585** or talk to your school.

**DATE:** April 27, 2021

**TO:** Board of Trustees

**FROM:** Policy Review Committee

**SUBJECT:** Rescindment of the School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1

**ORIGINATOR:** Karen Mills, Director Board and Superintendent Relations

**RESOURCE STAFF:** Rachel Foley, Shirley Juneau, Nancy Petersen

**REFERENCE:** [Local Authorities Election Act](#)

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## ISSUE

The Policy Review Committee is recommending that the Board of Trustees rescind the School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1.

## BACKGROUND

Prior to its revision on December 11, 2018, the *Local Authorities Election Act* did not require school board trustee candidates to disclose campaign expenses. It did, however, set out that a school board may require disclosure to the public of all campaign contributions and campaign expenses of all candidates for election as trustee.

On March 19, 2013, the Edmonton Public Schools Board of Trustees passed the School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1 (Bylaw). This Bylaw required school board trustee candidates to disclose campaign contributions and expenses, and mirrored provincial legislation and the requirements for City Council candidates.

In the revised *Local Authorities Election Act*, issued December 11, 2018, Section 147.4 now requires school board trustee candidates to disclose campaign expenses through a prescribed disclosure statement form. Therefore, the Bylaw is superseded by the requirements for disclosure set out in Section 147.4.

## RELATED FACTS

- In the revised *Local Authorities Election Act*, “candidate” is defined as an individual who has been nominated to run for election in a local jurisdiction as a councillor or school board trustee.
- Section 147.4 of the *Local Authorities Election Act* specifies that all candidates must file disclosure statements.

All documents filed under this section must be available to the public during regular business hours for a period of four years after the election. The City of Edmonton elections office has agreed to both collect the forms and make them available to the public as part of the Election Agreement between the City of Edmonton and Edmonton Public Schools.

## RECOMMENDATION

**That School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1 be rescinded.**

## OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Support the recommendation to rescind Bylaw 2012-2013-1.
2. Request changes to the report and ask that it come back to a future Board meeting.

## NEXT STEPS

Upon approval of the recommendation, School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1 will be removed from the Division's bylaws and will be archived.

## ATTACHMENTS and APPENDICES

- ATTACHMENT I      School Trustee Candidates Election Campaign Disclosure Bylaw 2012-2013-1  
ATTACHMENT II     Section 147.4 of the *Local Authorities Election Act*

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EDMONTON PUBLIC SCHOOLS

Edmonton School District No. 7

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## BYLAW NO. 2012-2013-1

A Bylaw to Require the Public Disclosure  
of Campaign Contributions and Campaign Expenses of Candidates  
for Trustee for The Board of Trustees of Edmonton School District No. 7

WHEREAS the Board of Trustees of Edmonton School District No. 7 ("Edmonton Public Schools") believes that public disclosure of campaign finances provides for transparency and improves the accountability of candidates to the electorate;

AND WHEREAS Section 118(2) of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 provides that a school board may by bylaw require that candidates for trustee of a school board disclose to the public statements of all their campaign contributions and expenses;

AND WHEREAS Section 118(4) of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 provides that a person who contravenes a bylaw passed under section 118(2) is guilty of an offence and liable to a penalty of not more than \$1000;

NOW, THEREFORE, THE BOARD ENACTS AS FOLLOWS:

- 1 This Bylaw may be cited as "The School Trustee Candidates Election Campaign Disclosure Bylaw of The Board of Trustees of Edmonton School District No. 7".
2. In this Bylaw:
  - (a) "campaign" means events or activities in, by, or on behalf of, a candidate for the purpose of promoting the election of the candidate.
  - (b) "campaign contribution" means any money paid or any donation in kind provided to or for the benefit of a candidate for the purpose of financing a campaign without compensation from the candidate, including, in support of any fundraising function for a candidate, money paid for admission charge, or ticket purchase paid for or fair market value of donated merchandise or auction items, or any other donation in kind except volunteer labour.
  - (c) "campaign expense" means money spent or liabilities incurred other than an expense relating to a recount in respect of the election; and



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- (d) "campaign period" means the period of time between consecutive general elections of the Board, except, where a by-election is held, it means the period of time between the by-election and the preceding general election.
  - (e) "candidate" means any person who files nomination papers with the Returning Officer of The City of Edmonton for any election or by-election for trustee of the Board.
  - (f) "contributor" means an individual, organization, or corporation providing a campaign contribution.
  - (g) "donation in kind" means the fair market value of goods and services donated or provided by or on behalf of a candidate during a campaign period for the purpose of an election but does not include volunteer labour.
  - (h) "fundraising function" means events or activities held for the purposes of raising funds for an election campaign of the person by whom or on whose behalf the function is held.
  - (i) "Returning Officer" means the person appointed by City of Edmonton Council to act as Returning Officer pursuant to the *Local Authorities Elections Act*.
3. A candidate shall keep complete and proper accounting records of all campaign contributions received and all campaign expenses incurred during the campaign period.
4. The candidate is responsible for ensuring that:
- (a) proper records are kept of all campaign contributions and campaign expenses incurred during the campaign period;
  - (b) a record is kept of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor;
  - (c) receipts are issued for every campaign contribution accepted.



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5. All Candidates shall file with the Returning Officer on or before the first working day of March in the year immediately following the year in which an election for Trustees to the Board has been held, or in the case of a by-election, within 90 days after the by-election, a disclosure statement in the prescribed form, which must include:
  - (a) a statutory declaration in the form of Schedule "A" to this Bylaw, stating their campaign contributions and campaign expenses; and
  - (b) a list, in the form of Schedule "B" to this Bylaw, of:
    - (i) each contributor whose cumulative campaign contributions exceed \$100.00;
    - (ii) the amount of each contributor's cumulative campaign contribution(s) under the appropriate heading; and
    - (iii) if no cumulative campaign contribution exceeded \$100.00, then Schedule "B" must still be completed and marked "Nil".
6. All records of a candidate shall be retained by that candidate for a period of two years following the date on which the financial statements or statutory declarations were required to be filed under this Bylaw.
7. The Returning Officer shall forward for information, a letter summarizing campaign contributions and campaign expenses of candidates and all documents filed pursuant to this Bylaw to the Office of the Secretary-Treasurer for the Board within forty-five (45) days of the prescribed filing date or within thirty (30) days following the receipt of the information, whichever is later
8. All documents filed with the Returning Officer pursuant to this Bylaw are public record upon the expiration of the time prescribed by this Bylaw for the filing of same and may on request be inspected at the offices of the Board at the Centre For Education, One Kingsway, Edmonton, during normal office hours and may be available to the public through other media.
9. The Returning Officer shall make provision for each prospective candidate to have access to this Bylaw.

MINUTE BOOK**SCHEDULE "A"****CAMPAIGN DISCLOSURE - STATEMENT OF REVENUES AND EXPENSES  
TRUSTEE CANDIDATES FOR EDMONTON PUBLIC SCHOOLS**

I, \_\_\_\_\_  
(name)  
of \_\_\_\_\_  
(street address or legal land description of candidate's residence)

in the Province of Alberta, do solemnly declare:

1. That I was a candidate for the position of Trustee for The Board of Trustees of Edmonton School District No. 7 in the election (or by-election, as the case may be) held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.
2. That the following is a true account of all the campaign contributions and campaign expenses incurred by me or by my agent on my behalf in respect of the aforesaid election:

a) Campaign Contributions:

- i) Total amount of contributions of \$100.00 or less \$ \_\_\_\_\_
- ii) Total amount of all contributions of \$100.01 and greater  
(Together with the contributor's name and amount on the attached listing) \$ \_\_\_\_\_

NOTE: For lines i and ii, include all campaign contributions as defined in section 2(b) of this Bylaw.

- iii) Net Contributions (add lines i and ii) \$ \_\_\_\_\_
- b) Other Sources:
  - iv) Total amount contributed out of candidate's own funds \$ \_\_\_\_\_
- c) TOTAL CAMPAIGN REVENUE (add lines iii and iv) \$ \_\_\_\_\_



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## d) Campaign Expenses incurred:

v)	Nomination Deposit (if not refunded)	\$ _____
vi)	Fundraising Costs	\$ _____
vii)	Advertising/Printing	\$ _____
viii)	Office/Facility Space Rental	\$ _____
ix)	Office Administration	\$ _____
x)	Office Supplies and Equipment	\$ _____
xi)	Electoral Materials (Maps, List of Electors, etc.)	\$ _____
xii)	Food and Beverages/Entertainment	\$ _____
xiii)	Telephone/Communications/Utilities	\$ _____
xiv)	Insurance	\$ _____
xv)	Distribution/Postage	\$ _____
xvi)	Transportation	\$ _____
xvii)	Other (Detail)	\$ _____

## e) TOTAL CAMPAIGN EXPENSES

\$ \_\_\_\_\_

## f) SURPLUS (DEFICIT) of Campaign Revenues

Over Campaign Expenses (deduct line e from line c)

\$ \_\_\_\_\_

3. That I have no reason to believe that any monies other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.
4. That I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at  
in the province of Alberta  
this      day of      20      .

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(To be declared before a Justice of the Peace  
Notary Public, or a Commissioner of Oaths, etc.)

MINUTE BOOK**SCHEDULE "B"****LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS FROM  
CONTRIBUTORS IN EXCESS OF \$100.00**

I have accepted campaign contributions in excess of \$100.00 towards my campaign expenses from the following contributors and in the following cumulative amounts:  
(Use additional space on reverse if required)

Contributor Name	Contributor Address	Money Donation	Donation in Kind	Total

I have no reason to believe that any cumulative campaign contributions from any contributor in excess of \$100.00 have been received or expended for the purpose of assisting me in the Election other than those listed above.

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

Signature: \_\_\_\_\_



**MINUTE BOOK**

**SCHEDULE "B", Page 2**

**LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS FROM  
CONTRIBUTORS IN EXCESS OF \$100.00**

<b>Contributor Name</b>	<b>Contributor Address</b>	<b>Money Donation</b>	<b>Donation in Kind</b>	<b>Total</b>




MINUTE BOOK


10. This Bylaw comes into force upon receiving third reading.

READ A FIRST TIME THIS 19 DAY OF MARCH, 2013

READ A SECOND TIME THIS 19 DAY OF MARCH, 2013

READ A THIRD TIME THIS 19 DAY OF MARCH, 2013

  
\_\_\_\_\_  
Chair, Board of Trustees  
Sarah Hoffman

  
\_\_\_\_\_  
Secretary-Treasurer  
Roberta Malysh

Excerpted from the *Local Authorities Election Act*

**Campaign disclosure statements**

147.4(1) On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include

- (a) the total amount of all contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor,
- (b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,
- (c) the total amount of all contributions received as referred to in section 147.22(3),
- (d) the total amount from fund-raising functions,
- (e) the total amount of other revenue,
- (f) the total amount of campaign expenses,
- (g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,
- (h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,
- (i) the total amount of any campaign surplus, including any surplus from previous campaigns, and
- (j) the amount of any deficit.

(2) A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).

(3), (4) Repealed 2020 c22 s17.

(5) With respect to the period during which a candidate is nominated, this section applies to a candidate who withdraws as a candidate.

(6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the local jurisdiction.

(7) The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.

**DATE:** April 27, 2021

**TO:** Board of Trustees

**FROM:** Trustee Trisha Estabrooks

**SUBJECT:** Motion re Free Access to Free Menstrual Products in Edmonton Public Schools

**REFERENCE:** [Trustees' Handbook – Section 5.2.2 – Notices of Motion](#)

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## ISSUE

Notice of motion was served at the April 13, 2021, Board meeting.

## BACKGROUND

Menstruation is a normal part of life and yet it continues to be stigmatized. Evidence of the stigma and a contributing factor to it is a lack of access to free menstrual products in public facilities, including schools. The lack of access to sanitary products and menstrual hygiene education is known as period poverty.<sup>1</sup>

The inability to access period products has implications for students within Edmonton Public Schools. Poor menstrual hygiene can cause physical health risks and has been linked to reproductive and urinary tract infections.<sup>2</sup> It is estimated that one in seven Canadian girls have either missed school or left school early because of a lack of access to period products. Furthermore, it is estimated that a third of young Canadian women cannot afford menstrual products.<sup>3</sup> Given the economic impacts of COVID, it is safe to assume that the barriers to access and the inability to afford menstrual products have been exacerbated by the pandemic.

Anecdotally, teachers have shared that period poverty has meant missed opportunities for students and has led to lower self-confidence. Teachers, in many cases, are spending their own resources to provide menstrual products for students who need them in an effort to ensure they remain at school and participate in school-based activities while menstruating.

When Trustees with the Toronto District School Board voted to provide free menstrual products in division schools, they referenced that a “lack of access due to economic factors can be especially damaging during puberty, when school interactions are crucial to a girl’s development.”<sup>4</sup>

Students with the University of Alberta’s School of Public Health raised the issue of period poverty with a small group of EPSB Trustees and Administration during a series of meetings in the spring of 2020. They shared stories and the challenges their peers faced while attending school. On April 13, 2021, two

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<sup>1</sup> <https://www.globalcitizen.org/en/content/period-poverty-everything-you-need-to-know/>

<sup>2</sup> <https://www.policyalternatives.ca/publications/monitor/provincial-progress-campaign-end-period-poverty-canada>

<sup>3</sup> Dube, D. (2018, May). One-third of young Canadian women can’t afford menstrual products, report finds. Global News. Retrieved from <https://globalnews.ca/news/4239800/canada-cost-of-menstrual-products/>

<sup>4</sup> TDSB news release dated August 2019 <https://www.tdsb.on.ca/News/Article-Details/ArtMID/474/ArticleID/1347/TDSB-to-Provide-Free-Menstrual-Products-to-Students>



students from the School of Public Health presented to Trustees at our public Board meeting asking that consideration be given to providing free period products in all Division schools.

*I vividly recall my sister and my friends sharing their stories about having periods at school. The fear of shame and the stress of finding a friend who might have an extra tampon to save your day. And even having to miss school due to fear, stigma, and unavailability of menstrual products in schools. This is one of the hundreds and thousands of stories that our own friends, sisters, partners, and mothers have experienced. We strongly believe that our students deserve healthy, inclusive and equitable learning environments. And part of creating such environments is ensuring the availability of free menstrual products at schools. Our students need to feel safe, inclusive, comfortable and empowered in schools while they are on their periods. No student should feel stigmatized, discriminated against or miss school days due to the inaccessibility and unaffordability of the menstrual products.*

*- Avash Puri, School of Public Health student, University of Alberta*

*No student in Edmonton should be missing school just because they do not have access to free menstrual products in schools. Menstruation is a normal biological process and therefore access to the menstrual products is one of the basic needs. It is as basic as toilet paper. Where the school governance considers to provide toilet papers to the students and staff in school washrooms as it is a basic necessity, the school boards must consider providing menstrual products too in the school washrooms as it is also a basic necessity. No one menstruates by choice! Where already school boards in other provinces of Canada have taken initiative to provide free menstrual products to the students in schools and now as the City of Edmonton has taken this amazing initiative to provide free menstrual products in all public washrooms, we believe the Edmonton Public School Board should also take the lead and ensure the provision of free menstrual products for the students in school washrooms. We would like the school board to lead by example and be the first school board in Alberta to take this initiative and set a precedent for the rest of the school boards in the Alberta province. No student should be left behind. It's high time to end period poverty!*

*- Mehnaz Rehmani, School of Public Health student, University of Alberta*

*University of Alberta Student Advocates for Public Health (SAPH) supports EPSB Board of Trustees in their ask for free menstrual products in EPSB washrooms. Menstruating students should be focusing on their education rather than worrying about their period. By providing menstrual products in your schools, EPSB will help normalize and destigmatize menstruation.*

*-sent by Pamela Mellon on behalf of Student Advocates for Public Health (SAPH)*

The organization No Woman Without. Period. has also added its voice to the call for free menstrual products in Division schools (see Attachment I).

It is critical that all of our schools be safe, welcoming and inclusive. The decision to provide free menstrual products in all division schools is consistent with our Strategic Plan Priority 2 of providing welcoming, high quality learning and working environments and the Goal 1 outcome of learning and working environments that are welcoming, inclusive, safe and healthy.

**Leadership on Period Poverty**

Other Canadian school jurisdictions have taken the step in providing free menstrual products. In 2019, the government of British Columbia issued a Ministerial order that all 60 public school districts provide free menstrual products available to high school students by the end of 2019.<sup>5</sup>

In issuing the order, then Education Minister Rob Fleming said it was time to “normalize and equalize access to menstrual products in schools, helping to create a better learning environment for students.” He added that it was common sense and long overdue.<sup>6</sup>

The B.C. provincial government provided \$300,000 in startup funding for school districts and promised to work with school authorities, community and education partners to identify gaps and make sure funding was in place to meet the Ministerial order.

Shortly after B.C.’s announcement, Trustees with the Toronto District School Board voted unanimously in favour of directing their Administration to provide access to menstrual products and educational materials at no cost to the Board. The rollout for grades 7 to 12 began in the fall of 2019, followed by all other grades. TDSB worked with Physical and Health Education Canada, a charitable organization, to provide these products in all TDSB schools. The Board chair at the time, Robin Pilkey, talked about the importance of accessibility and equity.

“There are girls and women around the world, even here in Canada, who cannot afford menstrual products. We don’t want a single one of our students having to worry about that and that is why this is such an important step that the Board is taking.” - Robin Pilkey, TDSB Chair, 2019

Earlier this spring after [advocacy from an organization called No Woman Without](#), and a successful pilot project where free menstrual products were provided in some city facilities, Edmonton City Council voted to provide feminine hygiene products in public women's and inclusive washrooms and change rooms where toilet paper, soap, and hand towels/dryers are provided. This includes City Hall, recreation and leisure centres and some transit centres.<sup>7</sup> The city intends to pay for these products using existing budgets.

In conclusion, period products are essential and should be provided free of charge to students within Edmonton Public Schools. By taking this step, EPSB would become the first Alberta school division to provide free menstrual products; an important step in supporting students’ health and well-being, destigmatizing menstruation and ensuring accessibility to a basic supply needed in our school washrooms.

**RELATED FACTS**

- This topic has been explored with a small group of Trustees and Administration since spring 2020.
- Providing free menstrual products is about access, but it is also about removing the stigma associated with menstruation.

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<sup>5</sup> <https://news.gov.bc.ca/releases/2019SDPR0033-000587>

<sup>6</sup> United Way website. <https://www.periodpromise.ca/blogs/news/free-menstrual-products-coming-to-bc-schools-people-in-need>

<sup>7</sup> <https://edmonton.ctvnews.ca/free-period-products-will-soon-be-available-in-edmonton-public-washrooms-1.5381591>



- The inability to access period products has implications for students within Edmonton Public Schools including health implications and missed classes.
- About a third of all young people under the age of 25 cannot afford menstrual products
- Other school divisions, the City of Edmonton and the province of British Columbia have all taken steps to end period poverty.
- Menstrual products are essential supplies, akin to toilet paper in school washrooms.

### CONSIDERATIONS AND ANALYSIS

When EPSB Administration explored the idea of providing free menstrual products in all division schools the initial cost estimate was \$1.8 million annually. In discussions with Trustees and students from the University of Alberta in the spring of 2020, it was believed that partnerships could be found to alleviate or help alleviate the cost to the division to provide free menstrual products.

### RECOMMENDATION

**Given that menstrual products are a basic need and that access to these products can be a barrier for students, the Board of Trustees moves that Administration explore ways to provide free menstrual products in Division schools, including pursuing partnerships, to provide what should be essential products in Edmonton Public School washrooms.**

### OPTIONS

1. Approve the recommendation.
2. Provide feedback and request changes to the recommendation for approval.

### NEXT STEPS

Pending approval of the recommendation, Administration will begin pursuing partnerships for the supply of menstrual products in all division schools, with the goal of beginning to provide free menstrual products by the fall of 2021. If this recommendation passes, the Board of Trustees would like an update on the status of this request by the end of this school year.

If the recommendation is approved, a letter will be sent to Education Minister Adriana LaGrange encouraging her to take the same step as the B.C government by issuing a Ministerial order that all schools provide free access to period products and encouraging her to provide funding for such an initiative province-wide.

TE:km

Attachment I: Letter from No Woman Without



To Whom It May Concern,

This letter is written in support of the Edmonton Public School Boards motion that asks Administration to explore ways to provide free menstrual products in division schools, including pursuing partnerships, to provide what should be essential products in our school washrooms.

There are several areas in which providing menstrual products to students in school is important, which are outlined below.

- Gender inclusivity & safety.
  - Girls, Nonbinary and trans students would be able to attend school freely without the fear of bleeding through their clothes, risking embarrassment, or harassment from other students. It also reduces the risk of a student being outed before they are ready to own the truth of who they are.
- Gender equity
  - Both boys and girls have access to toilet paper, soap, paper towel and now sanitizers in school washrooms.
  - Menstrual products should be no different. Lack of access to product should not prevent a student from attending and participating in schools.
  - Providing access to these products would ensure that menstruators have fair access to education.
  - Every student comes from different circumstance. Two parents, one parent, living in group homes or foster care. Some work full time and live on their own. Some have access to unlimited funds while others rely on social programs such as the foodbank. For those in more precarious situations, this removes a barrier to accessing education

Thank you for your attention to this matter. It is up to us to provide safety and equality to all students. Providing menstrual hygiene products in school washrooms will directly support the mental health and well-being of your student community.

Sincerely,  
Scarlet Bjornson  
Founder/CEO  
No Woman Without. Period.

**DATE:** April 27, 2021

**TO:** Board of Trustees

**FROM:** ASBA Issues and Resolutions Committee: Trustees Adams, Estabrooks, and Ip

**SUBJECT:** Proposed Resolutions for ASBA Spring and Fall General Meetings

**REFERENCE:** [Trustees' Handbook](#), Section 6.2, ASBA Issues and Resolutions Committee

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## ISSUE

Prior to the ASBA Spring and Fall General Meetings (SGM, FGM) each year, the Board's ASBA Issues and Resolutions Committee brings forward recommendations with regard to proposed resolutions. Emergent position statements are due by May 3, 2021.

## BACKGROUND

The ASBA Issues and Resolutions Committee is a committee of the Edmonton Public School Board. The purpose of the Committee is to advise and assist the Board in presenting issues and resolutions to the Alberta School Boards Association Zone and General Meetings.

The Committee is proposing two emergent resolutions be submitted for consideration at the ASBA SGM to be held June 6-8. The proposed emergent position statements include a brief description which will form the basis of the background submitted to ASBA.

### **1. Internet for All**

**"That the ASBA affirm that internet access is essential to Alberta students, staff, and families for participation not only in public education, but society, and should be accessible and affordable for all. Furthermore, that ASBA advocate to the federal and provincial governments on behalf of all Alberta school divisions for immediate initiatives to increase accessibility and quality and reduce costs of internet for students, staff and families."**

Access to the internet is now a necessity. The high cost of service affects participation in school, opportunities in the job market, health care, and many other aspects of daily life for our students, staff, and families. The pandemic has highlighted how vital internet connectivity is.

Rural students have also been struggling with lack of access to reliable, affordable internet for an extended length of time. This lack of access limits their opportunity to participate in programming that they cannot obtain in their home community, which in turn limits their future options.

This motion directs ASBA to advocate to other orders of government and regulators (such as the CRTC), for immediate initiatives to increase accessibility, quality and reduce the cost of internet for students, staff, and families.

This position statement should be considered emergent given the ongoing pandemic and the importance of internet connectivity for learning.

**2. *Non-confidence vote on the new curriculum***

**“Given the number of school divisions opting out of the K-6 curriculum pilot, and given the numerous concerns about the draft K-6 curriculum, such as a lack of consultation with stakeholders, questions as to age and developmental appropriateness, and concerns raised by Chiefs with the Treaty 6 Confederacy and the Metis Nation of Alberta, we ask that ASBA advocate to the government on behalf of all school boards for a halt to the piloting and the implementation, and a rewrite of the K-6 curriculum.”**

Alberta’s curriculum review and redesign has a long and complex history. Political parties have accused each other of infusing ideology into the content of what our children learn. And while the job of a Trustee does not include oversight or drafting of the curriculum, it does include ensuring that students have a modern, up-to-date curriculum and speaking up on behalf of parents when they express either support or concerns about what their children are learning in school.

Unfortunately, the current draft of the K-6 curriculum is rife with errors, plagiarism, and content that is not age appropriate or reflective of Alberta’s diversity. First Nations and Métis leaders, curriculum experts, educators, and parents agree that the current proposed curriculum is unsuitable for today’s classrooms.

The Métis Nation of Alberta and the Chiefs of Treaty 6 have called for a rejection of the curriculum, as it “perpetuates rather than addresses systemic racism.”

Trustees need to send a clear message that students, staff, and families will not tolerate their first-rate education system being subjected to anything less than a first-rate curriculum redesign.

But opting-out is only a band aid fix: it is a delay when we need a full repeal. The public outcry is strong; the only feasible solution is for the Minister to begin the process again, this time with full transparency, true education experts and Indigenous representation given sufficient time for their task and a focus on creating a truly up-to-date curriculum.

This position statement should be considered emergent given the government’s plan to pilot the curriculum in the fall of 2021 with roll out in September 2022.

The Committee is also proposing three non-emergent resolutions to be submitted for consideration at the ASBA FGM. Submissions for this meeting are due by May 31, 2021.

**1. *Collection of race-based data***

**“Given that collecting race-based data is one necessary step in working to dismantle systemic racism and racial discrimination, we ask that ASBA formally request on behalf of all school boards that Alberta Education develop a model for the collection of race-based data for staff and students across Alberta, in consultation with communities impacted by racism.”**

Research shows that Black, Indigenous and People of Colour experience and are harmed by systemic racism. The collection of race-based data is a practice that can help address racism and racial discrimination. Currently, the lack of race-based data within Alberta school divisions is making it difficult

for divisions to measure educational inequalities and furthermore to identify inequities that exist because of racism and discrimination.

On September 22, 2020, the Edmonton Public Schools Board passed the following motion at our public Board meeting:

*Given that collecting race-based data is one necessary step in working to dismantle systemic racism and racial discrimination, the Edmonton Public School Board formally requests that Administration develop a model for the collection of race-based data in our Division, in consultation with communities in Edmonton impacted by racism.*

Edmonton Public Schools is the first school jurisdiction in Alberta to formally move to collect race-based data. We expect that meaningful use of race-based data will lead to policy and planning change which will lead to greater equity within our school division for racialized students.

To be truly impactful, race-based data needs to be collected in school divisions across Alberta to help inform practice and policy decisions at the provincial level. This work could also align with race-based data collection that is emerging in Alberta Health Services and other sectors to provide a more holistic view of Alberta's citizens and the services they receive.

The collection of race-based data requires thoughtful and meaningful conversations with communities impacted by racism. If the work is to be meaningful, it must be done in collaboration with the community, in order to respect any concerns about student and family privacy and the use of the data.

This position statement should be considered at the FGM because of the need to begin to address systemic racism given its negative impact on staff and students across all school boards in the province.

## **2. Investigate inclusion**

**"That ASBA request that the provincial Auditor General investigate the challenges and barriers to achieving inclusion as intended by the 2009 "Setting the Direction" framework. This could include, but not be limited to, inclusion, class-size composition, supports, comparisons to jurisdictions, court rulings, and funding."**

The initiative, [\*Setting the Direction for Special Education in Alberta\*](#), was established in the spring of 2008 and was intended to create a new paradigm for special education to serve school divisions in their work to support students with special education needs. It was a major Alberta Education project designed to create a new framework to help students with special needs receive the education they need to be successful.

The intention of the initiative was to suggest systemic change, where all students are provided with the supports, programs and services they need to be successful. Twelve years later, it is time to assess the objectives laid out in that report.

Anecdotal feedback from teachers and parents report greater struggles with inclusion as resources diminish and it is more challenging to serve all students to the level they deserve. Worse yet, the pandemic has led many families of special needs students to struggle with inadequate or inconsistent supports.

Over the last decade the rhetoric of inclusion has been widely adopted, but funding models, especially the Weighted Moving Average have not kept pace with the growth and complexity of special needs students, especially with a freeze of the provincial education budget.

This position statement should be considered at the FGM because the impact of the new funding formula on students with special needs negatively impacts all school boards in the province and hinders the ability of all students to be fully included and supported throughout their education.

### **3. *Restore monitoring and reporting of class size***

**“That the Alberta government continue to collect and make publicly available class size data consistent with previous reporting requirements by the Alberta government and report on this information annually.”**

Knowledge is power. As school boards, we take pride in our evidence-based decision making. Absent clear and consistent reporting tools, it is difficult to track and visualize the impact of funding to the classroom.

The Funding Manual issued on October 24, 2019, no longer required school boards to report class size data. The previous Funding Manual required school jurisdictions to use an online reporting tool to consolidate their class size data and post their jurisdiction and school class size averages on their website by January 15<sup>th</sup> of each year.

This change disarms accountability advocates of the evidence required to advocate against austerity and funding cuts and the impact of the new Weighted Moving Average funding framework.

This position statement should be considered at the FGM because the information is valuable for all school board and education advocates, particularly given the changes brought about by the new funding model and the pandemic.

## **RECOMMENDATION**

That the Edmonton Public School Board put forward two emergent resolutions for inclusion at the ASBA 2021 SGM:

- 1. “That the ASBA affirm that internet access is essential to Alberta students, staff, and families for participation not only in public education, but society, and should be accessible and affordable for all. Furthermore, that ASBA advocate to the federal and provincial governments on behalf of all Alberta school divisions for immediate initiatives to increase accessibility and quality and reduce costs of internet for students, staff and families.”**
- 2. “Given the number of school divisions opting out of the K-6 curriculum pilot, and given the numerous concerns about the draft K-6 curriculum, such as a lack of consultation with stakeholders, questions as to age and developmental appropriateness, and concerns raised by Chiefs with the Treaty 6 Confederacy and the Metis Nation of Alberta, we ask that ASBA advocate to the government on behalf of all school boards for a halt to piloting and the implementation, and a rewrite of the K-6 curriculum.”**

That the Edmonton Public School Board put forward three resolutions for inclusion at the ASBA 2021 FGM:

1. **“Given that collecting race-based data is one necessary step in working to dismantle systemic racism and racial discrimination, we ask that ASBA formally request on behalf of all school boards that Alberta Education develop a model for the collection of race-based data for staff and students across Alberta, in consultation with communities impacted by racism.”**
2. **“That ASBA request that the provincial Auditor General investigate the challenges and barriers to achieving inclusion as intended by the 2009 “Setting the Direction” framework. This could include, but not be limited to, inclusion, class-size composition, supports, comparisons to jurisdictions, court rulings, and funding.”**
3. **“That the Alberta government continue to collect and make publicly available class size data consistent with previous reporting requirements by the Alberta government and report on this information annually.”**

## OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the recommendations as presented
2. Request changes to the recommendations and provide feedback

## CONSIDERATIONS and ANALYSIS

In order for a position statement to be considered for the Spring General Meeting it must be considered emergent, or needing to be addressed by the ASBA membership in a timely manner. Both of the statements presented for SGM are relevant and timely.

The three being put forward for consideration for the FGM, though important and affecting students and school divisions in Alberta, are not considered emergent by the ASBA Issues and Resolutions Committee and should therefore be submitted as regular position statements. Given that the FGM will be held in November, it is important that these position statements be clearly articulated and backed by solid evidence and rationale so that the incoming Board of Trustees can successfully present and advocate to ASBA members. If the Board feels that further research and work is needed on the regular position statements for FGM they can be referred back to committee for that work to happen.

## NEXT STEPS

Upon approval, the Board will send a letter to ASBA member boards, including Zone 2/3 boards informing them of our proposed emergent and regular position statements. The Board of Trustees will secure seconders for both position statements.

TE:km

**DATE:** April 27, 2021

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Criteria the Province Uses to Allocate New Schools, Modernizations and Portables  
(Response to Request for Information #098)

**ORIGINATOR:** Kathy Muhlethaler, Assistant Superintendent

**RESOURCE  
STAFF:** Roland Labbe, Jennifer Thompson, Christopher Wright

**REFERENCE:** [Alberta School Capital Manual](#)  
[School and Authority Student Population Data](#)

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**ISSUE**

At the March 23, 2021, Board meeting, Trustee Janz noted that capital projects announced by the Government of Alberta on March 10, 2021 excluded new school projects for Calgary Public Schools and Edmonton Public Schools, the two largest school divisions and among the fastest growing in the province. Trustee Janz requested the following information:

1. Provide the criteria by which the province allocates new schools, modernizations or portables.
2. Of the fourteen divisions who were awarded projects, do any of the recipients have a faster enrolment growth over the last four years (covering the school years ended August 31, 2017 to August 31, 2020), compared to Edmonton Public Schools?

**BACKGROUND**

On March 10, 2021, the Government of Alberta announced funding approval of six new school projects and three replacement school projects across the province (Attachment I). No new school projects for Edmonton Public Schools or the Calgary Board of Education were included as part of this announcement.

**CURRENT SITUATION**

Alberta Education reviews and prioritizes the Division's school capital projects among all school divisions in the province in accordance with their criteria, as listed in the *Alberta School Capital Manual, March 2015*: health and safety, building condition, utilization rates, enrolment projections, education program delivery and impact, site readiness, infrastructure performance, and partnership opportunities (Appendix I). These criteria apply to funding decisions related to new construction, modernizations and modular classroom approvals. Capital funding requests are submitted annually by all school jurisdictions across the province to Alberta Education. They are then ranked by Alberta Education, submitted to the Government of Alberta's Capital Planning Process (coordinated by Alberta Infrastructure), and then forwarded to Treasury Board and Caucus for funding approval consideration.



A review of school jurisdiction enrolment growth in Alberta from the 2016-2017 school year through to the current 2020-2021 school year indicates that Edmonton Public Schools had the highest enrolment growth for the period, gaining 7,791 students. This was followed by the Calgary Board of Education (3,658), Elk Island Catholic Schools (2,997), Rocky View SD (2,686), Edmonton Catholic Schools (2,127), Calgary Catholic Schools (1,493), Golden Hills SD (1,343), Fort McMurray Public Schools (1,208), Black Gold SD (1,130), and Prairie Land SD (1,087). This data was obtained from *School and Authority Student Population Data* posted on the Province of Alberta website.

**KEY POINTS**

- Alberta Education criteria for school project funding decisions, as listed in the *Alberta School Capital Manual, March 2015*, are based on health and safety, building condition, utilization rates, enrolment projections, education program delivery and impact, site readiness and infrastructure performance.
- Edmonton Public Schools had the highest enrolment growth over the past five years, gaining 7,791 students, followed by the Calgary Board of Education gaining 3,658 students.

**ATTACHMENTS and APPENDICES**

Attachment I - March 10, 2021 School Capital Project Announcement List

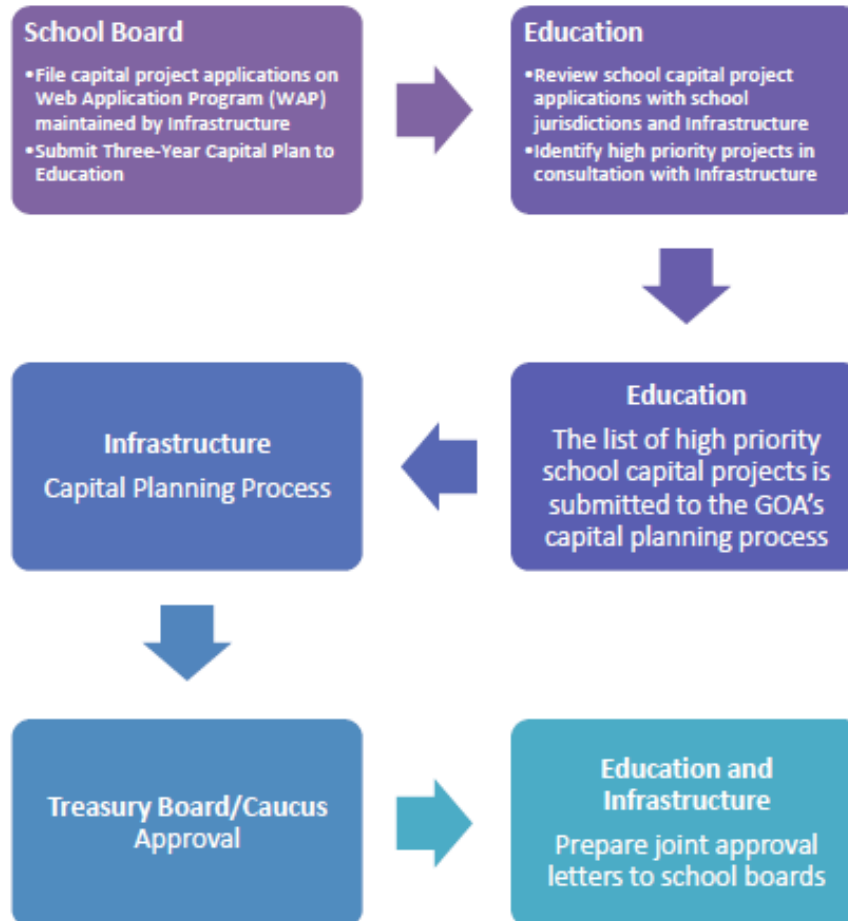
Appendix I - Alberta School Capital Manual, March 2015 (Section 4.0)

RL:kk

Community	School Division	Project Type	Project Name
Calgary	Southern Francophone Education Region	New Complex in South Calgary	(Grades K-6/7-12)
Camrose	Elk Island Catholic Separate School Division	New High School	(Grades 9-12)
Edmonton	Edmonton Catholic Separate School Division	New High School	Castle Downs/Dunluce (Grades 10-12)
Lethbridge	Lethbridge School Division	New Elementary School	West Lethbridge (Grades K-5)
Manning	Peace River School Division	New school	(Grades K-12)
Red Deer	Red Deer Catholic Separate School Division	New Middle School	(Grades 6-9)
Calgary	Foundations for the Future Charter Academy	Replacement School	Funding to support a site solution for Foundations for the Future Charter Academy on the Montgomery School site
Coaldale	Palliser School Division	Replacement and Reconfiguration	Kate Andrews High School
Sherwood Park	Greater North Central Francophone Education Region	Replacement and Expansion	École Claudette-et-Denis-Tardif School

#### 4. Approval Process for School Building Projects

As required by the School Act, Part 7, Division 2, ministerial approval must be obtained before a school jurisdiction can begin work on any capital project. There will be no funding provided to a jurisdiction for a project that has been started without prior written ministerial approval.



#### 4.1 School Capital Funding Priorities

School capital projects are reviewed and prioritized by Education, with technical input from Infrastructure, prior to being submitted to the government's capital planning process led by Infrastructure.

The projects identified in the Three-Year Capital Plans should include sufficient information to support the jurisdictions' priority ranking. Projects are first reviewed for accuracy and clarity, and staff from Education's Capital Planning Sector and Infrastructure's Learning Facilities Branch may meet with school jurisdictions to obtain further information as required.

Partnerships have become an important component of the capital planning submission. Please see section 3.3 for partnership considerations.

Education then prioritizes project requests by first considering school jurisdiction priorities and then the following criteria:

**Health and Safety** – Impact on health and safety of occupants of not proceeding with the project (e.g., replacement or essential modernization to correct unsafe conditions or prevent a major building failure).

**Building Condition** – Facility audit scores and the facility condition evaluation is a key tool for government and school boards' long-term capital planning processes. It assists with determining priorities for investing in maintenance, upgrades and new infrastructure. Reviews are ongoing within a five-year cycle so that each school is re-evaluated five years following its last review. The evaluation report generated from each review provides a "snapshot" of the physical condition and building systems at that specific point in time. The review anticipates the amount and cost of maintenance work that may be required over the next five years to keep the school in good condition.

**Utilization Rates** – The utilization formula is used as a measure of the relative occupancy levels of a school. When a facility reaches or exceeds a utilization of 85 per cent this indicates that a capital expansion may be considered. See section 9.3 for more information on the utilization formula. A high utilization rate at a school will not automatically result in the approval of additional infrastructure. Demographic trends, total utilization of the area, funding considerations and overall provincial priorities also need to be taken into consideration, along with the relative priorities for school capital projects identified by each of the school jurisdictions in their Three-Year Capital Plans.

**Enrolment Projections** – Trends and subsequent school board plans for the accommodation of students.

**Education Program Delivery and Impact** – Alignment with the direction the board has described in the Three-Year Education Plan and the importance of the project to achieving ministry program delivery requirements.

**Site Readiness** – An appropriately sized site that is serviced and has appropriate access should be available.

Infrastructure Performance – Recognition of infrastructure that is generally in greater need of attention due to poor functionality or poor physical condition; or that high utilization results in the need to adjust program delivery capacity.

Additional Information, including opportunities for partnership/collaborations between one or more school jurisdictions and/or other partners and other supplementary information such as studies, regional plans.

Education then prepares the annual submission for the provincial Capital Planning Prioritization Process.

#### **4.2 Approval of Projects**

Education and Infrastructure will send a letter to the school jurisdictions, notifying them of their approved school building projects and approved funding.