



DATE: May 17, 2022

TO: Board of Trustees

FROM: Alberta Schools Boards Association (ASBA) Issues and Resolutions Committee:
Trustees Estabrooks, Hancock and Ip

SUBJECT: Recommendations on voting in advance of the ASBA 2022 Spring General Meeting (SGM)

RESOURCE

STAFF: Karen Mills

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

ISSUE

Annually prior to the ASBA Spring General Meeting SGM, the ASBA Issues and Resolution Committee brings forward a recommendation with regard to disposition of motions and the vote on the proposed budget.

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.

RELATED FACTS

The following items are currently proposed on the SGM agenda:

- 1: Approval of the 2022-2023 Budget
- 2: Emergent position statement calling for a fuel price contingency fund
- 3: Emergent position statement advocating that September 30th be declared a statutory holiday

The Committee puts forward the following thoughts for consideration:

Item 1: The ASBA Executive is proposing a three per cent increase to membership fees for the 2022-2023 budget. The increase is proposed to cover increased staffing desired due to an increase in work being taken on by the Association.

The ASBA Issues and Resolutions Committee is aware that many school divisions are feeling the detrimental effects of the frozen Education budget and are facing financial challenges this year. While they do acknowledge that the ASBA requires adequate staffing levels to effectively carry out its mandates, given the challenging financial times faced by schools, the Committee believes that the ASBA could draw funds from its reserves to minimize membership fee increases.

Item 2: Elk Island Public is putting forth the following emergent resolution:

Be it resolved that the Alberta School Board Association advocate to the Minister of Education to reinstate the fuel-price contingency fund when diesel fuel rises above \$1.20 per litre to insulate all school divisions from the fluctuating fuel costs.

The Committee is supportive of the intent of this position statement, but does have questions about the specifics. For example, is this position intended to apply to contracted carriers? What about other fuels? Currently, 46 per cent of the buses contracted by the Division use diesel fuel; the rest run on gasoline or propane. The Committee suggests that these questions be posed from the floor of the meeting with the possibility of putting forth amendments that would broaden the position statement to be more inclusive of the situation faced by all school divisions.

Item 3: Fort McMurray School Division is putting forth the following emergent resolution:

Be it resolved that the assembly adopt the position that the Alberta Government should join with the Federal Government in declaring September 30th a statutory holiday for the recognition of the National Day for Truth and Reconciliation.

The Committee confirmed that this position aligns with the Board's belief and the practice of closing Division schools on September 30th.

RECOMMENDATION

That the following recommendations be approved as the voting direction for the Edmonton Public School Board at the ASBA 2022 SGM:

- 1. Support a two per cent increase to membership fees for the 2022-2023 Budget.**
- 2. Support the emergent position statement on a fuel contingency fund if it applies to contract carriers.**
- 3. Support the emergent position statement advocating that September 30th be declared a statutory holiday.**

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

NEXT STEPS

Delegates to the ASBA SGM will vote according to the direction set forth through these motions.

ATTACHMENTS and APPENDICES

ATTACHMENT I ASBA Budget Bulletin

TE:km



Budget Bulletin

Spring General Meeting 2022

Please refer to this bulletin during the business session of the ASBA Spring General Meeting on June 6, 2022. An electronic copy of this Bulletin is available on the ASBA website.

This Bylaw Bulletin was prepared by the 2021-22 ASBA Policy Development Advisory Committee:

Shali Baziuk, ASBA Vice-President, Chair
Marilyn Dennis, ASBA President
Tammy Henkel, Zone 1 Director
Daryl Scott, Zone 4 Director
Brad Toone, Zone 6 Director

For more information contact:
Alberta School Boards Association
Suite 1200, 9925 – 109 Street
Edmonton, AB T5K 2J8
Telephone: 780.451-7311
www.asba.ab.ca



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Executive Summary

The Bulletin outlines the information required for the Business Session of the ASBA Spring General Meeting on June 6, 2022.

There are three types of motions that may take place during the Business Session: procedural, substantive and emergent or extraordinary.

Procedural Motions

Procedural motions require a simple majority of voting Full Member Boards to pass (i.e., >50%). These motions address how the business meeting will be conducted (Rules of Procedure); appoint the balloting committee; set the Order Paper; and, approve the draft minutes.

Substantive Motions

Substantive motions require a double majority of voting members to pass. A double majority requires 60% or more of Full Member Boards who are in attendance, who cast a vote and who vote in the affirmative; and Full Member Boards who are in attendance, who cast a vote and who vote in the affirmative and represent 60% or more of the students registered for the most recently reported period. Proposed Position Statements and Bylaw amendments are examples of Substantive Motions.

Emergent and Extraordinary Motions

Emergent and Extraordinary motions require a two-thirds majority of voting Full Member Boards to pass. They are required solely to allow new business to be put before the assembly. At General Meetings, this may occur through two scenarios:

- 1) If a Full Member Board would like the assembly to consider an emergent position statement, which has either been rejected as emergent by the Policy Development Advisory Committee (PDAC) or was not provided to PDAC in advance of the General Meeting; or,
- 2) If a Full Member Board would like the assembly to consider a position that arose out of the business of the General Meeting.

If an Emergent or Extraordinary motion is passed, it is put before the assembly for consideration. If approved for consideration by the assembly, it becomes a substantive motion and requires a double majority for approval.



ASBA Spring General Meeting

DRAFT ORDER PAPER

June 6, 2022, 9:00 a.m.

Location (hybrid meeting)

In-person: Cambridge Hotel & Conference Centre, Red Deer

Virtual: Zoom

Agenda Item	Time
Orientation for Voting Delegates	8:00 am
Opening Remarks from the Honourable Minister Adriana LaGrange	
1.0 Call to Order	9:00 am
2.0 ASBA Message	
3.0 Approval of Rules of Procedure	
4.0 Appointment of the Balloting Committee	
5.0 Consideration of Emergent Issues from PDAC	
6.0 Consideration of Emergent Issues from Members	
7.0 Adoption of Order Paper	
8.0 Approval of Minutes: FGM 2022	
9.0 Business Arising from FGM 2022 Minutes	
10.0 Approval of 2022/2023 Budget	

11.0 Bylaw Amendments

12.0 Position Statements Sponsored by ASBA Board of Directors

13.0 Position Statements Sponsored by Boards/Zones

14.0 Emergent Issues added to the Order Paper by PDAC or Full-Members

15.0 Emergent Position Statements Sponsored by Full-Member Boards

16.0 Adjournment

***The Chair will call a break for lunch as close to 12:00 p.m. as debate allows; should debate carry to the evening, a dinner break close to 5:00 p.m. may be called, as debate allows**

Rules of Procedure

In order to expedite the debate at general meetings, it is necessary to approve certain rules of procedure. Some of these may be specific parliamentary procedures, as in *Robert's Rules of Order*, while others are less formal and reside with each individual in the interest of courtesy, co-operation and respect for all concerned as well as for the business at hand.

Procedural Steps

1. The proposed motion shall be read by the Chair who will immediately ask for a mover and a seconder.
2. As soon as the proposed motion has been moved and seconded, the Chair shall call upon the mover to speak to the motion. The mover shall have up to three (3) minutes to speak.
3. The Chair shall ask if any delegate wishes to speak for or against the proposed motion. If no delegate so wishes, the Chair will stand the meeting at ease so that Voting Members may connect with their delegates. Upon returning, the Chair will immediately put the question to the assembly.
4. If there is evidence of opposition or support, debate shall subsequently continue until the question is put to the assembly in the usual manner. The mover will have the right to be the final speaker in the debate and shall have up to three (3) minutes to close.
5. A delegate wishing to speak to a motion shall first obtain recognition by the Chair and clearly announce their name and school jurisdiction represented.
6. A delegate wishing to speak to a motion shall limit remarks to a maximum of two (2) minutes.
7. Any delegate speaking to a motion shall be allowed to speak as often as the Chair, in his or her discretion, will permit.
8. The Chair shall have the discretion to extend speaking times if technology creates any barriers to communication.

Amendments

9. A delegate may, at any time during the debate on a motion, move an amendment to the motion, providing it is relevant to, and deals with, the same subject matter as the original motion. A motion to amend must be seconded. The mover shall have up to three (3) minutes to introduce the amendment.
10. An amendment of a substantive nature to a motion shall be submitted in writing along with the resolution it is proposed to amend, the motion as it will read when amended, the mover and seconder name, and their respective school jurisdiction.
11. Amendments of a minor editorial nature may be handled by the process of unanimous consent outlined in *Robert's Rules of Order Newly Revised 12th Edition* (S4:58-60, pp.49-50).

Voting

12. Eligibility for voting shall be in accordance with Bylaw 12.3.1:
 - 12.3.1. *The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.*
13. Voting on Substantive Motions shall be conducted according to the Alberta School Boards Association Bylaw 12.3.2 – 12.3.4:
 - 12.3.2. *Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:*
 - 12.3.2.1. *Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and*
 - 12.3.2.2. *Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.*
 - 12.3.3. *For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:*
 - 12.3.3.1. *Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and*
 - 12.3.3.2. *Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).*
 - 12.3.4. *Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.*
14. Voting on Procedural Motions shall be conducted by a Majority Vote according to *Robert's Rules of Order Newly Revised 12th Edition*, as follows:
 - S44.1 *majority... means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting.*

Emergent and Extraordinary Resolutions

15. Adoption of emergent or extraordinary resolutions shall be governed by Governance Policy 10:
 - 10.4.7 *If the criteria defining an emergent position statement, as outlined in 10.4.1, are not met, the matter may still be considered by the assembly at a General Meeting if:*
 - 10.4.7.1 *Consideration of the proposed position is supported by a two-thirds majority of voting Full Member Boards, and*
 - 10.4.7.2 *The mover makes available the wording of the position statement to all delegates.*

- 10.5 *A position shall be accepted for consideration as an Extraordinary Position if:*
- 10.5.1 *The position arises out of the business of the General Meeting;*
 - 10.5.2 *Consideration of the position is supported by a two-thirds majority of voting full member Boards, and*
 - 10.5.3 *The mover makes available the wording of the position to all delegates.*

Disposition of Outstanding Policy Positions

16. Disposition of outstanding policy positions shall be as outlined in Board of Directors' Governance Policy 10.6:
- 10.6.1. *Resolutions for proposed position statements not addressed by the scheduled time of adjournment of the business session of a General Meeting shall be referred automatically to the Board of Directors for such action as the Board is at liberty to take in accordance with Bylaw 8.2.7.*
 - 10.6.2. *These outstanding items must be included on the order paper of the business session of the next General Meeting.*

Other Motion Proceedings

17. Other motion proceedings will be governed by *Robert's Rules of Order* and the Alberta School Boards Association Bylaws and Governance Policies.

Appointment of Balloting Committee

Proposed Resolution

BE IT RESOLVED THAT, the Balloting Committee for the 2022 Spring General Meeting be appointed as: Jan Olson, ASBA Chief Advisor, Chair; James Tapankov, ASBA Learning Specialist; and Maryanne King, ASBA Manager of Governance.

Background

In order to ensure equitable access to measures concerning the counting of ballots from Full Members, a balloting committee shall be appointed at the outset of the 2022 Spring General Meeting.

This Balloting Committee shall be composed of the ASBA staff that are tasked with the capacity of stewarding ballots throughout the General Meeting. Should a member have an inquiry or concern related to the processing or receipt of ballots through the electronic voting system throughout the duration of the Meeting, the member shall contact Jan Olson, ASBA Chief Advisor (jolson@asba.ab.ca) at their earliest convenience. The Balloting Committee shall then examine and rectify the concern or question raised.

Attachments

N/A



ASBA Fall General Meeting

November 15, 2021

Hybrid Meeting:

In Person at Delta South Edmonton Hotel and Conference Centre and Virtual via Zoom

DRAFT MINUTES

1.0 CALL TO ORDER

The 2021 Fall General Meeting was called to order at 9:20 a.m. by the Chair.

The head table was introduced:

- Lorrie Jess, ASBA President
- Brad Toone, Director for Zone 6, member of PDAC
- Dr. Vivian Abboud, CEO
- Becky Kallal, Parliamentarian
- Roshan Kalra, Legal Counsel
- Harman Kandola, Legal Counsel

2.0 ASBA MESSAGE

President Jess welcomed and congratulated all new and returning attendees to the 2021 Fall General Meeting and acknowledged the gathering's location on ancestral and traditional territory. Vice-President T. Boymook was invited by President Jess to Chair the business session.

3.0 APPROVAL OF RULES OF PROCEDURE

MOTION 3.0/FGM2021 (Procedural)

Moved by D. Engel, Director and **Seconded** by S. Baziuk, Director

THAT, The Rules of Procedure be adopted as presented in the FGM 2021 Budget Bulletin.

CARRIED by unanimous consent (Y: 100.0%)

4.0 APPOINTMENT OF THE BALLOTING COMMITTEE

The Chair introduced the Ballot Counting Committee:

- Jan Olson, Chair
- James Tapankov
- Maryanne King

MOTION 4.0/FGM2021 (Procedural)

Moved by D. Scott, Director and **Seconded** by T. Estabrooks, Director

THAT, The Balloting Committee be appointed as read.

CARRIED by unanimous consent (Y: 100%)

5.0 CONSIDERATION OF EMERGENT ISSUES FROM PDAC

The Chair advised the assembly that two emergent position statements had been received prior to the deadline for submission. The position statement under Order Paper item 16.1 “Diploma Exams and Provincial Assessment Tests” had been withdrawn by the sponsor board and was struck from the Order Paper. The position statement received from Parkland School Division named “Inflationary Pressure on Contracted Bus Operators” had been reviewed by PDAC and was added to the Order Paper.

6.0 CONSIDERATION OF EMERGENT ISSUES FROM MEMBERS

There were no emergent issues from members.

7.0 ADOPTION OF ORDER PAPER

The Chair reiterated that item 16.1 “Diploma Exams and Provincial Assessment Tests” position statement will be removed from the order paper. The emergent position statement by Parkland School Division, “Inflationary Pressure on Contracted Bus Operators” was placed as 16.1. The position statement from Edmonton Public School Division on Curriculum was placed as 16.2 on the Order Paper.

MOTION 7.0/FGM2021 (Procedural)

Moved by P. Rath, Director and **Seconded** by T. Estabrooks, Director

THAT, The Order Paper for the FGM 2021 be adopted as amended.

CARRIED by unanimous consent (Y: 100%)

8.0 APPROVAL OF MINUTES: JUNE 7, 2021, SPRING GENERAL MEETING

A correction on the minutes of the Spring General Meeting held on June 7, 2021 was noted to add the word “Director” in item 2.0, Motion 2/SGM2021.

MOTION 8.0/FGM2021 (Procedural)

Moved by B. Toone, Director and **Seconded** by S. Baziuk, Director

THAT, The minutes of the 2021 ASBA Spring General Meeting be approved as amended.

CARRIED by unanimous consent (Y: 100%)

9.0 BUSINESS ARISING FROM MINUTES

There was no business arising from the 2021 Spring General Meeting.

10.0 BYLAW AMENDMENTS

10.1 Omnibus Amendment Bylaws 1.1.8, 2.3-2.4, 14.3, 15.8-15.10, 16.1 Schedule A6.3b, and Editorial Amendments

MOTION 10.1/FGM2021 (Substantive)

Moved by D. Scott, Director and **Seconded** by B. Toone, Director

THAT, Bylaws 1.1.8, 2.3-2.4, 14.3, 15.8-15.10, 16.1 Schedule A6.3b, and Editorial Amendments be made to the ASBA Bylaws as follows:

THAT, A new clause be added as section 1.1.8 to the ASBA Bylaws as follows and all subsequent section numbers throughout 1 be amended accordingly:

1. 1.1.8 “Fraternal Organizations” means The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the *Fédération des conseils scolaires francophones de l’Alberta* (Federation of Francophone School Authorities).

THAT, Section 2.3 of the ASBA Bylaws be struck in its entirety and replaced with amendments and the addition of 2.4, as follows:

2. 2.3 Full Members or Associate Members are expected to pay fees in a timely manner.
- 2.4 Full members or Associate Members are required to provide notice of membership withdrawal prior to membership fee invoice date.

THAT, Section 3.3 of the ASBA Bylaws be struck in its entirety.

THAT, Section 14.3 of the ASBA Bylaws be amended accordingly:

3. 14.3 At least thirty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

THAT, Sections 15.8-15.10 of the ASBA Bylaws be struck in its entirety and replaced as follows:

4. 15.8 Fraternal Organizations
 - 15.8.1 The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the *Fédération des conseils scolaires francophones de l’Alberta* (Federation of Francophone School Authorities) shall be known as the ASBA’s Fraternal Organizations.
 - 15.8.2 Fraternal Organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization.
 - 15.8.3 The President, Vice-President, and Appointed representatives of any ASBA Fraternal Organization are not eligible to concurrently hold the position of ASBA President, Vice-President, Director, or Alternate Director.

THAT, Section 16.1 of the ASBA Bylaws be amended accordingly:

5. 16.1 A public reporting process of placing expense reports online is applicable to the ASBA President, Vice-President, Board of Directors and Chief Executive Officer.

THAT, Section A6.3b of the ASBA Bylaws be amended accordingly:

6. b. The President or Vice-President of the Alberta Catholic School Trustees' Association , the Public School Boards Association of Alberta, and the *Fédération des conseils scolaires francophones de l'Alberta* (Federation of Francophone School Authorities).

THAT, Sections of the ASBA Bylaws be updated to accommodate editorial amendments reflecting the change in title from "Executive Director" to "Chief Executive Officer."

CARRIED (96.8% of Boards, 98.19% of Students)

11.0 EXECUTIVE ELECTIONS

Regular business was suspended to begin the process of nominations for President and Vice-President. J. Olson, ASBA Chief Advisor presided over the Executive Elections Process.

11.1 Nominations for President – First, Second, and Third Calls

J. Olson made three calls for nominations for the office of President. Debbie Engel, Edmonton Catholic School Division was nominated by Edmonton Catholic Separate School Division and seconded by Palliser School Division. Debbie Engel accepted the nomination.

Marilyn Dennis, Calgary Board of Education was nominated by Judy Muir, Northern Gateway Public Schools and seconded by Trisha Estabrooks, Edmonton Public School Board. Marilyn Dennis accepted the nomination.

11.2 Nominations for Vice-President – First and Second Calls

J. Olson made two calls for nominations for the office of Vice-President. Bradley Toone, Livingstone Range School Division was nominated by Livingstone Range School Division and seconded by Calgary Catholic School Division. Bradley Toone accepted the nomination.

Shali Baziuk, Rock View School Division was nominated by N. Lang, Rocky View School Division and seconded by L. Huntley, Golden Hills School Division. Shali Baziuk accepted the nomination.

11.3 Nominators' Speeches (3 minutes per nominator)

Each nominator spoke in accordance with the election procedures to endorse the President and Vice-President candidates.

11.4 Presidential Candidates' Speeches (3 minutes per candidate)

The candidates for President spoke in accordance with the election procedures to address the assembly in relation to their own candidacy.

11.5 Vice President Candidates' Speeches (3 minutes per candidate)

The candidates for Vice-President spoke in accordance with the election procedures to address the assembly in relation to their own candidacy.

11.6 Candidates' Question and Answer

The candidates answered questions from the floor.

12.0 POSITION STATEMENTS SPONSORED BY ASBA BOARD OF DIRECTORS

There were no position statements sponsored by ASBA Board of Directors.

13.0 POSITION STATEMENTS SPONSORED BY BOARDS/ZONES

13.1 Internet for All

MOTION 13.1/FGM2021 (Substantive)

Moved by Edmonton Public School Division and **Seconded** by St Thomas Aquinas Roman Catholic Separate School Division

THAT, The assembly adopt the position that internet access is essential to Alberta students, staff, and families for participation not only in public education, but also in 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 to reduce costs of internet for students, staff, and families.

CARRIED (100% of Boards, 100% of Students)

13.2 Ministerial Approval for Transfers from Accumulated Surplus

MOTION 13.2/FGM2021 (Substantive)

Moved by Evergreen Catholic Separate School Division and **Seconded** by Holy Spirit Roman Catholic Separate School Division

THAT, The assembly adopt the position that the Alberta Government remove the requirement of ministerial approval for the transfer of accumulated surplus funds so as to support School Board Trustees in their local decision-making autonomy.

CARRIED (98.4% of Boards, 99.41% of Students)

13.3 Environmental Education

MOTION 13.3/FGM2021 (Procedural)

Moved by St. Albert Public Schools and **Seconded** by Fort McMurray Public Schools

THAT, the assembly adopt the position that the Alberta School Board Association support and advocate to the Minister of Education that environmental literacy and competencies be integrated, across all grades and subjects, into the Alberta K-12 curriculum.

CARRIED (64.5% of Boards, 81.21% of Students)

14.0 EXECUTIVE ELECTIONS

The following elections took place at 1:20 p.m.

14.1 Balloting for President

Membership submitted votes for the election of the President. The Ballot Counting Committee counted the votes.

14.2 Announcement of Successful Candidate for President

The Ballot Counting Committee announced that Marilyn Dennis was the successful candidate for President.

14.3 Nominations for Vice-President – third call (only candidates for President who were not the declared winner are eligible in the third call)

J. Olson made a third call for Vice-President position. There were no further nominations.

14.4 Balloting for Vice President

Membership submitted votes for the election of the Vice-President. The Ballot Counting Committee counted the votes.

14.5 Announcement of Successful Candidate for Vice President

The Ballot Counting Committee announced that Shali Baziuk was the successful candidate for Vice-President.

MOTION 14/FGM2021 (Procedural)

Moved by Aspen View School Division and **Seconded** by Elk Island School Division

THAT, the 2021 President and Vice President election ballots be destroyed.

CARRIED (100.0)

15.0 EMERGENT ISSUES ADDED TO THE ORDER PAPER BY PDAC OR MEMBERS

15.1 Inflationary Pressure on Contracted Bus Operators

MOTION 15.1/FGM2021 (Substantive)

Moved by Parkland School Division and **Seconded** by Black Gold School Division

THAT, The assembly adopt the position that Contracted Bus Operators provide an essential transportation service to students across school divisions in Alberta; furthermore, that the Alberta School Boards Association advocate to the Government of Alberta for an increase in Alberta Education Transportation funding in the 2022-2023 Education Budget to offset the significantly rising insurance costs.

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Livingstone Range School Division and **Seconded** by Lethbridge School Division

THAT, the assembly adopt the position that **Alberta School Boards Association advocate to the Government of Alberta for an increase in Alberta Education Transportation funding in the 2022-2023 Education Budget to offset the significantly rising insurance costs.**

CARRIED (90.3% of Boards, 88.57% of Students)

SUBSTITUTE AMENDMENT - MOTION 15.1/FGM2021 – simple majority

Moved by Elk Island Catholic Separate School Division and **Seconded** by Red Deer Public Schools

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an **immediate** increase in Alberta Education Transportation funding **to offset the significantly rising insurance costs.**

CARRIED (Y:67.7%)

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Wild Rose School Division and **Seconded** by Livingstone Range School Division

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an immediate increase in Alberta Education Transportation funding, **with assurance that this increase will not negatively impact any other funding,** to offset the significantly rising insurance costs.

CARRIED (82.3% of Boards, 64.27% of Students)

AMENDMENT - MOTION 15.1/FGM2021 (Substantive)

Moved by Parkland School Division and **Seconded** by Black Gold School Division

THAT, The assembly adopt the position that Alberta School Boards Association advocate to the Government of Alberta for an immediate increase in Alberta Education Transportation funding, with assurance that this increase will not negatively impact any other funding, to offset the significantly rising **school bus** insurance costs.

CARRIED (95.2% of Boards, 95.28% of Students)

15.2 K-6 Draft Curriculum Revisions

MOTION 15.2/FGM2021 – AMENDMENT (Substantive)

Moved by Edmonton Public School Board, **Seconded** by Livingstone Range School Division

THAT, The ASBA advocate to the provincial government that recommended stakeholder revisions to the curriculum be included and released in a second draft in the Spring of 2022, be piloted, field tested and reviewed by stakeholder groups for two years.

THAT, This feedback will include robust engagement with teachers, curriculum experts, subject area experts, parents, Indigenous leaders, francophone leaders, and other key stakeholders including the business community. The feedback gathered will also help inform the phased implementation of the new curriculum beginning in September 2024.

CARRIED (87.1% of Boards, 88.95% of Students)

14.0 ADJOURNMENT

The meeting was adjourned at 4:55 p.m.

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Budget Discussion and Analysis

Introduction

Since it took effect in September 2020, the Alberta School Boards Association's (ASBA) 2020-2023 Strategic Plan has driven the development of the Association's annual budget and informed revenue and expenditures. Over the past three years, even when faced with the challenges of a global pandemic, ASBA has continued to deliver on its promise of being membership-driven, impactful, influential and collaborative. ASBA was responsive and nimble in ongoing work, which resulted in opportunities for members to continue having their voice heard; a voice ASBA has successfully brought to the table.

As such, ASBA focused on continuous improvement in all areas including expanding and diversifying services while continuing to ensure members have the right information anywhere, any time and at any pace. This included the development of a comprehensive collection of learning opportunities such as live virtual sessions, online self-paced resources and professional development. Recognizing the importance of fiscal responsibility, all of this was accomplished without raising membership fees.

As we shift to focus on pandemic recovery, ASBA recognizes the needs of our members are increasing in the face of a rapidly changing environment. As a membership-driven organization, our members' views continue to shape the work we do to ensure Alberta's students continue to have a world-class education. To reflect the increase in value as well as increased inflation rates in Canada, the 2022-2023 budget proposes a **3% increase** to membership fees. As stated by [Statistics Canada](#), the consumer price index in 2021 was 3.4%. We are eager to present to members the new initiatives that will continue to increase value, including the establishment of a governance task force to review the governance policies and bylaws, continuation of Speakers' Corners and additional per diem claimable activities.

ASBA's goal of operating in a fiscally sound manner is at the core of all fiscal operations. With guidance from the Board of Directors, the event registration fees in the proposed 2022-2023 budget will be \$675/person. This reflects the increased expenditures required to host effective hybrid events that offer the same level of participation to members attending in-person and online. Under the proposed 2022-2023 budget, ASBA will also diversify revenue sources through the grants and sponsorship while continuing to develop and improve resources that meet the needs of trustees and boards, including The Learning Centre (TLC), zone professional development opportunities and Speakers' Corner sessions. Through the dedication of our members, we will continue to raise the profile of trustees and promote and serve our members in supporting student success.

Moving Forward

Based on previous nation-wide environmental scans, ASBA continues to offer the same per diem rates, honoraria, reimbursement for travel, meals and lodging. These rates are in alignment with the Government of Alberta rates, and they provide fair compensation for the work carried out on behalf of the Association. The Association believes that through focused strategic efforts, we will continue to be successful in engaging members at the zone level and building support for our envisioned future. ASBA believes that it has developed a budget that will provide our members with the support they require in the upcoming fiscal year.

The budget has been prepared with a deficit for fiscal year 2022/2023. As the Association continues to expand its impact across the province, it also requires additional funds to supplement its increased operations. However, it is important to note that ASBA continues to support initiatives relating to

advocacy, trustee education and First Nations, Métis and Inuit initiatives. To fund this deficit, ASBA will access the Operating Reserve & Initiatives & Sustainability Reserve funds to continue to support member needs for the upcoming fiscal year.

The information that follows focuses on key elements of the budget which have the most significant impact on revenue and expenditures and provides additional context and information. Financial statements which provide figures of the 2022/2023 proposed budget, the 2021/2022 approved budget and 2020/2021 actual results are supplied as schedules to this discussion.

The discussion and analysis which follows is ordered to match the financials included in the [Proposed Budget 2022/2023 Summary](#) and [Schedules 1-6](#).

Revenue

Operating revenue in the proposed 2022/2023 budget totals approximately \$4.4 million, and comes in the form of:

- Membership;
- Fee for Service;
- Event Registration Revenue; and
- Grant/Other Revenue.

[Schedule 1](#) notes the figures associated with operating revenue.

Membership Revenue

Membership revenue in the proposed 2022/2023 budget totals \$3.1 million.

The proposed budget proposes a 3% increase for membership fees. As the recovery from a worldwide pandemic unfolds, it is important to maintain fiscal accountability for increased operational needs at ASBA. The proposed 3% increase in membership fees is in alignment with the Consumer Price Index of 3.4% in 2021. It is also important to note that over the last seven years of operations, ASBA has increased its membership by 1% only, as such, an increase of 3% is in greater alignment with the economic growth post the pandemic and current inflationary rates.

A brief history of our membership fee changes has been provided below:

Fiscal Year	Percentage Change
2015-2016	-2%
2016-2017	0%
2017-2018	0%
2018-2019	6%
2019-2020	0%
2020-2021	-3%
2021-2022	0%

Fee for Service Revenue

Fee for Service revenue in the proposed 2022/2023 budget totals \$550,000 and is generated through fee-for-service work performed by our consultants, as well as the referral program with TD Insurance Meloche Monnex.

The Association will continue to offer direct services to school boards in education and communications, on a fee-for-service basis. School boards utilizing these services are not charged for travel (neither time nor direct costs), nor for other expenses such as photocopying, materials and other disbursements. Rates are not increased in the 2022/2023 budget.

The budgeted fee-for-service revenue is maintained at the same levels as the prior year based on the assumption that our consultants will maintain the same volumes of work. The rates remain below market, particularly when the specialized expertise and experience of ASBA staff consultants are considered and the fact that no other costs are charged.

Event Registration Revenue

Registration revenue in the proposed 2022/2023 budget totals \$572,400. The Association's vision of "inspiring exceptional public, separate and francophone school board governance," and mission "to promote and serve member boards in supporting student success" guide the enhanced education offerings for trustees.

The proposed budget anticipates continued trustee education offerings provided at the Fall and Spring General Meetings. In addition, there are various other educational opportunities to be offered under Speakers' Corners and Zone meetings in 2022/2023. The increase of registration fee costs for all events has been proposed to cover the increased costs of holding hybrid events, as well as accommodate for the enhanced education offerings in a fiscally accountable manner as per Governance Policy 12.5.3.

Grants/Other Revenue

Grants and Other revenue in the proposed 2022/2023 budget total \$163,595 and represent the revenue earnings from grants; sponsorships; interest income; revenue provided by ASEBP; LAPP Service Fees and miscellaneous revenue mostly earned through career postings on our website. Further analysis of these revenue components is contained below:



Grants and Sponsorships

Grant and sponsorship revenue proposed in the budget has a slight increase. ASBA has successfully launched the grant development department, and this will allow us to gain access to additional grant resources to help fund different initiatives put forward in the upcoming fiscal year.

ASBA leadership is focusing on making strategic partners for sponsoring our events and is continuing to build important relationships with potential sponsors. We believe that through this process, and through the work with our current partners, we can increase our sponsorship efforts which will further relieve pressure off our member fees.

Interest Income

Interest income in the proposed budget totals \$50,000 and has been calculated based on historical rates of return on our investments from last year. The markets have experienced extreme volatility as political and economic events continue to unfold. Additionally, the Association will be engaging its members in the establishment of an investment policy statement which will help guide the strategic investment of the member funds. With an investment policy in place, we anticipate greater revenues from interest income.

ASEBP Revenue

An additional component of revenue included in the proposed budget is \$38,095 provided by the Alberta School Employee Benefits Plan (ASEBP) to ASBA, as a party to the Deed of Trust, to support administration and other activities.

LAPP Service Fee

This new source of revenue originates from the involvement of ASBA staff on the LAPP corporate

board as ASBA continues to expand its strategic partnership with related organizations, such as LAPP.

Expenditures

Operating expenditures in the proposed 2022/2023 budget total approximately \$4.8 million, and come in the form of:

- Association Operations & Member Services;
- Governance;
- General Meetings/Trustee Education;
- Lease/CAM/Property Taxes; and
- Depreciation.

[Schedules 1-5](#) note various figures associated with operating expenditures.

Associations Operations & Member Services

Association operations & member services (AO&MS) expenditures in the proposed budget total approximately \$3.6 million, distributed into categories of staffing & contracted services; and other operational expenditures.

[Schedule 2](#) provides the figures associated with Association operations and member services expenditures.

Staffing & Contracted Services

Staffing costs in the proposed 2022/2023 budget total \$2,689,932 which is made up of salaries and benefits, professional development, and memberships if required. This is higher than the 2021/2022 budgeted staffing costs of \$2,291,984 due to a motion passed by the Board of Directors to increase the staffing positions of the Association to a total of 22 positions. The increased staffing costs will be covered by accessing the reserves. We will not be providing the 1% increase to our staff scale in 2022/2023 and put constraints on our staff professional development costs.

ASBA is staffed to enable the successful support, services and advocacy measures for our members while ensuring resources are used as effectively and efficiently as possible. Included in staff costs are salaries and benefits, staff training and development and professional association fees. The proposed budget will have a staff of 22 FTE. This increase in staffing positions is reflective of the increased level of operations and the need for additional staff to help support the strategic objectives of the Association.

Complementing staff resources, the Association accesses a variety of contracted services to fulfil core business functions. Included in the contracted services, we have the following expenditures: web maintenance; IT services; audit fees; legal costs; external consultant costs; First Nation, Métis and Inuit initiative costs and others. The contracted services have decreased slightly in 2022/2023. One of the strategic objectives of the Association is to maintain fiscal accountability. This is established through the search for best vendor quotes, requests for proposals and elimination of redundant contracted services that can be done in-house.

Other AO&MS Expenditures

Additional expense categories which fall under Association operations & member services include travel;

administration – services & supplies; memberships & subscriptions; insurance; meeting supplies & catering; and miscellaneous expenditures, which total \$182,744 in the proposed budget. This is a minimal increase from the prior year mainly caused by an increase in subscription costs for the Association to support a variety of new departmental needs.

[Schedule 2](#) provides figures associated with other Association operations and member services expenditures.

Governance

Governance expenditures included in the proposed budget total \$459,955, and include Board of Director and Trustee remuneration, training and conferences; contracted services; travel, meals, and accommodations; the Association's membership in the Canadian School Boards Association; insurance; meeting supplies & catering; and miscellaneous.

We are also excited that the contracted services in the governance category includes an additional \$50,000 specifically set aside for advocacy initiatives. We know that in 2022/2023 advocacy for our members will continue to remain an important initiative to pursue during provincial elections and new curriculum implementation.

In the proposed budget:

- The per diem rate for Board of Directors members is maintained at \$290/day
- The per diem rate for Chairs is maintained at \$383/day
- The annual honorarium for the President and Vice-President remains unchanged as follows:
 - President: \$18,816
 - Vice-President: \$12,544
- Travel mileage reimbursement is maintained at \$0.51/km
- Slight increase in travel costs based on an expected increase of in-person meetings.

During year 2019/2020, ASBA completed an environmental scan for nation-wide average compensation rates for these expenditures. With guidance from our Board of Directors, the proposed increases are in greater alignment with Government of Alberta rates and provide fair compensation for the continuous support received from our Board of Directors. [Schedule 3](#) provides figures associated with governance expenditures.

General Meetings & Trustee Education

Direct expenses associated with ASBA's General Meetings, Special General Meetings and trustee education offerings total \$340,000 in the proposed budget. These expenditures incurred in this category will be covered by registration revenue generated. However, the total cost which includes allocation of staff time and overhead costs, is not directly charged to these events in the proposed budget. The staff salary costs are re-classified at the end of the fiscal year as a part of the annual audit procedures. [Schedule 4](#) provides figures associated with general meetings & trustee education offerings expenditures.

Lease/CAM/Property Taxes

Lease/Common Area Maintenance (CAM)/property tax expenditures included in the proposed budget total \$383,113. This amount is increased as a result of our partners exiting sublease agreements of ASBA office space.

The Association is contractually obligated by a leasing arrangement for the current office space until 2028 when the current lease agreement expires. Therefore, ASBA is actively looking for other sublease tenants to fill the available office space.

[Schedule 5](#) provides figures associated with lease/common area maintenance (CAM)/ property tax expenditures.

Depreciation

Depreciation included in the proposed budget totals \$35,000 and reflects the expensing over a period of years of the cost of capital assets based on the estimated useful life of the assets. This estimated non-cash depreciation expense has decreased because ASBA has a lower asset pool which requires to be depreciated in the upcoming fiscal year.

Reserves

As a not-for-profit corporation incorporated under the *Alberta School Boards Association Act*, the Association maintains several reserves as required by policy and as recommended by the Association's external auditors.

Governance Policy 7 notes the following with respect to reserve funds:

7.14. Financial Oversight

7.14.1. The Board of Directors approves budget assumptions upon which budget options are prepared. The draft budget is then approved by the Board for presentation to membership through zones and at the Spring General Meeting.

7.14.2. Regarding the Association's reserve funds, the Board of Directors has approved the following:

7.14.2.1. **Operating Reserve** – the Association will keep a reasonable and adequate operating reserve to fund the monthly business operations of the Association. The operating reserve will be made up of three months operating expenditures.

7.14.2.2. **Initiative and Sustainability Reserve** – any balance over the three months operating expenditures will be moved to the Initiatives and Sustainability reserve, which may be used for special initiatives, for research and development of new business opportunities that will help and support school board work, and in the event necessary, to help cover some of the potential natural liabilities of the Association. The Initiatives and Sustainability reserve can be funded up to a maximum of \$2,000,000.

7.14.2.3. Any funds over the maximum approved funding of the initiatives and sustainability reserve will be transferred to the Investment reserve to subsidize costs to members in the annual budget.

7.14.2.4. **Investment Reserve** – as part of the budgeting process, may be used to subsidize the cost of annual lease space payments, capital asset purchases, and investment opportunities until the fund is depleted to \$300,000 at which level it will be maintained. Each year an amount will be transferred to the reserve equal to the annual amortization of existing capital assets which will ensure the dollars are available to replace those assets at the end of their useful life.

7.14.2.5. **Capital Asset Reserve** – the reserve will be used to hold the net book value of the current existing capital assets like computer equipment, photocopiers, phone systems, furniture and fixtures, and leasehold improvements. Each year an amount will be transferred to the capital asset reserve equal to the net additions less disposals.

Additional details regarding the Association's reserves is provided in [Schedule 6](#).

Proposed Budget 2022/2023

Summary, Schedules & Appendices

Proposed Budget 2022/2023 Summary

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Revenue				
Membership	\$ 3,106,644	\$ 3,016,159	\$ 3,016,163	3%
Fee for Service	550,000	560,000	506,067	-2%
Event Registration (FGM/SGM/Leadership Academy)	572,400	301,488	12,800	90%
Grant and Other Revenue	163,595	203,595	304,034	-20%
Total Operating Revenue (Schedule 1)	\$ 4,392,639	\$ 4,081,241	\$ 3,839,063	
Expenditures				
Association Operations & Member Services (Schedule 2)	\$ 3,586,151	\$ 3,239,684	\$ 2,986,044	11%
Governance (Schedule 3)	459,955	369,955	253,670	24%
General Meetings/Trustee Education (Schedule 4)	340,000	312,500	67,745	9%
Lease/CAM/Property Taxes (Schedule 5)	383,113	341,508	314,883	12%
Depreciation	35,000	50,000	32,909	-30%
Total Operating Expenditures (Schedule 1)	\$ 4,804,219	\$ 4,313,647	\$ 3,655,249	11%
Total Budget Surplus (Deficit)	\$ (411,580)	\$ (232,406)	\$ 183,814	
Transfer from Reserves (If required)	411,580	232,406	-	
Total Budget Surplus (Deficit) after Transfer	\$ -	\$ 0	\$ 183,814	

*Schedules 1-6 provide analysis of significant variances in 2022/2023 budget compared to 2021/2022 budget.

Schedule 1 – Revenues & Expenditures

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Revenue				
Membership Fees	\$3,106,644	\$ 3,016,159	\$3,016,163	3%
Fee For Service:				
Fees for Service - Consultants	500,000	500,000	456,225	0%
Fees for Service - Referral Program	50,000	60,000	49,842	-17%
Event Registration (FGM/SGM/Leadership Academy)	572,400	301,488	12,800	90% Note 1
Grant/Other Revenue:				
Grants and Sponsorships	55,000	35,000	220,517	57%
Interest Income	50,000	125,000	38,171	-60% Note 2
ASEBP	38,095	38,095	38,095	0%
LAPP Service Fee	11,000	-	-	100%
Miscellaneous	9,500	5,500	7,250	73%
Total Revenue	\$4,392,639	\$ 4,081,241	\$3,839,063	8%
Expenditures				
Staffing Costs	\$2,689,932	\$ 2,291,984	\$2,211,834	17% Note 3
Contracted Services	798,975	814,000	708,274	-2%
B of D's and Trustees - Remuneration, Training, Conferences	250,360	215,360	143,594	16%
Travel (FFS, Contractor, Staff, BofD's, Trustees)	109,000	108,500	33,632	0%
Memberships and Subscriptions	83,419	61,275	63,693	36%
Administration-Services and Supplies	66,400	67,000	53,240	-1%
Insurance	27,000	32,000	20,119	-16%
Meeting Supplies and Catering	15,500	15,500	4,828	0%
General Meeting and Trustee Education	340,000	312,500	67,745	9%
Lease/CAM/Prop Taxes	383,113	341,508	314,883	12%
Miscellaneous	5,520	4,020	499	37%
Depreciation	35,000	50,000	32,909	-30%
Total Expenditures	\$4,804,219	\$ 4,313,647	\$3,655,249	11%
Total Budget Surplus (Deficit)	\$ (411,580)	\$ (232,406)	\$ 183,814	
Transfer from Reserves	\$ 411,580	\$ 232,406	\$ -	
Total Budget Surplus (Deficit) after Transfer	\$ -	\$ (0)	\$ 183,814	

* Variances from the previous budget over 10% and a minimum \$50,000 variance have been analyzed further. See notes below:

Note 1 - Revenue increase caused by an increase of event registration fees for annual general meetings

Note 2 - Revenue decrease caused by lower rate of return rates offered in volatile markets

Note 3 - Expense increase due to an increase in number of staffing positions

Schedule 2 – Association Operations & Member Services

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Staffing Costs				
Salaries and Benefits	\$2,658,397	\$ 2,263,984	\$2,207,024	17% Note 1
Staff Training and Development	26,500	21,500	4,810	23%
Professional Association Memberships	5,034	6,500	-	-23%
Contracted Services:				
Other Contracted Services	447,475	512,500	392,770	-13% Note 2
Consultants	266,000	266,000	264,225	0%
Travel/Meals/Accommodations (FFS, Contractor, Staff)	39,000	43,500	13,662	-10%
Administration - Services and Supplies	65,900	66,500	53,240	-1%
Memberships and Subscriptions	50,344	28,200	30,618	79%
Insurance	20,000	25,000	18,161	-20%
Meeting Supplies	3,000	3,000	1,035	0%
Election Materials	-	-	-	-
Miscellaneous	4,500	3,000	499	50%
Total Expenditures	\$3,586,151	\$ 3,239,684	\$2,986,044	

* Variances from the previous budget over 10% and a minimum \$35,000 variance have been analyzed further. See notes below:

Note 1 - Expense increase due to an increase in number of staffing positions

Note 2 - Other contracted services include: First Nation, Métis and Inuit initiative costs; legal costs; external consultant costs; web maintenance; IT services; audit fees etc. The expense decrease is mainly due to advocacy costs being moved from the operations department to the governance department

Schedule 3 – Governance

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
B of D's and Trustees - Remuneration, Training, Conferences				
Per Diems	205,000	170,000	96,234	21% Note 1
Honoraria - President	18,816	18,816	\$18,816	0%
Honoraria - Vice President	12,544	12,544	12,544	0%
Board Development/Conferences	14,000	14,000	16,000	0%
Contracted Services	85,500	35,500	51,279	141% Note 2
Travel, Meals & Accommodations	70,000	65,000	19,970	8%
CSBA Membership	33,075	33,075	33,075	0%
Insurance	7,000	7,000	1,958	0%
Meeting Supplies and Catering	12,500	12,500	3,793	0%
Supplies and Materials	500	500	-	0%
Miscellaneous	1,020	1,020	-	0%
Total Expenditures	\$ 459,955	\$ 369,955	\$ 253,670	

* Variances from the previous budget over 10% and a minimum \$5,000 variance have been analyzed further. See notes below:

Note 1 - Expense increase caused by new per diem claimable activities for Board of Directors and establishment of the governance task force

Note 2 - Expense increase due to advocacy contracted costs being moved from operational costs to governance costs

Schedule 4 – General Meetings & Trustee Education

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Fall General Meeting	\$ 200,000	\$ 170,000	\$ 26,003 ✓	18% Note 1
Spring General Meeting	140,000	120,000	31,506 ✓	17% Note 2
Other Meetings:				
Special General Meetings	-	9,000	2,735	
Leadership Academy	-	13,500	7,500	
Total Expenditures	\$ 340,000	\$ 312,500	\$ 67,745	

Note 1 - Expense increase due to higher costs for hybrid events

Note 2 - Expense increase due to higher costs for hybrid events

Schedule 5 – Lease/CAM/Property Taxes

	2022/2023 Budget	2021/2022 Budget	2020/2021 Actual	Percentage Change
Expenditures				
Lease/CAM/Property Taxes	\$ 383,113	\$ 365,837	\$ 366,339 ✓	5% Note 1
Rental Recovery	-	(24,329)	(51,457) ✓	-100% Note 2
Total Expenditures	\$ 383,113	\$ 341,508	\$ 314,883	

Note 1 - Expense increase due to less cost recovery for staff parking stalls due to work from home arrangements

Note 2 - Expense decrease caused by a lower rental recovery from rental partners

Schedule 6 – Reserves

	Operating Reserve	Initiatives and Sustainability Reserve	Investment Reserve	Capital Asset Reserve
Estimated Reserve Balance	\$1,500,000 Note 1	\$ 2,000,000 Note 2	\$2,428,836 Note 3	\$ 96,327 Note 4

Note 1 - Operating Reserve to hold 3 months of operating expenditures; estimated to be \$1.5 Million

Note 2 - Initiatives and Sustainability Reserve to be used for special initiatives for members, funded up to a maximum of \$2 Million

Note 3 - Investment Reserve to be used for new investment opportunities, capital asset investments, and to subsidize annual rent if required

Note 4 - Capital Asset Reserve to hold current value of capital assets

Budget Appendix A – Membership Fees

JURISDICTION	TOTAL STUDENTS	2021-2022 Membership Fees	2022-2023 Proposed Membership Fees
Aspen View Public Schools	2,581	\$23,110.78	\$23,427.87
Battle River School Division	5,662	\$38,592.53	\$40,037.70
Black Gold School Division	12,594	\$68,302.05	\$70,701.46
Buffalo Trail Public Schools	3,817	\$31,034.67	\$31,172.16
Calgary Catholic School Division	56,691	\$153,627.95	\$158,172.94
Calgary Board of Education	125,226	\$243,278.43	\$253,632.46
Canadian Rockies School Division	2,064	\$19,789.38	\$20,189.47
Chinook's Edge School Division	10,988	\$62,113.41	\$64,760.93
Christ the Redeemer Catholic School Division	10,189	\$62,276.10	\$61,055.92
Clearview Public Schools	2,410	\$22,100.80	\$22,355.37
East Central Alberta Catholic School Division	2,676	\$24,730.80	\$24,019.83
East Central Francophone	757	\$12,102.73	\$11,992.50
Edmonton Catholic Separate School Division	43,107	\$131,435.62	\$134,452.57
Edmonton Public School Board	105,535	\$217,995.18	\$226,207.09
Elk Island Catholic Schools	8,548	\$55,307.95	\$53,436.99
Elk Island Public Schools	17,102	\$77,947.65	\$80,117.18
Evergreen Catholic Separate School Division	3,946	\$31,997.20	\$31,980.01
Foothills School Division	8,012	\$48,922.74	\$50,943.77
Fort McMurray Roman Catholic Separate School Division	6,690	\$42,490.09	\$44,808.24
Fort McMurray Public School Division	6,699	\$42,137.61	\$44,850.02
Fort Vermilion School Division	3,624	\$28,540.24	\$29,967.33
Golden Hills School Division	8,007	\$50,664.78	\$50,922.88
Grande Prairie and District Catholic Schools	5,398	\$37,270.75	\$38,811.98
Grande Prairie Public School Division	8,032	\$49,207.43	\$51,041.27
Grande Yellowhead Public School Division	4,520	\$33,305.42	\$34,737.87
Grasslands Public Schools	3,592	\$29,353.64	\$29,765.37
Conseil Scolaire Centre Nord	3,873	\$30,085.70	\$31,527.34
Greater St. Albert Roman Catholic Separate School Division	5,306	\$37,650.34	\$38,387.16
High Prairie School Division	2,926	\$25,442.53	\$25,586.80
Holy Family Catholic Regional Division	1,781	\$18,881.09	\$18,413.58
Holy Spirit Roman Catholic Separate School Division	4,981	\$36,131.99	\$36,875.91

Horizon School Division	3,419	\$27,821.73	\$28,678.94
Lakeland Roman Catholic Separate School Division	2,634	\$22,256.70	\$23,762.15
Lethbridge School Division	11,647	\$64,587.51	\$67,818.25
Living Waters Catholic Separate School Division	1,701	\$18,216.81	\$17,912.15
Livingstone Range School Division	3,761	\$29,380.75	\$30,823.94
Lloydminster Public School Division No.99	2,396	\$21,273.84	\$22,264.83
Lloydminster Catholic School Division	1,628	\$17,552.53	\$17,452.51
Medicine Hat Catholic Board of Education	2,767	\$22,988.77	\$24,590.90
Medicine Hat Public School Division	6,962	\$45,540.34	\$46,068.77
Northern Gateway Public Schools	4,599	\$34,139.16	\$35,100.02
Northern Lights Public Schools	5,765	\$39,521.17	\$40,518.23
Northland School Division	1,827	\$18,677.73	\$18,699.11
Conseil Scolaire du Nord-Ouest	477	\$9,947.22	\$10,049.47
Palliser School Division	9,006	\$52,528.83	\$55,561.10
Parkland School Division	12,026	\$65,590.71	\$69,517.54
Peace River School Division	3,116	\$26,100.03	\$26,777.69
Peace Wapiti School Division	6,071	\$40,449.80	\$41,938.95
Pembina Hills School Division	6,070	\$44,977.74	\$41,931.98
Prairie Land Public School Division	2,848	\$22,399.05	\$25,099.30
Prairie Rose Public Schools	3,493	\$28,702.92	\$29,145.55
Red Deer Catholic Regional Schools	10,206	\$59,896.89	\$61,132.53
Red Deer Public Schools	10,858	\$62,235.43	\$64,162.00
Rocky View School Division	26,574	\$94,737.62	\$99,909.70
Conseil FrancoSud	3,666	\$28,940.16	\$30,225.01
St. Albert Public Schools	9,037	\$53,782.82	\$55,707.35
St. Paul School Division	3,815	\$31,034.67	\$31,165.19
St. Thomas Aquinas Roman Catholic Separate School Division	4,362	\$32,695.37	\$33,999.66
Sturgeon Public Schools	5,079	\$35,799.85	\$37,328.59
Westwind School Division	4,571	\$33,732.45	\$34,974.66
Wetaskiwin Regional Public Schools	3,522	\$28,757.14	\$29,326.62
Wild Rose School Division	4,539	\$33,996.81	\$34,821.44
Wolf Creek Public Schools	7,467	\$45,987.72	\$48,415.74
Yellowknife Education District	2,157	\$20,697.68	\$20,767.51
Yellowknife Catholic Schools	1,499	\$15,383.46	\$16,644.65
TOTALS	676,899	\$3,016,159.00	\$3,106,644.00

Note: Student totals were compiled from a report on student population for the 2021-2022 school year provided by Alberta Education. Student registration information is as reported at January 2022. These are updated with the most current available information as per bylaw #13.

Budget Appendix B – Membership Fee Formula

Each member board shall pay a basic fee (BF) in the amount of \$6,727.50 plus a fee on a per student basis (PSF) to the Association. The fee shall be calculated as follows:

$$\text{Member Board Fee} = \text{Fee on a Per Student Basis} + \text{Basic Fee}$$

The fee on a per student basis (PSF) is calculated by using the aggregate total of weighted enrollments (WE) of all member boards as the denominator in the formula. Once the PSF has been calculated, it is applied to the weighted enrollment figures on a board by board basis to arrive at the per student component of the annual membership fee. The basic fee is added in to arrive at the total Member Board Fee (MBF).

Membership Fee Calculations

1. Calculate weighted enrollment (WE) for each member board.
$$\text{WE} = [(C1 \times S1) + (C2 \times S2) + (C3 \times S3) + (C4 \times S4) + (C5 \times S5)]$$
2. Add together the WEs of each member board to arrive at the aggregate weighted enrollment (AGWE).

$$\text{AGWE} = \text{WE1} + \text{WE2} + \text{WE3} \dots \text{WEn}$$

3. Use the AGWE as the denominator in the following formula to arrive at the Per Student Fee (PSF).

$$\text{PSF} = \frac{\text{MAF} - (\text{MB} \times \text{BF})}{\text{AGWE}}$$

$$\text{AGWE}$$

4. The PSF is then applied to the following formula to determine the Member Board Fee on an individual basis.

$$\text{MBF} = (\text{PSF} \times \text{WE}) + \text{BF}$$

Membership Fee Formula Abbreviations

BF	Basic Fee (\$6,727.50)
PSF	Per Student Fee
MB	Number of Member Boards
MAF	Total Membership Annual Fees (Budget line item)
MBF	Individual Member Board Fee
WE	Weighted Enrolment
AGWE	Aggregate Total of Weighted Enrolments (all member boards)
C1	Per student weight (1.0000) for the first 750 students
C2	Per student weight (.9000) for 751 to 4,000 students
C3	Per student weight (.6666) for 4,001 to 12,000 students
C4	Per student weight (.3000) for 12,001 to 50,000 students
C5	Per student weight (.2000) for any students in excess of 50,000
S1	Number of students in first category (to 750)
S2	Number of students in second category (751 – 4,000)
S3	Number of students in third category (4,001 – 12,000)
S4	Number of students in fourth category (12,001 – 50,000)
S5	Number of students in fifth category (in excess of 50,000)

Disposition of Substantive Resolutions

Agenda Item	Motion Name	Carried (✓)	Defeated (✓)	Other: Amended, postponed, referred, withdrawn, etc.
10.0	Approval of Proposed Budget			