



AGENDA

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

CFE McCauley Chambers
Tuesday, October 22, 2024
2 p.m.

Board Meeting

Land Acknowledgement

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
 - 1. DRAFT – Board Minutes – October 8, 2024
- G. Comments from the Public and Staff Group Representatives on Items on the Meeting Agenda
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 12 p.m. on Monday, October 21, 2024, to speak under this item.)
- H. Reports
 - 2. 2024 Division Energy and Environment Strategy Annual Update (Information)
 - 3. Follow-up on Accelerated Infrastructure Announcement (RFI Response)
 - 4. Anticipated Election 2025 Costs (RFI Response)
- I. Comments from the Public and Staff Group Representatives on Educational Issues – 5 p.m.
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 12 p.m. on Monday, October 21, 2024, to speak under this item.)
- J. Other Committee, Board Representative and Trustee Reports
- K. Trustees and Board Requests for Information
- L. Notices of Motion
- M. Meeting Dates
- N. Adjournment

BOARD OF
TRUSTEES

Julie Kusiek
Board Chair

Jan Sawyer
Board Vice-Chair

Trisha Estabrooks
Dawn Hancock
Marcia Hole
Marsha Nelson
Sherri O’Keefe
Saadiq Sumar

MINUTE BOOK**Board Meeting**

Minutes of the meeting of the Board of Trustees of Edmonton School Division of Alberta held in the Centre for Education McCauley Chambers on Tuesday, October 8, 2024, at 2 p.m.

Present:**Trustees**

Trisha Estabrooks
Dawn Hancock
Marcia Hole

Julie Kusiek
Marsha Nelson

Sherri O’Keefe
Jan Sawyer
Saadiq Sumar

Officials

Angela Anderson
Todd Burnstad
Grace Cooke
Andrea Cooper

Karen Mills
Kathy Muhlethaler
Kent Pharis
Nancy Petersen
Cliff Richard

Darrel Robertson
Carrie Rosa
Ron Thompson
Liz Yule

Board Chair: Julie Kusiek

Recording Secretary: Catherine Angeles

The Board Chair called the meeting to order and called upon Vice-Chair Sawyer to provide a land acknowledgement.

Vice-Chair Sawyer shared that as we gather here today, she acknowledged that we are on Treaty 6 territory, the traditional lands of the diverse Indigenous peoples who have stewarded this land for centuries. This includes the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux. We recognize the significant cultural, spiritual, and historical contributions of these nations to the land we now call Edmonton.

Vice-Chair Sawyer said that as we approach Thanksgiving, a holiday often associated with the celebration of harvest and gratitude, we are reminded of the importance of recognizing the complex history of this land. While Thanksgiving can be a time to reflect on what we are grateful for, it’s equally an opportunity to pause and consider the colonial context in which this holiday exists. The truth is that Indigenous peoples have long celebrated and sustained the abundance of this land, and their knowledge and connection to the land continue to shape our environment today.

Vice-Chair Sawyer said that with Orange Shirt Day just behind us, we are reminded of the painful legacy of residential schools. The phrase “Every Child Matters” serves as a call to remember and honour the thousands of Indigenous children who were taken from their families and communities, and to recognize the long-lasting impact of this trauma on survivors and their descendants. Orange Shirt Day encourages us to reflect on the importance of reconciliation and the ongoing need to support healing and understanding.

MINUTE BOOK

Vice-Chair Sawyer said that on this day, and every day, we are called to actively work toward reconciliation. This means acknowledging both the past and the present — not only the deep and enduring connection Indigenous peoples have to this land but also the systems that continue to affect Indigenous communities today. It's our responsibility to educate ourselves, to challenge the narratives we've been taught, and to stand with Indigenous peoples in creating a future based on respect, truth, and justice.

Vice-Chair Sawyer said that as we reflect on Thanksgiving, let us commit to a deeper understanding of our shared history, and as we remember Orange Shirt Day, let us reaffirm that Every Child Matters. May we all contribute to the ongoing process of reconciliation in meaningful ways.

A. O Canada**B. Roll Call: 2:06 p.m.**

The Superintendent advised that all Trustees were present.

C. Approval of the Agenda

MOVED BY Trustee Estabrooks:

**“That the agenda for the October 8, 2024, Board meeting be approved as printed.”
(UNANIMOUSLY CARRIED)**

D. Communications from the Board Chair

The Board Chair extended her congratulations to Trustee O’Keefe for successfully completing the Alberta School Boards Association (ASBA) Trustee Governance Program through the University of Calgary Continuing Education. The ASBA Trustee Governance Program is designed to enable and empower member school board trustees to expand their professional knowledge. This program integrates theory and practice of leadership and effective governance. She thanked Trustee O’Keefe for dedicating her time and energy to furthering her own knowledge of governance as a publicly elected school board trustee. Board Chair Kusiek said she is looking forward to learning from Trustee O’Keefe as she continues to bring her experience and leadership to the Board’s collective work as the Board of Trustees for Edmonton Public Schools.

The Board Chair said that last Wednesday Mayor Amarjeet Sohi proclaimed October as Learning Month in Edmonton. The City of Edmonton is a proud member of the UNESCO Global Networks of Learning Cities, which is an international organization encouraging learning and collaboration. Throughout October, partner members, like Edmonton Public Schools, celebrate the many forms learning takes: formally in the classroom, in our community and in homes. Board Chair Kusiek thanked Vice-Chair Sawyer and Division staff for attending the kick off event.

MINUTE BOOK

The Board Chair shared that yesterday, she had the opportunity to attend the READ IN Week kick off event at Richard Secord School, along with other special guests like Oilers alumni Chris Joseph and representatives from Edmonton Fire Rescue Services. This year's theme is *Reading is for everyone!* Board Chair Kusiek expressed gratitude to all schools that are welcoming guests in for the coming days.

The Board Chair advised that last week the Premier shared on social media that the province intends to bring forward legislation for student pronoun use, as well as an opt-in provision for the teaching of sexual health in schools. The Board is waiting for more information and clarity about the proposed legislation. Edmonton Public Schools' current practice is to notify parents when the teaching of a sexual health unit is coming and what the outcomes from the government-approved curriculum are. Parents have the choice to opt their child out of the sexual health unit (or portions of the unit) and alternate activities are planned for students.

The Board strongly believes that a student's sense of belonging in their school is critical to a safe and caring learning environment. In June of 2024, the Board of Trustees reviewed, updated and passed an updated [Sexual Orientation, Gender Identity and Expression](#) policy. The Board did this work because they care about students who are part of the 2SLGBTQIA+ community. The work the Board is doing is essential to help students feel safe and cared for, especially when they come to school. The Division has students who wish to use a pronoun that differs from their birth-assigned pronoun and the Division honours those requests, always encouraging students, when the time is right and if they haven't already done so, to have a conversation with their family. The Board's goal is to always engage parents as partners in their child's education. In February, the Board of Trustees released their position on the proposed legislation, including an invitation to meet with the province to discuss the legislation. Our position is available on [epsb.ca](#). The Board remains committed to having discussions with the province to ensure all students have safe and caring learning environments.

E. Communications from the Superintendent of Schools

The Superintendent thanked everyone attending the meeting today, and those watching online.

The Superintendent shared that READ IN Week is in full swing. It started yesterday and goes until the end of the week. He shared his gratitude to everyone who visits schools during this week specifically, and year-round, to share their love of literacy, reading and literature.

The Superintendent said that later this month our schools will begin catchment conversations. These conversations are invaluable. They're always rich in collaboration, sharing of best practices, looking at trends, building connections - all with the student success mindset first.

The Superintendent shared the current student count for the 2024-2025 school year. As of September 30, the Division welcomed 120,198 students, which is an increase of 5,022 students, or 4.4 per cent, when compared to the 2023-2024 school year. The Division is a little below our projection of 121,790 students, but we remain grateful to families for placing their trust in the Division to help their children succeed.

MINUTE BOOK**F. Approval of the Minutes**

1. Board Meeting – September 24, 2024

MOVED BY Trustee Hole:

**“That the minutes of the Board meeting held September 24, 2024, be approved as printed.”
(UNANIMOUSLY CARRIED)**

G. Comments from the Public and Staff Group Representatives on Items on the Meeting Agenda

There were no registered speakers for this item.

H. Reports

2. Caucus Committee Report (From the meeting held September 10, 2024)
3. Special Caucus Committee Report (From the meeting held September 24, 2024)

Information was provided regarding actions taken at the September 10, 2024, Caucus Committee meeting and the September 24, 2024, Special Caucus Committee meeting.

4. Proposed Distribution of Additional Funding for 2024-2025

MOVED BY Trustee Hancock:

**“That the proposed allocation detailed above to distribute the additional \$22.4 million of funding for the 2024-2025 school year be approved.”
(UNANIMOUSLY CARRIED)**

There was a short break in the meeting.

5. 2023-2024 Division Feedback Survey Report

An update was provided on the results of the 2023–24 Division Feedback Survey. The results from the survey were compiled into a Division summary report that provided the results for all respondent groups (students Grades 4 to 12, staff and families).

Ms. Mills left the meeting at 4 p.m.

6. Bereavements

Vice-Chair Sawyer reported on the passing of Mrs. Vessela Ourdeva, Ms. Susan Wareing, and Mrs. Lois Bruce.

MINUTE BOOK

I. Other Committee, Board Representatives and Trustee Reports

Trustee O'Keefe expressed thanks to schools in Ward A for all the invitations to READ IN Week.

Trustee O'Keefe gave a huge shout out to the Kensington Parent Association. She had the honour of attending the grand opening of their inclusive playground. The vision for this playground came from a small but passionate group of parents who saw a need, not just for their kids but for an entire community. Trustee O'Keefe congratulated them on bringing their vision to reality.

Trustee O'Keefe expressed gratitude to CUPE Local 474 for inviting her to their annual Custodial Retirement Banquet. Trustee Hancock and Superintendent Robertson also attended the event with her. Trustee O'Keefe appreciated the opportunity to honour the careers of the dedicated custodians and celebrate their retirement.

Trustee Nelson shared an Edmonton Public Schools Foundation (the Foundation) update:

Chromebooks for Kids returns for 2024-25 School Year

- Chromebooks for Kids increases technology-based equity for the Division's most vulnerable students
- Since 2021, over 1,700 students from more than 80 schools have received their own Chromebook
- The Foundation is currently accepting referrals from principals for this year's devices
- This program is all made possible through generous community donations, which can be made online through the Foundation's website at any time
- More information can be found on the Foundation's website foundation.epsb.ca

Trustee Sumar thanked Diversity Magazine for the invitation to attend and present at the Afro Caribbean Awards Night. The evening served to recognize members of the Afro Caribbean diaspora from Northern Alberta. He congratulated all of the nominees and award recipients.

Trustee Sumar expressed thanks to the Velma E. Baker School Community for the invitation to attend their annual pancake breakfast. He said this has historically been a popular event amongst former and current students and families and this year was no different. Trustee Sumar thanked school staff and school council for their hard work in putting this event together.

Trustee Sumar shared that he attended the 1st Annual Project Adult Literacy Society (PALS) Appreciation Breakfast. There were a number of speakers at the event speaking about their own experiences with this society. There are hundreds of folks from the community who have built skills in math and literacy and who are one step closer to realizing their dreams and being able to better engage in their communities. He expressed thanks for the invitation to this great event and congratulated them on their 45th anniversary.

Trustee Sumar expressed a big thanks to staff and parents from Grace Martin School for the invitation to kick off their school council meetings this year. There was a great turnout and he is looking forward to attending more school council meetings at Grace Martin this year.

MINUTE BOOK**J. Trustees and Board Requests for Information**

Trustee Estabrooks submitted a Request for Information regarding the 2025 Municipal elections:

- Could Administration please provide an update on the anticipated cost for EPSB for the 2025 municipal election given the news that the province will no longer allow electronic vote counters?
- What additional cost will maintaining a voter register incur upon the Division?
- Prior to the decision by the provincial government to count ballots manually, how much was the Division budgeting for the 2025 municipal elections?
- Was the school division consulted by the provincial government on these changes?
- What work is being done by Administration to prepare for these anticipated budget implications?

K. Notices of Motion - None**L. Next Board Meeting: Tuesday, October 22, 2024, at 2 p.m.****M. Adjournment: 4:18 p.m.**

The Board Chair adjourned the meeting.

Julie Kusiek, Board Chair

Karen Mills, Director Board and
Superintendent Relations

DATE: October 22, 2024

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Division Energy and Environment Strategy Update

ORIGINATOR: Cliff Richard, Chief Infrastructure and Technology Officer

RESOURCE STAFF: Darryl Kaminski, Maegan Lukian, Coreen Moccia, Christopher Wright

REFERENCE: [Division Energy and Environment Strategy 2023–2026](#)

ISSUE

The Division’s Energy and Environment Strategy guides work related to environmental stewardship through continual improvement and modeling best sustainability practices. An important pillar of this work is the City of Edmonton’s [Corporate Climate Leaders Program](#) (CCLP), a program to support member organizations in reducing greenhouse gas (GHG) emissions and increasing climate resiliency.

BACKGROUND

In 2021, the Board of Trustees approved a [motion](#) supporting the Division’s membership in the CCLP and in 2023, approved a [recommendation](#) to set emissions reduction targets of five per cent by 2025, and 45 per cent by 2035. Administration worked with expert consultants to develop an action plan to achieve the targets, and provides updates to the Board of Trustees on a range of sustainability initiatives conducted across the Division as well as progress made in relation to the overall reduction targets.

CURRENT SITUATION

Status of 2023 Action Items

Below is a summary of the progress made on the 2023 action items outlined in the Division Energy and Environment Strategy 2023–2026.

- Establish greenhouse gas (GHG) emissions reduction targets for 2025 and 2035 and share those targets publicly.
 - This work was completed in 2022 and in spring of 2023 the targets were shared at public Board and unanimously approved by the Board of Trustees.
 - Following that meeting, the targets were formally shared with the City of Edmonton to satisfy CCLP program requirements.
- Increase awareness of the CCLP and enhance the profile of environmental initiatives on the Division’s website.
 - Emissions reduction [targets](#) and [solar](#) news stories were shared on the Division website, highlighting the program and the Division’s Energy and Environment Strategy.
 - EcoSchools content and sub-pages (Initiatives and Events) were added to [epsb.ca](#).
 - Numerous social media posts were shared to update the general public throughout the year, including Elmwood School’s gardener in residence, the Division’s technology refurbishing

- and recycling program, the Division’s organics recycling pilot, the Lights Out campaign for Earth Day, as well as Division solar stats for Solar Appreciation Day.
- Additionally, Division Communications coordinated media pitches that resulted in coverage of the Elmwood School gardener-in-residence program and Riverdale School Earth Day activities.
 - Test and finalize the Environmental Dashboard and lead an internal Division-wide launch.
 - The finalized Division Environmental Dashboard was completed in 2023, giving staff access to summarized environmental and utility information as well as a Division solar map using an engaging and intuitive interface (additional details and images are noted below, see Upgraded Environmental Dashboard).
 - Colour-coded charts show data from a Division view or individual school view.
 - Work continued throughout the year to collect feedback on the resource from school leaders through Energy and Environment Principal Committee meetings.
 - Consider intentional ways in which closed school buildings can be divested, ensuring that community voice is heard and that public lands are used for public benefit.
 - The Division’s closed building inventory accounts for 4.5 per cent of the Division’s total carbon footprint.
 - Included within the Division Energy and Environmental Strategy is recognition of the benefit of divesting of non-operational school sites as part of a comprehensive strategy for reducing the Division’s carbon footprint.
 - In support of the Division Energy and Environmental Strategy, the following closed school surplus recommendations were approved by the Board of Trustees:
 - Mount Royal
 - Montrose
 - Rundle
 - Lawton
 - R. J. Scott
 - Queen Mary
 - These six sites are currently proceeding through the formal disposition process and once the titles of these facilities have been transferred, the Division will realize the benefit of a reduction to the Division’s emissions and carbon footprint.
 - In addition to the recent surplus declarations, in December 2023, the Board of Trustees approved the disposition of the Sherwood School site which was transferred to Conseil scolaire Centre-Nord in the spring of 2024.
 - Review the feasibility of purchasing electricity from renewable sources, such as solar and wind farms (includes exploration of the “consortium” opportunity described in the main report).
 - Administration explored the consortium model for purchasing renewable energy and determined that strategy was not the right fit for the Division at the time.
 - Edmonton Public Schools initiated work with an energy procurement consultant whose scope of work includes advising on processes that aid in purchase of green energy. This is detailed further in the Additional Initiatives for the 2023–2024 School Year section.
 - Target approximately 40 to 50 per cent of Infrastructure Maintenance and Renewal (IMR) and Capital Maintenance and Renewal (CMR) funds toward energy efficiency and sustainable operations.
 - With the priority for IMR and CMR funding being deferred maintenance, energy efficiency is incorporated into planned work to help achieve the Division’s sustainable priorities. The target for 40 to 50 per cent of IMR and CMR funds toward energy efficiency and sustainable operations was achieved and will persist into the future.

- Control systems were replaced in 12 schools, allowing for improved overall system efficiency and optimized energy use. This leads to reduced energy consumption, which directly lowers carbon emissions associated with both natural gas consumption and grid-based electricity generation.
- High efficiency boiler upgrade-replacements were completed in five schools (Coronation, Laurier Heights, Hillview, Malmo and Sweet Grass). The higher efficiency translates to less energy waste per unit of heat produced (lower carbon emissions per unit of heat).
- An air handling system upgrade was completed at McKee School, resulting in optimized airflow within the building, reducing the energy needed for heating and cooling.
- Window replacements were completed at six schools (Jasper Place, Gold Bar, Scott Robertson, Satoo, Overlanders and Ellerslie schools) and are in design at the Academy at King Edward. Improving the insulating properties of a building's 'envelope' leads to reduced energy consumption, which directly lowers carbon emissions associated with both natural gas consumption and grid-based electricity generation.
- Roofing replacements were completed at three schools (Vernon Barford, Overlanders and Queen Elizabeth) and shingles were replaced at Jackson Heights school.
- LED lighting upgrades were completed at seven schools (Malcolm Tweddle, Calder, Mary Butterworth, Waverley, Parkview, Killarney and Laurier Heights).
- Continue to collaborate with external industry experts and consultants to develop a more robust framework for reporting carbon footprint implications represented by individual maintenance and renewal projects.
 - Administration assessed the feasibility of more granular reporting on individual buildings and specific projects and found that it is feasible with a strategic approach; however, there are additional costs associated with more detailed reporting.
 - Capturing the 'before and after' specifications of small retrofit projects has allowed the EnviroMatters team to conduct high-level energy and carbon reduction calculations which could be leveraged on future, larger projects.
 - In coming years, the Division can investigate what projects most benefit from a granular level of carbon reporting and initiate where needed.
- Develop recommendations, funding strategies and possible school locations for future phases of the Division Solar Strategy.
 - Phase Two, consisting of 12 schools and 2900 kilowatts (kW) of solar modules, was completed in early 2023.
 - Investigation into Phase Three was completed, narrowing site selection down to two more potential school sites (additional details are noted below, see 'capital investment on energy efficiency').
 - Site lists will be further developed and funding strategies further explored if and as the Division considers future phases.
 - Work has begun to develop a more comprehensive renewables strategy, including green energy procurement and heat pump studies, with the goal of piloting preferred systems.
- Investigate the feasibility of an electric bus pilot project.
 - A Request for Information (RFI) was released in spring 2024 and Student Transportation is coordinating electric bus demonstrations with carriers to better understand how the technology could be utilized within the Student Transportation system.
 - Further details on how themes submitted in the RFI are incorporated into Student Transportation's upcoming procurement for yellow bus service will be available in the department's annual operations update later this fall.

- Review the feasibility of greening procurement practices which would require external vendors to contribute to Division emissions reduction goals.
 - Infrastructure worked with Purchasing and Contract Services to send a notification to existing vendors through the Bonfire eProcurement platform regarding Division carbon reduction efforts and how they can contribute to achieving them.
 - The notice outlined CCLP goals and that vendor commitments may be required on future requests for proposals.
 - Division units with large procurement functions, such as the Distribution Center and Information Technology Store, have also been engaged.
 - This work is ongoing and will be built upon in coming years, including the possibility of updating boilerplate terms and conditions used with vendors to include Division reduction targets.

Additional Initiatives for the 2023–2024 School Year

In addition to the 2023 action items identified within the Energy and Environment Strategy that were addressed during the 2023–2024 school year, a number of other initiatives were undertaken in order to further the Division’s efforts to reduce emissions:

- Capital investment on energy efficiency
 - In spring 2023, the Board of Trustees approved a [\\$2 million capital investment](#) on energy efficiency and all of these funds have been allocated to standard design fees and project completion and not to consultant reports. Work included in this initiative, scheduled to be completed during the 2024–2025 school year, includes:
 - Detailed planning for the Phase Three solar installation has been completed for a combined 378 kW on W. P. Wagner and Londonderry schools. These sites have been chosen for their unique characteristics that will help improve payback and are estimated to generate 367,000 kWh/year, equivalent to the electrical consumption of 52 Alberta homes. Installation of the solar panels is anticipated to be completed in early spring 2025.
 - LED lighting retrofits are complete at Parkview School (754 tubes and fixtures saving an estimated 96,000 kWh, or \$17,000, per year) and are in progress for John D. Bracco, Hazeldean and Riverbend (with similar savings estimated for those three sites).
 - Re-commissioning of building systems on approximately 12 schools and retro-commissioning on up to five older schools to improve energy efficiency has been initiated. This work optimizes systems, resulting in reduced emissions and extended building system lifespans.
 - Leveraging artificial intelligence to optimize heating/cooling systems on up to four schools has been initiated. Through an analysis of building thermal mass, near-term weather forecasts and sensor data, the technology can alter equipment setpoints frequently resulting in reduced energy consumption.
 - Water cooler energy conservation measures have been installed at Hardisty school. Lessons learned from using simple digital timers on water chillers will inform the possible expansion of the initiative at other schools.
- Energy savings (targeted energy reduction and behavior change strategy)
 - Infrastructure worked with expert consultants to identify recommended operational and behaviour change initiatives to achieve targeted energy reductions. Two main pathways for behavior change were recommended: awareness initiatives and best practices.

- In the 2023–2024 school year, the immediate priority was to enhance energy awareness in the Division and develop standards of practice around efficiency and plug-load use to reduce consumption on an annual basis and especially over holiday periods.
- Several resources have been developed for staff and students, including behavior change checklists, plug-load information sheets and Digital Conversation Cards, with plans to release them for use in the Division this school year.
- Expansion of the EcoSchools program
 - The 2023–2024 school year was the most successful year in the program to date, with 11 Division schools being certified, up from three certifications in the previous year.
 - Certifications received:
 - Greenfield, Hillcrest, Elmwood and W. P. Wagner schools each received Platinum.
 - Aleda Patterson, Patricia Heights and Brander Gardens schools each received Gold.
 - Mary Butterworth school received Silver.
 - Highlands, Sweet Grass and the Academy at King Edward (Victoria Site) each received Bronze.
 - This year, 14 schools were awarded as participants, up from four awarded participants the previous year.
 - Registrations in the program nearly tripled, from 16 schools registered in spring 2023 to over 45 schools registered in spring 2024, surpassing the goal to double the number of schools that signed up.
 - The success of the EcoSchools communications and engagement strategy is highlighted by the fact that 84 per cent of schools with active plans were new to the program; the remaining 16 per cent of schools with plans had participated in previous years.
 - In June, the Division signed up to pilot the new [EcoSchools Board Program](#), which will offer a suite of supports and resources for school jurisdictions across Canada.
- Further explore the purchase of low carbon electricity
 - Work has progressed to adjust the Division’s electricity procurement methodology (decoupling conventional retail billing services from tranches of electricity hedges) in order to reduce risk and cost while laying the groundwork for future purchases of low carbon electricity.
 - As the amount of green electricity produced within the province continues to [grow](#) and as prices relative to non-renewable electricity become more affordable, the Division anticipates procuring tranches of green electricity to further reduce the Division’s Scope 2 emissions and carbon footprint.
- Staff and student engagement
 - Student Senate
 - The EnviroMatters office presented to the Student Senate in the fall of 2023 about Edmonton Public Schools’ sustainable initiatives in an effort to raise awareness about how students can contribute to Division emissions reduction targets through EcoSchools and other activities.
 - This is ongoing work, with a goal to engage with the Student Senate on an annual basis.
 - Principal engagement and support for schools
 - Introductory presentations and engagement were provided to the Infrastructure Principal Committee in March 2023 and at the Superintendent's Community of Practice in Education (SCOPE) in April 2023.
 - A new Division Energy and Environment Principal Advisory Committee was formed to specifically address this work and allow for ongoing engagement. In the

2023–2024 school year, four meetings were held to gain valuable feedback on initiatives and help shape school resources.

- 16 schools participated in the committee (nine elementary schools, two elementary-junior high schools, two junior high schools, two senior high schools and one school representing outreach programs).
 - Topics discussed included the Division Energy and Environment Strategy, the Division Environmental Dashboard, the EcoSchools certification program, Division behavior change study and initiatives, capital investments toward energy efficiency, and raising awareness through communications strategies.
 - Integrated Infrastructure Services (IIS) project and maintenance staff engagement:
 - The EnviroMatters Office held an information and engagement session at the annual IIS professional development day in spring 2024, with the goal of engaging IIS staff in a meaningful way. Information sharing and collecting feedback supports a shared ‘sustainability’ lens among maintenance staff groups as they work in schools.
 - Feedback was collected around what actions staff are capable of participating in, how best to empower staff to take the opportunity for change and what are the most effective motivators for change.
 - General feedback themes included efficiency and resource conservation, training and education, as well as automation and equipment schedules.
 - The goal is to compile feedback into effective resources and tools for staff around behavior change. Professional development and engagement sessions will be continued annually.
- Expanded sorting station and organics pilot
 - In spring 2024, organics collection bins were placed in eight schools and seven administration sites.
 - Standardized sorting stations were placed in all pilot sites that did not have existing systems, to keep waste sorting options and messaging consistent across all pilot sites.
 - From April to June, over 25 tonnes of organic waste was diverted from the landfill (this equates to approximately 465 household 120-litre garbage bins).
 - Nearly all pilot sites saw an increase in waste diversion rates from Q1 (before the pilot started) to Q2 (after the pilot started).
 - Some notable achievements at administration sites, three months after adding organics collection to existing sorting stations:
 - Bennett Centre waste diversion rates increased from 17 per cent to 46 per cent.
 - Distribution Centre waste diversion rates increased from 28 per cent to 47 per cent.
 - Centre for Education diversion rates increased from nine per cent to 25 per cent.
 - IIS (maintenance building) diversion rates increased from seven per cent to 30 per cent.
 - Some notable achievements at school sites, three months after adding sorting stations and organics collection:
 - W. P. Wagner school diversion rates increased from nine per cent to 32 per cent.
 - Ellerslie Campus diversion rates increased from seven per cent to 49 per cent (the largest increase in waste diversion rates out of all the pilot sites).

- Electronics recycling and resale
 - In 2023, the Division’s electronics recycling and reuse program resulted in over 210,000 pounds of recovered resources from recycling and over 2,000 IT assets reused within the Division.
 - Program expansion led to battery collection from Division sites for recycling.
 - In 2023, the Division benefitted from a rebate of over \$50,000 from electronics resales, re-invested into classroom technology.
- Energy Star initiatives
 - Work began to investigate current and upcoming Division contracts for the procurement of large appliances, in an effort to prioritize Energy Star rated appliances for purchase in the Division.
 - Technology and Information Management (TIM) considers efficiency in the purchase of equipment and prioritizes Energy Star rated computer equipment and monitors.
- Funding and grant opportunities
 - The Division applied to the Federal Low Carbon Economy Challenge grant to reduce carbon emissions via major building envelope improvements at Grovenor, Donnan and Inglewood schools.
 - Although the application was unsuccessful, the design work was leveraged in the 2025–2027 CMR plan submitted to the province in August 2024 and Division Infrastructure hopes to proceed with these projects if future-year CMR funding is sufficient.
 - The Division completed an Expression of Interest (EOI) for the Alberta EcoTrust Environmental Impact grant to study potential heat pump retrofit carbon reductions in multiple building types.
 - The EOI was unsuccessful; however, the potential of this work has led the Division to commit to self-funding a study with a portion of the Division approved [Accumulated Operating Surplus \(AOS\) Plan](#) funds identified for energy efficiency capital investments. The study could support the Division in pursuing a new potential funding stream, the Alberta EcoTrust Retrofit Accelerator, which could help bridge the gap between the study and a future Deep Energy Retrofit pilot.
- Upgraded Environmental Dashboard
 - Following the release of the Environmental Dashboard to Division staff, a 2.0 version with expanded features and tools was released in early 2024 based on feedback received from Principal Committee members and internal stakeholders.
 - New features (pictured below) include a permanent ‘Information’ button to describe all major features, a Historical Mode that can display utility data going back to 2019, a refreshed alphabetical location list of buildings, and new “Did You Know?” light bulbs that display environmental tips and facts.



Upcoming initiatives for the 2024–2025 School Year

Outlined below is a brief summary of some of the key initiatives from the Division emissions reduction plan that are in planning to be completed during the current school year:

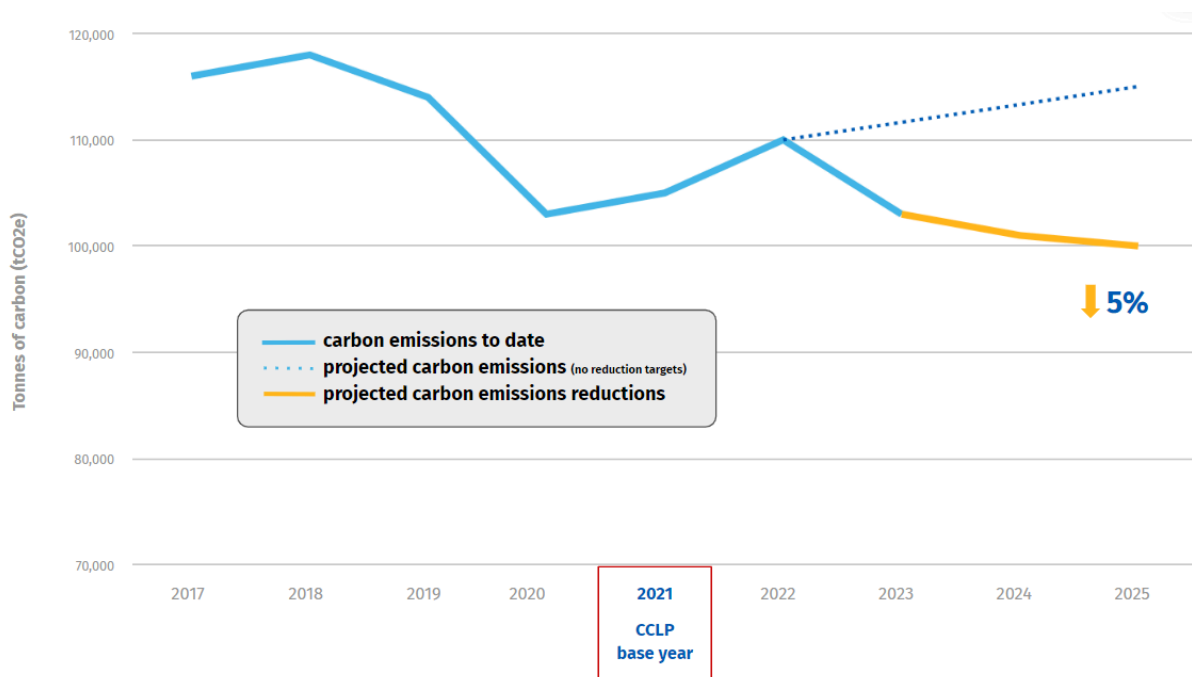
- Maximize the EcoSchools program with a goal to see over 15 schools certified in the 2024–2025 school year and 60 schools registered for the program in total.
- Purchase low carbon electricity to help meet our 2025 emissions reduction target.
- Initiate efforts to align the Division Capital Plan with emissions reductions and decarbonization strategies, including developing sustainability metrics, where possible, to integrate into planning systems.
- Continue to target 40-50 per cent of IMR and CMR funds toward energy efficiency:
 - Targeted CMR funding will span across 23 sites, including upgrades to windows (approximately \$1 million), lighting (approximately \$1.5 million), roofing design and new roofing (approximately \$1 million), and boiler design and upgrades (approximately \$1.2 million).
 - IMR funding includes roofing design and replacement (approximately \$1.6 million across four schools), new window installations (approximately \$300,000 across three schools), lighting upgrades (approximately \$350,000 across four schools), boiler and HVAC upgrades (approximately \$450,000 across four schools), and mechanical controls (approximately \$300,000 across nine schools).
- Conduct a maintenance vehicle fleet fuel review for possible efficiencies, including investigating routing efficiencies, GPS, scheduling, electric vehicle infrastructure and costs, and setting targets for fuel consumption reductions.
- Expand work on the targeted energy reduction and behavior change strategy to build on awareness initiatives and best practices, including:
 - Conducting an energy behavior audit to develop a baseline and overarching picture of the range of energy efficiency behaviors in place.
 - Gamification (adding game-like elements, contests and competitions to tasks) to motivate energy efficiency behavior.

- Exploring a reduced impact procurement strategy to build on the commitment to using environmentally-responsible vendors and encouraging sustainable practices.
- Set energy savings targets through the year and over holiday periods by utilizing the Division Environmental Dashboard and other resources to identify high consuming sites, investigate causes and develop solutions.
- Investigate a strategic organics program expansion that focuses on Division sites that produce the highest levels of organic waste (sites with cafeterias and CTS/foods programs, etc.) to maximize diversion rates.
- Utilize Division approved AOS Plan funds of \$500,000 for the following work:
 - Conduct administration site and school Level 2 energy audits.
 - Work with expert consultants on a Division heat pump study.
- Continued exploration of available municipal, provincial and federal grants to support emissions reductions work.

Annual Carbon Footprint Findings

Edmonton Public Schools’ 2023 carbon footprint represents a continuing improvement against both last year and the year the Division started annual reporting in 2017. Total emissions recorded a positive six per cent reduction compared with 2022.

The graph below highlights the Division emissions footprint from 2017 to 2023. Totals are rounded to the nearest whole number and are subject to annual recalculations, which can impact previous years (including base years) due to improvements in data collection, changed emission factors or calculation methodologies and identification of additional emissions sources. For CCLP target setting, the baseline year set was 2021 and total emissions have decreased by approximately two per cent from the base year of 2021 to 2023. Over time, emissions are trending downward despite increased student numbers and increased area utilized.



In general, emissions reductions in 2023 can be attributed mostly to a decrease in equipment fuel (natural gas) due to a mild winter. However, contributing factors also include increased solar generation and ongoing energy efficiency measures. It is important to note that there may be annual fluctuations in Division emissions from year to year due to weather or necessary recalculations. However, the goal is to see a long-term overall trend downwards in emissions and efforts to achieve emissions reductions in the specified target years of 2025 and 2035, regardless of fluctuations from year to year.

Edmonton Public Schools is a member of the [Instep Carbon and Sustainability Programme](#) in order to support efforts to track emissions reductions accurately. The Division has received an Instep Gold certification status for emissions reductions achieved in 2023. The Division is on track to achieve the first target of five per cent emissions reductions by 2025 and will continue to build momentum leading up to the target year to ensure success.

Communications Strategy

Many of the strategies around emissions reductions require a shift in perspective and behavior change for nearly 10,000 staff employed by the Division.

Over the 2023–2024 school year, the Communications department focused on educating, and building momentum and excitement among staff about sustainable practices. Some key campaigns that were part of the communications strategy include:

- Supporting the push to increase EcoSchools participation.
- Updating the EnviroMatters office internal Connect page as a central hub for the Division’s energy and environment work.
- Creating a regular storytelling feature to shine the light on staff and students who are doing interesting work or inspiring others to reduce their carbon footprint.
- Supporting work to launch the Environmental Dashboard.
- Developing resource materials and communications to support the sorting station and organics collection pilot.
- Coordinating social media campaigns and media pitches to showcase sustainable initiatives in the Division, both centrally and in schools.

KEY POINTS

- All 2023 action items outlined in the Division Energy and Environment Strategy have been completed.
- Additional action items and goals for the 2023–2024 school year have been completed or are in progress, to be completed by the end of the 2024 calendar year or by early 2025.
- Planning and implementation of the 2024–2025 school year action items and goals has begun and updates on these items will be provided in the next Energy and Environment Strategy update report.
- Division emissions in 2023 experienced a positive reduction of six per cent compared to 2022.
- Division emissions were reduced by two per cent from the CCLP base year of 2021 to 2023.
- The Division is on track to achieve the target of a five per cent reduction in emissions by 2025.
- Communicating achievements and news stories throughout the year has been successful, with positive feedback and engagement from staff and the public.

ML:jl

DATE: October 22, 2024

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Follow-up on Accelerated Infrastructure Announcement
(Response to Request for Information #022)

ORIGINATOR: Cliff Richard, Chief Infrastructure and Technology Officer

**RESOURCE
STAFF:** Josephine Duquette, Leanne Fedor, Terri Gosine, Roland Labbe, Valerie Leclair,
Robert Tarulli, Jennifer Thompson, Shaminder Parmar, Kris Uusikorpi, Christopher
Wright

REFERENCE: September 24, 2024 Board Meeting (Trustee Hole)

ISSUE

The following information was requested by Trustee Hole at the September 25, 2024, meeting of the Board of Trustees: Can the administration please answer the following questions with regard to the Board's current Three-Year Capital Plan for 2025–2028? Associated answers are listed with the questions in the Current Situation section of this report.

BACKGROUND

On September 18, 2024, the Alberta Government announced funding for the School Construction Accelerator Program. This is a three-year program that will create more than 200,000 new and modernized student spaces across the province to meet Alberta's growing population. New student spaces across Alberta will be created by:

- Building up to 90 new schools;
- Modernizing or replacing up to 24 existing schools;
- Expanding the modular classroom program; and
- Expanding charter and private school builds.

CURRENT SITUATION

Trustee Hole's questions are listed, with associated answers.

- 1. For each of the priorities in Year 1, please share which school sites are fully-serviced and meet the government's construction readiness criteria? Are there any Year 2 or Year 3 sites which are also ready?**

The following table includes the requested information. School site readiness checklists ([provincial template](#)) have been submitted to Alberta Education for all Division Year 1 projects.



Priority	Project Name	Capacity	Fully Serviced	Provincial Checklist Satisfied (required for Year 1 priorities)	Funding Level Readiness	Current Provincial Funding Status	Notes
Year 1							
1	Dr. Anne Anderson Addition	600	Yes	Yes	Construction	Unfunded	
2	Glenridding Heights K-6	650	Yes	Yes	Construction	Design	
3	Rosenthal K-6	650	Yes	Yes	Construction	Design	Site grading is required.
4	The Grange 10-12	1525	Yes	Yes	Construction	Unfunded	
5	Hawks Ridge K-6	650	Yes	Yes	Construction	Unfunded	Zoning to Parks and Services (PS) is required.
6	McConachie 7-9	915	Yes	Yes	Construction	Design	Zoning to PS is required. Site assembly to be completed by the end of 2024.
7	Castle Downs 10-12	2410	Yes	Yes	Construction	Unfunded	
8	Silver Berry K-6	650	Yes	Yes	Construction	Unfunded	
9	Delton Replacement K-6	650	Yes	Yes	Construction	Planning	
10	Spruce Avenue 7-9 Modernize/ Replacement	450	Yes	Yes	Construction	Planning	
11	River's Edge K-9	950	Yes	Yes	Construction	Unfunded	Access to the site is available from 192 St. Riverview Blvd to be completed by 2026.
12	Ellerslie Solution K-9	1100	Yes	Yes	Construction	Unfunded	

Priority	Project Name	Capacity	Fully Serviced	Provincial Checklist Satisfied (required for Year 1 priorities)	Funding Level Readiness	Current Provincial Funding Status	Notes
Year 2							
13	Aster K-9	950	No	N/A	Design	Unfunded	Development is two years out. Site assembly and grading are pending. There is only partial access, most of the roads around the park need to be constructed.
14	Crystallina Nera K-6	650	No	N/A	Design	Unfunded	Site assembly is pending.
15	The Orchards K-9	950	No	N/A	Planning	Unfunded	Site assembly is pending and roads need to be constructed.
16	Lansdowne K-6 Modernization	TBD	Yes	N/A	Design	Unfunded	
17	Grovenor K-6 Modernization	TBD	Yes	N/A	Design	Unfunded	
18	Britannia Cluster	1115	Yes	N/A	Planning	Unfunded	Servicing may need to be relocated and/or upgraded to accommodate a replacement school.
19	Marquis K-6	890	No	N/A	Planning	Unfunded	The site is not assembled and roads need to be constructed.
20	Horse Hill 7-12	2410	Yes	N/A	Planning	Unfunded	Servicing upgrade required.

Priority	Project Name	Capacity	Fully Serviced	Provincial Checklist Satisfied (required for Year 1 priorities)	Funding Level Readiness	Current Provincial Funding Status	Notes
Year 3							
21	Alces K–6	650	No	N/A	Design	Unfunded	Assembly of site in 2025. Roads around the same time.
22	Stillwater K–9	950	Yes	N/A	Design	Unfunded	
23	Heritage Valley 14 K–6	650	No	N/A	N/A	Unfunded	Site is expected to be assembled when the planned hospital is funded.
24	Brander Gardens K–6 Modernization	TBD	Yes	N/A	Design	Unfunded	
25	McNally 10–12 Modernization	TBD	Yes	N/A	Design	Unfunded	
26	Queen Elizabeth 10–12 Modernization	TBD	Yes	N/A	Design	Unfunded	
27	Canossa K–6	650	Yes	N/A	N/A	Unfunded	Site assembly is pending.
28	Meltwater K–9	950	No	N/A	N/A	Unfunded	Site assembly is pending.
29	Riverview 10–12	2410	No	N/A	N/A	Unfunded	Site assembly is pending.

2. What is the planning and design status for each of the priorities in Year 1?

Please provide a rough estimate of the design completion timeline for each and any barriers staff might be facing with regards to project design of Year 1, 2 and 3 schools.

The preceding table indicates the status of each project, including whether funded for planning or design. Not all projects will require funding for all four stages; some projects can start the process at the design or construction funding stage. There is no specific or set timeline for any stage of approval. The Division has been able to complete planning and design within one year or less when construction funding was announced in the past without having completed pre-construction steps.

Site readiness is complete for all Year 1 priorities. The design process for the three projects funded for design at the end of February 2024 (Glenriding Heights K–6, Rosenthal K–6, McConachie 7–9) has yet to be initiated by the Province, who will manage the projects. The two projects funded in February 2024 for Planning (Delton K–6 and Spruce Avenue 7–9 modernizations/replacements) will also be project

managed by the province; the Division has yet to be formally engaged as part of the planning process for these projects.

3. Share a brief overview of the advantages of the following design and construction approaches: IPD, P3 and government managed builds.

Please include information on budget and the average length of time it takes to complete projects using each approach.

There are four most commonly used delivery methods for bringing schools from design to construction. A project's delivery method defines the contractual relationships between the parties involved and how they fulfill their obligations and responsibilities. The four most commonly used delivery methods are:

Design-Bid-Build (DBB) – This is the traditional and most common approach to construction projects. This delivery method involves hiring a prime consulting team (architect and sub consultants) that plans and designs the building through the development of a tender package detailing all aspects of the building. The package is tendered and awarded to the lowest compliant bidder. Any modifications or changes to the building are coordinated through a change order process. Advantages to DBB for Edmonton Public Schools includes having ability to influence design decisions, clear distinction and accountability between teams, and DBB projects tend to garner large interest in the construction community.

Design-Build (DB) – This methodology involves hiring a bridging prime consultant team (architect and sub consultants) that designs the building to approximately 30 per cent. This typically involves clarity around the floor plan and site layout, but does not include the detailed design in a DBB drawing package. The 30 per cent drawing package is used to tender the project to a design and construction team to complete the drawings and the construction. Typically, the bridging consultant team remains on contract to oversee the design build process from the owner's perspective. The advantages that DB provides to Edmonton Public Schools include improved communication between the contractor and consultants and DB can reduce timelines for construction.

Integrated Project Delivery (IPD) – Is a collaborative contractual agreement between all key parties involved in the design and construction of a building. This is a single contractual agreement where all parties work together through both design and construction of a project while sharing risks and any savings that are derived from project efficiencies. The contract is set up before the project begins so all key contractors, subcontractors and consultants are in direct communication with the owner representative from the outset of the project. Advantages to using IPD for Edmonton Public Schools includes owner involvement in the entire process, efficiencies developed within the design and construction process, collaboration between contract partners, and increased communication between parties.

A specific advantage of the IPD model can result from the incentive sharing component of the contract. As the project team works together and is able to create efficiencies within the project that result in cost reductions, the project team can direct funds back into the project scope. For example, at Dr. Anne Anderson, the team was able to honour the school's namesake by adding Cree language and culture into the building's design while still remaining under the project's overall budget. This component of IPD reflects the Division's approach to 'value' and the need to invest allocated construction funds back into meaningful and supportive learning environments for Division students.

Construction Management (CM) – Similar to DBB, Construction Management typically involves a Prime Consulting team that designs the building through to 100 per cent construction documentation. However, during the design phase of the project a construction management company, often the general contractor, is contracted to assist with design review and planning. The construction management company would assist with tendering the construction and provide oversight until construction completion. The advantages that CM provides to Edmonton Public Schools includes construction input in the design phase and early collaboration with the contractor in developing schedule and design details.

A note about Public-Private Partnership – Although not a delivery method, the P3 model represents an alternative funding model whereby the contract agreement includes a portion of design, all construction, and the eventual maintenance of the school building for a defined period, all carried out by a private corporate entity or consortium which also fronts the capital required to design and construct the facility. The Province pays the corporate entity over time, typically over a 30-year period, commencing when the Division occupies the school. Often, the Design-Build-Finance-Operate-Maintain (DBFOM) or Design-Build-Finance-Maintain (DBFM) delivery method is associated with P3 projects, wherein the private sector entity/consortium secures funding, designs and constructs the facility, and then operates and/or maintains the facility for a fixed period, after which the owner assumes responsibility for operating/maintaining. In simple terms, it may be thought of as “rent to own”, which allows the Province to budget for annual cash flows as opposed to providing all of the required capital upfront.

Currently, all major capital school projects are managed by the Province. For major capital projects, the Province completes a P3 value assessment for each project or project bundle, which informs whether the P3 methodology or another approach will be used. The delivery method is determined by Alberta Infrastructure when new school and modernization projects are funded for design and construction. The Province has previously provided grant funding for new school construction to school jurisdictions; however, this practice has been halted in recent years.

The length of time to complete a new school construction project is dependent on a number of factors such as the size and complexity of the building, availability of trades during construction, availability of materials, and site and weather conditions. While there are many factors that determine the length of time for construction, some of the delivery methods noted above are able to compress schedules for a shorter timeline. For example, CM may reduce timelines by allowing for progressive tendering as drawings are completed. Provincial funding decisions and timelines may also impact timelines for school construction.

The procurement process for P3 agreements is complicated and takes more time than traditional procurement for consultants and general contractors. Over the past few years, Integrated Infrastructure Services (IIS) has had success using the IPD delivery method to complete schools in a short timeline.

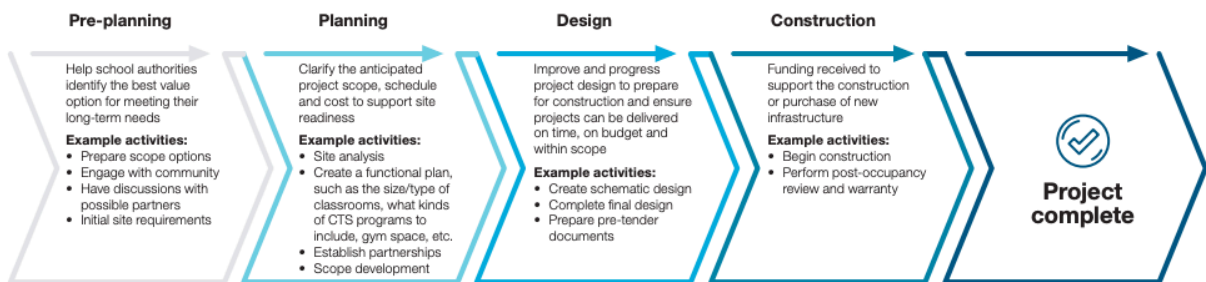
Examples of Division IPD projects that were ahead of schedule include:

- Dr. Anne Anderson was completed in February 2021, which was four months ahead of the 30 month design and construction schedule. This allowed the school to be fit-out early and gave confidence to the community that the school would open on time.
- Alex Janvier and Aleda Patterson were completed as a two-school IPD bundle in May of 2021, which was three months ahead of the 28 month design and construction schedule.
- The three projects listed above were undertaken during the pandemic where the construction industry was impacted by delayed materials supply chains. Because of the contractual requirement to collaborate and the responsive nature of an IPD team culture, these projects were able to maintain construction momentum and even exceed targets.

Budget variation between the project delivery methods is difficult to assess as projects are typically constructed to a predetermined budget, which drives project considerations regardless of the delivery method employed. The incentive paradigm inherent to IPD has been shown to deliver additional value for money because savings and efficiencies realized through the collaborative process may be reinvested into the project scope or toward reducing the overall budget.

4. Could Administration provide a brief explanation of what each of the different stages – pre-planning, planning, and design and constructions entails and where all of our current projects are in this staged process?

The Province created a four-stage process for capital projects—Pre-Planning, Planning, Design and Construction. The following image outlines each stage of the process including examples.



The table provided in Q1 outlines the funding stage for all Division Capital Plan projects (Planning, Design, etc.).

5. Please share any efficiencies that could be used by division staff to expedite the process of designing new schools including the replication or adaptation of previously designed projects.

Edmonton Public Schools has completed construction on a variety of school sizes and grade configurations. There is opportunity to use these past examples as the starting point for the design of future schools while using lessons learned and feedback from stakeholders to make adjustments as necessary. This would reduce the timeline needed for design.

Alberta Infrastructure has also recently developed some templates for standard school designs that are available to school jurisdictions. These templates can also be used as starting points for future school design; however, it is anticipated that school jurisdictions will still wish to amend standardized plans to ensure program needs are met. Administration is not yet able to determine whether the provincial plans will result in time efficiencies when used with the P3 model.

6. We know families value having childcare located within the school, and that with increased enrolment, the Division has had to reclaim tenant space from childcare operators for classrooms. With the province’s infrastructure announcement, is there a mechanism for boards to request that the Ministry of Jobs, Economy and Trade (responsible for childcare spaces) add budget to elementary school builds for dedicated childcare spaces?

Under the current Alberta Education funding model, school divisions do not receive direct funding for the development or operation of childcare spaces. The funding provided through Alberta Education is intended to support the delivery of approved educational programs for students from Early Childhood

Services (ECS) through to Grade 12. There is no established mechanism through Alberta Education's funding model to secure provincial funding for dedicated childcare spaces in new or existing schools.

Childcare spaces, when available, are typically leased out to operators by school divisions, but only when there is surplus space that is not needed to accommodate students. As such, when school utilization rates increase, as is the case for many divisions currently experiencing growth pressures, those spaces are often reclaimed for educational purposes, limiting the ability to accommodate childcare operations.

Last spring, Administration met with Ministry representatives from Alberta Jobs, Economy and Trade to learn more about the Space Creation Grant intended to fund new child care facilities. While there was no definitive commitment to pair capital funds from this grant with capital funds allocated by Alberta Education for new school construction, the concept was introduced and discussed. While no formal mechanism exists allowing the Division to request or highlight cross-ministry capital funding opportunities, the Board may consider advocacy efforts related to the possibility.

7. *What is the fit up cost for a new school once construction is complete? Is there direct funding available from the province to cover the one-time fit up costs for the many new schools we anticipate being constructed in the next few years?*

New school fit up can be divided into two "buckets":

- Furniture and Equipment (F&E)
- Supplies, Equipment and Services (SES)

Funding from the Province is provided to support the costs of F&E. This funding covers costs associated with purchasing furnishings, appliances, technology, major custodial equipment, and the installation of these items (such as wall-mounted whiteboards or smart televisions). F&E funding includes some specialty equipment related to Career and Technology Studies (CTS) or Career and Technology Foundations (CTF) courses, including specialty printers, shop equipment, culinary equipment, etc. F&E funding is determined by the Province at approximately 7.5 per cent of the construction budget. CTS and CTF F&E funding is provided based on the number of purpose built CTS spaces allocated for that size and grade configuration of school, usually with \$100,000 funded per purpose built space (e.g., automotive shop, culinary arts, etc.).

Costs associated with the SES materials purchased for a new school are not funded by the Province. SES includes items such as resources for the library and classrooms, stationary, educational equipment such as balls or rackets for physical education, CTS and CTF supplies, and custodial supplies. The budget for SES is provided by the Division.

Historically, each elementary/junior high school was provided with \$600,000 and a new high school was provided \$1.2 million. Using the recent opening of Elder Dr. Francis Whiskeyjack School as an example (where the Division budgeted over \$2.6 million), market conditions and inflation are challenging both the F&E and SES funding amounts. It is anticipated that upcoming new schools will require a SES budget of approximately \$1 million for elementary and/or junior high schools and over \$2.5 million for a high school.

8. What impacts to maintenance, autonomy and asset value might Edmonton Public Schools expect from the change to the province owning new schools constructed under this program?

There is no specific information available regarding statements related to ownership made during the announcement of the School Construction Accelerator Program. It is assumed that the Division would continue to operate, maintain and repair school buildings owned by the Province, with the exception of the maintenance and renewal provided as part of P3-delivered schools for the first 30 years (typical contract period).

The value of Division-owned school building assets is impacted by the *Real Property Governance Act* (Bill 13) in the event that the Province requires transfer of title at net book value for a building that has been declared surplus to Division need. Net book value is significantly less than market value in most cases.

Autonomy to continue to deliver education programming in a school building would rest with the Division. In the future, buildings not transferred to the Division at opening would not be a capital asset of the Division, and thus no revenue from a future disposition could be realized.

9. Schools take 3-5 years to build. What is the division's plan to manage growth while new schools are under construction?

In the absence of new school construction, or as we wait for new construction projects to be completed and open to students, the Division relies upon the [Growth Control Model](#). This model outlines the efforts taken by the Division (such as closing boundaries, completing facility modifications to create additional classroom spaces, adding modular classrooms, etc.). It employs an equitable, transparent set of supportive actions to ensure enrolment does not overwhelm a school and high-quality learning environments for all students are maintained.

When a school is unable to accommodate all resident students in their attendance area, additional measures are required. A Level 1 school unable to accommodate all resident attendance area students will move to Level 2 on the Growth Control Model, limiting access to those students and siblings of current students returning the following year. The model outlines all efforts the Division may take when a school is at Level 2, guarding against having to consider a lottery. However, for some areas, the growth continues to outweigh the capacity of a school and when that school can no longer accommodate all of its resident attendance area students, it moves to Level 3 on the model. Schools at Level 3 have reached capacity. Only new resident students from the designated attendance area and siblings may be accepted, though attendance is not guaranteed. A lottery process is used when there are more requests than space in a grade. The Growth Control Model summarizes this process in detail.

As noted above, the addition of modular classrooms is a component of the Division's Growth Control Model. Additional funding for modular classrooms has recently been announced by the Province, with 26 additional modulars and 11 relocations earmarked for Edmonton Public Schools. Where possible, the installation of modular classrooms may provide some relief for space pressures resulting from enrolment growth. Situations where modular classrooms are not expected to provide relief include:

- insufficient space for additional modular classrooms on the school's land parcel due to fire codes and additional infrastructure/vegetation surrounding the site—this includes Level 3 schools where the maximum number of modular classrooms have been installed, yet student enrolment continues to exceed capacity, prolonging the need for the lottery process and overflow school designations

- limitations on the capacity of the 'core' school building as it does not allow for additional bathrooms, lockers, hallways and circulation, or purpose-built spaces to accommodate required program delivery for subject areas such physical education or various junior and senior high 'option' courses, etc.
- in new and developing communities where no current school exists and accommodation of the entire community is required at another existing Division school
- when specialized learning spaces are required, such as in the accommodation of students with specialized learning needs, or for purpose-built space for junior and senior high school students in the areas of career and technology studies

KEY POINTS

- All of the Division's Year 1 Capital Priorities are situated on parcels that meet provincial criteria for site readiness.
- Currently, all capital projects are managed by the Government of Alberta. As such, the project delivery method is determined by Alberta Infrastructure when new school and modernization projects are funded for design and construction.
- The Division's Growth Control Model will continue to serve as a transparent set of supportive actions to ensure enrolment does not overwhelm a school and high-quality learning environments for all students are maintained.

JD:jl

DATE: October 22, 2024

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Anticipated Election 2025 Costs
(Response to Request for Information #023)

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

**RESOURCE
STAFF:** Todd Burnstad

REFERENCE: [Municipal Affairs Statutes Amendment Act, 2024](#)
[Local Authorities Election Act](#)
[Municipal Government Act](#)

ISSUE

At the October 8, 2024, Board meeting, Trustee Estabrooks requested the following information:

- Could administration please provide an update on the anticipated cost for EPSB for the 2025 municipal election given the news that the province will no longer allow electronic vote counters?
- What additional cost will maintaining a voter register incur upon the Division?
- Prior to the decision by the provincial government to count ballots manually, how much was the Division budgeting for the 2025 municipal elections?
- Was the school division consulted by the provincial government on these changes?
- What work is being done by administration to prepare for these anticipated budget implications?

BACKGROUND

The Division contracts the City of Edmonton (Edmonton Elections) as its election administrator. The Division has a cost sharing arrangement with Edmonton Elections in which the Division pays 29 per cent of total election costs for the costs associated with planning and delivering the elections for trustees.

Edmonton Elections provides a total election cost estimate to the Division four years in advance of the election and the Division allocates one quarter of the cost in each of the four years, rather than have the total cost come in a single year.

The total cost to the Division for the 2021 municipal election was \$1,633,322. Prior to the introduction of Bill 20, Edmonton Election's estimate for the Division's costs for the 2025 municipal election was \$3,563,407.65. This increase was due to the anticipated cost of upgrading the City's Election Logistics Management System (ELMS), purchasing the required tablets to enable efficient voting and communication with election central at voting stations, conducting a voter needs assessment and hiring key election staff earlier in the process given the increasing complexity of elections.

The *Municipal Affairs Statutes Amendment Act, 2024*, (formerly Bill 20) was introduced to the Legislative Assembly on April 25, 2024 and received Royal Assent on May 30, 2024. The Act will amend the:

- *Local Authorities Election Act (LAEA)*, which establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts and Metis Settlements
- *Municipal Government Act (MGA)*, which establishes the rules governing the conduct of local elected officials, as well as the overall administration and operation of municipal authorities in Alberta, including any policy those authorities may wish to implement

Attachment I provides an overview of changes proposed to the LAEA and MGA through the new legislation.

Most of the *Municipal Affairs Statutes Amendment Act (Bill 20)* will come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date. Changes to the Division’s election bylaw, Bylaw 2020-2, in response to the new Act cannot be made until the Act is proclaimed. Proclamation is expected this fall.

CURRENT SITUATION

Edmonton Elections has analyzed the implications of available information, is adapting plans and preparing for the amendments to come into force to ensure the 2025 Edmonton Election is legislatively compliant. On October 2, 2024, Edmonton Elections presented Edmonton City Council with a detailed [update](#) on Bill 20’s cost implications. Edmonton Elections stated they are committed to finding cost savings wherever possible, but wanted to present realistic projections to Council. They shared that \$5.8 million of the total election budget is costs anticipated to be incurred as a result of Bill 20. The table below provides a summary of anticipated additional costs.

Anticipated Additional Edmonton Elections Costs for the 2025 Municipal Election as a Result of Bill 20

Impact Area	Anticipated additional costs
Automated Voting Equipment Prohibition	\$2,562,000
Permanent Electors Register	\$2,360,000
Special Ballot Expansion	\$371,000
Election Finance Changes, Candidates, Parties & Slates	\$863,000
Enhanced Election Support Structure*	\$829,000
Cost savings due to termination of the automated voting equipment vendor contract	(\$1,159,000)
Total additional cost	\$5,826,000

*Additional cost impacts related to complying with the broader amendments to the LAEA and managing the increased complexity of the Edmonton Election include additional core project team members to support more complex project planning, coordination and communications. There will also be an increase to the staffing and equipment required for the operation of the internal call centre that supports voting station operations during advance voting and on Election Day, as well as the reporting of results.

The greatest cost increases are a result of increased workers needed due to the prohibition on electronic tabulators and the requirement to create and maintain a permanent electors register. An estimate of the resources required is detailed in the table below.

Edmonton Elections Estimated Resource Requirements

	2021 Edmonton Election	2025 Service Package (approved 2022)	Bill 20 Impacts
Core Project Team	47 temporary project employees	43 temporary project employees	44 additional temporary project employees
Support Team	36 short-term (1-2 months)	51 short-term (1-2 months)	43 additional short-term employees (1-2 months)
Election Workers	3,520 Advance and Election Day workers (1 day to 2 weeks), including 30 count centre workers	3,000 Advance and Election Day workers (1 day to 2 weeks), including 30 count centre workers	1,230 additional Advance and Election Day workers (1 day to 2 weeks), all count centre and voting station count workers

Note that in addition to creating a need for more workers, the prohibition on electronic tabulators also results in increased costs because of the legislative requirements to use separate ballots and ballot boxes for each election—mayor, councillors, Catholic school board trustees and public school board trustees—which did not apply to elections conducted with automated voting equipment. The projected costs account for four times the number of ballots and ballot boxes as originally planned.

The Division was not consulted directly; however, all Albertans had the opportunity to provide input through an online survey. Targeted engagement sessions were also hosted by the government.

Edmonton Elections is currently estimating the cost to the Division for the 2025 municipal election at \$5,252,125.96.

Even though Bill 20 was being discussed in the spring of 2024, the anticipated increased election costs relate to the fall 2025 election, so no adjustment was made to the 2024-2025 budget but this increase will be included in the Distribution of Funds report related to the 2025-2026 school year.

Division staff are meeting monthly with Edmonton Elections staff to help ensure all efficiencies are found and no unexpected costs are incurred. The Division will also communicate the increased cost and its impact on our ability to maintain our administrative costs below the 3.2 per cent maximum threshold to the provincial government.

KEY POINTS

- The Division contracts the City of Edmonton (Edmonton Elections) as its election administrator and pays 29 per cent of total election costs for the costs associated with planning and delivering the elections for trustees.
- The total cost to the Division for the 2021 municipal election was \$1,633,322.
- Prior to the introduction of Bill 20, Edmonton Election's estimate for the Division's costs for the 2025 municipal election was \$3,563,407.65.
- The current anticipated total cost to the Division for the 2025 municipal election is \$5,252,125.96.
- Staff from the Division and Edmonton Elections are meeting monthly to help ensure all efficiencies are found and no unexpected costs are incurred.

ATTACHMENTS and APPENDICES

ATTACHMENT I [Municipal Affairs Statutes Amendment Act Change Summary](#)

KM:km

Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

Changes to local election rules under the LAEA

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.

Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
AMENDED: Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
AMENDED: Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.