

# Board Meeting Agenda

## Board of Trustees

**Board Chair:** Saadiq Sumar

**Vice-Chair:** Holly Nichol

Nickela Anderson

Sarah Doll

Melanie Hoffman

Julie Kusiek

Linda Lindsay

Sherri O'Keefe

Jan Sawyer

**Tuesday, October 27, 2027**

**2 p.m.**

McCauley Chambers, Centre for Education  
1 Kingsway NW, Edmonton AB T5H 4G9

**A. Land Acknowledgement**

**B. O Canada**

**C. Roll Call**

**D. Approval of the Agenda**

**E. Communications from the Board Chair**

**F. Communications from the Superintendent of Schools**

**G. Approval of the Minutes**

1. DRAFT – Board Meeting – October 6, 2026

**H. Comments from the Public and Staff Group Representatives on items on the Meeting Agenda**

*NOTE: To speak under this item, pre-registration with the Board Office (780-429-8443) is required by **NOON on MONDAY, OCTOBER 26, 2026**, to reserve a speaking time.*

**I. Reports**

2. Motion re: Ward Map Review Including Options for Seven Wards or Nine Wards in 2029 Election (Recommendation)
3. Ward H Trustee Coverage (Recommendation)
4. Authorization to Enter into Joint Election Agreement with the City of Edmonton (Recommendation)
5. Board Policy CO.BP Fiscal Oversight and Accountability (Recommendation)
6. Ad Hoc Trustees' Handbook Committee Terms of Reference and 2026-27 Work Plan (Recommendation)
7. Caucus Committee Report (Information)

**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 Meeting Minutes

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 6, 2026, at 2 p.m.

## Present

|                    |                                                                                                                                                                                                           |                            |                          |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|
| <b>Trustees</b>    | <b>Nickela Anderson, Sarah Doll, Linda Lindsay, Holly Nichol, Sherri O'Keefe, Jan Sawyer, Saadiq Sumar</b>                                                                                                |                            |                          |
| <b>Officials</b>   | <b>Angela Anderson, Todd Burnstad, Grace Cooke, Andrea Cooper, Kelsey Duebel, Martin Fechner, Kathy Muhlethaler, Kent Pharis, Nancy Petersen, Carrie Rosa, Ron Thompson, Christopher Wright, Liz Yule</b> |                            |                          |
| <b>Board Chair</b> | <b>Saadiq Sumar</b>                                                                                                                                                                                       | <b>Recording Secretary</b> | <b>Catherine Angeles</b> |

### A. Land Acknowledgement

The Board Chair called the meeting to order with recognition that we are on Treaty 6 Territory. Chair Sumar received permission from LJ, a student from wihkwêntôwin School, to share his land acknowledgement, which was shared at the Truth and Reconciliation Division Event on Tuesday, September 29.

"Today I am here to share a message of hope. As we come together on Treaty 6 land, we promise to remember the Indigenous people such as the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. As we have learned and continue to learn about the experiences that many of the Indigenous people have gone through, I hope that we can all keep an open mind and heart. We will remember the people that have cared for this beautiful land that we stand on today. We are all treaty people and we can work together to share hope and knowledge to everyone."

The Board Chair shared that last week, the Division commemorated the National Day for Truth & Reconciliation. This included a gesture of the Board's commitment to reconciliation. Reconciliation & Orange Shirt Day cannot be limited to one day, particularly when we consider the socialization of residential school denialism. Truth comes before Reconciliation. As a Division, we have a responsibility to elevate Indigenous stories and voices. A great example of that in action was the opening of the new Jane Flett Mackay exhibit at the McKay Avenue School. Chair Sumar thanked Division staff for all their work to bring Jane Mackay's story to life; he thanked her family who came from near and far to share more about her story; and he thanked the Metis knowledge keeper, Donna Bird, for underscoring the importance of her legacy and work in a time of racism and discrimination.

### B. O Canada

The Ross Sheppard Concert Band video version of O Canada was played.

**C. Roll Call**

2:05 p.m. – The Superintendent advised that Trustee Nichol joined virtually and all other Trustees were present.

**D. Approval of Agenda**

Board Chair Sumar advised that since the report originator, Trustee Kusiek, and the mover of the amendment, Trustee Hoffman, were both absent, he would like to defer Agenda Item 2, Motion re: Ward Map Review Including Options for Seven Wards or Nine Wards in 2029 Election, to the October 27, 2026, Board meeting.

**MOVED BY Board Chair Sumar:**

**That Agenda Item 2 be deferred to the October 27, 2026, Board meeting.**

**(UNANIMOUSLY CARRIED)**

**MOVED BY Trustee Lindsay:**

**That the agenda for the October 6, 2026, Board meeting be approved as amended.**

**(UNANIMOUSLY CARRIED)**

**E. Communications from the Board Chair**

The Board Chair noted that Custodial Appreciation Day was on Friday. It was an opportunity to honour the work of custodians who provide our students with clean, safe, & high quality learning environments. Yesterday was World Teacher Day, which is celebrated annually to recognize the vital role of educators in shaping education and society. Chair Sumar thanked all Division custodians and teachers for providing high quality public education that supports students' success and builds compassion and connection.

The Board Chair advised that October in the City of Edmonton is Learning Month. He had the privilege of attending today's ceremonies at City Hall to launch Learning Month. Since 2022, Edmonton is the only Canadian City to have joined the UNESCO Global Network of Learning Cities, demonstrating a commitment to lifelong learning. Chair Sumar thanked Edmonton City Council and other learning partners for continuing to support this journey for all Edmontonians.

The Board Chair shared that part of Learning Month is Read In Week. This year's theme is "Let Stories Soar", celebrating how stories open minds to new worlds, adventures and formats. The Board of Trustees have been invited to several schools to participate, and he thanked Division schools for giving Trustees the opportunity to connect with students and share their love of reading. He also thanked all volunteers and community members for taking the time out of their busy schedules to read to students.

The Board Chair said he also had the opportunity to represent the Board at the groundbreaking ceremony for the new high school in the Callingwood area. École l'Odyssée and École l'Envolée are scheduled to open in 2029 and will welcome 1,260 students in Grades 7 to 12. Congratulations to Conseil Scolaire Centre Nord on this achievement.

The Board Chair thanked the many community leagues for hosting members of the Board at various Community League Day events. These events and activities are a great way to connect with members of the community beyond parents that Trustees interact with at school council. He thanked them for the invitations and the opportunities to develop good relationships.

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

The Superintendent welcomed everyone attending the meeting in person and those watching online to the first meeting in October. He also welcomed SCOPE Principal Jillian Marino from Vimy Ridge Academy.

The Superintendent said it's a busy time around the Division; as the Board Chair mentioned in his opening comments, it was Custodial Appreciation Day on Friday, World Teachers' Day yesterday, and one of our favourite times around the Division: READ In Week. This year's theme is "Let Stories Soar". He knows Trustees have received more invitations than they can get to, but he also knows that schools are appreciative of having Trustees come read to their students this week and share their enthusiasm for reading.

The Superintendent shared that last week, he and the Board had the honour of attending the Division's annual National Day for Truth and Reconciliation event at Victoria School. The event was livestreamed to schools across the Division and is one of the many ways schools gathered, reflected and remembered those who didn't come home. After the event, the Board, himself and other members of the Division Support Team had an opportunity to meet with residential school survivors and family members to hear more about their lived experiences and hopes for the future. Guided by the Division's Strategic Plan and by the work staff are doing in schools each and every day, he knows we're making a difference as we continue to address the Calls to Action outlined in the Truth and Reconciliation Commission of Canada's report. Superintendent thanked the staff in the First Nations, Métis, and Inuit unit who spent so much time organizing this important day of reflection for the entire Division.

The Superintendent said Edmonton is part of the UNESCO Global Network of Learning Cities. Led by the City of Edmonton, this initiative brings together Edmonton Public Schools and other partners, including Edmonton Public Library, Edmonton Catholic Schools, Conseil scolaire Centre-Nord and eight post-secondary institutions. While he thinks the Division does a great job celebrating learning every single day, October gives us an extra excuse to celebrate all that's going on across the Division.

The Superintendent advised that last week, the province shared more information with school divisions about the School Critical Emergency Standards and School Critical Emergency Guidelines, which apply to all divisions across the province. The Ministerial Order sets expectations for how

divisions and schools handle emergencies. As the Board may be aware, school divisions are expected to establish a framework by January 4, 2027 and schools will have until April 5, 2027 to have School Critical Emergency Plans that align with the Division framework. Currently, the Division has staff in Central who are reviewing the provincial standards and comparing them to the current Division practices, looking for alignment and identifying any areas that need to be addressed. The Division has just started this work and will have more information to share later this fall.

The Superintendent shared that throughout September, many Division schools participate in the Terry Fox Run, raising funds and awareness for cancer research. Annually, the run welcomes more than 10,000 schools and 4 million students, who raise tens of millions of dollars for cancer research in Canada. The Division is proud of our staff and students who get involved in this amazing event, continuing the legacy that Terry Fox started. One of our schools raised the most funds in all of Canada. He congratulated the students and staff at Avalon School for raising over \$111,000. He also shared that Principal Kirsten Johns-Bell is new to the school and promised students that if they reached their fundraising goal, she'd get a tattoo. Students are working on a design for her to choose from, based on the school logo. Additionally, five staff members have also agreed to get a tattoo. Superintendent Thompson extended a huge thank you to Avalon and all Division schools for organizing and participating in these impactful and meaningful events last month.

#### **G. Approval of the Minutes**

##### **1. Board Meeting - September 15, 2026**

**MOVED BY Trustee O'Keefe:**

**That the minutes of the Board meeting held September 15, 2026, be approved as presented.  
(UNANIMOUSLY CARRIED)**

#### **H. Comments from the Public and Staff Group Representatives on items on the Meeting Agenda**

The live stream of the Board meeting was suspended at 2:18 p.m. to hear from registered speakers.

The Board of Trustees heard from four registered speakers for this item.

One registered speaker submitted their comments via email, as they were unable to attend.

The live stream of the Board meeting resumed at 2:31 p.m. after all registered speakers had been heard.

#### **I. Comments from the Public and Staff Group Representatives on Education Topics**

There were no registered speakers for this item.

#### **J. Reports**

2. Motion re: Ward Map Review Including Options for Seven Wards or Nine Wards in 2029 Election  
(Recommendation)

This report was deferred to the October 27, 2026 Board meeting.

3. Confirmation of Alberta School Boards Association (ASBA) Provincial Executive  
(Recommendation)

Trustee Doll left the meeting at 2:33 p.m. and returned at 2:35 p.m.

**MOVED BY Trustee Sawyer:**

**That the Board of Trustees reappoint or review the position of Provincial Executive (Director) representative for the Alberta School Boards Association (ASBA), effective following the conclusion of the November 2026 Fall General Meeting.**

**(UNANIMOUSLY CARRIED)**

The Board Chair called for nominations for the position of ASBA Provincial Executive.

Trustee O'Keefe nominated Trustee Lindsay. Trustee Lindsay accepted the nomination.

The Board Chair, seeing no further nominations, declared the nominations closed.

The Board Chair declared Trustee Lindsay elected by acclamation as ASBA Provincial Executive (Director), serving a two-year term following the conclusion of the ASBA 2026 Fall General Meeting.

4. Motion re: Recommendations for Alignment of Board Policies with the Recognition of Every Child's Right to Education  
(Recommendation)

**MOVED BY Trustee Doll:**

**That the Policy Review Committee (PRC) review relevant Board policies and develop recommendations to align those policies with the recognition of every child's right to education as described in the United Nations Convention on the Rights of the Child. The review should be informed by input from Administration regarding operational, legal and financial considerations.**

There was a short break in the meeting at 2:49 p.m., and it resumed at 2:55 p.m.

**MOVED BY Board Chair Sumar:**

**That the Board of Trustees move the meeting in camera to consult with legal counsel.**

**IN FAVOUR:** Trustees Anderson, Doll, Lindsay, O'Keefe, Sawyer, and Sumar

**OPPOSED:** Trustee Nichol

**(CARRIED)**

The Board of Trustees moved in-camera at 3:01 p.m., with Superintendent Thompson, Ms. Duebel, Director Board and Superintendent Relations and Ms. Cooke, General Counsel. Trustee Nichol joined the in-camera meeting virtually.

The Board of Trustees and relevant officials returned to McCauley Chambers to resume the public Board meeting at 3:36 p.m.

**MOVED BY Trustee Sawyer, the motion be amended:**

**That the Policy Review Committee (PRC) review relevant Board policies and ~~explore how develop recommendations~~ to align those policies with the recognition of every child's right to education as described in the United Nations Convention on the Rights of the Child and bring a recommendation to the Board.** The review should be informed by input from Administration regarding operational, legal and financial considerations.

The Board Chair called the question on the amendment.

**IN FAVOUR:** Trustee Sawyer

**OPPOSED:** Trustees Anderson, Doll, Lindsay, Nichol, O'Keefe, and Sumar

**(DEFEATED)**

The Board Chair called the question on the original motion:

**That the Policy Review Committee (PRC) review relevant Board policies and develop recommendations to align those policies with the recognition of every child's right to education as described in the United Nations Convention on the Rights of the Child. The review should be informed by input from Administration regarding operational, legal and financial considerations.**

**IN FAVOUR:** Trustees Anderson, Doll, Lindsay, Nichol, and Sumar

**OPPOSED:** Trustees O'Keefe and Sawyer

**(CARRIED)**

There was a short break in the meeting at 4:13 p.m. The meeting resumed at 4:25 p.m.

5. Second and Third Reading of Board Policy CH.BP Framework for Policy Development and Review  
(Recommendation)

**MOVED BY Trustee Anderson:**

**That Board Policy CH.BP Framework for Policy Development and Review be read for the second time.**

**(UNANIMOUSLY CARRIED)**

**MOVED BY Trustee Anderson:**

**That Board Policy CH.BP Framework for Policy Development and Review be read for the third time and approved.**

**(UNANIMOUSLY CARRIED)**

6. Caucus Committee Report  
(Information)

The report was received as information.

**K. Other Committee, Board Representative and Trustee Reports**

No reports were submitted.

**L. Trustees and Board Requests for Information**

None

**M. Notices of Motion**

None

**N. Meeting Dates**

Next Board Meeting: Tuesday, October 27, 2026, at 2 p.m.

**O. Adjournment**

4:35 p.m. – The Board Chair adjourned the meeting.

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Saadiq Sumar, Board Chair

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Kelsey Duebel, Director Board and  
Superintendent Relations

|            |                                                                                                                                                                                                                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date       | October 27, 2026                                                                                                                                                                                                                                                                                                                                                      |
| To         | Board of Trustees                                                                                                                                                                                                                                                                                                                                                     |
| From       | Trustee Julie Kusiek                                                                                                                                                                                                                                                                                                                                                  |
| Subject    | Motion re: Ward Map Review Including Options for Seven Wards or Nine Wards in 2029 Election                                                                                                                                                                                                                                                                           |
| Originator | Trustee Julie Kusiek                                                                                                                                                                                                                                                                                                                                                  |
| Reference  | <a href="#"><u>Education Act;</u></a><br><a href="#"><u>Trustee Representation Ward H;</u></a><br><a href="#"><u>Anticipated 2025 Election Costs RFI;</u></a><br><a href="#"><u>2026 Response for Request for Information Trustee Election Costs;</u></a><br><a href="#"><u>May 26, 2026 Recommendation Report to the Board of Trustees for 2026-2027 Budget;</u></a> |

*This report was originally included as Agenda item 5 at the September 15, 2026 Board meeting. During debate, an amendment to the recommendation was introduced, but not debated or voted on. The following motion to postpone the debate was then carried: “That Agenda Item 5 be tabled, in order to receive more information and clarification, to the October 6, 2026 Board meeting.” Appendix I has been attached to this report by Administration to provide further information, as directed by the motion to postpone.*

#### ISSUE

At the June 16, 2026 Board meeting, Trustee Julie Kusiek provided the following notice of motion:

Given that:

- There has been a 5% cut to Edmonton Public Schools’ System Administration Grant provided by the Province that is used to fund the Board of Trustees, alongside other Division administrative functions,
- The duration of time required to complete a ward boundary review and subsequent bylaw changes is substantial,
- Edmonton has experienced rapid population growth over recent years, and
- Ward boundaries are regularly reviewed and the last changes to boundaries were made in 2021,

I provide notice of motion for Division Administration to prepare a report for the Board of Trustees that outlines updated ward boundary maps for the 2029 election with two options - one with seven wards and one with nine wards.

**RECOMMENDATION**

**That Division Administration prepares a report for the Board of Trustees that outlines updated ward boundary maps for the 2029 election with two options - one with seven wards and one with nine wards - be approved.**

**BACKGROUND**

Ward boundaries are regularly reviewed ahead of the election and no motion from the Board of Trustees is required for this review to take place. However, this motion is being brought forward to allow for discussion among Trustees as to whether the Board of Trustees would like to provide direction to Division Administration to explore two options for a ward boundary review ahead of the 2029 Trustee election - one with nine wards and one with seven wards.

**RELATED FACTS**

- Ward boundaries for Edmonton Public Schools Board of Trustee elections changed for the 2021 municipal election; those boundaries remained in place for the 2025 municipal election.
- In the 2021-2025 Trustee term, three Trustees resigned (one in 2023, two in early 2025) resulting in six Trustees taking on the work of all nine wards for the remainder of the term.
- Under its 2017-2026 cost-sharing agreement, Edmonton Public Schools has been responsible for 29% of the City of Edmonton's joint election costs. These costs have escalated in recent years for a number of reasons (see reference documents, including [2026 Response to Request for Information Trustee Election Costs](#)).
- There has been a 5% reduction to Edmonton Public Schools' System Administration Grant provided by the Province that is used to fund the Board of Trustees, including Trustee elections. This grant is also used to support the Division's several other administrative functions. See page 6 of the [May 26, 2026 Recommendation Report to the Board of Trustees for the 2026-2027 Budget](#) for further details.

**CONSIDERATIONS and ANALYSIS**

All other Metro Boards in Alberta have seven Trustees. This includes Calgary Board of Education, Edmonton Catholic School Division and Calgary Catholic School Division. Calgary Board of Education is Alberta's largest school division. Edmonton Public Schools is Alberta's second largest school division.

In the previous term, Edmonton Public School Board functioned for most of its term with just eight Trustees and for a portion of the last year with just six Trustees. All work continued to be completed at both the Board and Ward levels. Approving the recommendation allows for Administration to provide Trustees with two options when considering ward boundary reviews - an option with the status quo of nine Trustees and an option with a reduced number of Trustees to seven wards.

Defeating the recommendation means that Administration will still prepare a Ward Boundary Review, but with options pertaining to nine wards only. Trustees will not be provided an opportunity to reduce the system administration costs associated with an additional two Trustees.

**NEXT STEPS**

Upon approval of the recommendation, administration will prepare a Ward Boundary Review, including options for seven wards and nine wards. The report will also include information on bylaw update steps, timelines, and impacts to system administration costs due to changes in total Trustee remuneration levels should the number of wards be reduced.

**ATTACHMENTS and APPENDICES**

APPENDIX I      Additional Information in Response to Motion to Postpone at September 15, 2026 Board Meeting - Ward Boundary Review Process

JK: jk

## Ward Boundary Review Process

The additional information below is being provided by Administration in response to the following motion to postpone, carried at the September 15, 2026 board meeting, during questions on an amendment to Agenda Item 5 - Motion re: Ward Map Review Including Options for Seven Wards or Nine Wards in 2029 Election: **“That Agenda Item 5 be tabled, in order to receive more information and clarification, to the October 6, 2026 Board meeting.”**

### Authority

Under Section 76 of the *Education Act*, the board may establish trustee wards and determine ward boundaries by bylaw. To the extent possible, trustee representation is to be proportionate to the population of each ward relative to the population of the school division.

Any change to the ward boundaries bylaw intended to apply to the 2029 general election would need to be passed before December 31st, 2028, with a copy provided to the Minister. Section 78 of the *Education Act* states that the Minister determines the number of Trustees elected to a school board. As a result, any consideration of changing the current number of EPSB trustees would require ministerial approval.

### Bylaw 2020-2

Edmonton Public Schools' current trustee ward boundaries were established through [Bylaw 2020-2](#) for the 2021 municipal and school board election and remained in place for the 2025 election. Bylaw 2020-2 establishes the criteria used by Edmonton Public Schools when reviewing ward boundaries. Each ward is intended to:

- remain within plus or minus 25 per cent of the average ward population,
- account for projected population growth or decline over two election cycles,
- follow school attendance areas where practical,
- use clear and recognizable geographic boundaries, and
- maintain communities of common interest where possible.

In the 2020 review, population balance was the primary consideration, while the numbers of schools and students within each ward were used as supporting information.

### Current Processes

A review of the existing ward boundaries typically occurs before each election to ensure trustee representation remains balanced. Ward boundary reviews are conducted in recognition of continued population growth and changes in where residential development is occurring across Edmonton.

Ward boundary reviews require updated population data by neighbourhood to assess different ward boundary options based on the current criteria outlined in Bylaw 2020-2 or others requested by Caucus Committee as the review process is undertaken. Datasets that are to be used include:

- Most recent Federal Census, population and dwelling counts.

- City of Edmonton neighbourhood-level population projections, neighbourhood boundaries, approved growth plans, residential development activity and other information that identifies where future growth is expected.
- Division data including existing ward boundaries and legal descriptions, school locations, current and future school sites, attendance areas, current and projected enrolment by student residence, and any planned changes to attendance boundaries or school accommodation.

Together, these datasets allow ward option scenarios to be assessed based on current and projected population, variance from the average ward population, the number of schools and students, the extent to which neighbourhoods or attendance areas are divided, and the degree of change from the existing ward structure.

Public engagement and communication with the City of Edmonton is also typically conducted as part of the review process and helps to identify local considerations such as community relationships and opportunities for boundary alignment. During the 2020 ward boundary review, the Division presented preliminary ward concepts for public feedback before bringing a preferred option forward to the Board.

Once updated population information is available, preliminary ward options are developed and tested before being presented for final consideration by the Board. Any changes to the current ward boundaries will require approval through a new or amended Board bylaw before December 31, 2028.

|            |                                                                                            |
|------------|--------------------------------------------------------------------------------------------|
| Date       | October 27, 2026                                                                           |
| To         | Board of Trustees                                                                          |
| From       | Ron Thompson, Superintendent of Schools                                                    |
| Subject    | Ward H Trustee Coverage                                                                    |
| Originator | Kelsey Duebel, Director Board and Superintendent Relations                                 |
| Reference  | <a href="#">Education Act S.87(1)(i)</a><br><a href="#">Trustees' Handbook Sections 16</a> |

### ISSUE

Trustee Melanie Hoffman has notified the Board that she requires a medical leave of absence, has resigned from the Governance and Evaluation Committee, and has resigned as trustee representative on the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550). The Board will determine coverage for her duties during her absence.

### RECOMMENDATION

**That the following actions be taken to support Trustee Hoffman's medical leave of absence:**

1. That the Board authorizes Trustee Hoffman (Ward H) to take a medical leave of absence, with no trustee duties to be performed during this leave, until she is able to resume her duties.
2. That the Board approves additional remuneration for the trustee representing Ward H during Trustee Hoffman's absence, in the amount of one-third of the regular remuneration for a trustee until Trustee Hoffman resumes her duties.
3. That the Board elects one trustee to represent Ward H until Trustee Hoffman resumes her duties.
4. That the Board elects one trustee to serve on the Governance and Evaluation Committee until the next organizational meeting of the Board, scheduled for June 15, 2027.
5. That the Board elects one trustee to serve on the Specialized Learning Supports Employees (CUPE Local 3550) negotiations committee until the next organizational meeting of the Board, scheduled for June 15, 2027.
6. That the Board's ASBA Issues and Resolutions Committee, comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the ASBA Zone 2/3 alternate, be confirmed.

### BACKGROUND

Section 87(1)(i) of the *Education Act* directs that a trustee may be absent from at least three consecutive regular meetings of the board if their absence is due to illness and the trustee provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence.

The Trustees' Handbook Section 16.2 Resignations directs that, to resign from a board committee, a trustee must provide written notice to the committee, the Board Chair, and the Superintendent or designate. A replacement will be selected at the next public Board meeting. In accordance with the Trustees' Handbook, Trustee Hoffman submitted her resignation from the Governance and Evaluation Committee and the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550) on October 5, 2026.

Trustee Hoffman is also the Board's Alberta School Board Association's (ASBA) Zone 2/3 representative. Trustee Hoffman did not submit her resignation for this position, as these duties may be covered by the ASBA Zone 2/3 alternate representative, which is Trustee Doll for the 2026/27 school year. As per the Trustees' Handbook, the ASBA Issues and Resolutions Committee is comprised of the following board members:

- Board Chair or Board Vice-Chair
- ASBA Provincial Executive Board of Directors representative
- ASBA Zone 2/3 representative

#### RELATED FACTS

- Ward H has 11 schools (see Attachment I for a list of all schools by ward):
  - Constable Daniel Woodall (K-6)
  - Donald R. Getty (K-9)
  - Dr. AnneAnderson (10-12)
  - Dr. Lila Fahlman (K-9)
  - Dr. Margaret- Ann Armour (K-9)
  - Garth Worthington (K-9)
  - George P. Nicholson (K-6)
  - Joey Moss (K-9)
  - Johnny Bright (K-9)
  - Keheewin (K-6)
  - Roberta MacAdams (K-6)
- The Board needs to determine which trustee(s) will:
  - Provide trustee coverage for Ward H
  - Join the Governance and Evaluation Committee
  - Represent the Board on the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550)
- In addition, the board needs to:
  - Determine remuneration for the trustee providing Ward H coverage
  - Confirm a revised composition for the ASBA Issues and Resolutions Committee, which replaces the ASBA Zone 2/3 representative with the ASBA Zone 2/3

#### CONSIDERATIONS and ANALYSIS

##### *Authorizing Leave and Determining Trustee Coverage for Ward H*

Board authorization for a medical leave, beyond the absence from Board meetings as addressed by the *Education Act*, provides clarity that Trustee Hoffman will also not be performing any regular trustee duties during her leave of absence. Electing a trustee to represent Ward H for the duration of Trustee Hoffman's

medical leave of absence would provide a consistent point of contact for constituents. While this arrangement would increase the responsibilities of the individual trustee, they could ask trustee colleagues for assistance, when appropriate.

The additional responsibility would also be recognized through the proposed increase in remuneration. The proposed increase of one-third of the regular remuneration is consistent with the remuneration provided for trustee coverage in absences and resignations during the previous 2021-25 term.

#### *Committee Coverage*

The Trustees' Handbook requires that the Governance and Evaluation Committee has three members and that the Board has two representatives on all negotiation committees. Election to fill these two positions would support alignment with these requirements in the Trustees' Handbook.

#### *ASBA Issues and Resolutions Committee Composition*

The election of a new ASBA Zone 2/3 representative is not required, as there is already an alternate representative in place to cover duties in the absence of the representative. A change in the composition of the ASBA Issues and Resolutions Committee (IRC) is required to reflect the coverage of these duties by the Zone 2/3 alternate. If Recommendation 5 is approved, this change would replace the ASBA Zone 2/3 representative on the ASBA IRC with the ASBA Zone 2/3 alternate.

#### **NEXT STEPS**

Upon approval of the recommendations and election of the relevant positions, administration will communicate the change of trustee coverage in Ward H to schools and the community and will update relevant materials regarding trustee committee representation. Human Resources will update the honorarium for the trustee providing coverage for Ward H.

#### **ATTACHMENTS and APPENDICES**

ATTACHMENT I      Schools by Ward

KD: kd

## 2.5 List of Schools by Ward

| Ward A                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ward B                                                                                                                                                                                                                                                                                                                                                              | Ward C                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ward D                                                                                                                                                                                                                                                                                                                                                     | Ward E                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ward F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ward G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ward H                                                                                                                                                                                                                                                           | Ward I                                                                                                                                                                                                                                                 |
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| Athlone<br>Baturyn<br>Caernarvon<br>Calder<br>Dickinsfield<br>Dunluce<br>Elizabeth<br>Finch<br>Evansdale<br>Florence<br>Hallock<br>Glengarry<br>Hilwie<br>Hamdon<br>Kensington<br>Killarney<br>Lago Lindo<br>Lauderdale<br>Learning<br>Store at<br>Northgate<br>Lorelei<br>Major-<br>General<br>Griesbach<br>Mary<br>Butterworth<br>McArthur<br>Mee-Yah-<br>Noh<br>North-<br>mount<br>Queen<br>Elizabeth<br>Rosslyn<br>Scott<br>Robertson | Balwin<br>Bannerman<br>Belmont<br>Belvedere<br>Delwood<br>Dr. Donald<br>Massey<br>Edmonton<br>Christian<br>Northeast<br>Fraser<br>Homestead<br>r<br>Horse Hill<br>J.A. Fife<br>John Barnett<br>John D.<br>Bracco<br>Kildare<br>Kirkness<br>Londonderry<br>M.E. LaZerte<br>McLeod<br>Overlanders<br>Princeton<br>Sifton<br>Soraya Hafez<br>Steele<br>Heights<br>York | Aldergrove<br>amiskwaciy<br>Academy<br>awâsis<br>waciston<br>Belmead<br>Brightview<br>Britannia<br>Coronation<br>David<br>Thomas King<br>Dovercourt<br>Edmonton<br>Christian<br>High<br>Edmonton<br>Christian<br>West<br>Glenora<br>Grovenor<br>Inglewood<br>John A.<br>McDougall<br>LaPerle<br>Mayfield<br>Michael<br>Phair<br>Ross<br>Sheppard<br>Spruce<br>Avenue<br>Thornccliffe<br>Victoria<br>Westglen<br>West-<br>minster<br>Westmount<br>Winterburn<br>Youngstown | Abbott<br>Academy at<br>King Edward<br>Argyll Centre<br>Beacon<br>Heights<br>Centre High<br>Campus<br>Delton<br>Forest<br>Eastglen<br>Forest<br>Heights<br>Garneau<br>Gold Bar<br>Hardisty<br>Highlands<br>Ivor Dent<br>King Edward<br>McNally<br>Norwood<br>Old Scona<br>Riverdale<br>Rutherford<br>Virginia Park<br>Wihkwên-<br>tôwin<br>Windsor<br>Park | Aleda<br>Patterson<br>Alex Janvier<br>Bessie<br>Nichols<br>Callingwood<br>Centennial<br>Crestwood<br>Elmwood<br>Hillcrest<br>James<br>Gibbons<br>Jasper Place<br>Kim Hung<br>Laurier<br>Heights<br>Learning<br>Store West<br>Edmonton<br>Lymburn<br>Lynnwood<br>Meadow-<br>lark<br>Meadow-<br>lark<br>Christian<br>Michael A.<br>Kostek<br>Ormsby<br>Parkview<br>Patricia<br>Heights<br>Rio Terrace<br>S. Bruce<br>Smith<br>Stratford<br>Talmud<br>Torah | Alberta<br>School for<br>the Deaf<br>Allendale<br>Avalon<br>Belgravia<br>Brander<br>Gardens<br>Brookside<br>D.S.<br>MacKenzie<br>Duggan<br>Earl Buxton<br>Esther<br>Starkman<br>George H.<br>Luck<br>Grandview<br>Heights<br>Greenfield<br>Harry Ainlay<br>L.Y. Cairns<br>Lansdowne<br>Learning<br>Store at Blue<br>Quill<br>Lendrum<br>Lillian<br>Osborne<br>Malmo<br>McKee<br>McKernan<br>Mount<br>Pleasant<br>Nellie<br>Carlson<br>Parkallen<br>Queen<br>Alexandra<br>Richard<br>Secord<br>Rideau Park<br>Riverbend<br>Steinhauer<br>Strathcona<br>Sweet Grass<br>Tevie Miller<br>Heritage<br>School<br>Program<br>Vernon<br>Barford<br>Westbrook | A. Blair<br>McPherson<br>Avonmore<br>Bisset<br>Braemar<br>Clara Tyner<br>Donnan<br>Edith Rogers<br>Elder Dr.<br>Francis<br>Whiskeyjack<br>Grace<br>Martin<br>Greenview<br>Hazeldean<br>Hillview<br>Holyrood<br>J. Percy Page<br>Jackson<br>Heights<br>Julia Kiniski<br>Kameyosek<br>Kate<br>Chegwin<br>Kenilworth<br>Learning<br>Store on<br>Whyte<br>Lee Ridge<br>Malcolm<br>Tweddle<br>Metro<br>Continuing<br>Education<br>Meyonohk<br>Mill Creek<br>Millwoods<br>Christian<br>Minchau<br>Ottewell<br>Thelma<br>Chalifoux<br>Tipaskan<br>Velma E.<br>Baker<br>Vimy Ridge<br>Academy<br>W.P. Wagner<br>Waverley<br>Weinlos | Constable<br>Daniel<br>Woodall<br>Donald R.<br>Getty<br>Dr. Anne<br>Anderson<br>Dr. Lila<br>Fahlgan<br>Dr.<br>Margaret-<br>Ann Armour<br>Garth<br>Worthing-<br>ton<br>George P.<br>Nicholson<br>Joey Moss<br>Johnny<br>Bright<br>Keheewin<br>Roberta<br>MacAdams | Crawford<br>Plains<br>Daly Grove<br>Ekota<br>Ellerslie<br>Campus<br>Jan Reimer<br>Kisêwâti-<br>siwin<br>Menisa<br>Meyokumin<br>Michael<br>Strembitsky<br>Pollard<br>Meadows<br>Sakaw<br>Satoo<br>Shauna May<br>Seneca<br>Svend<br>Hansen<br>T.D. Baker |

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|-----------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>           | October 27, 2026                                                                                                    |
| <b>To</b>             | Board of Trustees                                                                                                   |
| <b>From</b>           | Ron Thompson, Superintendent of Schools                                                                             |
| <b>Subject</b>        | Authorization to Enter into Joint Elections Agreement with the City of Edmonton                                     |
| <b>Originator</b>     | Kelsey Duebel, Director Board and Superintendent Relations                                                          |
| <b>Resource Staff</b> | Todd Burnstad; Grace Garcia Cooke, KC; Nancy Petersen                                                               |
| <b>Reference</b>      | <a href="#">Local Authorities Election Act</a><br><a href="#">Board Policy CHA.BP Board Delegation of Authority</a> |

#### ISSUE

The current 2017-2026 agreement between the City of Edmonton (COE) and Edmonton Public School Board (EPSB) for the administration of joint elections on a cost-recovery basis expires on December 31, 2026.

#### RECOMMENDATION

1. That the Division may enter into an agreement with the City of Edmonton to conduct joint elections for a term not longer than ten years, and that the agreement be in form and content acceptable to the Superintendent of Schools.
2. That the City of Edmonton's Returning Officer be appointed as the Board's Returning Officer for Trustee General Elections and any other Election required by the Board during the term of the agreement.

#### BACKGROUND

The COE has conducted school board elections for EPSB and the Edmonton Catholic School Board for the last 11 municipal elections. The COE manages the administration and operations of EPSB trustee elections on a cost-recovery basis.

Section 2 of the *Local Authorities Election Act* (LAEA) states that "An elected authority may by resolution enter into an agreement with one or more elected authorities in the same area for the conduct of an election". Administration will negotiate the agreement for 2027-2036 with the City of Edmonton, in form and content acceptable to the Superintendent of Schools.

#### RELATED FACTS

- This agreement will apply to all elections required by EPSB between the date that it is signed by both the COE and EPSB, until December 31, 2036.

- The draft agreement contains provisions for the following terms:
  - Financial Terms:
    - Trustee General Election Costs: School Boards pay shared Election Costs required to conduct the joint General Election on a cost recovery basis for costs that are attributable to the School Board election.
    - Special Board Election Costs: School Boards reimburse 100% of costs incurred exclusively for the purpose of preparing for and conducting any election, or portion of an election, required by the Board other than the Trustee General Election.
    - Non-Attributable Costs: School Boards are not responsible for any costs incurred by the City that are required by legislation for the City to prepare for and conduct the City's General Election for Council, but are not required for the Trustee General Election. Such costs are the sole responsibility of the City.
  - Authorities:
    - Joint Conduct: The parties agree to conduct Trustee General Elections and other required elections jointly with City elections pursuant to the *Local Authorities Election Act*.
    - Responsibility: The City is the authority responsible for the conduct of the election and ensures compliance with procedures prescribed under the *Local Authorities Election Act*, including:
      - Adherence to all legislated election procedures.
      - Retention and destruction of all election materials in accordance with legislative requirements.
    - Delegated Authority: The City assumes all rights, powers, and duties necessary for the conduct of the election.
  - Access and Privacy:
    - Data Stewardship: The City acts as the School Boards' contractor and handles information in accordance with the *Local Authorities Election Act*, *Protection of Privacy Act*, and the *Access to Information Act*.
  - Dispute Resolution:
    - Arbitration: If direct resolution fails, a single arbitrator will be jointly appointed. Costs are shared 50/50, subject to the arbitrator's discretion under the *Arbitration Act*. Decisions are final and binding.
  - Indemnity and Liability:
    - Mutual Indemnity: Both parties indemnify one another for claims arising from negligence, misfeasance, willful conduct, or omissions.
    - Decision Defense: The Returning Officer retains the right to defend any claim related to the decisions of the Returning Officer. Defense costs are allocated in the same method as Election Costs.
- The COE or EPSB may terminate this agreement by providing the other party at least one year written notice.

### CONSIDERATIONS and ANALYSIS

Joint elections eliminate duplication in administration, staffing, locations, logistics, and advertising. This streamlined approach to the management of both elections by one administrator makes it easier for voters to participate in the democratic process.

**NEXT STEPS**

Upon approval of the recommendation, the Superintendent of Schools will finalize and approve the 2027-2036 joint elections agreement, in collaboration with the COE.

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>           | October 27, 2026                                                                                                                                                                                                                              |
| <b>To</b>             | Board of Trustees                                                                                                                                                                                                                             |
| <b>From</b>           | Trustee Nickela Anderson, Chair, Policy Review Committee<br>Trustee Julie Kusiek, Policy Review Committee<br>Trustee Holly Nichol, Policy Review Committee<br>Trustee Saadiq Sumar, Board Chair, Ex officio member of Policy Review Committee |
| <b>Subject</b>        | Board Policy CO.BP Fiscal Oversight and Accountability                                                                                                                                                                                        |
| <b>Resource Staff</b> | Todd Burnstad, Kelsey Duebel, Madonna Proulx, Wanas Radwan                                                                                                                                                                                    |
| <b>Reference</b>      | <a href="#">Education Act</a><br><a href="#">Board Policy CH.BP Framework for Policy Development and Review</a><br><a href="#">Policy Review Committee 2026-27 Work Plan</a>                                                                  |

## ISSUE

The Policy Review Committee (PRC) is proposing a minor administrative revision to Board Policy CO.BP Fiscal Oversight and Accountability to the Board of Trustees for approval.

## RECOMMENDATION

**That Board Policy CO.BP Fiscal Oversight and Accountability be read for the first, second, and third time and be approved.**

## BACKGROUND

Board Policy CO.BP Fiscal Oversight and Accountability provides an accountability framework to ensure the fiscal integrity of the Division and effective oversight of the use and management of Division funds.

Currently, the policy states that the Board of Trustees (the Board) will approve the annual appointment of the external auditor for the Division. While an external auditor is appointed, this process does not occur annually. To ensure this policy accurately reflects current practices, a minor revision is being recommended to remove the word “annual” (see Attachment I).

As outlined in Clause 3(b) in the Expectations section of the policy, a competitive purchasing process is undertaken at intervals not exceeding five years for qualified firms or individuals for appointment as the Division auditor. In the unlikely event that it is necessary to terminate an external auditor’s appointment prior to the end of the agreed upon term, the proposed policy revision does not prevent such termination.

This revision is administrative in nature as it does not change the intent of the policy or current practice. As such, in accordance with Clause 9(b)(i) of [Board Policy CH.BP Framework for Policy Development of Review](#),

the requirement for the policy to undergo three separate readings is waived and no public engagement is recommended.

#### RELATED FACTS

- While an external auditor is appointed by the Division and approved by the Board, this appointment does not occur annually. Therefore, to support the accuracy of Board Policy CO.BP Fiscal Oversight and Accountability, a minor revision is being recommended to language.
- As the proposed revision does not change direction, no public engagement is recommended.

#### OPTIONS

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

1. Approve the policy as written for first, second and third reading.
2. Provide feedback for the committee and refer the item back to the committee for further consideration..

#### CONSIDERATIONS and ANALYSIS

- The PRC'S 2026-2027 Work Plan includes the review of Board Policy CO.BP Fiscal Oversight and Accountability to clarify approval of the appointment of an external auditor for the Division.
- In alignment with Section 9(b)(i) of [Board Policy CH.BP Framework for Policy Development and Review](#), the proposed change to this policy is not considered substantive. Therefore, the requirement for three separate readings is waived.

#### NEXT STEPS

Upon approval of the recommendation, the revised policy will be posted to the Division website.

#### ATTACHMENTS and APPENDICES

- |               |                                                                  |
|---------------|------------------------------------------------------------------|
| ATTACHMENT I  | Board Policy CO.BP Fiscal Oversight and Accountability (Tracked) |
| ATTACHMENT II | Board Policy CO.BP Fiscal Oversight and Accountability (Clean)   |

NA: wr

**CODE:** CO.BP**EFFECTIVE DATE:** (20-06-2017)**TOPIC:** Fiscal Oversight and Accountability**ISSUE DATE:** (~~17-05-2022~~ 27-10-2026)**REVIEW YEAR:** (2029)**PURPOSE**

To provide an accountability framework to ensure the fiscal integrity of the Division and effective oversight of the use and management of Division funds.

**DEFINITIONS**

**Division funds** are derived primarily from Alberta Education funding but include funds from all revenue sources including but not limited to conditional grants, public gifts and donations, sale of Division owned assets, facilities rental and service charges, investments, transportation service fees, school shop customer service charges, student fees.

**Senior Officials** are those individuals occupying the following positions:

- Superintendent of Schools
- Assistant Superintendents
- Executive Directors
- Treasurer / Chief Financial Officer
- Corporate Secretary
- General Counsel
- Managing Directors

**Site-Based Decision Making**, sometimes called decentralized decision making, is a process of empowering those most closely affected by a decision to play a significant role in making those decisions. Managerial authority and accountability for financial decisions is delegated by the Superintendent of Schools to specific school/decision unit (DU) administrators for their respective school/DU budget. Our Vision, Mission, Priorities, board policies, administrative regulations and procedures establish the parameters within which all decisions must be made.

**Financial stewardship** is the careful and responsible planning and management of Division financial resources to achieve the educational objectives of our Vision, Mission and Priorities on behalf of the public. Stewardship of financial resources begins with transparency and compliance with legislation, policies, regulations and internal controls.

**Internal controls** are the checks and balances established by the Division to provide reasonable assurance about the achievement of objectives for reliability of financial reporting, effectiveness and efficiency of operations, safeguarding of resources and assets and compliance with applicable laws and regulations.

**POLICY**

The Board of Trustees (the Board) is responsible for ensuring effective and efficient stewardship of Division financial resources and assets placed in its trust for the provision of public education now and into the future. It

is important that stewardship of Division financial resources and assets aligns with Division values and reflects consideration of equity, inclusion and environmental sustainability.

The Board recognizes that the fulfillment of our Vision, Mission and Priorities is dependent on compliance with all legislative requirements and Public Sector Accounting Standards (PSAS), effective financial planning and management, the application of internal controls and clearly defined roles and accountabilities. The Board also believes that the management of Division finances is based on a foundation of integrity, prudence, public accountability and full disclosure of results.

The Board is committed to a system-wide culture of collaboration and site-based decision making and as such, trustees, senior officials and all staff share responsibility for modeling effective and efficient stewardship of Division financial resources. The Board expects all school/DU administrators to exercise their stewardship of Division financial resources by knowing and understanding their respective managerial authority, responsibility and accountability for decisions that have a financial impact on the Division.

The Board seeks maximum value for the expenditure of Division funds through purchasing practices that are fair, transparent and promote competition among vendors.

The annual Division budget is the fiscal plan to achieve the Vision, Mission, Priorities and strategic plan of the Division and the province. The Division's individual school/DU budget development processes include a review of the results from the previous year for continuous improvement. The budget process serves as a means to improve communications and involvement both within the school system and with the broader community.

The Board shall approve:

- The annual budget and results review process.
- The annual distribution of funds and any updates that are required during the year.
- The annual operating budget.
- Any expenditure of \$1.2 million or more that is not accounted for in the current year budget (Board Policy CHA.BP Delegation of Authority).
- The transfer of funds into and the use of funds from the capital reserve.
- The ~~annual~~ appointment of the external auditor for the Division.
- The appointment of the primary banking institution for the Division.

The Board believes that it is fair and appropriate to reimburse trustees and staff for approved travel and other expenses incurred while carrying out Division business. To ensure accountability and public transparency, all trustees and staff shall adhere to Division administrative processes for reimbursement and/or payment of expenses incurred on Division business. Furthermore, expenses incurred by and on behalf of trustees and senior officials on Division business shall be routinely and publicly disclosed in alignment with the elected and senior officials' public disclosure practices of the Government of Alberta.

The Board acknowledges that schools cannot charge for instruction but that it may be necessary for schools to charge specific fees for supplies or materials that enhance instruction, in accordance with the *Education Act*. While the Board recognizes the need to charge specific fees, economic circumstances shall not be a barrier to a student's access to curricular outcomes. Decisions related to charging specific fees will be transparent and made in consultation with parents. All fees charged shall be publicly disclosed and the funds derived shall be used for the purposes for which they were collected.

Edmonton Public Schools is a "Registered Canadian Charitable Organization" within the meaning of the *Income Tax Act* and, as such, all gifts and donations shall be accounted for and used to enhance educational opportunities offered to students consistent with Division priorities, policies and values. In order to assist community groups seeking funding for their own activities, the Board delegates authority to the Superintendent of Schools to approve Division endorsement of and participation in community activities or projects that reflect our Vision, Mission and Priorities and support teaching and learning.

## EXPECTATIONS

1. To safeguard and provide effective oversight and accountability for the use of Division funds and asset management, the Superintendent of Schools shall implement this policy through:
  - a. Administrative regulations, processes and best practices aligned with provincially and federally legislated requirements, PSAS and Alberta Government elected and senior official expense disclosure practices.
  - b. The assignment of responsibilities and accountabilities.
  - c. A system of internal controls.
2. Division purchasing practices shall align with all applicable legislation, trade agreements, obligations, purchasing standards, policies and regulations established for school authorities.
  - a. Division purchasing practice shall give consideration, where applicable, to the following:
    - i. Value relative to cost, quality and suitability of the product or service.
    - ii. Vendor performance, reputation, experience and ability to fulfill all requirements of the contract.
    - iii. Environmental sustainability and impact.
    - iv. Social equity and impact.
    - v. Adherence to established ethical business standards.
3. At intervals not exceeding five years:
  - a. The Division shall review the current financial institution appointed as the Division's primary banking institution to determine whether the current agreement should be extended or if a competitive purchasing process should be undertaken.
  - b. A competitive purchasing process shall be undertaken for qualified firms or individuals for appointment as the Division auditor.
4. The annual budget development and results review process shall provide trustees, staff, students, parents and community members with an opportunity for involvement.
5. Annual Division and school budgets, audited financial statements and results achieved by the Division shall be made publicly available.
6. The acceptance of donations of property (cash and gifts in kind), that may be eligible for official tax donation receipts in accordance with Canada Revenue Agency, shall be for the advancement of education which includes, but is not limited to the following:
  - a. The establishment of scholarships or memorial funds.
  - b. The giving of special prizes or awards to students.
  - c. The promotion of co-curricular or extra-curricular activities.
  - d. The purchase of equipment.
  - e. The funding of facility additions or enhancements.
7. Schools will use a fair and transparent approach to fee waivers for families unable to pay fees.

## ACCOUNTABILITY

The Administration shall provide the following monitoring reports to the Board of Trustees:

- Interim financial reports and/or financial projections at least three times per year.
- Annual audited financial statements.
- School and decision unit annual plans.
- Results review documentation.
- Annual Alberta Education Results Report.

## REFERENCES

CHA.BP - Board Delegation of Authority

CSGA.AR - School Generated funds

CSGB.AR - Administration of School Collected Funds

CSGE.AR - Customer Service Charges

CVB.AR - Guidelines for Surplus Funds for Central and School Decision Units

CW.AR - Purchasing and Disposal

CWA.AR - Expenditure of Division Funds

HNB.AR - School Fees

IH.AR - Public Gifts

Trustees' Handbook s. 5.5 Audit Committee

Trustees' Handbook s. 6.3 Four-Year Budget Planning and Results Reviews

*Education Act* Sections 51(1), 138

**CODE:** CO.BP**EFFECTIVE DATE:** (20-06-2017)**TOPIC:** Fiscal Oversight and Accountability**ISSUE DATE:** (27-10-2026)**REVIEW YEAR:** (2029)

## PURPOSE

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## EXPECTATIONS

4. To safeguard and provide effective oversight and accountability for the use of Division funds and asset management, the Superintendent of Schools shall implement this policy through:
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  - f. A system of internal controls.
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    - vii. Vendor performance, reputation, experience and ability to fulfill all requirements of the contract.
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    - ix. Social equity and impact.
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  - c. The promotion of co-curricular or extra-curricular activities.
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*Education Act*

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>           | October 27, 2026                                                                                                                                                     |
| <b>To</b>             | Board of Trustees                                                                                                                                                    |
| <b>From</b>           | Trustee Linda Lindsay, Trustees' Handbook Committee<br>Trustee Holly Nichol, Chair, Trustees' Handbook Committee<br>Trustee Jan Sawyer, Trustees' Handbook Committee |
| <b>Subject</b>        | Trustees' Handbook Committee Terms of Reference and 2026-27 Work Plan                                                                                                |
| <b>Resource Staff</b> | Kelsey Duebel, Catherine Angeles                                                                                                                                     |
| <b>Reference</b>      | <a href="#">Trustees' Handbook</a> , Subsection 7.6 – Trustees' Handbook Committee                                                                                   |

#### ISSUE

The Trustees' Handbook Committee is presenting its Terms of Reference (see Attachment I) and 2026-27 Work Plan (see Attachment II) to the Board of Trustees (the Board) for approval.

#### RECOMMENDATION

**That the Trustees' Handbook Committee's Terms of Reference and 2026-27 Work Plan be approved.**

#### BACKGROUND

The Trustees' Handbook (the Handbook) serves as a foundational governance resource for the Board, outlining roles, responsibilities, procedures, and expectations.

The Trustees' Handbook Committee is an ad hoc committee established for the purposes of evaluating and updating the Handbook to improve effective governance and clarity. The committee commenced upon the election of Trustee members at the June 16, 2026 Organizational Board Meeting.

#### OPTIONS

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

1. Approve the proposed terms of reference and work plan.
2. Provide feedback and request that changes be made to the terms of reference and/or work plan.

#### ATTACHMENTS

|               |                                                 |
|---------------|-------------------------------------------------|
| ATTACHMENT I  | Trustees' Handbook Committee Terms of Reference |
| ATTACHMENT II | Trustees' Handbook Committee 2025-26 Work Plan  |

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## **Trustees' Handbook Committee**

### Terms of Reference

#### **PURPOSE**

- Identify all areas of opportunity to improve clarity of language and direction
- Over the course of approximately one year, undertake editorial and structural updates to the Trustees' Handbook (the Handbook) to improve accessibility and overall flow

#### **COMPOSITION**

The committee will consist of three Trustees, from among which a Chair will be selected. The Chair is responsible for leading the discussion at each meeting and formally reporting back, either in writing or verbally at regularly scheduled Caucus Committee meetings, when appropriate, about the committee's activities. The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested.

#### **TERMS OF REFERENCE**

##### **A. Identify Areas of Opportunity**

The committee will perform a comprehensive review of the entire Handbook as well as existing working documents outlining gaps and opportunities for edits/updates to create a robust work plan to be brought to the Board no later than October 31, 2026.

##### **B. Update Trustees' Handbook**

The committee will ensure all identified areas of opportunity are updated as part of a holistic edit to the Handbook so that the following goals are achieved:

- A clear, concise, and consistent Handbook, resulting in improved governance effectiveness and accountability.
- Reduced ambiguity in Handbook structure and language, resulting in a clearer understanding of governance processes and decision-making.
- A more coherently organized and clearly written Handbook, resulting in greater confidence in the Handbook as an authoritative governance resource.

The committee will also be responsive to emergent/additional editorial opportunities and updates that may arise throughout the process. Recommendations on updates and edits will be brought to the Caucus Committee for approval.

## Trustees' Handbook Committee 2026-27 Work Plan

### PURPOSE

The Ad Hoc Trustees' Handbook Committee (the Committee) will:

- Identify all areas of opportunity to improve clarity of language and direction
- Over the course of approximately one year, undertake editorial and structural updates to the Trustees' Handbook (the Handbook) to improve accessibility and overall flow

The Committee will ensure all identified areas of opportunity are updated as part of a holistic edit to the Handbook so that the following goals are achieved:

- A clear, concise, and consistent Trustees' Handbook, resulting in improved governance effectiveness and accountability.
- Reduced ambiguity in Handbook structure and language, resulting in a clearer understanding of governance processes and decision-making.
- A more coherently organized and clearly written Handbook, resulting in greater confidence in the Handbook as an authoritative governance resource.

### ACTIVITIES

The Committee's review of the Handbook will be undertaken through a phased approach. The Committee will track and communicate to the Governance and Evaluation Committee any substantive revision opportunities identified through each phase of the review. After each phase is complete, the Handbook Committee Chair will communicate a brief overview of these opportunities at Caucus Committee meetings to ensure all Trustees are aware.

#### 1. Handbook Structure Review (September - December)

The Committee will take a holistic view of the Handbook and identify:

- The purpose of the Handbook and its intended use
- Duplication, gaps, or misplaced content across sections
- Opportunities to improve flow and clarity through potential re-organization of sections or sub-sections

The Committee will bring a proposed revised Handbook structure to the Caucus Committee for feedback upon completion of this phase.

#### 2. Language Clarity Review (January - April)

Using the proposed revised structure, the Committee will review the content within each section to identify opportunities to improve clarity through editorial updates to language. The Committee will track and communicate to the Governance and Evaluation Committee any substantive revision opportunities identified through this phase of the review. The Handbook Committee Chair will communicate a brief overview at Caucus Committee meetings to ensure all Trustees are aware.

## Handbook Committee 2026-27 Work Plan

**3. Review and Approval (April - June)**

The Committee will bring the draft revised Handbook to the Caucus Committee for feedback and approval prior to the end of the 2026-27 school year. Where possible, the Committee will bring sections forward as they are ready.

**REQUESTED RESOURCES**

Staff to assist the Committee in the work outlined in this work plan has been allocated in the current budget. The Committee will have support from the Director Board and Superintendent Relations to further define the scope of work and required resources.

|                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| <b>Date</b>       | October 27, 2026                                                   |
| <b>To</b>         | Board of Trustees                                                  |
| <b>From</b>       | Trustee Holly Nichol, Caucus Committee Chair                       |
| <b>Subject</b>    | Caucus Committee Report                                            |
| <b>Originator</b> | Kelsey Duebel, Director Board and Superintendent Relations         |
| <b>Reference</b>  | <a href="#">Trustees' Handbook</a> - Section 5.4: Caucus Committee |

**ISSUE**

In accordance with Section 5.4 of the Trustees' Handbook, certain types of matters are dealt with by the Caucus Committee through in-camera sessions.

**CURRENT SITUATION**

The following recommendations were approved by the Caucus Committee:

| Meeting date       | Matter           | Motion/Decision                                                                                                                                                |
|--------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 15, 2026 | HR Matter #15595 | Labour/Employment matter #15595 was approved in accordance with the respective recommendation discussed at the Caucus Committee meeting on September 15, 2026. |

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