



Committee Meeting Agenda

January 9, 2013 – 6:00 p.m.

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
 - 3.1 Ms. Pat Miller re: Volunteer Policy D/II/18 & Administration 1 - Volunteer. (@ 6:00 p.m. - 10 minutes)
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – December 12, 2012
- 5. Presentations**
 - 5.1 Wellness Initiative - Mrs. R. Holland, Community Resource Coordinator
- 6. Reports from Officers and Standing Committees**
 - 6.1 Superintendent
 - 6.2 Chief Deputy Superintendent

- 6.3 Associate Superintendent, Student Services
- 6.4 Director of Curriculum & Instruction
- 6.5 Secretary Treasurer
- 6.6 Associate Superintendent, Human Resources
- 6.7 Chair's Report
- 6.8 Trustees Report
- 6.9 Alberta School Boards Association Zone 2/3
- ASBA Advocacy Plan
- 6.10 Public School Boards Association of Alberta

7. New Business

- 7.1 Policy Tracker
- 7.2 Policy C/3 – School Councils
- 7.3 Policy C/5 – Job Descriptions for Other Staff
- 7.4 Policy D/I/5 – Reserve Funds
- 7.5 Policy D/II/12 – Staff Use of School Facilities and Equipment
- 7.6 Policy D/II/13 – Advertising or Canvassing in Schools
- 7.7 Policy F/III/02 – Course Challenge
- 7.8 Policy G/II/15 – Crisis and Critical Incidents
- 7.9 Policy I/1 – Student Transportation Services

8. Unfinished Business

8.1 Response to At Risk Student Needs

9. Reports from Special Committees/Task Groups

9.1 Building

9.2 Finance & Human Resources

9.3 Education Policy

9.4 Advocacy Committee
- Board Advocacy Plan

9.5 Transportation

9.6 Linkages/JACC

9.7 Policy Advisory (ATA)

9.8 Policy Review (CUPE)

10. Information Items

10.1 Sturgeon Regional Partnership -
Recreation Master Plan: Phase Two

11. Pending List

12. Adjournment



1.0 POLICY

- 1.1 The Board believes that school volunteers, through their donation of time and talent may enhance and extend student learning by contributing to the successful operation of the school.
- 1.2 The Board encourages Division schools to welcome volunteers and provide them with meaningful opportunities to assist.
- 1.3 The Board encourages Division schools to show appreciation for the efforts of volunteers.

2.0 GUIDELINES

- 2.1 School volunteers shall be subject to the supervision and direction of school personnel and be under the authority of the principal.
- 2.2 The Superintendent is delegated the responsibility for maintenance of this policy.

References: *Admin Practice(s): Administration 1 Volunteers*
School Act:



ADMINISTRATION 1 – Volunteer

Original Date: Nov. 14, 2003 Revised Date: Feb 5, 2010 Responsible Admin: Chief Deputy Superintendent

1.0 RATIONALE

- 1.1 Sturgeon School Division recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.
- 1.2 Board policy on volunteers encourages Division schools to welcome volunteers, provide them with meaningful work and show appreciation for their efforts.

2.0 PROCESS

- 2.1 The school principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative practices and shall include the following:
 - 2.1.1 Task descriptions for classroom and out-of-classroom volunteers;
 - 2.1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
 - 2.1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
 - 2.1.4 Method of tracking volunteer activities and hours donated;
 - 2.1.5 Method of recognizing volunteer service.
- 2.2 The school principal shall ensure that volunteers taking part in overnight field trips and in coaching and other responsibilities requiring independent supervision of students will provide the school with a current criminal and child security check prior to before the volunteer can be assigned to such activities.
- 2.3 A copy of school level practices will be forwarded to the Chief Deputy Superintendent's office for information.

References: *Board Policy: Policy D/II/18 Volunteer Policy*



Committee of the Whole

Summary of Motions

Wednesday, December 12, 2012

Sturgeon School Division

Items Referred to January 23, 2013 Public Board Meeting

- Policy D/II/1 – Operational School Year Details
School Operational Year Calendar 2013-2014



Notes of the Meeting of The Committee of the Whole Held at Morinville on December 12, 2012

Roll Call

Present were Trustees, Mr. Terry Jewell (Chair); Mr. Daryl Krieger; Mrs. Wendy Miller; Ms. Tracy Nowak (Vice Chair); Dr. Michèle Dick (Superintendent); Mr. Gerry Schick (Chief Deputy Superintendent); Mrs. Karen Parasynchuk (Secretary-Treasurer); Mr. Dave Johnson (Associate Superintendent, Human Resources); Dr. Mary McGregor (Associate Superintendent, Student Services).

Mr. Brent Gray, Mrs. Shelley Porter and Mr. Wolfgang Jeske were absent.

Mrs. Elizabeth Kohle participated in the meeting via telephone.

Ms. Tracy Nowak Chaired the meeting.

Call to Order

The Vice Chair called the meeting to order at 6:05 p.m.

Approval of Agenda

Moved by Mr. Jewell that the agenda be approved

CARRIED 4/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Miller that the notes of November 14, 2012 be approved.

CARRIED 4/0

Presentations

Parents Place @ Morinville Public Elementary School

Mr. Wayne Rufiange, Mrs. Joanne Amyotte and Ms. Christie Clark provided information with respect to the Parents Place @ Morinville Public Elementary School; “A place for parents to connect and access a variety of resources.”.

Reports from Officers and Standing Committees

6.1 Superintendent

A written report was provided.

6.2 Chief Deputy Superintendent

A written report was provided.

6.3 Associate Superintendent, Student Services

The Department is continuing on with regular business.

6.4 Director of Curriculum & Instruction

The Department is continuing on with regular business.

6.5 Secretary-Treasurer

A written report was provided with respect to the 2012-2013 September Updated Budget Report.

6.6 Associate Superintendent, Human Resources.

The Department is continuing on with regular business.

6.7 Chair's Report

No report was provided.

6.8 Trustees' Reports

Trustee Miller (Sturgeon Heights)

Trustee Miller reported that she attended the first Annual Christmas Concert for Head Start, PEP, KEP and Kindergarten classes at Sturgeon Heights School on December 6, 2012.

Trustee Nowak (Namao)

Trustee Nowak reported that she attended the “Campaign School” sponsored by the Public School Boards Association.

6.9 Alberta School Boards Association Zone 2/3

Information regarding the Alberta School Boards Association Strategic Plan for 2013-2016 and the Budget for 2013-2014 was provided. Trustee input is requested via a survey that is to be completed by January 11, 2013.

6.10 Public School Boards Association of Alberta

Mrs. Kohle reported via telephone that the Public School Board Council meeting will be held February 7 – 9, 2013. The new Education Act is to be reviewed at this meeting.

New Business**7.1 Policy Tracker**

Received for information.

7.2 Division Budget Update – November 30, 2012

Moved by Mr. Jewell that the Division Budget Update – November 30, 2012 be accepted as information.

CARRIED 4/0

Unfinished Business**Reports from Special Committees/Task Groups****9.1 Building**

No report was provided.

9.2 Finance & Human Resources

No report was provided.

9.3 Education Policy

An update from the meeting held on December 5, 2012 was provided. Administration is to draft a policy for Code of Conduct for Trustees.

9.4 Advocacy Committee**- Board Advocacy Plan**

An update was provided from the December 12, 2012 meeting.

A meeting will be scheduled for January, 2013 for a discussion of the implementation process.

9.5 Transportation

No report was provided.

9.6 Linkages/JACC

Mrs. Miller and Dr. McGregor provided a verbal report.

9.7 Policy Advisory Committee (ATA)

A meeting will be scheduled with the ATA to review the recent Board approved policies.

Mr. Paul Froese, President of ATA Local noted that he met with Superintendent Dick and Deputy Superintendent Schick for a breakfast meeting last week.

Mr. Froese noted that on behalf of the ATA Local, a banner has been presented to the Morinville Public Elementary School for their grand opening. A thank you was expressed on behalf of the ATA to the Board for a successful year.

Dr. Dick thanked the ATA for their commitment to Education in Sturgeon School Division.

9.8 Policy Review Committee (CUPE)

No report was provided.

Information Items

- 10.1 Alberta Government News Release –
Public Disclosure of Travel and Expenses Policy;
Travel, Meal and Hospitality Expenses Policy
Received for information.**

Pending List

Adjournment

The meeting adjourned at 7:12 p.m.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Board Meetings.**



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Mary McGregor, Associate Superintendent Student Services
Subject: Wellness Initiative Presentation

Background:

Rebecca Holland is our Community Resource Coordinator sponsored by Alberta Mental Health and St. Albert and Area Student Health Initiative. She is responsible for providing a proactive and community based approach to positive Mental Health outcomes. Rebecca's programming supports Sturgeon School Division Goals "Embracing Uniqueness" and Safe, Caring and Respectful Work" goals. One of her many projects is a Wellness initiative within the system in response to a Grant from Alberta Health Services.



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Gerry Schick, Chief Deputy Superintendent
Subject: Chief Deputy Superintendent's Report

Field Trips

Board Policy F/II/4, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

Overnight

Redwater School

February 5-6, 2013 50 junior and senior high school students to Marmot Basin in Jasper for skiing.



POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
SEPTEMBER 2012						
A/2	Vision, Mission Mandate and Beliefs	2012 Sept. 26	(board direction to Superintendent for initial planning) 2012 Nov. 14 (CoW)			2012 June 27 2012 Sept 26 Approved - 2012 Oct. 24
F/IV/2	Restricted and Illegal Drugs	2012 June 13	2012 Sept. 12 (CoW)			
OCTOBER 2012						
D/II/15	Financial Accountability and Audit	2012 Oct. 10				Approved - 2012 Oct. 24
D/III/3	Patriotic Exercises/Flag Etiquette	2012 Oct. 10				Approved - 2012 Oct. 24
F/III/3	Awards Policy	2012 Oct. 10				Approved - 2012 Oct. 24
F/IV/5	Student Suspension and Explosions	2012 Oct. 10				Approved - 2012 Oct. 24
G/II/14	Student Accident Insurance	2012 Oct. 10				Approved - 2012 Oct. 24
H/4	National Flag Etiquette	2012 Oct. 10				Rescinded - 2012 Oct. 24
NOVEMBER 2012						
B/II/3	Requirement to Declare Conflict of Interest	2012 Nov. 14				Approved - 2012 Nov. 28
B/III/4	Requirement to Take Oath of Office	2012 Nov. 14				Approved - 2012 Nov. 28
D/II/1	Fiscal Management	2012 Nov. 14				Approved - 2012 Nov. 28
D/II/2	Income Tax Deductible Receipts for Donations Received by the Division	2012 Nov. 14				Approved - 2012 Nov. 28



POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					Committee of the Whole	Public Board	
E/I/14	Employee Conflict of Interest	2012 Nov. 14	<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M				Approved - 2012 Nov. 28
DECEMBER 2012							
B/I/2	Electoral Boundaries	2012 Dec. 12					Approved - 2012 Dec. 12
JANUARY 2013							
C/3	School Councils						
C/5	Job Descriptions for Other Staff						
D/I/5	Reserve Funds						
D/II/12	Staff Use of School Facilities and Equipment						
D/II/13	Advertising or Canvassing in Schools						
F/III/02	Course Challenge						
G/II/15	Crisis and Critical Incidents						
I/1	Student Transportation Services						
FEBRUARY 2013							
D/II/4	School Budget Allocations						



POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve	
					Committee of the Whole			
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M				Public Board	
D/II/15	Charter Schools							
D/II/16	Shared Services for Schools							
EM/1	Growth, Supervision and Evaluation of Professional Staff							
F/II/10	Locally Developed Courses							
F/II/21	Health/CALM Programs (Human Sexuality)							
I/2	School Bus Safety							
I/4	School Bus Crash/Response Procedures							
MARCH 2013								
B/II/5	Code of Conduct							
D/II/07	Attendance Areas							
D/II/10	Staff Meetings							
D/II/11	Agencies Interviewing Students at Schools							
D/II/12	Staff Use of School Facilities and Equipment							
H/2	Caretaking Staff Allocations							



Board Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Michele Dick, Superintendent
Subject: Policy C/3 – School Councils

Background:

Attached is a copy of Policy C/3 – School Councils. Suggestions for revision have been included for Trustee consideration.

Recommendation:

That Trustees review the attached policy and advise senior administration accordingly.



1.0 POLICY

- 1.1 The Board of Trustees defines school councils as collective associations of parents/guardians, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.
- 1.2 The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.
- 1.3 The Board of Trustees supports the establishment of school councils in a manner consistent with the School Act, the Alberta Education regulations, the Alberta Education School Councils Handbook, and the conditions outlined as part of this policy.

2.0 — GUIDELINES

- ~~2.1 — In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.~~
- ~~2.2 — The majority of the members of the council shall be parents/guardians of students enrolled in the school~~
- ~~2.3 — School councils may act in an advisory and consultative capacity to the school principal and to the Board.~~
- ~~2.4 — The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy, policies, annual education plans, and budget; and receive annual results reports including provincial testing program results.~~
- ~~2.5 — The Board of Trustees may delegate items to the school council, request representatives to sit on Board committees, and request input on various issues that the Board is discussing at any given point in time.~~
- ~~2.6 — Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.~~

References: Admin Praticce(s): A 20 – School Councils
School Acts:
AB Ed. Regulation 113/2007
Alberta School Council Resource Manual (2007)



3.0 — PROCEDURES

Rules for Establishment of School Councils

~~3.1 — If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.~~

~~3.1.1 — If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.~~

~~3.1.2 — The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.~~

~~3.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.~~

~~3.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.~~

~~3.1.3 — Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at this meeting.~~

~~3.2 — It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.~~

~~3.3 — Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.~~

~~3.4 — It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.~~

~~3.5 — If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.~~

References: Admin Practice(s): A 20 – School Councils
School Acts:
AB Ed. Regulation 113/2007
Alberta School Council Resource Manual (2007)



~~3.6 — No members of a school council shall receive any remuneration for acting as a member of the council.~~

~~3.7 — No school council shall incorporate under the Societies Act or part 9 of the Companies Act.~~

Rules for Continuance of School Councils

~~3.8 — A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.~~

School Council Reports

~~3.9 — Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report~~

~~3.9.1 — summarizing the activities of the school council in the school year,~~

~~3.9.2 — including a financial statement relating to money handled by the school council in the school year, and~~

~~3.9.3 — including a copy of the minutes for each meeting of the school council held in the school year.~~

~~3.10 — The school council report shall be submitted to the Board of Trustees on or before July 31 of each year.~~

~~3.11 — The Board shall refer the school council's report to the Superintendent of Schools for consideration and recommendation to the Board.~~

References: Admin Pratices(s): A 20 – School Councils
School Acts:
AB Ed. Regulation 113/2007
Alberta School Council Resource Manual (2007)



Suspension of School Councils

3.12— The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year.

3.13— In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.

Appeal Procedure

3.14— The School Council, or principal, or parents of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) days.

Relationship Between School Council and ECS Local Advisory Committee (ECS-LAC)

3.15— ECS-LAC's are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are "ex-officio" members and willing service personnel such as school nurses may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS coordinator for the school system.

School councils will determine the relationship between the school council and ECS Local Advisory Committee.

References: Admin Practice(s): A 20 – School Councils
School Acts:
AB Ed. Regulation 113/2007
Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.

2.0 PROCESS

The school principal is responsible for ensuring that the following guidelines are adhered to.

3.0 GUIDELINES

- 3.1 In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.
- 3.2 The majority of the members of the council shall be parents/guardians of students enrolled in the school
- 3.3 School councils may act in an advisory and consultative capacity to the school principal and to the Board.
- 3.4 The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school’s mission, vision and philosophy; policies; annual education plans; and budget; and receive for information annual results reports including provincial testing program results.
- 3.5 The Board of Trustees may delegate items to the school council; request representatives to sit on Board committees; and request input on various issues that the Board is discussing at any given point in time.
- 3.6 Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council’s functions.

References: *Board Policy C/3 – School Councils*
School Act:
AB Ed. Regulation 112/2007
Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

4.0 PROCEDURES

Rules for Establishment of School Councils

- 4.1 If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.
- 4.1.1 If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.
- 4.1.2 The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.
- 4.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.
- 4.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
- 4.1.3 Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at this meeting.
- 4.2 It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.
- 4.3 Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.

References: *Board Policy C/3 – School Councils*
School Act:
AB Ed. Regulation 112/2007
Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

- 4.4 It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.
- 4.5 If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.
- 4.6 No members of a school council shall receive any remuneration for acting as a member of the council.
- 4.7 No school council shall incorporate under the Societies Act or part 9 of the Companies Act.

Rules for Continuance of School Councils

- 4.8 A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.

School Council Reports

- 4.9 Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report
 - 4.9.1 summarizing the activities of the school council in the school year,
 - 4.9.2 including a financial statement relating to money handled by the school council in the school year, and
 - 4.9.3 including a copy of the minutes for each meeting of the school council held in the school year.
- 4.10 The school council report shall be submitted to the Board of Trustees by September 30 of each year.

References: *Board Policy C/3 – School Councils*
School Act:
AB Ed. Regulation 112/2007
Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

- 4.11 The Board shall refer the school council’s report to the Superintendent of Schools for consideration and recommendation to the Board.

Suspension of School Councils

- 4.12 The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year.
- 4.13 In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.

Appeal Procedure

- 4.14 The School Council, or principal, or parents of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) days.

Relationship Between School Council and ECS Local Advisory Committee (ECS-LAC)

- 4.15 ECS-LAC’s are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are “ex-officio” members and willing service personnel such as school nurses may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS Director for the school system.

School councils will determine the relationship between the school council and ECS Local Advisory Committee.

References: *Board Policy C/3 – School Councils*
School Act:
AB Ed. Regulation 112/2007
Alberta School Council Resource Manual (2007)



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Associate Superintendent, Human Resources
Subject: Policy C/5 – Job Descriptions for Other Staff

Background:

Please find attached Policy C/5 – Job Descriptions for Other Staff
There are no relevant Admin Practices. This policy has been reviewed and it is found that no amendments are required at this time.

Recommendation:

That the Committee of the Whole review Policy C/5 – Job Descriptions for Other Staff and advise Senior Administration accordingly.



C/5 – Job Descriptions For Other Staff

C/5

EFFECTIVE: March 15, 1995

REVISED: March 26, 2008

REVIEW: 2012-2013

1.0 POLICY

- 1.1 The Board believes that staff members should have job descriptions that clearly define job performance expectations.

2.0 GUIDELINES

- 2.1 The Superintendent will ensure that current job descriptions are available for all staff members and that these job descriptions become part of the staff member's personnel file.

References: *Admin Practice(s):*
School Act:



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Karen Parasynchuk, Secretary Treasurer
Subject: Policy D/I/5 – *Reserve Funds*

Background:

Please find attached Policy D/I/5 – *Reserve Funds*. This policy is scheduled for review and is brought to your attention with suggested revisions.

Administrative practice *Financial Management 3 – Reserve Funds* is also attached with revisions noted.

Recommendation:

That the Committee of the Whole review Policy D/I/5 – *Reserve Funds* and advise Senior Administration accordingly.



EFFECTIVE: January 22, 2003

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that the creation of reserves through the regular budget process for the purchase, replacement or upgrading of capital assets and for operational needs is a prudent fiscal practice.
- 1.2 The Board believes the reserves will consist of two components, an contingency operating reserve and a designated capital reserve.

2.0 GUIDELINES

- 2.1 The Superintendent is responsible for the administration of the reserves.

References: *Admin Practice(s): EFM 2 – Site and Playground Development Procedures*
FM 3 – Reserve Funds
School Act:



FINANCIAL MANAGEMENT 3 – Reserve Funds

Date: March 4, 2003

Revised:

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The creation of reserves through the regular budget process is prudent fiscal practice for:

- 1.1 the purchase, replacement or upgrading of assets; and
- 1.2 to stabilize the ongoing operational needs of a site.

2.0 PROCESS

Site budgeting and planning processes will include all pertinent information regarding their reserves.

3.0 GUIDELINES

~~3.1 Operating Contingency Reserves~~

~~3.1.1 These should be built up or replenished over two or three years.~~

~~3.1.2 The maximum amount should equal 5% of the site's total budget.~~

3.2 Operating Designated Reserves

- 3.2.1 This fund must have a specific purpose clearly defined in the site plan and annual budget.
- 3.2.2 The purpose of the fund must be to acquire an appropriate product or service that could not normally be funded within the allocations for a single year.
- 3.2.3 The annual allocation to the fund must be consistent with the overall effective operation of the site and shall not be detrimental to the site's programs/operation for a single year.
- 3.2.4 Where appropriate, sites must have funds and approved evergreening plans for technology, furniture and equipment and instructional resources.
- 3.2.5 Any reallocation of these funds will require the written approval of the Superintendent.

References: *Board Policy: D//5 – Reserve Funds*



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Associate Superintendent, Human Resources
Subject: Policy D/II/12 – Staff Use of School Facilities

Background:

Please find attached Policy D/II/12, Staff Use of School Facilities, and Admin Practice AD 10, Staff Use of School Facilities, attached for your information.

Recommendation:

That the Committee of the Whole review Policy D/II/12 and advise Senior Administration accordingly.



1.0 POLICY

1.1 The Board believes that School Division facilities and equipment are constructed or purchased for the educational benefit of students.

2.0 GUIDELINES

2.1 The use of School Division facilities and equipment by staff is authorized when such use is directly related to the staff member's assignment.

2.2 The use of School Division facilities and equipment by staff on school days for fitness type activities is encouraged.

2.3 School Division facilities, equipment and vehicles are not to be used by staff for personal use.

2.4 The Superintendent is responsible for the administration of this policy.

References: *Admin Practice(s): Administration 10 – Staff Use of School Facilities and Equipment*
School Act:



ADMINISTRATION 10 – Staff Use of School Facilities and Equipment

Date: April 14, 2003
January 9, 2013

Responsible Administrator: Associate Superintendent, Human Resources

1.0 RATIONALE

Sturgeon School Division recognizes there may be times when staff need to use school facilities and/or equipment after school hours for the enhancement of student learning.

2.0 PROCESS

The Superintendent is responsible for the process of establishing the Administrative Practice.

3.0 GUIDELINES

- 3.1 Staff wishing to use School Division facilities and/or equipment pursuant to the Guidelines of this Administrative Practice shall request approval from the principal or vice-principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.
- 3.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the principal or vice-principal.

References: *Board Policy: D/II/12*



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Gerry Schick, Chief Deputy Superintendent
Subject: Policy D/II/13 – *Advertising or Canvassing in Schools*

Background

Policy D/II/13 – *Advertising or Canvassing in Schools* is scheduled for review by the Board of Trustees.

Attached is the original policy and another with suggested revision.

Also attached for information is the original supporting Administrative Practice Administration 6 – *Advertising or Canvassing in Schools* and a revision of that document.

Recommendation

That the Committee of the Whole review Policy D/II/13 – *Advertising or Canvassing in Schools* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that schools should not be used as a means of an economical or convenient avenue of approach to parents, students and staff or for distribution of materials, goods and services by non-school related agencies or individuals.
- 1.2 However, the Board recognizes that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate for school participation.

2.0 GUIDELINES

- 2.1 The Superintendent of Schools shall maintain administrative practice to implement this policy.

References: *Admin Practice: Administration 6 – Advertising or Canvassing in Schools*



1.0 POLICY

- 1.1 The Board believes that schools should not be used as a means of an economical or convenient avenue of approach to parents, students and staff or for distribution of materials, goods and services by non-school related agencies or individuals.
- 1.2 However, the Board recognizes that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate for school participation.
- 1.3 **The Board expects administration to ensure that authorization of advertising or canvassing in any Division site occurs only when this is consistent with the Division’s beliefs, mission and mandate, is in the best interests of students and staff, and is compatible with community values.**

2.0 GUIDELINES

- 2.1 The Superintendent of Schools shall maintain administrative practice to implement this policy.

References: *Admin Practice: Administration 6 – Advertising or Canvassing in Schools*
School Act: Section 27(2)

**ADMINISTRATION 6 – Advertising or Canvassing in Schools**

Date: June 30, 2004

Revised: Jan. 25, 2012

Responsible Administrator: Superintendent

1.0 RATIONALE

It is recognized that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate for school participation.

2.0 PROCESS

The school principal is responsible for ensuring that the following guidelines are adhered to.

3.0 GUIDELINES

- 3.1 The distribution of materials relative to education, community organizations, school or school-related fund raising shall be left to the discretion of the school principal, subject to the following process:
 - 3.1.1 Supply of lists of names and addresses of staff or students to any outside individual, company or organization is prohibited.
 - 3.1.2 The sale or distribution for sale of tickets or goods, canvassing of, and the taking of collections from pupils within the schools or on Board property by or on behalf of any outside individual or organization during instructional hours is prohibited.
 - 3.1.3 Any promotion, advertising, distribution of materials, goods or services by which any individual staff member might accrue any financial gain is prohibited.
- 3.2 The distribution of material through Central Office without the prior approval of the Superintendent is prohibited.

References: *Board Policy: D/II/13 – Advertising or Canvassing in Schools*



ADMINISTRATION 6 – Advertising or Canvassing in Schools

Date: June 30, 2004

Revised: **January 9, 2013**

Responsible Administrator: Superintendent

1.0 RATIONALE

It is recognized that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they **are compatible with community values and** result in direct and specific benefit to students, are deemed to be appropriate for school participation.

2.0 PROCESS

The distribution of materials relative to education, community organizations, school or school-related fund raising shall be left to the discretion of the school principal or **Superintendent, as site appropriate, school principal is who shall be** responsible for ensuring **adherence to that** the following guidelines. ~~are adhered to.~~

3.0 GUIDELINES

3.1 ~~The distribution of materials relative to education, community organizations, school or school-related fund raising shall be left to the discretion of the school principal, subject to the following process:~~ **The following is prohibited in school:**

3.1.1 **Advertising, canvassing, sale or distribution of goods without the approval of the Principal.**

3.1.2 **Supply of lists of names and addresses of staff or students, or parents to any outside individual, company or organization is prohibited.**

3.1.3 **The sale or distribution for sale of tickets or goods, canvassing of, and the taking of collections from pupils within the schools or on Board property by or on behalf of any outside individual or organization during instructional hours is prohibited.**

3.1.4 **Any promotion, advertising, distribution of materials, goods or services by which any individual staff member might accrue any financial gain is prohibited.**

3.2 **The following is prohibited in Central Office:**

References: *Board Policy: D/II/13 – Advertising or Canvassing in Schools*
School Act: Section 27(2)



ADMINISTRATION 6 – Advertising or Canvassing in Schools

Date: June 30, 2004

Revised: **January 9, 2013**

Responsible Administrator: Superintendent

-
- 3.2.1 **Advertising, canvassing, sale or distribution of material through Central Office without the prior approval of the Superintendent is prohibited.**

References: *Board Policy: D/11/13 – Advertising or Canvassing in Schools*
School Act: Section 27(2)



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Gerry Schick, Chief Deputy Superintendent
Subject: Policy F/III/2 – *Course Challenge*

Background

Policy F/III/2 – *Course Challenge* is scheduled for review by the Board of Trustees.

Attached is the original policy and another with suggested slight revision.

Also attached for information is the original supporting Administrative Practice Curriculum & Resources 2 – *Course Challenge* and a revision of that document. New wording in the revised practice is shown in bold print. While there appears to be major revision to the Administrative Practice, as evidenced by the strike-throughs, it is to be noted that this is simply due to a re-ordering of the points in the guidelines.

Discussion has been undertaken with the administrators at the Division's high school sites as this policy and practice was being reviewed by senior administration.

Recommendation

That the Committee of the Whole review Policy F/III/2 – *Course Challenge* and advise Senior Administration accordingly.



EFFECTIVE: March 26, 2003

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that senior high school students in Sturgeon School Division who wish to demonstrate that they already possess the knowledge, skills and attitudes prescribed by the Program of Studies for a course, shall be allowed to demonstrate their competency through a special assessment opportunity.
- 1.2 The Board believes that course challenge allows a senior high school student to be fairly evaluated, given a final course mark and, if successful, earn credits in the challenged course.

2.0 GUIDELINES

- 2.1 The Superintendent shall be delegated the responsibility and authority to establish regulations as required.

References: *Admin Practice(s): Curriculum & Resources 2 – Course Challenge*
School Act:



1.0 POLICY

- 1.1 The Board believes that senior high school students in Sturgeon School Division who wish to demonstrate that they already possess the knowledge, skills and attitudes prescribed by the Program of Studies for a course, shall be allowed to demonstrate their competency through a special assessment opportunity.
- 1.2 The Board believes that course challenge allows a senior high school student to be fairly evaluated, given a final course mark and, if successful, earn credits in the challenged course.

2.0 GUIDELINES

- 2.1 The Superintendent or **designate shall be delegated the responsibility and authority to establish regulations maintain administrative practice as required to operationalize this policy.**

References: *Admin Practice(s): Curriculum & Resources 2 – Course Challenge*
Guide to Education: ECS to Grade 12, pp. 107-108

**CURRICULUM & RESOURCES – Course Challenge**

Date: March 25, 2003

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board believes that senior high school students in Sturgeon School Division who believe they already possess the knowledge, skills and attributes prescribed by the Program of Studies for a course, shall be allowed to demonstrate these learnings through special assessment opportunities.

2.0 PROCESS

The Superintendent will be responsible for maintaining this Administrative Practice.

3.0 GUIDELINES

- 3.1 Course challenges shall be administered by the senior high school according to school policy only after the student is registered at that school.
- 3.2 The principal shall ensure that each course challenge includes strategies that will assess learning outcomes for the course as outlined in the Program of Studies.
- 3.3 The principal shall assign the administration and evaluation of the course challenge to a certified teacher who has taught the course being challenged.
- 3.4 The senior high school principal shall ensure that at the time of the decision, information is provided to the student on appeal procedures in relation to:
 - 3.4.1 the refusal of the student's application for a challenge assessment, and
 - 3.4.2 the final standing or grade awarded as result of a completed challenge assessment.
- 3.5 The principal of each senior high school shall develop a course challenge policy, consistent with Alberta Learning policy and procedures and the Board's guidelines.
- 3.6 The school policy shall be developed in appropriate consultation with parents/guardians and students. This policy can be amended only prior to March 1st for course challenges that apply for the next school.

References: *Board Policy: F/III/2*

CURRICULUM & RESOURCES – Course Challenge

Date: March 25, 2003

Responsible Administrator: Superintendent

- 3.7 The principal will establish procedures to communicate to parents/ guardians and students the availability of and procedures for course challenges.

- 3.8 The school policy will be approved by and filed with the Superintendent or designate prior to the beginning of the school year.

References: *Board Policy: F/III/2*



CURRICULUM & RESOURCES – Course Challenge

Date: March 25, 2003

Revised: January 9, 2013

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board believes that senior high school students in Sturgeon School Division who believe they already possess the knowledge, skills and attributes prescribed by the Program of Studies for a course, shall be allowed to demonstrate these learnings through special assessment opportunities.

2.0 PROCESS

The Superintendent ~~or designate will~~ **shall** be responsible for maintaining this Administrative Practice. **Each senior high school principal shall be responsible for developing and maintaining school policy on a course challenge process which is consistent with Alberta Education's Guide to Education directions and follows Board guidelines.**

3.0 GUIDELINES

- 3.1 ~~Course challenges shall be administered by the at a senior high school according to school policy only after the student is registered at that school.~~ The school policy shall be developed in appropriate consultation with parents/guardians and students. This policy can be amended only prior to March 1st for course challenges that apply for the next school year.
- 3.2 ~~The principal shall ensure that each course challenge includes strategies that will assess learning outcomes for the course as outlined in the Program of Studies.~~ The principal will establish procedures to communicate to parents/ guardians and students the availability of and procedures for course challenges, **including application deadlines.**
- 3.3 ~~The principal shall assign the administration and evaluation of the course challenge to a certified **certificated** teacher who has taught the course being challenged.~~ The school policy will be approved by and filed with the Superintendent or designate prior to the beginning of the school year.

References: *Board Policy: F/III/2*
Guide to Education: ECS to Grade 12, pp.107-108

CURRICULUM & RESOURCES – Course Challenge

Date: March 25, 2003 Revised: January 9, 2013 Responsible Administrator: Superintendent

- 3.4 ~~The senior high school principal shall ensure that at the time of the decision, information is provided to the student on appeal procedures in relation to:~~
- ~~3.4.1 the refusal of the student’s application for a challenge assessment, and~~
- ~~3.4.2 the final standing or grade awarded as result of a completed challenge assessment.~~
- Course challenges shall be administered by the at a senior high school according to school policy only after the student is registered at that school
- 3.5 ~~The principal of each senior high school shall develop a course challenge policy, consistent with Alberta Learning policy and procedures and the Board’s guidelines. The principal shall ensure that each course challenge includes strategies that will assess learning outcomes for the course as outlined in the Program of Studies.~~
- 3.6 ~~The school policy shall be developed in appropriate consultation with parents/guardians and students. This policy can be amended only prior to March 1st for course challenges that apply for the next school. The principal shall assign the administration and evaluation of the course challenge to a certified certificated teacher who has taught expertise in the course/subject being challenged.~~
- 3.7 ~~The principal will establish procedures to communicate to parents/guardians and students the availability of and procedures for course challenges.~~
The senior high school principal shall ensure that at the time of the decision, information is provided to the student on appeal procedures in relation to:
- ~~3.4.3~~ 3.7.1 the refusal of the student’s application for a challenge assessment, and
- ~~3.4.4~~ 3.7.2 the final standing or grade awarded as result of a completed challenge assessment.
- 3.8 ~~The school policy will be approved by and filed with the Superintendent or designate prior to the beginning of the school year.~~

References: *Board Policy: F/III/2*
 Guide to Education: ECS to Grade 12, pp.107-108



Committee of the Whole Memorandum

Date: January 9, 2012
To: Committee of the Whole
From: Mary McGregor, Associate Superintendent Student Services
Subject: Policy (G/II/15) – (Crisis and Critical Incidents)

Background:

Please find attached Policy (G/II/15) - (Crisis and Critical Incidents).
Admin Practice (Student Services 1 – Crisis and Critical Incidents) is attached for your information.

Recommendation:

That the Committee of the Whole review Policy (G/II/15) – (Crisis and Critical Incidents) and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students **and staff** in the event of emergency situations.
- 1.2 The Board requires procedures to be in place to ensure the safety of students and staff in the event of an emergency situation.

2.0 GUIDELINES

- 2.1 In the case of internal emergencies, (including but not limited to fire, structural collapse, bomb threat, dangerous chemical spills within the buildings, hostage taking, loss of utilities), the principal has the authority to make the final decision regarding school evacuations.
- 2.2 When external emergencies (including but not limited to tornadoes, dangerous chemical spills outside the school buildings, riots, severe weather conditions or other emergency situations that endanger the school’s occupants), the responsibility for evacuating schools will rest with the Superintendent and/or appropriate civil authorities.

References:	Policies:	D/II/2 School Operations in an Emergency G/II/10 Emergency Preparedness G/II/2 Health and Safety
	<i>Admin Practice(s):</i>	<i>SS 1 – Crisis and Critical Incidents A 07 – School Operation in an Emergency A 17 – Health and Safety</i>
	<i>School Act:</i>	



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

1.0 RATIONALE

The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency situations.

2.0 PROCESS

The Superintendent ~~and Chief Deputy Superintendent~~ or designate will be responsible for coordinating all communications with the media during emergency situations.

3.0 GUIDELINES

3.1 For the purpose of direction to the Most Responsible Person, the MRP for a school is the principal and for Division Office is the Associate Superintendent Human Resources.

~~3.13.2~~ The Division and schools and sites shall develop and maintain a Crisis and Critical Incident Response Plan. The schools site staff shall derive their plan from the Division's plan.

~~3.23.3~~ The Associate Superintendent of Student Services and the The Division Crisis and Critical Incident Response team are is to provide support to individual schools during emergency situations under the supervision of the Associate Superintendent Student Services.

~~3.33.4~~ The principal MRP and the school-based site-based Crisis and Critical Incident Response team is are to respond to emergency situations according to the protocols as developed in the Division and the school or site plan.

~~3.43.5~~ All Support and professional staff members are to be knowledgeable of the Division and school or site plans and fulfill their duties according to those plans.

~~3.5~~ The Superintendent shall make the final decision as to the involvement of the Division Crisis and Critical Incident Response Plan team.

References: *Board Policy:* G/II/10 – Emergency Preparedness
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6 The Division and schools shall follow the procedures as outlined in the Division and school or site-based Crisis and Critical Incident Response Plan for the following:

3.6.1 ~~School~~ Lockdown

Each school or site staff shall perform a lockdown at least ~~once~~ twice per year.

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6.2 School or site Evacuation and Relocation

The school or site staff shall review the plan annually and perform a drill to evacuate the school or site population to an alternate facility site once every two three years. The alternate facility site may be a community site facility within walking distance of the school or site.

3.6.3 Fire Drill and Evacuation

3.6.3.1 To comply with fire safety regulations, the MRP principal shall:

3.6.3.1.1 Ensure procedures for the elimination of fire hazards within the buildings.

3.6.3.1.2 Ensure provision for the application of fire safety drills at least five times per year.

3.6.3.1.3 Ensure that all provincial regulations pertaining to fire safety are communicated to staff.

3.6.3.1.4 Ensure that staff adheres to these regulations.

3.6.3.1.5 Maintain a record of all fire drills which shall include date, evacuation time and any comments relating to the fire drill.

3.6.3.2 Teachers are responsible for:

3.6.3.2.1 Discussing evacuation and fire safety procedures with their students.

3.6.3.2.2 Participating in fire drills along with their students.

3.6.3.2.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.

3.6.3.2.4 Ensuring that all potentially hazardous materials are properly stored and handled.

3.6.3.3 The MRP is responsible for:

3.6.3.3.1 Discussing evacuation and fire safety procedures with staff.

3.6.3.3.2 Participating in fire drills along with staff.

3.6.3.3.3 Maintaining “good housekeeping” standards within their site to minimize potential fire hazards.

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency

G/II/10 - Emergency Preparedness

G/II/2 – Health and Safety

Admin Practice:

A 07 – School Operation in an Emergency

A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6.3.3.4 Ensuring that all potentially hazardous materials are properly stored and handled.

~~3.6.3.3.3~~ 3.6.3.4 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal and teachers shall:

~~3.6.3.3.1~~ 3.6.3.4.1 Ensure that all storage, mechanical and service rooms are clean and orderly.

~~3.6.3.3.2~~ 3.6.3.4.2 Ensure that all potentially hazardous materials are properly stored and handled.

~~3.6.3.3.3~~ 3.6.3.4.3 Ensure that all exit and emergency lights in the school are operable.

~~3.6.3.3.4~~ 3.6.3.4.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.

~~3.6.3.3.5~~ 3.6.3.4.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)

~~3.6.3.3.6~~ 3.6.3.4.6 Participate in fire drills.

~~3.6.3.3.7~~ 3.6.3.4.7 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

~~3.6.3.4.3~~ 3.6.3.5 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal-MRP and teachers-staff shall ensure the following items are evaluated for fire safety. The frequency these items are to be checked is indicated in brackets following the item (Daily-D; Weekly-W; Monthly-M; Yearly-Y).

~~3.6.3.4.1~~ 3.6.3.5.1 Fire Protection Equipment (M)

- Fire Extinguishers
 - Are they fully charged
 - Are they date-tagged
 - Are they in their proper locations

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety
Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

- Fire Hoses (M)
 - Are all hoses in good repair
 - Are nozzles and wrenches located at each hose station
- Fire Alarm System (M)
 - Is the alarm operative
 - When was the alarm last tested
- Emergency Lighting (M)
 - Is it operative
 - When was it last maintained

~~3.6.3.4.23.6.3.5.2~~ General Maintenance

- Are corridors free from obstruction (D)
- Are fire exits clear (D)
 - Do doors operate freely
 - Does panic hardware operate freely
- Are all rooms free from litter (D)

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

~~3.6.3.4.3~~ ~~3.6.3.5.3~~ Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
- Are any motors, fuse boxes, or control equipment overheating (D)
- Are covers missing from fuse boxes, junction boxes, etc. (W)
- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

~~3.6.3.4.4~~ ~~3.6.3.5.4~~ Heating Units

- Are all heating units in good condition and operating properly (W)
- Are all combustible materials removed from these areas (D)
- Are furnace room doors closed? locked? (D)

~~3.6.3.4.5~~ ~~3.6.3.5.5~~ Doors

- Do fire doors close automatically (M)
- Are manual fire doors kept closed (D)

~~3.6.3.4.6~~ ~~3.6.3.5.6~~ Laboratories

- Do gas shut-off valves work properly (D)
- Is a fire extinguisher available (W)
- Is the ventilation system operating properly (M)
- Are dangerous chemicals and flammable liquids properly stored (D)

~~3.6.3.4.7~~ ~~3.6.3.5.7~~ Industrial Arts/Home Economics

- Are welding areas free of combustible or flammable liquids (D)
- Are refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

~~3.6.3.4.8~~ ~~3.6.3.5.8~~ Art Room/Printing Shop

- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are proper refuse containers supplied (D)
- Are posters and paper work located in such a manner as to not to interfere with heating equipment (D)

3.6.4 ~~For Crisis and Critical Incident response, the The principal~~ MRP and school or site staff shall follow the procedures as outlined in the Sturgeon School Division under Bomb Threat in the Division and school based Crisis and Critical Incident Plan Response Plan, for the emergency situations listed below:

~~3.6.4.1 Bomb threat~~

~~3.6.4.2 Armed intruder~~

~~3.6.4.3 Abduction~~

~~3.6.4.4 Hostage taking~~

~~3.6.4.5 Assault on school premises~~

~~3.6.4.6 Intruders at school~~

~~3.6.4.7 Severe injury at school~~

~~3.6.4.8 Environmental hazard toxic spill~~

~~3.6.4.9 Loss of utilities~~

~~3.6.4.10 Off site emergency or school bus accident (with injuries)~~

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety
Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

~~3.6.4.11 Tornadoes/violent winds~~

~~3.6.5 The Division and school personnel shall follow the threat assessment protocol as outlined in the Crisis Critical Incident Response Plan.~~

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

- 3.6.6 The MRP principal and site-based school-based Crisis and Critical Response team shall:
- 3.6.6.1 Coordinate professional development activities to support the Crisis and Critical Response Plan.
 - 3.6.6.2 Establish procedures for the proper documentation of the incident.
 - 3.6.6.3 Establish procedures and contact lists for coordinating municipal services and Division and school Crisis and Critical Response Plan.
 - 3.6.6.4 Establish a staff fan-out list.
 - 3.6.6.5 Establish a communication plan for staff, media, parents, students and the public.
 - 3.6.6.6 Ensure that the emergency supply list is maintained as outlined in Appendix D of the Crisis and Critical Response Plan.

References: *Board Policy: G/II/10 – Emergency Preparedness*
G/II/15 - Crisis and Critical Incidents
D/II/2 – School Operations in an Emergency
G/II/10 - Emergency Preparedness
G/II/2 – Health and Safety

Admin Practice:
A 07 – School Operation in an Emergency
A 17 – Health and Safety



Committee of the Whole Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Karen Parasynchuk, Secretary Treasurer
Subject: Policy I/1 – *Student Transportation Services*

Background:

Please find attached Policy I/1 – *Student Transportation Services*. This policy is scheduled for review and is brought to your attention with no revisions suggested.

Administrative practice *Transportation 3 – Support Staff & Bus Riding Duties* and *Transportation 5 – Student Transportation Services* are also attached with revisions noted.

Recommendation:

That the Committee of the Whole review Policy I/1 – *Student Transportation Services* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board has established and operates a student transportation system to provide service to a student's directed school. This service is available to all students within the Board's jurisdiction who qualify for this service in accordance with criteria as contained in the School Act of Alberta or as outlined in administrative practices.
- 1.2 Transportation service will be provided on regular a.m. and p.m. school bus routes, for children enrolled in ECS programs operated by the Board.

2.0 GUIDELINES

- 2.1 The Board will provide transportation for all students enrolled in an education program, kindergarten to grade 4, who reside further than 1,200 meters from the school to which the board has directed the student to attend.
- 2.2 The Board will provide transportation service for all students whose residence is located further than 1600 meters from the school to which the student has been directed to attend.
- 2.3 Students residing closer to the school site than the distances as specified in Guidelines 1 or 2 of this policy may be provided with transportation service if space is available on an existing school bus route.
- 2.4 The Superintendent of Schools or designate shall ensure that sufficient resources are available to provide transportation service for students in accordance with Board policy.
- 2.5 The Director of Transportation Services is directed by the Superintendent of Schools to develop and maintain the administrative practices required by this policy.

References: *Admin Practice(s): Transportation 3 – Support Staff & Bus Riding Duties*
Transportation 5 – Student Transportation Services
School Act: Transportation 51(1)



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: [Director, Transportation Manager](#)

1.0 RATIONALE

At time, support staff are hired to work during the regular school day in a school program, and also supervise students on the bus or in a private vehicle as students are transported to and/or from school. This Administrative Practice provides direction for writing letters of assignment for such staff members that ensure consistency in paying for such services throughout the Division.

2.0 PROCESS

The [Director, Transportation Manager Services](#) will be responsible for maintaining and updating this process, and will ensure consistency in paying for such services.

3.0 GUIDELINES

- 3.1 In consultation with the Associate Superintendent, Human Resources, the principal determines the number of hours a support staff member is required to work in a school program during the regular school day.
- 3.2 If the support staff member is required to ride the bus and supervise students in addition to the working time in a school program (as outlined in Section 1 above), the additional time shall become part of the support staff member's total hours of assignment. Payment for the extra time the support staff member spends riding on the bus and supervising students will be provided through the Transportation Services Department, as specified in the support staff member's job description.

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: Director, Transportation Manager

- 3.3 If the support staff member is required to privately transport and supervise students in addition to the working time in a school program (as outlined in Section 1 above), the additional time required shall become part of the support staff member’s total hours of assignment and shall be paid by the school. Payment for the kilometers traveled by the support staff member will be paid through the Transportation Services Department by way of a travel expense claim submitted monthly to the Director, Transportation Manager Services.

- 3.4 The Director, Transportation Manager Services shall determine both the time required and the kilometers travelled by the support staff member for riding the bus or privately transporting the students.

- 3.5 Support staff members that are required to privately transport students must:
 - 3.5.1 complete the Automobile Driver Authorization Form;
 - 3.5.2 have a Class 4 Operator’s License as required by Alberta Transportation;
 - 3.5.3 obtain a 6a Endorsement that gives permission to carry passengers for compensation from their insurance company. This is in addition to their other insurance requirements.

Depending where the funding is obtained, the cost will be borne by the school or the Director, Transportation Manager Services.

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised: Services

Responsible Administrator: Director, Transportation Manager

**APPENDIX I
AUTOMOBILE DRIVER AUTHORIZATION**

The personal information requested on this form is being collected pursuant to the *Freedom of Information and Protection of Privacy Act, Section 32 (c)*. The information will be used to make a determination regarding the authorization of volunteer drivers.

School name _____ School year _____

Declaration of Automobile Driver

I acknowledge that if, according to my most current driver's abstract I have six demerit points or more, I cannot become a volunteer driver. A copy of my insurance must be attached in order to receive approval.

I acknowledge that acting as a driver for the school jurisdiction activities and planning to use my own vehicle(s) I must inform my insurance company to determine the nature of exposure and ensure that all are adequately protected.

I understand that in case of an insurance claim (i.e. third party damage &/or personal injury) my personal automobile liability insurance applies before the School Board's insurance as described below.

Additional automobile liability insurance protection is provided under the School District's comprehensive general liability insurance policy for authorized volunteer drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.

Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver. I Declare:

- that I have a minimum of five years driving experience.
- that to the best of my knowledge the vehicle used to transport students is in good operating condition.

By submitting this application to become a volunteer driver for the School Board, I agree to:

- a) abide by the requirements of all applicable laws at all times while I am engaged in volunteer driving
- b) possess the proper class of license for the type and seating capacity of the vehicle that I will be operating
- c) provide to the school principal a written report of all accidents (whether or not occurring while I am volunteer driving) which will increase the number of demerit points against my license. I also agree to report to the school principal any suspensions of my license or change in my insurance status that may occur after the date of this declaration
- d) limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the School Board
- e) undertake to maintain at all times, insurance in an amount of not less than \$1,000,000 in respect of liability or injury or death of any students who are passengers in my vehicle while I am volunteer driving, and I have advised my own insurance company before undertaking to transport students.

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised: Services

Responsible Administrator: Director, Transportation Manager

Has your driver's license been suspended in the last three years? Yes _____ No _____
If yes, please provide date of reinstatement: _____

Have you been involved in any accidents as a driver during the last three years? Yes__No__
If yes, please provide details: _____

Have you been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle-related offense under the Criminal Code during the last three years? Yes _____
No _____
If yes, please provide details: _____

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: Director, Transportation Manager

APPENDIX I - AUTOMOBILE DRIVER AUTHORIZATION (Continued)

I hereby declare that I have read and understand the information contained on this form.

Volunteer Driver's Signature

Vehicle Owner's Signature

Date

Authorization to Release Driver's Abstract

Driver's Name (in full) _____ Date of Birth _____

Driver's Address _____ City _____

Postal Code _____ Home Phone _____ Business Phone _____

Driver's License # _____ Class _____ Expiry Date _____

Volunteer Staff ___ Volunteer Parent ___ Vehicle Seating Capacity (not counting driver) ___

Type of Vehicle Used _____ Make _____ Model _____

Name of Company you are insured with _____

Company Policy # _____ Expiry Date _____

I, the undersigned, authorize release of my Driver's Abstract to the School Board and/or it's Insurance Agents.

Automobile Drivers Signature

Date

FOR OFFICE USE ONLY

I accept the above named individual as an authorized automobile driver for the _____ school year for the purpose of _____.

Signature of Principal/Designate

Date

This information is collected and used to ensure that those people involved/in transporting students have a valid drivers license and appropriate insurance coverage. This information will also be provided to the insurance company in the event of a claim.

If you have any questions regarding the collection of this information, you may contact:

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: Director, Transportation Manager

Director, Transportation Manager Services
Your School Principal

780-949-4341 or

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised: Services

Responsible Administrator: Director, Transportation Manager

**APPENDIX II
CONSENT FORM (EEBB):
USE OF PRIVATE VEHICLES FOR SCHOOL SPONSORED ACTIVITIES**

This form covers either (check either "1" or "2" below):

_____ (1) one specific field trip Date: _____

Activity: _____ Destination: _____

_____ (2) extra-curricular/class activities for the current school year.

Please list: _____

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: Director, Transportation Manager

**APPENDIX II
PARENTAL CONSENT FORM**

Parental Consent When Student Is A Passenger

I acknowledge and give permission for _____ to be a passenger in a student/adult
(student name)
driven motor vehicle during the aforementioned activity(ies) pursuant to an EIPS Automobile -Driver
Authorization form being completed. I agree to indemnify and save harmless Sturgeon School Division No. 24
schools from all actions arising out of or related to the transportation of the above named person.

(Signature of parent/guardian)

(Date)

Student Is Driving Other Students

I give permission for _____ to convey student passengers in a motor vehicle
(student name)
license number _____ during the above-mentioned activity(ies) pursuant to an EIPS
Automobile Driver Authorization form being completed. I agree to indemnify and save harmless Sturgeon
School Division No. 24 from all actions arising out of or related to the transportation of the above named
person.

(Signature of parent/guardian)

(Date)

Parental Consent When Student Is Driving Only Themselves

I give permission for _____ to drive a motor vehicle, license number
(student name)
_____ during the above-mentioned activity(ies), pursuant to an EIPS Automobile Driver
Authorization form being completed. I agree to indemnify and save harmless Sturgeon School Division No. 24
from all actions arising out of or related to such transportation.

(Signature of parent/guardian)

(Date)

* Parent is defined under the terms of the School Act, RSA 1988 and amendments thereto as follows:
Sec. (2) For purposes of subsection (1) (1), the parent is
a) the biological parent or, if the student is an adopted child, the adoptive parent,

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised:
Services

Responsible Administrator: Director, Transportation Manager

-
- b) notwithstanding clause (a), if the student's biological or adoptive parent resided in Alberta and has changed his residence so that it is outside Alberta or unknown, the individual who has care and custody of the student as a result of the change,
 - c) notwithstanding clauses (a) and (b), the individual who has custody of the student under
 - i. a court order, or
 - ii. a written agreement made pursuant to a statute governing custody of the student, if the individual notifies the Board in writing of his custody,
 - d) notwithstanding clauses (a) to (c), the guardian of the student appointed under
 - i. a temporary or permanent guardianship order under the Child Welfare Act, or
 - ii. a written agreement made pursuant to the Domestic Relations Act or the Child Welfare Act, or
 - iii. an order of a court, if the guardian notifies the Board in writing of his appointment or
 - e) notwithstanding clauses (a) to (d), the Minister of Justice and Attorney General if the student is in custody under the Corrections Act, the Corrections and Conditional Release Act (Canada), the Young Offenders Act or the Young Offenders Act (Canada).

References: *Board Policy 1/1 – Student Transportation Services*



TRANSPORTATION 5 – Student Transportation Services

Date: June 30, 2004 Revised:

Responsible Administrator: Director, Transportation Services

1.0 RATIONALE

The Division believes that transportation services provided for its resident students should be safe, economical and as convenient and time efficient as is practicable for the students using this service.

2.0 PROCESS

The ~~Director, Transportation Services~~ Managers shall maintain this Administrative Practice.

3.0 GUIDELINES

3.1 Prior to commencement of each school year, the ~~Director, Transportation Services~~ Manager shall establish bus routes for each school attendance area.

3.1.1 The school bus operator will contact each family on their route prior to the commencement of the school year to inform them of the pickup location and the time of the school bus pickup.

3.2 Students registering at Sturgeon School Division schools for the first time, who require school bus transportation, will be directed to contact the Transportation Department to arrange for school bus service.

3.3 Prior to October 15th of each year, the ~~Director, Transportation Services~~ Manager shall provide each school with school bus route maps and passenger lists for all buses that service the attendance area of the school.

3.3.1 The principal of the school shall provide the Transportation Department with the name of each student who withdraws from the school or who is expelled or suspended from the school.

3.4 Alterations or extensions of school bus routes shall require the approval of the ~~Director, Transportation Services~~ Manager with the exception of short-term alterations or extensions incurred in emergency situations.

References: *Board Policy: 1/1 – Student Transportation Services*



TRANSPORTATION 5 – Student Transportation Services

Date: June 30, 2004 Revised:

Responsible Administrator: Director, Transportation Services

-
- 3.4.1 Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to the ~~Director, Transportation~~ Manager Services for approval and payment.
 - 3.5 The principal of the school shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.
 - 3.6 Each school bus operator shall develop a schedule that indicates the pickup time and drop off time for each student who is a passenger on their bus.
 - 3.7 Students may be required to walk up to 400 meters from their gateway to the bus stop. Gateway is the point of intersection of a private driveway and a municipal roadway as per The School Act Section 51 (4) c.

References: *Board Policy: 1/1 – Student Transportation Services*



Board Memorandum

Date: January 9, 2013
To: Committee of the Whole
From: Michele Dick, Superintendent
Subject: Response to “At-Risk” Student needs

Background:

As per Trustees direction, this item has been added to the agenda to allow Trustees an opportunity to discuss the division’s response to students deemed to be “at-risk” and to clarify issues related to the 65% mark in Grade 9 level courses as prerequisite to course registration at the senior high school level.

Cow-Info



9613 - 100 Street
Morinville, AB T8R 1L9 County Centre 780-939-4321 Toll Free 1-866-939-9303 Fax 780-939-3003
www.sturgeoncounty.ca

RECEIVED

DEC 11 2012

Sturgeon School Division No. 24

Monday, December 10, 2012

RE: Sturgeon Regional Partnership – Recreation Master Plan: Phase Two

Dear Stakeholder:

The development of a Regional Recreation Master Plan for the Sturgeon Regional Partnership is important to your community and, on behalf of the Regional Partnership, I would like to thank you for participating in phase one. The Regional Partnership includes the Towns of Bon Accord, Gibbons, Morinville, Legal, Redwater and Sturgeon County. We received over 300 online survey entries and good participation at the stakeholder workshop and public open house. All the feedback and comments will influence the draft plan and will continue to be important to this process.

If you were unable to participate in a phase one engagement activity, it is not too late. We want to know if we captured the community's direction appropriately. I encourage you to take part in the upcoming engagement opportunities to review the Draft Plan and to help us finalize the Regional Recreation Master Plan (see details below). Please pass this invitation on to fellow organization members, colleagues, family and friends.

Public Open Houses

Tuesday, January 8, 2013 4:00 p.m. to 8:00 p.m.
Gibbons Community Hall - 5016-50 Street, Gibbons, AB

Wednesday, January 9, 2013 4:00 p.m. to 8:00 p.m.
Villeneuve Hall - #61, 54200-Range Road 265, Sturgeon County, AB

Thursday, January 10, 2013 4:00 p.m. to 8:00 p.m.
Morinville Community Cultural Centre - 9502 – 100 Ave., Morinville, AB

You can follow the plan's progress and learn about upcoming engagement opportunities by visiting www.sturgeoncounty.ca. If you require any further information or have questions on the Regional Recreation Master Plan, please contact Lisa Moilanen at lisa.moilanen@stantec.com or 1-250-389-2510.

Thank you once again on behalf of the Sturgeon Regional Partnership and we look forward to your input in January.

Sincerely,

Peter Tarnawsky
Chief Administrative Officer, Sturgeon County

On behalf of the Sturgeon Regional Partnership - Bon Accord, Gibbons, Legal, Morinville, Sturgeon County and Redwater

COMMITTEE 10.1

REGIONAL RECREATION MASTER PLAN FOR THE STURGEON REGIONAL PARTNERSHIP



Sturgeon Regional Recreation Master Plan - Frequently Asked Questions

WHAT IS A REGIONAL RECREATION MASTER PLAN?

- A Regional Recreation Master Plan is a strategic plan and business case to guide decisions about the delivery of recreation services in the region over the next 25 years. The plan will consider recreation services provided by each of the municipalities who are members in the partnership.
- The plan will look at existing facilities and programs to identify gaps and overlaps in service and funding.
- The goal is to set a plan that looks at recreation facilities, programs and planning collectively, rather than as six separate municipalities.
- The plan will set a shared vision and outcomes for recreation in the region and establish short, medium and long-term priorities.

WHO IS LEADING THE DEVELOPMENT OF THE REGIONAL RECREATION MASTER PLAN?

- The Sturgeon Regional CAO (Chief Administrative Officer) Partnership is leading the development of the plan. The partnership is made up of the six administrators from:
Bon Accord, Gibbons, Legal, Morinville, Sturgeon County and Redwater.
- The partnership has retained some of the best recreation planning professionals in Canada to facilitate the development of the plan: Stantec Consulting Ltd. and Professional Environmental Recreation Consultants Ltd.

WHEN WILL THE PLAN BE COMPLETED?

- The project was initiated in August 2012 and the final plan is anticipated to be approved by the partnership in February 2013.

WHERE CAN I FIND INFORMATION ABOUT THE STATUS OF THE PLAN?

- Continue to visit your respective municipal website for ongoing information about the status of the plan and opportunities to help shape the future of recreation in the region.

HOW WAS INPUT FROM FIRST ROUND OF ENGAGEMENT USED?

- Thank you to everyone who participated in the first round of engagement.
- We had over 300 online survey entries, a successful stakeholder workshop, public open house and Council and Staff workshop.
- Input received was analysed, themed and used as a basis on which to build the draft plan.
- We now want to know if we heard the community right. Please take part in the upcoming engagement opportunities to continue to help shape the future of recreation in our region.

REGIONAL RECREATION MASTER PLAN FOR THE STURGEON REGIONAL PARTNERSHIP



HOW CAN I GET FURTHER INVOLVED IN THE DEVELOPMENT OF THE PLAN?

- A two staged process is planned for community engagement including focus groups, open houses and online surveys. The first formal opportunity to engage in the process was completed in October 2012; the second begins in January 2013 with a series of three public open houses and an online survey.
- Please watch your local newspaper and your municipal website for notices.

STAGE	PURPOSE	TIMELINE
Stage 1	To identify issues and opportunities that the plan needs to address.	October 2012
Stage 2	To obtain feedback on the draft master plan.	January 2013

Stage 2

Project Survey – January 2013

Watch for upcoming details in your area on an online survey for all residents to complete, hard copies will also be made available from any of the municipalities involved.

Public Open Houses

Tuesday, January 8, 2013 4:00 p.m. to 8:00 p.m.
Gibbons Community Hall - 5016-50 Street, Gibbons, AB

Wednesday, January 9, 2013 4:00 p.m. to 8:00 p.m.
Villeneuve Hall - #61, 54200-Range Road 265, Sturgeon County, AB

Thursday, January 10, 2013 4:00 p.m. to 8:00 p.m.
Morinville Community Cultural Centre - 9502 – 100 Ave., Morinville, AB

WHO DO I CONTACT FOR MORE INFORMATION ABOUT THE PLAN?

Please feel free to email your questions, comments or concerns about the plan or planning process to lisa.moilanen@stantec.com or call at 1-250-389-2510.