



NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 25-04 AGENDA

| | |
|------------------------------------|-----------------------------|
| Location: DoubleTree West Edmonton | |
| Zoom: | |
| Meeting ID: Passcode: | Phone: 1 (587) 328-1099 |
| Date: Saturday, April 26, 2025 | Time: 9:00 a.m. - 4:30 p.m. |

If you want to join the public meeting, please contact Media Relations Manager Curtis Walty at 780-624-2060, ext. 6183 or curtis.walty@nsd61.ca.

Note: If the agenda is ahead of schedule, items will be moved up.

A. CALL TO ORDER

| No. | Title | Responsible | Action | Page No. |
|-----|---|-------------|--------|----------|
| 1. | Recognition of Traditional Lands | Chair | | - |
| 2. | Opening Prayer, Cultural Reflection or Reflection | Trustee | | - |
| 3. | Adoption of Agenda | All | Motion | - |
| 4. | Closed Session | All | Motion | - |

B. BUSINESS ARISING FROM CLOSED SESSION

C. BOARD MATTERS

D. MINUTES

| No. | Title | Responsible | Action | Page No. |
|-----|--|------------------------|-------------|-----------|
| 1. | March 22, 2025 Regular Board Meeting Minutes | All | Motion | 04 |
| 2. | March 26, 2025 Special Board Meeting Minutes | All | Motion | 11 |
| 3. | April 9, 2025 Special Board Meeting Minutes | All | Motion | 14 |
| 4. | Board Action Items | Superintendent Johnson | Information | 17 |

E. BUSINESS ARISING FROM MINUTES



**NORTHLAND SCHOOL DIVISION
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AGENDA**

F. CONSENT AGENDA

| No. | Title | Responsible | Action | Page No. |
|------------|---|------------------------|---------------|-----------------|
| 1. | Board Chair Report | Chair Fayant | Information | 20 |
| 2. | Superintendent of Schools Report | Superintendent Johnson | Information | 21 |
| 3. | Trustee Activity, Committee and/or Board Representative/Association Reports | Trustees | Information | - |

G. ACTION ITEMS

| No. | Title | Responsible | Action | Page No. |
|------------|--|--------------------------------|---------------|-----------------|
| 1. | Monthly Financial Report | Secretary-Treasurer Aird | Information | 23 |
| 2. | Student Engagement, Attendance & Completion Report | Associate Superintendent Owens | Information | 25 |
| 3. | Monthly Enrollment Report | Superintendent Johnson | Information | 30 |
| 4. | Policy 3 Appendix A - Services, Materials and Equipment to Trustees | Chair Fayant | Motion | 32 |
| 5. | Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card Guidelines | Chair Fayant | Motion | 36 |
| 6. | Policy 7 Appendix D - Rules of Order | Chair Fayant | Motion | 48 |
| 7. | Policy 17 - Student Transportation Services | Chair Fayant | Motion | 55 |
| 8. | Budget 2025-2026 Principles and Assumptions | Secretary-Treasurer Aird | Motion | 57 |
| 9. | 2025 Long Service Awards | Superintendent Johnson | Motion | 61 |
| 10. | Grade Additions | Superintendent Johnson | Motion | 62 |
| 11. | What We Heard Reports | Superintendent Johnson | Information | 63 |
| 12. | Telephone Replacement Capital Project | Superintendent Johnson | Motion | 74 |



NORTHLAND SCHOOL DIVISION

REGULAR BOARD MEETING NO. 25-04

AGENDA

H. MONITORING REPORTS

| No. | Title | Responsible | Action | Page No. |
|------------|---|---------------------------------|---------------|-----------------|
| 1. | Awards/Celebrations/Presentations <ul style="list-style-type: none">● CASS Presentation | Superintendent Johnson | Information | - |
| 2. | Board Chair Highlights | Chair Fayant | Information | 76 |
| 3. | Superintendent Highlights | Superintendent Johnson | Information | 84 |
| 4. | OH&S Department Report | Associate Superintendent Veitch | Information | 100 |
| 5. | Transportation Report | Secretary-Treasurer Aird | Information | 103 |

I. PRELIMINARY DISCUSSION

| No. | Title | Responsible |
|------------|--|--------------------|
| 1. | Upcoming Conferences: <ul style="list-style-type: none">● CASS FNMI Conference, April 30 - May 2, 2025, Wyndham Hotel, Edmonton, AB● ASBA Spring General Meeting, June 1-3, 2025, Calgary, AB● PSBAA Spring Annual Conference, June 3-5, 2025, Westin, Calgary, AB | Vice Chair Guild |

J. ADJOURNMENT & CLOSING CULTURAL REFLECTION



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: March 22, 2025 Regular Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: March 22, 2025 Regular Board Meeting Minutes

RECOMMENDATION

THAT the Board of Trustees approve the March 22, 2025 Regular Board Meeting minutes, as presented.

BACKGROUND

RISK ANALYSIS

**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES**

Location: DoubleTree West Edmonton

Date: Saturday, March 22, 2025

Time: 9:00 a.m.

| Membership | | | | | |
|------------|-----------------------|--------------------------|---|---------------|---------------------------|
| ✓ | Lorraine McGillivray | Trustee Ward 1 | ✓ | Cal Johnson | Superintendent of Schools |
| ✓ | Marianne Moberly | Trustee Ward 2 | ✓ | Scott Meunier | Deputy Superintendent |
| ✓ | Bonnie Lamouche | Trustee Ward 3 | ✓ | Mark Owens | Associate Superintendent |
| ✓ | Jesse Lamouche | Trustee Ward 4 | ✓ | Krista Veitch | Associate Superintendent |
| ✓ | Tanya Fayant | Board Chair, Ward 5 | ✓ | Douglas Aird | Secretary-Treasurer |
| x | Vacant | Trustee Ward 6 | ✓ | Curtis Walty | Media Relations Manager |
| ✓ | Robin Guild (Virtual) | Board Vice-Chair, Ward 7 | ✓ | Cheryl Page | Executive Assistant |
| x | Wally Rude | Trustee Ward 8 | | | |
| ✓ | Aimee McCamon | Trustee Ward 9 | | | |

A. CALL TO ORDER

1. Call to Order

Chair Fayant called the meeting to order at 9:03 a.m.

2. Recognition of Traditional Lands

Chair Fayant provided the land acknowledgement.

3. Opening Prayer, Cultural Reflection or Reflection

Trustee B. Lamouche gave the opening prayer, cultural reflection or reflection.

4. Adoption of Agenda

MOTION: Trustee McCamon moved that the Board of Trustees approve the amended agenda as presented. Item G10 2025-2028 Capital Plan was removed from the agenda.

26069/25 CARRIED

5. Closed Session

MOTION: Trustee McGillivray moved that the Board of Trustees meet in closed session with only the Administration at 9:05 a.m.

26070/25 CARRIED

6. Regular Session

MOTION: Trustee McCamon moved that the meeting revert to a regular session at 10:43 a.m.

26071/25 CARRIED



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES

Break from 10:43 a.m. to 11:00 a.m. Trustee McCamon left the meeting at this time.

B. BUSINESS ARISING FROM CLOSED SESSION

There was no business arising from the closed session.

C. BOARD MATTERS

There were no board matters brought before the Board of Trustees.

D. MINUTES

1. February 14, 2025 Regular Board Meeting Minutes

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the February 14, 2025 Regular Board Meeting minutes as presented.

26072/25 CARRIED

2. Board Action Items

Superintendent Johnson reviewed the Board Action Item list with the Board of Trustees. The Board Action Items were received and filed as information.

E. BUSINESS ARISING FROM MINUTES

There were no business items arising from the minutes.

F. CONSENT AGENDA

1. Consent Agenda

MOTION: Trustee McGillivray moved that the Board of Trustees approve the consent agenda, which adopts the following reports:

1. Board Chair Report
2. Superintendent Reports
3. Trustee Activity, Committee and/or Board Representative/Association Reports

26073/25 CARRIED



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES

| |
|------------------------|
| G. ACTION ITEMS |
|------------------------|

1. Monthly Financial Report

Secretary-Treasurer Aird presented the financial report to the Board of Trustees as of February 28, 2025. The monthly financial report was received and filed as information.

2. Student Engagement, Attendance & Completion Report

Associate Superintendent Owens presented the Student Engagement, Attendance and Completion Reports for February 2025. The Student Engagement, Attendance and Completion Reports were received and filed as information.

Trustee McCamon returned to the meeting at 11:21 a.m.

3. Monthly Enrollment Report

Superintendent Johnson presented the monthly enrollment report to the Board of Trustees. The Monthly Enrollment report was received and filed as information.

4. Policy 4 - Trustee Code of Conduct

MOTION: Trustee McCamon moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 4 - Trustee Code of Conduct.

26074/25 CARRIED

5. Policy 4 Appendix A - Trustee Code of Conduct Sanctions

MOTION: Trustee McGillivray moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 4 Appendix A - Trustee Code of Conduct Sanctions.

26075/25 CARRIED

**NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES**

6. Policy 5 Appendix A - Signing Authority Chart

MOTION: Trustee McCamon moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 5 Appendix A - Signing Authority Chart.

26076/25 CARRIED

7. Policy 13 - Appeals and Hearings Regarding Student Matters

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the correction of section designations, punctuations, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 13 - Appeals and Hearings Regarding Student Matters.

26077/25 CARRIED

8. 2025-2026 School Year Calendar

MOTION: Trustee B. Lamouche moved that the Board of Trustees approve the 2025-2026 School Year Calendar as presented.

26078/25 CARRIED

9. Bus Tender

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the purchase of four (4) 64-seat buses from Western Canada in the amount of \$785,689.80, including GST, with the funds coming from capital reserves.

26079/25 CARRIED

10. Projected Enrollment for 2025-2026

Superintendent Johnson and Secretary-Treasurer Aird shared the projected enrollment for the 2025-2026 school year, noting that the enrollment has been rolled up from the 2024-2025 school year. The Projected Enrollment for the 2025-2026 school year was received and filed as information.

NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES

11. Preliminary Revenue/Expense Figures - 2024 Budget

Secretary-Treasurer Aird presented the 2024–2025 budget's revenue and expenses to the Board of Trustees. The Province of Alberta released its 2025–2026 budget on February 27, 2025, with detailed funding information for school jurisdictions, including Northland School Division, expected in early April. The preliminary 2024 budget figures were received and filed for information.

12. Advocacy Request from Pediatric Physicians to Restore Program Unit Funding (PUF)

MOTION: Trustee McGillivray moved that the Board of Trustees authorize the Board Chair to sign the draft letter from the Alberta Medical Association supporting the restoration of the Program Unit Funding (PUF).

26080/25 CARRIED

13. Locally Developed Course - Forensic Studies 35

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to acquire the following Locally Developed Course: Forensic Studies 35, 5 credits as presented.

26081/25 CARRIED

14. Educational Assistant Practical Course

MOTION: Trustee J. Lamouche moved that the Board of Trustees authorize the Administration to acquire the following three (3) credit course, Educational Assistant Practical course for high school students from Northern Lakes College.

26082/25 CARRIED

15. ASBA Edwin Parr Nomination

MOTION: Trustee Moberly moved that the Board of Trustees approve Emily Griffin, a teacher at the Anzac Community School, for the nomination of the 2025 Edwin Parr Teacher Award.

26083/25 CARRIED

Break from 12:00 p.m. - 1:00 p.m. Trustees B. Lamouche and J. Lamouche left the meeting at this time.



NORTHLAND SCHOOL DIVISION
REGULAR BOARD MEETING NO. 25-03 MINUTES

H. MONITORING REPORTS

1. The Board of Trustees received and filed the following reports:
 - a. Northland Online School Presentation by Principal Mark Burke and Vice-Principal Tessa Dagenais
 - b. Board Chair Highlights
 - c. Superintendent Highlights
 - d. Occupational Health & Safety Report
 - e. Housing Department Report

NSD Online School Presentation Summary:

The NSD Online School began in the 2021–2022 school year for students in Kindergarten to Grade 9, offering a flexible learning environment to accommodate needs such as anxiety, relocation, or preference for at-home learning. Over the next few years, the school expanded by adding Grade 10 in 2022, Grade 11 in 2023 along with asynchronous learning options, and Grade 12 in 2024—graduating its first class of six students. It also partnered with the High Prairie School Division to offer both synchronous and asynchronous programs for Grades 6–9. A summer school program is set to launch in July 2025.

I. PRELIMINARY DISCUSSION

There were no items discussed.

J. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McGillivray moved that the Board of Trustees declare the meeting adjourned at 1:43 p.m.

26084/25 CARRIED

Tanya Fayant, Board Chair

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: March 26, 2025 Special Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: March 26, 2025 Special Board Meeting Minutes

RECOMMENDATION

THAT the Board of Trustees approve the March 26, 2025 Special Board Meeting minutes, as presented.

BACKGROUND

RISK ANALYSIS



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 25-01 MINUTES

Location: Virtual

Date: Wednesday, March 26, 2025

Time: 1:00 p.m.

| Membership | | | | | |
|------------|-----------------------|--------------------------|---|---------------|---------------------------|
| ✓ | Lorraine McGillivray | Trustee Ward 1 | ✓ | Cal Johnson | Superintendent of Schools |
| ✓ | Marianne Moberly | Trustee Ward 2 | x | Scott Meunier | Deputy Superintendent |
| ✓ | Bonnie Lamouche | Trustee Ward 3 | ✓ | Mark Owens | Associate Superintendent |
| ✓ | Jesse Lamouche | Trustee Ward 4 | ✓ | Krista Veitch | Associate Superintendent |
| ✓ | Tanya Fayant | Board Chair, Ward 5 | ✓ | Douglas Aird | Secretary-Treasurer |
| x | Vacant | Trustee Ward 6 | ✓ | Curtis Walty | Media Relations Manager |
| x | Robin Guild (Virtual) | Board Vice-Chair, Ward 7 | ✓ | Cheryl Page | Executive Assistant |
| x | Wally Rude | Trustee Ward 8 | | | |
| ✓ | Aimee McCamon | Trustee Ward 9 | | | |

A. CALL TO ORDER

1. Call to Order

Chair Fayant called the meeting to order at 1:04 p.m.

2. Recognition of Traditional Lands

Chair Fayant provided the land acknowledgement.

3. Opening Prayer, Cultural Reflection or Reflection

Trustee B. Lamouche gave the opening prayer, cultural reflection or reflection.

4. Adoption of Agenda

MOTION: Trustee McCamon moved that the Board of Trustees approve the agenda as presented.

26085/25 CARRIED

5. Closed Session

MOTION: Trustee McGillivray moved that the Board of Trustees meet in a closed session with only the Administration at 1:06 p.m.

26086/25 CARRIED

6. Regular Session

MOTION: Trustee McGillivray moved that the meeting revert to a regular session at 2:22 p.m.

26087/25 CARRIED

**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 25-01 MINUTES**

B. ACTION ITEMS

1. 2026-2029 Capital Plan

MOTION: Trustee J. Lamouche moved that the Board of Trustees approve the amended 2026-2029 Capital Plan as presented.

26088/25 CARRIED

2. Pre-Planning Funding Letter for Paddle Prairie School

MOTION: Trustee B. Lamouche moved that the Board of Trustees authorize the Administration to draft and submit a formal request to Alberta Infrastructure for pre-planning funding in support of Northland School Division's top priority in the 2026-2029 Capital Plan - the replacement of the Paddle Prairie School.

26089/25 CARRIED

D. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

1. Adjournment

MOTION: Trustee McCamon moved that the Board of Trustees declare the meeting adjourned at 2:24 p.m.

26090/25 CARRIED

Tanya Fayant, Board Chair

Douglas Aird, Secretary-Treasurer



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: April 9, 2025 Special Board Meeting Minutes

REFERENCE(S):

ATTACHMENTS: April 9, 2025 Special Board Meeting Minutes

RECOMMENDATION

THAT the Board of Trustees approve the April 9, 2025 Special Board Meeting minutes, as presented.

BACKGROUND

RISK ANALYSIS



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 25-02 MINUTES

Location: Virtual

Date: Wednesday, April 9, 2025

Time: 4:00 p.m.

| Membership | | | | | |
|------------|----------------------|--------------------------|---|---------------|---------------------------|
| ✓ | Lorraine McGillivray | Trustee Ward 1 | ✓ | Cal Johnson | Superintendent of Schools |
| ✓ | Marianne Moberly | Trustee Ward 2 | ✓ | Scott Meunier | Deputy Superintendent |
| x | Bonnie Lamouche | Trustee Ward 3 | ✓ | Mark Owens | Associate Superintendent |
| ✓ | Jesse Lamouche | Trustee Ward 4 | x | Krista Veitch | Associate Superintendent |
| ✓ | Tanya Fayant | Board Chair, Ward 5 | ✓ | Douglas Aird | Secretary-Treasurer |
| | Vacant | Trustee Ward 6 | ✓ | Curtis Walty | Media Relations Manager |
| ✓ | Robin Guild | Board Vice-Chair, Ward 7 | ✓ | Cheryl Page | Executive Assistant |
| ✓ | Wally Rude | Trustee Ward 8 | | | |
| ✓ | Aimee McCamon | Trustee Ward 9 | | | |

A. CALL TO ORDER

1. Call to Order

Chair Fayant called the meeting to order at 4:03 p.m.

2. Recognition of Traditional Lands

Chair Fayant provided the land acknowledgement.

3. Opening Prayer, Cultural Reflection or Reflection

Trustee Rude gave the opening prayer, cultural reflection or reflection.

4. Adoption of Agenda

MOTION: Vice Chair Guild moved that the Board of Trustees approve the agenda as presented.

26091/25 CARRIED

B. ACTION ITEMS

1. Mistassiniy School Welding Shop

MOTION: Vice Chair Guild moved that the Board of Trustees approve the conditional acceptance of Prologic's bid of \$1,260,521 plus GST, with the funds coming from capital reserves.

26092/25 CARRIED



NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING NO. 25-02 MINUTES

2. Bill Woodward School International Field Trip to Italy

MOTION: Trustee McCamon moved that the Board of Trustees approve the Bill Woodward School International Field Trip to Italy from April 16 - 26, 2025, as presented.

26093/25 CARRIED

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| D. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION |
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1. Adjournment

MOTION: Trustee Rude moved that the Board of Trustees declare the meeting adjourned at 4:19 p.m.

26094/25 CARRIED

Tanya Fayant, Board Chair

Douglas Aird, Secretary-Treasurer

NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

Current Board Action Items:

| Meeting | Date of Meeting | Assigned To | Agenda Item | Task | Due Date | Status | Action |
|-----------------------|-----------------|----------------|---|--|-------------|-------------|---|
| Board | 28-Sep-2024 | Administration | Website | FNMI Department to list the resources available on the NSD website, just like Rupertsland | 30-Jun-2025 | In Progress | Reference: https://www.rupertsland.org/# January 2025 Update (Scott) - February 2025 Webinar Series (Preview) . This series has been prepared by our FNMI Team in collaboration with the Educational Technology department and will be available to any interested party online. March 2025 Update (Scott) - Webinar series continuing, conversations with Supporting Indigenous Language Revitalization (SILR) at the University of Alberta to develop localized resources for language instructors that support Indigenous language preservation across the Division. |
| Board | 25-Jan-2025 | Administration | IMR Project List | Review Grouard School IMR List to include PA System, paving of the parking lot, repair of the downspout drainage and hole in the bathroom ceiling. | 30-Apr-2025 | In Progress | March 10 2024: The PA system is being replaced throughout the school and the Maintenance work has been planned, pending the weather. March 31, 2025: PA system replaced throughout the school. Bathroom hole was for speaker, completed. Contract for downspout remediation underway, pending parts. Re-paving under consideration as multi-site program |
| Board | 25-Jan-2025 | Administration | IMR Project List | Review J.F. Dion School IMR List to include removal of planters, landscaping and repairs to the sidewalks. | 30-Apr-2025 | In Progress | January 29, 2025: The planters have been removed as per the custodian. March 10, 2025: The Maintenance work has been planned, pending the weather. |
| Board | 14-Feb-2025 | Administration | Jordan's Principle | Draft a letter to ISC advising of the complications of discontinuing the JP funding. Copy letter to school divisions and ASBA. | | In Progress | March 31, 2025: Draft letter of appeal completed |
| Board | 14-Feb-2025 | Administration | NSD Online School | Promote Online School to other school divisions; Asynchronous and Synchronous learning and being an Indigenous school division | 30-Mar-2025 | In Progress | March 2025: Presentation to Board of Trustees, outward-facing advertising efforts to follow Board update. April 16, 2025: Curtis is meeting with Mark and Tessa, to discuss further. |
| Board | 22-Mar-2025 | Administration | Jordan's Principle or Capital Plan | Draft a letter to parents to send to their local MPs | | In Progress | Pending: Draft letter for parents to send to their Members of Parliament |
| Board | 22-Mar-2025 | Administration | | Schedule meetings with local MPs to discuss Jordan's Principle | | Complete | April 16, 2025: A meeting with the Minister of Education and MLAs within the jurisdiction is scheduled for April 28, 2025. |
| Board | 22-Mar-2025 | Administration | Collective Agreement | Schedule meeting with the Minister of Education to discuss the Collective Agreement | | Complete | April 16, 2025: A meeting with the Minister of Education and MLAs within the jurisdiction is scheduled for April 28, 2025. |
| Board | 22-Mar-2025 | Administration | PAC Invites | Remind principals to send PAC invites early to Trustees | | Complete | April 8, 2025 Bulletin |
| Board | 22-Mar-2025 | Administration | PUF | Approve letter to the Minister of Education advocating to restore Program Unit Funding (PUF) as per Pediatric Physicans request. | 26-Mar-2025 | Complete | Completed march 26 2025 |
| Special Board Meeting | 26-Mar-2025 | Administration | Pre-Planning Funding Letter for Paddle Prairie School | Send letter to Alberta Education requesting pre-planning funding for Paddle Prairie School replacement | 30-Apr-2025 | Complete | March 27, 2025: A letter was sent to Erin Owens, with a copy going to Peter Burgess and Pauline de Grandpre. |



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Approval of Consent Agenda
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION

THAT the Board of Trustees approve the consent agenda, which approves the following items:

- C1 - Board Chair Report**
- C2 - Superintendent Report**
- C3 - Trustee Activity/ Committee and/or Board Representative/Association Reports**

BACKGROUND

The consent agenda process is based on the assumption that everyone reads all the consent agenda items and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question and the response.

Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done before the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

RISK ANALYSIS



NORTHLAND SCHOOL DIVISION

BOARD CHAIR REPORT TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Tanya Fayant, Board Chair, Ward 5

SUBJECT: Board Chair Report

| DATE | EVENT |
|-------------------|--|
| March 21, 2025 | Capital Plan Ad Hoc Committee Meeting, Edmonton |
| March 22, 2025 | Corporate Board Meeting |
| March 26, 2025 | Special Board Meeting (Virtual) |
| March 27, 2025 | ASBA Board Chairs Engagement Meeting, Edmonton NSD Online PAC Meeting |
| April 3 - 7, 2025 | NSBA Conference, Atlanta, Georgia |
| April 9, 2025 | Bill 51 info session with the Office of the Minister of Education Special Board Meeting (Virtual) PSBAA Government MLA Reception, Edmonton |
| April 14, 2025 | Agenda Review (Virtual) Policy Committee Meeting (Virtual) |
| April 17, 2025 | Paddle Prairie School Principal Interview |



Superintendent's Report

C. Johnson

APRIL 26, 2025

| | |
|---|----------------------------|
| Supporting Indigenous Language Revitalization (SILR) | March 17-18, 2025 |
| Attended the University of Alberta Supporting Indigenous Language Revitalization (SILR) Gathering. Attendees collaborated and heard various keynote speakers. | |
| CASS Annual Learning Conference | March 19 - 21, 2025 |
| Participated and presented at the CASS Annual Learning Conference in Edmonton. | |
| NSD Capital Plan Ad Hoc Committee Meeting | March 21, 2025 |
| Attended and co-facilitated the NSD Capital Plan Ad Hoc Committee meeting. | |
| Corporate Board Meeting | March 22, 2025 |
| Attended the monthly Corporate Board meeting in Edmonton. | |
| Susa Creek School Community Engagement | March 25, 2025 |
| Co-facilitated the Susa Creek School Community Engagement. | |
| Special Board Meeting | March 26, 2025 |
| Attended the virtual Special Board Meeting. | |
| Chipewyan Lake School Community Engagement | March 27, 2025 |
| Co-facilitated the Chipewyan Lake School Community Engagement. | |
| Teachers' Employer Bargaining Association (TEBA) Meeting | April 1, 2025 |
| Attended the Teachers' Employer Bargaining Association (TEBA) and the Alberta Teachers' Association (ATA) meeting to discuss the mediator's recommendations. | |
| Alberta Education Oversight Committee Meeting | April 2, 2025 |
| Attended the monthly meeting with the Alberta Education Oversight Committee. | |

| | |
|---|--------------------------|
| Legal Meeting | April 4, 2025 |
| Met with legal counsel. | |
| The Learning Bar Presentation | April 7, 2025 |
| Attended the virtual Learning Bar presentation to discuss early years evaluation (EYE) and Our School (OS). | |
| CAPSLE Conference | April 9-11, 2025 |
| Attended the CAPSLE Conference in Banff. | |
| Principals' Meeting | April 10-11, 2025 |
| Attended the monthly Principals' meeting on Friday, April 11, 2025. | |
| TELUS World of Science Meeting | April 11, 2025 |
| Met with representatives from TELUS World of Science in Edmonton. | |
| Paddle Prairie School Principal Interview | April 17, 2025 |
| Participated in the interview for the Paddle Prairie School principal position. | |



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Douglas Aird, Secretary-Treasurer

SUBJECT: Monthly Financial Report

REFERENCE(S):

ATTACHMENTS: Monthly Financial Report as of March 31, 2025

| INFORMATION ITEM | |
|---|--|
| The Monthly Financial report for the month of March 31, 2025, has been received as information and filed. | |

| BACKGROUND |
|---------------|
| |
| RISK ANALYSIS |
| |



NORTHLAND SCHOOL DIVISION
As at March 31, 2025
Statement of Revenues and Expenses

| REVENUE | Budget | | | | |
|------------------------------------|----------------------|----------------------|-----------------------|-----------------------|------------|
| | 2024-25 | YTD Budget | YTD Actual | Variance | % |
| Alberta Education | \$ 43,413,453 | \$ 25,324,514 | \$ 25,804,216 | \$ 479,702 | 2 |
| Federal Government & First Nations | 11,375,099 | 6,635,474 | 7,624,354 | 988,880 | 15 |
| Other Revenue | 2,290,899 | 1,336,358 | 1,358,894 | 22,536 | 2 |
| | <u>\$ 57,079,451</u> | <u>\$ 33,296,346</u> | <u>\$ 34,787,464</u> | <u>\$ 1,491,118</u> | <u>4</u> |
| EXPENSES | | | | | |
| Schools | \$ 23,778,823 | \$ 13,870,980 | \$ 16,525,973 | \$ (2,654,993) | (19) |
| Instructional Support | 7,184,433 | 4,190,919 | 3,461,055 | 729,864 | 17 |
| Instructional Supply | 5,949,243 | 3,470,392 | 3,530,683 | (60,291) | (2) |
| Transportation | 3,854,628 | 2,248,533 | 2,547,275 | (298,742) | (13) |
| Operations and Maintenance | 8,739,791 | 5,098,211 | 5,077,489 | 20,722 | 0 |
| External Services | 3,877,194 | 2,261,697 | 2,489,590 | (227,893) | (10) |
| System Administration | 2,563,525 | 1,495,390 | 1,918,036 | (422,646) | (28) |
| Corporate Board | 526,063 | 306,870 | 357,103 | (50,233) | (16) |
| Insurance (Buildings) | 861,691 | 502,653 | 538,722 | (36,069) | (7) |
| | <u>\$ 57,335,391</u> | <u>\$ 33,445,645</u> | <u>\$ 36,445,926</u> | <u>\$ (3,000,281)</u> | <u>(9)</u> |
| NET SURPLUS (DEFICIT) | <u>\$ (255,940)</u> | <u>\$ (149,299)</u> | <u>\$ (1,658,462)</u> | <u>\$ 4,491,399</u> | |

VARIANCE ANALYSIS

Overall - At the end of the seventh month we are on track with our revenues, expenditures and expected use of reserve funds.

Revenues

Revenues received and accrued have been in line with the budget (+4%).

Adjustments for enrollment below forecast have been made.

Expenses

Expenses are slightly over budget (+9%) including unbudgeted Jordans costs.

Certified salaries and benefits are slightly below budget (2%).

Uncertificated salaries and benefits (+35%) include additional student supports and Jordans staffing (\$1.5M year to date) which is funded by Canada and not included in the annual budget.

The Transportation variance (+13%) will be reduced as fleet costs are re-allocated to programs.

Operations and Maintenance (+0%) expenses are being monitored closely. Utility and maintenance cost pressures continue.

System Administration costs (+28%) include some division-wide costs which will be re-allocated.

External Services (+10%) are monitored closely to ensure Housing operations, renovations and School Food Services remain on plan.

Salaries and Benefits Detail

| | Budget | | | | |
|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|-------------|
| | 2024-25 | YTD Budget | YTD Actual | Variance | % |
| Certificated salaries and benefits | \$ 20,035,569 | \$ 11,687,415 | \$ 11,461,925 | \$ 225,490 | 2 |
| Uncertificated salaries and benefits | 15,900,011 | 9,275,006 | 12,492,619 | (3,217,613) | (35) |
| | <u>\$ 35,935,580</u> | <u>\$ 20,962,421</u> | <u>\$ 23,954,544</u> | <u>\$ (2,992,123)</u> | <u>(14)</u> |

ADMINISTRATION INFORMATION ITEM

| | | | |
|----------------------|---|--------------|-----------------------|
| TO: | THE BOARD OF TRUSTEES | DATE: | APRIL 26, 2025 |
| SUBMITTED BY: | Mark Owens, Associate Superintendent | | |
| SUBJECT: | Student Engagement, Attendance, and Completion Report | | |
| REFERENCE(S): | | | |
| ATTACHMENTS: | Student Engagement, Attendance, and Completion Report March 2025 | | |

The Student Engagement, Attendance, and Completion report for March 2025 has been received as information and filed.

BACKGROUND

RISK ANALYSIS



The Northland School Division

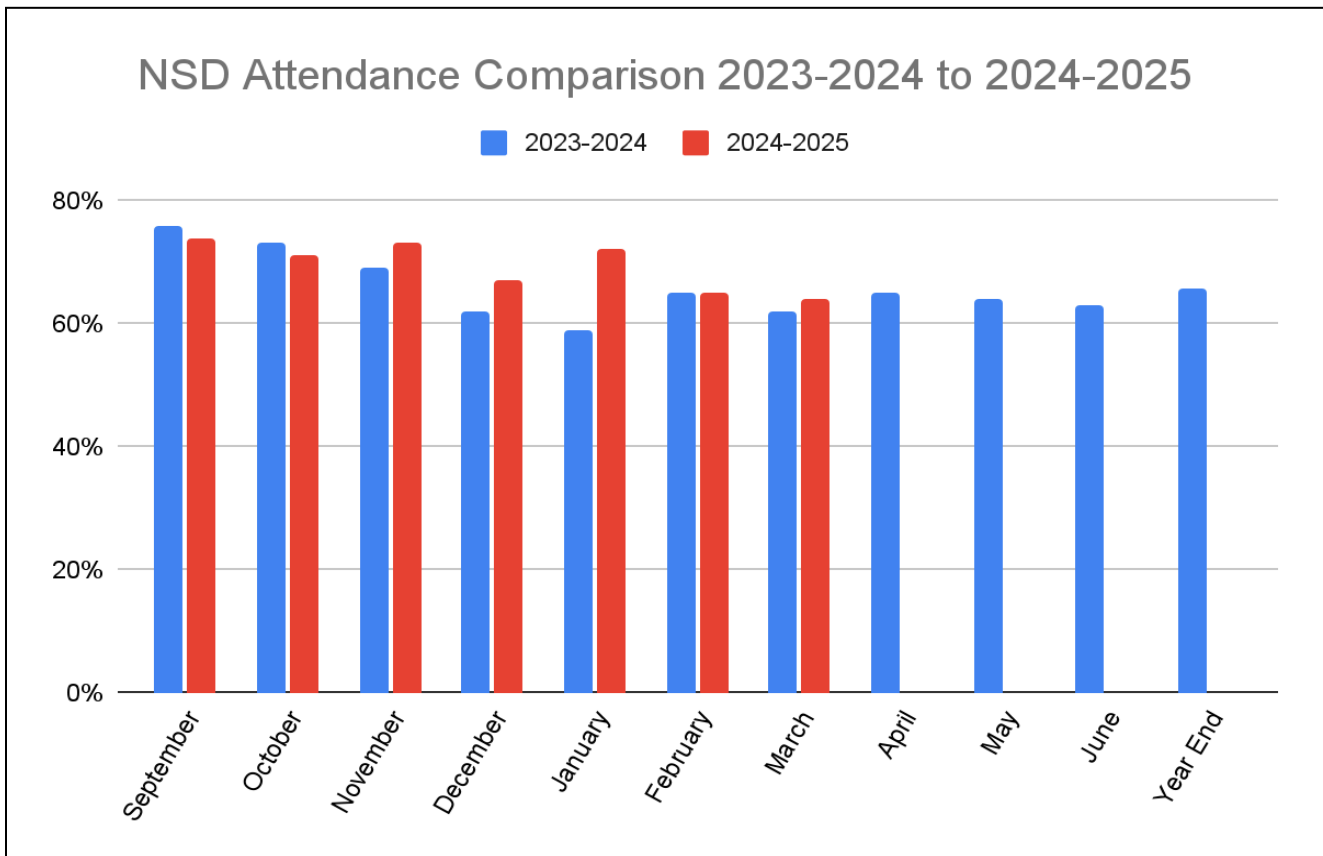
Director of Engagement and High School Completion Board Attendance Report

April 2025

Monthly Attendance Rates from the previous year to the current year (2023-2024 to 2024-2025)

Strategy 1.1: Standardize attendance tracking processes

| Table 1 - YR-YR Comparison | | | |
|----------------------------|-----------|-----------|------------|
| Month | 2023-2024 | 2024-2025 | Difference |
| September | 76% | 74% | 2% |
| October | 73% | 71% | 2% |
| November | 69% | 73% | 4% |
| December | 62% | 67% | 5% |
| January | 59% | 72% | 13% |
| February | 65% | 65% | 0% |
| March | 62% | 64% | 2% |



Highlights

- Divisionally, we improved by 2% in March from 2024 to 2025
- 10 schools improved from March 2024 to March 2025
- Divisionally, we have improved attendance 5/7 months this school year

March 2024 to March 2025 attendance rates by individual school

| School | March 2024 | March 2025 |
|-------------------|------------|------------|
| Anzac | 78% | 78% |
| Bill Woodward | 62% | 57% |
| Bishop Routhier | 56% | 61% |
| Calling Lake | 63% | 53% |
| Chipewyan Lake | 76% | 81% |
| Conklin | 65% | 71% |
| Elizabeth | 67% | 81% |
| Father R Perin | 46% | 55% |
| Gift Lake | 60% | 57% |
| Grouard Northland | 74% | 67% |
| Hillview | 62% | 64% |
| JF Dion | 67% | 70% |
| Mistassiniy | 53% | 61% |
| Northland Online | 49% | 26% |
| Paddle Prairie | 57% | 63% |
| St. Theresa | 72% | 69% |
| Susa Creek | 72% | 69% |

Individual School Attendance rates by percentile for March 2025

| School | 95-100 | 90-94 | 80-89 | 70-79 | 60-69 | 50-59 | Below 50 |
|-------------------|--------|-------|-------|-------|-------|-------|----------|
| Anzac | 16% | 23% | 20% | 9% | 10% | 15% | 7% |
| Bill Woodward | 6% | 8% | 11% | 16% | 9% | 13% | 38% |
| Bishop Routhier | 2% | 3% | 17% | 20% | 17% | 11% | 30% |
| Calling Lake | 2% | 4% | 11% | 13% | 15% | 15% | 41% |
| Chipewyan Lake | 18% | 23% | 23% | 14% | 0% | 9% | 14% |
| Conklin | 0% | 29% | 18% | 12% | 6% | 18% | 18% |
| Elizabeth | 6% | 19% | 21% | 17% | 16% | 9% | 13% |
| Father R Perin | 7% | 8% | 8% | 11% | 15% | 13% | 37% |
| Gift Lake | 7% | 5% | 14% | 11% | 11% | 12% | 41% |
| Grouard Northland | 8% | 8% | 16% | 4% | 20% | 32% | 12% |
| Hillview | 0% | 9% | 23% | 17% | 17% | 6% | 29% |
| JF Dion | 9% | 7% | 28% | 17% | 11% | 9% | 20% |
| Mistassiniy | 5% | 7% | 17% | 14% | 14% | 8% | 34% |
| Northland Online | 0% | 2% | 4% | 1% | 3% | 6% | 84% |
| Paddle Prairie | 5% | 4% | 17% | 16% | 19% | 12% | 27% |
| St. Theresa | 13% | 10% | 23% | 11% | 16% | 10% | 18% |
| Susa Creek | 7% | 7% | 14% | 21% | 11% | 32% | 7% |

Celebrating the success with excellent school attendance rates for March!!!

Strategy 2.3: Create an atmosphere of respect and appreciation for individuals

| School | Principal | March Attendance |
|----------------|----------------|------------------|
| Chipewyan Lake | Blair Sellars | 81% |
| Elizabeth | Rayel Cardinal | 81% |

Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of March, 2025)

Strategy 2.3: Create an atmosphere of respect and appreciation for individuals

| Grade Level | Name | School |
|-------------|----------------------------|-------------|
| K-3 | Herman, Averie Naya | Father R |
| 4-6 | Papastesis, Ava Wendy Rose | Gift |
| 7-9 | Wetherup, David Quinn | Susa |
| 10-12 | Wells, Rain Nadia Ann | Mistassiniy |

2024 Target Attendance

| School | 2024-25 Target | March 2025 |
|-------------------|----------------|------------|
| Anzac | 81.5 | 78% |
| Bill Woodward | 70.5 | 57% |
| Bishop Routhier | 64.5 | 61% |
| Calling Lake | 64.5 | 53% |
| Chipewyan Lake | 75.5 | 81% |
| Conklin | 74.5 | 71% |
| Elizabeth | 73.5 | 81% |
| Father R Perin | 55.5 | 55% |
| Gift Lake | 66.5 | 57% |
| Grouard Northland | 74.5 | 67% |
| Hillview | 73.5 | 64% |
| JF Dion | 75.5 | 70% |
| Mistassiniy | 59.5 | 61% |
| Northland Online | 49.5 | 26% |
| Paddle Prairie | 59.5 | 63% |
| St. Theresa | 76.5 | 69% |
| Susa Creek | 71.5 | 69% |



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: Monthly Enrollment

REFERENCE(S):

ATTACHMENTS: Monthly Enrollment as of April 15, 2025

| INFORMATION ITEM | |
|---|--|
| The monthly enrollment report, as of April 15, 2025 has been received as information and filed. | |

| BACKGROUND | |
|--|--|
| The administration will provide a monthly enrollment update. | |
| RISK ANALYSIS | |
| It is important for the Division to be aware of student enrollments, as this affects how Northland can organize and deliver services. A monthly update will be provided to the Board as information. | |



NORTHLAND SCHOOL DIVISION

ADMINISTRATION INFORMATION ITEM

| NORTHLAND SCHOOL DIVISION - MONTHLY ENROLLMENT UPDATE FOR 2024-2025 | | | | | | | | | | | |
|---|----------------------|------------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|----------------------|
| Schools | JUNE 30th | SEPT 19, 2024 | OCT 9, 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 | April 2025 | May 2025 | June 2025 |
| Anzac Community School | 91 | 85 | 88 | 89 | 84 | 85 | 85 | 87 | 86 | | |
| Bill Woodward School | 93 | 109 | 111 | 110 | 111 | 111 | 110 | 109 | 109 | | |
| Bishop Routhier School | 60 | 60 | 57 | 53 | 61 | 60 | 60 | 61 | 64 | | |
| Calling Lake School | 118 | 123 | 111 | 121 | 122 | 123 | 123 | 124 | 123 | | |
| Career Pathways School | 137 | 86 | 103 | 118 | 124 | 126 | 125 | 121 | 124 | | |
| Chipewyan Lake School | 25 | 22 | 22 | 22 | 22 | 23 | 23 | 22 | 22 | | |
| Conklin Community School | 20 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| Elizabeth School | 91 | 84 | 83 | 81 | 80 | 80 | 80 | 81 | 82 | | |
| Father R. Perin School | 70 | 69 | 70 | 70 | 71 | 71 | 71 | 72 | 69 | | |
| Gift Lake School | 135 | 140 | 140 | 137 | 122 | 131 | 137 | 142 | 146 | | |
| Grouard Northland School | 34 | 32 | 35 | 33 | 28 | 27 | 29 | 25 | 23 | | |
| Hillview School | 31 | 35 | 37 | 38 | 39 | 39 | 38 | 35 | 35 | | |
| J.F. Dion School | 54 | 46 | 46 | 46 | 45 | 47 | 47 | 46 | 48 | | |
| Mistassiniy School | 305 | 278 | 214 | 214 | 215 | 217 | 212 | 217 | 214 | | |
| Northland Online School | 72 | 64 | 72 | 80 | 84 | 82 | 88 | 92 | 93 | | |
| Paddle Prairie School | 123 | 120 | 119 | 117 | 119 | 122 | 119 | 115 | 117 | | |
| St. Theresa School | 261 | 231 | 238 | 240 | 241 | 246 | 247 | 245 | 241 | | |
| Susa Creek School | 30 | 29 | 29 | 29 | 29 | 20 | 27 | 27 | 28 | | |
| TOTAL | 1750 | 1630 | 1592 | 1615 | 1614 | 1627 | 1638 | 1638 | 1641 | 0 | 0 |



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Tanya Fayant, Board Chair
SUBJECT: Policy 3 Appendix A - Services, Materials and Equipment to Trustees
REFERENCE(S):
ATTACHMENTS: Policy 3 Appendix A - Services, Materials and Equipment to Trustees

RECOMMENDATION

THAT the Board of Trustees approve the correction of section designations, punctuation, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 3 Appendix A - Services, Materials and Equipment to Trustees.

BACKGROUND

RISK ANALYSIS

POLICY 3 - APPENDIX A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees will be equipped with the following services, materials, and equipment from within the Board governance budget while in office (generally by electronic access, paper copies may be provided if requested):

1. Reference

Access to:

- 1.1 The Education Act, the Regulations, and related documents
- 1.2 The Northland School Division Act
- 1.3 Board Policy Handbook and Administrative Procedures Manual
- 1.4 Current Division documents
 - 1.4.1 Budget
 - 1.4.2 Capital Plan
 - 1.4.3 Three-Year Education Plan/Report
 - 1.4.4 Collective Agreements
 - 1.4.5 Audited Financial Statements
- 1.5 School year and meeting calendars
- 1.6 Current telephone listings of schools and principals
- 1.7 Alberta School Boards Association (ASBA) membership services

2. Communications/Public Relations

- 2.1 Notification of significant media events
- 2.2 Name tags, business cards, and lapel pins
- 2.3 Key messages as required
- 2.4 Individual and Board photographs (for Division use)

3. Administrative/Secretarial Services through the Superintendent

- 3.1 Access to interoffice mail
- 3.2 Conference registration, travel, and accommodation arrangements
- 3.3 E-mail address and service support
- 3.4 Photocopying and related secretarial services
- 3.5 Coordination of events sponsored by the Board

POLICY 3 - APPENDIX A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

4. Equipment

- 4.1 Trustees will be equipped with standard office equipment to assist in Division communications. This office equipment may include a cell phone, a laptop computer, and a printer/fax/copier. The need for a printer/fax/copier shall be determined in consultation with each trustee.
- 4.2 Trustees may claim for the expense of toner and paper.
- 4.3 An outgoing trustee will return the board-provided office equipment within seven (7) days **of being elected**, ~~following an election~~ or resignation or no longer a trustee for the Division.
 - 4.3.1 If an outgoing trustee does not return any equipment, the trustee will be responsible for the replacement cost of the item.
- 4.4 If desired, trustees may purchase the board-provided office equipment at fair market value **once it has been reformatted** at the end of their term. ~~once it has been reformatted.~~
- 4.5 A replacement program for the board-provided office equipment will be established.
- 4.6 All board-provided office equipment will be maintained by the Division.
- 4.7 A record of office equipment on loan to each trustee will be kept on file.
- 4.8 Due diligence must be utilized to ensure the security of the office equipment and data.
- 4.9 If any equipment is lost, stolen or damaged, the trustee must notify the Board Chair immediately; the trustee may be responsible for ~~the replacement of~~ **replacing** such equipment.
- 4.10 Employees who have been authorized to use Division-owned equipment may, in the following limited circumstances, obtain permission to use the equipment for personal use. Written approval from the Superintendent is required before any equipment is used for personal purposes, and the request for this approval must be submitted in writing. The written request shall indicate:
 - 4.10.1.1 The proposed use of the equipment.
 - 4.10.1.2 The intended duration of the use.
 - 4.10.1.3 The location at which the equipment will be used.
 - 4.10.1.4 Whether the authorized employee will be the only person utilizing the equipment, and if not, who else will be utilizing the equipment.
 - 4.10.1.5 Documentation indicating:
 - 4.10.1.5.1 That the person seeking to use the equipment has insurance coverage

POLICY 3 - APPENDIX A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

equal to the coverage held by the Division,

4.10.1.5.2 A signed indemnity form in favour of the Division.

5. Service/Retirement Awards

- 5.1 Service awards will be presented for every four (4) years of service as a trustee.
- 5.2 Awards will be given in recognition of completed years of service as a trustee, as follows:
 - 5.2.1 A four (4) year service pin.
 - 5.2.2 An eight (8) year service pin.
 - 5.2.3 A twelve (12) year service pin.
 - 5.2.4 A sixteen (16) year service pin.
 - 5.2.5 A twenty (20) year service pin and a suitable memento of approximately one hundred and fifty dollars (\$150.00) in value.
 - 5.2.6 For each term beyond twenty (20) years of service, a pin and a suitable memento.
- 5.3 The Superintendent will ensure that the service records of trustees are kept accurate and current. Based upon these records, the Superintendent will present the list of recipients to the Board by April 30 of each year that an award(s) applies.
- 5.4 Service awards will be assembled by the Board Chair or designate, assisted by the Superintendent or designate.
- 5.5 Service awards will be presented by the Board Chair at a time and place determined by the Board Chair.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 222 Education Act



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Tanya Fayant, Board Chair
SUBJECT: Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card
REFERENCE(S):
ATTACHMENTS: Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card

RECOMMENDATION

THAT the Board of Trustees approve the correction of section designations, punctuation, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 7 Appendix C - Trustee Honoraria/Expense and Corporate Credit Card.

BACKGROUND

RISK ANALYSIS



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

This Appendix provides guidelines for claiming, reimbursing and paying honoraria, travel, meals and other expenses and/or allowances. It is intended to ensure trustees are appropriately reimbursed for honoraria/expenses incurred while on Northland School Division (NSD) board business through fair and reasonable practices and also enable the efficient review of honoraria/expenses by finance staff. Refer to Policy 4 - Trustee Code of Conduct and Administrative Procedure 516 - Division Purchasing Card Program.

HONORARIA/EXPENSE GUIDELINES

1. GENERAL GUIDELINES:

- 1.1. Reimbursement may only be made **for** ~~with respect to~~ honoraria/expenses and/or allowances incurred in relation to approved NSD board business.
- 1.2. Travel, meals, other expenses, and honoraria and/or allowances must be necessary and economical with due regard for health, safety and security.
- 1.3. Alcohol must not be purchased through any Division processes (NSD corporate credit card billed directly to the division, direct billing system ~~or~~ honoraria/expense claims system, etc.).
- 1.4. There should always be a focus on accountability and transparency.
- 1.5. The Board, by motion, may grant an exemption from all or part of this Appendix in **well-documented** extenuating circumstances ~~that are well-documented~~, excluding alcohol.
- 1.6. Personal expenses are any expenses NOT allowed by this appendix.
- 1.7. When the Administration requests trustee(s) to attend an administrative-sponsored event, expenses for the trustee(s) shall be covered by the administration's budget and honorariums by the Board's budget. The trustee's acceptance of the request shall be guided by policy.
- 1.8. In all cases requiring reimbursement, it shall be deducted from the subsequent honoraria/expense claim.
- 1.9. Under extenuating circumstances, the Board Chair may authorize the Trustee to use the corporate credit card for fuel or meals when attending Board events.

2. PROCEDURES:

- 2.1. This Appendix applies regardless of how an honoraria/expense has been paid for or is being reimbursed (e.g. NSD corporate credit card billed directly to the Division, direct billing system, ~~or~~ expense claims system, etc.).



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 2.2. Expenses and/or allowances incurred by one trustee on behalf of another must be attributed to the trustee for whom those expenses and/or allowances were incurred.
- 2.3. The approved honoraria/expense claim form(s) must be used.
- 2.4. A claim for reimbursement must be made within 60 days after the expense or occasion giving rise to the claim unless approved by the board.
- 2.5. No claim shall be paid unless approved by the Board if;
 - 2.5.1. It has been more than 60 days since the expense occurred
 - 2.5.2. It is not within the “electoral term of the Board” that the expense occurred.
 - 2.5.3. The trustee is no longer duly elected.
- 2.6. A trustee is required to submit a signed honoraria/expense claim to start the reimbursement process.
 - 2.6.1. By signing the honorarium/expense claim, a trustee attests that the honoraria/expense was incurred in relation to NSD Business and has not been claimed previously.
 - 2.6.2. Special oversight should be exercised when completing an honoraria/expense claim to ensure expenses charged to a corporate credit card or directly billed to NSD are not also claimed on an honoraria/expense claim.
- 2.7. All items on a claim must include enough detail **for to enable** anyone reviewing **it to determine whether** the claim to determine if it is allowable.
- 2.8. Receipts must be provided for all expenses that contain details regarding the good or service purchased, as well as itemized costs for each item with a total, which includes the GST, if applicable.
 - 2.8.1. If a receipt is not available:
 - 2.8.1.1. The trustee may claim the allowance amount instead (e.g. \$x for breakfast, \$x for lunch, \$x for parking) or;
 - 2.8.1.2. In exceptional circumstances, provide a written statement outlining why a receipt cannot be provided, signed by the trustee and Chair or Vice-Chair for the Chair.
 - 2.8.2. Receipts may be submitted electronically (scanned, faxed, or picture from a mobile phone)
- 2.9. When a discount, credit or bonus for travel is received that reduces the original travel cost when the expense is incurred, only the net expense may be claimed.
- 2.10. Reimbursement must be repaid to the extent the related expense is credited or refunded.



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

-
- 2.11. Approvers must document their rationale for decision-making regarding ~~for~~ each claim where they have exercised discretion.
 - 2.12. It is the responsibility of both the approver and the trustee to work out appropriate arrangements that ~~would meet the test of being~~ **are** fair and equitable.
 - 2.13. In cases where the trustee comes to the location of the Board meeting, conference, or workshops but does not attend the meeting(s) for any reason, the Board will not pay honoraria. The trustee will be responsible for repaying all expenses associated with the member's travel to that meeting through their honorarium claim(s).
 - 2.14. In cases where a trustee does not attend a board meeting, conference or workshop and costs are incurred by the Board; the trustee is responsible for repaying those costs through their honorarium claim(s).
 - 2.14.1. If a trustee does not attend a conference and **the Board incurs costs** ~~are incurred by the Board~~, the trustee is only eligible to attend further professional development once all expenses are repaid.
 - 2.14.2. If there are extenuating circumstances, a trustee may appeal to the Board to exempt them from repaying the costs by Board motion.
 - 2.15. In cases where a trustee does not attend all sessions of the conference or workshop, they may only claim an honorarium for the time they attended sessions.
 - 2.16. In cases **where the Board incurs** ~~costs are incurred to the Board~~ due to trustees making changes to any travel arrangements or reservations, the trustee is responsible for the costs through their honorarium claim(s).
 - 2.17. Given the administration time required to book conferences and all logistics surrounding attending and cancelling a conference, if a trustee does not attend a conference or workshop on more than one occasion, they shall only be allowed to attend further conferences or workshops by Board motion.
 - 2.18. In cases where a logistical error is made by the administration, such as not registering a trustee for a conference or a mistake in a date or location, the trustee shall be paid for any time and expenses they spent getting to and from the event.
 - 2.19. In cases where it is more prudent for a trustee to layover a day or a partial day between meetings or events rather than travel home and back, the trustee shall claim expenses.
 - 2.20. When a trustee has to stay away from home longer due to various circumstances, such as it is more cost-effective to stay between meetings rather than travel



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

home and back, weather, flight schedules, etc., they may claim up to two full days of honoraria.

- 2.20.1. Additional honoraria may be conditionally approved by the Chair, in consultation with the Vice-Chair, for trustees, and by the Vice-Chair, in consultation with one other trustee, for the Chair.
- 2.20.2. Conditionally approved honoraria are subject to Board approval.
- 2.20.3. In a denial, case payment is referred to in Clause 1.8.

3. HONORARIA/EXPENSE CLAIM PROCESS

- 3.1. Honoraria/Expense claims must be submitted **before** in advance of scheduled cheque runs with enough time to allow for the review, correction and approval processes to be completed.
- 3.2. Review Process:
 - 3.2.1. Honoraria/Expense claims are to be submitted, via the shared drive, to the Executive Assistant for review against policy;
- 3.3. Correction Process:
 - 3.3.1. The Executive Assistant will inform the trustee and explain to the trustee of any errors or omissions;
 - 3.3.2. The trustee will correct and resubmit the honoraria/expense claim to the Executive Assistant;
 - 3.3.3. If the trustee disagrees with the correction, they may request the Board Chair to review it;
 - 3.3.4. If there is still disagreement, it will be taken to the Board for a decision.
- 3.4. Approval Process:
 - 3.4.1. After the review process is complete, the honoraria/expense claim shall be sent to the Board Chair for approval or the Vice-Chair if for the Board Chair;
 - 3.4.2. Once approved, the honoraria/expense claim shall be submitted by the Executive Assistant for payment.

4. TRAVEL

- 4.1. Trustees requiring travel arrangements may book this on their own or request the arrangement of these services through the Executive Assistant. If booking on their own, the trustee should share the information with the Executive Assistant to help avoid double booking, allow easier coordination and make assistance easier if the trustee should so require while travelling.
 - 4.1.1. If a trustee wishes to bring a companion(s) while on board business, there shall be no additional costs to the division as a result of the companion(s).



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 4.1.1.1. In the case of a flight(s), arrangements are to be made through the Executive Assistant.
 - 4.1.1.2. Repayment by the trustee will occur as per section 1.8
- 4.2. Subject to requirements set out in this Appendix, a trustee may claim reimbursement of the following expenses with receipts:
 - 4.2.1. Air or rail fare;
 - 4.2.2. Automobile rental;
 - 4.2.3. Excess baggage charges where extra equipment is required because of duties being performed;
 - 4.2.4. Charges for electronic communication and faxes related to NSD business only if receipted;
 - 4.2.5. Charges for business-related phone calls;
 - 4.2.6. Inter-municipal bus fares, including airport buses; and
 - 4.2.7. Internet connectivity in hotels or other public places if unable to use the hotspot on NSD cell phone.
- 4.3. **FLIGHTS**
 - 4.3.1. Air travel shall be by economy class unless otherwise approved by Board motion.
 - 4.3.2. If a trustee chooses to travel business class, they will only be reimbursed for the cost of economy class.
- 4.4. **OTHER TRAVEL ROUTES OR MODES OF TRANSPORTATION**
 - 4.4.1. If a trustee chooses to travel in a manner that is not the most direct, practical or cost-effective in the circumstances, the trustee may claim an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation and pay the difference personally.
- 4.5. **TRAVEL OUTSIDE OF CANADA**
 - 4.5.1. When travelling outside of Canada, a trustee may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the trustee does not hold one.
 - 4.5.2. A trustee shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses and/or allowances incurred in a foreign currency and supported by receipts.



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 4.5.3. A trustee shall be reimbursed for losses incurred due to any change in the exchange rate for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
- 4.5.4. A trustee must purchase and may claim the expense of travel medical insurance purchased for travel outside of Canada.
- 4.5.5. If a trustee becomes ill and requires medical attention or hospitalization, or both while travelling outside of Canada, the trustee may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- 4.5.6. A trustee may claim the expense of travel immunizations.

4.6. TRAVEL BY THIRD-PARTY VEHICLE, INCLUDING CAR RENTALS

- 4.6.1. A trustee may claim reimbursement for the actual expense of hiring or renting third-party vehicles. The actual expense shall be the amount shown on the invoice and may include a gratuity of up to 15 percent, as shown on the receipt.
- 4.6.2. A trustee may claim the expense of hiring a taxi and may only claim the cost of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
- 4.6.3. A trustee may claim the expense of renting a vehicle.
 - 4.6.3.1. The size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need.
 - 4.6.3.2. In-car navigation systems and electronic toll payments (where appropriate) are reimbursable expenses, but expenses for all other convenience options are not reimbursable.

4.7. Travel by Trustee Vehicle

- 4.7.1. If a trustee uses their private vehicle to travel for NSD business, they shall be paid a vehicle mileage allowance at the rate set out in Policy 7 Appendix A Schedule of Rates.

5. MEAL EXPENSES

- 5.1. When travelling on NSD business, a trustee may claim either:
 - 5.1.1. The actual expense of the meal (with receipt) as per Policy 7 Appendix A Schedule of Rates, up to a maximum of 50% over the meal allowance subject to Chair approval, or
 - 5.1.2. The meal allowance is set out in Policy 7 Appendix A Schedule of Rates (no receipt required).



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 5.2. The actual meal expense is the amount shown on the bill, excluding alcoholic beverages, and may include a gratuity as shown on the receipt of no more than 15 percent.
- 5.3. When a trustee is travelling on NSD Business for part of a day, the trustee may be reimbursed for the amount shown on the receipt or paid the meal allowance as follows:
 - 5.3.1. For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - 5.3.2. For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - 5.3.3. For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- 5.4. A trustee must not claim a meal allowance if a meal is provided at no cost or included in a conference registration fee unless the trustee declines the meal because of a pre-authorized:
 - 5.4.1. Dietary restriction; or
 - 5.4.2. Business reason.
- 5.5. Meal expenses will not be reimbursed if the hotel provides a meal (usually breakfast) as part of the fee for the room.
 - 5.5.1. If a meal is included in the **airfare expense** ~~expense of airfare~~, a trustee can only claim a meal allowance if the flight is delayed. A meal may be claimed as per the guidelines when a flight is delayed.
- 5.6. Any "room service" charges added to the cost of meals will not be reimbursed:
 - 5.6.1. Unless there is a valid reason the meal could not be obtained elsewhere or,
 - 5.6.2. The room service charge plus the cost of the meal is equal to or less than the meal allowance.

6. ACCOMMODATION EXPENSES

- 6.1. When a trustee is travelling on NSD business, and overnight accommodation away from the trustee's residence is necessary, the actual expense of accommodation (with receipt) or an allowance (no receipt required) at the rate set out in Policy 7, Appendix A Schedule of Rates per night may be claimed.
- 6.2. If a trustee wishes **to upgrade to** a larger or upgraded room from a standard room, they shall be reimbursed for the cost of a standard room only unless required for business reasons.



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 6.3. Should a trustee wish to stay at a hotel other than that of the corporate booking rate, they shall be reimbursed to a maximum of 25% over the corporate booking rate.

7. LAUNDRY EXPENSES

- 7.1. A trustee may claim for laundry and dry cleaning expenses incurred (with receipt) after four consecutive nights while travelling.

8. HOSTING EXPENSES

- 8.1. The main purpose of an individual trustee hosting should be:
 - 8.1.1. To engage with the community toward the ultimate goal of improving student success.
 - 8.1.2. Engage with staff to help them feel welcome in the community, introduce them to the community and/or build relationships between them and the community.
- 8.2. Hosting may not include meeting with people about responsibilities that are outside of the Board's role. Any request to meet about an administrative responsibility area must involve the area Associate Superintendent and is not claimable through the trustee hosting budget. Trustee General Duty Days cover meetings with community members.
- 8.3. A "hosting summary" form must be submitted with any hosting expense claims that outline the purpose of the event, people in attendance and outcome.

9. BUSINESS EXPENSES

- 9.1. Office-type supplies required by a trustee to fulfill the requirements of their position (printer ink, paper, cards, etc.) are allowable business expenses.
 - 9.1.1. Trustees must check with the Executive Assistant before purchasing supplies to ensure the Division does not already have the required item(s) in stock and/or if there is a contract with a supplier, the item(s) can be obtained through at a reduced cost.
- 9.2. The Vice-Chair must authorize any other business expenses for the Board Chair.



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

CORPORATE CREDIT CARD GUIDELINES

10. GENERAL GUIDELINES:

- 10.1. At their request, trustees may be provided with a corporate credit card to assist with ease of travel and fulfilling the requirements of their position.
- 10.2. The card may be used for any allowable expenses outlined in this appendix.
- 10.3. The card may not be used for personal expenses. However, with pre-approval from the Board Chair, trustees are permitted to use corporate credit cards for fuel purchases in emergent situations, such as requiring lodging or meals due to schedule changes, weather or other unforeseen circumstances when attending NSD meetings.
- 10.4. All expenditures charged to a corporate credit card must be supported by original bills or vouchers and the customer's copy of the credit card receipt.
- 10.5. Details as to the trustee's duties incurring the expense should be detailed on the receipt.
- 10.6. No cash advance is allowed through the corporate credit card.
- 10.7. The "Trustee Corporate Credit Card Agreement" must be signed by trustees receiving a corporate credit card. Cardholders are expected to know and observe the agreement as a condition of accepting and using the corporate card.
- 10.8. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the Executive Assistant immediately.
- 10.9. Along with the "Trustee Corporate Credit Card Agreement", this Appendix and all Board Policies apply to the use of a corporate credit card.
- 10.10. The Chair or Vice-Chair, in the case of the Chair, is responsible for ensuring the proper use of trustee corporate credit cards.
- 10.11. The Secretary-Treasurer shall immediately inform the Chair, or Vice-Chair in the case of the Chair, of any use by a trustee of their corporate credit card that is outside policy, including non-provision of receipts, and they shall take immediate action with the trustee involved.
- 10.12. The Chair, in consultation with the Vice-Chair, and the Vice-Chair, in consultation with one other trustee in the case of the Chair, have the right to request the immediate return and/or cancellation of a card:
 - 10.12.1. If the card is misused in any manner (e.g. charging personal expenses, charging alcohol)
 - 10.12.2. Any other actions that are considered to constitute a general mishandling of the card, such as, but not limited to:



POLICY 7

APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

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- 10.12.2.1. Excessive administration time is required to reconcile the credit card statement against the trustee's expense claim.
 - 10.12.2.2. Claiming expenses on their expense form that were charged to their credit card.
 - 10.13. The Chair shall enact the following process, or the Vice-Chair in the case of the Board Chair if receipts are not provided. However, consideration may be given if the offences do not occur simultaneously:
 - 10.13.1. The first time a receipt is not provided:
 - 10.13.1.1. The charge will not be reimbursed and will be deducted from the trustee's next honorarium/expense claim;
 - 10.13.1.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn them that their card could be cancelled. This will be followed up in writing.
 - 10.13.2. The second time a receipt is not provided:
 - 10.13.2.1. The charge will not be reimbursed and will be deducted from the trustee's next honorarium/expense claim;
 - 10.13.2.2. The Chair, or Vice-Chair in the case of the Chair, shall be notified immediately with the details and will contact the trustee involved to remind them of the policy and warn them that their card will be cancelled should this occur again. This will be followed up in writing.
 - 10.13.3. The third time a receipt is not provided, the credit card will be suspended. This will be followed up in writing.
 - 10.13.4. Suspension of a card will be for the remainder of the electoral term unless the Chair/Vice-Chair decides to reinstate the card once all receipts and discrepancies have been resolved, including paying back any funds owed. Additional requirements can be added as well, such as signing an agreement.
 - 10.14. Trustees are responsible for keeping copies of all receipts which they can provide in the case of a dispute.
 - 10.15. As a condition of accepting a corporate credit card, the cardholder authorizes the Division to clear any outstanding accounts and deduct the payment from any funds which may be payable to the cardholder.
 - 10.16. The corporate card must be returned to the Division Office one month before the end of each electoral term.



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APPENDIX C - TRUSTEE HONORARIA/EXPENSE AND CORPORATE CREDIT CARD GUIDELINES

- 10.17. Any outstanding charges on the account must be resolved through the trustee's honoraria claim prior to the end of an electoral term.
- 10.18. The following may conditionally approve expense(s) outside of policy, subject to Board approval:
 - 10.18.1. The Chair, in consultation with the Vice-Chair, and
 - 10.18.2. In the case of the Chair, the Vice-Chair is in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
- 10.19. Expense(s) outside of policy may be conditionally approved, subject to Board approval, by:
 - 10.19.1. The Chair, in consultation with the Vice-Chair, and
 - 10.19.2. In the case of the Chair, the Vice-Chair is in consultation with one other trustee as per the Agenda Review Schedule (Policy 8 - Board Committees).
 - 10.19.3. Repayment for any conditionally approved expense the Board denies is as per section 1.8.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Tanya Fayant, Board Chair
SUBJECT: Policy 7 Appendix D - Rules of Order
REFERENCE(S):
ATTACHMENTS: Policy 7 Appendix D - Rules of Order

RECOMMENDATION

THAT the Board of Trustees approve the correction of section designations, punctuation, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 7 Appendix D - Rules of Order.

BACKGROUND

RISK ANALYSIS

POLICY 7 APPENDIX D

RULES OF ORDER

Rules of order are designed to facilitate group decision-making, allowing everyone's opinion to be heard while ensuring fairness, respect, and civility. Rules of order **They** help efficiently manage conduct and time to cover all business. The ultimate goal is to help deliver quality decisions.

There are two components to the Rules of Order

- Rules of Procedure, how to get business done
- Rules of Conduct, how to behave

"It is better to debate a question without settling it than to settle a question without debating it" - Joseph Joubert, 1754-1824

1. RULES OF PROCEDURE

1.1. Discussion

- 1.1.1. Before a motion is made, time will be allowed to discuss an item. During this time, there should not be any debate on it; only time for the presenter to highlight parts, and for trustees to ask questions and **for more information to be gathered.** ~~gather more information.~~
- 1.1.2. Once the Chair is comfortable and there has been enough discussion, they will call for a motion.
- 1.1.3. Before asking for a motion, the Chair will ask if anyone needs more time for discussion.

1.2. A motion is made

- 1.2.1. A trustee shall make a motion (no seconder required as per the Education Act).
- 1.2.2. The motion may be as recommended by the Administration but does not have to be.
- 1.2.3. Any trustee, including the Chair, may make motions.

1.3. The Chair states the motion

- 1.3.1. A trustee may require the motion under discussion to be read at any time during the debate except when a trustee is speaking.

POLICY 7 APPENDIX D

RULES OF ORDER

1.4. Debate

- 1.4.1. Once a motion is made, the debate may only be about the motion.
 - 1.4.1.1. E.g. I am in favour of this motion because; I am against this motion because
- 1.4.2. The Chair controls the debate.
 - 1.4.2.1. The Chair may occasionally let another trustee or administration provide feedback on a speaker's comments.
 - 1.4.2.2. The Chair may ask the Administration to speak in the middle of the speaker list if they feel it will benefit the discussion or let the mover answer a question from another trustee.
- 1.4.3. Everyone can speak up to two times to each motion and up to two minutes per time.
 - 1.4.3.1. The Chair may allow a third or more rounds of debate on an item if they determine it is necessary to ensure a quality decision.
- 1.4.4. Mover speaks first and may close the debate as well.
- 1.4.5. No one shall interrupt a speaker unless it is to ask for a necessary clarification of the speaker's remarks, and any such interruption shall not be permitted without the Chair's permission.
- 1.4.6. When a trustee arrives at the meeting after a motion has been made and before taking a vote, the trustee may request further discussion before the vote.
- 1.4.7. Point of Order or Point of Information
 - 1.4.7.1. Everything stops to deal with "point"
 - 1.4.7.2. Two kinds of points of order:
 - 1.4.7.2.1. Point of Order
 - 1.4.7.2.1.1. Process problem (e.g. someone speaking too long)
 - 1.4.7.2.2. Point of Information (e.g. Need information on an item - e.g. need to know if you have enough dollars in the budget for an item asking to purchase.)
- 1.4.8. In all debates, any matter of procedure in dispute shall be settled by reference to this Appendix. If this reference needs to be revised, the procedure shall be determined by a motion supported by the majority of trustees in attendance.

POLICY 7 APPENDIX D

RULES OF ORDER

1.5. Voting

- 1.5.1. As soon as the motion is voted on, the debate is over, and the motion stands as the position of the Board and each trustee.
- 1.5.2. The Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the Education Act, shall vote on each question.
- 1.5.3. **Each question is decided by** A majority of the votes of those trustees present ~~shall decide each question~~. A simple majority of a quorum of the Board will decide in favour of the question.
- 1.5.4. In the case of an equality of votes, the question is defeated.
- 1.5.5. A vote on a question shall be taken by open vote, expressed by show of hands, except votes to elect the Chair or Vice-Chair, which are by secret ballot, unless there is unanimous consent of all trustees present to use a show of hands.

1.6. The Chair announces the result and effect.

- 1.6.1. The result of the vote is announced (e.g. carried unanimously or carried or defeated).
- 1.6.2. The effect of the vote is announced (e.g. will be sending \$500 to charity for school uniforms).

1.7. Procedural Motions

- 1.7.1. Approve agenda; approve consent agenda.
 - 1.7.1.1. The trustee may ask for an item to be pulled from the consent agenda and put into action items but must do so prior to the approval of the consent agenda.
- 1.7.2. Procedural motions should go through very quickly.
 - 1.7.2.1. If a trustee wishes to address a procedural motion, they should be prepared to do so as soon as the item is called or have dealt with it before the board meeting, such as correcting typos in minutes.

1.8. Substantive Motions

- 1.8.1.1. Must only be debating one main motion at a time.

POLICY 7 APPENDIX D

RULES OF ORDER

1.9. Amendments

1.9.1. The Chair will decide if the amendment contradicts the essence of the main motion.

1.9.1.1. If an amendment is accepted, then the debate on the main motion stops and is only about the amendment.

1.9.1.2. Only debate one amendment at a time.

1.9.1.3. The Chair should restart the speaking list to discuss amendments.

1.9.1.4. Ask the mover of the amendment if they would like to speak to their amendment.

1.9.1.5. Ask if anyone else wants to speak to the amendment.

1.9.1.6. After all the debate, the mover may close.

1.9.1.7. Vote is taken

1.9.1.7.1. If the amendment is accepted, go back to the main motion as amended.

1.9.1.7.2. If an amendment is not accepted, then go back to the main motion as it was and go back to the speaker list for the main motion.

1.9.2. Friendly amendment

1.9.2.1. Someone puts forward an amendment and indicates it may be a friendly amendment, or if the Chair sees a lot of heads nodding to it, they may ask if it is a friendly amendment.

1.9.2.2. Chair asks if anyone DISAGREES with it being a friendly amendment.

1.9.2.3. If it is unanimous, the amendment is added to the main motion and then returned to the speaker list of the main motion (as now amended) because it is a friendly amendment.

1.9.3. Germane Amendments

1.9.3.1. All amendments must be germane to the main motion, which means **they must have** the amendment must be about the same essence as the main motion; if not, it **they** might not be accepted.

1.9.3.2. There is no set rule on whether it is germane; it depends on the situation

1.9.3.2.1. The Chair can accept or not accept the amendment;

1.9.3.2.2. Trustees can challenge the Chair's ruling, and then the Board votes on whether it will be considered as an amendment.

POLICY 7 APPENDIX D

RULES OF ORDER

1.10. Notice of Motion

- 1.10.1. The notice of motion serves the purpose of officially **puts** putting an item on the agenda of the following or future regular meeting and gives notice to all trustees of the item to be discussed.
- 1.10.2. A notice of motion is not debatable and may not be voted on.

1.11. Motion to Adjourn

- 1.11.1. If all items on the agenda are complete:
 - 1.11.1.1. ~~Chair says: "Seeing no further business, the meeting is adjourned."~~
- 1.11.2. If the agenda is not completed and are deferring business, then should have the motion to adjourn and defer or postpone business.

2. RULES OF CONDUCT

- 2.1. The behaviour of everyone in attendance at a meeting shall be to help ensure good debate and quality decisions.
- 2.2. Laptops and cell phones should not be used during closed-session meetings.
- 2.3. Forms of address
 - 2.3.1. Titles will be used at all public meetings
 - 2.3.1.1. Example: Chair Smith, Trustee Brown, Superintendent Jones
- 2.4. Speaking at Meetings
 - 2.4.1. Raise hands to be put on the speaker list.
 - 2.4.2. Must be recognized by the Chair before speaking.
 - 2.4.3. Thank the Chair when you are recognized to speak, and thank the Chair when you are finished so everyone knows that you are finished speaking.
 - 2.4.4. The custom of addressing comments to the Chair is to be followed by all persons in attendance.
- 2.5. Addressing the Motion
 - 2.5.1. Debate motion, not each other.
 - 2.5.2. Discussion should occur with no reference to a prior position.
- 2.6. Debating and Deciding the Motion
 - 2.6.1. All debates and decisions shall be:
 - 2.6.1.1. Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.
 - 2.6.1.2. Informal enough to allow a complete, honest and factual sharing of information and opinions.
- 2.7. Role of the Chair

POLICY 7 APPENDIX D

RULES OF ORDER

- 2.7.1. The primary role is to “direct traffic.”
- 2.7.2. Remain calm and neutral.
- 2.7.3. Provide a “safe space” for everyone to speak and share thoughts and information.
- 2.7.4. Acknowledge, generally by nodding, that they see a trustee or administration that wants to be on the speaker’s list.
- 2.7.5. Read the following three speakers on the speaker list and then acknowledge the first speaker to speak.
- 2.7.6. Be as neutral as possible.
- 2.7.7. Avoid the temptation to speak after every comment.
- 2.7.8. Hold your comments as long as possible, or at least until other trustees have had the opportunity to speak once.
- 2.7.9. Maintain speaking order and work towards the goal of hearing from everyone, with priority given to first-time speakers.
- 2.7.10. Think in “rounds.” Has everybody had a chance to speak first? Does anybody else want to speak first? If not, we could go to the second round and allow second-time speakers.
- 2.7.11. Responsible for limiting a speaker when speaking too long, becoming repetitive or not on topic.
- 2.7.12. The Chair must be firm in keeping order.
- 2.8. Roles of Trustees
 - 2.8.1. All trustees are responsible for holding themselves and the Chair to the rules of order.
 - 2.8.2. Come prepared. A lot of work goes into preparing the Board packages, and asking questions already answered in the package just should be avoided.
 - 2.8.3. Please read all materials provided to you ahead of the meeting at least once, preferably twice, and seek clarification on Consent Agenda items before the meeting.
 - 2.8.4. Represent the whole district.
 - 2.8.5. Know how to behave; don’t repeat yourself.
 - 2.8.6. Refrain from **the** sidebar; only the Chair and the Superintendent can do that.
 - 2.8.7. Be humble if corrected by the Chair; you are the one who made the mistake.
 - 2.8.8. Help the Chair!



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES

DATE: APRIL 26, 2025

SUBMITTED BY: Tanya Fayant, Board Chair

SUBJECT: Policy 17 - Student Transportation

REFERENCE(S):

ATTACHMENTS: Policy 17 - Student Transportation

RECOMMENDATION

THAT the Board of Trustees approve the correction of section designations, punctuation, typographical, and cross-references and authorizes the Administration to make such other technical and conforming changes as necessary to reflect the intent of the Board in connection with Policy 17 - Student Transportation.

BACKGROUND

RISK ANALYSIS

POLICY 17

STUDENT TRANSPORTATION SERVICES

The Board believes the priority of transportation services is to provide safe transportation for students to Board-designated programs within the Northland School Division.

School bus transportation service is provided by the provisions of the Education Act and the specifications outlined in this policy. **The parents or guardians of the students retain responsibility for their** ~~Responsibility for students' safety and well-being is retained by the parents or guardian of the student~~ up until the students are picked up by the school bus and after they are dropped off by the school bus.

Specifically

1. The Board will provide transportation at no cost to students.
2. The Board supports the use of congregated bus stops to facilitate efficient busing and ride times, with consideration given to the safety and feasibility of walking distances for the student(s) 's age.
3. The school bus is an extension of the classroom, and the same rules and discipline measures apply to the students on the bus as in the classroom. The Bus Driver is in charge of the bus, and students must listen and comply with the bus driver's rules.
4. Transportation services for students on-reserve to Northland Schools shall be as per contract.
5. A transportation agreement must cover non-resident students transported by the Northland School Division.
6. The Alberta Education transportation conveyance allowance may be forwarded to a student's parent/guardian qualifying for alternative transportation services.
7. Funding received for a student may be forwarded to a student's parent/guardian **who has been** directed by the Board to attend a school of another board or an organization or agency providing special education services, that requires the student to be absent from their home community.
8. The Board shall approve all school attendance and transportation service areas.
9. For safety reasons, where practical, student pick-ups and drop-offs will be organized so that students who are picked up first in the morning are dropped off first in the afternoon.
10. Any concerns regarding transportation can be directed to AP 560 - Student Transportation Services.

Legal Reference: Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 222 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009
Funding Manual for School Authorities



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
SUBJECT: Budget 2025-2026 Principles and Assumptions
REFERENCE(S):
ATTACHMENTS: Budget 2025-2026 Principles and Assumptions

RECOMMENDATION

THAT the Board of Trustees approve the Budget 2025-2026 Principles and Assumptions, as attached.

BACKGROUND

As per the Board's Annual Work Plan, the Administration uses the Principles and Assumptions to develop the annual budget. The annual budget will be presented for the Board's approval at the May 24, 2025 board meeting and then shared with Alberta Education.

RISK ANALYSIS

Principles and Assumptions

Budget 2025-2026

Overview

As part of its fiduciary duties, the Board reviews and approves the budget annually, per the Annual Work Plan. These Principles and Assumptions guide and support the Administration's detailed budget development. This includes all key components of the budget, including enrollments, revenues, expenses, school allocations, staffing, and department costs.

The budget will be provided to the Board at the May Board meeting and then to Alberta Education (May 31, 2025).

The Division's financial management cycle includes a fall update to the budget based on actual enrollments, final staff deployment, emerging priorities, grant realization, monthly financial reporting, variance follow-up, and quarterly forecasting. The fall update will also reflect the impact of any Board decisions after submitting the 2025-26 Budget.

The 5-step budget cycle includes:

1. Revenues - forecasting enrollments and revenues
2. People Plan - deploying staff within resources available to meet educational and operational goals
3. Department budget development and review
4. Iteration to meet budget targets and education goals
5. Review and ratification

Provincial Grant Funding Update

The Government of Alberta presented its 2025-2026 budget on February 27, 2025. Each school jurisdiction's initial funding profile was released on March 25, 2025, and the Funding Manual for School Authorities was published on April 3, 2025.

Northland's initial provincial grant is a key component of the budget. NSD's 25-26 Government of Alberta initial grant sheet totals \$32,919,513, an increase of \$133,096 over the \$32,786,418 that we are currently receiving in 24-25 (both attached). This is welcome news for the Division and is based on the estimated enrollments, changes announced to grants, and the new two-year Weighted Moving Average (WMA).

The adjustment amount for the 2024-2025 enrollment being below the forecast is being researched with the province, as several items have been combined.

There is some contingency in 2025-26, as grants will be adjusted based on actual enrollment as

of September 30th during the year. Enrollment fluctuations will affect all grants, including Transportation.

For 2025-26 stabilization funding (formerly bridge funding) has declined \$762,637, Specialized Learning Support Funding has declined \$346,889, and the First Nations Metis Inuit based grant declined \$192,501 (based on the forecast) offset by increases we are seeing in ECS pre-K (\$225,225) and Operations and Maintenance (\$796,126).

Guiding Principles

1. A fair, transparent and equitable allocation.
2. A process of collaboration and consensus building, developing fairness and equity.
3. Decentralized (site-based) budgets with maximum funding for schools.
4. Financial decision-making:
 - a. Those closest to the activity have a significant influence on decisions, as appropriate.
 - b. Informed decisions will be made with attention to balancing choice, responsibility and accountability while maintaining alignment with our vision, commitments, and principles;
 - c. Staff have the capability to make decisions for activities they are responsible for.
 - d. decision-makers will consider the full scope of the impact of their decisions and will collaborate with those who may be affected by such decisions;
5. Individuals are accountable and responsible for their decisions and approvals.

Key Assumptions

Allocation model

1. The Division's allocation model provides appropriate resources for quality education at every school.
2. School Food Services is critical to our students' health and continuing success. Although a specific grant has not been received for this, the program will continue.
3. Transportation is necessary for each of our students and will continue to be fully funded within the parameters established by the Division.
4. Based on previous years, departments and key cost centres will operate within budget envelopes, with adjustments for Division priorities and key cost drivers.
5. The division continues using videoconferencing where appropriate to manage travel costs, time and all expenses.

Revenues and Enrollment

6. Enrollment projections driving grant funding and site allocations are based on the best

estimates available, including local knowledge, and will be adjusted to site actuals when known (Fall Budget Update).

Salaries and benefits

7. The standard teacher salary cost is based on existing grid rates. Province-wide negotiations are underway. As in prior years, any changes to teacher salaries are forecast to be funded provincially. If there are any unfunded costs for salary changes or retroactive pay, these would be additional contingencies for the division.
8. Support salaries are planned based on current costs and will fit within existing envelopes.
9. ASEBP benefits costs will fully reflect the September 1st increase. Discounted rates continue for Extended Health, Dental, and Vision.

Supplies and Services

10. Insurance cost escalation has been halted, and rates will not materially increase except possibly for transportation insurance.
11. Utilities have been budgeted based on current costs, including the effects of contracts in effect and the end of the federal carbon tax.

Capital Program

12. Investments will enhance learning, provide lasting benefits or reduce ongoing operating costs.

Contingencies

13. Contingencies include inflation, tariff impacts, fuel costs and unforeseen key contract changes.

NORTHLAND SCHOOL DIVISION



TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025
SUBMITTED BY: Cal Johnson, Superintendent of Schools
SUBJECT: Grade Additions
ATTACHMENTS:

RECOMMENDATION

THAT the Board of Trustees approve the grade additions to the following schools in coordination with the Northland Online School, as presented:

Elizabeth School - Grade 9
Grouard Northland School - Grade 11
Gift Lake School - Grade 10

BACKGROUND

During the recent Community Engagements hosted by the Northland School Division, the Executive Team had the opportunity to listen and learn from parents, guardians, and community members across the Division. A key theme that emerged from these discussions was a strong desire among families to have their children educated within their home communities for as long as possible.

In response to this feedback, the Executive Team heard several requests to explore the possibility of expanding the grade offerings at certain schools. These conversations underscored the importance of place-based education and the value families place on local schooling as a means of fostering student well-being, cultural connection, and community strength.

Northland School Division is committed to continuing these meaningful dialogues and carefully considering the feasibility of increasing grade levels at identified schools in alignment with community needs, student enrollment, and available resources.

RISK ANALYSIS



NORTHLAND SCHOOL DIVISION
ADMINISTRATION INFORMATION ITEM

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Cal Johnson, Superintendent of Schools

SUBJECT: What We Heard Report 2024-2025

REFERENCE(S):

ATTACHMENTS: What We Heard Report 2024-2025

INFORMATION ITEM

The 2024-2025 What We Heard Report has been received as information and filed.

BACKGROUND

Between January and March 2025, the Northland School Division hosted 15 in-person engagement sessions and one virtual session with Northland Online School. Sessions were held in every school community except Father R. Perin School. Engagements at Father R. Perin School were scheduled twice but were postponed based on advice from the community following a recent loss. Northland is working with the community to find a more appropriate time to host the engagement.

Each session was guided by two questions:

1. Since our last engagement, what changes have you noticed?
2. Considering our Education Plan, what would you like Northland to focus on next?

Facilitators worked with small groups and recorded feedback on poster paper. This input was then reviewed and summarized into key themes.

The feedback has been compiled into a division-wide What We Heard Report. The insights shared will support the evaluation and improvement of Northland School Division's Three-Year Education Plan and help guide future planning.

RISK ANALYSIS

What We Heard Report

2024-2025



Northland
SCHOOL DIVISION



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Overview



Northland School Division (NSD) hosted in-person community engagements between January and late March 2025, along with a virtual session for Northland Online School. These conversations were an opportunity to celebrate successes, share updates on progress made, and talk about what comes next for supporting students, schools, and communities.

At each session, participants reflected on how things have changed in their school communities. Families said they are seeing

more students participating in after-school clubs, cultural activities, and leadership roles. Many shared that students seem happier and more motivated to attend school. Cree language learning, land-based activities, and support from Elders were often mentioned as highlights. Families also said they appreciate when teachers and staff build strong relationships with students and are visible in the community.

In every conversation, participants also talked about what still needs work. Families said they want more programming that connects students to future careers, more support for mental health and wellness, and more consistency in staffing. They asked for additional help for students with diverse learning needs, and for schools to offer clearer communication with families. In several communities, families spoke about the importance of keeping culture, language, and local knowledge at the heart of learning.

We were unable to host a community engagement at Father R. Perin School. NSD attempted to hold an engagement on January 15 and again on March 10. Both dates were postponed based on advice from community members following a recent loss. We are working with the community to find a more appropriate time to host the engagement.

This What We Heard Report includes feedback from 209 attendees. Responses have been grouped into major themes based on the questions asked at each session. The feedback shared by families and communities continues to shape the work of Northland School Division and its Education Plan.

How This Report Was Created



To create this division-wide What We Heard Report, Northland School Division reviewed and summarized feedback from 15 in-person engagement sessions and one virtual engagement with Northland Online School. These conversations took place between January and late March 2025. Each session followed the same structure and focused on two key questions:

1. **Since our last engagement, what changes have you noticed with:**
 - a. **Engagement of students**
 - b. **Community-school relationship**
 - c. **Programming**
 - d. **Supports for students**
2. **Considering our Education Plan, what would you like Northland to focus on next?**

At each engagement, a facilitator sat with a group of parents and community members. The facilitator wrote the group's feedback on poster paper. These posters were then collected and the feedback was organized into key themes in each school's individual What We Heard Report.

To create the division-wide summary, each school's report was reviewed and compared. Common feedback across communities was grouped into shared themes, while ideas that supported Northland's Education Plan were also included.

This report was written to reflect the voices of families and communities across Northland School Division. School names are not included in the summary because the insights shared were similar in many places and speak to the direction families want Northland to go.

Parent and Community Feedback



We heard from 13 communities in person and one virtual community, Northland Online School. This section of the report summarizes the key themes NSD heard from participants who took part in these engagements.

1. Since our last engagement, what changes have you noticed with:

a. Engagement of students

- **Stronger student participation:** Students are increasingly involved in extracurriculars, leadership programs, student council, field trips, and after-school activities.
- **Cultural learning is motivating students:** Cree Culture, land-based learning, moccasin making, hide tanning, and ribbon shirt projects are engaging students in meaningful ways.
- **Increased excitement about school:** Many families shared that students are happier to attend school and often come home excited about their learning.
- **Better behaviour and attendance:** Families observed improved behaviour and more consistent attendance, especially when supported by familiar and respectful staff.
- **Student leadership is growing:** Opportunities such as Youth Council, peer mentoring, and classroom leadership roles are helping build student confidence and voice.
- **Academic engagement is improving:** Some families reported greater student interest in subjects like math, writing, and Cree, supported by effective staff relationships and academic supports.
- **In-person learning is preferred:** Families and students emphasized a strong preference for in-person learning over online formats.
- **Clubs and enrichment opportunities are varied:** Activities like Lego club, archery, Indigenous Youth Mentorship Program (IYMP), music, floor hockey, and drama are giving students more ways to connect.
- **Recognition builds engagement:** Awards, year-end trips, and being featured on a Wall of Fame were noted as helpful in motivating students.
- **Digital distractions remain a challenge:** Concerns were raised about phone use, online distractions, and inconsistent implementation of phone expectations.
- **Motivation varies for some students:** A small number of students shared that school doesn't feel rewarding or meaningful, and families noted the need for more encouragement to attend consistently.

b. Community school relationship



Schools are partnering with Headstart and other programs to strengthen transitions for younger learners.

- **Stronger family-school connections:** Families appreciate monthly events, student showcases, feasts, and family dinners that bring the school and community together.
- **Increased involvement of Elders and Knowledge Keepers:** Elders are helping deliver cultural teachings, wellness support, and community values in school spaces.
- **Growing partnerships with agencies and councils:** Connections with health clinics, Family and Community Support Services (FCSS), RCMP, and settlement councils are contributing to broader student support.
- **Improved communication with families:** Families value newsletters, printed calendars, Facebook updates, and face-to-face check-ins that keep them informed.
- **Positive shift in school reputation:** Families shared that they are seeing less negativity and more appreciation for the direction of the schools.
- **Staff visibility and local connection matters:** Families are more comfortable with staff who live in the community or are involved in local events.
- **Desire for deeper engagement:** Some families want to be included beyond being asked for help — as true partners in student success.
- **School councils and parent voice are increasing:** Several communities reported having active School Councils for the first time.
- **Early learning relationships are growing:**

c. Programming



- **Cultural and land-based learning is valued:** Families appreciate programming that includes Cree and Dene language, Métis culture, traditional skills, seasonal teachings, and time on the land.
- **More hands-on learning opportunities are available:** Carpentry, art, music, kitchen programming, sewing, outdoor education, photography, and shop classes are helping students learn through doing.
- **MyBlueprint and career planning are in use:** Students are using planning tools to explore future options, and some families want to see these tools used more consistently.
- **Dual credit and CTS access is expanding:** High school students are beginning to explore trades, Registered Apprenticeship Program (RAP), and Career and Technology Studies (CTS) programming that supports post-secondary readiness.
- **Recreational programming is growing:** Volleyball, chess, drama, skiing, swimming, and track and field were all cited as positive opportunities.
- **Families want more programming variety:** Suggestions included E-sports, Minecraft Education, traditional knowledge workshops, Cree Culture Rooms, and school gardens.
- **Music programming is having a positive impact:** Families praised the return of music education and music-focused enrichment activities.
- **Requests for academic enrichment:** Families are interested in more time for subjects like science and social studies, tutoring supports, and study clubs.

d. Supports for students



autism, FASD and trauma-related needs was requested.

- **Peer mentorship is growing:** Communities are promoting student-led support programs like Indigenous Youth Mentorship Program (IYMP) and leadership roles during recess or after school.

- **One-on-one and small group supports are growing:** Families praised the work of Educational Assistants, mental health therapists, wellness workers, and family liaisons.
- **Nutrition programs are making a difference:** Breakfast, lunch, and snack programs are widely appreciated and seen as a major support for students.
- **Tailored support is improving outcomes:** Staff were commended for adapting interventions and finding the right resources to help students thrive.
- **Access to specialized services is in place:** Many students receive supports such as occupational therapy, physical therapy, speech and language services, Fetal Alcohol Spectrum Disorder (FASD) programming, and Jordan's Principle funding.
- **Concerns about paperwork and access:** A few families mentioned challenges accessing services due to paperwork and referral delays.
- **Requests for quiet and safe spaces:** Suggestions included creating calm areas or breakout rooms for students who feel unwell or overwhelmed.
- **Literacy and academic support is needed:** Families want expanded access to tutoring, community reading programs, and structured homework time.
- **Support for diverse learners:** More training for staff working with students with

2. Considering our Education Plan, what would you like Northland to focus on next?



- **Build or improve school facilities:**

Families in some communities called for new schools, larger gyms, safer playgrounds, and dedicated spaces for Elders or Cree programming.

- **Hire and retain more certified teachers:**

Families emphasized the need for certified teaching staff in every classroom, and supported housing to help retain staff.

- **Support Indigenous language and culture revitalization:** Suggestions included Cree language apps, mentorship models, Elders-in-Residence, and culture camps.

- **Grow hands-on and trades**

programming: Families want more carpentry, cooking, health care aide, art, and agricultural programs connected to local careers.

- **Expand wellness supports and staff**


training: Mental health programming, addiction counselling, emotional regulation tools, and staff wellness strategies were recommended.

- **Increase outdoor and land-based**

education: Families support ongoing outdoor education, including trapping, gardening, and local environmental learning.

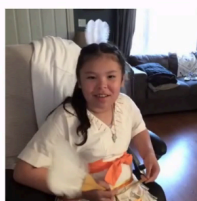



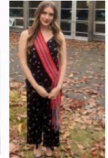


- **Create consistent mentorship and**


leadership opportunities: Ideas included peer-led mental health groups, student councils, recess mentors, and junior/senior study clubs.



Priority 1: Connections Supporting Reconciliation

- K-9 Cultural Showcase**
 - Students and staff shared their culture in the daily K-9 assembly during Truth & Reconciliation Week
- The Four Directions & Art**
 - High School Students
 - Indigenous Art Workshop with Angela Hall
- Rupertsland Institute Presentations**
 - K-12, throughout the school year
- Mental Health Week:**
 - Indigenous Heroes Program for the week of May 5-9th for 3 credits for Grade 10 students
- Moose Meat Cutting Demonstration**
 - Online School HS Student: Aiden Black in Janvier
 - K-12 students joined virtually to watch
- Red Dress Day Planning**
 - K-12 activities and presentations
- Girls Inc. 'Girls Too' in May for MMIWG**
 - High School, 8 sessions
- Grad 2025 Planning**
 - Inviting Cree Drummers and an Elder for Opening Prayer at our Graduation Ceremony



- **Develop stronger school-community partnerships:** Families want deeper partnerships with local agencies, settlements, and councils to align goals and offer joint programming.
- **Continue and enhance student recognition:** Events like the Northland Games, year-end trips, and awards were suggested as ways to recognize student growth and engagement.
- **Support transitions to high school and beyond:** More visits, orientation programs, and guidance for students moving to high school or post-secondary were recommended.
- **Use more channels to reach families:** Families want updates and opportunities shared through posters, phone calls, school apps, and community bulletin boards—not just Facebook.
- **Encourage parent learning and involvement:** Some communities expressed interest in parenting classes and invitations for parents to learn alongside students.
- **Celebrate student voice and community identity:** A focus on reconciliation, cultural pride, and values education—especially respect for Elders—was emphasized.

Next Steps

Using the feedback gathered from parents and community members, NSD plans to evaluate the current Three-Year Education Plan and identify areas for improvement. This input will help guide future decisions so the plan continues to reflect the needs and priorities of the communities we serve.



NORTHLAND SCHOOL DIVISION

ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** APRIL 26, 2025

SUBMITTED BY: Scott Meunier, Deputy Superintendent

SUBJECT: Telephone Replacement Capital Project

REFERENCE(S):

ATTACHMENTS: Telephone Replacement Capital Project Proposal

RECOMMENDATION

THAT the Board of Trustees approve the proposal from Netagen for the telephone replacement for \$193,946.50 plus GST, with the funds coming from capital reserves.

BACKGROUND

NSD has an old, unsupported phone system that is expensive. Netagen proposes a cloud-based solution with on-site gateways at each of NSD's 18 schools, 1 main site, and two sub-offices. This ensures phone service during network outages. The solution includes basic and advanced user options, unlimited local calling, long-distance options, and GenAlert 911 for emergency notifications with location details. It also integrates with Google collaboration platforms.

Netagen will handle pre-provisioning, a staged rollout with on-site training and remote support. There are one-time hardware and installation costs of \$193,946.50 (before GST) and monthly recurring fees of \$5,921.00 (before GST) for a 36-month term.

The proposed solution offers a modern, reliable, and cost-effective communication platform with improved safety features, redundancy, and flexibility.

Netagen is an approved vendor with a master agreement under Alberta ShareIT, eliminating the need for a tender process.

The proposal aims to modernize NSD's communication infrastructure while ensuring reliability and safety.

RISK ANALYSIS

Corporate Board Expense Summary as of March 31, 2025.

| EXPENSES | BUDGET | YTD | REMAINING |
|--|-------------------|-------------------|-------------------|
| Trustee Remuneration | 155,973.00 | 88,257.25 | 67,715.75 |
| Trustee Benefits | 38,667.00 | 21,358.03 | 17,308.97 |
| Advertising | 1,253.00 | 1,076.96 | 176.04 |
| Awards/Bursaries | 32,335.00 | 3,208.84 | 29,126.16 |
| In Service Board of Trustees - PD Training | 39,361.00 | 38,776.61 | 584.39 |
| Insurance | 12.00 | 0.00 | 12.00 |
| Legal Fees | 0.00 | 62,318.60 | (62,318.60) |
| Membership Fees (ASBA/PSBAA) | 31,200.00 | 26,653.14 | 4,546.86 |
| Professional Services | 31,456.00 | 26,443.95 | 5,012.05 |
| Office Supplies | 4,471.00 | 1,414.72 | 3,056.28 |
| Office Equipment | 0.00 | 0.00 | 0.00 |
| Travel and Subsistence | 188,437.00 | 88,700.96 | 99,736.04 |
| Ward 1 | | 8,752.41 | |
| Ward 2 | | 7,265.50 | |
| Ward 3 | | 8,034.50 | |
| Ward 4 | | 7,166.15 | |
| Ward 5 | | 16,295.41 | |
| Ward 6 | | 0.00 | |
| Ward 7 | | 7,448.94 | |
| Ward 8 | | 7,361.01 | |
| Ward 9 | | 14,561.02 | |
| Telephone & Internet | 2,898.00 | 1,477.55 | 1,420.45 |
| Visa Suspense | | (2,583.70) | 2,583.70 |
| Elections | | | 0.00 |
| TOTAL | 526,063.00 | 357,102.91 | 168,960.09 |

Volume 33-25 No. 03 March 2025

Highlights of the March 14, 2025, Trustees' Meeting

1. PLAN DESIGN – SECOND READING

- The ASEBP Trustees recognize the importance of supporting the health journey of the public education sector in Alberta. The Trustees are constantly striving to provide value and make balanced decisions about plan benefits and the cost of investing in the current and future health of the public education sector.
- The ASEBP Trustees gave **final approval** (second reading) to Life Insurance, Accidental Death & Dismemberment (AD&D), Extended Disability Benefits (EDB), Extended Health Care (EHC), and Dental Care changes. The changes will not impact premium rates, except for adding Registered Social Workers as eligible service providers to the psychological services benefit. The Registered Social Workers change is estimated to increase premiums by 0.2% to 0.3% based on increased use of the psychological services benefit.
- The following changes affect **EDB** for the **ASEBP Group Plan** effective **January 1, 2026**:
 - Update the definition of Total Disability to include “illness and injury”.
 - Expand the successive period of Total Disability to include non-working months.
 - Highlight that employees have the right to appeal an EDB decision in accordance with the appeal procedure.
- The following changes affect **EHC** for the **ASEBP Group Plan** and the **MyRetiree Plan** effective **January 1, 2026**:
 - Remove the daily limitation on podiatric surgery and add terminology to specify types of podiatric treatment using “surgical” or “non-surgical” (calendar year maximum remains unchanged).
 - Add Registered Social Workers as an eligible provider of service for psychological services and limit coverage up to \$120 per treatment (combined calendar year maximums remain unchanged).
- The following changes affect **Life Insurance and AD&D** for the **MyRetiree Plan** effective **January 1, 2026**:
 - Add a flat \$25,000 benefit option for retirees under Plan 2 of Life Insurance for the Core and Enhanced MyRetiree Under 65 Plan.
 - Add a flat \$25,000 benefit option for retirees under Plan 2 of AD&D for the Core and Enhanced MyRetiree Under 65 Plan.
 - ASEBP will still be offering the two times pre-retirement salary option for both Life Insurance and AD&D for the MyRetiree Plan.

ASEBP TRUSTEES

Daryl Scott, Chair
James Gerun, Vice-Chair
Meagan Kuik
Norma Lang
Brett Nixon
Rob Pirie
Allison Purcell
Natashya Shewchuk
Morey Terry
Brad Toone

**ACTING CHIEF
EXECUTIVE OFFICER**
Jocelyn Plakas-Lock

2. EXPERIENCE ADJUSTMENT SYSTEM – SECOND READING

- The ASEBP Trustees gave **final approval** (second reading) to changes affecting the Experience Adjustment System (EAS) that will take effect September 1, 2025, to align with premium rate renewal.
- Changes are expected to reduce premium rate volatility due to the changes in per capita costs, and benefit the entire pool:
 - Extend the Extended Health Care/Dental Care/Vision Care experience period from two years to four rolling calendar years to align with the trend methodology utilized in premium rate setting.
 - Calculate the impact of pooling (over \$25,000 per individual) on an annual basis instead of a rolling two-year basis. This change ensures consistent reporting of historical experience to employers as past results will not be impacted by emerging pooling experience.

3. PREMIUM RATES – SECOND READING ASEBP GROUP PLAN

- The ASEBP Trustees gave **final approval** (second reading) to September 1, 2025, premium rates for the **ASEBP Group Plan**. Instead of an overall base rate increase of 5.3% (which, based on claims experience, would be breakeven), the **ASEBP Trustees have limited the base increase to 4.3% for 2025-26**. Inflationary pressures have continued to put upward pressure on costs for prescription drugs, medical service providers, and dental services. Plans across the country are experiencing similar pressures. The premium rate changes by line of benefit are:
 - Life Insurance: no change
 - Accidental Death & Dismemberment Insurance: no change
 - Extended Disability Benefits: 5.2% increase
 - Extended Health Care: 4.1% increase
 - Dental Care: 5.1% increase
 - Vision Care: no change
 - Employee and Family Assistance Program: no change
- Please note that while the overall base increase equates to 4.3%, this does not mean that premiums may increase by only this amount—there are other factors that may impact Group Plan premium rates, such as being in a surcharge position in ASEBP's Experience Adjustment System. Alternatively, Group Plan premium rates may not increase by a full 4.3%, or at all, if they are in a discount position in the Experience Adjustment System.
- The ASEBP Trustees have been able to subsidize premiums for several years, largely due to excess investment returns. Premium subsidies over the last five years totaled just over \$74 million. ASEBP cannot continue to provide subsidies to the same magnitude as those historically.
 - While less than previous subsidies, the ASEBP Trustees have limited the overall base increase by providing a \$4 million premium subsidy.
- The overall increase to premium rates continues to be lower than trends within the industry.
- Future premium rates will be dependent on claims experience, investment returns, plan design changes, and other factors.
- A breakdown of the monthly premium rates, except as noted, is provided below:

| Life | | |
|--------|-------------------------|---------|
| Plan 2 | per \$1,000 of coverage | \$0.113 |

| Accidental Death & Dismemberment | | |
|----------------------------------|-------------------------|---------|
| Plan 2 | per \$1,000 of coverage | \$0.011 |

| Extended Disability Benefits | | |
|------------------------------|-----------------------|-------|
| Plan D | % of monthly earnings | 2.06% |
| Plan E | % of monthly earnings | 2.06% |

| Extended Health Care | | |
|----------------------|--------|----------|
| Plan 1 | Single | \$162.25 |
| | Family | \$390.00 |
| Plan 2 | Single | \$118.50 |
| | Family | \$283.50 |
| Plan 5 | Single | \$146.25 |
| | Family | \$349.75 |

| Dental Care | | |
|-------------|--------|----------|
| Plan 1 | Single | \$62.00 |
| | Family | \$155.00 |
| Plan 2 | Single | \$81.00 |
| | Family | \$196.75 |
| Plan 3 | Single | \$81.00 |
| | Family | \$220.00 |

| Vision Care | | |
|-------------|--------|---------|
| Plan 2 | Single | \$6.00 |
| | Family | \$14.50 |
| Plan 3 | Single | \$12.00 |
| | Family | \$29.50 |

| Early Retirement Benefits Package 2* | | |
|--------------------------------------|--------|----------|
| | Single | \$125.00 |
| | Family | \$200.00 |

*Closed to new participants as of September 1, 2011

| Supplemental Package | | |
|---------------------------|--------|----------|
| <i>Without Dental</i> | | |
| Package 1 | Single | \$134.25 |
| Package 2 | Family | \$309.40 |
| Package 3 | Single | \$137.35 |
| Package 4 | Family | \$312.50 |
| <i>With Dental</i> | | |
| Package 1 | Single | \$237.25 |
| Package 2 | Family | \$552.40 |
| Package 3 | Single | \$240.35 |
| Package 4 | Family | \$555.50 |
| <i>Over Age 70</i> | | |
| Extended Health Care Only | Single | \$131.15 |
| | Family | \$306.30 |

| Supplemental Package | | |
|---------------------------------|--------|----------|
| Extended Health Care and Dental | Single | \$234.15 |
| | Family | \$549.30 |

| Blanket Life Insurance for School Trustees | | |
|--|--------|---------|
| | Annual | \$60.00 |

| Employee and Family Assistance Program | | |
|--|------------------------------|--|
| | Provided by ASEBP at no cost | |

- Notification to employers about their final 2025-26 premium rates, including any discounts and surcharges, will be sent following final approval in late March 2025. Preliminary information is available by contacting your ASEBP client consultant. A presentation about premium rates will take place for employers in early April 2025 and will provide more detail about the factors that influence premium rate setting, trends, and industry comparisons.

4. PREMIUM RATES – SECOND READING MYRETIREE PLAN

- The ASEBP Trustees gave **final approval** (second reading) to September 1, 2025, premium rates for the **MyRetiree Plan**. A breakdown of the monthly premium rates is provided below:

| | Enhanced | | | Core | | |
|----------------------|----------|----------|----------|----------|----------|----------|
| Extended Health Care | Single | Couple | Family | Single | Couple | Family |
| Ages 50-64 | \$190.75 | \$362.25 | \$438.75 | \$100.50 | \$190.75 | \$231.25 |
| Ages 65-84 | \$148.50 | \$281.50 | \$341.00 | \$82.75 | \$157.00 | \$189.75 |
| Ages 85+ | \$146.00 | \$276.25 | \$335.75 | \$80.50 | \$152.25 | \$185.25 |
| Vision Care | Single | Couple | Family | Single | Couple | Family |
| All Age Categories | \$9.50 | \$18.00 | \$22.00 | \$2.25 | \$4.25 | \$5.00 |

| | Enhanced Option 1 | | | Enhanced Option 2 | | | Core | | |
|--------------------|-------------------|----------|----------|-------------------|----------|----------|---------|---------|----------|
| Dental Care | Single | Couple | Family | Single | Couple | Family | Single | Couple | Family |
| All Age Categories | \$87.00 | \$164.75 | \$199.50 | \$82.50 | \$156.25 | \$189.00 | \$47.25 | \$90.00 | \$108.75 |

| | Plan 2 |
|---|-------------------------|
| Life and Accidental Death & Dismemberment Insurance | per \$1,000 of coverage |
| All Age Categories | \$0.152 |

5. SPENDING ACCOUNTS' ADMINISTRATION FEES – SECOND READING

- The ASEBP Trustees gave **final approval** (second reading) to increased administration fees for spending accounts effective September 1, 2025. A breakdown of the monthly administration fees is provided below:

| Spending Accounts | | |
|--|--------------|--------|
| Standalone Health Spending Account (HSA) | Per employee | \$3.00 |
| Combined HSA/Wellness Spending Account (WSA) | Per employee | \$3.25 |

6. STATEMENT OF INVESTMENT POLICIES – FIRST READING

- The ASEBP Trustees gave **initial approval** (first reading) to minor changes to the Statement of Investment Policies in an effort to improve clarity and accuracy.
- Please note** that final approval (second reading) is required, and changes may occur between readings.

7. RETIREE ADMISSION POLICY CHANGES

- The ASEBP Trustees made changes to the Retiree Admission Policy, effective July 1, 2025, including:
 - The commitment period for Enhanced plan options will be reduced from two years to one year.
 - If Enhanced Extended Health Care/Vision Care coverage is terminated within the one-year commitment period, a covered member must wait one year from their termination date before reapplying to the MyRetiree Plan.



The ASEBP Trustees' Report provides an overview of topics discussed at all ASEBP Trustees' Meetings. These meetings provide the opportunity for ASEBP Trustees to come together to discuss matters of importance at ASEBP—from the financial health of the benefit plan to the introduction of new benefits and programs. While all information in each report is an accurate account of decisions made at the meetings, there can be changes that occur between first and second readings of certain topics, which may result in differences between their reporting. To learn more about the ASEBP Trustees, please visit the Governance page, found in the About section of our website, asebp.ca.

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Superintendent's Highlights

April 26, 2025

PRIORITY 1 - CONNECTIONS SUPPORTING RECONCILIATION

Community Engagement Update and What We Heard Report Presented to Board



From January to March 2025, Northland School Division hosted in-person and virtual engagement sessions with students, staff, parents, and community members across its schools. Each session was guided by two key questions focused on changes noticed since the last engagement and what communities would like Northland to focus on next. During each session, facilitators worked with small groups and wrote the feedback on poster paper. This input was later reviewed and organized into key themes.

Since then, a division-wide What We Heard Report has been presented to the Board, and it will help guide the evaluation and improvement of the current Education Plan.

Northland presents on data-driven change at the College of Alberta School Superintendents' learning conference



Northland School Division was invited to present at the College of Alberta School Superintendents (CASS) Annual Learning Conference, held March 19-21, 2025. Northland joined two other school divisions to discuss “Effective change leadership using system data.” The presentation highlighted the process behind developing Northland’s new education plan—one built through meaningful engagement with students, families, Elders, Knowledge Keepers, and communities. By hosting



listening sessions, gathering What We Heard reports, and analyzing local and provincial data, Northland created a plan that reflects the needs of Northland students and communities. With the new education plan in place, Annual Education Results Report (AERR) data helps track progress and guide improvements, making system-wide changes based on evidence and community feedback.

Northland was proud to share this journey and learn from education leaders across Alberta.

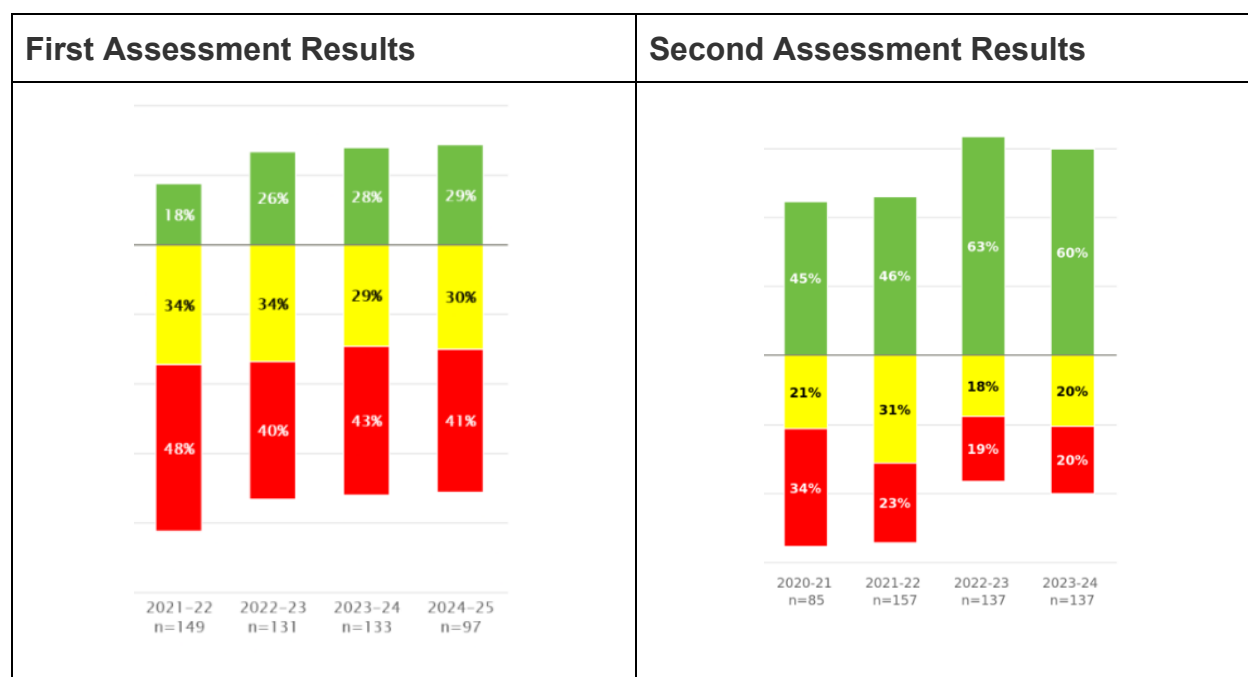
PRIORITY 2 - HOLISTIC LEARNING

Our School Survey/ Early Years Evaluation Results

The Learning Bar provides EYE and Our School Survey, which provide student data for our Education Plan. We are renewing our five-year contract with the Learning Bar.

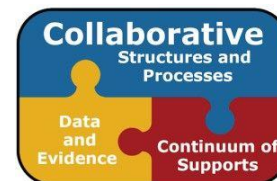
EYE- Early Years Assessment- Kindergarten ECS Students

Students develop critical foundational knowledge in literacy and numeracy in the early years of their education.



PRIORITY 3 - EXCELLENT PEOPLE SUPPORTING STUDENTS

April 2025 - Using Collaborative Response Model to Support School Leadership



The April NSD Principal meeting was in person at the Courtyard Marriott with the Executive team and NSD Leadership (directors and learning coaches). In this meeting, principals used the Collaborative Response Model (CRM) that the division has begun this school year to discuss ways to improve Instructional Leadership in the Northland School Division. The use of CRM allows leaders to celebrate successes and work collaboratively to identify key issues that face leaders every day and discuss action plans to learn and gain support to improve student learning in the division. The leadership teams use data and evidence to identify, and then, through the use of the CR structure, identify strategies and actions that can help to support students, staff and parents to have the most effective learning environments in our schools.

Fierce Conversations- Planning for Conversations as Leaders

Principals and NSD Leadership have been participating in the course Fierce Conversations throughout this school year. The last session of this course was April 10, which focused on providing feedback and preparing for confrontation. The course was very well received, and the feedback from participants was that this course allowed our school and divisional leaders to work together to learn to have effective conversations in their positions of leadership. There was valuable research and information presented, and leaders had the opportunity to participate in role play and discussions to gain practical experience in these difficult situations.

PRIORITY 4 - RESPONSIBLE RESOURCING

Network Refresh Work - Division Wide

The network refresh project began during the 2024/2025 school year. It involves replacing network switches in all Northland School Division school sites and at the office site locations in Peace River and Fort McMurray. To date, the switches have been replaced at all school sites except Mistassiniy, as it is a new school and replacement is not required at this time. Switch replacement at the central office in Peace River and at the Fort McMurray site will occur in July 2025.

News Articles Featuring the Northland School Division

- The Fever, February 27, 2025
- Peace River Broadcasting, April 2, 2025
- Lakeside Leader, April 9, 2025
- South Peace News, April 9, 2025
- The Fever, April 10, 2025
- Lakeside Leader, April 16, 2025



MD OF
OPPORTUNITY
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The Municipal District of Opportunity No. 17 2025 Parking Lot Line Painting Program – Contract 03-2025

Sealed quotations marked “MD of Opportunity – Tender for Construction – 2025 Parking Lot Line Painting Program” will be received at the MD of Opportunity No. 17, Wabasca Office, #2077 Mistassiniy Road North, Wabasca, Alberta up to 2:01:00 PM LOCAL TIME, Thursday, March 6, 2025.

The scope of work for this project shall include but is not limited to the following:

- Parking Lot Line Painting, Pavement Message Painting, Crosswalk Line Painting, and other work at various locations in the Hamlets of Wabasca, Red Earth Creek, Calling Lake, and Sandy Lake.

Unless otherwise specified, the Contractor shall supply all materials necessary to complete the work. A complete job is called for, therefore any labour, material, equipment, tools or incidental item not specifically mentioned, but necessary for completeness will be considered incidental to the Work and no separate or additional payment will be made.

Tender documents are available by emailing a request to jkitz@mesl.ca.

Contracts will only be awarded to Bidders who, prior to the time fixed for receiving quotations, possess a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR), which is relevant to their industry and which is recognized by Alberta Employment and Immigration and Workplace Health and Safety. The owner reserves the right to accept or reject any or all bids.

Inquiries can be directed to;

Kimball Newberry, HET
Director of Public Works and Transportation
Municipal District of Opportunity No. 17
P.O. Box 60, Wabasca, AB T0G 2K0
Phone: 780-891-3778

Wabasca Main Office
2077 Mistassiniy Road North Box 60 Wabasca, AB T0G 2K0
1-888-891-3778 | mdopportunity.ab.ca

Board Meeting Highlights

February 14, 2025



Four NSD students nominated for Honouring Spirit: Indigenous Student Award

We are pleased to announce that four Northland students have been nominated for the Honouring Spirit: Indigenous Student Award. This year, the following students have been nominated:

- Brooklyn Wiltzen, Grade 5, Anzac Community School
- Avery Gladue-Auger, Grade 12, Mistassiniy School
- Miles Desjarlais, Grade 8, Northland Online School
- Zoey Powderhorn-Desjarlais, Grade 11, Northland Online School



The Honouring Spirit: Indigenous Student Award categories are divided into three regions: North, Central and South. In each region, awards are divided into the following grade categories:

- Kindergarten to Grade 3 • Grades 4 to 6 • Grades 7 to 9 • And, Grades 10-12.
- In total, 12 awards are distributed each year.

Trustees listen to podcast created with Google NotebookLM



During Awards and Celebrations, the Board listened to a podcast created using Google Notebook, an Artificial Intelligence (AI) powered note-taking tool. The podcast was based on What We Heard Reports from meetings with the Youth Council and the Elders and Knowledge Keepers Advisory Council. NotebookLM was used to organize the information from these reports and assist in creating the podcast. Click on the website link to listen to the podcast <http://bit.ly/41IRP75>.

NSD moving ahead with purchasing buses

Secretary-Treasurer Douglas Aird presented a plan to purchase four new school buses for the Transportation Department. Purchasing these buses is planned as a sustainable way to refresh the school bus fleet using existing capital reserves. NSD will engage in a public tender process with school bus fleet companies. The public tender award recommendation will be brought to the Board of Trustees for approval.



NSD & Athabasca Tribal Council on traditional ceremonies course

Northland School Division is working with the Athabasca Tribal Council (ATC) to create a course about traditional ceremonies. A draft version of the course was shared with ATC, and a group meeting was held on February 12, 2025, to discuss the draft.

The next step is to present the course to Elders from the Janvier and Fort McMurray #468 communities in a meeting planned for February 27, 2025. The final version must be submitted to Alberta Education by March 1, 2025, for approval.

Visit <https://www.nsd61.ca/governance/board-meetings> to view upcoming Regular Board Meeting dates and Board-related documents.

Note: These writings do not constitute the official record of the Northland School Division. They are however, provided as general information relating to the action taken at board meetings. For further information, please call 780-624-2060 or 1-800-362-1360. Also see additional highlights Page 11.

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Superintendent's Highlights:



Updates on achieving Northland School Division's priorities

Superintendent of Schools/CEO Cal Johnson presented the latest updates on how Northland School Division (NSD) is working to support students, families, and communities. Every month, progress is made to achieve NSD's priorities:

1. Connections Supporting Reconciliation
2. Holistic Learning
3. Excellent People Supporting Students
4. Responsible Resourcing

Here are the latest developments in each priority area:

Priority 1 - Connections Supporting Reconciliation

NSD continues to strengthen the connection between schools and Indigenous communities. Superintendent Johnson shared that teachers recently took part in two important professional learning sessions:

- On January 31, 2025, all teachers joined the "Wahkohtowin Every Day" session, which focused on weaving Métis knowledge and land-based learning into daily lessons.
- On February 10, 2025, teachers attended a session called "Kiyokewin: Visiting with Community." This session, led by the Rupertsland Institute, introduced educators to the Métis tradition of "visiting" as a way to build strong relationships with the land, families, and students.

Holistic Learning

Superintendent Johnson highlighted the ongoing work to support students' learning and growth.

- Schools continue to use the Collaborative Response (CR) approach, which brings teachers together to discuss student needs and develop action plans. On January 31, 2025, Grade 9-12 teachers met to prepare for upcoming exams, support course completion, and discuss expanding Career and Dual Credit programs.
- The partnership with the University of Calgary (U of C) through Math Minds is also progressing. Teachers are learning to design math lessons that connect with the land and Indigenous perspectives. Plans are developing to form a math teacher group to strengthen support for Grades 9-12.

Excellent People Supporting Students

Superintendent Johnson was pleased to announce that NSD's work is being recognized across the province:

- On March 20, 2025, NSD will present at the College of Alberta School Superintendents (CASS) Conference alongside other school divisions, sharing how data is being used to improve student learning.
- From April 30 to May 2, 2025, NSD will present at the First Nations, Métis, and Inuit (FNMI) Education Gathering in Edmonton, focusing on the division's efforts to weave Indigenous knowledge in classrooms.

Responsible Resourcing

Superintendent Johnson reported that:

- Principals are working closely with the division to review staffing with a focus on having the right people in place to support student needs
- NSD has secured its current Jordan's Principle funding and will submit its 2025-2026 application early with the goal of maintaining continued support.



(<https://www.rivercountry.fm/>)



(<http://player.listenlive.co/46381>)

Northland School Division Board Meeting Highlights

📅 April 2, 2025 📍 Local News (<https://www.rivercountry.fm/category/local-news/>)



Courtesy: Northland School Division

Northland Online School shares exciting growth and future plans

Principal Mark Burke and Vice-Principal Tessa Dagenais gave an engaging update to the Board about how Northland Online School is growing and evolving. Since opening in 2021, the school has added new grades each year and now serves students from Kindergarten to Grade 12. This spring, they will proudly celebrate their first graduating class.

Northland Online School has become a key part of how students learn across the division. In fact, over 70 percent of Northland's 2023-2024 graduates took at least one course through Northland Online School. It has also welcomed students with unique needs and schedules,

including a student currently playing in the Western Hockey League.

Northland Online School supports schools when in-person teachers are unavailable. A certified teacher delivers lessons remotely while an educational assistant provides in-person classroom support. This helps keep students learning and on track when a regular teacher is away.

Looking ahead, the school plans to launch a summer school in July 2025 and develop an asynchronous adult education program. Students can choose between real-time online classes with a teacher (synchronous learning) or working on their own time with teacher support (asynchronous learning).

Board nominates Anzac educator for Edwin Parr Teacher Award

The Board has nominated Emily Griffin, a teacher at Anzac Community School, for the 2025 Edwin Parr Teacher Award. This award recognizes outstanding first-year teachers in Alberta.

2025-2026 Northland School Division Calendar approved by the Board

The Board approved the 2025-2026 School Year Calendar. On an annual basis, the Board has the responsibility to set the school division calendar as set out in Section 60 of the Education Act. The calendar outlines operational days, professional learning dates for staff and holiday breaks. The first day of school for students is after the Labour Day weekend on Tuesday, September 2, 2025.

Tri-Annual Report #2 for 2024-2025 presented to the Board

Superintendent of Schools/CEO Cal Johnson shared the second Tri-Annual Report for the 2024-2025 school year. The report highlights how Northland is meeting its goals and improving student learning. Inside the report, you'll read about:

- Students learning Cree, Dene, and Michif, and taking part in land-based activities like trapping and ice fishing.

[[checkin no_locations="http://www.ylcountry.com/pick-your-location-on-the-map/"](http://www.ylcountry.com/pick-your-location-on-the-map/)]

<https://www.rivercountry.fm/northland-school-division-board-meeting-highlights/>

- How schools are using coding, storytelling, and science to boost reading, writing, and math skills.
- Ways teachers are learning from Elders and Knowledge Keepers and connecting culture to the classroom.
- How data is helping Northland make strong decisions and share its success at education conferences.

Board approves purchase of four new school buses

The Board approved the purchase of four 64-seat school buses from Western Canada Bus for \$785,689.80, including GST. The cost will come from capital reserves. NSD is focused on updating its school bus fleet to make sure students and staff can travel safely and reliably, especially in the challenging conditions across the communities we serve.

Board supports new dual credit course for high school students

The Board has authorized Administration to acquire the Educational Assistant Practical 3-credit course from Northern Lakes College. This course is part of Northland's new Educational Assistant Dual Credit Program for high school students. Now underway in Semester Two of the 2024-2025 school year, the course combines theory and hands-on experience to help students build practical skills for a future career in education.

Board approves locally developed Forensic Studies course

The Board has authorized Administration to acquire Forensic Studies 35 (LDC 3256), a five-credit locally developed course for high school students.

Superintendent's Highlights: Learning, leadership, and community voice

Superintendent of Schools/CEO Cal Johnson shared his monthly highlights with the Board. The update included professional learning at Métis Crossing, progress with community engagement sessions, new mentorship groups for school leaders, and a recent meeting with Alberta Education. As part of the professional learning update, NSD partnered with the Rupertsland Centre for Teaching and Learning through an existing education services agreement. The gathering brought science educators together with Métis Settlement Elders and Knowledge Keepers at Métis Crossing. Through activities like storytelling, snaring, and shelter-building, teachers explored how traditional Métis knowledge connects with Alberta's new science curriculum. This experience is helping science teachers think differently about how they approach the subject, making room for land-based and cultural perspectives in their lessons.

To support school leaders, NSD introduced new mentorship groups this year as part of the Collaborative Response Model. Principals are paired with mentors to talk through challenges, share ideas, and work on solutions that support students and staff. These groups create a space for learning, reflection, and building leadership skills across the division.

During the meeting with Alberta Education, the department reviewed NSD's Annual Education Results Report and recognized the steps the Division has taken to respond to community feedback. They highlighted improvements in attendance, high school completion, and exam results, and noted how Northland's new Education Plan is helping address past challenges in a meaningful way.

A number of recent newspaper articles featuring Northland School Division were also included in the Board Package to highlight stories about students, schools, and community partnerships.

Board supports advocacy for restoring early learning supports

The Board supported including Board Chair Tanya Fayant's signature on a letter from the Alberta Medical Association to the Minister of Education. The letter calls for restoring Program Unit Funding (PUF) to previous levels so that young children with disabilities or developmental delays can access the early supports they need to succeed in school.

The current PUF model, introduced in 2020, reduced support from three years to two and lowered the age children can qualify for help. It also changed how funding is calculated, moving from per-student funding to a weighted average. These changes have made it harder for children in need, especially those in rural areas, to access services like speech therapy and classroom support.

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Northland SD Online School shares growth news and future plans

Notes from the March 22 board meeting

Leader staff

The Northland School Division board meeting on March 22 included reports about online schooling, new buses, new dual credit opportunities, land-based learning and advocacy for early learning supports. The following is based on a summary of the meeting provided by Northland Media Relations Manager Curtis Walty.

The board heard how the Northland Online School (NOS) is growing. Presenting the report were its Principal Mark Burke and Vice-Principal Tessa Dagenais, who said since its 2021 launch, the school has added new grades each year and now covers the full range – K – 12.

This spring, council heard, the school will celebrate its first graduating class.

Over 70 per cent of Northland students took at least one course through the NOS. One of its roles is to support schools when in-person teachers aren't available.

"A certified teacher delivers lessons remotely while an educational assistant provides in-person classroom

support," says Walty in his report. "This helps keep students learning and on track when a regular teacher is away."

The online school plans to start a summer school session in 2025, plus an 'asynchronous' adult ed program.

"Students can choose between real-time online classes with a teacher (synchronous learning) or working on their own time with teacher support (asynchronous learning).

Teacher nominated
The Northland board has nominated Emily Griffin, a teacher at Anzac Community School, for the 2025 Edwin Parr Teacher Award. It recognizes outstanding first-year teachers in Alberta.

Languages and cultural learning

Superintendent of Schools Cal Johnson informed the board that students learning Cree, Dene, and Michif are also taking part in land-based activities, such as trapping and ice fishing.

Johnson also reported on how Northland schools are using coding, storytelling, and science to boost reading, writing, and math skills. Plus the ways teachers are learning from Elders and Knowledge Keepers and connecting culture to the classroom.

New buses

The board approved the purchase of four 64-seat school buses from Western Canada Bus for \$785,689.80, including GST. The cost will come from capital reserves.

It's part of a Northland program to update its school bus fleet, Walty reports, "to make sure students and staff can travel safely and reliably, especially in the challenging conditions across the communities we serve."

Dual credit

Northland will be offering a new educational assistant course, by way of Northern Lakes College. High school students taking it will earn both high school and college credit, while taking steps toward employment in the field. It combines theory and hands-on experience, says the report, "to help students build practical skills for a career in education."

Speaking of new courses, this one sounds quite interesting: Forensic Studies 35 – described as "a five-credit locally developed course for high school students."

Advocacy

Board Chair Tanya Fayant's signature will be added to a letter from the Alberta Medical Association to the Minister of Education.

Please see Page 25

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Ontario fails, while Quebec is top of the class in conservation

Alberta gets a 'D' in CPAWS rating report

Abdul Matin Sarfraz
Local Journalism Initiative
Reporter, Canada's National
Observer

Ontario is the worst in Canada for nature conservation, according to a new national report card from the Canadian Parks and Wilderness Society (CPAWS). The province received an F — the lowest grade of any jurisdiction — due to what the report describes as environmental neglect, unchecked industrial expansion and a failure to seize key conservation opportunities.

The report criticizes the Ford government for prioritizing development over environmental protection, rolling back safeguards for wetlands, water and endangered species, and failing to support Indigenous-led conservation initiatives.

Ontario's support for biodiversity goals is undermined by its continued focus on industrial development, CPAWS said, warning that endangered species habitat, forests and wetlands are being lost to "reckless and irresponsible developments" that threaten climate and conservation efforts.

"It is a combination of actively doing bad things, but also not doing the good things they [Ford government] could do," said Dave Pearce, senior forest conservation manager at Wildlands League. Pearce was among the authors of the report.

In recent years, the Ford government has introduced legislative changes to fast-track housing and infrastructure projects, while cutting environmental assessment timelines for roads, rail, and transmission lines. The Ford government has also faced criticism for proposed amendments to Ontario's Endangered

Species Act. Conservation groups warn the changes would reduce protections for at-risk species like the reidside dace minnow and butternut tree — both found in areas slated for development, including the proposed Highway 413 corridor.

With only 10.9 per cent of land protected, well short of Canada's 30 per cent by 2030 target, Ontario's critical habitats for endangered species and vital wetlands are being lost at an alarming rate, the report added.

The provincial government did not respond to questions from Canada's National Observer about its environmental record.

Pearce says the province has ignored multiple invitations from the federal government to collaborate on conservation, including efforts to protect threatened caribou populations and expand National Marine Conservation Areas in the Great Lakes.

Quebec earns an A- According to CPAWS, Quebec is the national leader in land protection, earning the highest grade in the country — an A-. The province has protected nearly 17 per cent of its land and more than 10 per cent of its marine territory. CPAWS praised Quebec for its \$650-million investment in conservation, its 2030 Nature Plan, and for launching an open, innovative process to identify new protected areas with public and Indigenous input.

British Columbia also received high marks, with a B grade. The province committed to protecting 30 per cent of its lands by 2030 in partnership with First Nations and has backed that goal with \$563 million in funding. The province also released a new Coastal Marine Strategy in 2024.

Alberta received a D- in CPAWS' report card, reflecting the province's lack of commitment to conservation, according to the report. Despite

having conserved 15.5 per cent of its land, the province has made no active commitments to protect 30 per cent by 2030 and has openly opposed the federal biodiversity strategy, the report reads. CPAWS highlighted Alberta's continued prioritization of extractive industries, like coal and forestry, even in sensitive ecosystems, while rolling back nature protection laws and weakening the integrity of the Endangered Species Act.

The province (Alberta) has made no active commitments to protect 30 per cent by 2030

Pearce said conservation is a non-partisan issue with broad public support and tangible benefits.

"It's about clean water, climate resilience, biodiversity and even national security," Pearce said. "More protected areas mean less flooding, more carbon storage, and places for people to go during extreme heat."

Pearce said Canadians take pride in the country's natural history and unspoiled wilderness, viewing it as a core part of national identity, a unique brand, and a powerful attraction. "It's not just emotional — nature supports our way of life."

Development prioritized over conservation

According to the report, in 2024, Ontario proposed a \$10-million plan to add 27 sites to its parks system and conservation reserves, but most were identified for protection years ago and would boost protected land by only 0.01 per cent. Many are in southern Ontario, one of Canada's most ecologically stressed regions, the report notes.

The report also highlights Ontario's lack of support for Indigenous-led conservation.

Nations such as *Kitchenhmaykoosib Inninuwig*, Moose Cree and Grassy Narrows have proposed large Indigenous Protected and Conserved Areas (IPCAs), but the province has not acted on these proposals.

Instead, the government has continued to prioritize development in the Ring of Fire, a mineral-rich region that is also home to sensitive ecosystems, Indigenous communities and vast carbon-storing peatlands, Pearce said.

The Ontario government significantly weakened the role of the province's 36 conservation authorities between 2022 and 2024 by removing their oversight of land development and requiring them to identify "surplus" conservation lands for potential housing under the More Homes Built Faster Act.

Despite the bleak overall picture, the creation of Uxbridge Urban Provincial Park and provincial support for the proposed Ojibway National Urban Park were acknowledged as positive developments.

The province has also committed to regulating some of the Ontario Living Legacy lands — originally identified for protection over two decades ago — though many still await formal designation.

Still, Pearce emphasized that these small steps fall far short of what's needed and warned the longer Ontario delays, the harder it will be to reverse the province's declining conservation record.

To reverse course, CPAWS laid out a series of recommendations for the Ontario government. These include committing to protect 30 per cent of land and water by 2030, supporting Indigenous-led conservation in the boreal and Hudson Bay Lowlands, halting logging in Algonquin Park and creating a network of connected protected areas across the province.

The report also calls for new investments to expand and properly manage the protected areas system, stronger protections for species at risk and the restoration of conservation authority and funding to Ontario's conservation authorities.

Policing committee in the works for Drayton

Amanda Jeffery
Local Journalism Initiative Reporter, Drayton Valley and District Free Press

With only three months' notice from the Province, Drayton Valley's town council has had to make decisions regarding an amendment to the Police Act requiring the formation of a municipal policing committee. Tom Thomson, the Drayton Valley/Brazeau County Fire Services fire chief, gave a report to council last week regarding the different types of committees they could join or form.

Thomson said he and his staff had been reaching out to other communities within the Western Alberta District (WAD) police region, which also includes Edson, Hinton, Whitecourt, and Peace River. He said there are two options for the town, which was to join other municipalities in a regional policing committee or create a municipal policing committee.

"In discussions with council," said Thomson. "Council has decided to form their own police committee."

He said that while municipalities could join the regional committees by default, they would have to write a letter to the Minister of Public Safety and Emergency Services requesting an exemption from the regional police committee in favour of creating their own municipal committee.

If approved, the committee will consist of members of council, administration, the public and the province, with the purpose of informing RCMP of public interests, and assisting with the development of strategies and priorities. The committee will also assist with selecting officers in charge.

Thomson said there are some benefits to the committees, as they will ensure that the concerns and interests of the community will be included in the strategies of the local RCMP detachments. However, he said many of the functions the policing committees are required to cover are already being done by council and RCMP, but just haven't been formalized.

There will also be some start-up costs for the town when establishing a committee, and because of the late notice, a policing committee was not considered in the budget. According to Thomson's report to council, the estimated cost of security clearances for members could be \$300. On top of that, there will be training costs for the members.

To help mitigate these costs, the province has told municipalities they can use a portion of their annual Police Support Grant to cover some of the costs.

Thomson said there is already a letter prepared to send in to the Minister of Public Safety and Emergency Services, but they will have to wait for approval before they can begin anything else. However, in the original letter received by the town on November 20, 2024, it was stated that there had to be a bylaw in place regarding policing committees by March 1, 2025, so Thomson anticipated the response wouldn't take too long.

The town will not be alone in struggling to meet the deadline the province has established, said Thomson.

"None of the municipalities are prepared for this," said Thomson. "We were blindsided, somewhat, by this."

Cody Rossing, the manager of enforcement services and emergency management for the town, said that once a bylaw is created, the structure and requirements of the committee will be more solidified.

At this point, Rossing said they have not begun drafting a bylaw as they are waiting on approval from the province. The bylaws for either decision will have to be crafted differently and Rossing said it makes more sense to wait for the answer before beginning on a bylaw that might need to be scrapped anyway.

"We are in a holding pattern awaiting a decision before we go to the next step," said Rossing.

Northland

From Page 24

It calls for restoring Program Unit Funding (PUF) to former levels, so that young children with disabilities or developmental delays can

have access to the early supports they need to succeed in school.

The current PUF model, introduced in 2020, reduced support from three years to two and lowered the age children can qualify for help. It also changed how

funding is calculated, moving from the per-student formula to a weighted average.

These changes have put services such as speech therapy and classroom further out of reach for children in need.

Anzac teacher receives Edwin Parr nomination

Chris Clegg
South Peace News

(Peace River) – An Anzac, AB first-year teacher is Northland School Division’s nominee for the Edwin Parr Teacher Award. The Division announced April 1 that Emily Griffin was selected. The award recognizes first-year teachers who demonstrate strong dedication and commitment to teaching.



Emily Griffin

Griffin thanks the board of trustees and Anzac School for the

nomination. “As a first-year teacher, it’s both humbling and exciting to be recognized among such an inspiring group of educators,” she says. “Teaching is a journey full of challenges and growth, but it’s also filled with moments of joy and connection,” she adds. “This nomination is not just a reflection of my work, but of the support and encouragement I’ve received from my col-

leagues, my students, and the school community.” Northland board chair Tanya Fayant congratulates Griffin on the nomination. “As a first-year teacher, Emily’s dedication to working with children is highly evident. We appreciate the passion and effort she puts in to support student success.” Griffin uses tools like the View Sonic board,

videos, and visuals to keep students interested and help them understand. Her classroom is calm and respectful, and she gives students the support they need to do their best. “Emily has made a great impact at Anzac School in a short time,” notes Supt. Cal Johnson. “She connects well with students and families and she’s always looking for ways to grow as a teacher.”

Griffin, who has a Bachelor of Education (Primary/Elementary) from Memorial University, will be recognized at Northland’s Long Service Awards May 25. Each year, the Alberta School Boards Association honours first-year teachers from across Alberta. Griffin will also be recognized at the ASBA Zone 1 luncheon in the fall 2025, date to be announced.

'Egg'citing time promised at PR's Easter Egg Hunt

Emily Plihal
Local Journalism
Initiative Reporter

(Peace River) – The Town of Peace River is ready to bring an ‘egg’citing time on April 19 as it welcomes the public to Kinsmen Park to celebrate a hippity-hoppity good time! The annual Easter Egg-Stravaganza will be held at the park in the north end of Peace River from 1-3 p.m. “This event offers a fun-filled, free Easter experience and provides a wonderful opportunity for the community to


come together and enjoy a day outdoors at a local park,” says recreation programmer Taylor Bak. “The event is hosted by the Town of Peace River, with collaboration between the recreation team and the Family Resource Network,” she adds. Bak says everyone is welcome to attend the event, but the event is best suited for children zero to 10 years of age. “We’ve got an exciting Easter Egg hunt planned, with eggs hidden throughout the park,” Bak says. “There will be two sep-

arate hunts: one for younger kids (easier hunt) and a new, challenging hunt for older kids (ages 8+). Once all the eggs are found, participants can exchange them for a special goodie bag.” Bak says the Family Resource Network will also be on-site offering fun activities for children. No food or drinks will be provided by the town at the event, so she says to bring some with you if you’ll require them through the event. “Spoiler alert, there will be some sweet treats in the goodie bags,” she

says. “This event is completely free, and the only thing we ask is that families bring their own bag to collect Easter eggs.” “The Town of Peace River believes in creating accessible, free events that bring the community together,” she adds. The Easter Bunny will not be on hand for the event, as his schedule will not permit his attendance this year. However; Bak says the event is sure to be pleasing for everyone. “These events foster a sense of community by

bringing people together in a fun, positive environment,” Bak explains. “They promote outdoor activity, allow families to connect, and help create lasting memories. Plus, it’s a wonderful way

to celebrate the Easter season as a group.” Bak says to stay updated on the event, people should ensure they are following the Town of Peace River’s Facebook page.



The Society of High Prairie
Regional Environmental Action Committee


AGM April 12, 2025

In the beautiful Driftpile Valley
and via Zoom

1 p.m. in person, 2 p.m. meeting starts
Please RSVP for in person by April 9
and also via Zoom


Everyone is invited
and welcome!

For more info, directions and Zoom link, please contact
Jule 780-805-1709 or Bonnie 780-819-2995



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COLLEGE**



COMMUNITY NOTICE

**ANNUAL VEGETATION
MANAGEMENT PROGRAM**


Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure.

To ensure safe railway operations, the annual vegetation management program will be carried out on CN rail lines in the province of Alberta. A certified applicator (Davey Tree Expert Company of Canada, Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). Product requirements for setbacks in the vicinity of dwellings, aquatic environments and municipal water supplies will be met.

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied.

The program is expected to take place from May to October 2025.

Visit www.cn.ca/vegetation for more information or to make an inquiry, contact the CN Public Inquiry Line at contact@cn.ca or 1-888-888-5909.



Environment Canada

Weather Forecast

Wabasca - Peerless Lake - Gift Lake - Red Earth Creek - Cadotte Lake

April 9 to April 14

Wednesday night..Clear. Low minus 1.

Thursday..Sunny. High 15.

Thursday night..30% showers. Low plus 3.

Friday..60% showers. High 12.

Friday night..Clear. Low minus 1.

Saturday..Sunny. High 11.

Saturday night..Cloudy periods. Low minus 3.

Sunday..Mix sun and cloud. High 11.

Sunday night..Cloudy periods. Low minus 4.

Monday..A mix of sun and cloud. High 15.

Normals for the period..Low minus 4. High 8.



Double digit temperatures got golfers out, reduced snow cover

This past weekend saw the warmest temperatures of 2025 in most parts of the province, including some locations in north central regions.

Slave Lake temperature climbed to 19.2 degrees C. Saturday afternoon. Edmonton reached 19.4 that afternoon. Southern Alberta saw some places go above 20 degrees. Lethbridge hit 20.9 degrees both Saturday and Sunday.



Tri-Annual Report #2 for 2024-2025 presented to the Board

Superintendent of Schools/CEO Cal Johnson shared the second Tri-Annual Report for the 2024-2025 school year. The report highlights how Northland is meeting its goals and improving student learning. Inside the report, you'll read about:

- Students learning Cree, Dene, and Michif, and taking part in land-based activities like trapping and ice fishing.
- How schools are using coding, storytelling, and science to boost reading, writing, and math skills.
- Ways teachers are learning from Elders and Knowledge Keepers and connecting culture to the classroom.
- How data is helping Northland make strong decisions and share its success at education conferences.

You can read the full report here: <https://www.nsd61.ca/about-us/division-news/post/tri-annual-report-2-2024-2025>.

RCMP warn that spring weather is not an excuse to drive faster

Submitted by Alberta RCMP

As the weather gets warmer this spring and roads become clear, your Alberta RCMP reminds motorists of the dangers of speeding. Even as driving conditions improve, it's important not to exceed posted speed limits. Unsafe speeds increase the risk of collision and serious injury for all road users in any conditions.

Unfortunately, speeding is a common habit among drivers. Last year, the Alberta RCMP issued 48,600 speeding tickets in RCMP jurisdiction.

In April alone, 4,283 speeding violations were handed out. Meanwhile, there were 9,419 charges for aggressive and dangerous driving.

According to Alberta Transportation, approximately one in four fatal collisions involve unsafe speeds, and more than half of these fatal collisions occur in rural areas.

According to Transport Canada, 27% of fatalities and 19% of serious injuries on Canadian roads involve speeding.

Avoid a speeding ticket, or worse a collision, by following the below tips:

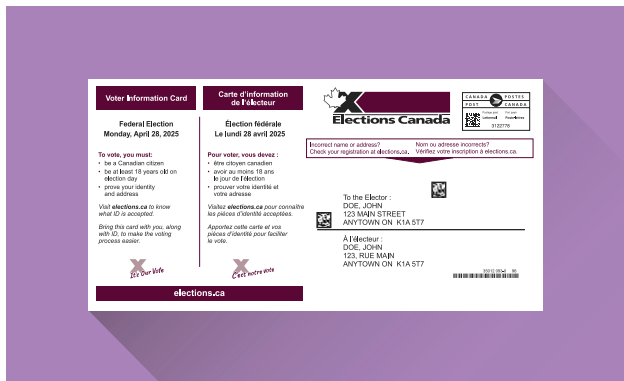
- Leave early. Give yourself extra time to reach your destination. Avoid using unsafe speeds—they increase the risk of collision and serious injury.
- Follow posted speed limits, especially in school, playground, and construction zones.
- Remember, speeding isn't just surpassing legal speed limits, but also driving too fast for weather, road, and traffic conditions.

More on Facebook @RCMPinAlberta and X @RCMPAlberta.

FEDERAL ELECTION / MONDAY, APRIL 28

#ItsOurVote

Did you receive your voter information card?



It tells you where and when you can vote.

If you're registered to vote, you should get a voter information card in the mail.



Contact Elections Canada if your voter information card

- has incorrect information
- hasn't arrived by April 11

It's Our Vote

Visit elections.ca for the official information you need to vote

1-800-463-6868 / elections.ca / TTY 1-800-361-8935

Elections Canada

Bigstone Health offering cervix self-screening for cancer

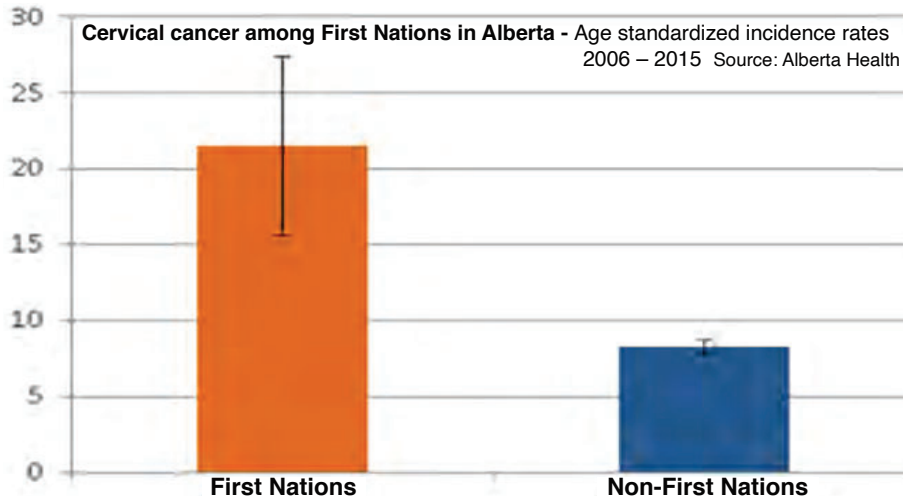
Cervical cancer incidence appears to be about 2.5 times greater for First Nations women, according to Alberta Health.

Bigstone Community and Public Health Department is implementing a Cervix Self-Screening Pilot Project in Wabasca at the Bigstone Health Commission.

Community members can call 780-891-2000 to

book an appointment with a nurse. There is a limited number of kits available.

To be eligible to participate, you must be age 25 to 69 years old, identify as Indigenous or an immigrant/newcomer or live in rural Alberta. You must have a valid Alberta Health Care number and have been sexually active at some time or due for a cervical cancer screening.



Superintendent's Highlights:



Learning, leadership, and community voice



Superintendent of Schools/CEO Cal Johnson shared his monthly highlights with the Board. The update included professional learning at Métis Crossing, progress with community engagement sessions, new mentorship groups for school leaders, and a recent meeting with Alberta Education. As part of the professional learning update, NSD partnered with the Rupertsland Centre for Teaching and Learning through an existing education services agreement. The gathering brought science educators together with Métis Settlement Elders and Knowledge Keepers at Métis Crossing. Through activities like storytelling, snaring, and shelter-building, teachers explored how traditional Métis knowledge connects with Alberta's new science curriculum. This experience is helping science teachers think differently about how they approach the subject, making room for land-based and cultural perspectives in their lessons.

To support school leaders, NSD introduced new mentorship groups this year as part of the Collaborative Response Model. Principals are paired with mentors to talk through challenges, share ideas, and work on solutions that support students and staff. These groups create a space for learning, reflection, and building leadership skills across the division.

During the meeting with Alberta Education, the department reviewed NSD's Annual Education Results Report and recognized the steps the Division has taken to respond to community feedback. They highlighted improvements in attendance, high school completion, and exam results, and noted how Northland's new Education Plan is helping address past challenges in a meaningful way.

A number of recent newspaper articles featuring Northland School Division were also included in the Board Package to highlight stories about students, schools, and community partnerships.

Board supports advocacy for restoring early learning supports

The Board supported including Board Chair Tanya Fayant's signature on a letter from the Alberta Medical Association to the Minister of Education. The letter calls for restoring Program Unit Funding (PUF) to previous levels so that young children with disabilities or developmental delays can access the early supports they need to succeed in school.

The current PUF model, introduced in 2020, reduced support from three years to two and lowered the age children can qualify for help. It also changed how funding is calculated, moving from per-student funding to a weighted average. These changes have made it harder for children in need, especially those in rural areas, to access services like speech therapy and classroom support.

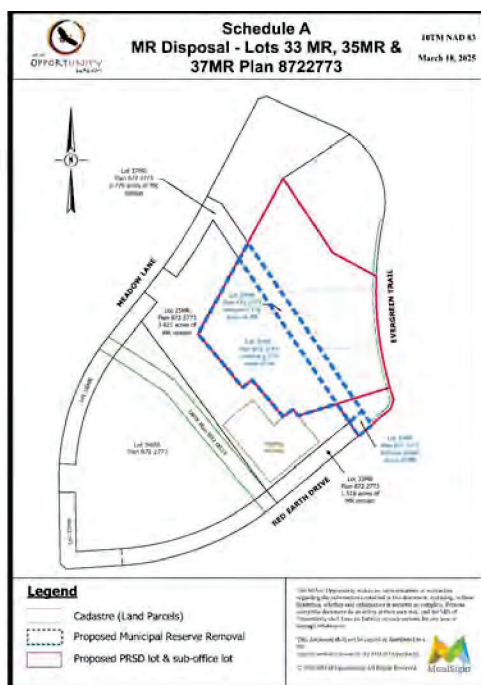


Municipal District of Opportunity No. 17

NOTICE OF PUBLIC HEARING

BYLAW No. 2025-03

TAKE NOTICE that pursuant to Section 674(1) of the Municipal Government Act, C. M26 as amended, the Municipal District of Opportunity No. 17 intends to hold a Public Hearing in consideration of a request to remove the Municipal Reserve designation from a parcel. Bylaw 2025-03, being a Bylaw of the Municipal District of Opportunity No.17 in the Province of Alberta, proposes the removal of the Municipal Reserve designation of the particular location listed below and indicated on the accompanying map:



1. To remove the MR designation on the lot highlighted in the above map, legally described as Plan 8722773, Lot 33MR, 35MR, & 37MR located at 255 Red Earth Drive, in the Hamlet of Red Earth Creek.

At 1:00 p.m. on **April 16th, 2025**, the Council of the Municipal District of Opportunity No. 17 will hold a **PUBLIC HEARING** to be held in the Community Hall of the Municipal District of Opportunity No. 17 in Red Earth Creek, at which time objections or comments from the public regarding the proposed removal of MR designation may be presented.

Written submissions may be provided to the Council during the Public Hearing. However, it is requested that a copy of any written submission be delivered to the Office of the Municipal District's Chief Administrative Officer (CAO) by 4:00 p.m. of **April 15th, 2025**, in order to ensure that each member of the Council has a copy of the written submissions for the Public Hearing.

Chad Tullis, CAO
Municipal District of Opportunity No. 17
Box 60, Wabasca, AB T0G 2K0

Dated this 26th day of March, 2025

Copies of the proposed removal of MR designation may be reviewed and inspected and/or purchased for a nominal fee by the public at the Municipal District of Opportunity No.17 Office, 2077 Mistassini Road, Hamlet of Wabasca, during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

HSAA critical of new health funding ... from Page 1

"Instead, the government announced that health care in Alberta will simply no longer be operated as a public service," Parker continued. "Health care is now a profit-driven marketplace subject to competition for funding, competition for staff, and competition between providers for who can secure the biggest CEO bonus or shareholder dividend."

The Government of Alberta's new "activity-based" funding model will tie funding to the number and type of procedures performed, creating incentives for private companies to cherry-pick low-complexity surgeries that maximize profits. Without a real investment in retaining and recruiting staff, this model will leave Alberta's hospitals under-resourced and understaffed.

"Once these for-profit companies successfully corner the market, prices will go up and the cost to taxpayers will go through the roof," he explained. "Meanwhile, the number and quality of major surgeries performed in the public system will go down, as hospitals lose staff and become forced to rent public suites back to specialists within these same corporations."

Under this new model, Albertans will experience a health system where speed and volume take precedence over safety and quality of care. Doctors and other frontline professionals will be pressured to complete procedures within tighter time frames to maximize profits, leaving less time for pre-operative assessments, proper procedures, and post-operative care.

"This model turns patients into statistics rather than people deserving of thoughtful, compassionate treatment," said Parker.

A recent study by Parkland Institute shows a troubling trend under Alberta's use of for-profit surgical facilities, including fewer surgeries performed in public hospitals compared to pre-pandemic levels, as well as skyrocketing pay to private companies and worsening wait times for major cancer surgeries.

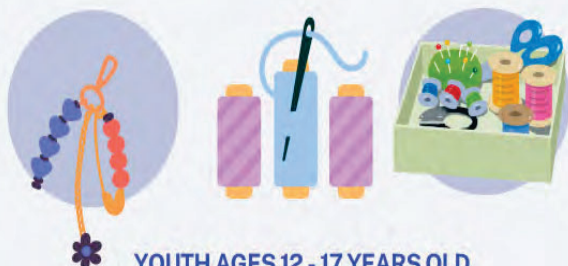
BIGSTONE COMMUNITY WELLNESS PRESENTS:



2 NEEDLE BEADING



APRIL 16 & 23, 2025
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FOYER



YOUTH AGES 12 - 17 YEARS OLD
5:00 PM - 7:30 PM
MAXIMUM: 10 YOUTH

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@ 780-891-3777 OR TOLL FREE 1-877-767-7060

Board Meeting Highlights

March 22, 2025



Northland Online School shares exciting growth and future plans

Principal Mark Burke and Vice-Principal Tessa Dagenais gave an engaging update to the Board about how Northland Online School is growing and evolving. Since opening in 2021, the school has added new grades each year and now serves students from Kindergarten to Grade 12. This spring, they will proudly celebrate their first graduating class.



Northland Online School has become a key part of how students learn across the division. In fact, over 70 percent of Northland's 2023-2024 graduates took at least one course through Northland Online School. It has also welcomed students with unique needs and schedules, including a student currently playing in the Western Hockey League.

Northland Online School supports schools when in-person teachers are unavailable. A certified teacher delivers lessons remotely while an educational assistant provides in-person classroom support. This helps keep students learning and on track when a regular teacher is away.

Looking ahead, the school plans to launch a summer school in July 2025 and develop an asynchronous adult education program. Students can choose between real-time online classes with a teacher (synchronous learning) or working on their own time with teacher support (asynchronous learning). Learn more about Northland Online School by visiting their website: <https://www.northlandonlineschool.ca/>.



Board nominates Anzac educator for Edwin Parr Teacher Award

The Board has nominated Emily Griffin, a teacher at Anzac Community School, for the 2025 Edwin Parr Teacher Award. This award recognizes outstanding first-year teachers in Alberta. You can read the full news release here: <https://tinyurl.com/3hw96tcp>.

Board approves purchase of four new school buses

The Board approved the purchase of four 64-seat school buses from Western Canada Bus for \$785,689.80, including GST. The cost will come from capital reserves. NSD is focused on updating its school bus fleet to make sure students and staff can travel safely and reliably, especially in the challenging conditions across the communities we serve.



| Northland School Division 2025-2026 School Calendar | | | | | | | | | | | |
|--|----|----|----|----------------|----|----|----|--------------|----|----|----|
| August 2025 | | | | September 2025 | | | | October 2025 | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | 29 | 30 | 31 | | 29 | 30 | 31 | |
| November 2025 | | | | December 2025 | | | | January 2026 | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | 29 | 30 | 31 | | 29 | 30 | 31 | |
| February 2026 | | | | March 2026 | | | | April 2026 | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | 29 | 30 | 31 | | 29 | 30 | 31 | |
| May 2026 | | | | June 2026 | | | | July 2026 | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | 29 | 30 | 31 | | 29 | 30 | 31 | |

2025-2026 Northland School Division Calendar approved by the Board

The Board approved the 2025-2026 School Year Calendar. On an annual basis, the Board has the responsibility to set the school division calendar as set out in Section 60 of the Education Act. The calendar outlines operational days, professional learning dates for staff and holiday breaks. The first day of school for students is after the Labour Day weekend on Tuesday, September 2, 2025. To access a PDF copy of the calendar, click on the website link: <https://www.nsd61.ca/download/493433>.

Visit <https://www.nsd61.ca/governance/board-meetings> to view upcoming Regular Board Meeting dates and Board-related documents.

Note: These writings do not constitute the official record of the Northland School Division. They are however, provided as general information relating to the action taken at board meetings. For further information, please call 780-624-2060 or 1-800-362-1360.

HOROSCOPES



ARIES - Mar 21/Apr 20
Expect some valuable insight regarding your future to emerge in the next few days, Aries. It won't be difficult to set plans in motion when you have the right people on your side.



TAURUS - Apr 21/May 21
Taurus, take a breather and give some careful thought to your recent experiences and your expectations going forward. You will benefit from this in the long run.



GEMINI - May 22/Jun 21
You are focused on your work, Gemini. However, distractions are beyond your control right now and will pull your attention away from what matters to higher-ups.



CANCER - Jun 22/Jul 22
Romantic endeavors are a little hard to plan and consider right now, Cancer. Just stick to what your intuition is telling you and you will come out just fine in the end.



LEO - Jul 23/Aug 23
Leo, you might be called upon to be a mediator for friends or loved ones who need a fresh set of eyes. Keep a cool demeanor and a level head and you can lead them to a resolution.



VIRGO - Aug 24/Sept 22
Virgo, you are drawn to creative projects, but avoid using them to put off other endeavors. These distractions will only delay the inevitable and then you'll be pressed for time.



LIBRA - Sept 23/Oct 23
Libra, carefully schedule your time this week, as you cannot afford to get behind on your assignments at work or in school. You also have many important appointments on the calendar.



SCORPIO - Oct 24/Nov 22
Scorpio, someone comes to you for advice this week and wants you to keep their situation private. You need to help them without betraying their request for confidentiality.



SAGITTARIUS - Nov 23/Dec 21
It is possible your mind will wander this week, Sagittarius. You might not be able to focus on the tasks at hand, and will need to focus extra hard to limit distractions.



CAPRICORN - Dec 22/Jan 20
Capricorn, pay attention to detail in all things that you do. Be mindful of this when tending to professional and personal matters.



AQUARIUS - Jan 21/Feb 18
Aquarius, the simplest resolution is often the best one. Keep this mind when tackling a perplexing problem in the days ahead.



PISCES - Feb 19/Mar 20
Pisces, you are eager to sail through your to-do list, and certain tasks need to be postponed to address those that are high-priority. Rearrange things accordingly.

Northland is appealing changes to Jordan's Principle

Pearl Lorentzen
Local Journalism Initiative
Reporter

A Northern Alberta school board is appealing changes to Jordan's Principle funding connected with education assistants.

"Northland School Division (NSD) is concerned about the recent changes to Jordan's Principle funding," says Cal Johnson, Northland superintendent in an email statement, "especially the restriction on using these funds to hire educational assistants. This change creates challenges for NSD because educational assistants play an important role in helping students thrive. We have shared these concerns with staff and families and are appealing the decision."

"Last year was the first year we applied for Jordan's Principle funding as a division on a group application," says Curtis Walty, Northland media relations manager. "We intended to do the same this year. In previous years, different areas of the division accessed JP funding independently."

Northland has asked Indigenous Services Canada to be allowed to use the money to train education assistants working in the division.

"Many of these educational assistants are from the communities

we serve," says Johnson. "Funding for training would help them build their skills, benefiting students and providing more job opportunities."

"Many of these educational assistants are from the communities we serve. Funding for training would help them build their skills, benefiting students and providing more job opportunities."
- Cal Johnson, Northland School Division superintendent

The division partners with Northern Lakes College to train education assistants.

"Jordan's Principle funding is very important for Northland School Division," concludes Johnson, "especially with the uncertainty of funding from Alberta Education each year. Continued support through Jordan's Principle helps us give students the resources they need to thrive."

Northland has schools in various communities across Northern Alberta, in communities with high Indigenous populations, including First Nations reserves and Métis settlements.

Northland's website estimates that the student population is 95 per cent Indigenous at its schools.

Jordan's Principle and Inuit Child First Initiative exist to address any gaps in education,

health, and other supports for First Nations and Inuit people under the age of majority in Canada. In Alberta, this is people 17 and under. Métis youth aren't eli-

gible. As reported in last week's *Leader*, Peace River School Division pulled its application for Jordan's Funding when the changes were announced.

Changes

Northlands isn't the only organization pushing back against the changes.

On February 10, 2025, Indigenous Services Canada (ISC) announced changes to the Jordan's Principle.

In March, the Treaty Chiefs of the First Nations Health Consortium (FNHC) issued a news release opposing these changes.

It says, "Jordan's Principle was established to ensure that First Nations children receive the services they need, when they need them, without delay or jurisdictional disputes. Any modifications to its implementa-

tion must be developed in direct partnership with First Nations organizations and leadership."

Bigstone Cree Nation Chief Andy Alook is one of the FNHC chiefs.

On April 9, he told *The Leader* Bigstone leadership is working on an advocacy plan to combat the changes and Bigstone is looking for other sources of funding to continue providing programs which Jordan's Principle had previously funded. (See more in article on Page 18).

The Alberta Parents' Union has taken up the fight during the federal election. Jeff Park, from Lethbridge, is the founder and executive director of Alberta Parents' Union.

"It's not particularly partisan," said Park of Jordan's Principle.

The group is encouraging parents to talk to their MP candidates about changes to Jordan's Principle.

Alberta Parents' Union is a grassroots group started in 2022. It has representation across Alberta.

The group's goal is "advancing the parental voice in education policy," says Park. "We feel that a lot of times parent's voices are getting lost ... We think parents are the best advocates for their own kids."

Please see Page 21



What are you looking at?

Evening drives around Slave Lake bring unexpected surprises such as these deer in a field across from the Fournier Place on the evening of April 9. A *Lakeside Leader* reporter managed to capture them without scaring them away. The Fournier Place seems to a hotspot for deer. It's open area and wide variety of vegetation provides a perfect environment for them.

Jordan's Principle

From Page 20

Two pillars the group has advocated for are school choice and parents' rights, says Park. Education is a provincial responsibility except on reserve and Jor-

dan's Principle. Park was aware of Jordan's Principle, but "it wasn't a big focus of ours until we heard here and there from parents." The union advocates for parents to have choice in education, says Parks. "It (the changes to Jordan's Principle)

takes choice and access away from parents for education programs they'd like ...," says Park. "We thought this was a good place to draw a line." On March 22, Minister of Indigenous Services Patty Hajdu announced funding for Jordan's Principle. Hajdu also said, "I

have asked Indigenous Services Canada to review First Nations recipients' contribution agreements to make sure eligible and documented expenses that have been incurred under Jordan's Principle in 2024-2025 will be considered for funding. This review is intended to support partners who

are providing critical services to First Nations children through the transition to the new operating procedures related to processing requests under Jordan's Principle." Park found the announcement confusing, and it "didn't seem like it was much of a reversal at all."

Park sees the Feb. 10 and the March 22 announcements as "two completely different issues." Chief Alook mentioned his disappointment that the March 10 announcement didn't include a dollar amount for Jordan's Principle.

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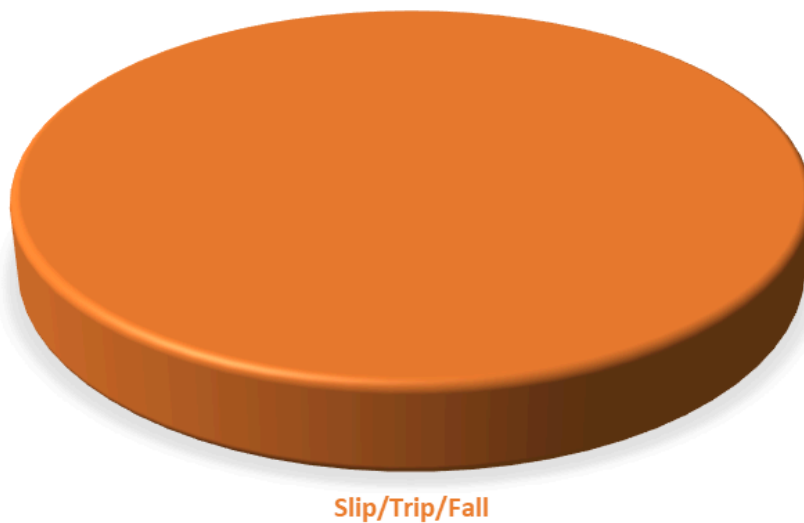
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Occupational Health & Safety Report April 26, 2025

March 11, 2025 - April 11, 2025

Teacher/Sub Teacher/ Employee Incidents: 2 injuries with 1 WCB reporting

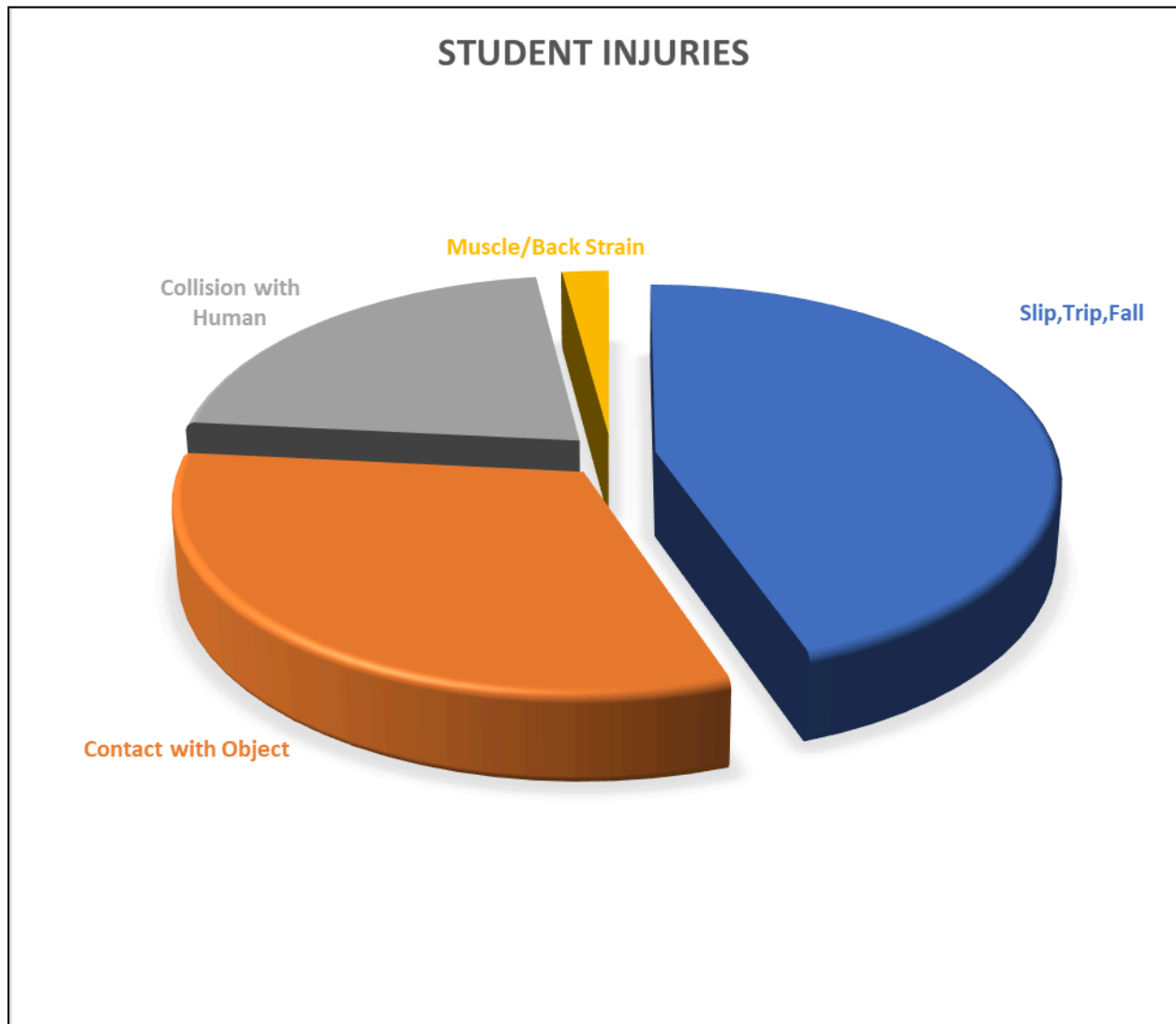
EMPLOYEE INJURIES

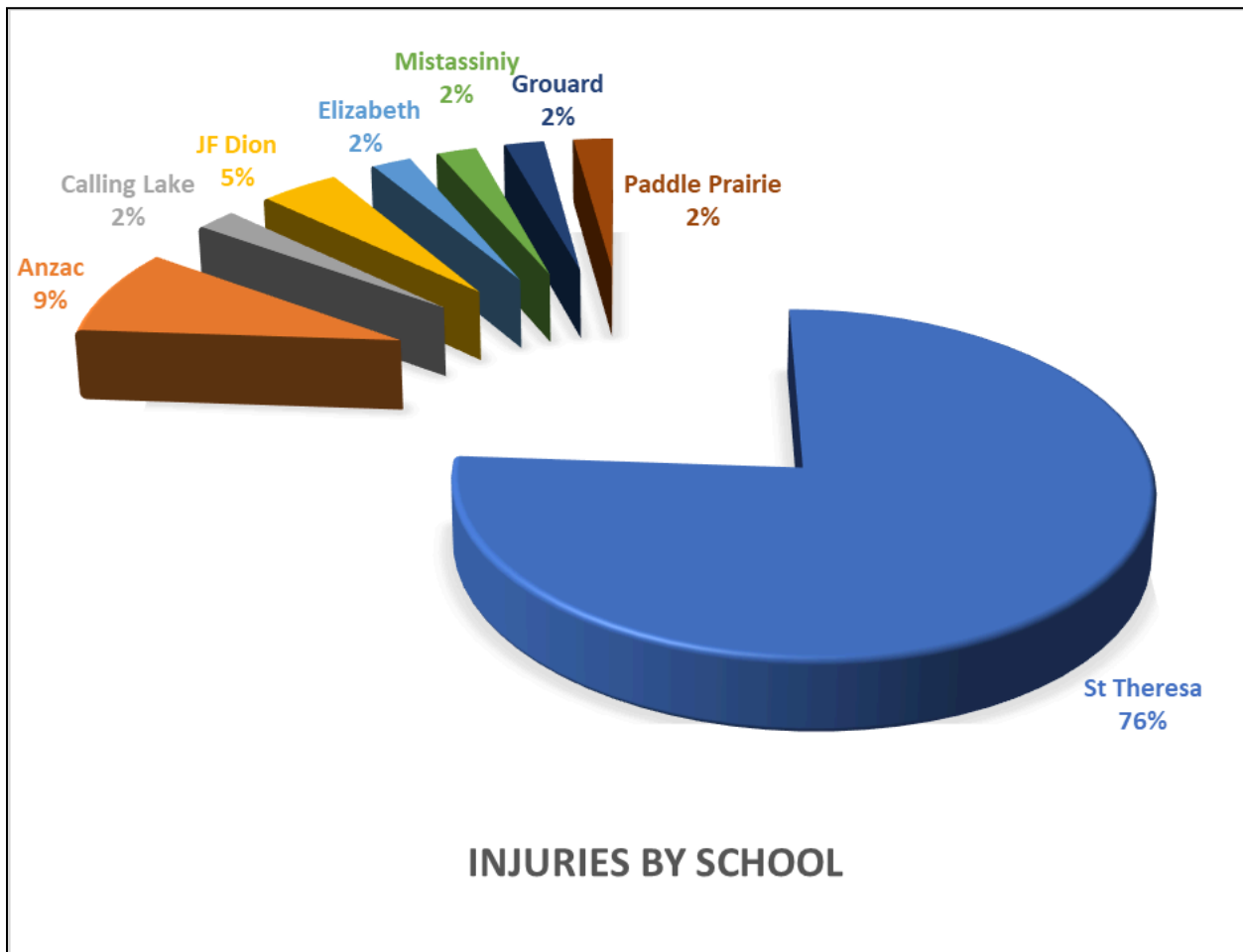


INJURIES BY LOCATION



Students: 47 student injuries from March 11, 2025 - April 11, 2025





2025

Transportation Department Monitoring Report



Susanne Jones
Transportation Manager
Northland School Division

April 26, 2025

Overview

Northland School Division (NSD) provides school bus transportation to all of our students, regardless of distance, at no cost to the families that we serve. To provide optimum service, 33 bus routes have been developed for the 17 physical schools, plus 10 bus routes that transport Jr/Sr High students to Cold Lake and High Prairie. The Division operates 32 routes, while 11 are contracted.

NSD covers a total of 288,347 sq. kilometers in northern Alberta.

Due to the vast size of Northland School Division, six local garages administer semi-annual inspections and maintain the owned school bus fleet of 56 buses (with spares).

The Transportation team also manages the fleet of 42 light vehicles.

Staffing

As of February 2025, our department consists of 2.5 staff in the Central Office, 31 bus drivers (down 1 from last year) and 11 contract bus operators.

School Bus Driver Training

We started off the 2024-2025 school year with 0 vacant routes.

Most areas have minimal spare drivers available. In spite of continuous advertising, we have received no suitable applications from areas such as the High Prairie Area (Gift Lake, Grouard & East Prairie High School runs) and Conklin. However, in Wabasca, we trained three staff members from Mistassiniy, one of whom now has a full-time route, and the other two are spare drivers. We also trained one staff member from Grouard.

We are continuously recruiting more school bus drivers.

Buses

NSD owns 56 School Buses that travel approximately 941,000 km/year.

Northland School Division maintains a large spare fleet to ensure buses are always available. We have many communities with only one or two regular bus routes. In those communities, we must keep at least one spare bus. For example, Susa and Conklin have one bus run each and one spare bus each. We have to maintain four buses to service two routes. Because they are so far away from any of our other communities (with divisionally operated buses), the spare buses aren't shared like they are in the High Prairie Area. For example, Gift Lake, Grouard and East Prairie all share the spare buses, so we don't have to have one spare per run.

Only one serious accident (non-preventable, zero deaths) in the last sixteen years proves that School Bus Transportation is our students' safest means of transportation.

With the extremely cold weather we had in February, our buses had some mechanical issues, but overall, they did well. With the change in the AP, where the buses don't operate if the air temperature is colder than -35 or if the wind chill is colder than -40, we saw a massive reduction in the number of mechanical breakdowns due to the cold weather. Most of the mechanical breakdowns during the cold weather are due to the DEF (Diesel Exhaust Fluid) freezing and cracking the lines. When that happens, the buses must be towed to the shop for repair. Near the end of the cold weather, the lines were starting to be in short supply, and repairs took longer.

The Division typically purchases and disposes of 4 buses per year. We have accepted the tender for 4 new buses that will come into service before the start of the 2025-2026 school year.

Fleet

Northland currently has 43 fleet vehicles (Trucks and SUVs).

We are researching software products that help us better maintain and manage our fleet, along with our buses.

Students

The Transportation Department has maintained roughly the same number of students as in previous years. We are responsible for the safe and effective transportation of over 2,200 students residing in the Northland School Division boundary to 37 schools.

Effective 2024-2025, Alberta Education started funding students in Kindergarten to Grade 6 who live over 1.0 kilometres from their designated school and students in Grade 7 to 12 who live over 2.0 km. NSD has long offered transportation for all NSD students regardless of distance, with pick-up locations right at the end of their driveway (no walking limit).

There are 1722 total students (down 10 from last year) registered to ride NSD or contract buses.

K-6: 879 Total
103 Reside under 1.0 Km
12% Not Funded

7-12: 843 Total
117 Reside under 2.0 Km's
14% Not Funded

Alberta Education has announced that the 1.0 km limit for K-6 will be increased to 1.6 kms, and the 2.0 kms limit for Grades 7-12 will remain. This means that there will be more unfunded K-6 students next year.

Operation – Busing

From September 2024 to February 2025, buses and drivers were available 98.5% of the time (same as last year).

Inclement weather accounted for 52.5% of the non-operational days. Other reasons for cancelled buses are driver illness/medical appointments (21%), mechanical breakdown (6%), personal days (6%) (2 paid per year), unpaid personal (2%), critical care (1%), compassionate leave (2%), family care (8%), and field trips (0.5%).

Routing

In the first week of school, we had 3 drivers quit in Wabasca to work for another busing company for more pay. The Transportation Department was able to use the information collected in Power School and imported it into the routing program to figure out how we could absorb 3 bus runs into the remaining bus runs. The remaining buses were packed full, and we were not able to accommodate extra riders (i.e. Riders going to a friend's house, etc.). The Transportation Department continues to struggle with providing accurate bus lists, as almost every student is registered to ride the buses. However, there are many students who don't ride. The buses in Wabasca are 70-passenger buses (fewer when including high school students), and during this time, there were at least 2 bus runs that had over 80 students registered to ride. However, the buses were never overfull. Susanne Jones, Transportation Manager, went to Wabasca and met with the drivers to go over the new bus runs. The bus drivers were quite impressed with the routing program.

Unfortunately, we do not have access to the SIS files for the students who attend outside schools (i.e. High Prairie Schools or Cold Lake Schools). The students who require busing to outside schools will still have to register through the Transportation Department. We have set up a fill-in-the-blanks form on the website that will email the Transportation Department to register the students for busing after the parent/guardian has completed the form. Alternatively, paper forms are also available at any NSD school.

Strengths Weaknesses Opportunities Threats (SWOT)**Strengths**

- Staffing – Team respect and cooperation / Long-term contractors / Excellent benefits (both a strength and a weakness) / Centralized business service
- Communication – Cell Phones / Texting / Social Media / School Messenger / Bus Status App
- Solid fleet and driver practices as evidenced through the Carrier Services audit (July 2014)
- Solid student data practices for grant purposes as evidenced by the Alberta Education audit (2017-2018 Funding Application Audit).
- Support from external bus repair facilities
- New routing software (TransFinder implemented 2017-2018 – Upgraded 2020-2021)
- Updated Bus Driver Handbook (Sept 2020)
- Use of technology – SIS Export for student data for routing (was previously a weakness)
- Technology Integration - School Messenger / Website / PowerSchool (was previously an opportunity)

Weaknesses

- Limited labour force - Casual driver availability/Training
- Age of staff
- Education/Communication/Literacy issues
- Timelines to get new procedures approved
- Mobility of the student population
- External fleet maintenance
- Size & Distance of the division (also a threat)
- In-Bus Reviews (drivers & routes)
- Green Movement - emissions standards

Opportunities

- Skill/knowledge of staff - mentorship
- Community Support & Engagement - partnering with Metis Settlements / First Nations / local educational institutions / working with municipalities/road safety
- Provincial Government - Increasing safety recommendations

Threats

- Funding Uncertainty - Fuel Incentive / Carbon Tax
- Increasing expectations – Parents, communities, schools / Yard/door service
- Declining enrollment
- Weather and road conditions
- Training - Class 2 & 4 / Air Brakes / First Aid / S Endorsement
- Socioeconomic circumstances of the stakeholders
- Purchasing difficulties - Parts & service / Buses
- School of Choice - Impact on schools
- Size & distance of the division
- COVID Regression / Increased behavioural issues (i.e. vaping on buses)

As a result of the identified strengths, weaknesses, opportunities and threats, the Transportation Department has put together goals to improve our system and a plan on how to obtain them. The goals and action plans are:

Goal #1: Safety – Provincial/Federal Compliance, Highway/Road Safety, Student/Parent/School Education, OH&S Compliance & Mechanical Compliance

The Transportation Department prioritizes the safe transportation of children. Safety is our primary objective, and we will pursue all avenues of safety with due diligence and reasonable judgment.

- ✓ Understand all Provincial and Federal Regulations, ensuring full compliance
- ✓ Apply “Route Risk Assessment” to every route
- ✓ Maintain membership in the Student Transportation Association of Alberta
- ✓ Drivers educate students on rules and safety procedures (rules posted on every bus) (ongoing)

- ✓ Drivers practice evacuation drills (twice per year)
- ✓ Continue school-based bus safety education programs
- ✓ Annual driver abstract records obtained for all bus drivers
- ✓ Mechanical Compliance & Integrity
- Use technology to ensure safety compliance (in the process)

Goal #2: Service Quality and Communication – Internal and External

Solid communication is required to transmit reliable information regardless of the difficulties presented by demographics, such as distance, the number and variety of stakeholders, the age and technological maturity, and the literacy of stakeholders. Clear communication will enhance operations, and various methods such as newsletters, email, telephone, website, and staff meetings will be utilized.

- ✓ Promote use of technology (Email, Website, School Messenger, Texting, Bus Status App)
- ✓ Provide information regarding upcoming events to the NSD Communications Coordinator
- ✓ Maintain contact with local municipalities and Transportation about pertinent signage (ongoing)
- ✓ Updated Bus Driver Manual (Summer 2020)
- Review all components of the Safety & Maintenance Plan, Preventative Maintenance Plan, and Emergency Response Plan (in process)

Goal #3: People - Training, Professional Development, Mentorship, Recognition

All staff will continue to receive appropriate training to remain abreast of safety, their current responsibilities and emergency duties.

- ✓ Commit to budgeting funds for training
- ✓ Source outside driver training schools (ongoing)
- ✓ Continue financial support for driver training, examination and licensing costs
- ✓ Purchase new routing software
- Organize mandatory professional development such as Child Abuse & Neglect recognition and reporting, Anti-Bullying Programs, Public School Works Safety Modules (Public School Works in the process), and many more.
- Explore the annual gathering for Bus Drivers (in process)

Goal #4: Operations Excellence

- ✓ Train staff in routing software, implement software/self-serve for fleet and personnel records
- ✓ Maximize funding with accurate student data
- ✓ Annually assess routes based on expected student pick-ups and use TransFinder to create routes that minimize costs and make reasonable ride times for students (ongoing)
- ✓ Developed Inclement Weather AP
- Investigate GPS for safety

- Investigate Cameras for Student Safety
- Develop, review and revise policies that impact transportation, i.e. school of choice, walk limits, driveway service, and cooperative bussing.

Goal #5 Infrastructure and Project Management

- ✓ Research and implement new technologies to enhance the fleet (ongoing)
- ✓ Use of joint resources (ongoing)
- ✓ Bus Fleet Evergreening (ongoing)

Conclusion

The vast size of NSD has been a challenge in the past, but with technology becoming more the norm, we can communicate better with parents, bus drivers, schools and within the Central Office.

We are continuously looking for ways to improve safety and the use of technology in the Transportation Department. Effective 2023-2024, the Transportation Department can import the student data from Power School nightly to route students. An export is created and imported back into Power School with the bus route information for each student.

We have a phenomenal group of bus drivers who support our students' education and have worked super hard this year to keep everyone safe. They drive in the dark, snow, ice, and rain. They take care of their buses like their own vehicles by boosting them when the batteries die and doing their daily pre-trips to ensure their buses are safe. Our bus drivers are truly amazing.