



12. **ACTING CHAIR SCHEDULE 2023-24** C. Allen  
(encl.)
13. **COMMITTEE REPRESENTATIVE APPOINTMENTS** C. Allen  
(encl.)
14. **TRUSTEE REMUNERATION** S. Stoddard/C. Cole  
(encl.)

**COMMITTEE REPORT**

**REPORTS FOR INFORMATION**

- 10:05 a.m. 15. **FACILITY SERVICES SUMMER PROJECT UPDATE 2022-23** S. Stoddard/R. Derech  
(encl.)
16. **TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)

ADJOURNMENT

## **RECOMMENDATIONS: BOARD OF TRUSTEES SEPT. 21, 2023**

2. That the Board meet in camera.  
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approve the Minutes of Aug. 24, 2023 Meeting, as amended or as circulated.
- 5.2. That the Board of Trustees approve the Minutes of Aug. 24, 2023 Organizational Meeting, as amended or as circulated.
6. That the Board of Trustees receive for information the Chair Report.
7. That the Board of Trustees receive for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives*
9. That the Board of Trustees receive for information the report from the representative of the ATA Local #28.
10. That the Board of Trustees receive for information the report from the representative of the Employee Relations Group.
11. *Business Arising from In Camera.*
12. That the Board of Trustees approves the 2023-24 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.
13. That the Board of Trustees approves the 2023-24 Board Committee Representatives list, as presented.
14. That the Board of Trustees approves the trustees' remuneration for the 2023-24 year increase by 2.0% effective Sept. 1, 2023.
15. That the Board of Trustees receives for information the Facility Services 2022-23 Summer Projects update.



# BOARD MEETING MINUTES

August 24, 2023

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Aug. 24, 2023, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:01 a.m.

## BOARD MEMBERS PRESENT

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
C. Allen  
R. Footz  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt  
R. Sorochan

## ADMINISTRATION PRESENT

S. Stoddard, Superintendent  
R. Marshall, Associate Superintendent  
R. Johnson, Associate Superintendent  
C. Cole, Secretary-Treasurer  
B. Billey, Managing Director, Human Resources  
D. Antymniuk, Division Principal  
W. Gilewich, Division Principal, Information and Security  
L. McNabb, Director, Communications Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Meeting called to order at 9:00 a.m. with all trustees noted above in attendance.

## IN-CAMERA SESSION

150/2023 | Trustee Irwin moved: That the Board meet in camera (9:01 a.m.).

*CARRIED UNANIMOUSLY*

151/2023 | Trustee Shotbolt moved: That the Board revert to regular session (9:58 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 9:58 a.m. and reconvened at 10:09 a.m. with all trustees noted above in attendance.*

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook called the meeting to order and acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## **AGENDA**

Board Chair Boymook called for additions or deletions to the Agenda.

152/2023 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the June 15, 2023 Board Meeting Minutes.

153/2023 | Trustee Seutter moved: That the Board of Trustees approve the Minutes of June 15, 2023 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

154/2023 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Stoddard presented the Superintendent's report.

155/2023 | Trustee Footz moved: That the Board of Trustees receive the Superintendent's report for information.

*CARRIED UNANIMOUSLY*

## **COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS**

No comments, presentations or delegations were reported.

## **Association/Employee Groups**

### **ATA LOCAL REPORT**

Board Chair Boymook welcomed ATA representative D. Zielke. Representative Zielke presented the Local ATA report to the Board.

156/2023 | Trustee Irwin moved: That the Board of Trustees receive for information the report from the representative of the ATA Local #28.

*CARRIED UNANIMOUSLY*

### **EMPLOYEE RELATIONS GROUP (ERG) REPORT**

No report from the Employee Relations Group representative was presented. The Board looks forward to meeting the new ERG Representative.

## **Business Arising from Previous Meeting**

No business arising from the previous meeting.

## New Business

### BUSINESS ARISING FROM IN CAMERA

157/2023 | Trustee Sorochan moved: That the Board of Trustees approve the housekeeping amendments to the Strathcona Christian Academy Society Agreement.

*CARRIED UNANIMOUSLY*

### TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST 2023-24

Board Chair Boymook presented to the Board the 2023-24 Trustee School Liaison Representative List for approval.

158/2023 | Trustee Shotbolt moved: That the Board of Trustees approve the 2023-24 Trustee School Liaison List, as presented.

Board Chair Boymook noted an amendment to the list that the trustee liaison for Heritage Hills Elementary will be T. Boymook, removing J. Suetter as trustee liaison for Heritage Hills Elementary.

159/2023 | Board Chair Boymook moved: That the Board of Trustees amend the 2023-24 Trustee School Liaison List and replace J. Seutter with T. Boybook as school liaison for Heritage Hills Elementary.

*CARRIED UNANIMOUSLY*

VOTE ON MOTION 158/2023 | That the Board of Trustees approve the 2023-24 Trustee School Liaison Representative List, as **amended**.

*CARRIED UNANIMOUSLY*

## Committee Reports

No committee reports were presented.

## Reports for Information

No reports for information were presented.

## Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were presented.

### ADJOURNMENT

Board Chair Boymook declared the meeting adjourned at 10:28 a.m.

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Trina Boymook, Board Chair

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Sandra Stoddard, Superintendent



# BOARD MEETING MINUTES

August 24, 2023

The organizational meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Aug. 24, 2023, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Secretary-Treasurer Cole calling the meeting to order at 11:00 a.m.

## BOARD MEMBERS PRESENT

On site:

C. Allen  
T. Boymook  
R. Footz  
C. Holowaychuk  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt  
R. Sorochan

## ADMINISTRATION PRESENT

S. Stoddard, Superintendent  
R. Marshall, Associate Superintendent, Supports for Students  
R. Johnson, Associate Superintendent, Human Resources  
C. Cole, Secretary-Treasurer  
D. Antymniuk, Division Principal  
B. Billey, Managing Director, Human Resources  
W. Gilewich, Division Principal, Information and Security  
L. McNabb, Director, Communication Services/Election Officer  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Secretary-Treasurer Cole called the meeting to order at 11:01 a.m. with all trustees noted above in attendance.

## TREATY 6 ACKNOWLEDGEMENT

Secretary-Treasurer Cole acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## NOMINATION PROCEDURES

Secretary-Treasurer Cole presented the Nomination Procedures for the selection of Chair and Vice-Chair.

160/2023 | Trustee Boymook moved: That the Nomination Procedures for selection of Chair and Vice-Chair be approved, as presented.

*CARRIED UNANIMOUSLY*

## **POSITION OF CHAIR**

### **Declaration of Interest for Board Chair**

Each Board member was given one opportunity to declare their intent to seek the office of Board Chair.

Trustee Holowaychuk stated she would allow her name to stand for the position of Board Chair.

Trustee Allen stated she would allow her name to stand for the position of Board Chair.

All other Board members indicated that it was not their intent to seek the office of Board Chair.

Secretary-Treasurer Cole called for a motion that one block nomination be made for all candidate running for the position of Chair.

161/2023 | Trustee Irwin moved: That one block nomination be made for the candidate running for the position of Chair: Trustee Holowaychuk and Trustee Allen.

*CARRIED UNANIMOUSLY*

### **Declaration of Results/Announcement of Board Chair**

Secretary-Treasurer Cole announced that Trustee Cathy Allen has been elected Chair of the Board of Trustees of Elk Island Public Schools.

### **Oath of Office**

Commissioner for Oaths Laura McNabb swore in Trustee Cathy Allen as Board Chair.

Trustee Allen assumed the Chair.

## **AGENDA**

Board Chair Allen called for additions or deletions to the Agenda.

162/2023 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **POSITION OF VICE-CHAIR**

### **Declaration of Interest for Vice-Chair**

Each Board member was given one opportunity to declare their intent to seek the position of Vice-Chair of the Board of Trustees.

Trustee Irwin stated he would allow his name to stand for the position of Vice-Chair.

Trustee Miller stated she would allow her name to stand for the position of Vice-Chair.

Trustee Shotbolt stated she would allow her name to stand for the position of Vice-Chair.

All other Board members indicated that it was not their intent to seek the office of Vice-Chair.

Board Chair Allen called for a motion that one block nomination be made for the candidate running for the position of Vice-Chair.

163/2023 | Trustee Shotbolt moved: That one block nomination be made for the candidate running for the position of Vice-Chair: Trustee Irwin, Trustee Miller and Trustee Shotbolt.

*CARRIED UNANIMOUSLY*

Board Chair Allen noted there was not a clear majority of votes, and a second ballot was to be taken.

Round two ballots were distributed. There was not a clear majority of votes, and a third ballot was taken.

Following the second ballot, the trustee who received the least number of votes was dropped from the ballot-- Trustee Irwin was removed. Trustee Miller and Trustee Shotbolt remained on the third ballot.

Round three ballots were distributed.

#### **Declaration of Results/Announcement of Vice-Chair**

Board Chair Allen declared that Trustee Susan Miller has been elected Vice-Chair of the Board of Trustees of Elk Island Public Schools.

Board Chair congratulated Trustee Miller as Vice-Chair.

#### **Oath of Office**

Commissioner for Oaths Laura McNabb swore in Trustee Susan Miller as Board Vice-Chair.

Board Chair Allen congratulated Trustee Miller in her new role.

#### **2023-24 BOARD OF TRUSTEES MEETING SCHEDULE**

Secretary-Treasurer Cole presented the proposed 2023-24 Board of Trustees Meeting Schedule for approval. The schedule provides for full-day monthly Board meetings on the third or fourth Thursday of each month, whenever possible.

164/2023 | Trustee Boymook moved: That the Board of Trustees approve the 2023-24 Board of Trustees Meeting Schedule, as presented.

*CARRIED UNANIMOUSLY*

#### **TRUSTEE DISCLOSURE STATEMENTS**

Secretary-Treasurer Cole advised the Board that all trustees are required to complete the Trustee Disclosure Statement for submission following the Organizational Meeting. As per the *Education Act* under Disclosure of Information Section 86(2), a summary page will be provided at a subsequent meeting.

#### **COMMITTEE REPRESENTATIVE APPOINTMENTS**

Board Chair Allen advised the Board that the Board Committee Representatives List for 2023-24 is to be reviewed and returned with their selection(s) to the Board Chair. The recommendation on committee appointments will be brought to the Board Meeting on Sept. 15, 2022, for approval.

165/2023 | Trustee Sorochan moved: That the Board Committee Representative Schedule for 2023-24 be referred to the Board Meeting on Sept. 21, 2023.

*CARRIED UNANIMOUSLY*

#### **RESOLUTION TO DESTROY BALLOTS**

Board Chair Allen noted that the ballots need to be destroyed.

166/2023 | Trustee Irwin moved: That the ballots be destroyed.

*CARRIED UNANIMOUSLY*

Trustee Irwin moved: that the ballots be destroyed.

Board Chair Allen expressed gratitude to the former Board Chair Boymook and Vice-Chair Holowaychuk—the pivotal work by Board Chair Boymook and Vice-Chair Holowaychuk during their term was instrumental. Their

guidance, wisdom and leadership made it where EIPS is today. Passing of the torch to Board Chair Allen. Board Chair Allen has seen the work from both sides and looks forward to her tenure.

**ADJOURNMENT**

Board Chair Allen declared the meeting adjourned at 12:00 p.m.

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Cathy Allen, Board Chair

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Sandra Stoddard, Superintendent



# RECOMMENDATION REPORT

**DATE:** Sept. 21, 2023

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** Acting Chair Schedule 2023-24

**ORIGINATOR:** Cathy Allen, Board Chair

**RESOURCE STAFF:** Carol Langford-Pickering, Executive Assistant  
Candace Cole, Secretary-Treasurer

**REFERENCE:** Board Policy 5: Role of the Board Chair  
Acting Chair Schedule 2022-23

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## RECOMMENDATION:

**That the Board of Trustees approves the 2023-24 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.**

### Acting Chair Schedule 2023-24

<u>Trustee</u>	<u>Month</u>
Jim Seutter	September 2023
Jacqueline Shotbolt	October 2023
Randy Footz	November 2023
Colleen Holowaychuk	December 2023
Trina Boymook	January 2024
Don Irwin	February 2024
Ralph Sorochan	March 2024
Jim Seutter	April 2024
Jacqueline Shotbolt	May 2024
Randy Footz	June 2024
Colleen Holowaychuk	July 2024
Trina Boymook	August 2024
Ralph Sorochan	September 2024



# RECOMMENDATION REPORT

**BACKGROUND:**

Pursuant to Board Policy 5: Role of the Board Chair, the Board has the authority to appoint from among its members an Acting Chair during the Chair's and the Vice-Chair's absence or inability to act. The Acting Chair shall perform the role during any absence of the Chair and Vice-Chair within the designated time frame.

The schedule will ensure that Acting Chair coverage is in place until the next round of appointments are approved by the Board in September 2024.

**COMMUNICATION PLAN:**

All stakeholders will be advised.

**ATTACHMENT(S):**

N/A

CA:clp



# RECOMMENDATION REPORT

**DATE:** Sept. 21, 2023

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** Board Committee Representatives List 2023-24

**ORIGINATOR:** Cathy Allen, Board Chair

**RESOURCE STAFF:** Sandra Stoddard, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** *Education Act*  
Board Policy 8: Board Committees  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board of Trustees approve the 2023-24 Board Committee Representatives list, as presented.**

**BACKGROUND:**

Board standing and ad hoc (task force) committees exist at the mandate of the Board of Trustees. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The trustees have a responsibility to be well prepared for committee meetings and to participate in the discussions and decision-making that may lead to a recommendation to the Board for approval and/or action.

The committees will have Board representation as identified at the annual organizational meeting and determined at the first regular meeting after the organizational meeting.



# RECOMMENDATION REPORT

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## **COMMUNICATION PLAN:**

Following approval by the Board, the 2023-24 Board Committee Representatives list will be communicated to the Board, senior executives and school administration and posted to the appropriate website.

## **ATTACHMENT:**

1. 2023-24 Board Committee Representatives list
2. [Policy 8: Board Committees](#)
3. [Policy 9: Board Representatives](#)

:clp



## 2023-24 Board Committee Representatives

COMMITTEE REPRESENTATIVES	TRUSTEES	ADMIN. RESOURCE	DATE APPOINTED
<b><u>Board Committees as per Board Policy 8</u></b>			
1. BOARD CAUCUS	All Trustees	S. Stoddard C. Cole R. Marshall R. Johnson D. Antymniuk C. Langford-Pickering	Sept. 21, 2023
2. BOARD AGENDA REVIEW	C. Allen S. Miller Acting Chair	S. Stoddard C. Cole L. McNabb C. Langford-Pickering	Sept. 21, 2023
3. BOARD HIGHLIGHTS	C. Allen	L. McNabb C. Fletcher	Sept. 21, 2023
4. ADVOCACY COMMITTEE	(Chair) C. Allen T. Boymook D. Irwin	S. Stoddard L. McNabb	Sept. 21, 2023
5. AUDIT COMMITTEE	(Chair) S. Miller C. Holowaychuk J. Shotbolt	S. Stoddard C. Cole L. Lewis C. von Tettenborn (as required) T. Borchers	Sept. 21, 2023
6. POLICY COMMITTEE	R. Footz C. Holowaychuk R. Sorochan	S. Stoddard T. Borchers	Sept. 21, 2023
7. STUDENT EXPULSION	R. Footz C. Allen D. Irwin J. Seutter (Alt)	D. Antymniuk B. Stone	Sept. 21, 2023
8. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	(Chair) T. Boymook (Vice-Chair) R. Sorochan J. Seutter	S. Stoddard R. Johnson	Sept. 21, 2023
<b><u>Board Committees as per Board Policy 9</u></b>			
1. BOARD REPRESENTATIVES TO ASBA ZONE 2/3 (Trustees may attend Zone meetings at any time)	J. Shotbolt S. Miller (Alt)		Sept. 21, 2023
2. COMMITTEE OF SCHOOL COUNCILS (COSC) <b>* Two trustees per month scheduled</b>	C. Allen *Min. 2 Trustees	S. Stoddard C. Fletcher	Sept. 21, 2023
3. TEACHER EMPLOYER BARGAINING ASSOCIATION (TEBA)	T. Boymook	S. Stoddard	Sept. 21, 2023

*The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.*

Recommended for Approval: Sept. 21, 2023

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. Appointed members shall serve on the committee(s) for one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

##### 1. Purpose

1. To provide a forum for discussion.
2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
3. To assign work to be undertaken.

##### 2. Powers and duties

1. Make recommendations for agenda items for subsequent Board meetings.
2. Maintain confidentiality of proceedings unless otherwise stated.

##### 3. Membership

1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

##### 1. Purpose

1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

##### 2. Powers of duties

1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
  1. Recommend the appointment of the external auditor,
  2. Review the audit plan,
  3. Assess the effectiveness of the auditor,
  4. Review the annual financial statements and audit findings,
  5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,

6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
7. Assess compliance with applicable legislation, regulations and guidelines,
8. Report findings and information to the Board.

3. Membership

1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
2. Two community members
  1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
  2. Community members shall serve a two-year term and may apply to serve additional two-year terms.
  3. Selection of community members shall be made by the Board and Secretary-Treasurer.
3. Superintendent and/or designate
4. Secretary-Treasurer
5. Director, Financial Services
6. Other members of administration or the external auditors will be invited to attend, as required.
7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

4. Meetings

1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
2. A recording secretary shall prepare the agenda in consultation with the Committee Chair and take meeting summaries for all meetings.

5. Compensation

1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

3. Policy

1. Purpose

1. To ensure the Board Policy Handbook is current and relevant.

2. Powers and duties

1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.

3. Membership

1. One trustee to serve as Chair and two other trustees.
2. Superintendent and/or designate(s).

4. Meetings

1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

#### **4. Student Expulsion**

1. Purpose
  1. To make decisions regarding the recommendations for the expulsion of any student.
2. Powers and duties
  1. On a recommendation for expulsion, reinstate or expel the student.
  2. Inform the Board of the action taken by the Committee.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
4. Meetings
  1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).

#### **5. Teachers' Collective Agreement Negotiations**

1. Purpose
  1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
2. Powers and duties
  1. Report to the Board as necessary.
  2. Maintain confidentiality of negotiation proceedings.
3. Membership
  1. Three trustees
  2. Superintendent and/or designate(s)
  3. The Board will appoint the Chair and Vice-Chair.
4. Meetings
  1. To be called by the Committee Chair.

#### **6. Agenda Review**

1. Purpose
  1. To set the order of business for public meetings of the Board.
2. Membership
  1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
  2. Superintendent and/or designate
  3. Secretary-Treasurer.
3. Meetings
  1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. The Executive Assistant to the Board will serve as secretary.

#### **7. Advocacy**

1. Purpose
  1. Support the ongoing advocacy efforts of the Board.
2. Powers and duties
  1. Develop an action plan to support the Board's identified advocacy plan

2. Identify key messages to support the advocacy plan
3. Membership
  1. Chair of the Board (Committee Chair) and two other trustees
  2. Superintendent and/or designate
  3. Associate Superintendent, Supports for Students
  4. Director, Communications.
4. Meetings
  1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

### **Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020

April 14, 2020

April 23, 2020

April 13, 2021

May 26, 2021

March 1, 2022

May 10, 2022

June 16, 2022

Oct. 6, 2022

Oct. 20, 2022

April 11, 2023

May 25, 2023

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organizational meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. Alberta School Boards Association (ASBA) Zone 2/3
  1. Purpose
    1. Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and duties
    1. Attend ASBA Zone 2/3 meetings
    2. Represent the Board's positions and interests at the zone level
    3. Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    1. One (1) trustee; one (1) alternate
  4. Meetings
    1. As called by ASBA Zone 2/3
2. Committee of School Councils (COSC)
  1. Purpose
    1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and duties
    1. Attend meetings of COSC
    2. Represent the Board's positions and interests at COSC meetings
    3. Communicate to the Board the work of COSC
  3. Membership
    1. Board Chair; and
    2. Minimum of two trustees, as scheduled
  4. Meetings
    1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
  1. Purpose
    1. Represent the Board at meetings of TEBA

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	June 18, 2020
June 3, 2021	June 17, 2021
April 12, 2022	
April 11, 2023	May 25, 2023



# RECOMMENDATION REPORT

**DATE:** Sept. 21, 2023

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Trustee Remuneration 2023-24

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services  
Carmin von Tettenborn, Director, Financial Services

**REFERENCE:** Policy 7: Board Operations

**EIPS PRIORITY:** Enhance high-quality learning and working environments.

**EIPS GOAL:** Quality infrastructure for all.

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

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## RECOMMENDATION:

**That the Board of Trustees approves that trustees' remuneration for the 2023-24 year increase by 2.0% effective Sept. 1, 2023.**

## BACKGROUND:

Per Section 12.4 of Policy 7: Board Operations:

Trustees' compensation shall be adjusted on September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta Consumer Price Index (CPI) and the percent change in annual average earnings Alberta Average Weekly Earnings (AWE), not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

Consumer Price Index (CPI) is an indicator of changes in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers. In June 2023, the Alberta CPI increased by 1.9%. This means that on a year-over-year basis, Albertans paid 1.9% more in June 2023 for the goods and services that comprise the CPI than in the same month a year ago.



# RECOMMENDATION REPORT

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Alberta's Average Weekly Earnings (AWE) is derived by dividing total weekly earnings by the total number of employees in the province. Alberta's average weekly earnings increased by 2.4% in June 2023 compared to June 2022.

The average of the percent change for the above two items is 2.15%.

On Sept. 1, 2023, classified staff received a 2% increase.

As trustee compensation is not to exceed increases to classified staff, the increase should be 2.0%.

## **COMMUNICATION PLAN:**

The remuneration numbers will be reflected in the 2023-24 Fall Budget.

## **ATTACHMENTS:**

1. 2023-24 Trustees' Remuneration Schedule

Summary	Adjusted					Total
	Base	Executive				
	2023-24	Allowance	Travel Allowances			
Boymook (Strathcona County)	36,908	-	-	-	3,363	40,271
Allen (Strathcona County)	36,908	13,178	1,405	-	3,363	54,854
Irwin (Strathcona County)	36,908	-	-	-	3,363	40,271
Seutter (Strathcona County)	36,908	-	-	1,401	3,363	41,672
Miller (Strathcona County)	36,908	6,409	702	1,401	3,363	48,783
Shotbolt (Fort Saskatchewan)	36,908	-	-	1,401	3,363	41,672
Sorochan (Fort Saskatchewan)	36,908	-	-	1,401	3,363	41,672
Holowaychuk (Lamont)	36,908	-	-	4,930	3,363	45,201
Footz (Minburn)	36,908	-	-	4,930	3,363	45,201
	<b>332,172</b>	<b>19,587</b>	<b>2,106</b>	<b>15,465</b>	<b>30,266</b>	<b>399,597</b>



# INFORMATION REPORT

**DATE:** Sept. 21, 2023

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Facility Services – 2022-23 Summer Projects Update

**ORIGINATOR:** Calvin Wait, Director, Facility Services

**RESOURCE STAFF:** Robert Derech, Assistant Director, Facility Services  
Ken Marshman, Foreman, Maintenance and Operations, Facility Services  
Curtis Veltman, Building Controls Systems Manager, Facility Services  
Ryan Morrison, Project Manager, Facility Services  
Rick Siebenga, Project Manager, Facility Services  
Christina Keroack, Business Manager, Facility Services  
Darcie Bennett, Manager, Contract Services  
Andree Chiasson, Administrative Assistant, Facility Services

**REFERENCE:**

**EIPS PRIORITY:** Enhance high-quality learning and working environments.

**EIPS GOAL:** Quality Infrastructure for all.

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management, and investment in Division Infrastructure.

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**ISSUE:**

**That the Board of Trustees receives for information the Facility Services 2022-23 Summer Projects update.**

**BACKGROUND:**

The Facility Services Department has worked diligently throughout the summer months on projects planned for the 2022-23 season. For the period ended Aug. 31, 2023, the 59 Infrastructure, Maintenance and Renewal (IMR) and CMR projects planned achieved an average completion of 83%.

In addition to performing the normal summer projects contained within our maintenance program (gym floor refinishing, painting, inspection of fire protection systems, air handling system duct cleaning, parking lot repairs, etc.), a total of 318 tasks, 87% were 100% completed. Facility Services also undertook the following:

- Quiet room renovations in several schools to support students and staff
- Universal washroom upgrades at Salisbury Composite High School to support students
- Data cabling upgrades at École Parc Élémentaire and Pine Street Elementary School



# INFORMATION REPORT

Other major summer Infrastructure, Maintenance and Renewal (IMR)/capital reserve projects highlights include:

- Phase 1 Salisbury Composite High Stormwater System Replacement project
- Food Lab renovation at F. R. Haythorne Junior High School
- Food Lab renovation at Ardrossan Junior Senior High School

The Capital Maintenance and Renewal (CMR) projects identified thus far include and in progress are:

- Pine Street Elementary School window and entrance replacement
- Glen Allan Elementary School exterior door and window replacement
- Centre Penthouse AC unit replacement at Bev Facey Community High School
- F. R. Haythorne Junior High School building envelop and roofing replacement

## **CURRENT SITUATION OR KEY POINT:**

Projects are determined by several methods:

- Facility Condition Indexing – annual inspections by Government consultants and results documented with Alberta Infrastructure’s VFA facility condition reports
- Feedback from School Administrators
- Feedback from Operations and Maintenance staff
- Facility Services Management facility walk throughs

As for prioritizing of the projects, the following are considered in order of highest priority to lowest:

- Health and safety items, including code violations
- Items that may compromise the integrity of the building envelope and reduce the life of the facility
- Building components that have failed
- Educational areas to meet program requirements
- Facility requirements of students with special needs
- Building components that enhance energy conservation

## **ATTACHMENT(S):**

1. 2022-23 Summer Projects list

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
<b>A.L. HORTON</b>		
	Custodial services - annual cleaning regime	Summer
	Dryer duct cleaning	Summer
	Elevator inspection & maintenance	Summer
	Floor refinishing - kindergarten room	Summer
	Gas detection inspection and calibration	Summer
	Grounds maintenance	Summer
	HVAC system preventative maintenance	Summer
	Playground inspection and maintenance	Summer
	Video Intercom System	Summer
<b>ANDREW</b>		
	Custodial services - annual cleaning regime	Summer
	Dryer duct cleaning	Summer
	Elevator inspection & maintenance	Summer
	Gas detection inspection and calibration	Summer
	Grounds maintenance	Summer
	HVAC system preventative maintenance	Summer
	Playground inspection and maintenance	Summer
<b>ARDROSSAN ELEMENTARY</b>		
	Custodial services - annual cleaning regime	Summer
	Dryer duct cleaning	Summer
	Elevator inspection & maintenance	Summer
	Fire inspections & deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds maintenance	Summer
	Gymnasium Floor Refinishing	Summer
	HVAC system preventative maintenance	Summer
	Outdoor Indigenous Learning Space	Summer
	Video Intercom System	Summer
<b>ARDROSSAN JUNIOR-SENIOR HIGH</b>		
	Art Room Upgrade	Summer
	Clean grease traps and sump pits	Summer
	CTS kitchen upgrades project	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection Inspection and Calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing - Both Gyms + New Logos	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	LED Light Upgrades	Summer
	Locker painting	Summer
	Hudl Camera Installation	Summer
	Sewer line flushing	Summer
<b>BEV FACEY HIGH</b>		
	Air Conditioning Installation centre penthouse	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Clean grease traps and sump pits	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Duct Cleaning - Welding Shop	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Generator testing, inspection and semi annual maintenance	Summer
	Grounds Maintenance	Summer
	Gym floor Refinishing North gym floor	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Parking lot asphalt maintenance	Summer
	Parking lot line painting	Summer
	Hudl Camera Installation	Summer
	North Gym basketball frame repair	Summer
	Dust collector servicing and inspections	Summer
	Sewer line flushing	Summer
<b>BRENTWOOD ELEMENTARY</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Office Area Painting	Summer
	Locker installations	Summer
	Parking lot line painting	Summer
<b>BRUDERHEIM</b>		
	BMS Pneumatic Upgrade	Summer
	Gas detection inspection and calibration	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Parking lot line painting	Summer
	Playground inspection and maintenance	Summer
<b>CAMPBELLTOWN ELEMENTARY</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Modular Classroom Removal	Summer
	Parking lot line painting	Summer
<b>CLOVERBAR JUNIOR HIGH</b>		
	BMS Pneumatic Upgrade	Summer
	Clean grease traps and sump pits	Summer
	CTS Classroom FS 164A Heating Upgrade Design	Summer
	Custodial Services - Annual Cleaning Regime	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Electical System Preventative Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Replace flooring in Classroom FS 143	Summer
	Parking lot asphalt maintenance	Summer
	Parking lot line painting	Summer
	Sewer line flushing	Summer
<b>DAVIDSON CREEK ELEMENTARY</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	Curtain Wall repairs	Summer
	Exterior Traffic Signage	Summer
	HVAC System Preventative Maintenance	Summer
<b>ECOLE PARC ELEMENTAIRE</b>		
	Classroom Upgrade FS 203	Summer
	Classroom Upgrade FS 210 (Science)	Summer
	FS 129 Quiet Room	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Data Cabling Upgrade	Summer
	Elevated Lift Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
<b>EIPS CENTRAL OFFICE</b>		
	Dryer Duct Cleaning	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Parking lot asphalt maintenance	Summer
	Vehicle Fire Extinguisher Maintenance	Summer
	SFS - Office Renovation	Summer
<b>F.R. HAYTHORNE</b>		
	CTS Kitchen Upgrade	Summer
	Seas Room renovation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Electical System Preventative Maintenance	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Replacement	Summer
	HVAC System Preventative Maintenance	Summer
	Landscape Project	Summer
	Parking Lot line painting	Summer
	LED Light Upgrades	Summer
	Outdoor Indigeneous Learning Space	Summer
	Roofing Replacement Project - Roofing Program	Summer
<b>FORT SASKATCHEWAN CHRISTIAN</b>		
	Fire Inspections & Deficiencies	Summer
	Clean grease traps and sump pits	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Electrical System Preventative Maintenance	Summer
	Elevator Inspection & Maintenance	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	CCTV Cameras	Summer
	Replace Paging System	Summer
	Quiet Room Renovation FS 408	Summer
<b>FORT SASKATCHEWAN ELEMENTARY</b>		
	Fire Inspections & Deficiencies	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Elevator Inspection & Maintenance	Summer
	Electical System Preventative Maintenance	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Quiet Room Renovation FS 117B	Summer
	Parking Lot Repairs	Summer
<b>FORT SASKATCHEWAN HIGH</b>		
	Clean grease traps and sump pits	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Elevator Inspection & Maintenance	Summer
	Electrical System Preventative Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Preventative maintenance on sewage lift station	Summer
	Sewer line flushing	Summer
	Drama Room Flooring	Summer
	Exhaust Fan Installation and Removal	Summer
<b>FULTONVALE</b>		
	Fire Inspections & Deficiencies	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Electrical System Preventative Maintenance	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
<b>GLEN ALLAN</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	BMS Pneumatic Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Replace Paging System	Summer
	Parking Lot line painting	Summer
<b>HERITAGE HILLS ELEMENTARY</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual FS226	Summer
	Parking Lot line painting	Summer
<b>JAMES MOWAT</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
<b>LAKELAND RIDGE</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing (addition - blue line replacement)	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	HVAC System Preventative Maintenance	Summer
<b>LAMONT ELEMENTARY</b>		
	Air Handling Unit 01 Replacement	Summer
	BMS Pneumatic Upgrade	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Elevator Inspection & Maintenance	Summer
	Gas detection inspection and calibration	Summer
	Gymnasium Floor Refinishing	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Main Floor Slab Flooring	Summer
<b>LAMONT HIGH SCHOOL</b>		
	Barrier Free Shower Renovation for LINKS	Summer
	Commercial kitchen exhaust cleaning	Summer
	CTS shop painting	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Gas detection inspection and calibration	Summer
	Foods Room Slab Repair	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
<b>MILLS HAVEN ELEMENTARY</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	BMS Pneumatic Upgrade	Summer
	Dryer Duct Cleaning	Summer
	Fire Inspections & Deficiencies	Summer
	Grounds Maintenance	Summer
	Gas detection inspection and calibration	Summer
	HVAC System Preventative Maintenance	Summer
	Replace Intercom System	Summer
	Outdoor Indigeneous Learning Space	Summer
	Install bottle fillers FS120/124	Summer
	Millwork Installation FS147	Summer
<b>MUNDARE</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Snakes - Relocation - Sealing of all cracks and voids	Summer
	Parking lot line painting	Summer
<b>PINE STREET</b>		
	Classroom Upgrade FS 130	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Data Cabling Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Parking Lot Line Painting	Summer
	Outdoor Indigeneous Learning Space	Summer
	West asphalt and drainage repair	Summer
	FS 128 Quiet Room	Summer
	Windows and Doors Upgrade	Summer
<b>RUDOLPH HENNIG</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Roofing Section B	Summer
	Southeast Parking Lot Resurface	Summer
<b>SALISBURY COMPOSITE</b>		
	Clean grease traps and sump pits	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Generator testing, inspection and Semi annual maintenance	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Storm Water Infrastructure Upgrade	Summer
	Science Prep Upgrade FS174	Summer
	Parking Lot Signage and Rail Painting	Summer
	Small Gym Basketball Net Upgrades	Summer
	Universal Washroom Upgrade	Summer
<b>SHERWOOD HEIGHTS</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
<b>SOUTHPOINTE SCHOOL</b>		
	Fire Inspections & Deficiencies	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Modular Classroom Installation	Summer
	Parking Lot line painting	Summer
<b>UNCAS SCHOOL</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Modular Classroom Demolition	Summer
	Outdoor Indigeneous Learning Space	Summer
<b>VEGREVILLE COMPOSITE</b>		
	AC compressor replacement	Summer
	Air Handling Units 7 & 8 replacement	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Electrical System Preventative Maintenance	Summer
	Elevator Inspection & Maintenance	Summer
	Gas detection inspection and calibration	Summer
	Grease Trap cleaning	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Counsellor's Office	Summer
	Sewer Line flushing	Summer
<b>WES HOSFORD</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Parking Lot line painting	Summer
	Modernize Shower Room	Summer
	Flooring replacements in the modular hallway & Mech.	Summer
	Roofing Section B	Summer
<b>WESTBORO</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Parking Lot line painting	Summer
<b>WIN FERGUSON</b>		
	Gas detection inspection and calibration	Summer

## 2023 Property, Operations and Maintenance Summer Projects

School Name	Project	Anticipated Start Date
	BMS Pneumatic Upgrade	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Electrical System Preventative Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Front Entrance Concrete Repair, Parking Lot and Bus Lane	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	Quiet Room FS 141	Summer
	HVAC System Preventative Maintenance	Summer
<b>WOODBRIIDGE FARMS</b>		
	Custodial Services - Annual Cleaning Regime	Summer
	Electrical System Preventative Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	Gas detection inspection and calibration	Summer
	Grounds Maintenance	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Parking Lot Re-Paving (east and south courtyard)	Summer
	Office Area Painting	Summer
	Asphalt repairs (North Parking lot)	Summer
	Parking Lot line painting (North Parking lot only)	Summer