

Lord, thank you for the opportunity to learn, lead, and serve others.

Please help our school board members make good decisions in the meeting today.

Help our schools to be more kind.

Help us to work together as one community, despite different opinions.

Help us to focus on helping students that are struggling.

Encourage us to listen better and treat other people with love and respect.

Help us to trust God more, and we ask the Holy Spirit to guide the meeting.

Saint Michael - Pray for us

Amen

Holy Spirit Catholic School Division

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, May 27, 2026
1:00 p.m.**

AGENDA

The public is welcome to join the Board of Trustees Regular Meeting in person at St. Basil Catholic Education Centre.

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (St. Michael's School, Pincher Creek) – Trustee Blake Dolan

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) April 22, 2026 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Holy Spirit Catholic School Division Music Task Force (Teachers Coreen Packham, Jessica Ens, and Erin Richards)

- B.1 Three-Year Education Plan 2026- 2029
- B.2 Operating Budget 2026/2027
- B.3 Locally Developed Courses
- B.4 Joint Use Agreements

C. POLICY REVIEW

- C.1 Policy 19: Conflict of Interest and Nepotism
- C.2 Policy 22: Vaccination Protocol
- C.3 Policy 23: Extra-Curricular Activity
- C.4 Policy Review Schedule 2026/2027

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Associate Superintendent's Report
- D.5 Director of Support Services Update
- D.6 Director of Technology Update
- D.7 Director of Facilities Update

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 Economic Development Report
- E.6 Joint City/School Boards Report

F. ADVOCACY

- F.1 Individual Trustee Activities Reports
- F.2 School Council Advocacy
- F.3 Graduations Update

G. INFORMATION ITEMS

- G.1 Divisional Calendars 2026/2027
- G.2 Holy Spirit Catholic School Division Family Gathering
- G.3 Holy Spirit Catholic School Division Retirement Celebration
- G.4 Holy Spirit Catholic School Division Contributions to the Terry Fox Foundation
- G.5 Holy Spirit Stars
- G.6 Enrolment Data Update

H. ADJOURNMENT

		<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, APRIL 22, 2026, COMMENCING AT 1:00 P.M.</p> <p>Present</p> <p>BOARD Board Chair Linda Ellefson Vice Chair Roisin Gibb Trustee Tricia Doherty Trustee Blake Dolan Trustee Kevin Kinahan Trustee Thomas Machacek Trustee Carmen Mombourquette Trustee Cheralan O'Donnell Trustee Bob Spitzig</p> <p>ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Secretary-Treasurer Amanda Lindemann Associate Superintendent Aaron Skretting Recording Secretary Rhonda Kawa</p> <p>Board Chair Linda Ellefson called the April 22, 2026, Regular Board Meeting to order at 1:00 p.m. Vice Chair Roisin Gibb acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. She also added a prayer for the land as it is Earth Day. Trustee Bob Spitzig led us with a prayer written by students at St. Paul School.</p>
<p>CALL TO ORDER OPENING PRAYER</p>		
<p>Approval of Agenda</p>	<p>10936/0426 Tricia Doherty</p>	<p>M/C That the agenda for the April 22, 2026, Board Meeting be approved, as amended.</p> <p>G.8 Letter from the Canadian Conference of Catholic Bishops</p>
<p>Previous Minutes</p>	<p>10937/0426 Bob Spitzig</p>	<p>M/C That the minutes of the March 25, 2026, Regular Meeting of the Board be approved, as amended.</p>
<p>Business Arising from the Minutes</p>		<p>There was no business arising from the minutes.</p>
<p><u>ACTION ITEMS</u> Edwin Parr Award Banquet</p>	<p>B.1 10938/0426 Roisin Gibb</p>	<p>The Board approved the purchase of tickets to accompany the division's Edwin Parr nominee to the awards banquet in Taber on May 20, 2026.</p> <p>M/C That the Board of Trustees purchases, a minimum of two (2) tickets to attend the Edwin Parr Awards Ceremony at the Heritage Inn in Taber, Alberta on May 20, 2026.</p> <p>Board Chair Linda Ellefson, Vice Chair Roisin Gibb, Trustee Bob Spitzig, Trustee Kevin Kinahan, Trustee Tricia Doherty, Trustee Cheralan O'Donnell, and Deputy Superintendent Anthea Boras will all join Ms. Flexhaug and her guests at the Edwin Parr Award Ceremony.</p>
<p>Board Evaluation</p>	<p>B.2 10939/0426 Tricia Doherty</p>	<p>As outlined in Policy 2: Role of the Board, the Board of Trustees will evaluate the effectiveness of the Board annually.</p> <p>M/C That the Board of Trustees directs the Board Chair to begin the process of the Board evaluation for the 2025/2026 school year by coordinating the services of the Alberta School Boards Association, Brad Volkman, to conduct the evaluation.</p>

April 22/26: page 2		
<u>POLICY REVIEW</u>		
	C.1	The Board tables the review of policy as per Policy 7: Appendix F – Policy Development and Review Committee: Terms of Reference Review Schedule to the May 27, 2026, Regular Board of Trustees Meeting.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's April 22, 2026, Report.
	10940/0426 Roisin Gibb	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Facilities, and Technology Reports for April 22, 2026.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's April 22, 2026, Report.
Secretary Treasurer's Report	D.3	The Board received the Acting Secretary Treasurer's April 22, 2026, Report.
Associate Superintendent's Report	D.4	Aaron Skretting, Associate Superintendent, provided a report to the Board, apprising them of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit Education.
Director of Support Services Update	D.5	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
Director of Technology	D.6	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related the Technology Department.
Director of Facilities	D.7	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Linda Ellefson provided a report about recent correspondence, planning and events, and activity.
	10941/0426 Linda Ellefson	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, and Economic Development Reports for April 22, 2026.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, was unable to provide a report to the Board as ASBA will be meeting next week.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, representatives to the GrACE committee, provided a report to the Board regarding recent business, events, and activities.
Economic Development Report	E.5	Trustee Tricia Doherty, Board representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Activities Reports	F.1	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10942/0426 Blake Dolan	M/C That the Board of Trustees receives and files the individual Trustee Activities Reports for April 22, 2026.

April 22/26: page 3	
School Council Advocacy	F.2 School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
Holy Spirit High Schools Graduation Planning	F.3 To assist in Board planning, as well as the planning for each of the high schools within the division, the schedules for upcoming graduation exercises were presented.
INFORMATION ITEMS	
Catholic Education Sunday Collection	G.1 The Diocese of Calgary has provided \$14,000.12 to Holy Spirit Catholic School Division from the Catholic Education Sunday collection held over the November 22/23, 2025 weekend. The Board also reviewed the letter of thanks that was penned and sent to Bishop McGrattan.
Art's Alive and Well in the Schools	G.2 The Board received an invitation to the "Art's Alive and Well in the Schools," event that will be held from May 9, 2026, until June 13, 2026. As per <i>Policy 17: Awards</i> , the school division will again be donating \$100 to fund the Junior High/Middle School Award of Merit. Board Chair Linda Ellefson will bring greetings on behalf of the Board of Trustees at the Opening Ceremonies on May 14, 2026.
ASBA Spring General Meeting 2026	G.3 The Alberta School Boards Association (ASBA) will be holding their Spring General Meeting on May 31 – June 2, 2026, in Calgary, Alberta.
Retired Staff Mass	G.4 Holy Spirit Catholic School Division's annual Retiree Mass, hosted by the Board of Trustees, will be held Wednesday, April 29, 2026, at 5:00 p.m. at St. Basil Catholic Education Centre. Following Mass light refreshments will be served.
Correspondence from Minister of Education and Childcare	G.5 The Board received correspondence from the Minister of Education and Childcare, Mr. Demetrios Nicolaides, in response to letters penned from Holy Spirit Catholic School Division, Lethbridge School Division, and the City of Lethbridge regarding a proposed collaborative initiative to address infrastructure and safety within the shared transportation corridor serving schools in both divisions.
Holy Spirit Stars	G.6 The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	G.7 The Board received the division enrolment report for March 2026.
Letter from the Canadian Conference of Catholic Bishops	G.8 The Board received as information a letter penned by the Canadian Conference of Catholic Bishops titled, "Reflection on the Holy Father's Call for Peace, Human Dignity, and Moral Responsibility in Public Life".
ADJOURNMENT	
10943/0426 Bob Spitzig	M/C That the Board of Trustees convenes into the Committee of the Whole at 1:55 p.m.
10944/0426 Bob Spitzig	M/C That the Board of Trustees reconvenes into the Regular Meeting at 2:05 p.m.
10945/0426 Roisin Gibb	M/C That the Board of Trustees adjourns the Regular Board Meeting of April 22, 2026, at 2:05 p.m.
_____	_____
Board Chair	Secretary-Treasurer

ACTION NO: B.1

May 27, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Three-Year Education Plan 2026-2029

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Attached for the Board of Trustees review is a draft version of the Holy Spirit Catholic School Division Three-Year Education Plan.
2. The Holy Spirit Catholic School Division Three-Year Education Plan 2026 - 2029 was prepared in accordance to the responsibilities under the Education Act and the Fiscal Planning and Transparency Act.

RECOMMENDATION

That the Board of Trustees approves the Three-Year Education Plan 2026-2029, authorizing the Board Chair to make any incidental corrections, as necessary;

AND FURTHER, that the Three-Year Education Plan 2026-2029 be submitted to Alberta Education by the May 31, 2026 deadline and posted on the division's website.



Holy Spirit

CATHOLIC SCHOOL DIVISION

THREE YEAR EDUCATION PLAN 2026-2029



EDUCATION PLAN 2026-27

ACCOUNTABILITY STATEMENT

The Education Plan for Holy Spirit Roman Catholic Separate School Division commencing September 1, 2026 was prepared under the direction of the Board of Trustees in accordance with the responsibilities under the *Education Act* and the *Fiscal Planning and Transparency Act*. This plan was developed in the context of the provincial government's business and fiscal plans. The Board has used its performance results to develop the plan and is committed to implementing the strategies contained within the plan to improve student learning and results. The Board approved the Three-Year Education Plan (2026/27 - 2028/29) for three years on May 27, 2026, at the Regular Board Meeting. This year's Education Plan (2026-2027) was approved by the Board of Trustees on May 27, 2026, at the Regular Board Meeting.

Linda Ellefson, Board Chair

THE DIVISION'S FOUNDATIONAL STATEMENTS

Our Mission

We are a Catholic Faith Community dedicated to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ.

Guided by the Holy Spirit, in partnership with home, parish and society, our schools foster the growth of responsible citizens who will live, celebrate and proclaim their faith.

Our Catholic Faith is the foundation of all that we do.

Our Vision

Holy Spirit Catholic Schools....

Christ-centered learning communities where students are
*cherished and achieve their potential.

**cher-ish vt 1. to cling to the idea of; 2. to hold dear; 3. to protect and foster*

We Value

All God's Children

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical and emotional giftedness of everyone in our schools.
- We honor diversity.
- Our schools provide a welcoming, safe and accepting sanctuary.

Excellence in Learning

- We provide opportunities for each and every student to discover and become the person God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

Sacramentality

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice charity and social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

Our Collaborative Community

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders and will be receptive to and respectful of their input.

Ministry

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

Stewardship

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.



PROFILE OF THE SCHOOL AUTHORITY

The Holy Spirit Roman Catholic Separate Regional Division No. 4 was originally created through the voluntary regionalization of five (5) Catholic School Boards (Coaldale, Lethbridge, Picture Butte, Pincher Creek and Taber), emerging as an official entity on December 30, 1994. On September 1, 2014 the Bow Island Catholic School District also joined the division. In 2019, the name of the school division was updated to The Holy Spirit Roman Catholic Separate School Division.

The Board of Trustees is comprised of nine (9) trustees, who represent the division's following five (5) wards:

Coaldale (Ward 1) 1 trustee
Lethbridge (Ward 2) 5 trustees
Picture Butte (Ward 3) 1 trustee
Pincher Creek (Ward 4) 1 trustee
Taber and Bow Island (Ward 5) 1 trustee

The Board Office is located in Lethbridge. The daily administration of the school division is carried out by the Superintendent of Schools, who also serves as the Chief Executive Officer to the Board. The Superintendent is assisted by a senior administrative leadership team consisting of the Deputy Superintendent, Secretary-Treasurer, Associate Superintendent of Faith and Learning, Director of Support Services, Director of Educational Services, Director of Facilities, and Director of Technology. These personnel, along with Principals and Associate Principals, comprise the Learning Leadership Team for the school division.

Holy Spirit Catholic School Division provides educational programs and services to 5403 students from Kindergarten to Grade 12, as well as an additional 272 children in early learning programs (September 30, 2025 enrollment). As of September 30, 2025, the School Division employed 593 people in a wide variety of full and part time positions and in various capacities. The budgeted teaching component for the school division for 2026/2027 is 303.7 Full Time Equivalent (FTE). In addition, the school division has budgeted to employ 271 FTE support staff members; which includes secretarial, clerical, educational assistants, maintenance, custodial and Board office staff.

The actual 2025/2026 operating expenditures for the school division were \$70,391,192.

The school division is responsible for the operation of sixteen (16) schools and one (1) outreach school, which range in size from 41 to 1,006 students. We are currently constructing a 250-student elementary school, St. Kateri, in west Lethbridge, which is set to open January 2027. Our schools, their grade levels and the communities they serve are as follows:

RURAL SCHOOLS	GRADE CONFIGURATION	LOCATION
St. Catherine	Early Learning–9	Picture Butte
St. Joseph	Early Learning–9	Coaldale
St. Mary	6-12	Taber
St. Michael's	Early Learning–12	Bow Island
St. Michael's	Early Learning–12	Pincher Creek
St. Patrick	Early Learning–5	Taber

URBAN SCHOOLS	GRADE CONFIGURATION	LOCATION
CARE Campus	7-9	Lethbridge
Catholic Central High (East and West Campuses)	10-12	Lethbridge
Children of St. Martha	Early Learning–6	Lethbridge
École St. Mary	Early Learning–6	Lethbridge
Father Leonard Van Tighem	7–9	Lethbridge
Our Lady of the Assumption	Early Learning–6	Lethbridge
St. Francis	7-9	Lethbridge
St. Kateri Elementary	Early Learning–6	Lethbridge
St. Patrick Fine Arts	K–6	Lethbridge
St. Paul	Early Learning–6	Lethbridge
St. Teresa of Calcutta	Early Learning–6	Lethbridge
Trinity E-Learning	10-12	Lethbridge

RESULTS ANALYSIS

The most recent Annual Education Assurance Measures Report (AERR - for 2024-25) can be found [here](#). This document, based on the [Board's priorities](#) that were identified in a Strategic Planning Session held in February of 2023, is used to support and provide rationale for the goals, outcomes and strategies and evaluate our progress in the Education Plan. During this process, the Ministry's [2023-2026 Business Plan](#) was extensively reviewed to ensure alignment between provincial and local priorities and outcomes. Specifically, the Holy Spirit Catholic School Division ensured that our priority of *First Nations Métis & Inuit Education for all* was at the forefront of our work.

STAKEHOLDER ENGAGEMENT

The Division has a budget committee made up of principals with representation from each of the differing school configurations, the Superintendent, and the Secretary Treasurer, recommendations from this committee were considered when preparing the budget. Consultation with parents, staff and community members was done via a Town Hall format. The initial presentation and questions were done via the Council of School Council Chairs meeting and opened to a south side, west side, and an online forum. Feedback from these town halls were compiled and considered when preparing the budget.

BUDGET

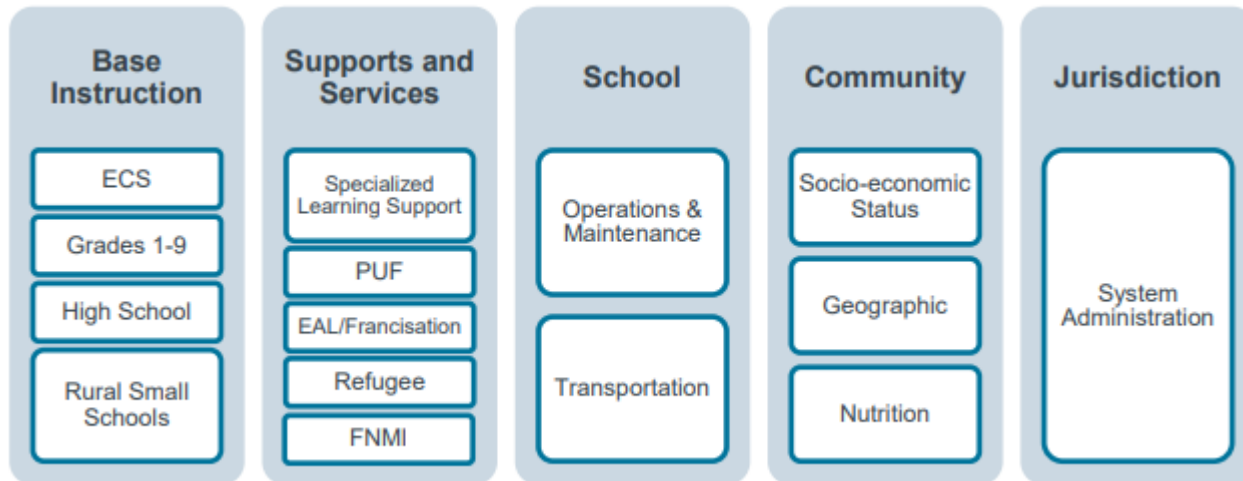
In alignment with the jurisdictional Education Plan, the link to the Board approved 2025/2026 Operating Budget can be found here *(to be linked once approved)*.

EXECUTIVE SUMMARY

The 2026/2027 operating budget has been developed within the guidelines of the *Funding Manual for School Authorities 2026/27 School Year*, produced by Alberta Education. Ignoring capital revenue, funding provided through the Alberta Education Funding Framework, accounts for 93% of the School Division's annual operating revenue. The Alberta Government's funding and assurance model was designed to provide flexible, stable, and predictable funding to enable local planning and decision-making. This approach to funding uses an Adjusted Enrolment Method (AEM) over two years to calculate funding. The premise is that it allows boards to plan and budget in advance, rather than waiting for student enrolment to be finalized on September 30 each year. The method however relies heavily on projected numbers. While it is beneficial to those divisions predicted to grow, it is largely based on predicted data. Over prediction of enrollment can lead to funds being clawed back. However, if underestimated, these funds are not available when required.

The School Division received a finalized funding profile and funding commitment letter from Alberta Education on May 13, 2026.

The following illustrates the different grants within the Funding Framework:



Alberta Education's funding commitment for 2026/2027 is \$66,425,896. Operational Funding for 2025/2026, adjusted for additional enrollment and the teacher salary settlement is \$63,158,642. Therefore, the overall increase in the funding framework of \$3,267,253 is 5.2%

Funding for 2026/2027 will not be sufficient to support current increases in costs including salary increases and grid movement for teachers and support staff, benefits costs, insurance, utilities, and other software licensing costs. The funding shortfall for 2026/2027 is \$1,112,859. This shortfall will be mitigated through the use of operating reserves.

MAINTENANCE RENEWAL EXPENDITURE PLAN AND CAPITAL PLAN

In the 2026-2027 provincial budget, the Infrastructure and Maintenance Renewal (IMR) Grant was discontinued, with some funding transferred to the Operations and Maintenance Grant. Consequently, our previous IMR Plan will be executed out of operational funding. The Capital Maintenance and Renewal (CMR) Plan will remain as the sole capital maintenance program. The [2024-2027 Three Year IMR and CMR Plan](#) is linked as shown, as is the division's [Capital Plan](#).

Strengthening Our Catholic Faith

- We foster a Catholic worldview of reflection, service and sacramentality.
- Our staff and students demonstrate knowledge of faith and commit to faith development.
- We create Communities of Accompaniment in our schools and school division.

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:16)

Belonging In Our Diverse Community

- We will assist students in navigating various pathways of support.
- We provide programming and support for student and staff well-being.
- We celebrate and respect all cultures and ethnicities in our schools.

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." (Jeremiah 29:11)

Living Truth and Reconciliation

- Our First Nations, Métis and Inuit students will continue to see increasing success rates.
- We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.
- We will deepen our understanding of our collective responsibilities as Treaty People.

"These are the things that you shall do: Speak the truth to one another, render in your gates judgments that are true and make for peace." (Zechariah 8:16)

Learning through Quality Teaching

- We prepare students for career pathways.
- All students demonstrate growth in literacy and numeracy.
- Schools reflect collaborative teaching and learning environments.

"May my teaching drop like the rain, my speech condense like the dew; like gentle rain on grass, like showers on new growth." (Deuteronomy 32:2)



Priority: Strengthening our Catholic Faith

Assurance Domain: Local and Social Context

Outcome

We foster a Catholic worldview of reflection, service and sacramentality

Outcome

Our staff and students demonstrate knowledge of faith and commit to faith development

Outcome

We create Communities of Accompaniment in our schools and school division

Strategies

- **Implement annual theme in [3 Year Faith Plan](#)** (2026-2027 will be a new cycle - Love God)
 - Enhance marks of a Catholic school's identity through calls to action
 - Continue to create resources that engage students, staff, and community in the faith plan
- **Fostering a Catholic worldview of reflection, service and sacramentality**
 - Retreats for school staff and students, principals/senior administrators, Board of Trustees
 - Liturgical celebrations in schools that coincide with liturgical calendar
 - Work with local parishes, Calgary Diocese, and provincial GrACE to build relationships with families and staff (meetings with clergy, faith formation, sacramental prep, Division newsletters, monthly prayer intentions, liturgies, etc.)
 - Continued advocacy for the value of publicly funded Catholic Education
- **Our staff and students demonstrate knowledge of faith and commit to faith development**
 - Ongoing faith formation for all staff - i.e., Spiritual Development Day, sessions at school PD Days, invitations to opportunities available at local level (offered by division, parishes, Martha Retreat Centre) and provincial level (SPICE/Blueprints, RMEC, Diocesan events, etc.)
 - Implementation of Grade 9 RE program Growing in Faith, Growing in Christ
 - Implementation of Grade 1 Christian Family Life Program Blessed & Beloved
 - Ongoing professional learning support for Growing in Faith, Growing in Christ and other resources
 - New Teacher Faith Formation Program (offered yearly to probationary teachers)
 - Catholic Leadership Program
 - Monthly Faith Formation sessions for LLT and DREC
- **We create Communities of Accompaniment in our schools and school division**
 - Focus on connecting the Catholic Social Teachings to various aspects of our schools
 - Providing continued support and implementation of the Pastoral Guide and LIFE Framework
 - Providing continued support of church initiatives around Truth and Reconciliation
 - Initial implementation of Bishop's Assurance/Review model

Measures

- Faith Plan Inventories and year-end summary surveys
- Number of retreat opportunities, celebrations, professional learning and faith development sessions provided
- Number of resources and materials created for use
- Surveys following faith formation events
- Schollie Survey for student, staff and community feedback
- Anecdotal / qualitative data (local narratives)

Priority: Learning through Quality Teaching

Assurance Domain: Learning Supports; Teaching and Leading; Student Growth and Achievement

Outcome	Outcome	Outcome
Schools reflect collaborative teaching and learning environments	All students demonstrate growth in literacy and numeracy	We prepare students for career pathways

Strategies

Schools that reflect collaborative teaching and learning environments.

- Learning Coach Program provides instructional coaching & mentorship elbow-to-elbow with teachers in the classroom
- Collaborative Response implementation in many of our schools
- Ongoing opportunities for teacher professional collaboration
 - Division and School Collaboration Days
 - Literacy Leads (grades 1-9)
 - Numeracy Leads (grades 1-9)
 - Curriculum implementation-focused learning opportunities (pedagogy, assessment practices and resource implementation)
- Learning Leadership Team models effective and engaging collaboration through monthly meetings and self-directed professional learning goals
- Division committees that provide opportunities for teachers to work together on a common focus (i.e., Music Teachers, Spaces Lead Teachers, Junior High Assessment, K&E resource development, etc.)
- Field testing of Junior High Curriculum (Social Studies, Mathematics, Physical Education and Wellness, Career Education and Financial Literacy)
- Divisional cohort focused on Artificial Intelligence
- Ongoing support of technology evergreening for student and staff devices, school-based technology (Vretta), and innovative practices at schools.

All students will demonstrate growth in literacy and numeracy.

- Learning Coach will continue to support teacher professional learning, planning and instruction in the areas of literacy and numeracy
- Elementary teachers will engage in ongoing professional learning and collaboration around the new curriculum and resources that have been purchased to support curriculum implementation
- Division-wide professional learning focused on high-quality assessment *for* learning
- Junior high teachers (sub-group) to prototype outcomes-based assessment & reporting in core subject areas
- Digital Portfolios will continue to promote student engagement, ownership of learning, and empower effective reflection to enhance student learning
- Ongoing partnership with Alberta Regional Professional Development Consortia to provide professional learning opportunities for teachers
- Collaboration between junior high and high school math teachers to map outcomes, develop a local screening assessment to assist with placement in high school math courses.
- Piloting of full-day, Monday to Thursday Kindergarten programming at four sites.

We prepare students for career pathways.

- Dual Credit learning opportunities offered through Olds College, Lethbridge Polytechnic, and the University of Lethbridge for all high school students
- Trades Pathways for high school students through our partnership with the Southern Alberta Collegiate Institute (SACI)
- Off-Campus learning opportunities for high school students to access multiple pathways to graduation and post-secondary education (Registered Apprenticeship Program, Work Experience, Green Certificate, Special Projects, etc.)
- Career-readiness and preparation opportunities provided to all high school students through our Career Practitioner, as well as collaboration with agencies, such as Career Transitions and Careers The Next Generation.
- Career exposure and exploration opportunities for students before high school (Locally organized Career Fairs, EPIC, STEAM days, partnerships with Lethbridge Polytechnic, Southern Alberta Collegiate Institute's E3 Programming)

Measures

- Early Years Assessment (EYE-TA)
- Early Learning Provincial Assessments (LeNS, CC3, Numeracy)
- Increase in student completion of dual credit opportunities
- Anecdotal / qualitative data (local narratives)
- Rates of teachers participating in voluntary collaborative Professional Learning opportunities offered throughout the district
- High School Completion Rate
- High School transition rate to post-secondary and/or the workplace
- Provincial Achievement Test & Diploma Exam Results
- Schollie Survey for student feedback

Priority: Living Truth and Reconciliation

Assurance Domain: Learning Supports; Teaching and Leading; Student Growth and Achievement

Outcome	Outcome	Outcome
Our First Nations, Métis and Inuit students will continue to see increasing success rates	We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past	We will deepen our understanding of our collective responsibilities as Treaty People

Strategies

- **Our First Nations, Métis and Inuit students will continue to see increasing success rates**
 - Team of First Nations, Métis and Inuit Facilitators providing support in schools
 - Support for schools in hosting events for families to learn together and celebrate First Nations, Métis and Inuit culture and traditions
 - Provide support for students and families at key transition points in learning, including transition gatherings and student leadership opportunities
 - Ongoing data analysis of standardized measures and tracking of student progress
 - Individualized interventions and supports for First Nations, Métis & Inuit students
- **We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past**
 - Continue to engage and build relationships with First Nations, Métis and Inuit Elders, parents, families, students, and communities, both on and off reserve
 - Enhancing opportunities for staff and students to connect with local Elders and knowledge keepers
 - Continue to nurture partnerships with organizations such as Blackfoot Confederacy, Changing Horses, Reconciliation Lethbridge, Blood Bus Co-op, University of Lethbridge, Lethbridge Polytechnic, Napi Friendship Association, Sik-Ooh-Kotoki Friendship Society, Eagle Spirit Nest Community Association and neighbouring First Nations school authorities
- **We will deepen our understanding of our collective responsibilities as Treaty People**
 - Continued cross-department collaboration in planning for and facilitating professional learning opportunities and access to resources
 - Professional learning opportunities for staff on First Nations, Métis and Inuit history, culture, and traditions, along with Indigenous pedagogies
 - Teacher collaboration to meaningfully infuse First Nations, Métis and Inuit culture, history, traditions, and worldview into curricular programming

Measures

- Schollie surveys
- Number of professional learning opportunities offered /attendance at professional learning opportunities
- Number of students and staff engaged in Elder visits and related opportunities
- Quantitative data (standardized and local measures)
- Anecdotal/qualitative data (local narratives)
- Running record of achievement data of First Nations, Métis & Inuit students
- Tracking programming choices of First Nations, Métis & Inuit students in High School (-1 & -2)

Priority: Belonging in our Diverse Community

Assurance Domain: Learning Supports; Teaching and Leading; Student Growth and Achievement; Governance

Outcome	Outcome	Outcome
We will assist students in navigating various pathways of support	We provide programming and support for student and staff well-being.	We celebrate and respect all cultures and ethnicities in our schools

Strategies

- **Assist students in navigating pathways of support**
 - Partnership with Southwest Collaborative Support Services and representation on the Mental Health subcommittee
 - Partnership with the University of Lethbridge Nursing and Addictions Counselling programs
 - Partnership with the University of Lethbridge and Building Brains Together on executive functioning programming
 - Continued focus on engaging and building relationships with community agencies (Alberta Addictions and Mental Health, Child and Family Services, Disability Services, Family Resource Networks, Lethbridge Family Services, and Youth Engagement Officers, Recovery Alberta, Primary Care) that provide opportunities and access to wraparound services for students and families
 - Monthly Inclusive Education Liaison Meetings, Wellness team and bi-weekly Support Services team meetings providing capacity building, resource sharing and community connection to assist with the Continuum of Support for students
 - Intervention Support Teacher continues to provide classroom modeling and support with Universal and Targeted intervention strategies, behavior and safety planning and collaboration to support program implementation
 - The Inclusive Education Lead Teacher works collaboratively with the site-based Inclusive Education Lead to support inclusive learning environments through the implementation of universal strategies, accommodations, and targeted support for students, while also providing division-side professional learning for teachers and educational assistants.
 - Family School Liaison Counselors, Family First Facilitators and Family Enhancement Facilitators engage families/students in accessing support and reduce barriers to, through and from community supports
- **Provide programming and support for student and staff well-being**
 - Permeation and cultivation of our Catholic faith as it is foundational to all that we do
 - Research based universal programming around Mental Health promotion and prevention in our Pre-K to grade 12 schools
 - Ongoing school and divisional capacity building focused on mental health promotion and prevention
 - Universal mental health promotion and prevention supports provided by the Mental Health Capacity Building (MHCB) Team
 - Ongoing professional learning opportunities, training, and certification (Violence Threat/ Risk Assessment (VTRA), Supporting Individuals with Valued Attachment (SIVA), Go-to Educator, Mental Health Literacy Program, Brain Certification, First Aid for Holy Spirit employees, and Community Conference Facilitator professional development focused on restoration in regards to attendance and relationships.
- **Celebrate and respect all cultures and ethnicities in our school**
 - English as an Additional Language programming to support divisional students
 - Division wide professional learning opportunities and resources sharing focused on supporting English as an Additional Language Learner
 - Teacher collaboration to meaningfully infuse multicultural ways of knowing, being and doing into programming and support
 - French Immersion and French as a Second Language instruction provide opportunities for students to learn more about French-Canadian culture and become proficient with the French language

Measures

- Schollie Survey
- A number of research-based programs delivered by the MHCB team
- Number of schools offering French as a Second Language
- Enrolment data for French Immersion
- Quarterly review of metrics, indicators, and data collection of Family First Facilitator Program
- Trend data and analysis from FSLC
- Number of wellness events shared and provided with divisional staff and students
- Number of professional learning opportunities & mental health and wellness development sessions provided
- Anecdotal / qualitative data (local narratives)

ACTION NO: B.2

May 27, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Operating Budget 2026/2027

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Attached for Board review is the Operating Budget for the 2026/2027 school year.

RECOMMENDATION

That the Board of Trustees approves Holy Spirit Catholic School Division's Operating Budget for 2026/2027;

AND FURTHER, authorizes the submission of the Operating Budget for the 2026/2027 school year to Alberta Education.



Holy Spirit
CATHOLIC SCHOOL DIVISION

OPERATING BUDGET

2026 - 2027

September 1, 2026 – August 31, 2027

Draft

Prepared by:
Amanda Lindemann, CPA, CA, CSBO, SFO
Secretary Treasurer

This Page Left Intentionally Blank

Draft

Table of Contents

Executive Summary.....	1
Education Planning & Board Strategic Priorities.....	3
Key Priorities and Goals: 2023 - 2026	4
2026/2027 Operating Budget Highlights.....	5
Government of Alberta Funding Framework Revenue Assumptions.....	5
Sources of Revenue	5
Budgeted Revenue	6
Enrolment.....	6
2026/2027 Enrolment Projection	7
Enrolment by School.....	8
Enrolment Projections.....	9
Budgeted Schedule of Program Operations.....	10
Expenses by Object.....	11
School Site Budgets.....	12
Allocation of Resources to Schools.....	13
Centrally Managed Instruction Budgets	14
Religious Education.....	14
First Nations, Métis, and Inuit Education.....	14
Learning Services.....	15
Support Services.....	17
Common School Instructional Support Costs.....	22
Technology	23
Plant Operations and Maintenance	24
Capital and Debt Services	25
Transportation.....	26
Board Governance and System Administration	26
Staffing.....	27
Variation in Number of Teacher Staff.....	28
Number of Certificated Staff to Students	29

Operating Reserves..... 30
Capital Reserves and Board Funded Capital Expenditures..... 31
Asset Retirement Obligations..... 32
Detailed Budgets 33
Individual School Budgets.....69

Draft

Executive Summary

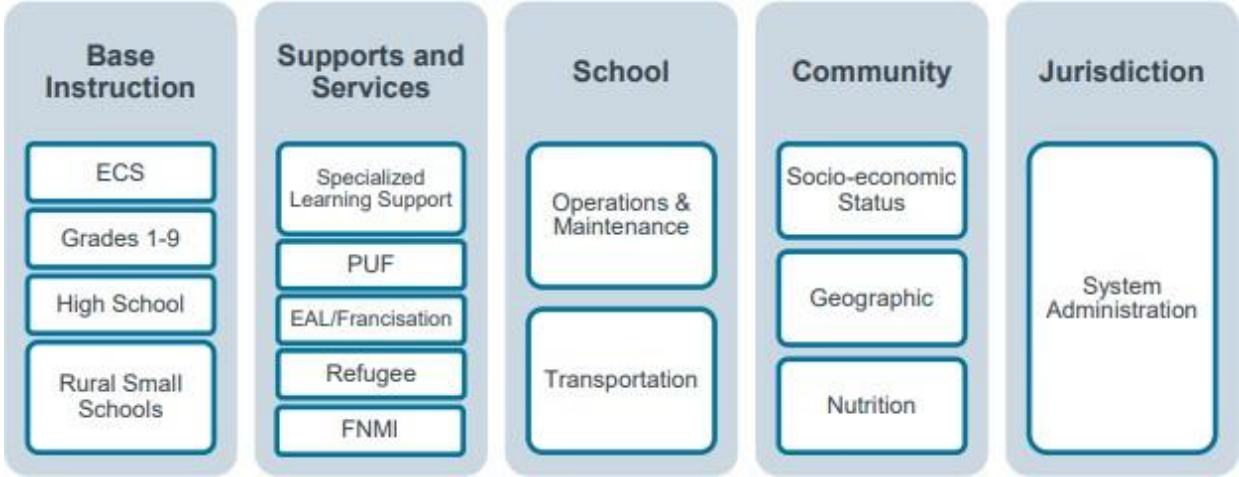
In developing the divisional operating budget, Senior Administrators and Principals were guided by the following core commitments that describe the value of stewardship within our school division:

- “We respect and protect God’s creation.”
- “We ensure that our resources and efforts best serve the educational needs of all our students.”
- “We are accountable to our supporters and will operate in a fiscally responsible manner.”
- “We ensure that decisions are both fact and policy driven.”
- “We support and provide processes which promote fair and objective decision-making through a Catholic perspective.”
- “We are open and transparent.”

The 2026/2027 operating budget has been developed within the guidelines of the Funding Manual for School Authorities 2026/27 School Year, produced by Alberta Education. Ignoring capital revenue, funding provided through the Alberta Education Funding Framework accounts for 93% of the school division’s annual operating revenue. The Alberta Government’s funding and assurance model was designed to provide flexible, stable, and predictable funding to enable local planning and decision-making. This approach to funding uses an Adjusted Enrolment Method (AEM) utilizing enrolment over two school years to calculate funding. The premise is that it allows boards to plan and budget in advance, rather than waiting for student enrolment to be finalized on September 30 each year. The disadvantage to this is that divisions with growing enrolment do not receive the funding until after the growth is realized. Furthermore, if enrolments are less than estimated, funding is clawed back.

The School Division received a finalized funding profile and funding commitment letter from Alberta Education on May 13, 2026

The following illustrates the different grants within the Funding Framework:



Alberta Education's funding commitment for 2026/2027 is \$66,425,896. Operational Funding for 2025/2026, adjusted for additional enrolment was \$63,158,642. Therefore, the overall increase in the funding framework of \$3,267,253 is 5.2%.

Funding for 2026/2027 will not be sufficient to support current increases in costs including salary increases and grid movement for teachers and support staff, benefits costs, supplies, and other software licensing costs. The funding shortfall for 2026/2027 is approximately \$1,112,859. This shortfall will be mitigated using operating reserves.

"While we are utilizing significant funds for 2026, the Board maintains a reserve balance of 1,097,218 for future contingencies"



Education Planning & Board Strategic Priorities

Strategic priorities and areas of focus must be established prior to the budget process. This practice ensures that the Board develops a budget that reflects these strategic priorities and areas of focus. It is assumed and further regulated by the Education Act, that the Board operates in a fiscally responsible manner and therefore, an accumulated operating deficit is prohibited.

In February 2023, the Board and Executive Team—informed by Alberta Education’s Business Plan—established a four-year framework. This plan was built on feedback from parents, staff, and trustees to ensure our budget reflects the community’s heart.

As we enter the final year of this plan, our funding is precisely targeted toward our four core priorities:

- Strengthening our Catholic Faith: Deepening spiritual development across all schools.
- Living Truth and Reconciliation: Active commitment to healing and education.
- Belonging in our Diverse Community: Fostering inclusive environments where every student thrives.
- Learning Through Quality Teaching: Investing in the instructional excellence that drives student achievement.



Key Priorities and Goals: 2023 - 2026

Strengthening Our Catholic Faith

- We foster a Catholic worldview of reflection, service and sacramentality.
- Our staff and students demonstrate knowledge of faith and commit to faith development.
- We create Communities of Accompaniment in our schools and school division.

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:16)

Living Truth and Reconciliation

- Our First Nations, Metis and Inuit students will continue to see increasing success rates.
- We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.
- We will deepen our understanding of our collective responsibilities as Treaty People.

"These are the things that you shall do: Speak the truth to one another, render in your gates judgments that are true and make for peace." (Zechariah 8:16)

Belonging In Our Diverse Community

- We will assist students in navigating various pathways of support.
- We provide programming and support for student and staff well-being.
- We celebrate and respect all cultures and ethnicities in our schools.

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you faith and hope." (Jeremiah 29:11)

Learning Through Quality Teaching

- We prepare students for career pathways.
- All students demonstrate growth in literacy and numeracy.

Schools reflect collaborative teaching and learning environments.

"May my teaching drop like the rain, my speech condense like the dew; like gentle rain on grass, like showers on new growth." (Deuteronomy 32:2)



2026/2027 Operating Budget Highlights

Government of Alberta Funding Framework Revenue Assumptions

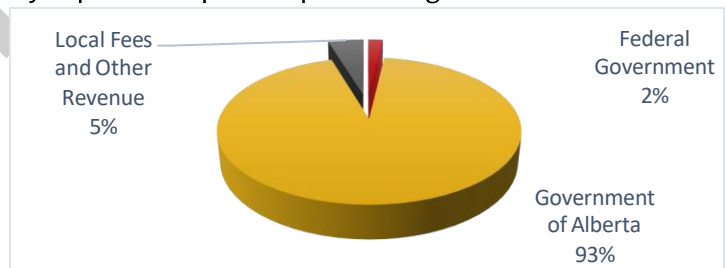
One of the goals of Alberta Education’s Funding and Assurance Model is to provide predictable funding. For 2026/2027 Alberta Education and Childcare announced the following changes to provincial grant rates:

- Base Instruction Grants: 3%
- Program Unit Funding (PUF), Moderate Language Delay, English as an Additional Language: 6%
- Specialized Learning Supports: 3%
- School Technology Grant: 3%
- Student Transportation: 3%
- Operations and Maintenance: 5 %, (IMR program has been cancelled)
- System Administration: (-5%)

A separate grant is provided to pay for the teacher salary settlement. It should be noted that this grant provided for increases to 2025/26 wages. Base instruction grants are to be utilized to cover the 2026/2027 increases. This settlement grant does not cover grid movement.

Sources of Revenue

The Holy Spirit Catholic School Division is economically dependent upon the provincial government for its revenues. This is illustrated in the chart to the right. Ninety-three percent (93%) of revenue comes from the provincial government. Federal Government funding, at 2% of total revenue, includes tuition fees charged for federally funded First Nations students who live on reserves and attend school in either Pincher Creek or Lethbridge. Local fees and other revenue, which make up 5% of total revenue, consist of Early Learning Program fees, transportation fees, school fees, interest revenue, facility rental revenue, and other school generated funds. The budget for local fees and revenues also reflects estimates for donations and school-based fundraising activities. These estimates are based on current fundraising projects as well as historical data. As illustrated on the following page, overall revenue for 2026/2027 will increase by \$5,589,554 or 7.64% from the prior year budget, however, this does not account for in year funding adjustments via Alberta Education and Childcare. (i.e., salary settlements, grants, and enrollment adjustments).



Budgeted Revenue

Revenue Category	Budget 2026/2027	Budget 2025/2026	Change	% change
Alberta Education and Alberta Infrastructure	\$ 73,200,448	\$ 67,264,430	\$ 5,936,018	8.82%
Other - Government of Alberta	378,204	328,579	49,625	15.10%
Federal Government and First Nations	1,506,601	1,506,601	0	0.00%
Fees	2,544,464	2,354,561	189,903	8.07%
Sales of Services and Products	195,000	557,600	(362,600)	-65.03%
Investment Income	265,000	380,000	(115,000)	-30.26%
Gifts and Donations	198,750	198,750	0	0.00%
Rental of Facilities	20,000	75,000	(55,000)	-73.33%
Fundraising	250,000	250,000	0	0.00%
Other Revenue	183,703	237,095	(53,392)	-22.52%
TOTAL REVENUES	\$ 78,742,170	\$ 73,152,616	\$ 5,589,554	7.64%

Enrolment

Student enrolment is the primary driver of funding for the school division. The Adjusted Enrolment Method uses two years of enrolment data to determine funding rates. While this provides funding certainty and allows for earlier planning, the effect of increased enrolment on funding is delayed with the formula. The AEM is calculated as follows:

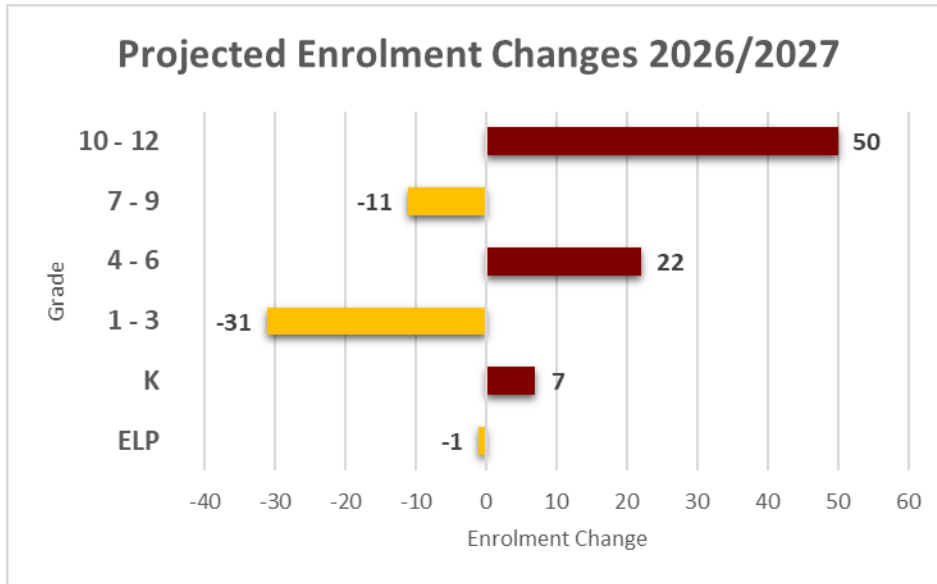
School Year	Enrolment Count (FTE)	Weighted Factor
2025/2026	Estimate	30%
2026/2027	Projection	70%

Estimates for the 2026/2027 enrolment were made in the first week of January and submitted to Alberta Education. The deadline for this submission is early as it is before registration for the new year has opened. Enrolment is predicted using demographic data and principal estimates.



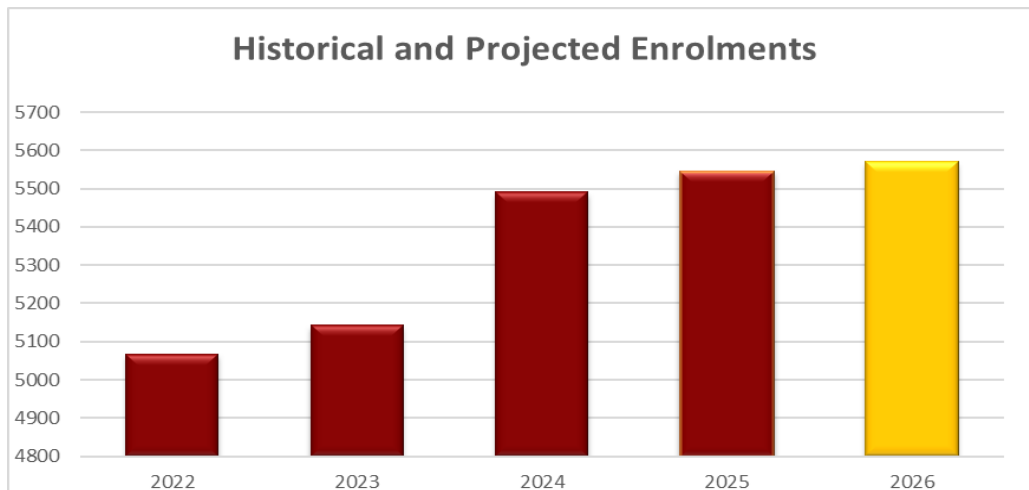
2026/2027 Enrolment Projection

Including our funded Early Learning Program children, the school division is expecting 5,576 [2025 – 5,540] students in September 2026. This is a predicted increase of 36 students or 0.65%. The chart below illustrates the increases or decreases at each division level.



Enrolment Projections

Enrolment has shown continual growth, and as such we have reflected this in our projections for the 2026/2027 school year. Enrolment variations are expected to be uneven, particularly in West Lethbridge. St. Kateri Elementary School, located in the Piers subdivision is expected to open in January 2027, in which there were significant boundary changes to accommodate. We also adjusted boundaries for the rest of the schools but their changes were not as significant.



Enrolment by School

School	Budget 30-Sep-26		Actual 30-Sep-25		Headcount Change	Headcount % Change
	Headcount	FTE	Headcount	FTE		
CARE	11.00	10.00	10.00	10.00	1.00	9.09%
Catholic Central High	1,050.00	1,033.00	1,002.00	1,006.00	48.00	4.57%
Ecole St. Mary	456.00	399.00	427.00	395.00	29.00	6.36%
Father Leonard Van Tighem	383.00	655.00	685.00	661.00	(302.00)	-78.85%
Our Lady of The Assumption	193.00	181.00	193.00	182.00	0.00	0.00%
St. Catherine	176.00	166.00	178.00	165.50	(2.00)	-1.14%
St. Francis Junior High	711.00	704.00	711.00	711.00	0.00	0.00%
St. Joseph	302.00	298.50	302.00	281.00	0.00	0.00%
St. Mary - Taber	170.00	195.00	171.00	171.00	(1.00)	-0.59%
St. Michael's - Bow Island	39.00	42.00	41.00	39.00	(2.00)	-5.13%
St. Michael's - Pincher Creek	314.00	294.50	323.00	302.50	(9.00)	-2.87%
St. Patrick Fine Arts	387.00	282.00	295.00	277.00	92.00	23.77%
St. Patrick -Taber	193.00	166.50	194.00	171.50	(1.00)	-0.52%
St. Paul	369.00	291.00	320.00	296.00	49.00	13.28%
St. Teresa of Calcutta	339.00	378.50	412.00	380.00	(73.00)	-21.53%
The Children of St. Martha	261.00	204.00	224.00	208.00	37.00	14.18%
St. Kateri	171.00		-	-	171.00	100.00%
Trinity Learning Centre	51.00	51.00	52.00	52.00	(1.00)	-1.96%
	5,576.00	5,351.00	5,540.00	5,308.50	36.00	0.65%

The above enrolment represents provincially and federally funded students. We also anticipate an additional 132 fee-paying Early Learning Program children. Total enrolment is therefore expected to be 5,708 [2025/2026 – 5,692].

Budgeted Schedule of Program Operations

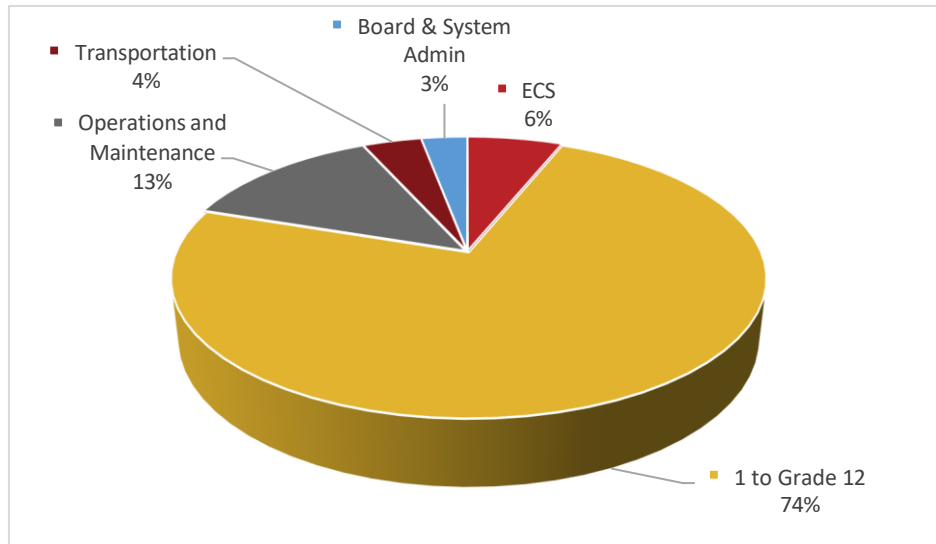
BUDGETED SCHEDULE OF PROGRAM OPERATIONS For the Year Ending August 31

REVENUES	Budget 2026/2027							Budget 2025/2026
	Instruction		Operations and	Transportation	System Administration	External Services	TOTAL	TOTAL
	ECS	Grade 1 to 12	Maintenance					
(1) Alberta Education	\$ 4,752,485	\$ 46,062,369	\$ 6,042,807	\$ 3,048,812	\$ 2,394,142	\$ -	\$ 62,300,615	\$ 56,448,730
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 3,633,207	\$ -	\$ -	\$ -	\$ 3,633,207	\$ 3,915,700
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ 378,204	\$ -	\$ -	\$ -	\$ -	\$ 378,204	\$ 328,579
(5) Federal Government and First Nations	\$ -	\$ 1,506,601	\$ -	\$ -	\$ -	\$ -	\$ 1,506,601	\$ 1,506,601
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities - special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ 7,266,626	\$ -	\$ -	\$ -	\$ -	\$ 7,266,626	\$ 6,900,000
(10) Fees	\$ -	\$ 2,544,464	\$ -	\$ -	\$ -	\$ -	\$ 2,544,464	\$ 2,354,561
(11) Sales of services and products	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,000	\$ 557,600
(12) Investment income	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ 380,000
(13) Gifts and donations	\$ -	\$ 198,750	\$ -	\$ -	\$ -	\$ -	\$ 198,750	\$ 198,750
(14) Rental of facilities	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 75,000
(15) Fundraising	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ -	\$ 183,703	\$ -	\$ -	\$ -	\$ -	\$ 183,703	\$ 237,095
(18) TOTAL REVENUES	\$ 4,947,485	\$ 58,655,717	\$ 9,696,014	\$ 3,048,812	\$ 2,394,142	\$ -	\$ 78,742,170	\$ 73,152,616
EXPENSES								
(19) Certificated salaries	\$ 2,032,981	\$ 32,394,081			\$ 382,952	\$ -	\$ 34,810,014	\$ 30,778,035
(20) Certificated benefits	\$ 345,819	\$ 8,237,159			\$ 88,079	\$ -	\$ 8,671,057	\$ 7,842,840
(21) Non-certificated salaries and wages	\$ 1,687,299	\$ 8,653,581	\$ 2,398,712	\$ 128,271	\$ 996,066	\$ -	\$ 13,869,929	\$ 12,610,225
(22) Non-certificated benefits	\$ 631,793	\$ 3,111,612	\$ 701,150	\$ 36,981	\$ 291,181	\$ -	\$ 4,832,717	\$ 4,414,797
(23) SUB - TOTAL	\$ 4,757,892	\$ 52,402,433	\$ 3,099,862	\$ 165,252	\$ 1,758,278	\$ -	\$ 62,183,717	\$ 55,645,897
(24) Services, contracts and supplies	\$ 189,593	\$ 7,341,143	\$ 2,962,945	\$ 2,883,560	\$ 633,864	\$ -	\$ 14,011,105	\$ 13,748,653
(25) Amortization of supported tangible capital assets	\$ -	\$ -	\$ 3,633,207	\$ -	\$ -	\$ -	\$ 3,633,207	\$ 3,915,700
(26) Amortization of unsupported tangible capital assets	\$ -	\$ -	\$ 820,568	\$ -	\$ -	\$ -	\$ 820,568	\$ 753,317
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 84,717	\$ -	\$ -	\$ -	\$ 84,717	\$ 83,145
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(32) Other interest and finance charges	\$ -	\$ 25,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 27,000	\$ 27,000
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 4,947,485	\$ 59,768,576	\$ 10,601,299	\$ 3,048,812	\$ 2,394,142	\$ -	\$ 80,760,314	\$ 74,173,712
(36) OPERATING SURPLUS (DEFICIT)	\$ -	\$ (1,112,859)	\$ (905,285)	\$ -	\$ -	\$ -	\$ (2,018,144)	\$ (1,021,096)

Amortization of assets has no effect on accumulated operating reserves. While you see it reflected on the previous page, ignoring those figures, the operating deficit is \$1,112,859 [2025/2026 \$184,634].

Expenditures

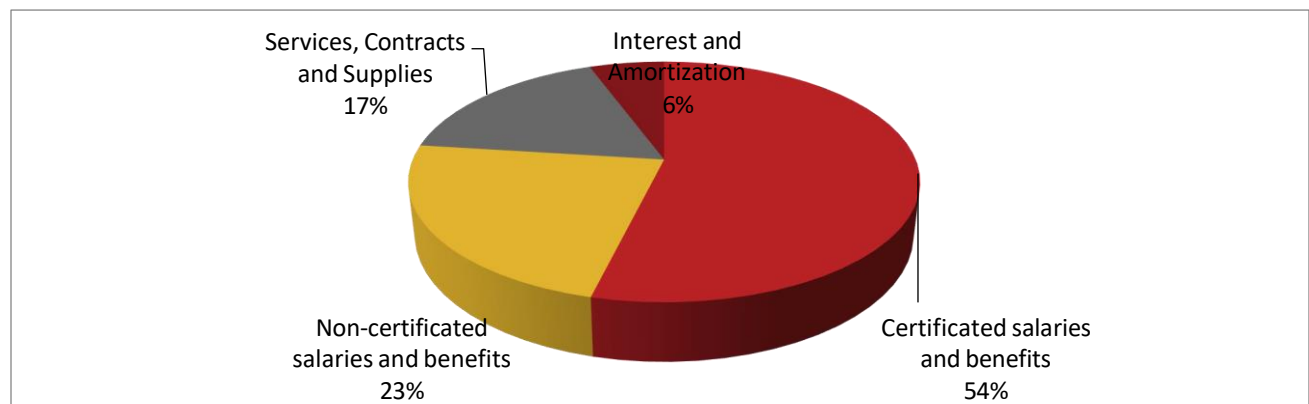
The chart illustrates budgeted expenditures in each area.



Expenses by Object

In 2026/2027, the school division will spend 77.00% [Budget 2025/2026 – 75.02%] of its operating expenditures on salaries and benefits for both certificated and non-certificated staff.

Object	Budget 2026/2027	Budget 2025/2026	Variance	% change
Certificated salaries and benefits	\$ 43,481,071 53.84%	\$ 38,620,875 52.07%	4,860,196	12.58%
Non-certificated salaries and benefits	18,702,646 23.16%	17,025,022 22.95%	1,677,624	9.85%
Services, Contracts and Supplies	14,011,105 17.35%	13,748,653 18.54%	262,452	1.91%
Interest and Amortization	4,565,492 5.65%	4,779,162 6.44%	(213,670)	-4.47%
Total	\$ 80,760,314 100.00%	\$ 74,173,712 100.00%	6,586,602	8.88%

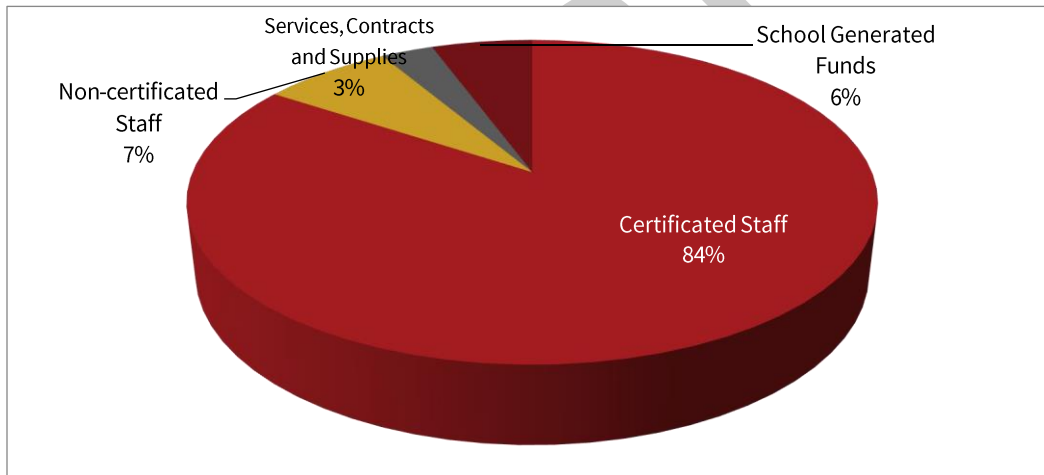


School Site Budgets

Salaries and benefits continue to be the single largest expenditure of the school division. At the school level salaries and benefits amount to 91.3% [90.83% 2025/2026] of basic programming expenditures.

	Budget 2026/2027		Budget 2025/2026		Variance	% Var
Certificated Staff	\$36,053,957	84.61%	\$32,694,930	83.73%	\$3,359,027	10.27%
Non-certificated Staff	2,849,330	6.69%	2,771,847	7.10%	77,483	2.80%
Services, Contracts and Supplies	1,180,980	2.77%	1,162,776	2.98%	18,204	1.57%
School Generated Funds	2,525,882	5.93%	2,418,057	6.19%	107,825	4.46%
	<u>\$42,610,149</u>	<u>100.00%</u>	<u>\$39,047,610</u>	<u>100.00%</u>	<u>\$ 3,562,539</u>	<u>9.12%</u>

As illustrated below, activities for which school generated funds are collected make up a significant portion of school-based expenditures.



Note: With the exception of our CARE Program, Education Assistants do not form part of individual school budgets. Non-certificated staff costs in schools consist of administrative assistants, administrative support, and library clerks.

Allocation of Resources to Schools

Each school receives funding allocations based on the individual needs of the school and its students. In keeping with the Board's priority to prepare students for a changing future, every effort is made to provide funds to schools that will allow staff to meet the diverse learning needs of each student. Teaching staff allocations are made in collaboration with the Deputy Superintendent. The following are specific allocations that are made to each school:

Allocation	Intent
School Administration	This funds administrators' allowances and office support staff, including administrative assistants, administrative support, and library clerks.
Teacher	Full-time equivalents are allocated based on number of students, programs, class sizes, complexities, etc.
Substitute Teachers	This funds the cost of substitutes for teachers who are away.
Resources	This funds the cost of school initiated professional development, contracted and general services, and instructional materials.
School Generated Funds	This consists of fees charged for extra-curricular activities, field trips, activities, and fees for optional courses, as well as donations, and fundraising. All funds that are raised at the school are returned to the school.



Centrally Managed Instruction Budgets

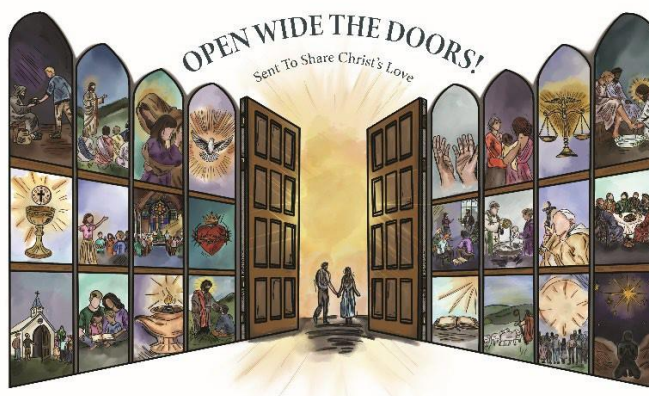
Many instructional budgets are centrally managed. Services in these budgets are directly related to the activities in schools. Each of these budgets will be addressed below.

Religious Education

Religious education and faith formation of staff and students are an essential and integral part of the life of our school division. An important aspect of fostering a strong Catholic identity in our schools is the ongoing development of the relationship with our parishes and broader Catholic community. The Associate Superintendent of Learning's participation in Pastoral Zone meetings, Diocesan committees, the Council of Catholic School Superintendents of Alberta (CCSSA), and the Religious Education Network (REN) is supported in this budget. As well, the ongoing development of Catholic leadership capacity within our school division is guided through the Division Religious Education Committee (DREC). Associate Principals take on key roles to provide Catholic leadership in each of their schools and work to enhance the Catholic identity in their school community.

The budget provides support for teachers and support staff to attend SPICE and/or Blueprints. The budget also supports a faith formation program for new teachers, and a Catholic leadership program for new and aspiring administrators. In addition, the Division Opening Mass, the annual Spiritual Development Day for all staff, retreats for administrators, and staff/student retreats in individual schools are funded through this budget. In-servicing for teachers in approved resources for their grade levels is supported in this budget, as are ongoing licensing costs for digital access to resources for students, parents, teachers, and parishes. Licensing for digital faith formation as well as Music (required for liturgical celebrations) is also supported.

Our work is guided by a three-year faith plan and this budget supports the development of resources to assist schools in implementing the calls to action of the faith plan each year. Under the direction and implementation of the Associate Superintendent of Learning, all these activities are integral to the growth of our Catholic learning communities and serve to develop our Catholic identity as guided by our three-year Faith Plan.



First Nations, Métis, and Inuit Education

12.2% of the student population of the Holy Spirit Catholic School Division self-declares as First Nations, Métis, or Inuit. Of these, approximately 115 students live on-reserve, and 584 students live off-reserve. Current division and provincial data indicate that we continue to make good gains in the success of our First Nations, Métis, and Inuit student population. In order to continue to serve our students this budget serves to address our goal of ensuring First Nations, Métis, and Inuit student success within a learning environment that respects and values the history, culture, and contributions of our Indigenous peoples.

Through the leadership of the Associate Superintendent of Learning, students and staff will be supported by the work of the Division Principal of First Nations, Métis, and Inuit Education. This budget also includes 1.5 FTE Grad Coaches, and 7 First Nations, Métis, and Inuit Facilitators who provide ongoing support in schools. They work directly with First Nations, Métis, and Inuit students and families by helping to facilitate the implementation of necessary supports to ensure student success. They also enhance teacher capacity as they help classroom teachers include First Nations, Métis, and Inuit content and perspectives across the curriculum for the benefit of all students.

This budget will continue to support educators in their professional learning and collaborative work to build capacity, engage learners, and create paths for success. Significant work has been done in this area to support administrators and teachers to be successful in meeting the professional quality standards. This budget also supports teachers in permeating their curricular content with First Nations, Métis and Inuit history, culture, traditions, and worldview. Cultural events such as Family Gatherings and Feather Blessings are sponsored as they are embedded in the culture of the Holy Spirit Catholic School Division. This budget also supports Elder visits for our schools, student leadership and transition gatherings, and Division First Nations, Métis, and Inuit Awards. The Wisdom and Visioning Circle will continue to be supported to have Elders provide perspective and insight to Senior Administration and the Board as we work collaboratively to ensure the success of our First Nations, Métis, and Inuit students.



Learning Services

The Learning Services Department provides divisional support to schools in the areas of curriculum, instruction, assessment, professional learning, and educational technology. This budget supports

professional development and collaboration for staff through divisional professional development and collaboration, grade level and/or subject area meetings for teachers, and other lead teacher sessions.

During the 2025/2026 school year, teachers were provided a variety of opportunities to collaborate. Meetings were held throughout the year to support K-6 teachers with new curriculum implementation, as well as planning for field testing of new curriculum for 2026/2027. We were also able to support many teachers in attending professional learning sessions which directly supported their own professional development goals. Session topics included (but were not limited to) Literacy, Numeracy, Career Education, Spaces Digital Portfolios, Junior High subject area meetings, Artificial Intelligence, and Music Instruction.

During the 2026/2027 school year, Learning Services will continue to support teacher collaboration and growth in teaching for conceptual understanding in preparation for the full implementation of the new K-6 social curriculum, as well as field testing in grade 7-9 math, social studies, career education and financial literacy, and physical education and wellness. To support ongoing collaboration and planning, regular grade level and subject area meetings will be hosted throughout the school year. The implementation of numeracy and literacy leads for elementary schools is also planned. Our Career Education task force and Junior High assessment cohort committee will continue. Professional learning for our administrators will continue around instructional leadership to support all learners.



We will continue to support instruction informed by provincial Assessments for Literacy and Numeracy. Focusing on the data that is provided to us by our common assessments and how it can be used to inform instruction will again be a priority for the year. Our Learning Coach and Early Literacy Intervention Support Teacher will work closely with teachers in planning and implementing excellent research-based practices that meet the diverse needs of all learners. Our Learning Coach will analyze division learning data to ensure that students are progressing appropriately with their learning.

Our Off-Campus Program, which includes the Off-Campus Coordinator and Career Practitioner, continues to open new pathways for student success. In addition to the Work Experience, Registered Apprenticeship Program and the Green Certificate Program, students in Holy Spirit will have the opportunity to enroll in dual credit courses through both Lethbridge Polytechnic, Olds College, and the University of Lethbridge. Some of these courses are offered asynchronously online, allowing students from all four of our high schools to participate.

Further, we still have some remaining funds from the Dual Credit Start Up Grant which will be used to support new dual credit opportunities in the Veterinary Technician program, and we continue to look

for additional grants to expand our robust and sustainable dual credit program within the school division.

French Language Project

Federal funding allocations for each Alberta school authority from the Official Languages in Education Protocol notes that Holy Spirit will receive approximately \$89k for French Immersion and FSL Programs for the 2026/2027 school year. The funding is based on student enrollment in French programs and as a result, most of the funding is allocated to French Immersion. We will continue to meet with French Immersion administrators to discuss needs. Holy Spirit must submit a commitment form to the Official Languages Department by the end of June which will detail how the funds will be spent. We have also applied to receive funding for a French Language Assistant through the Odyssey Program.

International Education

The Holy Spirit International Student Program will cease formal operations for the 2026/2027 school year. We will continue to accept students who are attending our schools through third party exchanges or family connections only.

Support Services

Support Services provides multi-faceted divisional support to schools. The majority of this budget is dedicated to human resource personnel such as Educational Assistants that work within schools to support student learning. The 2026/2027 school year will include approximately 140.83 FTE Education Assistants, as well as a multi-disciplinary team consisting of Speech Language Pathologists, Intervention Support, Home Visitation Facilitators, and a Family Enhancement Facilitator who are all supported through this budget.

All students will require varying levels of individual support throughout their learning journey. For some students, support is episodic and typically addressed through the school-based learning team. Some learners require extraordinary support throughout their years in schools. The Support Services budget provides school based and divisional support for students with exceptional learning needs in the least restrictive and most inclusive educational setting.

Teacher capacity to provide universal and targeted support that benefits all students in their classes is growing. While teacher capacity is growing, so too is the diversity, complexity, and variety of student needs. We also provide a meaningful inclusive experience for students with highly complex needs. In addition to allocation of Education Assistants the Support Services Budget provides divisional educational specialization to support schools. Division supports include:

English as an Additional Language

Holy Spirit Catholic Schools continue to experience growing numbers of students with a wide variety of English Language proficiency and requiring support with learning the English language. Many students enter our schools with no prior exposure to or instruction in the English language.

Supports in the 2026/27 school year for English as an Additional Language (EAL) learners, in conjunction with the Director of Support Services, are a Coordinator, 2 English as an Additional Language teachers, and Educational Assistants. Support for EAL learners include intake meetings for families new to Canada, language assessments, support in completing EAL benchmarking, professional learning for teachers and support staff as well as representing Holy Spirit Catholic Schools on local and provincial committees that focus on the needs of our newcomers.



30.23% (1736) [2025/2026 - 29.5% (1621)] of students within the Holy Spirit Catholic School division identify as English as an Additional Language Learners. 844 students are Canadian born and 876 students were born outside Canada. In order to meet the substantial divisional needs of our English Language Learners, we have kept our EAL teams in place. The team will offer many different kinds of programming and frequent face to face support in order to assist English as an Additional Language (EAL) Learners with the opportunity to develop English skills while also advancing academically.

Intervention Support Teacher

The 1.0 FTE Intervention Support Teacher Specialist works collaboratively with teachers and school teams to identify, understand, and plan for students with complex learning and behavioural needs across the division. This role supports the development and implementation of individualized student plans, including Individualized Support Plans (ISPs), Behaviour Support Plans (BSPs), and Safety Plans, while also providing classroom-based consultation, student observations, and Level B assessments with accompanying summary reports to help inform programming and interventions. In addition, the Intervention Support Teacher Specialist manages divisional support resources, assists school staff in accessing or creating specialized materials for students, and serves as part of the Divisional Complexity Committee in support of school-based Complexity Teams across five schools. The role also provides mentorship and coaching for Inclusive Education Leads (IELs), teachers, and support staff, while delivering targeted professional learning aligned with divisional priorities and identified school needs.

Family Enhancement Facilitator

At times families require extensive support navigating systems outside of education. The Family Enhancement Facilitator works divisionally with families to connect them with any external support that could help the family to stabilize and move toward better functioning. The Family Enhancement Facilitator works with families to build capacity, enhance stability through wraparound services, and then provides a warm transfer of trust back to the school-based supports. Attendance and participation in monthly professional case consultations provides a collaborative approach with Family School Liaison Counsellors and community agencies.

Southwest Collaborative Support Services

Southwest Collaborative Support Services was launched in 2020 out of the ashes of the Regional Collaborative Service Delivery. In the southwest region, six divisional and core ministry partnerships are committed to continuing to address the needs of children/youth and families with the resources available. Holy Spirit collaborates with 6 neighboring school divisions to procure occupational therapy and physical therapy support for our students. This collaboration also provides us with access to support for students with vision and hearing impairments as well as for students with complex communication needs.

Early Learning

The foundation of learning begins in the early years and continues throughout life. Positive experiences set the trajectory for success in school, health and wellness. Early Learning Programs are designed to meet the developmental needs of three and four-year-old children and are offered in urban and rural elementary schools in the division. The Early Learning Lead Teachers plan, coordinate and direct programming for all children in the Early Learning Programs and support the Program Leaders in their daily work. For children to be able to work together, solve problems, manage information, and think critically they must have the foundational skills of self-regulation and social skills. Play-based experiences designed to enrich the natural curiosity of young children are intended to provide the foundations that children require for seamless entry to kindergarten. Children requiring targeted support due to mild to moderate delays receive programs within the Early Learning Program setting. Targeted programming is provided under the supervision of the multidisciplinary team. This program is supported financially through grant revenue related to Early Learning. Children not receiving Alberta Education funding pay a yearly fee divided across the 10 months of programming provided.



Extension of the Early Learning Team

The Early Learning Team provides support to Early Learning and Kindergarten children and as a result of a 2020/2021 mandate change with Alberta Health Services, the team is also responsible for speech and language therapy in addition to providing support for teachers and families to children who qualify from Grades 1 through 12. The budget for the 2026/27 school year will support an Early Learning Team consisting of 3.5 FTE Speech Language Pathologists, 2.0 FTE Early Learning Family Facilitators, 2.0 FTE Early Learning Lead Teachers, and a Supervisor of Early Learning.

Program Unit Funding

Young children come to early learning programs with a great variety of skills, talents, and support needs. Alberta Education provides resources to school divisions for the delivery of programs and services for children identified with severe program needs. Within the Alberta Education Funding Framework, children may qualify for two years of early intervention prior to their Kindergarten year.

This has a direct impact on how support will be provided within the early years. The school division will continue to use the resources provided by Program Unit Funding (PUF) to provide individualized early intervention for children with varying support needs. These supports are best provided in play-based, developmentally appropriate programs with peers and adults. This budget supports Program Leaders and Early Learning Educational Assistants.

2025-2026 Program Support Summary

During the 2025-2026 school year, the Early Learning Centre team and in-room staff supported 146 funded students in Early Learning, including those with mild to severe developmental delays and English as an Additional Language (EAL) learners. Additionally, the Early Learning Centre Team supported 57 Kindergarten students qualifying for PUF programming, distinct from the broader cohort of students also receiving Mild/Moderate or EAL support under the direction of classroom teachers.

Increasing understanding of mental health as well as creating a supportive culture that promotes help seeking behavior will improve students' ability to actively engage in their educational journey. As children are embedded in a world of adults, it is imperative that adults embrace this opportunity to positively contribute to overall health and wellbeing for students. The Support Services Department provides the following expertise and targeted supports:

Family School Liaison Counsellors

The Family School Liaison Counselling Program plays an important role in strengthening the connection between home, school, and community supports to promote student success and well-being. Through a comprehensive approach that includes counselling, prevention and educational programming, community liaison, and crisis intervention, the program supports students and families across Holy Spirit Catholic School Division.



Within the 2026/27 budget, 9.8 FTE Family School Liaison Counsellors will work collaboratively with students, families, school teams, and community agencies to address social and emotional needs, strengthen family supports, and connect families with appropriate community services and resources. The program also contributes to school-wide prevention initiatives, classroom presentations, threat assessment and post-crisis response teams, and collaborative planning alongside divisional support staff and community partners. Through these efforts, the program helps foster safe, caring, and supportive learning environments where students and families can thrive.

Family First Facilitators

The school division has long recognized the importance of parents as the first and most important educator of children. We also recognize that families require support and guidance as they raise healthy, resilient children to be the citizens of tomorrow. Using the foundation of brain science and

protective factors that strengthen families, Family First Facilitators provide programming to build resilient families, ensure all have access to basic needs and are meaningfully included in our communities. This program is supported through a Family and Community Support Services (FCSS) grant from the City of Lethbridge and currently serves the school communities of École St. Mary School and Children of St. Martha School.

Mental Health Capacity Building

Mental and emotional wellness can be developed and nurtured through promotion and prevention efforts. Mental Health Capacity Building/Family First Facilitators work within schools to provide universal strategies that introduce and apply mental health wellness concepts that children, youth and families can adopt and integrate into daily routines and activities. Adoption of these wellness strategies contribute to overall increase in mental wellness and quality of life as well as a decrease in stigma associated with seeking help when struggling with maintaining mental health.

Common School Instructional Support Costs

The Common School Instructional Support budget is comprised of costs that are common to all schools. These costs are pooled and paid centrally. The costs in this budget include extended sick and maternity leaves for certificated and non-certificated staff, support staff professional development, as well as the annual cost of the Teachers' Professional Development Fund. The budget for dues and fees includes annual software and membership subscriptions such as: digital content providers, video and music rights, student information software, student reporting software, and library software. This budget also includes the cost of accounting staff who provide direct support to schools in the management of their school budgets and school generated funds.

Technology

The budget allocation for the Technology Department comes from instruction grants. Technology evergreening to the schools is administered centrally. In 2026/2027 we will continue to support schools by purchasing devices as part of our Technology Evergreening Plan. Operational funds have been set aside so that devices can be replaced on a continual basis. This coming year, we will transition our staff devices to a lease program, to predict cash flow and allow us to continually refresh our devices on a 5-year cycle.



Plant Operations and Maintenance

Provincial funding for Plant Operations and Maintenance for 2026/2027 will increase by 14% over the prior year. This will result in a \$841,882 increase to \$6,497,485 [2025/2026 - \$5,655,603]. Funding comes

from the Operations and Maintenance Grant, as part of the school division's operational funding for the year. Additional funding for this budget will come from facility rental income.

In prior years an allocation for Infrastructure, Maintenance, and Renewal (IMR) was also included in this budget. This program has been cancelled, and funds are allocated as part of the Plant, Operations and Maintenance funding. IMR Funding for 2025/2026 was \$697,002. As noted above, the increase to our funding does cover what we would have received for IMR. Maintenance and renewal of our facilities will continue but will be addressed as part of the Operations and Maintenance budget. Each year our Director of Facilities, meets with schools to review and prioritize maintenance and renewal needs. To reduce the cost of projects, the school division undertakes a significant amount of work using its own personnel. The school division will continue to receive Capital Maintenance and Renewal Funding of \$966,347 [2025/2026 -\$906,000] in 2026/2027. Due to the capital nature of this funding, it does not appear in the operating budget.

Capital and Debt Services

The Capital and Debt Services budget is comprised of allocations associated with supported capital assets such as buildings, as well as principal and interest payments of unsupported capital debt. Currently, the school division has no unsupported debt.

Ordinarily, the Capital and Debt Services budget also includes an allocation that allows for the transfer of funds to capital reserves for the eventual replacement of unsupported capital assets. This would include assets such as technology infrastructure, maintenance vehicles, other equipment, and photocopiers. As assets are depreciated, funds need to be set aside for the replacement of those assets at the end of their useful lives. Due to a planned shortfall in funding, there will not be a budgeted allocation for this year. However, should surplus funds become available at the end of the year, a transfer may be made to capital reserves.

Transfers to capital reserves for the staff technology evergreening plan and student technology evergreening plan appear in the Technology Budget. We have opted to lease our staff machines and thus costs have been included in the operational budget for the lease payments. As we have accrued and earmarked funds in prior years, we have opted not to transfer funds for this current year due to our expected shortfall.

Transportation

The Alberta Government finalized its new funding model for transportation that adjusted walk limits for students in the prior year. Transportation is provided for elementary students who reside 1.6 km away from their designated school, and for Junior and Senior High students 2.0 km or greater.

As a result of boundary reconfigurations, Holy Spirit will transport grade 6 students to their grandfathered school for the 2026/2027 school year. Transportation is not provided for students attending school outside of their boundaries.

Transportation funding is a targeted grant that must be used for the purpose it is allocated and cannot be transferred to support other program areas. The Fuel Price Contingency program will continue. Its purpose is to offset high fuel costs and is calculated monthly.

Estimated funding for transportation increased 3.93% for 2026/2027 to \$3,048,812 [2025/2026 \$2,912,976]. Funding is based on the prior year eligible riders. This funding is estimated and will be adjusted once the transportation grant is submitted in November.

Board Governance and System Administration

The System Administration Grant is targeted funding to cover governance and school division central administration costs. This grant has seen a reduction of -5%. For 2026/2027 funding is \$2,394,142 [2025/2026- \$2,473,386]. This is 2.96% of total operating expenses.

Board Governance relates to the work of the elected Board of Trustees, the corporate body responsible for all the activities of the division. Reasonable cost estimates to include in this area would be all payments anticipated to be made for or on behalf of the Board for such things as meetings, honoraria, travel, ASBA and ACSTA membership fees, legal expenses, etc.

System Administration encompasses the overall management of administration and educational leadership of the division at the system or central office level; primarily the responsibility of the offices of the Superintendent of Schools, Secretary Treasurer, Deputy Superintendent, and related non-certificated staff. Allocations in this area include all operational costs associated with the running of the school division's central office, including those related to business administration, financial operations, risk management, insurance, human resources, and planning of the school system at the system level.

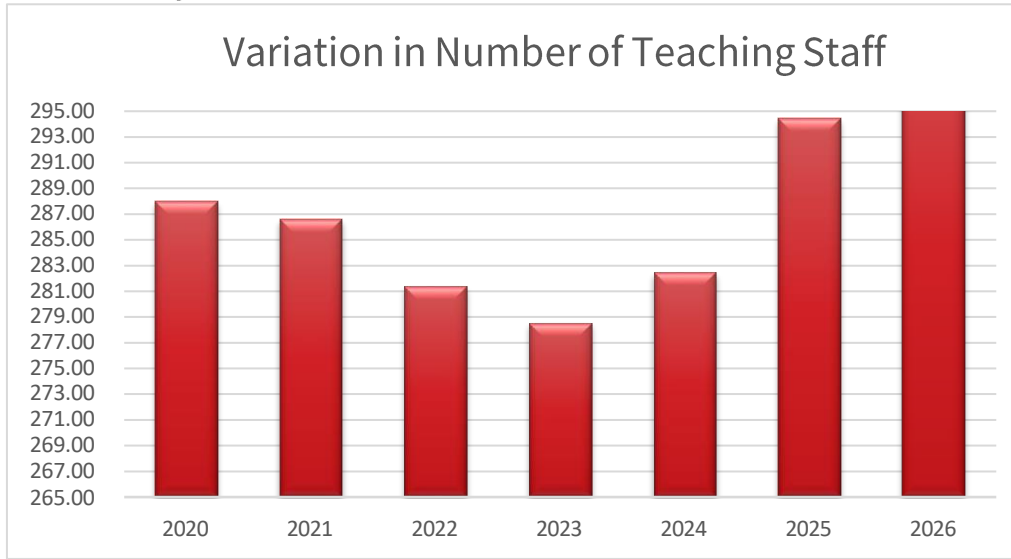
Staffing

To reduce class size, address complexities, provide literacy numeracy supports via a full day kindergarten for our young learners, and the addition of a new elementary school our teaching staff has increased by approx. 9 FTE. Non-certificated staff will be increased by 15 FTE. While we are thankful to be able to provide additional supports to the classrooms, the inability to increase staff in line with increased complexity in the classrooms is a direct result of insufficient funding increases to cover the cost of increasing wages and benefits. Please note that the complexity teams that offer 5 teachers and 10 EA to 5 of our schools are funded through a targeted grant and not part of this budget.

	<u>Budget</u> <u>2026/2027</u>	<u>Actual</u> <u>2025/2026</u>	<u>Actual</u> <u>2024/2025</u>	<u>Actual</u> <u>2023/2024</u>	<u>Actual</u> <u>2022/2023</u>
Certificated Staff					
School Based	296.70	287.76	275.46	269.56	272.35
Non-School Based	7.00	7.00	7.00	9.00	9.00
Total Certificate Staff	303.70	294.76	282.46	278.56	281.35
Percentage change	6.99%	5.50%	1.38%	-1.00%	-1.85%
Non-certificated Staff					
Instructional - Education Assistants	140.83	129.04	126.54	125.61	128.56
Instructional - Other non-certificated	83.02	80.52	79.10	79.10	82.50
Plant Operations & Maintenance	36.50	35.50	34.35	34.35	33.85
Transportation	1.00	1.00	1.00	1.00	0.40
Administration	9.80	9.80	9.80	9.80	10.00
Total non-certificated Staff FTE	271.15	255.86	250.79	249.86	255.31
Percentage change	7.85%	100.00%	0.37%	-2.18%	0.53%
Total Staff	574.85	550.62	533.25	528.42	536.66

Variation in Number of Teacher Staff

The following charts illustrates the variation in the certificated staff over the last 7 years.



Number of Certificated Staff to Students

Enrolment is presented as headcount and includes funded early learning program children to Grade 12 but excludes tuition paying children and students. This however, only calculates total students, to certificated staff. It does not accurately represent classroom sizes in all schools. For example, rural areas tend to have lower teacher to student ratios, and reduce the average class size for our division overall.

Sept 30	Certificated staff	Head Count Enrolment	Certificated staff to students
2019	284.00	5,122.00	18.04
2020	288.00	5,003.00	17.37
2021	286.55	4,961.00	17.31
2022	281.35	5,067.00	18.01
2023	278.56	5,317.00	19.09
2024	282.46	5,491.00	19.44
2025	294.46	5,667.00	19.25
2026	303.70	5,713.00	18.81

Operating Reserves

Alberta Education has established indicators of financial health to assist school divisions in monitoring their operations. The short-term indicators include a strong budget process that allows a Board to determine and prioritize its needs, set clear budget assumptions, and ensure the fiscal plan is realistic and balanced. The Board of Trustees of the Holy Spirit Catholic School Division has always firmly believed in spending today's dollars on today's students. However, the Board also believes in the importance of establishing operating and capital reserves.

Operating reserves for the year ending August 31, 2025, were \$3,827,774 [2024 - \$2,978,936]. This includes \$854,281 [2024 - \$796,085] that is directly attributable to and restricted for activities generated by our schools. The adjusted operating reserve balance on August 31, 2025 was therefore \$2,973,493.

Alberta Education has mandated minimum and maximum operating reserve balances. The minimum reserve balance will be 1% and the maximum operating reserve balance will be 6%. Using our 2025 Audited Financial Statements, this means the school division's minimum reserve balance is approximately \$700,000 and maximum reserve balance is approximately \$4,223,471. Since the minimum and maximum reserve balances are based on annual expenditures, the minimum and maximum reserve balances on August 31, 2026 are estimated to be \$740,000 and \$4,450,423 respectively.

To mitigate the impact of rising costs, complexities and support our students, \$1,112,859 will be transferred from operating reserves to cover the shortfall.

	Balance 31-Aug-25	Estimated Use of/additions to Reserves 2025/2026	Proposed Transfers to Instruction 2025/2026	Proposed Budget 2026/2027	Estimated Balance 31-Aug-26
Instruction	\$ 1,311,987	\$ 200,000	\$ -	\$ (1,112,859)	\$ 399,128
Plant Operations and Maintenance	1,505,693	-	-	-	1,505,693
Transportation	-		\$ -	-	-
Administration	155,813	(155,813)	-		-
	\$ 2,973,493	\$ 44,187	\$ -	\$ (1,112,859)	\$ 1,904,821
School Generated Funds	854,281	-	-		854,281
Total	\$ 3,827,774	\$ 44,187	\$ -	\$ (1,112,859)	\$ 2,759,102

Capital Reserves and Board Funded Capital Expenditures

The following are capital requirements identified for the 2026/2027 fiscal year:

Maintenance Department	Board & System Administration	Support Services	Technology	Instruction
<ul style="list-style-type: none"> Nothing for this year 	<ul style="list-style-type: none"> Division car to reduce the cost of mileage Exterior cladding on Early Learning Building Lift removal and ramp installation at Early Learning Building 	<ul style="list-style-type: none"> Nothing for this year 	<ul style="list-style-type: none"> Student Technology Evergreening Technology vehicle replacement 	<ul style="list-style-type: none"> Furniture and Equipment Replacement Fund

The estimated total cost of these capital purchases is \$545,000 as follows:

Board and System Administration	\$100,000
Technology	\$290,000
Instruction	\$150,000
	\$540,000

This will have an impact on our capital reserve balance:

Estimated Balance Aug 2026	2,618,139.00
Capital Expenditures	(540,000.00)
Net transfers to capital reserves	-
Balance August 2026	2,078,139.00

Asset Retirement Obligations

School jurisdictions were required to adopt the Public Sector Accounting Standard (PSAS) PS 3280 – Asset Retirement Obligations (ARO) effective September 1, 2022. An asset retirement obligation is a liability set up in accounting records to recognize the cost to remediate, or abate hazardous materials such as asbestos, lead paint, and vermiculite. Without actually performing the work, it is difficult to know what exists and the costs associated with remediating such materials. We do know that materials used to build schools prior to 1996 most likely contained some form of hazardous material that will need to be abated once disturbed. Through extensive work, Holy Spirit Catholic School Division estimated its asset retirement obligation to be \$4.3 million. The value of this liability to August 31, 2025 was approximately \$1.3 million. The remainder will be amortized over the next 16 years at a rate of approximately \$84,717 per year. This will have no effect on the school division’s operating or capital reserves, but rather will affect the investment in capital assets.



Detailed Budgets

Draft

Budget Report

Holy Spirit Roman Catholic Separate School Division
2026-2027 Budget

Holy Spirit Roman Catholic Separate School Division

Revenue and Allocations to Budget Center

Base Instruction	2026-2027 Budget	2025-2026 Budget
Base Instruction Funding - ECS	\$1,567,070	\$1,678,297
Base Instruction Funding 1 - 9	\$25,199,540	\$24,445,867
Base Instruction Funding 10 -12	\$9,066,392	\$8,594,548
Rural Small Schools Funding	\$501,682	\$487,069
Outreach Program Revenue	\$154,500	\$150,000
2019-2020 Transition Grant One-Time	\$0	\$766
Total Base Instruction	\$36,489,184	\$35,356,547
% of Revenue and Allocations to Budget Center	46%	48%

Services & Supports	2026-2027 Budget	2025-2026 Budget
Program Unit Funding	\$1,763,598	\$1,690,704
Moderate Language Delay Grant (Pre-K & SLS K)	\$121,382	\$109,292
Specialized Learning Supports	\$4,976,227	\$4,709,697
First Nations, Metis and Inuit Education	\$936,921	\$905,422
ESL Funding	\$1,786,859	\$1,351,878
Refugee Student Funding	\$731,843	\$499,562
Classroom Complexity	\$359,786	\$361,821
Total Services & Supports	\$10,676,616	\$9,628,376
% of Revenue and Allocations to Budget Center	13%	13%

Schools	2026-2027 Budget	2025-2026 Budget
Operations & Maintenance Grant	\$6,497,485	\$5,655,603
Supernet	\$304,715	\$295,840
Transportation Grant	\$3,048,812	\$2,912,976
Infrastructure Maintenance and Renewal Funding	\$0	\$697,002
Mental Health in Schools	\$207,198	
Total Schools	\$10,058,210	\$9,561,421
% of Revenue and Allocations to Budget Center	13%	13%

Community Funding	2026-2027 Budget	2025-2026 Budget
Socio-Economic Status	\$1,010,816	\$1,013,555
Geographic Funding	\$850,299	\$864,991
School Nutrition Program Funding	\$554,091	\$306,448
Total Community Funding	\$2,415,206	\$2,184,994
% of Revenue and Allocations to Budget Center	3%	3%

Jurisdiction Funding	2026-2027 Budget	2025-2026 Budget
System Administration Funding	\$2,394,142	\$2,473,386
Teacher Agreement Funding	\$3,689,205	\$1,049,590
Total Jurisdiction Funding	\$6,083,347	\$3,522,976
% of Revenue and Allocations to Budget Center	8%	5%

Other Provincial Priority Targeted Funding	2026-2027 Budget	2025-2026 Budget

Other Provincial Priority Targeted Funding	2026-2027 Budget	2025-2026 Budget
Class Size Reduction Grant	\$405,000	
New Curriculum Implementation Funding	\$492,262	\$138,500
City of Lethbridge Grant	\$183,703	\$144,467
Dual Credit Start Up Grant	\$0	\$8,500
Total Other Provincial Priority Targeted Funding	\$1,080,965	\$291,467
% of Revenue and Allocations to Budget Center	1%	0%

Other Provincial Support Funding	2026-2027 Budget	2025-2026 Budget
Mental Health Capacity Grant	\$338,204	\$328,579
Pincher Creek Family Support Revenue	\$40,000	\$0
Teachers Retirement Fund Revenue	\$2,815,000	\$2,815,000
Total Other Provincial Support Funding	\$3,193,204	\$3,143,579
% of Revenue and Allocations to Budget Center	4%	4%

Federal Funding	2026-2027 Budget	2025-2026 Budget
French Language Project	\$132,416	\$132,416
First Nations Federal Tuition	\$1,506,601	\$1,506,601
Total FTE First Nations Enrolment	127 students	127 students
Federal First Nations Tuition Rate	\$11,863.00	\$11,863.00
Total Federal Funding	\$1,639,017	\$1,639,017
% of Revenue and Allocations to Budget Center	2%	2%

Capital Block	2026-2027 Budget	2025-2026 Budget
Amortization of Capital Allocation	\$3,633,207	\$3,915,700
Capital Interest	\$0	\$92,628
Total Capital Block	\$3,633,207	\$4,008,328
% of Revenue and Allocations to Budget Center	5%	5%

Local Revenues & Fees	2026-2027 Budget	2025-2026 Budget
Pre-K Tuition	\$195,000	\$210,000
Facility Rentals	\$20,000	\$75,000
Interest Revenue	\$265,000	\$380,000
International Student Fees	\$0	\$347,600
School Based Course Materials Fees	\$445,510	\$385,254
Total Local Revenues & Fees	\$925,510	\$1,397,854
% of Revenue and Allocations to Budget Center	1%	2%

School Generated Funds	2026-2027 Budget	2025-2026 Budget
Gifts and Donations	\$198,750	\$198,750
Fees	\$2,098,954	\$1,969,307
Fundraising	\$250,000	\$250,000
Total School Generated Funds	\$2,547,704	\$2,418,057
% of Revenue and Allocations to Budget Center	3%	3%

Previous Year	2026-2027 Budget	2025-2026 Budget
Surplus Deficit Carryforward	\$1,112,859	\$184,634
Surplus/Deficit Carryforward	\$1,112,859	\$184,634
Total Previous Year	\$1,112,859	\$184,634
% of Revenue and Allocations to Budget Center	1%	0%

Total Revenue and Allocations to Budget Center	\$79,855,029	\$73,337,250
---	---------------------	---------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$39,333,268	\$34,562,284
% of Expenditures	49%	47%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$18,567,291	\$16,890,972
% of Expenditures	23%	23%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$4,283,158	\$4,227,149
% of Expenditures	5%	6%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$19,000	\$18,900
Bank Charges	\$27,000	\$27,000
Blueprints / Spice	\$10,203	\$9,730
Board Meeting Lunches	\$2,500	\$500
Board Retreat / Str. Plan	\$693	\$500
Car Allowance	\$100,670	\$100,170
Community Staff Relations	\$59,693	\$63,195
Cultural Activities	\$22,314	\$30,980
Curriculum Development	\$181,010	\$81,500
Dual Credit Startup Expenses	\$0	\$8,750
Dues and Fees	\$882,037	\$754,767
External Committees	\$0	\$5,040
Homestay Fees	\$0	\$123,600
Insurance Premiums	\$480,000	\$625,625
Legal	\$32,584	\$23,350
Meetings	\$5,000	\$500
Postage	\$19,075	\$19,100
Printing / Binding	\$151,990	\$157,350
Professional and Technical Fees	\$231,082	\$223,116
Professional Development	\$450,245	\$424,545
Purchased Service	\$451,895	\$533,530
Rentals	\$500	\$500
Repairs and Maintenance	\$310,000	\$310,000
Staff Appreciation	\$8,539	\$7,738
Supernet Access	\$195,840	\$195,840
Telephone	\$89,156	\$88,856
Transport	\$2,830,210	\$2,745,529
Transportation	\$6,302	\$5,302
Travel	\$135,351	\$153,750
Rural School Admin Travel	\$20,556	\$20,556
Rural School Travel Allocation	\$20,556	\$20,556
Election Costs	\$0	\$35,000
IMR expenditures	\$525,000	\$522,002
Health and Safety Coordinator Expenses	\$2,000	\$2,000
Total Contracted / General Services	\$7,250,445	\$7,318,821

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
% of Expenditures	9%	10%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$123,913	\$119,660
Classroom resource to Support Curriculum	\$7,083	\$5,683
FNMI programming	\$1,000	\$1,000
Instruction - Supplies	\$310,270	\$349,194
Instructional Resources	\$445,510	\$385,254
School Based Course Material Fees Allocation	\$445,510	\$385,254
Media Library Books	\$7,251	\$6,201
Media Periodical / Print Material	\$150	\$3,150
School Nutrition Program Expense	\$554,091	\$306,448
School Nutrition Program Allocation	\$554,091	\$306,448
Supplies	\$1,123,419	\$816,390
Technology Expenses	\$5,993	\$3,993
Textbooks	\$31,525	\$30,544
Equipment and Furniture	\$121,250	\$128,250
School Generated Funds Expense	\$2,547,704	\$2,418,057
School Generated Funds Allocation	\$2,547,704	\$2,418,057
Total Supplies	\$5,279,159	\$4,573,824
% of Expenditures	7%	6%

Utilities	2026-2027 Budget	2025-2026 Budget
Electricity	\$1,001,000	\$1,141,000
Gas	\$328,500	\$328,500
Water, Sewer and Garbage	\$179,000	\$179,000
Total Utilities	\$1,508,500	\$1,648,500
% of Expenditures	2%	2%

Transfers	2026-2027 Budget	2025-2026 Budget
Transfer to / from Capital	\$0	\$200,000
Total Transfers	\$0	\$200,000
% of Expenditures	0%	0%

Capital and Debt Services	2026-2027 Budget	2025-2026 Budget
Amortization of Capital Assets Expense	\$3,633,207	\$3,915,700
Total Capital and Debt Services	\$3,633,207	\$3,915,700
% of Expenditures	5%	5%

Total Expenditures	\$79,855,029	\$73,337,250
---------------------------	---------------------	---------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$79,855,029	\$73,337,250
Total Expenditures	\$79,855,029	\$73,337,250
Variance	\$0	\$0

Common School Instruction Support Costs

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Teachers Retirement Fund Allocation	\$2,815,000	\$2,815,000
Teachers Retirement Fund Revenue	\$2,815,000	\$2,815,000
System Instructional Support Allocation	\$540,278	\$1,286,888
Capital Interest Allocation	\$0	\$92,628
Capital Interest	\$0	\$92,628
Total Site Allocation	\$3,355,278	\$4,194,516
% of Revenue and Allocations to Budget Center	75%	96%

Previous Year	2026-2027 Budget	2025-2026 Budget
Surplus/Deficit Carryforward	\$1,112,859	\$184,634
Total Previous Year	\$1,112,859	\$184,634
% of Revenue and Allocations to Budget Center	25%	4%

Total Revenue and Allocations to Budget Center	\$4,468,137	\$4,379,150
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$31,300	\$92,629
% of Expenditures	1%	2%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$112,108	\$93,562
% of Expenditures	3%	2%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$3,180,000	\$3,180,000
% of Expenditures	71%	73%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$15,500	\$15,500
Bank Charges	\$25,000	\$25,000
Dues and Fees	\$742,187	\$615,417
Meetings	\$5,000	\$0
Postage	\$15,000	\$15,000
Professional Development	\$256,000	\$256,000
Travel	\$1,750	\$1,750
Total Contracted / General Services	\$1,060,437	\$928,667
% of Expenditures	24%	21%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$8,292	\$8,292
Equipment and Furniture	\$76,000	\$76,000
Total Supplies	\$84,292	\$84,292
% of Expenditures	2%	2%

Total Expenditures	\$4,468,137	\$4,379,150
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$4,468,137	\$4,379,150
Total Expenditures	\$4,468,137	\$4,379,150
Variance	\$0	\$0

Technology (Network Operations)

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Supernet Allocation	\$304,715	\$295,840
Technology Program Allocation	\$538,955	\$925,383
Total Site Allocation	\$843,670	\$1,221,223
% of Revenue and Allocations to Budget Center	65%	93%

Transfers	2026-2027 Budget	2025-2026 Budget
Transfer from O & M	\$454,678	\$87,779
Transfer from O&M to Tech	\$454,678	\$87,779
Total Transfers	\$454,678	\$87,779
% of Revenue and Allocations to Budget Center	35%	7%

Total Revenue and Allocations to Budget Center	\$1,298,348	\$1,309,002
---	--------------------	--------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$604,582	\$612,353
% of Expenditures	47%	47%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$11,200	\$11,200
Professional Development	\$8,000	\$8,000
Supernet Access	\$195,840	\$195,840
Telephone	\$2,100	\$2,100
Travel	\$4,000	\$4,000
Total Contracted / General Services	\$221,140	\$221,140
% of Expenditures	17%	17%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,000	\$5,000
Supplies	\$467,626	\$270,509
Total Supplies	\$472,626	\$275,509
% of Expenditures	36%	21%

Transfers	2026-2027 Budget	2025-2026 Budget
Transfer to / from Capital	\$0	\$200,000
Total Transfers	\$0	\$200,000
% of Expenditures	0%	15%

Total Expenditures	\$1,298,348	\$1,309,002
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,298,348	\$1,309,002
Total Expenditures	\$1,298,348	\$1,309,002
Variance	\$0	\$0

Early Learning Program

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Pre-K Tuition Allocation	\$195,000	\$210,000
ELP Allocation Factor	1.00 factor	1.00 factor
Pre-K Tuition	\$195,000	\$210,000
Moderate Language Delay (Pre-K, SLS K) Allocation	\$121,382	\$109,292
Moderate Language Delay Grant (Pre-K & SLS K)	\$121,382	\$109,292
System Instructional Support Allocation	\$3,431	\$0
ECS Regular Allocation	\$446,352	\$377,430
ECS Regular Allocation Rate	\$3,282.00	\$3,282.00
ECS Enrolment	136 students	115 students
Total Site Allocation	\$766,165	\$696,722
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$766,165	\$696,722
---	------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$748,808	\$669,365
% of Expenditures	98%	96%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Purchased Service	\$8,357	\$18,357
Total Contracted / General Services	\$8,357	\$18,357
% of Expenditures	1%	3%

Supplies	2026-2027 Budget	2025-2026 Budget
Supplies	\$9,000	\$9,000
Total Supplies	\$9,000	\$9,000
% of Expenditures	1%	1%

Total Expenditures	\$766,165	\$696,722
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$766,165	\$696,722
Total Expenditures	\$766,165	\$696,722
Variance	\$0	\$0

English as a Second Language

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
ESL Allocation	\$675,117	\$630,154
Total Site Allocation	\$675,117	\$630,154
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$675,117	\$630,154
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$267,224	\$253,323
% of Expenditures	40%	40%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$373,848	\$342,786
% of Expenditures	55%	54%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$8,610	\$8,610
% of Expenditures	1%	1%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$3,750	\$3,750
Community Staff Relations	\$2,000	\$2,000
Professional Development	\$2,000	\$2,000
Purchased Service	\$4,000	\$4,000
Telephone	\$2,000	\$2,000
Travel	\$5,500	\$5,500
Total Contracted / General Services	\$19,250	\$19,250
% of Expenditures	3%	3%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$3,185	\$3,185
Supplies	\$3,000	\$3,000
Total Supplies	\$6,185	\$6,185
% of Expenditures	1%	1%

Total Expenditures	\$675,117	\$630,154
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$675,117	\$630,154
Total Expenditures	\$675,117	\$630,154
Variance	\$0	\$0

Family School Liaison Counsellors

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Inclusive Education Allocation	\$828,675	\$904,614
Student Health Initiative Allocation	\$40,000	\$0
SHIP Factor	0.746 Factor	0.746 Factor
Barons-Eureka Health Unit Revenue	\$0	\$0
Pincher Creek Family Support Revenue	\$40,000	\$0
Regional Collaborative Service Delivery Funding	\$0	\$0
Total Site Allocation	\$868,675	\$904,614
% of Revenue and Allocations to Budget Center	81%	100%

Schools	2026-2027 Budget	2025-2026 Budget
Mental Health in Schools	\$207,198	
Total Schools	\$207,198	
% of Revenue and Allocations to Budget Center	19%	

Total Revenue and Allocations to Budget Center	\$1,075,873	\$904,614
---	--------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$1,033,473	\$867,614
% of Expenditures	96%	96%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$15,000	\$13,000
Dues and Fees	\$2,500	\$2,000
Professional Development	\$20,000	\$18,000
Telephone	\$4,400	\$3,500
Total Contracted / General Services	\$41,900	\$36,500
% of Expenditures	4%	4%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$200	\$200
Supplies	\$300	\$300
Total Supplies	\$500	\$500
% of Expenditures	0%	0%

Total Expenditures	\$1,075,873	\$904,614
---------------------------	--------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,075,873	\$904,614
Total Expenditures	\$1,075,873	\$904,614
Variance	\$0	\$0

Mental Health Capacity Building

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Mental Health Capacity Grant Allocation	\$338,204	\$328,579
Mental Health Capacity Grant	\$338,204	\$328,579
Total Site Allocation	\$338,204	\$328,579
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$338,204	\$328,579
---	------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$267,862	\$258,237
% of Expenditures	79%	79%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Purchased Service	\$70,342	\$70,342
Total Contracted / General Services	\$70,342	\$70,342
% of Expenditures	21%	21%

Total Expenditures	\$338,204	\$328,579
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$338,204	\$328,579
Total Expenditures	\$338,204	\$328,579
Variance	\$0	\$0

Program Unit Funding

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
ECS PUF Allocation	\$1,591,620	\$1,463,170
Total Site Allocation	\$1,591,620	\$1,463,170
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,591,620	\$1,463,170
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$250,399	\$224,316
% of Expenditures	16%	15%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$1,217,133	\$1,114,766
% of Expenditures	76%	76%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$30,145	\$30,145
Professional Development	\$15,759	\$15,759
Purchased Service	\$39,196	\$39,196
Telephone	\$9,500	\$9,500
Total Contracted / General Services	\$94,600	\$94,600
% of Expenditures	6%	6%

Supplies	2026-2027 Budget	2025-2026 Budget
Supplies	\$20,488	\$20,488
Equipment and Furniture	\$9,000	\$9,000
Total Supplies	\$29,488	\$29,488
% of Expenditures	2%	2%

Total Expenditures	\$1,591,620	\$1,463,170
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,591,620	\$1,463,170
Total Expenditures	\$1,591,620	\$1,463,170
Variance	\$0	\$0

Support Services - Projects

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget		2025-2026 Budget	
City of Lethbridge Grant Allocation		\$183,703		\$144,467
City of Lethbridge Grant	\$183,703		\$144,467	
School Nutrition Program Allocation		\$554,091		\$306,448
School Nutrition Program Funding	\$554,091		\$306,448	
Total Site Allocation		\$737,794		\$450,915
% of Revenue and Allocations to Budget Center		100%		100%

Total Revenue and Allocations to Budget Center	\$737,794	\$450,915
---	------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget		2025-2026 Budget	
Total Non-Certificated Staff		\$168,102		\$126,657
% of Expenditures		23%		28%

Contracted / General Services	2026-2027 Budget		2025-2026 Budget	
Telephone		\$900		\$900
Travel		\$8,426		\$10,635
Total Contracted / General Services		\$9,326		\$11,535
% of Expenditures		1%		3%

Supplies	2026-2027 Budget		2025-2026 Budget	
Admin - Supplies		\$6,275		\$6,275
School Nutrition Program Expense		\$554,091		\$306,448
School Nutrition Program Allocation	\$554,091		\$306,448	
Total Supplies		\$560,366		\$312,723
% of Expenditures		76%		69%

Total Expenditures	\$737,794	\$450,915
---------------------------	------------------	------------------

Summary

	2026-2027 Budget		2025-2026 Budget	
Total Revenues and Allocations To Budget		\$737,794		\$450,915
Total Expenditures		\$737,794		\$450,915
Variance		\$0		\$0

Support Services (Divisional Support)

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Inclusive Education Allocation	\$545,615	\$561,539
Teacher Allocation	\$125,200	\$112,158
Teacher Factor	1.00 FTE	1.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Total Site Allocation	\$670,815	\$673,697
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$670,815	\$673,697
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$315,382	\$324,996
% of Expenditures	47%	48%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$69,997	\$68,777
% of Expenditures	10%	10%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$5,000	\$5,000
Dues and Fees	\$2,500	\$2,500
Professional Development	\$6,836	\$6,836
Purchased Service	\$255,000	\$250,489
Telephone	\$1,500	\$1,500
Travel	\$4,600	\$4,600
Total Contracted / General Services	\$275,436	\$270,925
% of Expenditures	41%	40%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,000	\$5,000
Supplies	\$5,000	\$4,000
Total Supplies	\$10,000	\$9,000
% of Expenditures	1%	1%

Total Expenditures	\$670,815	\$673,697
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$670,815	\$673,697
Total Expenditures	\$670,815	\$673,697
Variance	(\$1)	\$0

Support Services (School Support)

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Classroom Complexity Allocation	\$359,786	\$361,821
ESL Allocation	\$1,105,742	\$715,724
Inclusive Education Allocation	\$3,601,937	\$3,243,544
System Instructional Support Allocation	\$832,023	\$622,016
ECS Mild & Moderate Allocation	\$156,551	\$156,551
ECS Mild & Mod Allocation Rate	\$1,476.90	\$1,476.90
ECS Mild Moderate Enrolment	106 students	106 students
Total Site Allocation	\$6,056,039	\$5,099,656
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$6,056,039	\$5,099,656
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$267,224	\$253,323
% of Expenditures	4%	5%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$5,741,336	\$4,798,854
% of Expenditures	95%	94%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$4,500	\$4,500
Professional Development	\$5,000	\$5,000
Purchased Service	\$20,000	\$20,000
Telephone	\$1,000	\$1,000
Travel	\$13,487	\$13,487
Total Contracted / General Services	\$43,987	\$43,987
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$3,491	\$3,492
Total Supplies	\$3,491	\$3,492
% of Expenditures	0%	0%

Total Expenditures	\$6,056,038	\$5,099,656
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$6,056,039	\$5,099,656
Total Expenditures	\$6,056,038	\$5,099,656
Variance	\$1	\$0

French Language Project

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
French Language Project Allocation	\$132,416	\$132,416
French Language Project	\$132,416	\$132,416
Total Site Allocation	\$132,416	\$132,416
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$132,416	\$132,416
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$62,600	\$56,079
% of Expenditures	47%	42%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$27,058	\$26,750
% of Expenditures	20%	20%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Cultural Activities	\$20,000	\$18,566
Professional Development	\$10,000	\$0
Purchased Service	\$0	\$31,021
Travel	\$3,000	\$0
Total Contracted / General Services	\$33,000	\$49,587
% of Expenditures	25%	37%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,500	\$0
Supplies	\$7,259	\$0
Total Supplies	\$9,759	\$0
% of Expenditures	7%	0%

Total Expenditures	\$132,416	\$132,416
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$132,416	\$132,416
Total Expenditures	\$132,416	\$132,416
Variance	\$0	\$0

International Education

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
International Student Allocation	\$0	\$351,820
Total Site Allocation	\$0	\$351,820
% of Revenue and Allocations to Budget Center		100%

Total Revenue and Allocations to Budget Center	\$0	\$351,820
---	------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$0	\$141,165
% of Expenditures		40%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$0	\$1,500
Cultural Activities	\$0	\$10,400
Homestay Fees	\$0	\$123,600
Insurance Premiums	\$0	\$6,625
Meetings	\$0	\$500
Purchased Service	\$0	\$45,125
Telephone	\$0	\$700
Travel	\$0	\$18,290
Total Contracted / General Services	\$0	\$206,740
% of Expenditures		59%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$0	\$3,915
Total Supplies	\$0	\$3,915
% of Expenditures		1%

Total Expenditures	\$0	\$351,820
---------------------------	------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$0	\$351,820
Total Expenditures	\$0	\$351,820
Variance	\$0	\$0

Learning Services

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Dual Credit Grant Allocation	\$0	\$8,500
Dual Credit Start Up Grant	\$0	\$8,500
Teacher Allocation	\$250,399	\$224,316
Teacher Factor	2.00 FTE	2.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
System Instructional Support Allocation	\$486,178	\$515,438
New Curriculum Implementation Allocation	\$492,262	\$138,500
New Curriculum Implementation Funding	\$492,262	\$138,500
Total Site Allocation	\$1,228,839	\$886,754
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,228,839	\$886,754
---	--------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$579,230	\$437,154
% of Expenditures	47%	49%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$143,323	\$143,127
% of Expenditures	12%	16%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$8,300	\$8,300
Community Staff Relations	\$751	\$751
Curriculum Development	\$181,010	\$81,500
Dual Credit Startup Expenses	\$0	\$8,750
Dues and Fees	\$8,750	\$8,750
Professional Development	\$9,500	\$9,500
Telephone	\$1,920	\$1,920
Travel	\$12,000	\$12,000
Total Contracted / General Services	\$222,231	\$131,471
% of Expenditures	18%	15%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$502	\$502
Supplies	\$283,553	\$164,500
Equipment and Furniture	\$0	\$10,000
Total Supplies	\$284,055	\$175,002
% of Expenditures	23%	20%

Total Expenditures	\$1,228,839	\$886,754
---------------------------	--------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,228,839	\$886,754
Total Expenditures	\$1,228,839	\$886,754
Variance	\$0	\$0

First Nations Metis Inuit Education

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
System Instructional Support Allocation	\$41,705	\$37,672
FNMI Allocation	\$936,921	\$905,422
FNMI Factor (Off Reserve)	1.0000 Factor	1.0000 Factor
First Nations, Metis and Inuit Education	\$936,921	\$905,422
Total Site Allocation	\$978,626	\$943,094
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$978,626	\$943,094
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$337,999	\$309,402
% of Expenditures	35%	33%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$556,190	\$549,152
% of Expenditures	57%	58%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$11,775	\$11,775
Professional Development	\$5,000	\$5,000
Telephone	\$1,800	\$1,800
Travel	\$4,500	\$4,500
Total Contracted / General Services	\$23,075	\$23,075
% of Expenditures	2%	2%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$1,562	\$1,665
Supplies	\$59,800	\$59,800
Total Supplies	\$61,362	\$61,465
% of Expenditures	6%	7%

Total Expenditures	\$978,626	\$943,094
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$978,626	\$943,094
Total Expenditures	\$978,626	\$943,094
Variance	\$0	\$0

Religious Education Services

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
System Instructional Support Allocation	\$424,576	\$428,012
Total Site Allocation	\$424,576	\$428,012
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$424,576	\$428,012
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$202,474	\$183,831
% of Expenditures	48%	43%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$69,997	\$68,777
% of Expenditures	16%	16%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$2,500	\$2,500
Dues and Fees	\$8,900	\$8,900
Professional Development	\$57,700	\$45,900
Telephone	\$420	\$420
Travel	\$4,585	\$4,585
Total Contracted / General Services	\$74,105	\$62,305
% of Expenditures	17%	15%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$500	\$500
Instruction - Supplies	\$45,000	\$82,100
Supplies	\$32,500	\$30,500
Total Supplies	\$78,000	\$113,100
% of Expenditures	18%	26%

Total Expenditures	\$424,576	\$428,012
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$424,576	\$428,012
Total Expenditures	\$424,576	\$428,012
Variance	\$0	\$0

Operations & Maintenance

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Operations and Maintenance Allocation	\$6,517,485	\$5,700,603
IMR Allocation	\$0	\$697,002
Infrastructure Maintenance and Renewal Funding	\$0	\$697,002
Total Site Allocation	\$6,517,485	\$6,397,605
% of Revenue and Allocations to Budget Center	107%	101%

Transfers	2026-2027 Budget	2025-2026 Budget
Transfer to Technology	(\$454,678)	(\$87,779)
Total Transfers	(\$454,678)	(\$87,779)
% of Revenue and Allocations to Budget Center	-7%	-1%

Total Revenue and Allocations to Budget Center	\$6,062,807	\$6,309,826
---	--------------------	--------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$2,974,162	\$2,935,179
% of Expenditures	49%	47%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$125,700	\$125,700
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Dues and Fees	\$33,945	\$33,945
Insurance Premiums	\$360,000	\$484,000
Professional and Technical Fees	\$26,000	\$26,000
Repairs and Maintenance	\$310,000	\$310,000
Telephone	\$45,000	\$45,000
Travel	\$3,000	\$3,000
IMR expenditures	\$525,000	\$522,002
Health and Safety Coordinator Expenses	\$2,000	\$2,000
Total Contracted / General Services	\$1,304,945	\$1,425,947
% of Expenditures	22%	23%

Supplies	2026-2027 Budget	2025-2026 Budget
Supplies	\$222,000	\$247,000
Total Supplies	\$222,000	\$247,000
% of Expenditures	4%	4%

Utilities	2026-2027 Budget	2025-2026 Budget
Electricity	\$960,000	\$1,100,000
Gas	\$300,000	\$300,000
Water, Sewer and Garbage	\$176,000	\$176,000
Total Utilities	\$1,436,000	\$1,576,000
% of Expenditures	24%	25%

Total Expenditures	\$6,062,807	\$6,309,826
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$6,062,807	\$6,309,826
Total Expenditures	\$6,062,807	\$6,309,826
Variance	\$0	\$0

Transportation

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Transportation Allocation	\$3,048,812	\$2,912,976
Transportation Factor	1.00 Factor	1.00 Factor
Transportation Grant	\$3,048,812	\$2,912,976
Total Site Allocation	\$3,048,812	\$2,912,976
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$3,048,812	\$2,912,976
---	--------------------	--------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$165,252	\$117,097
% of Expenditures	5%	4%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Dues and Fees	\$600	\$600
Postage	\$250	\$250
Professional Development	\$2,500	\$2,500
Purchased Service	\$45,000	\$45,000
Transport	\$2,830,210	\$2,745,529
Total Contracted / General Services	\$2,878,560	\$2,793,879
% of Expenditures	94%	96%

Supplies	2026-2027 Budget	2025-2026 Budget
Supplies	\$5,000	\$2,000
Total Supplies	\$5,000	\$2,000
% of Expenditures	0%	0%

Total Expenditures	\$3,048,812	\$2,912,976
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$3,048,812	\$2,912,976
Total Expenditures	\$3,048,812	\$2,912,976
Variance	\$0	\$0

Board of Trustees

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Alberta Ed - System Administration Allocation	\$395,523	\$432,102
Total Site Allocation	\$395,523	\$432,102
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$395,523	\$432,102
---	------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$249,525	\$247,625
% of Expenditures	63%	57%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Board Meeting Lunches	\$2,500	\$500
Board Retreat / Str. Plan	\$693	\$500
Community Staff Relations	\$25,000	\$28,382
Dues and Fees	\$65,305	\$65,305
External Committees	\$0	\$5,040
Professional and Technical Fees	\$6,500	\$4,500
Travel	\$45,000	\$45,000
Election Costs	\$0	\$35,000
Total Contracted / General Services	\$144,998	\$184,227
% of Expenditures	37%	43%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$1,000	\$250
Total Supplies	\$1,000	\$250
% of Expenditures	0%	0%

Total Expenditures	\$395,523	\$432,102
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$395,523	\$432,102
Total Expenditures	\$395,523	\$432,102
Variance	\$0	\$0

Business Services

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Alberta Ed - System Administration Allocation	\$1,003,760	\$988,349
Total Site Allocation	\$1,003,760	\$988,349
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,003,760	\$988,349
---	--------------------	------------------

Expenditures

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$626,626	\$607,065
% of Expenditures	62%	61%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Bank Charges	\$2,000	\$2,000
Dues and Fees	\$9,350	\$9,350
Insurance Premiums	\$120,000	\$135,000
Legal	\$7,584	\$2,500
Postage	\$500	\$500
Professional and Technical Fees	\$133,400	\$127,434
Professional Development	\$14,000	\$14,000
Telephone	\$8,000	\$8,000
Travel	\$6,000	\$6,000
Total Contracted / General Services	\$300,834	\$304,784
% of Expenditures	30%	31%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,800	\$3,000
Equipment and Furniture	\$1,000	\$1,000
Total Supplies	\$3,800	\$4,000
% of Expenditures	0%	0%

Utilities	2026-2027 Budget	2025-2026 Budget
Electricity	\$41,000	\$41,000
Gas	\$28,500	\$28,500
Water, Sewer and Garbage	\$3,000	\$3,000
Total Utilities	\$72,500	\$72,500
% of Expenditures	7%	7%

Total Expenditures	\$1,003,760	\$988,349
---------------------------	--------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,003,760	\$988,349
Total Expenditures	\$1,003,760	\$988,349
Variance	\$0	\$0

Human Resources

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Alberta Ed - System Administration Allocation	\$520,226	\$506,277
Total Site Allocation	\$520,226	\$506,277
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$520,226	\$506,277
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$229,017	\$222,347
% of Expenditures	44%	44%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$212,477	\$209,348
% of Expenditures	41%	41%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$3,000	\$3,000
Dues and Fees	\$2,000	\$2,000
Legal	\$25,000	\$20,850
Professional and Technical Fees	\$33,982	\$33,982
Professional Development	\$7,500	\$6,500
Telephone	\$750	\$750
Travel	\$4,500	\$5,500
Total Contracted / General Services	\$76,732	\$72,582
% of Expenditures	15%	14%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,000	\$2,000
Total Supplies	\$2,000	\$2,000
% of Expenditures	0%	0%

Total Expenditures	\$520,226	\$506,277
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$520,226	\$506,277
Total Expenditures	\$520,226	\$506,277
Variance	\$0	\$0

Office of the Superintendent

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Alberta Ed - System Administration Allocation	\$474,633	\$546,658
Total Site Allocation	\$474,633	\$546,658
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$474,633	\$546,658
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$242,014	\$238,773
% of Expenditures	51%	44%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$198,619	\$270,385
% of Expenditures	42%	49%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Car Allowance	\$5,500	\$5,500
Dues and Fees	\$6,000	\$6,000
Professional Development	\$10,000	\$10,500
Telephone	\$1,000	\$1,000
Travel	\$9,500	\$9,500
Total Contracted / General Services	\$32,000	\$32,500
% of Expenditures	7%	6%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,000	\$2,000
Media Periodical / Print Material	\$0	\$3,000
Total Supplies	\$2,000	\$5,000
% of Expenditures	0%	1%

Total Expenditures	\$474,633	\$546,658
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$474,633	\$546,658
Total Expenditures	\$474,633	\$546,658
Variance	\$0	\$0

Capital

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Amortization of Capital Assets Allocation	\$3,633,207	\$3,915,700
Total Site Allocation	\$3,633,207	\$3,915,700
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$3,633,207	\$3,915,700
---	--------------------	--------------------

Expenditures

Capital and Debt Services	2026-2027 Budget	2025-2026 Budget
Amortization of Capital Assets Expense	\$3,633,207	\$3,915,700
Total Capital and Debt Services	\$3,633,207	\$3,915,700
% of Expenditures	100%	100%

Total Expenditures	\$3,633,207	\$3,915,700
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$3,633,207	\$3,915,700
Total Expenditures	\$3,633,207	\$3,915,700
Variance	\$0	\$0

Individual School Budgets

Draft

Budget Report

Holy Spirit Roman Catholic Separate School Division

2026-2027 Budget

Sch 34 - St. Teresa of Calcutta School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$212,381	\$204,589
Teacher Allocation	\$2,316,191	\$2,131,000
Teacher Factor	18.50 FTE	19.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$53,095	\$54,530
Teacher Factor	18.50 FTE	19.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$49,700	\$52,850
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	182.00 FTE	199.50 FTE
FTE Enrolment Gr 4-6	173.00 FTE	178.00 FTE
School Generated Funds Allocation	\$90,079	\$94,245
Total Site Allocation	\$2,721,446	\$2,537,214
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,721,446	\$2,537,214
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,361,434	\$2,177,292
% of Expenditures	87%	86%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	6%	6%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$57,400	\$58,835
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$1,000	\$1,000
Community Staff Relations	\$750	\$750
Postage	\$100	\$100
Printing / Binding	\$10,000	\$10,000
Professional Development	\$3,000	\$3,000
Staff Appreciation	\$1,000	\$1,000
Total Contracted / General Services	\$15,850	\$15,850
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$13,000	\$13,000
Instruction - Supplies	\$11,545	\$11,832
Media Library Books	\$1,000	\$750
Supplies	\$3,000	\$3,000
Textbooks	\$1,000	\$3,000
School Generated Funds Expense	\$90,079	\$94,245
School Generated Funds Allocation	\$90,079	\$94,245
Total Supplies	\$119,624	\$125,827
% of Expenditures	4%	5%

Total Expenditures	\$2,721,446	\$2,537,214
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,721,446	\$2,537,214
Total Expenditures	\$2,721,446	\$2,537,214
Variance	\$0	\$0

Sch 38 - St. Michael School - Bow Island

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$105,159	\$103,553
Teacher Allocation	\$688,597	\$616,868
Teacher Factor	5.50 FTE	5.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$15,785	\$15,785
Teacher Factor	5.50 FTE	5.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Base Resource Allocation	\$10,000	\$10,000
Elementary Resource Allocation	\$3,780	\$3,640
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	10.00 FTE	12.00 FTE
FTE Enrolment Gr 4-6	17.00 FTE	14.00 FTE
Junior High Resource Allocation	\$1,540	\$2,240
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	11.00 FTE	16.00 FTE
Rural School Travel Allocation	\$6,111	\$6,111
School Based Course Material Fees Allocation	\$3,875	\$3,875
School Generated Funds Allocation	\$38,540	\$43,490
Total Site Allocation	\$873,387	\$805,562
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$873,387	\$805,562
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$713,597	\$642,425
% of Expenditures	82%	80%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$80,159	\$78,553
% of Expenditures	9%	10%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$16,933	\$16,933
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Community Staff Relations	\$500	\$500
Postage	\$100	\$100
Printing / Binding	\$3,000	\$3,000
Professional Development	\$500	\$500
Telephone	\$100	\$100

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Rural School Admin Travel	\$6,111	\$6,111
Rural School Travel Allocation	\$6,111	\$6,111
Total Contracted / General Services	\$10,311	\$10,311
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$3,472	\$3,474
Instruction - Supplies	\$5,000	\$5,000
Instructional Resources	\$3,875	\$3,875
School Based Course Material Fees Allocation	\$3,875	\$3,875
Textbooks	\$500	\$500
Equipment and Furniture	\$1,000	\$1,000
School Generated Funds Expense	\$38,540	\$43,490
School Generated Funds Allocation	\$38,540	\$43,490
Total Supplies	\$52,387	\$57,339
% of Expenditures	6%	7%

Total Expenditures	\$873,387	\$805,562
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$873,387	\$805,562
Total Expenditures	\$873,387	\$805,562
Variance	\$0	\$1

Sch 40 - CARE Program

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
Teacher Allocation	\$125,200	\$112,158
Teacher Factor	1.00 FTE	1.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Outreach Program Allocation	\$112,846	\$104,576
Total Site Allocation	\$238,046	\$216,734
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$238,046	\$216,734
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$125,200	\$112,158
% of Expenditures	53%	52%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$99,539	\$91,269
% of Expenditures	42%	42%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$3,731	\$3,731
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Professional Development	\$250	\$250
Staff Appreciation	\$50	\$50
Travel	\$1,233	\$1,233
Total Contracted / General Services	\$1,533	\$1,533
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$5,750	\$5,750
Supplies	\$2,293	\$2,293
Total Supplies	\$8,043	\$8,043
% of Expenditures	3%	4%

Total Expenditures	\$238,046	\$216,734
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$238,046	\$216,734
Total Expenditures	\$238,046	\$216,734
Variance	\$0	\$0

Sch 41 - Our Lady of the Assumption School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
ESL Allocation	\$6,000	\$6,000
School Administration Base Allocation	\$207,138	\$199,411
Teacher Allocation	\$1,377,195	\$1,177,658
Teacher Factor	11.00 FTE	10.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$31,570	\$30,135
Teacher Factor	11.00 FTE	10.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Base Resource Allocation	\$4,500	\$4,500
Elementary Resource Allocation	\$24,430	\$25,340
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	83.50 FTE	94.00 FTE
FTE Enrolment Gr 4-6	91.00 FTE	87.00 FTE
School Generated Funds Allocation	\$38,132	\$35,705
Total Site Allocation	\$1,688,965	\$1,478,749
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,688,965	\$1,478,749
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,417,195	\$1,218,772
% of Expenditures	84%	82%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	10%	11%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$37,310	\$35,875
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$300	\$300
Blueprints / Spice	\$503	\$300
Community Staff Relations	\$537	\$537
Cultural Activities	\$300	\$300
Postage	\$100	\$100
Printing / Binding	\$3,250	\$3,250
Professional and Technical Fees	\$6,000	\$6,000
Professional Development	\$1,500	\$1,500
Staff Appreciation	\$450	\$450
Total Contracted / General Services	\$12,940	\$12,737
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,950	\$5,950
Instruction - Supplies	\$9,050	\$9,050
Media Library Books	\$500	\$500
Equipment and Furniture	\$750	\$750
School Generated Funds Expense	\$38,132	\$35,705
School Generated Funds Allocation	\$38,132	\$35,705
Total Supplies	\$54,382	\$51,955
% of Expenditures	3%	4%

Total Expenditures	\$1,688,965	\$1,478,749
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,688,965	\$1,478,749
Total Expenditures	\$1,688,965	\$1,478,749
Variance	\$0	\$0

Sch 42 - Trinity E-Learning School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$58,328	\$55,652
Summer School Allocation	\$25,000	\$0
Teacher Allocation	\$375,599	\$336,474
Teacher Factor	3.00 FTE	3.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$8,610	\$8,610
Teacher Factor	3.00 FTE	3.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
System Instructional Support Allocation	\$20,687	\$20,687
High School Resource Allocation	\$7,750	\$7,905
High School Resource Allocation Rate	\$155	\$155
Total Grade 10-12 Enrolment	50 students	51 students
Total Site Allocation	\$495,974	\$429,328
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$495,974	\$429,328
---	------------------	------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$400,599	\$362,031
% of Expenditures	81%	84%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$33,328	\$30,652
% of Expenditures	7%	7%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$37,915	\$12,915
% of Expenditures	8%	3%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$50	\$50
Community Staff Relations	\$200	\$200
Printing / Binding	\$900	\$900
Professional Development	\$1,500	\$1,500
Purchased Service	\$10,000	\$10,000
Staff Appreciation	\$200	\$200
Travel	\$500	\$500
Total Contracted / General Services	\$13,350	\$13,350
% of Expenditures	3%	3%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$4,577	\$4,175

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$1,162	\$1,162
Technology Expenses	\$2,543	\$2,543
Equipment and Furniture	\$2,500	\$2,500
Total Supplies	\$10,782	\$10,380
% of Expenditures	2%	2%

Total Expenditures	\$495,974	\$429,328
---------------------------	------------------	------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$495,974	\$429,328
Total Expenditures	\$495,974	\$429,328
Variance	\$0	\$0

Sch 43 - Ecole St. Mary

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$214,677	\$205,478
Teacher Allocation	\$2,754,390	\$2,243,158
Teacher Factor	22.00 FTE	20.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$63,140	\$57,400
Teacher Factor	22.00 FTE	20.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$57,470	\$55,860
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	230.50 FTE	216.00 FTE
FTE Enrolment Gr 4-6	180.00 FTE	183.00 FTE
School Generated Funds Allocation	\$85,246	\$65,079
Total Site Allocation	\$3,174,923	\$2,626,975
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$3,174,923	\$2,626,975
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,801,928	\$2,290,339
% of Expenditures	88%	87%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	5%	6%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$69,912	\$63,462
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$2,000	\$2,000
Community Staff Relations	\$2,570	\$2,570
Cultural Activities	\$314	\$314
Postage	\$250	\$250
Printing / Binding	\$13,200	\$13,200
Professional Development	\$2,000	\$2,000
Staff Appreciation	\$600	\$600
Total Contracted / General Services	\$20,934	\$20,934
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$4,614	\$4,100
Instruction - Supplies	\$21,151	\$20,151

Supplies	2026-2027 Budget	2025-2026 Budget
Media Library Books	\$500	\$500
Textbooks	\$0	\$1,000
Equipment and Furniture	\$3,500	\$2,000
School Generated Funds Expense	\$85,246	\$65,079
School Generated Funds Allocation	\$85,246	\$65,079
Total Supplies	\$115,011	\$92,830
% of Expenditures	4%	4%

Total Expenditures	\$3,174,923	\$2,626,975
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$3,174,923	\$2,626,975
Total Expenditures	\$3,174,923	\$2,626,975
Variance	(\$1)	\$0

Sch 44 - St. Patrick Fine Arts

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$211,264	\$200,326
Teacher Allocation	\$2,128,392	\$1,682,368
Teacher Factor	17.00 FTE	15.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$48,790	\$43,050
Teacher Factor	17.00 FTE	15.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$45,920	\$39,480
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	179.00 FTE	153.00 FTE
FTE Enrolment Gr 4-6	149.00 FTE	129.00 FTE
School Generated Funds Allocation	\$76,423	\$67,660
Total Site Allocation	\$2,510,789	\$2,032,884
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,510,789	\$2,032,884
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,172,518	\$1,724,397
% of Expenditures	87%	85%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	7%	8%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$55,538	\$48,121
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$1,000	\$1,000
Community Staff Relations	\$2,000	\$2,000
Postage	\$125	\$250
Printing / Binding	\$9,000	\$8,000
Professional Development	\$2,100	\$2,100
Staff Appreciation	\$500	\$250
Total Contracted / General Services	\$14,725	\$13,600
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,000	\$5,000
Instruction - Supplies	\$14,847	\$11,596
Media Library Books	\$1,000	\$500

Supplies	2026-2027 Budget	2025-2026 Budget
Media Periodical / Print Material	\$150	\$150
Technology Expenses	\$450	\$450
Equipment and Furniture	\$3,000	\$2,000
School Generated Funds Expense	\$76,423	\$67,660
School Generated Funds Allocation	\$76,423	\$67,660
Total Supplies	\$100,870	\$87,356
% of Expenditures	4%	4%

Total Expenditures	\$2,510,789	\$2,032,884
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,510,789	\$2,032,884
Total Expenditures	\$2,510,789	\$2,032,884
Variance	\$0	\$0

Sch 45 - St. Paul School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$211,181	\$200,854
Teacher Allocation	\$2,128,392	\$1,794,526
Teacher Factor	17.00 FTE	16.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$48,790	\$45,920
Teacher Factor	17.00 FTE	16.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Base Resource Allocation	\$2,700	\$2,700
Elementary Resource Allocation	\$45,640	\$40,740
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	172.00 FTE	142.00 FTE
FTE Enrolment Gr 4-6	154.00 FTE	149.00 FTE
School Generated Funds Allocation	\$48,582	\$44,635
Total Site Allocation	\$2,485,285	\$2,129,375
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,485,285	\$2,129,375
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,172,435	\$1,837,084
% of Expenditures	87%	86%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	7%	7%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$61,748	\$58,842
% of Expenditures	2%	3%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$1,000	\$1,000
Community Staff Relations	\$2,977	\$2,000
Postage	\$150	\$150
Printing / Binding	\$11,000	\$10,500
Telephone	\$500	\$500
Transportation	\$3,302	\$2,302
Total Contracted / General Services	\$18,929	\$16,452
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$10,452	\$10,452
Media Library Books	\$500	\$500

Supplies	2026-2027 Budget	2025-2026 Budget
Technology Expenses	\$3,000	\$1,000
Equipment and Furniture	\$2,500	\$1,000
School Generated Funds Expense	\$48,582	\$44,635
School Generated Funds Allocation	\$48,582	\$44,635
Total Supplies	\$65,034	\$57,587
% of Expenditures	3%	3%

Total Expenditures	\$2,485,285	\$2,129,375
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,485,285	\$2,129,375
Total Expenditures	\$2,485,285	\$2,129,375
Variance	\$0	\$0

Sch 46 - Catholic Central High School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$537,309	\$500,008
Summer School Allocation	\$30,000	\$30,000
Teacher Allocation	\$5,665,279	\$4,906,908
Teacher Factor	45.25 FTE	43.75 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$129,868	\$125,563
Teacher Factor	45.25 FTE	43.75 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
High School Resource Allocation	\$167,245	\$161,510
High School Resource Allocation Rate	\$155	\$155
Total Grade 10-12 Enrolment	1,079 students	1,042 students
School Based Course Material Fees Allocation	\$130,370	\$97,525
School Generated Funds Allocation	\$1,049,305	\$923,285
Total Site Allocation	\$7,709,375	\$6,744,798
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$7,709,375	\$6,744,798
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$5,780,646	\$5,020,980
% of Expenditures	75%	74%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$421,941	\$388,163
% of Expenditures	5%	6%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$171,348	\$167,043
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Community Staff Relations	\$4,000	\$4,000
Printing / Binding	\$32,000	\$32,000
Professional and Technical Fees	\$22,800	\$22,800
Professional Development	\$2,000	\$2,000
Staff Appreciation	\$1,008	\$1,008
Transportation	\$2,000	\$2,000
Travel	\$670	\$670
Total Contracted / General Services	\$64,478	\$64,478
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
----------	------------------	------------------

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,500	\$2,500
Instruction - Supplies	\$63,231	\$59,250
Instructional Resources	\$130,370	\$97,525
School Based Course Material Fees Allocation	\$130,370	\$97,525
Textbooks	\$20,556	\$16,575
Equipment and Furniture	\$5,000	\$5,000
School Generated Funds Expense	\$1,049,305	\$923,285
School Generated Funds Allocation	\$1,049,305	\$923,285
Total Supplies	\$1,270,962	\$1,104,135
% of Expenditures	16%	16%

Total Expenditures	\$7,709,375	\$6,744,798
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$7,709,375	\$6,744,798
Total Expenditures	\$7,709,375	\$6,744,798
Variance	\$0	\$0

Sch 47 - St. Francis Junior High School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$313,412	\$302,521
Teacher Allocation	\$4,006,385	\$3,420,816
Teacher Factor	32.00 FTE	30.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$91,840	\$87,535
Teacher Factor	32.00 FTE	30.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Junior High Resource Allocation	\$101,080	\$98,560
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	722.00 FTE	704.00 FTE
School Based Course Material Fees Allocation	\$93,850	\$63,749
School Generated Funds Allocation	\$184,595	\$254,775
Total Site Allocation	\$4,791,162	\$4,227,956
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$4,791,162	\$4,227,956
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$4,082,660	\$3,496,820
% of Expenditures	85%	83%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$237,136	\$228,187
% of Expenditures	5%	5%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$97,006	\$92,701
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$2,000	\$2,000
Blueprints / Spice	\$1,500	\$1,500
Community Staff Relations	\$5,920	\$5,920
Postage	\$400	\$400
Printing / Binding	\$13,000	\$13,000
Professional Development	\$600	\$500
Staff Appreciation	\$1,500	\$1,000
Telephone	\$3,600	\$3,500
Travel	\$1,100	\$1,000
Total Contracted / General Services	\$29,620	\$28,820
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$20,891	\$19,000
FNMI programming	\$1,000	\$1,000
Instruction - Supplies	\$36,904	\$35,404
Instructional Resources	\$93,850	\$63,749
School Based Course Material Fees Allocation	\$93,850	\$63,749
Textbooks	\$1,500	\$1,500
Equipment and Furniture	\$6,000	\$6,000
School Generated Funds Expense	\$184,595	\$254,775
School Generated Funds Allocation	\$184,595	\$254,775
Total Supplies	\$344,740	\$381,428
% of Expenditures	7%	9%

Total Expenditures	\$4,791,162	\$4,227,956
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$4,791,162	\$4,227,956
Total Expenditures	\$4,791,162	\$4,227,956
Variance	\$0	(\$1)

Sch 48 - Children of St. Martha School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$207,138	\$199,411
Teacher Allocation	\$1,752,793	\$1,401,974
Teacher Factor	14.00 FTE	12.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$40,180	\$35,875
Teacher Factor	14.00 FTE	12.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$30,520	\$28,560
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	117.00 FTE	118.00 FTE
FTE Enrolment Gr 4-6	101.00 FTE	86.00 FTE
School Generated Funds Allocation	\$57,840	\$38,250
Total Site Allocation	\$2,088,471	\$1,704,070
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,088,471	\$1,704,070
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,792,793	\$1,443,087
% of Expenditures	86%	85%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	8%	9%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$43,877	\$39,427
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$500	\$500
Community Staff Relations	\$1,500	\$1,500
Cultural Activities	\$1,000	\$1,000
Postage	\$100	\$100
Printing / Binding	\$7,000	\$7,000
Professional Development	\$1,000	\$1,000
Staff Appreciation	\$350	\$350
Total Contracted / General Services	\$11,450	\$11,450
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$2,994	\$2,994
Instruction - Supplies	\$10,877	\$7,950

Supplies	2026-2027 Budget	2025-2026 Budget
Media Library Books	\$501	\$501
Equipment and Furniture	\$1,000	\$1,000
School Generated Funds Expense	\$57,840	\$38,250
School Generated Funds Allocation	\$57,840	\$38,250
Total Supplies	\$73,212	\$50,695
% of Expenditures	4%	3%

Total Expenditures	\$2,088,471	\$1,704,070
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,088,471	\$1,704,070
Total Expenditures	\$2,088,471	\$1,704,070
Variance	\$0	(\$1)

Sch 49 - Father Leonard Van Tighem School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$231,394	\$300,960
Teacher Allocation	\$2,441,391	\$3,476,895
Teacher Factor	19.50 FTE	31.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$55,965	\$88,970
Teacher Factor	19.50 FTE	31.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$9,100	\$47,320
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	0.00 FTE	173.00 FTE
FTE Enrolment Gr 4-6	65.00 FTE	165.00 FTE
Junior High Resource Allocation	\$45,640	\$44,380
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	326.00 FTE	317.00 FTE
School Based Course Material Fees Allocation	\$71,050	\$98,610
School Generated Funds Allocation	\$216,742	\$259,885
Total Site Allocation	\$3,071,282	\$4,317,020
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$3,071,282	\$4,317,020
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,505,647	\$3,551,338
% of Expenditures	82%	82%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$228,187
% of Expenditures	5%	5%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$58,488	\$93,510
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$900	\$930
Community Staff Relations	\$4,000	\$4,500
Postage	\$500	\$500
Printing / Binding	\$16,000	\$26,000
Professional and Technical Fees	\$2,000	\$2,000
Professional Development	\$500	\$700
Staff Appreciation	\$600	\$1,000
Total Contracted / General Services	\$24,500	\$35,630

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,000	\$7,426
Instruction - Supplies	\$15,946	\$35,663
Instructional Resources	\$71,050	\$98,610
School Based Course Material Fees Allocation	\$71,050	\$98,610
Media Library Books	\$1,000	\$1,000
Textbooks	\$2,770	\$2,770
Equipment and Furniture	\$3,000	\$3,000
School Generated Funds Expense	\$216,742	\$259,885
School Generated Funds Allocation	\$216,742	\$259,885
Total Supplies	\$315,508	\$408,354
% of Expenditures	10%	9%

Total Expenditures	\$3,071,282	\$4,317,020
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$3,071,282	\$4,317,020
Total Expenditures	\$3,071,282	\$4,317,020
Variance	\$0	\$0

Sch 50 - St. Catherine - Picture Butte

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$207,138	\$199,411
Teacher Allocation	\$1,251,995	\$1,233,737
Teacher Factor	10.00 FTE	11.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$28,700	\$31,570
Teacher Factor	10.00 FTE	11.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$15,190	\$16,940
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	47.50 FTE	55.00 FTE
FTE Enrolment Gr 4-6	61.00 FTE	66.00 FTE
Junior High Resource Allocation	\$7,000	\$6,300
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	50.00 FTE	45.00 FTE
Rural School Travel Allocation	\$1,750	\$1,750
School Based Course Material Fees Allocation	\$3,660	\$3,660
School Generated Funds Allocation	\$59,171	\$57,500
Total Site Allocation	\$1,574,604	\$1,550,868
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,574,604	\$1,550,868
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,291,995	\$1,274,850
% of Expenditures	82%	82%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	11%	10%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$33,716	\$36,463
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$100	\$100
Community Staff Relations	\$200	\$200
Postage	\$200	\$200
Printing / Binding	\$5,000	\$5,000
Staff Appreciation	\$200	\$200
Telephone	\$450	\$450

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Rural School Admin Travel	\$1,750	\$1,750
Rural School Travel Allocation	\$1,750	\$1,750
Total Contracted / General Services	\$7,900	\$7,900
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$10,773	\$10,834
Instructional Resources	\$3,660	\$3,660
School Based Course Material Fees Allocation	\$3,660	\$3,660
Media Library Books	\$250	\$250
School Generated Funds Expense	\$59,171	\$57,500
School Generated Funds Allocation	\$59,171	\$57,500
Total Supplies	\$73,854	\$72,244
% of Expenditures	5%	5%

Total Expenditures	\$1,574,604	\$1,550,868
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,574,604	\$1,550,868
Total Expenditures	\$1,574,604	\$1,550,868
Variance	\$1	\$0

Sch 51 - St. Joseph School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$208,373	\$201,296
Teacher Allocation	\$2,128,392	\$1,906,684
Teacher Factor	17.00 FTE	17.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$48,790	\$48,790
Teacher Factor	17.00 FTE	17.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$28,070	\$30,870
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	101.50 FTE	113.50 FTE
FTE Enrolment Gr 4-6	99.00 FTE	107.00 FTE
Junior High Resource Allocation	\$9,800	\$10,920
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	70.00 FTE	78.00 FTE
Rural School Travel Allocation	\$917	\$917
School Based Course Material Fees Allocation	\$19,775	\$19,775
School Generated Funds Allocation	\$112,100	\$84,215
Total Site Allocation	\$2,556,217	\$2,303,467
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,556,217	\$2,303,467
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,169,627	\$1,949,682
% of Expenditures	85%	85%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	7%	7%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$51,660	\$51,660
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$250	\$250
Blueprints / Spice	\$1,000	\$1,000
Community Staff Relations	\$1,500	\$1,500
Postage	\$200	\$200
Printing / Binding	\$9,000	\$9,000
Professional Development	\$1,000	\$1,000
Staff Appreciation	\$370	\$370

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Telephone	\$1,416	\$1,416
Transportation	\$1,000	\$1,000
Rural School Admin Travel	\$917	\$917
Rural School Travel Allocation	\$917	\$917
Total Contracted / General Services	\$16,653	\$16,653
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$6,500	\$7,000
Instruction - Supplies	\$9,364	\$10,571
Instructional Resources	\$19,775	\$19,775
School Based Course Material Fees Allocation	\$19,775	\$19,775
Media Library Books	\$900	\$1,000
Textbooks	\$500	\$500
Equipment and Furniture	\$2,000	\$3,000
School Generated Funds Expense	\$112,100	\$84,215
School Generated Funds Allocation	\$112,100	\$84,215
Total Supplies	\$151,139	\$126,061
% of Expenditures	6%	5%

Total Expenditures	\$2,556,217	\$2,303,467
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,556,217	\$2,303,467
Total Expenditures	\$2,556,217	\$2,303,467
Variance	\$0	\$0

Sch 52 - St. Mary's School - Taber

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$169,049	\$164,901
Teacher Allocation	\$1,527,434	\$1,401,974
Teacher Factor	12.20 FTE	12.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$35,014	\$35,875
Teacher Factor	12.20 FTE	12.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Base Resource Allocation	\$2,700	\$2,700
Elementary Resource Allocation	\$2,800	\$3,920
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 4-6	20.00 FTE	28.00 FTE
Junior High Resource Allocation	\$9,660	\$9,660
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	69.00 FTE	69.00 FTE
High School Resource Allocation	\$13,175	\$12,245
High School Resource Allocation Rate	\$155	\$155
Total Grade 10-12 Enrolment	85 students	79 students
Rural School Travel Allocation	\$3,278	\$3,278
School Based Course Material Fees Allocation	\$60,295	\$60,295
School Generated Funds Allocation	\$254,150	\$240,920
Total Site Allocation	\$2,077,555	\$1,935,768
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,077,555	\$1,935,768
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,567,434	\$1,443,087
% of Expenditures	75%	75%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$129,049	\$124,380
% of Expenditures	6%	6%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$39,660	\$40,462
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$200	\$200
Community Staff Relations	\$500	\$500
Postage	\$200	\$200
Printing / Binding	\$5,000	\$5,000

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Professional Development	\$500	\$500
Staff Appreciation	\$500	\$500
Telephone	\$800	\$800
Rural School Admin Travel	\$3,278	\$3,278
Rural School Travel Allocation	\$3,278	\$3,278
Total Contracted / General Services	\$10,978	\$10,978
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$864	\$521
Instruction - Supplies	\$13,625	\$13,625
Instructional Resources	\$60,295	\$60,295
School Based Course Material Fees Allocation	\$60,295	\$60,295
Media Library Books	\$500	\$500
Equipment and Furniture	\$1,000	\$1,000
School Generated Funds Expense	\$254,150	\$240,920
School Generated Funds Allocation	\$254,150	\$240,920
Total Supplies	\$330,434	\$316,861
% of Expenditures	16%	16%

Total Expenditures	\$2,077,555	\$1,935,768
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,077,555	\$1,935,768
Total Expenditures	\$2,077,555	\$1,935,768
Variance	\$0	(\$1)

Sch 53 - St. Michael School - Pincher Creek

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$209,255	\$201,289
Teacher Allocation	\$2,316,191	\$2,018,842
Teacher Factor	18.50 FTE	18.00 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$53,095	\$51,660
Teacher Factor	18.50 FTE	18.00 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Base Resource Allocation	\$7,380	\$7,380
Elementary Resource Allocation	\$22,190	\$22,750
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	90.50 FTE	86.50 FTE
FTE Enrolment Gr 4-6	68.00 FTE	76.00 FTE
Junior High Resource Allocation	\$8,400	\$6,860
Junior High Resource Allocation Rate	\$140	\$140
FTE Enrolment Gr 7-9	60.00 FTE	49.00 FTE
High School Resource Allocation	\$9,920	\$12,865
High School Resource Allocation Rate	\$155	\$155
Total Grade 10-12 Enrolment	64 students	83 students
Rural School Travel Allocation	\$5,722	\$5,722
School Based Course Material Fees Allocation	\$62,635	\$37,765
School Generated Funds Allocation	\$159,867	\$148,673
Total Site Allocation	\$2,854,655	\$2,513,806
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$2,854,655	\$2,513,806
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$2,358,308	\$2,061,834
% of Expenditures	83%	82%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	6%	6%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$58,822	\$57,142
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Blueprints / Spice	\$1,000	\$1,000
Community Staff Relations	\$3,156	\$4,253
Cultural Activities	\$400	\$400

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Postage	\$650	\$650
Printing / Binding	\$6,000	\$6,000
Professional and Technical Fees	\$400	\$400
Professional Development	\$1,000	\$1,000
Staff Appreciation	\$500	\$500
Telephone	\$1,300	\$1,300
Travel	\$2,000	\$2,000
Rural School Admin Travel	\$5,722	\$5,722
Rural School Travel Allocation	\$5,722	\$5,722
Total Contracted / General Services	\$22,128	\$23,225
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$7,921	\$7,921
Classroom resource to Support Curriculum	\$4,083	\$4,083
Instruction - Supplies	\$5,054	\$5,054
Instructional Resources	\$62,635	\$37,765
School Based Course Material Fees Allocation	\$62,635	\$37,765
Textbooks	\$4,699	\$4,699
Equipment and Furniture	\$4,000	\$4,000
School Generated Funds Expense	\$159,867	\$148,673
School Generated Funds Allocation	\$159,867	\$148,673
Total Supplies	\$248,259	\$212,195
% of Expenditures	9%	8%

Total Expenditures	\$2,854,655	\$2,513,806
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$2,854,655	\$2,513,806
Total Expenditures	\$2,854,655	\$2,513,806
Variance	\$1	\$0

Sch 54 - St. Patrick School - Taber

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$207,138	\$199,411
Teacher Allocation	\$1,377,195	\$1,177,658
Teacher Factor	11.00 FTE	10.50 FTE
Teacher Average Salary & Benefits	\$125,200	\$112,158
Substitute Teacher Allocation	\$31,570	\$30,135
Teacher Factor	11.00 FTE	10.50 FTE
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	10.00 Days/FTE
Teacher Substitute Daily Rate	\$287.00	\$287.00
Elementary Resource Allocation	\$24,220	\$23,310
Elementary Resource Allocation Rate	\$140	\$140
FTE Enrolment ECS-Gr3	103.00 FTE	103.50 FTE
FTE Enrolment Gr 4-6	70.00 FTE	63.00 FTE
Rural School Travel Allocation	\$2,778	\$2,778
School Generated Funds Allocation	\$55,110	\$59,740
Total Site Allocation	\$1,698,011	\$1,493,032
% of Revenue and Allocations to Budget Center	100%	100%

Total Revenue and Allocations to Budget Center	\$1,698,011	\$1,493,032
---	--------------------	--------------------

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,417,195	\$1,218,772
% of Expenditures	83%	82%

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	\$159,411
% of Expenditures	10%	11%

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$37,336	\$35,717
% of Expenditures	2%	2%

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Community Staff Relations	\$1,132	\$1,132
Postage	\$150	\$150
Printing / Binding	\$5,500	\$5,500
Professional Development	\$1,500	\$1,500
Rentals	\$500	\$500
Staff Appreciation	\$260	\$260
Telephone	\$700	\$700
Rural School Admin Travel	\$2,778	\$2,778
Rural School Travel Allocation	\$2,778	\$2,778
Total Contracted / General Services	\$12,520	\$12,520
% of Expenditures	1%	1%

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$3,000	\$3,000
Classroom resource to Support Curriculum	\$3,000	\$1,600
Instruction - Supplies	\$2,512	\$2,073
Media Library Books	\$200	\$200
School Generated Funds Expense	\$55,110	\$59,740
School Generated Funds Allocation	\$55,110	\$59,740
Total Supplies	\$63,822	\$66,613
% of Expenditures	4%	4%

Total Expenditures	\$1,698,011	\$1,493,032
---------------------------	--------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,698,011	\$1,493,032
Total Expenditures	\$1,698,011	\$1,493,032
Variance	\$0	\$0

Sch 55 - St. Kateri Elementary School

Revenue and Allocations to Budget Center

Site Allocation	2026-2027 Budget	2025-2026 Budget
School Administration Base Allocation	\$207,138	
Teacher Allocation	\$1,377,195	
Teacher Factor	11.00 FTE	
Teacher Average Salary & Benefits	\$125,200	
Substitute Teacher Allocation	\$31,570	
Teacher Factor	11.00 FTE	
Teacher Sub Days per FTE Certificated Staff	10.00 Days/FTE	
Teacher Substitute Daily Rate	\$287.00	
Elementary Resource Allocation	\$25,620	
Elementary Resource Allocation Rate	\$140	
FTE Enrolment ECS-Gr3	103.00 FTE	
FTE Enrolment Gr 4-6	80.00 FTE	
School Generated Funds Allocation	\$21,822	
Total Site Allocation	\$1,663,345	
% of Revenue and Allocations to Budget Center	100%	

Total Revenue and Allocations to Budget Center **\$1,663,345**

Expenditures

Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Certificated Staff	\$1,417,195	
% of Expenditures	85%	

Non-Certificated Staff	2026-2027 Budget	2025-2026 Budget
Total Non-Certificated Staff	\$167,138	
% of Expenditures	10%	

Personnel	2026-2027 Budget	2025-2026 Budget
Total Personnel	\$36,449	
% of Expenditures	2%	

Contracted / General Services	2026-2027 Budget	2025-2026 Budget
Advertising	\$100	
Blueprints / Spice	\$300	
Community Staff Relations	\$500	
Cultural Activities	\$300	
Postage	\$100	
Printing / Binding	\$3,140	
Professional Development	\$1,500	
Staff Appreciation	\$451	
Total Contracted / General Services	\$6,391	
% of Expenditures	0%	

Supplies	2026-2027 Budget	2025-2026 Budget
Admin - Supplies	\$5,000	

Supplies	2026-2027 Budget	2025-2026 Budget
Instruction - Supplies	\$6,350	
Media Library Books	\$400	
Supplies	\$2,600	
School Generated Funds Expense	\$21,822	
School Generated Funds Allocation	\$21,822	
Total Supplies	\$36,172	
% of Expenditures	2%	

Total Expenditures	\$1,663,345
---------------------------	--------------------

Summary

	2026-2027 Budget	2025-2026 Budget
Total Revenues and Allocations To Budget	\$1,663,345	\$0
Total Expenditures	\$1,663,345	\$0
Variance	\$0	\$0



Holy Spirit

CATHOLIC SCHOOL DIVISION

2026/2027 BUDGET

2026-2027
Estimated
Enrolment

5576
Total Students

+36



477
+1.2%



2,554
-0.4%



1,282
-0.8%



1263
+4.1%

Revenue

Alberta Education **93%**

SGF and Grants **5%**

Federal Government **2%**



+7.64%



Total Revenue

\$79 Million

Reserves

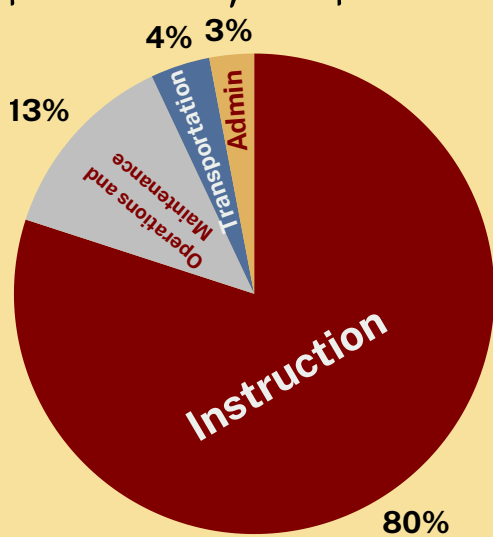
\$1,112,859 of reserves will be used to balance the 2026-2027 budget.

Remaining

Estimated \$2,759,102 reserves remaining
Capital Reserves \$2,078,139

Expenditures

Expenses by Department



- Addition of teaching staff - to reduce class size, support complexities, full day kindergarten, and new school opening
- Addition of Family School Liaison Counsellor, Caretaker, and office staff for St. Kateri School
- Addition of Education Assistant FTE to support complex learners

Expenses By Type



77%
of the budget is spent on staffing

23%

of the budget is spent on service, contracts, supplies and capital



ACTION NO: B.3

May 27, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Locally Developed Courses

ORIGINATOR: Michelle Nevil, Director of Educational Services

BACKGROUND

The Board is required to authorize any locally developed/acquired courses used within the Division.

A request has been submitted to acquire the following Locally Developed Courses:

Course Code	Name of Course	Credits	First Year	Last Year
LDC3458	Leadership in the Arts 35	3	2026-2027	2029-2030
LDC3458	Leadership in the Arts 35	5	2026-2027	2029-2030
LDC1979	Musical Theatre 15	3	2026-2027	2029-2030
LDC1979	Musical Theatre 15	5	2026-2027	2029-2030
LDC2979	Musical Theatre 25	3	2026-2027	2029-2030
LDC2979	Musical Theatre 25	5	2026-2027	2029-2030
LDC3979	Musical Theatre 35	3	2026-2027	2029-2030
LDC3979	Musical Theatre 35	5	2026-2027	2029-2030
LDC1987	Technical Theatre 15	3	2026-2027	2029-2030
LDC1987	Technical Theatre 15	5	2026-2027	2029-2030
LDC2987	Technical Theatre 25	3	2026-2027	2029-2030
LDC2987	Technical Theatre 25	5	2026-2027	2029-2030

LDC3987	Technical Theatre 35	3	2026-2027	2029-2030
LDC3987	Technical Theatre 35	5	2026-2027	2029-2030
LDC1568	Guitar 15	3	2026-2027	2029-2030
LDC1568	Guitar 15	5	2026-2027	2029-2030
LDC2568	Guitar 25	3	2026-2027	2029-2030
LDC2568	Guitar 25	5	2026-2027	2029-2030
LDC3568	Guitar 35	3	2026-2027	2029-2030
LDC3568	Guitar 35	5	2026-2027	2029-2030
LDC3149	Academic Achievement Through English Language Development 35	3	2026-2027	2029-2030
LDC3149	Academic Achievement Through English Language Development 35	5	2026-2027	2029-2030
LDC1515	Competencies in Math 15	3	2026-2027	2029-2030
LDC1515	Competencies in Math 15	5	2026-2027	2029-2030
LDC1599	Learning Strategies 15	3	2026-2027	2029-2030
LDC1599	Learning Strategies 15	5	2026-2027	2029-2030
LDC2599	Learning Strategies 25	3	2026-2027	2029-2030
LDC2599	Learning Strategies 25	5	2026-2027	2029-2030
LDC3599	Learning Strategies 35	3	2026-2027	2029-2030
LDC3599	Learning Strategies 35	5	2026-2027	2029-2030
LDC3155	Psychology – Abnormal 35	3	2026-2027	2029-2030
LDC1092	Film and Media Art 15	3 , 5	2026-2027	2029-2030
LDC2092	Film and Media Art 25	3 , 5	2026-2027	2029-2030
LDC3092	Film and Media Art 35	3 , 5	2026-2027	2029-2030

RECOMMENDATION

That the Board of Trustees for The Holy Spirit Catholic School Division, at its May 27, 2026 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:

Course Code	Name of Course	Credits	First Year	Last Year
LDC3458	Leadership in the Arts 35	3	2026-2027	2029-2030
LDC3458	Leadership in the Arts 35	5	2026-2027	2029-2030
LDC1979	Musical Theatre 15	3	2026-2027	2029-2030
LDC1979	Musical Theatre 15	5	2026-2027	2029-2030
LDC2979	Musical Theatre 25	3	2026-2027	2029-2030
LDC2979	Musical Theatre 25	5	2026-2027	2029-2030
LDC3979	Musical Theatre 35	3	2026-2027	2029-2030
LDC3979	Musical Theatre 35	5	2026-2027	2029-2030
LDC1987	Technical Theatre 15	3	2026-2027	2029-2030
LDC1987	Technical Theatre 15	5	2026-2027	2029-2030
LDC2987	Technical Theatre 25	3	2026-2027	2029-2030
LDC2987	Technical Theatre 25	5	2026-2027	2029-2030

LDC3987	Technical Theatre 35	3	2026-2027	2029-2030
LDC3987	Technical Theatre 35	5	2026-2027	2029-2030
LDC1568	Guitar 15	3	2026-2027	2029-2030
LDC1568	Guitar 15	5	2026-2027	2029-2030
LDC2568	Guitar 25	3	2026-2027	2029-2030
LDC2568	Guitar 25	5	2026-2027	2029-2030
LDC3568	Guitar 35	3	2026-2027	2029-2030
LDC3568	Guitar 35	5	2026-2027	2029-2030
LDC3149	Academic Achievement Through English Language Development 35	3	2026-2027	2029-2030
LDC3149	Academic Achievement Through English Language Development 35	5	2026-2027	2029-2030
LDC1515	Competencies in Math 15	3	2026-2027	2029-2030
LDC1515	Competencies in Math 15	5	2026-2027	2029-2030
LDC1599	Learning Strategies 15	3	2026-2027	2029-2030
LDC1599	Learning Strategies 15	5	2026-2027	2029-2030
LDC2599	Learning Strategies 25	3	2026-2027	2029-2030
LDC2599	Learning Strategies 25	5	2026-2027	2029-2030
LDC3599	Learning Strategies 35	3	2026-2027	2029-2030
LDC3599	Learning Strategies 35	5	2026-2027	2029-2030
LDC3155	Psychology – Abnormal 35	3	2026-2027	2029-2030
LDC1092	Film and Media Art 15	3 , 5	2026-2027	2029-2030
LDC2092	Film and Media Art 25	3 , 5	2026-2027	2029-2030
LDC3092	Film and Media Art 35	3 , 5	2026-2027	2029-2030

ACTION NO: B.4

May 27, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Joint Use Agreements

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Joint Use and Planning Agreements (JUPAs) are a required partnership between a municipality and a school board to facilitate the planning and use of school sites on municipal reserve, school reserve and municipal and school reserve land.
2. Attached for Board review are the Joint Use and Planning Agreements with the Towns of Picture Butte, Taber, Coaldale, Pincher Creek, and Bow Island, and the City of Lethbridge.
3. Also attached for Board information is an Implementation Fact Sheet regarding the legislation on Joint Use and Planning Agreements. The government has granted extensions throughout, with the new deadline being June 10, 2026.

RECOMMENDATION

That the Board of Trustees approves the Joint Use Agreements, as presented;

AND FURTHER, that the Board Chair sign the Joint Use Agreements on the Board's behalf.

Implementation Fact Sheet

Municipal Government Act (MGA)

Joint Use and Planning Agreements

Relevant Legislation

MGA: s.670.1, s.672, s.673
Education Act: s.53.1

MGA requirements

Joint use and planning agreements (JUPAs) are a formal partnership between a municipality and a school board to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) land. More than one municipality or school board may be a party to a JUPA.

On June 10, 2020 the MGA was amended to require municipalities to enter into JUPAs with school boards. These agreements must be in place by June 10, 2023.

What do municipalities need to know?

Municipalities are required to enter into JUPAs with school boards operating within their municipal boundaries. This requirement also applies to any other school board that may commence operations in the future. s.670.1(1),(2)

A JUPA must establish a process for discussing:

- the planning, development and use of school sites on MR, SR and MSR land in the municipality;
- the transferring of MR, SR and MSR land between a municipality and a school board (s.672, s.673 of the MGA);
- the disposal of school sites;
- the servicing of school sites on MR, SR and MSR land; and
- the use of school facilities, municipal facilities and playing fields on MR, SR and MSR land,

including the maintenance of facilities and fields and the payment of fees and other liabilities associated with them. s.670.1(3)(a)(i)-(v)

A JUPA must also:

- outline how a municipality and school board will work collaboratively;
- establish a dispute resolution procedure; and
- establish a timeframe for regular review of the agreement. s.670.1(b)-(d)

Municipalities and school boards who have existing Joint Use Agreements in place should review their agreements to ensure that they meet the JUPA requirements set out in the MGA.

JUPAs will be reported on as part of the municipal Statistical Information Return.

The Ministers of Municipal Affairs and Education have the authority to extend the three-year timeline requirement for entering into a JUPA.

What resources are available to assist?

To learn more about the MGA or *Education Act* visit: Alberta Queen's Printer at: <https://www.qp.alberta.ca/>

Questions:

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: lqsmail@gov.ab.ca

To learn more about the MGA or *Education Act* visit: Alberta Queen's Printers at: <https://www.qp.alberta.ca/>

©2020 Government of Alberta | Published: June 2021



Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2026

BETWEEN:

THE TOWN OF TABER

AND

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of each of the school boards to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school boards; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school boards; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Calendar Day" means any one of the seven (7) days in a week.
- e) "CAO" means the Chief Administrative Officer of the Municipality.
- f) "Community Use" means use by members of the general public and not a User Group.
- g) "Council" means the municipal council of the Municipality of Taber.
- h) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- i) "Effective Date" means _____.
- j) "Facility Plans" means the capital plan and facility plan prepared by each of the Boards for approval by the Alberta Government.
- k) "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Boards the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the respective Board.
- l) "Governing Committee" means the committee which includes elected officials as established under this Agreement.
- m) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- n) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A", "B", and "C" as being available for booking by the Parties or User Groups or for Community Use.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- o) "Municipality" means the municipal corporation of the Town of Taber, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- p) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- q) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".
- r) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- s) "Operating Committee" means the committee which is comprised of the CAO and Superintendents, or designates, as established under this Agreement.
- t) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- u) "Public Board" means The Holy Spirit Roman Catholic Separate School Division and any successor board or authority.
- v) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- w) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board and includes those facilities identified in Schedule "B".
- x) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- y) "Superintendent" means the chief executive officer of the Board.
- z) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

2) SCHEDULES

The following is the list of Schedules to this Agreement:

- Schedule "A" – Municipal Facilities available for Joint Use
- Schedule "B" – School Board Facilities available for Joint Use
- Schedule "C" – Joint Use Times
- Schedule "D" – Operating Guidelines
- Schedule "E" – School Site Planning Guidelines
- Schedule "F" – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2031. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend how the agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of each Party.

4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or both Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- a) **Respect for Autonomy** - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Boards and Municipal Council believe to be in the best interests of the people they serve.
- b) **Cooperation and Partnership** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.
- c) **Efficiency and Effectiveness** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.
- d) **Fairness and Equity** - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.
- e) **Transparency and Openness** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups, residents and user groups that are located or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.
- b) The Parties further acknowledge that the Schools that are currently located within the Municipality have been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Boards operate, the Parties agree to consult and involve other municipalities that are served by the same Board or Boards on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

7) MEETING OF COUNCIL AND BOARDS

- a) Council of the Municipality and the members of the Boards shall meet at least every two (2) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of one of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governing Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Boards. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

8) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of two (2) Council members and the CAO or their designate and two (2) Board members and the Superintendent or their designate. The Governing Committee shall meet on an “as needed” basis.
- b) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding:
 - i) Reviews of this Agreement and proposed amendments to this Agreement from time to time; and
 - ii) Resolution of any issues or matters of disagreement that arise.
- c) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed upon meeting. The Governing Committee may adopt such rules of procedure as may be agreed upon by its members.
- d) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.
- e) Meetings of the Governing Committee shall be considered in-camera to encourage and facilitate frank and open discussion. All decisions of the Governance Committee shall require consensus of its members.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

9) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Boards;
 - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved Operating Directives on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
 - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the Municipality's Municipal Development Plan and Area Structure Plans and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) determine how available or proposed school sites are allocated to the Board based on the annual review of the updated Facility Plans of the Board;
 - xi) develop a draft agenda for any meeting of the Council and the Boards or the Governing Committee; and
 - xii) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governing Committee.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- d) The Operating Committee shall meet at least once a year and may meet more frequently if required. Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
- e) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- f) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- g) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- h) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.
- i) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Boards or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- j) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

10) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall charge fees for the use of Joint Use Spaces as noted in the Operating Guidelines, any applicable Operating Directive(s), and the Towns Schedule of Fees.
- b) The Boards shall make available, to the Municipality and community groups, those portions of Schools identified as Joint Use Space in Schedule "B" respectively. The Boards shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups or individuals during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.

Reviewed and approved by Taber Town Council

Anticipated final review and signature May 25 Council Meeting

- d) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- e) The Superintendent of each Board may, upon six (6) months written notice to the Municipality and the other Board, add to or remove from the list of Joint Use Space provided by their Board, all or any portion of one or more of their Schools.
- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - a) in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and
 - b) in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, the Municipality and/or the Boards may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

11) OPERATING GUIDELINES FOR JOINT USE SPACE

- a) The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D".

12) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.

Reviewed and approved by Taber Town Council

Anticipated final review and signature May 25 Council Meeting

- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) There shall be no pre-allocation of School sites to each Board nor shall School sites be identified as available to only one Board in the Municipal Development Plan, Area Structure Plan or Concept Plan.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to a Board, the site shall be considered available for allocation to another Board.
- i) If there are competing claims between two (2) or more Boards for one available school site, the Boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule "F".
- j) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- k) The Boards acknowledge that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- l) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- m) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

13) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c) Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

14) FACILITY AND SITE SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i) The broad purpose and parameters of the partnership that is being created;
 - ii) The nature of the site and/or facilities that are involved;
 - iii) The financial or in kind contributions to be made by each of the Parties;
 - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

15) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- c) The School Portion shall be transferred to a Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.
- d) All costs associated with the transfer of the School Portion to a Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

16) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) If a Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet, and the other Board(s) shall determine if they require that Reserve Land.
- b) If the Reserve Land is required by one of the other Board(s), the Reserve Land shall be transferred to that other Board. Any dispute between the Boards shall be resolved through the Dispute Resolution Process described in Schedule "G".
- c) In the event that the Reserve Land is not needed by any Board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation
- d) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- e) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- f) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - ii) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- iii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

17) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "G" for non-operational disputes.

18) APPLICABLE LAWS

- a) This Agreement shall be governed by the laws of the Province of Alberta.

19) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

20) TIME OF THE ESSENCE

- a) Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Boards is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Boards.

21) NON-WAIVER

- a) The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

22) NON-STATUTORY WAIVER

- a) The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.
- b) Each Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

23) SEVERABILITY

- a) If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

24) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of god.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

25) INSURANCE

- a) In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

26) INDEMNIFICATION

- a) Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

27) NON-ASSIGNMENT OR TRANSFER

- a) No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

28) SUCCESSORS

- a) The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Boards.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

29) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Derrin Thibault, CAO
cao@taber.ca

Town of Taber
A – 4900 50 Street
Taber, AB T1G 1T1

Chantal Axani, Superintendent
axanic@holyspirit.ab.ca

The Holy Spirit Catholic School Division
6302 56 Street
Taber, AB T1G 1Z9

Email notification to the CAO or each Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Andrew Prokop, Mayor

Linda Ellefson, Board Chair

Reviewed and approved by Taber Town Council
 Anticipated final review and signature May 25 Council Meeting

Schedule "A" – Municipal Facilities Available for Joint Use

Name of Facility	Legal Description of Parcel(s) Containing Facility	Description of Facility and Amenities
Aquatic Centre	4700 50 St, Taber, AB T1G 2B6	5 lane lap pool, leisure pool, water slide, hot tub, steam room, sauna
Arena	4720 50 St, Taber, AB T1G 2B6	One regulation size hockey arena & one small leisure size surface
Auditorium	4720 C 50 St, Taber, AB T1G 2B6	A multiuse space with the capability to play volleyball, badminton, pickleball, host large gatherings, (with a stage area for performances, an industrial kitchen and separate bar space). 2 meeting rooms are also available
Baseball Diamonds	Confederation Park	2 – Baseball Diamonds
Ken McDonald Sports Complex	7301 50 St, Taber, AB T1G 2A2	4 – Baseball diamonds 2 – Football/Rugby/Soccer pitch 1 – Soccer pitch
Soccer Fields (not at KMMSC)	5302 48 Street Taber, AB NA	OVAL (inside track) 3 mini soccer pitches
Athletics Track and Field	5302 48 Street Taber, AB NA	400 Meter oval track, standing long jump / triple jump pits
Tennis / Pickleball Courts	Confederation Park	4 Pickleball or 2 Tennis Courts
Spray Park & Skatepark	Confederation Park	

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Schedule "B" – Board Properties Available for Joint Use

Name of School	Address & Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
St. Mary School	5427 – 50 th Street Taber, AB T1G 1M2	Gymnasium Library or gathering space
St. Patrick School	5302 – 48 th Street Taber, AB T1G 1H3	Gymnasium Library or gathering space

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums, library space or gathering space, playground and playing fields. Access to other spaces may be negotiated on a case-by-case basis.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Schedule "C" – Joint Use Times

Community use of school facilities must be booked in advance by contacting the Principal or designate of the school. The facilities can also be booked during times when the school is not in session on a case by case basis, with prior request to the Principal or designate.

From time to time it is understood the Schools will be unavailable due to them becoming polling stations for provincial or federal elections.

It is understood that the primary purpose of the school facilities is the education of students. Any community access to the schools will be restricted by the needs of the Board to instruct students or by the needs of the Facilities department to repair and maintain any particular school.

Facility Type	Available Times
Schools	Monday through Thursday between 18:00 and 21:00,
Board Fields and Playgrounds	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 21:00 and Saturdays/Sundays between 08:00 and 21:00
Municipal Facilities for School Use	Monday through Friday between 08:00 and 16:00
Municipal Playing Fields - Playgrounds for School Use	Monday through Friday between 08:00 and 17:00

School Buildings shall generally not be available on Statutory Holidays, School breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively. Community Use of School Facilities on Fridays and Saturdays may be considered through special request and will be permitted if staffing allows, and caretaking costs are borne by the user group. Community use of School Facilities on outside of Joint Use Hours may be considered through special request (ie. Summer Games, Summer sports camps for local students during the first three weeks of July or last week of August).

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Schedule “D” – Operating Guidelines for Joint Use Space

User Group Eligibility

- Engage in activities that are recreational, cultural or educational in nature
- Be for the purpose of local government
- Be a non-profit community group
- For elections; the use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

Municipal Use of School Facilities

School Facilities shall be available to the Municipality for community events such as the Summer Games, Municipal Elections, Open Houses and Community Meetings and Personnel Training. Access to school facilities will be limited so as to minimize the impact on instruction of students and to not interfere with the work of the Board’s Facilities Maintenance Department.

Emergency Events

The Board shall make school facilities available for emergency services to respond to emergency events. Such use should be temporary in nature and necessary for the protection of people or property within the municipality.

School Use of Municipal Facilities

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

Fees associated with the use of municipal facilities shall be as per the Town of Taber’s Schedule of Fees, which are updated annually.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group’s prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group’s prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Superintendent and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the School Principal or designate, and the completion of the Joint Use Contract.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the School Principal.

~~A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.~~

~~A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.~~

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than 7 days before the scheduled booking.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards, theatre technicians,
- Computer lab technicians necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space
- Any additional insurance costs incurred by the use of the Joint Use Space
- Charges for the repair or replacement of damaged equipment

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The respective School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the respective Board that owns the facility that was damaged.

For Joint Use Space in a Municipal Facility, each Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing, fertilizing and lining of playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off line for a 12 month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer season.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Reviewed and approved by Taber Town Council
 Anticipated final review and signature May 25 Council Meeting

Schedule “E” – School Site Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality’s Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Public Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

Any storm water management ponds incorporated into the school site or the playing fields adjacent to a school must be designed to remain dry and as usable play fields under normal conditions. Such ponds must only be considered as retention during high rainfall events.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

DRAFT

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

Schedule "F" – Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.

Reviewed and approved by Taber Town Council
Anticipated final review and signature May 25 Council Meeting

8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.
9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of Queen's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2026.

BETWEEN:

TOWN OF PINCHER CREEK

AND

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means the Catholic School Board.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Municipality.
- g) "Catholic Board" means the Holy Spirit Catholic School Division and any successor board or authority.
- h) "Community Use" means use by members of the general public and not a User Group.
- i) "Council" means the municipal council of the Town of Pincher Creek.
- j) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- k) "Effective Date" means date in which both parties have signed this agreement.
- l) "Facility Plans" means the capital plan and facility plan prepared by the Board for approval by the Alberta Government.
- m) "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board.
- n) "Governing Committee" means the committee which includes elected officials as established under this Agreement.

- o) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- p) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use.
- q) "Municipality" means the municipal corporation of the Town of Pincher Creek, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- r) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- s) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".
- t) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- u) "Non-Profit" means a local community group, association, club, or society that are organized and operated exclusively for social welfare, civic improvement, recreation, or any other purpose except profit.
- v) "Operating Committee" means the committee which is comprised of the CAO or designate and the Superintendent or designate as established under this Agreement.
- w) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- x) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- y) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board and includes those facilities identified in Schedule "B".
- z) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- aa) "Superintendent" means the chief executive officer of the Board.

- bb) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

DRAFT

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" - Municipal Facilities available for Joint Use

Schedule "B" - School Board Facilities available for Joint Use

Schedule "C" - Joint Use Times

Schedule "D" - Operating Guidelines

Schedule "E" - School Site Planning Guidelines

Schedule "F" - Dispute Resolution Process

Schedule "G" – Existing School Board Lands

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2031. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend how the agreement should be amended.
- b) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.
- c) Should there be any conflict or discrepancy with any other agreement between the parties, this agreement shall supersede.

4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Respect for Autonomy- Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

Cooperation and Partnership - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

Efficiency and Effectiveness - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

Fairness and Equity- The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

Transparency and Openness - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups and user groups that are located or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.
- b) The Parties further acknowledge that the School currently located within the Municipality has been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is

required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD

- a) Council of the Municipality and the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governing Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

8) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of two (2) Council members and the CAO or their designate from the Municipality and two (2) Board members and the Superintendent or their designate from the Board. The Governing Committee shall meet on an "as needed" basis.
- b) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding:
 - i) Reviews of this Agreement and proposed amendments to this Agreement from time to time; and
 - ii) Resolution of any issues or matters of disagreement that arise.
- c) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed upon meeting. The Governing Committee may adopt such rules of procedure as may be agreed upon by its members.
- d) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.
- e) Meetings of the Governing Committee shall be considered in-camera to encourage and facilitate

frank and open discussion. All decisions of the Governance Committee shall require consensus of its members.

9) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
 - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved Operating Directives;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
 - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board;
 - ix) review any proposed amendments or updates of the Municipality's Municipal Development Plan and Area Structure Plans and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) determine how available or proposed school sites are allocated based on the review of the updated Facility Plans of the Board;
 - xi) develop a draft agenda for any meeting of the Council and the Board or the Governing Committee; and

- xii) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governing Committee.
- d) The Operating Committee shall meet at least once every two (2) years and may meet more frequently if required. Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
- e) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- f) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- g) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- h) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.
- i) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- j) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

10) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- b) The Board shall make available, to the Municipality and community groups, those portions of the School identified as Joint Use Space in Schedule "B" respectively. The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.
- d) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion

of a Municipal Facility.

- e) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i) in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and
 - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

11) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D".

12) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the respective Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the

availability and acquisition of a site.

- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality will consider the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- h) The Boards acknowledge that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- i) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- j) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

13) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, sidewalks and roads.
- c) Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

14) FACILITY AND SITE SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i) The broad purpose and parameters of the partnership that is being created;
 - ii) The nature of the site and/or facilities that are involved;
 - iii) The financial or in kind contributions to be made by each of the Parties;
 - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

15) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal and school reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;

- iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as municipal and school reserve (MSR) with Land Titles.
- d) All costs associated with the transfer of the School Portion to a Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

16) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) In the event that undeveloped Reserve Land or lands identified in Schedule "G" are not needed by the Board, the Board shall first offer to transfer the land to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation.
- b) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land or lands identified in Schedule "G" to confirm whether it agrees to take the lands. The School Board shall provide to the Municipality all available information regarding the lands and facilities on site, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the lands and any facilities on site for the purposes of carrying out any required assessments, tests and studies.
- c) If the Municipality opts to accept transfer of the undeveloped Reserve Land or lands identified in Schedule "G", the Municipality shall take the lands as is, where is. The lands shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- d) If the Municipality opts to accept transfer of the Reserve Land and the land has Board facilities on, the Municipality shall take the lands as is, where is, including all buildings and improvements on the land. The Reserve Land or lands identified in Schedule "G" shall be transferred to the Municipality.
- e) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land or lands identified in Schedule "G" by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

17) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "F" for non-operational disputes.

18) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

19) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

20) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

21) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

22) NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any

law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

23) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

24) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;

- v) an act of god.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

25) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at **all** times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor.

The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

26) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

27) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

28) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

29) NOTICES

Reviewed and approved by Pincher Creek Town Council

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

The Holy Spirit Roman Catholic Separate School Division
620 12B Street North
Lethbridge, AB T1H 2L7

The Town of Pincher Creek
PO Box 159
962 St. John Avenue, Pincher Creek AB T0K 1W0

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

TOWN OF PINCHER CREEK

PER: _____

PER: _____

HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

PER: _____

PER: _____

Schedule "A" - Municipal Facilities Available for Joint Use

Name of Facility	Legal Description of Parcel(s) Containing Facility	Description of Facility and Amenities
Multi Purpose Facility	Lot 1 Block 5 Plan 9111546	Ice Rink, Swimming Pool, Spray Park, Tennis Courts, Bike Park, Skate Park, Meeting Space
Juan Teran Park	Lot 3 Block 1 Plan 9812266	Baseball Diamonds (x3), Beach Volleyball Court,
Sproule Field	Lot 8 Block 5 Plan 0210724	Baseball Diamond and Soccer Field
St. Michael's Track	Lot 1, Block 9, Plan 7710513 Lot B, Block B, Plan 7201JK	Track and Soccer Fields (x2)
Community Disc Golf Course		Disc Golf Course
Town Hall Field	Lot 1 Block 1 Plan 1610131	Park and Open Space, Gym, Meeting Space
Lions Ball Park	Block RA Plan 552LK	Baseball Diamond

Schedule "B" - School Board Facilities Available for Joint Use

Name of School	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
St. Michael's School	As described in Schedule "G"	Gym, gathering space, playground and field

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums and the gathering space. Regular classrooms, library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

Schedule "C" - Joint Use Times

Facility Type	Available Times
St. Michael's School	Monday through Thursday between 18:00 and 21:00
Board Fields and Playgrounds	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 21:00 and Saturdays/Sundays between 08:00 and 21:00
Municipal Facilities for School Use	Monday through Friday between 08:00 and 21:00
Municipal Playing Fields - Playgrounds for School Use	Monday through Friday between 08:00 and 21:00

School Buildings shall generally not be available on Statutory Holidays, School breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community Use of School Facilities on Fridays and Saturdays may be considered through special request and will be permitted if staffing allows, and caretaking costs are borne by the user group.

Community use of School Facilities on outside of Joint Use Hours may be considered through special request (ie. Summer Games, Summer sports camps for local students during the first three weeks of July or last week of August).

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

Schedule "D" - Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a user group must:

- Engage in activities that are recreational, cultural or educational in nature
- Be for the purpose of local government
- Be a non-profit community group
- For elections; the use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Principal's Superintendent and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$2 Million.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator or designate.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal or designate. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator or designate.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- Cost recovery for consumable supplies provided by the Board/Municipality and consumed by the user group
- Cost recovery for utilities when lights would not normally be on.
- The use of specialized equipment

- Wear and tear on the facility and/or equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards)
- Computer lab technicians necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

A fee schedule will be updated annually by the Board for the use of space within schools.

The Municipality shall charge fees in accordance with the current Fee Structure Bylaw and any applicable Facility Usage Policies.

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The respective School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the respective Board that owns the facility that was damaged.

For Joint Use Space in a Municipal Facility, each Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

"Playfield or Playing Field" means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

"Playfield Maintenance" means the regular mowing, fertilizing and lining of playfields.

"Playground" means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

"Refurbishment" means to aerate, top dress and over seed taking the playfield off line for a 12 month period.

"Re-development" means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the respective Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer season. The Board will not be responsible for field markings that are not required for the School to perform its function. Additional field markings will not be provided by the School.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule "E" - School Site Planning Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality's Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality's plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Public Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "F" - Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party shall select one name from the short list and advise the other Party of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet

with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.

9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

Schedule "G" – Existing School Board Lands

Name of School	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
St. Michael's School	Lot 3 Block A Plan 7840JK	School Site

DRAFT

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this day of , 2026.

BETWEEN:

TOWN OF PICTURE BUTTE

AND

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

- A.** The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement;
- B.** It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs;
- C.** It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs;
- D.** The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board;
- E.** The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board;
- F.** The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands; and
- G.** The Parties wish to acknowledge their commitment to the principles of joint use spaces and future planning required of municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) lands in the municipality by entering into this Agreement.

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the Parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time;
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time;
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality;
- d) "Board" means the school board of The Holy Spirit Roman Catholic Separate School Division;
- e) "Calendar Day(s)" means any one of the seven (7) days in a week;
- f) "CAO" means the Chief Administrative Officer of the Municipality;
- g) "Community Use" means use by members of the general public and not a User Group;
- h) "Council" means the municipal Council of the Municipality of Picture Butte;
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time;
- j) "Effective Date" means the 14th day of April, 2026;
- k) "Facility Plans" means the capital plan and facility plan prepared by the Board for approval by the Alberta Government;
- l) "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board;
- m) "Governance Committee" means the committee which includes all the elected officials from both Parties as established under this Agreement.
- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended;
- o) "Joint Use Hours" means the times and schedules referred to in Schedule "C" - Joint Use Times;
- p) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use;

- q) "Municipality" means the municipal corporation of the Town of Picture Butte, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality;
- r) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality;
- s) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the municipality and includes those facilities identified in Schedule "A";
- t) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time;
- u) "Operating Committee" means the committee which is comprised of the CAO and Superintendent as established under this Agreement;
- v) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories;
- w) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*;
- x) "School(s)" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by the Board and includes those facilities identified in Schedules "B";
- y) "School Portion" means the portion of Reserve Land identified for transfer to the Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school;
- z) "Superintendent" means the Chief Executive Officer of the Board; and
- aa) "User Group" means any school or community group that fits within the eligibility criteria set out in the Schedule "D" and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – Municipal Facilities available for Joint Use

Schedule "B" – School Board Facilities available for Joint Use

Schedule "C" – Joint Use Times

Schedule "D" – Operating Guidelines

Schedule "E" – School Site Planning Guidelines

Schedule "F" – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this Agreement shall be reviewed every four (4) years with the first such review scheduled in 2030. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend if and how the Agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) Neither party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) In the event a Party to this Agreement requires amendments to the Agreement in order to meet their needs and interests, THE said Party shall provide written notice in accordance with the notice provisions of this Agreement of any proposed amendments to the representative of the other Party.
- c) Within thirty (30) days of receipt of written notice by either Party, all Parties and/or their designated committees and representatives shall endeavour to review, collaborate and negotiate to seek consensus on any proposed amendments to this Agreement.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by both Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following principles with respect to the joint use of municipal and school board facilities:

- a) **Respect for Autonomy** - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and the Municipality believe to be in the best interests of the people they serve.
- b) **Cooperation and Partnership** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.
- c) **Efficiency and Effectiveness** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents

in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

- d) ***Fairness and Equity*** - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.
- e) ***Transparency and Openness*** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups, residents and user groups that are located or reside outside the Municipality.
- b) The Parties further acknowledge that the Schools that are currently located within the Municipality have been designed, built and funded for and by property taxpayers within the Municipality's boundaries and property taxpayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue-by-issue basis as needed, to share access to the schools and to plan for and acquire future school sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) If consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD (GOVERNANCE COMMITTEE)

- a) The Council of the Municipality and the Board shall meet at least every two (2) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Either Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least five (5) Calendar Days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governance Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to both Parties within fourteen (14) Calendar Days after the date of the meeting.

- e) Quorum of the Governance Committee shall consist of at least two representatives from each Party attending each agreed upon meeting.
- f) The Governance Committee will provide written direction to the Operating Committee on an as-needed basis.
- g) The Governance Committee may adopt such rules of procedure as may be agreed upon by its members.

8) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the chief administrative officer (“CAO”) (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal Facilities and Schools for consideration by the Municipality and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Schedule “D”, for consideration by the Municipality and the Board;
 - iii) formulate and approve operating directives, based on the Schedule “D” - Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved operating directives and guidelines on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Schedule “D” - Operating Guidelines and operating directives;
 - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the municipality’s Municipal Development Plan and Area Structure Plans and concept plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governance Committee.

- d) The Operating Committee shall meet annually and may meet more frequently if required.
- e) Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing. The need to meet may be determined by one of the Parties to this Agreement and the other Party agrees to meet within thirty (30) Calendar Days of one of the other Parties indicating in writing their desire to meet.
- f) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- g) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- h) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- i) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to both Parties within fourteen (14) days of a meeting being held.
- j) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the municipality and/or the Board or resource personnel, as necessary, to aid the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- k) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

9) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality may charge fees for the use of Joint Use Space in accordance with established policies governing fees and charges, Schedule "D" - Operating Guidelines, and any applicable operating directive(s).
- b) The Board shall make available, to the Municipality, User Groups and general community groups, those portions of Schools identified as Joint Use Space in Schedules "B" respectively. The Board may charge fees for the use of Joint Use Space in accordance with established policies governing fees and charges, Schedule "D" - Operating Guidelines, and any applicable operating directive(s).
- c) The Parties shall not allow Joint Use Space to be used by User Groups, general community groups or individuals during the Joint Use Hours identified in Schedule "C"- Joint Use Times unless such use respects Schedule "D" - Operating Guidelines, and any applicable operating directives in effect.

- d) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.
- e) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- f) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, amend Schedule "B" to either add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- g) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- h) Notwithstanding any other provision in this Agreement or its Schedules, the principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- i) Appeals from a refusal by a principal of a School or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i) in the case of a School, first to the principal's Superintendent and thereafter to the Board; and
 - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Municipality.

10) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the operating guidelines which are attached to this Agreement as Schedule "D".

11) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.

- c) Where construction of a school that will serve two or more municipalities is proposed, the Board shall notify all of the involved municipalities to enable early consultation on the availability and acquisition of a site.
- d) If there are competing claims between two (2) or more school boards for one available school site, the school boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule "F".
- e) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- f) The Municipality shall use their Municipal Development Plan, Area Structure Plans or concept plans for designated or planned growth areas involving residential land uses to identify the number, general size and location of existing and potential future school sites. The Municipality shall consult with the Board to ensure the proposed location of school sites are suitable to the Board and meet the mandates of Alberta Education and Alberta Infrastructure.
- g) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or concept plan once the area is fully developed and based on the best information available at the time that the plan is prepared or amended.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified.
- i) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide school sites in accordance with the Municipal Development Plan or Area Structure Plan or concept plan. The Municipality shall not be obligated to acquire lands for school sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a school site shall be at the sole discretion of the Municipality.
- j) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for school sites and the open space plans of the Municipality.
- k) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the

Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.

- l) In the event that a school site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned school site about providing the site earlier than originally expected through a pre-dedication process. The Board may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

12) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All school sites shall be serviced to the property line prior to transfer to the Board.
- b) The services to be provided shall include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c) Where one or more services are unavailable at the property line of the school site, the Municipality and the Board, through the Operating Committee, will discuss the servicing needs of any future School to establish a mutually agreeable plan for bringing the required services to the property line
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any school site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

13) FACILITY AND SITE-SPECIFIC AGREEMENTS

- a) When the Parties decide to create a new shared site and/or facility, an amendment to this agreement shall be prepared to include that site and/or facility.
- b) The amendment shall address:
 - i) The nature of the site and/or facilities that are involved;
 - ii) Any financial or in-kind contributions to be made by each of the Parties;
 - iii) Operating guidelines and operating directives specific to the site and/or facility for ongoing operations;
 - iv) Any capital cost and operating cost sharing arrangements and responsibilities between the Parties.
 - v) A process for dissolving the partnership, disposing of the site or retiring the facility.

14) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to the Board.
- c) The School Portion shall be transferred to the Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with the Alberta land titles office.
- d) All costs associated with the transfer of the School Portion to the Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Alberta land titles office.

15) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) If the Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet to determine if other school boards within the municipal boundaries require that Reserve Land.
- b) If the Reserve Land is required by one of the other school boards, the Reserve Land shall be transferred to that other school board pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. Any dispute between the school boards shall be resolved through the dispute resolution process provided in Schedule "F".
- c) In the event that the Reserve Land is not needed by any school board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation.
- d) The Municipality shall have one hundred and eighty (180) Calendar Days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.

- e) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality.
- f) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and to sell the School Portion.

16) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the dispute resolution process outlined in Schedule "F" for non-operational disputes.

17) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

18) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

19) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

20) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of either Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

21) NON-STATUTORY WAIVER

- a) The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal Council and as the officers, servants and agents of a municipal government.
- b) The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

22) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

23) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of God.
- b) No Party shall be liable to the other Party for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

24) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross-liability clause.

25) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Party (the "Non-Indemnifying Party"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of the Non-Indemnifying Party, its employees, servants, volunteers or agents.

26) NON-ASSIGNMENT OR TRANSFER

Reviewed and approved by the Town of Picture Butte

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Party hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

27) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

28) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Chief Administrative Officer
Town of Picture Butte
120 - 4th Street
P.O. Box 670
Picture Butte, AB T0K 1V0

Superintendent
The Holy Spirit Roman Catholic Separate School Division
620 12B Street North
Lethbridge, AB T1H 2L7

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

Reviewed and approved by the Town of Picture Butte

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Picture Butte

Chief Administrative Officer

Mayor

Holy Spirit School Division

Superintendent, Chantal Axani

Chair, Linda Ellefson

DRAFT

Schedule “A” – Municipal Facilities Available for Joint Use

Name of Facility	Location of Parcel(s)	Description of Facility and Amenities
Harry Watson Memorial Park	421 6 th Street North, Picture Butte	Two baseball fields. Camp kitchen
Seasonal Outdoor Swimming Pool	108 4 th Street North, Picture Butte	25m swimming pool with slide and spray features.
Ice Arena	108 4 th Street North, Picture Butte	Ice surface suitable for hockey
Lions Park	4 th Street South, Picture Butte	Playground, bathrooms with multi purpose area, outdoor arena with basketball hoops, beach volleyball court, camp kitchen and horse shoe pits.

DRAFT

Schedule “B” – School Board Facilities Available for Joint Use

Name of School	Location of Parcel(s) Containing School	Description of Facility and Amenities
St. Catherine School	300 – 7 th Street North, Box 489 Picture Butte, AB T0K 1V0	Gymnasium, Field Facilities

Unless specifically noted otherwise, Joint Use Space shall only include field facilities and gymnasiums ~~and regular classrooms~~. Library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above or approved by special request.

DRAFT

Schedule “C” – Joint Use Times

Facility Type	Available Times
Playing Fields, Ball Diamonds and Playgrounds for School Use	Monday through Friday between 08:00 and 17:00
Seasonal Outdoor Swimming Pool	Monday through Friday between 08:00 and 17:00
Ice Arena	Monday through Friday between 08:00 and 17:00
Elementary School	Monday through Friday between 18:00 and 21:00

School buildings may be unavailable on weekends, statutory holidays, district closures, or during scheduled breaks (including July and August), community access for these times may be considered by special request. Such approvals are subject to the availability of onsite personnel to support the facility as required. Board use of municipal facilities is strictly limited to weekdays from September through June.

Community Use of School Facilities on Fridays and Saturdays may be considered through special request and will be permitted if staffing allows, and caretaking costs are borne by the user group.

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

From time to time it is understood the Schools will be unavailable due to them becoming voting stations for provincial or federal elections.

Schedule "D" – Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a User Group must:

- Engage in activities that are recreational, cultural or educational in nature
- Be for the purpose of local government
- Be a non-profit community group
- For elections; the use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a School that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

Despite this agreement, the Municipality reserves the right to continue to provide access to its public facilities and parks to any group or individual, in accordance with its policies, procedures, bylaws and practices.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide proof of the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the principal, facility manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Superintendent and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to the Municipality.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$5 Million.

Reviewed and approved by the Town of Picture Butte

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Principal or designate for the school.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal or designate. Except in cases of emergency, safety concerns, or operational necessity, a minimum of fourteen (14) days' notice shall be provided to allow for relocation and rescheduling of the booking where feasible. The Facility Scheduling Coordinator shall notify the scheduled User Group.

Where repeated cancellations of confirmed bookings occur for the same User Group or program, the parties agree to meet in good faith to review scheduling practices and implement reasonable measures to mitigate ongoing disruption, which may include priority rebooking, alternative space allocation, or scheduling adjustments.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. Except in cases of emergency or operational necessity, a minimum of fourteen (14) days' notice shall be provided where feasible.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- The provision of specially trained or technical staff (e.g. theatre technicians, food service provider, IT technicians, operators, lifeguards etc.)
- Any additional janitorial or custodial services and supplies related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space
- Any additional costs that may be incurred due to the facility usage by user groups
- Any insurance cost that may be incurred should the user group not carry own coverage and request

to access the insurance of the facility owner

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the Board.

For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing and maintenance of the playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off line for a 12-month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Reviewed and approved by the Town of Picture Butte

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on school lands shall be the responsibility of the Board.

Each Party shall perform regular assessments on playfield conditions to determine short-term and long-term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by the Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade.

- If a playing field has been upgraded by the Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Upgrades to playing fields located on Board lands that are desired or required by the Municipality shall be the responsibility of the Municipality. All costs of such upgrades shall be paid by the Municipality requiring the upgrade.

- If a playing field has been upgraded by the Municipality, the responsibility for maintaining that playing field shall pass to the Municipality and all costs of maintaining the upgraded playing field shall be paid by the Municipality.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule "E" – School Site Planning Guidelines

Reviewed and approved by the Town of Picture Butte

The parameters contained in this Schedule shall be applied when planning future school sites in the Municipality's Municipal Development Plan, Area Structure Plan or concept plan.

Size of Site

The size of school sites to be included in the Municipality's plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by the Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the table above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Reviewed and approved by the Town of Picture Butte

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to the surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "F" - Dispute Resolution Process

1. Notice of Dispute

- 1.1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
- 1.2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

2. Negotiation

- 2.1. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
- 2.2. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
- 2.3. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

3. Mediation

- 3.1. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three

mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.

- 3.2. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 3.3. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.
- 3.4. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
- 3.5. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
- 3.6. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

4. Arbitration

- 4.1. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is

agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.

- 4.2. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 4.1. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
- 4.3. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
- 4.4. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this day of , 2026.

BETWEEN:

TOWN OF BOW ISLAND

AND

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

- A.** The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement;
- B.** It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs;
- C.** It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs;
- D.** The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board;
- E.** The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board;
- F.** The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands; and
- G.** The Parties wish to acknowledge their commitment to the principles of joint use spaces and future planning required of municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) lands in the municipality by entering into this Agreement.

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the Parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time;
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time;
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality;
- d) "Board" means the school board of The Holy Spirit Roman Catholic Separate School Division;
- e) "Calendar Day(s)" means any one of the seven (7) days in a week;
- f) "CAO" means the Chief Administrative Officer of the Municipality;
- g) "Community Use" means use by members of the general public and not a User Group;
- h) "Council" means the municipal Council of the Municipality of Picture Butte;
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time;
- j) "Effective Date" means the 14th day of April, 2026;
- k) "Facility Plans" means the capital plan and facility plan prepared by the Board for approval by the Alberta Government;
- l) "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board;
- m) "Governance Committee" means the committee which includes all the elected officials from both Parties as established under this Agreement.
- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended;
- o) "Joint Use Hours" means the times and schedules referred to in Schedule "C" - Joint Use Times;
- p) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use;

- q) "Municipality" means the municipal corporation of the Town of Bow Island, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality;
- r) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality;
- s) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the municipality and includes those facilities identified in Schedule "A";
- t) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time;
- u) "Operating Committee" means the committee which is comprised of the CAO and Superintendent as established under this Agreement;
- v) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories;
- w) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*;
- x) "School(s)" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by the Board and includes those facilities identified in Schedules "B";
- y) "School Portion" means the portion of Reserve Land identified for transfer to the Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school;
- z) "Superintendent" means the Chief Executive Officer of the Board; and
- aa) "User Group" means any school or community group that fits within the eligibility criteria set out in the Schedule "D" and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – Municipal Facilities available for Joint Use

Schedule "B" – School Board Facilities available for Joint Use

Schedule "C" – Joint Use Times

Schedule "D" – Operating Guidelines

Schedule "E" – School Site Planning Guidelines

Schedule "F" – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this Agreement shall be reviewed every four (4) years with the first such review scheduled in 2030. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend if and how the Agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) Neither party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) In the event a Party to this Agreement requires amendments to the Agreement in order to meet their needs and interests, THE said Party shall provide written notice in accordance with the notice provisions of this Agreement of any proposed amendments to the representative of the other Party.
- c) Within thirty (30) days of receipt of written notice by either Party, all Parties and/or their designated committees and representatives shall endeavour to review, collaborate and negotiate to seek consensus on any proposed amendments to this Agreement.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by both Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following principles with respect to the joint use of municipal and school board facilities:

- a) **Respect for Autonomy** - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and the Municipality believe to be in the best interests of the people they serve.
- b) **Cooperation and Partnership** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.
- c) **Efficiency and Effectiveness** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents

in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

- d) ***Fairness and Equity*** - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.
- e) ***Transparency and Openness*** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups, residents and user groups that are located or reside outside the Municipality.
- b) The Parties further acknowledge that the Schools that are currently located within the Municipality have been designed, built and funded for and by property taxpayers within the Municipality's boundaries and property taxpayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue-by-issue basis as needed, to share access to the schools and to plan for and acquire future school sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) If consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD (GOVERNANCE COMMITTEE)

- a) The Council of the Municipality and the Board shall meet at least every two (2) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Either Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least five (5) Calendar Days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governance Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to both Parties within fourteen (14) Calendar Days after the date of the meeting.

- e) Quorum of the Governance Committee shall consist of at least two representatives from each Party attending each agreed upon meeting.
- f) The Governance Committee will provide written direction to the Operating Committee on an as-needed basis.
- g) The Governance Committee may adopt such rules of procedure as may be agreed upon by its members.

8) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the chief administrative officer (“CAO”) (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal Facilities and Schools for consideration by the Municipality and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Schedule “D”, for consideration by the Municipality and the Board;
 - iii) formulate and approve operating directives, based on the Schedule “D” - Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved operating directives and guidelines on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Schedule “D” - Operating Guidelines and operating directives;
 - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the municipality’s Municipal Development Plan and Area Structure Plans and concept plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governance Committee.

- d) The Operating Committee shall meet annually and may meet more frequently if required.
- e) Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing. The need to meet may be determined by one of the Parties to this Agreement and the other Party agrees to meet within thirty (30) Calendar Days of one of the other Parties indicating in writing their desire to meet.
- f) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- g) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- h) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- i) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to both Parties within fourteen (14) days of a meeting being held.
- j) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the municipality and/or the Board or resource personnel, as necessary, to aid the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- k) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

9) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality may charge fees for the use of Joint Use Space in accordance with established policies governing fees and charges, Schedule "D" - Operating Guidelines, and any applicable operating directive(s).
- b) The Board shall make available, to the Municipality, User Groups and general community groups, those portions of Schools identified as Joint Use Space in Schedules "B" respectively. The Board may charge fees for the use of Joint Use Space in accordance with established policies governing fees and charges, Schedule "D" - Operating Guidelines, and any applicable operating directive(s).
- c) The Parties shall not allow Joint Use Space to be used by User Groups, general community groups or individuals during the Joint Use Hours identified in Schedule "C"- Joint Use Times unless such use respects Schedule "D" - Operating Guidelines, and any applicable operating directives in effect.

- d) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.
- e) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- f) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, amend Schedule "B" to either add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- g) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- h) Notwithstanding any other provision in this Agreement or its Schedules, the Principal or designate of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- i) Appeals from a refusal by a Principal or designate of a School or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i) in the case of a School, first to the Principal or designate's Superintendent and thereafter to the Board; and
 - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Municipality.

10) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the operating guidelines which are attached to this Agreement as Schedule "D".

11) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more municipalities is proposed, the Board shall notify all of the involved municipalities to enable early consultation on the availability and acquisition of a site.

- d) If there are competing claims between two (2) or more school boards for one available school site, the school boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule “F”.
- e) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- f) The Municipality shall use their Municipal Development Plan, Area Structure Plans or concept plans for designated or planned growth areas involving residential land uses to identify the number, general size and location of existing and potential future school sites. The Municipality shall consult with the Board to ensure the proposed location of school sites are suitable to the Board and meet the mandates of Alberta Education and Alberta Infrastructure.
- g) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule “E”. The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or concept plan once the area is fully developed and based on the best information available at the time that the plan is prepared or amended.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified.
- i) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide school sites in accordance with the Municipal Development Plan or Area Structure Plan or concept plan. The Municipality shall not be obligated to acquire lands for school sites using any other resources at the Municipality’s disposal. The decision to commit the use of other resources at its disposal to acquire a school site shall be at the sole discretion of the Municipality.
- j) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for school sites and the open space plans of the Municipality.
- k) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- l) In the event that a school site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned

school site about providing the site earlier than originally expected through a pre-dedication process. The Board may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

12) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All school sites shall be serviced to the property line prior to transfer to the Board.
- b) The services to be provided shall include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c) Where one or more services are unavailable at the property line of the school site, the Municipality and the Board, through the Operating Committee, will discuss the servicing needs of any future School to establish a mutually agreeable plan for bringing the required services to the property line
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any school site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

13) FACILITY AND SITE-SPECIFIC AGREEMENTS

- a) When the Parties decide to create a new shared site and/or facility, an amendment to this agreement shall be prepared to include that site and/or facility.
- b) The amendment shall address:
 - i) The nature of the site and/or facilities that are involved;
 - ii) Any financial or in-kind contributions to be made by each of the Parties;
 - iii) Operating guidelines and operating directives specific to the site and/or facility for ongoing operations;
 - iv) Any capital cost and operating cost sharing arrangements and responsibilities between the Parties.
 - v) A process for dissolving the partnership, disposing of the site or retiring the facility.

14) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to the Board.
- c) The School Portion shall be transferred to the Board once:

- i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with the Alberta land titles office.
- d) All costs associated with the transfer of the School Portion to the Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Alberta land titles office.

15) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) If the Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet to determine if other school boards within the municipal boundaries require that Reserve Land.
- b) If the Reserve Land is required by one of the other school boards, the Reserve Land shall be transferred to that other school board pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. Any dispute between the school boards shall be resolved through the dispute resolution process provided in Schedule "F".
- c) In the event that the Reserve Land is not needed by any school board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation.
- d) The Municipality shall have one hundred and eighty (180) Calendar Days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- e) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality.
- f) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:

Document with Town of Bow Island for review and discussion

- i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
- ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and to sell the School Portion.

16) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the dispute resolution process outlined in Schedule "F" for non-operational disputes.

17) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

18) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

19) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

20) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of either Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

21) NON-STATUTORY WAIVER

- a) The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal Council and as the officers, servants and agents of a municipal government.
- b) The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

22) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

23) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;

- iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of God.
- b) No Party shall be liable to the other Party for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

24) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross-liability clause.

25) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Party (the "Non-Indemnifying Party"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of the Non-Indemnifying Party, its employees, servants, volunteers or agents.

26) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Party hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

27) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

28) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Chief Administrative Officer
Town of Bow Island
Room 144, 802 6th Street East
P.O. Box 100
Bow Island, AB T0K 0G0

Superintendent
The Holy Spirit Roman Catholic Separate School Division
620 12B Street North
Lethbridge, AB T1H 2L7

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

Document with Town of Bow Island for review and discussion

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Bow Island

Chief Administrative Officer

Mayor

Holy Spirit School Division

Superintendent, Chantal Axani

Chair, Linda Ellefson

Schedule "A" – Municipal Facilities Available for Joint Use

Name of Facility	Location of Parcel(s)	Description of Facility and Amenities

Schedule "B" – School Board Facilities Available for Joint Use

Name of School	Location of Parcel(s) Containing School	Description of Facility and Amenities
St. Michael's School	302 2 nd Avenue East, Bag 9900 Bow Island, AB T0K 0G0	Gymnasium, Field Facilities

Unless specifically noted otherwise, Joint Use Space shall only include field facilities and gymnasiums. Library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above or approved by special request.

Schedule “C” – Joint Use Times

Facility Type	Available Times
K-9 School	Monday through Friday between 18:00 and 21:00 and Saturdays between 08:00 and 17:00

School buildings may be unavailable on weekends, statutory holidays, district closures, or during scheduled breaks (including July and August), community access for these times may be considered by special request. Such approvals are subject to the availability of onsite personnel to support the facility as required. Board use of municipal facilities is strictly limited to weekdays from September through June.

Community Use of School Facilities on Fridays and Saturdays may be considered through special request and will be permitted if staffing allows, and caretaking costs are borne by the user group.

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

From time to time it is understood the Schools will be unavailable due to them becoming voting stations for provincial or federal elections.

Schedule “D” – Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a User Group must:

- Engage in activities that are recreational, cultural or educational in nature
- Be for the purpose of local government
- Be a non-profit community group
- For elections; the use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a School that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

Despite this agreement, the Municipality reserves the right to continue to provide access to its public facilities and parks to any group or individual, in accordance with its policies, procedures, bylaws and practices.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group’s prior use of any Joint Use Space
- The group has failed to provide proof of the required insurance
- The group has failed to pay for damages which occurred as a result of the group’s prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal or designate, facility manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Superintendent and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to the Municipality.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$5 Million.

Document with Town of Bow Island for review and discussion

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Principal or designate for the school.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School Principal or designate. Except in cases of emergency, safety concerns, or operational necessity, a minimum of fourteen (14) days' notice shall be provided to allow for relocation and rescheduling of the booking where feasible. The Facility Scheduling Coordinator shall notify the scheduled User Group.

Where repeated cancellations of confirmed bookings occur for the same User Group or program, the parties agree to meet in good faith to review scheduling practices and implement reasonable measures to mitigate ongoing disruption, which may include priority rebooking, alternative space allocation, or scheduling adjustments.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Principal or designate.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. Except in cases of emergency or operational necessity, a minimum of fourteen (14) days' notice shall be provided where feasible.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

~~Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:~~

- ~~● The use of specialized equipment~~
- ~~● The provision of specially trained or technical staff (e.g. theatre technicians, food service provider, IT technicians, operators, lifeguards etc.)~~
- ~~● Any additional janitorial or custodial services and supplies related to the use of the Joint Use Space~~
- ~~● The provision of supervisory staff or hosts related to the use of the Joint Use Space~~
- ~~● Any additional costs that may be incurred due to the facility usage by user groups~~
- ~~● Any insurance cost that may be incurred should the user group not carry own coverage and request~~

Document with Town of Bow Island for review and discussion

~~to access the insurance of the facility owner~~

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- Cost recovery for consumable supplies provided by the Board/Municipality and consumed by the user group
- Cost recovery for utilities when lights would not normally be on.
- The use of specialized equipment
- Wear and tear on the facility and/or equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards)
- Computer lab technicians necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

A fee schedule will be updated annually by the Board for the use of space within schools.

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the Board.

For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

Document with Town of Bow Island for review and discussion

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing and maintenance of the playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off line for a 12-month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on school lands shall be the responsibility of the Board.

Each Party shall perform regular assessments on playfield conditions to determine short-term and long-term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by the Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade.

- If a playing field has been upgraded by the Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Upgrades to playing fields located on Board lands that are desired or required by the Municipality shall be the responsibility of the Municipality. All costs of such upgrades shall be paid by the Municipality requiring the upgrade.

- If a playing field has been upgraded by the Municipality, the responsibility for maintaining that playing field shall pass to the Municipality and all costs of maintaining the upgraded playing field shall be paid by the Municipality.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing

maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule “E” – School Site Planning Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in the Municipality’s Municipal Development Plan, Area Structure Plan or concept plan.

Size of Site

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by the Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the table above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Document with Town of Bow Island for review and discussion

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to the surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "F" - Dispute Resolution Process

1. Notice of Dispute

- 1.1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
- 1.2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

2. Negotiation

- 2.1. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
- 2.2. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
- 2.3. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by

seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

3. Mediation

- 3.1. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
- 3.2. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 3.3. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.
- 3.4. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
- 3.5. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
- 3.6. If after ninety (90) calendar days from engagement of the mediator, or longer as

agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

4. Arbitration

4.1. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.

4.2. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 4.1. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.

4.3. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.

4.4. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2026

BETWEEN:

TOWN OF COALDALE

AND

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

- A.** The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement;
- B.** It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs;
- C.** It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs;
- D.** The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board;
- E.** The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board;
- F.** The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands; and
- G.** The Parties wish to acknowledge their commitment to the principles of joint use spaces and future planning required of municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) lands in the municipality by entering into this Agreement.

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the Parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time;
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time;
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality;
- d) "Board" means the school board of The Holy Spirit Roman Catholic Separate School Division;
- e) "Calendar Day(s)" means any one of the seven (7) days in a week;
- f) "CAO" means the Chief Administrative Officer of the Municipality;
- g) "Community Use" means use by members of the general public and not a User Group;
- h) "Council" means the municipal Council of the Municipality of Coaldale;
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time;
- j) "Effective Date" means the ____ day of _____, 2026;
- k) "Facility Plans" means the capital plan and facility plan prepared by the Board for approval by the Alberta Government;
- l) "Principal or designate" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board;
- m) "Governance Committee" means the committee which includes all the elected officials from both Parties as established under this Agreement.
- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended;
- o) "Joint Use Hours" means the times and schedules referred to in Schedule "C" - Joint Use Times;
- p) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use;
- q) "Municipality" means the municipal corporation of the Town of Coaldale, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality;

- r) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality;
- s) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the municipality and includes those facilities identified in Schedule "A";
- t) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time;
- u) "Operating Committee" means the committee which is comprised of the CAO (or designate) and Superintendent (or designate) as established under this Agreement;
- v) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories;
- w) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*;
- x) "School(s)" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by the Board and includes those facilities identified in Schedules "B";
- y) "School Portion" means the portion of Reserve Land identified for transfer to the Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school;
- z) "Superintendent" means the Chief Executive Officer of the Board; and
- aa) "User Group" means any school or community group that fits within the eligibility criteria set out in the Schedule "D" and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – Municipal Facilities available for Joint Use

Schedule "B" – School Board Facilities available for Joint Use

Schedule "C" - Operating Guidelines for Joint Use Space

Schedule "D" – Booking Process for Joint Use Space

Schedule “E” – School Site Planning Guidelines

Schedule “F” – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this Agreement shall be reviewed, at a minimum, every four (4) years with the first such review scheduled in 2031. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend if and how the Agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) Neither party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) In the event a Party to this Agreement requires amendments to the Agreement in order to meet their needs and interests, THE said Party shall provide written notice in accordance with the notice provisions of this Agreement of any proposed amendments to the representative of the other Party.
- c) Within thirty (30) days of receipt of written notice by either Party, all Parties and/or their designated committees and representatives shall endeavor to review, collaborate and negotiate to seek consensus on any proposed amendments to this Agreement.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by both Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following principles with respect to the joint use of municipal and school board facilities:

- a) **Respect for Autonomy** - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and the Municipality believe to be in the best interests of the people they serve.
- b) **Cooperation and Partnership** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

- c) ***Efficiency and Effectiveness*** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.
- d) ***Fairness and Equity*** - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.
- e) ***Transparency and Openness*** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) GOVERNANCE COMMITTEE

- a) The Council of the Municipality and the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Either Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least five (5) Calendar Days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governance Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to both Parties within fourteen (14) Calendar Days after the date of the meeting.
- e) Quorum of the Governance Committee shall consist of at least two representatives from each Party attending each agreed upon meeting.
- f) The Governance Committee will provide written direction to the Operating Committee on an as-needed basis.
- g) The Governance Committee may adopt such rules of procedure as may be agreed upon by its members.

7) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the chief administrative officer ("CAO") (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:

- i) formulate policy recommendations related to joint use of Municipal Facilities and Schools for consideration by the Municipality and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Schedule "D", for consideration by the Municipality and the Board;
 - iii) formulate and approve operating directives, based on the Schedule "D" - Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved operating directives and guidelines on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Schedule "D" - Operating Guidelines and operating directives;
 - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the municipality's Municipal Development Plan and Area Structure Plans and concept plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governance Committee.
- d) The Operating Committee shall meet annually and may meet more frequently if required.
- e) Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing. The need to meet may be determined by one of the Parties to this Agreement and the other Party agrees to meet within thirty (30) Calendar Days of one of the other Party indicating in writing their desire to meet.
- f) The meetings shall be chaired by the CAO (or designate). Secretarial support for each meeting shall be arranged by the CAO (or designate).
- g) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- h) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.

- i) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to both Parties within fourteen (14) days of a meeting being held.
- j) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the municipality and/or the Board or resource personnel, as necessary, to aid the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- k) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

8) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall only charge fees for the use of Joint Use Space in accordance with the Annual Joint Use Fee Schedule, - Operating Guidelines and any applicable operating directive(s).
- b) The Board shall make available, to the Municipality, User Groups and general community groups, those portions of Schools identified as Joint Use Space in Schedules "B" respectively. The Board shall not charge fees for the use of Joint Use Space except as allowed by the Schedule "D" - Operating Guidelines and any applicable operating directive(s).
- c) The Parties shall follow the priority sequence outlined in the booking and allocation processes in Schedules "C" and "D" when booking Joint Use Space for other user groups, community organizations, or individuals.
- d) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.
- e) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- f) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, amend Schedule "B" to either add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- g) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.

- h) Notwithstanding any other provision in this Agreement or its Schedules, the principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- i) Appeals from a refusal by a principal of a School or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i) in the case of a School, first to the principal's Superintendent and thereafter to the Board; and
 - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Municipality.

9) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the operating guidelines which are attached to this Agreement as Schedule "D".

10) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of where and when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the Board.
- c) Where construction of a school that will serve two or more municipalities is proposed, the Board shall notify all of the involved municipalities to enable early consultation on the availability and acquisition of a site.
- d) If there are competing claims between two (2) or more school boards for one available school site, the school boards shall, at their own cost, resolve the question of site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule "H".
- e) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- f) The Municipality shall use their Municipal Development Plan, Area Structure Plans or concept plans for designated or planned growth areas involving residential land uses to identify the number, general size and location of existing and potential future school sites. The Municipality shall consult with the Board to ensure the proposed location of school sites are suitable to the Board and meet the mandates of Alberta Education and Alberta Infrastructure.

- g) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "G". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or concept plan once the area is fully developed and based on the best information available at the time that the plan is prepared or amended.
- h) Allocation of an available school site shall be made by the Operating Committee once the need to construct a new school has been identified.
- i) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide school sites in accordance with the Municipal Development Plan or Area Structure Plan or concept plan. The Municipality shall not be obligated to acquire lands for school sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a school site shall be at the sole discretion of the Municipality.
- j) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for school sites and the open space plans of the Municipality.
- k) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- l) In the event that a school site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned school site about providing the site earlier than originally expected through a pre-dedication process. The Board may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

11) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All school sites shall be serviced to the property line prior to transfer to the Board.
- b) The services to be provided include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, roads and sidewalks.
- c) Where one or more services are not available at the property line of the school site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.

- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any school site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

12) FACILITY AND SITE-SPECIFIC AGREEMENTS

- a) When the Parties decide to create a new shared site and/or facility, an amendment to this agreement shall be prepared to include that site and/or facility.
- b) The amendment shall address:
 - i) The nature of the site and/or facilities that are involved;
 - ii) Any financial or in-kind contributions to be made by each of the Parties;
 - iii) Operating guidelines and operating directives specific to the site and/or facility for ongoing operations;
 - iv) Any capital cost and operating cost sharing arrangements and responsibilities between the Parties.
 - v) A process for dissolving the partnership, disposing of the site or retiring the facility.

13) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to the Board.
- c) The School Portion shall be transferred to the Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with the Alberta land titles office.
- d) All costs associated with the transfer of the School Portion to the Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Alberta land titles office.

14) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) If the Board concludes that it no longer requires Reserve Land that was previously transferred to it by the Municipality, the Parties shall meet to determine if other school boards within the municipal boundaries require that Reserve Land.
- b) If the Reserve Land is required by one of the other school boards, the Reserve Land shall be transferred to that other school board pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. Any dispute between the school boards shall be resolved through the dispute resolution process provided in Schedule "H".
- c) In the event that the Reserve Land is not needed by any school board, the Board in possession of the Reserve Land shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation.
- d) The Municipality shall have one hundred and eighty (180) Calendar Days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of carrying out any required assessments, tests and studies.
- e) If the Municipality opts to acquire the Reserve Land, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- f) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and to sell the School Portion.

15) DISPUTE RESOLUTION

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.

- b) The Parties agree to follow the dispute resolution process outlined in Schedule “H” for non-operational disputes.

16) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

17) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

18) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

19) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of either Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

20) NON-STATUTORY WAIVER

- a) The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal Council and as the officers, servants and agents of a municipal government.
- b) The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of

Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

21) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

22) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of God.
- b) No Party shall be liable to the other Party for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

23) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The

comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross-liability clause.

24) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Party (the "Non-Indemnifying Party"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of the Non-Indemnifying Party, its employees, servants, volunteers or agents.

25) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Party hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

26) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

27) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Chief Administrative Officer
Town of Coaldale
#200, 1801 20 Avenue
Coaldale, AB T1M 1N1

Superintendent
Holy Spirit Catholic School Division No 4
620 – 12B Street N
Lethbridge, AB T1H 2L7

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

Reviewed and approved by Coaldale Town Council

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Coaldale

Chief Administrative Officer

Mayor

**The Holy Spirit Roman Catholic
Separate School Division**

Superintendent

Chair

DRAFT

Schedule "A" – Municipal Facilities Available for Joint Use

Name of Facility	Location of Parcel(s)	Description of Facility and Amenities
SHIFT Community Rec Centre	Civic Address: 2600 16th Ave #100 Coaldale, AB	Gymnasium, squash court, track, fieldhouse, flex/breakout Room
Coaldale Sportsplex (Arena)	Civic Address: 1213 20th Ave Coaldale, AB	Ice arena
Coaldale Swimming Pool	Civic Address: 1213 20th Ave Coaldale, AB	Outdoor swimming facility
Quads/Sports Fields	Civic Address: 1303 30th Ave Coaldale, AB	Baseball diamonds and Soccer Fields

Schedule “B” – School Board Facilities Available for Joint Use

Name of School	Location of Parcel(s) Containing School	Description of Facility and Amenities
St. Joseph School	1413 – 23 rd Avenue Coaldale, AB T1M 1L6	Gymnasium

Unless specifically noted otherwise, Joint Use Space shall only include gymnasium. Library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above or approved through special request.

Schedule "C" – Operating Guidelines for Joint Use Space

User Group Eligibility

- Engage in activities that are recreational, cultural or educational in nature
- Be for the purpose of local government
- Be a non-profit community group
- For elections; the use of schools for polling places is permitted, provided classes are not dismissed to accommodate the poll
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a School that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

Despite this agreement, the Municipality reserves the right to continue to provide access to its public facilities and parks to any group or individual, in accordance with its policies, procedures, bylaws and practices.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide proof of the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the principal, facility manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Superintendent and thereafter to the Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to the Municipality.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$5 Million.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through Principal or designate of the school.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the Principal or designate of the cancellation. The Principal or designate shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Principal or designate of the Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Principal or designate. The Principal or designate shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Principal or designate.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

All parties agree to make every reasonable effort to provide as much advance notice of booking cancellations as possible. Timely communication is encouraged in order to allow cancelled time slots to be reassigned and to minimize unused space.

Notwithstanding the above, the parties acknowledge that cancellations may occur due to circumstances beyond a User Group's control, including but not limited to severe weather, public safety concerns, or other emergencies. In such cases, reasonable discretion and flexibility shall be exercised, and applicable cancellation fees may be waived where appropriate.

Joint Use Times

Facility Type	Available Times
St. Joseph School	Monday through Thursday between 18:00 and 21:00,

Board Fields and Playgrounds	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 21:00 and Saturdays/Sundays between 08:00 and 21:00
Municipal Facilities for School Use	Monday through Friday between 08:00 and 16:00
Municipal Playing Fields - Playgrounds for School Use	Monday through Friday between 08:00 and 17:00

School Buildings shall generally not be available on Statutory Holidays, School breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community Use of School Facilities on Fridays and Saturdays may be considered through special request and will be permitted if staffing allows, and caretaking costs are borne by the user group.

Community use of School Facilities on outside of Joint Use Hours may be considered through special request (ie. Summer Games, Summer sports camps for local students during the first three weeks of July or last week of August).

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- The provision of specially trained or technical staff (e.g. theatre technicians, food service provider, IT technicians, etc.)
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space
- The standard user or rental fee that the Municipality or Board would normally charge any user group, this Agreement notwithstanding.

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the Board.

For Joint Use Space in a Municipal Facility, the Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

Schedule "D" – Booking Process for Joint Use Space

All booking and allocations for the following facilities shall be booked through the Town of Coaldale Community Services department:

- Town of Coaldale SHIFT Community Recreation Centre Indoor turf field
- Town of Coaldale SHIFT Community Recreation Centre Gymnasium (Hard Courts)
- Town of Coaldale SHIFT Community Recreation Centre Squash Court
- Town of Coaldale SHIFT Community Recreation Centre Track
- Town of Coaldale SHIFT Community Recreation Centre Multi-use Room
- Town of Coaldale Ice Arena

Reviewed and approved by Coaldale Town Council

- Town of Coaldale Swimming Pool
- Town of Coaldale Quads (Baseball and Soccer Fields)

All booking and allocations for the following facilities shall be booked through Holy Spirit Catholic Schools assigned site representatives:

- Holy Spirit Catholic Schools Owned Gymnasiums

Payment and Adjustments Clause

Payment Terms: Each party agrees to pay the amounts specified in Annual Joint Use Fee Schedule attached hereto.

Annual Inflation Adjustment: The payment amounts set forth in the Annual Joint Use Fee Schedule may be subject to an annual adjustment based on an inflationary rate. Such adjustments shall be communicated by June of each year with new rates taking effect September of the same year.

Space-for-Space Trade Option: In addition to the monetary payment obligations outlined in Annual Joint Use Fee Schedule, both parties agree that, at their mutual discretion, they may enter into a space-for-space trade arrangement. Under this arrangement, one party may provide space to the other in lieu of a portion of the financial payment due. The terms of any such space-for-space trade, including the amount of space and its equivalent value, shall be determined by mutual agreement.

Schedule "E" – School Site Planning Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in the Municipality's Municipal Development Plan, Area Structure Plan or concept plan.

Size of Site

The size of school sites to be included in the Municipality's plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by the Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the table above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "F" – Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Party.

2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within fourteen (14) Calendar Days after the notice of dispute is given, each Party must appoint representatives to the Governance Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Municipality and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of both Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within fourteen (14) Calendar Days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party shall select one name from the short list and advise the other Party of their selection within ten (10) Calendar Days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within fourteen (14) Calendar Days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) Calendar Days from the date the mediator is engaged, without further written agreement of the parties.
9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.

10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) Calendar Days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within thirty (30) Calendar Days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within thirty (30) Calendar Days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

ANNUAL JOINT USE FEE SCHEDULE
IN SUPPORT OF
JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2026

BETWEEN:

TOWN OF COALDALE

AND

The Holy Spirit Roman Catholic Separate School Division

1) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this Agreement shall be reviewed annually. With the first such review scheduled for February 2027. The review shall be undertaken by the Operating Committee. Following the review, the Committee shall recommend if and how the Agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

2) WITHDRAWAL AND TERMINATION

- a) Neither party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) In the event a Party to this Agreement requires amendments to the Agreement in order to meet their needs and interests, THE said Party shall provide written notice in accordance with the notice provisions of this Agreement of any proposed amendments to the representative of the other Party.
- c) Within thirty (30) days of receipt of written notice by either Party, all Parties and/or their designated committees and representatives shall endeavour to review, collaborate and negotiate to seek consensus on any proposed amendments to this Agreement.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by both Parties, the terms and conditions of this Agreement shall remain in effect.

Schedule "A" – Joint Use Facility Rates

Town of Coaldale Facility Rates

GYMNASIUM (Basketball, Volleyball, Badminton etc.)	Sept (2025)	Sept (2026)
Full Gym	\$35.00	\$36.75
½ Gym	\$17.50	\$18.50
SQUASH COURT		
School Use	\$11.25	\$12.50
Batting Cage		
School Use		\$26.25
FIELDHOUSE (Soccer, Lacrosse, Football etc.)		
Full Field	\$50.00	\$52.50
1/3 Field	\$22.50	\$23.75
Flex/Breakout Room		
School Use	\$30.00	\$31.50
Coaldale Sports Plex (Arena)		
School Use	\$60.00	\$61.25
Coaldale Swimming Pool		
Rate Per Participant Per Booking	\$3.50	\$3.50

Holy Spirit School Division Facility Rates

Fee schedule will be provided at time of booking and reviewed on an annual basis.

General Meeting Places - include learning commons, meeting rooms or unused classroom spaces available for use.

Block Bookings - independent block booking allocations may occur with the direct approval of the Town and individual site Principals. Fee rates for these block bookings would be negotiated at the time of booking with the respective parties.

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Chief Administrative Officer

Town of Coaldale
#200, 1801 20 Avenue
Coaldale, AB T1M 1N1

Superintendent
Holy Spirit Roman Catholic Separate School Division
620 12B Street North
Lethbridge, AB T1H 2L7

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Coaldale

Chief Administrative Officer

Holy Spirit Catholic Schools

Superintendent

DRAFT

Reviewed by School Board and City of Lethbridge Lawyers
Document approved by the City
Final executable document pending

LETHBRIDGE SCHOOL RESERVES AGREEMENT

between

THE CITY OF LETHBRIDGE,

and

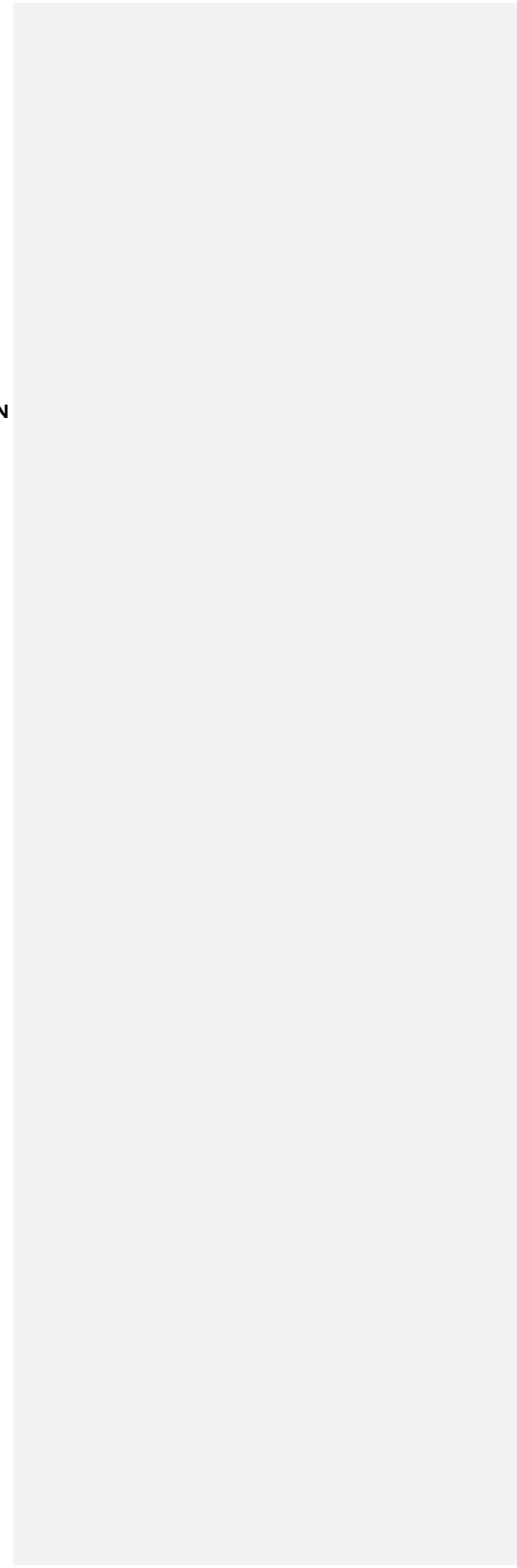
THE BOARD OF TRUSTEES OF THE LETHBRIDGE SCHOOL DIVISION,

and

THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

and

**THE FRANCOPHONE REGIONAL AUTHORITY OF THE SOUTHERN FRANCOPHONE EDUCATION
REGION**



LETHBRIDGE SCHOOL RESERVES AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2026

Between:

THE CITY OF LETHBRIDGE,
a municipal corporation pursuant to the
Municipal Government Act, Chapter M-26 as amended;
(the "**City**")

and

THE BOARD OF TRUSTEES OF THE LETHBRIDGE SCHOOL DIVISION,
a school division established pursuant to the ~~provisions of the~~
Education Act SA 2012, C E-0.3, as amended;
(the "**LSD**")

and

**THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION,**
a school division established pursuant to the
~~provisions of the~~ Education Act SA 2012, C E-0.3, as amended;
(the "**HSRCSSD**")

and

**THE FRANCOPHONE REGIONAL AUTHORITY OF THE SOUTHERN
FRANCOPHONE EDUCATION REGION**
a school division established pursuant to the ~~provisions of the~~
Education Act SA 2012, C E-0.3, as amended;
(the "**FrancoSud**")

(Individually a "**Party**", and collectively the "**Parties**")

WHEREAS the City and the School Authorities have expressed their desire to work cooperatively towards meeting the needs of the citizens of Lethbridge and the students and parents of students served by the School Authorities for the efficient allocation, use and development of Reserve Lands for School Sites;

AND WHEREAS the City and the School Authorities acknowledge that pursuant to s. 666 of the Act, the Subdivision Authority is authorized to require the registered owner of a Parcel that is the subject of a proposed subdivision:

- (a) to provide part of that Parcel of land as Reserve Land,
- (b) to provide Money in Place of Reserve, or
- (c) to provide a combination of Reserve Land or Money in Place of Reserve;

AND WHEREAS the City and the School Authorities acknowledge that pursuant to s. 670 of the Act the Subdivision Authority must:

- (a) when Reserve Land is required to be provided, specify the amount, type and location of Reserve Land that is to be provided, and allocate the Reserve Land between the municipality and each School Authority concerned as joint owners or as separate owners;

- (b) when Money in Place of Reserve is required to be provided, allocate the money between the City and the School Authorities, either jointly or separately;
- (c) when a combination of Reserve Land and Money in Place of Reserve is required to be provided, to specify the amount, type and location of Reserve Land that is to be provided and to allocate the Reserve Land or Money in Place of Reserve, between the municipality and the School Authority(ies) concerned,

in accordance with an agreement made between the municipality and the school boards, or in the absence of an agreement, in accordance with the needs of each of them as determined by the Subdivision Authority;

AND WHEREAS the City and the School Authorities acknowledge that s. 671(2) the *Act* limits the use of Reserve Land by a municipality or a school board, or by them jointly, to the purposes of public park, public recreation area, school board purposes, and to separate areas of land that are used for different purposes;

AND WHEREAS s. 670.1 of the *Act* requires a municipality and each school board operating within its municipal boundaries to enter into an agreement by June 10, 2026⁵, setting out *inter alia*, the following matters contained in s. 670.1(3):

- (a) establishing a process for discussing matters related to:
 - (i) the planning, development and use of school sites on Reserve Land in the municipality;
 - (ii) transfers of Reserve Land pursuant to sections 672 and 673 in the municipality;
 - (iii) disposal of school sites;
 - (iv) the servicing of school sites on Reserve Lands in the municipality;
 - (v) the use of school facilities, municipal facilities and playing fields on Reserve Land in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them;
- (b) respecting how the municipality and the school board will work collaboratively;
- (c) establishing a process for resolving disputes; and,
- (d) establishing a time frame for regular review of the agreement;

AND WHEREAS the Parties wish to enter into this Agreement to satisfy certain requirements of s. 670.1 of the *Act*;

AND WHEREAS any matters required to be contained in an agreement pursuant to s. 670.1 of the *Act*, that are not set out in this Agreements between the Parties, are contained in the existing Joint Use Agreements;

THE PARTIES THEREFORE AGREE as follows:

1. GUIDING PRINCIPLES

- 1.1 The mutually agreed upon principles and goals of the Parties in entering this Agreement are to ensure that:
 - (a) regular dialogue occurs between the Parties so the allocation, planning, development, use and maintenance of all Reserve Lands in the City are effectively coordinated;
 - (b) input from the School Authorities in the planning process and preparation of area structure plans and outline plans is obtained by the City;

- (c) adequate and appropriate Reserve Lands are set aside for the provisions of School Sites during the planning phases of new communities; and,
- (d) the City will negotiate with developers to obtain serviced Reserve Land for the School Authorities, at no cost to the School Authorities, as outlined in this Agreement.

1.2 The capital costs, maintenance and use of City facilities and School Buildings are set out in Joint Use Agreements between the City and the applicable School Authority.

2. INTERPRETATION

Definitions

2.1 In this Agreement, the following terms have the following meanings, unless otherwise indicated:

- (a) ~~"Access to Information Act" or "ATIA" means the Access to Information Act, SA 2024, c. A-1.4, and any regulations made thereunder, as amended or replaced from time to time;~~
- (a) ~~"Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and any regulations made thereunder, as amended or replaced from time to time;~~
- (b) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and any regulations made thereunder, as amended or replaced from time to time;
- (c) "Agreement" means this Lethbridge School Reserves Agreement, any schedules attached hereto, and any amendments from time to time;
- (d) "Approved New School Project" means a new school building project, as defined in the *Education Act*;
- (e) ~~"City" means The City of Lethbridge, a municipal corporation, under the Act, or, where the context so requires, the area contained within the boundaries of the City;~~
- (f) "Education Act" means the *Education Act*, S.A. 2012, C. E-0.3, and any regulations made thereunder, as amended or replaced from time to time;
- (g) "FrancoSud" means The Francophone Regional Authority of the Southern Francophone Education Region, ~~a school district established pursuant to the *Education Act*, and any successor division or authority;~~
- (h) ~~"Government of Alberta" means the Government of Alberta acting on behalf of a School Authority for the purpose of constructing an "Approved New School Project", as defined in the *Education Act*;~~
- (i) "HSRCSSD" means The Board of Trustees of the Holy Spirit Roman Catholic Separate School Division, ~~a school division established pursuant to the *Education Act*, and any successor division or authority;~~
- (i) "Initial Term" means the Initial Term as set out in Article 3;
- (i) "Joint Use Agreement" means one of the following separate agreements:
 - (i) the Joint Use Agreement dated June 26, 2013, between the City, LSD and HSRCSSD; and,
 - (ii) the Joint Use Agreement dated November 23, 2015, between the City and Conseil Scolaire FrancoSud, the predecessor of FrancoSud,

Formatted: Add space between paragraphs of the same style

Formatted: Add space between paragraphs of the same style, Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 1"

Commented [SS1]: "C"ity is never used to mean anything other than the corporation. We will not make this change.

to address certain requirements of s. 670.1(3)(v) of the Act and "Joint Use Agreements" means both Joint Use Agreements collectively;

~~(k)~~ "Land Allocation Committee" or "LAC" means a committee established pursuant to this Agreement, and which is more fully described in Article 11;

~~(l)~~ "LSD" means The Board of Trustees of the Lethbridge School District Division, a school division established pursuant to the provisions of the Education Act, and any successor division or authority;

~~(m)~~ "Money in Place of Reserve" means money that is or has been required by the Subdivision Authority to be provided in place of Municipal Reserve, School Reserve, or Municipal and School Reserve pursuant to the Act;

~~(n)~~ "Municipal and School Reserve" or "MSR" means has the meaning set out in s. 616 of the Act;

~~(o)~~ "Municipal Reserve" or "MR" has the meaning set out in s. 616 of the Act;

~~(p)~~ "Parcel" has the meaning of "parcel of land" as set out in s. 616 of the Act;

~~(q)~~ "Party" means the City, the LSD, the HSRCSSD, or the FrancoSud, and "Parties" means two or more of them;

~~(r)~~ "Playing Fields" means the area that is adjacent to a School Building Envelope, constructed for outdoor recreation activities and that may or may not be located on the same Parcel as the School Building Envelope, and that have historically been designated as MR, SR or MSR, but that going forward, will be located on a separate Parcel from the School Building Envelope, and will be designated as MSR;

~~(s)~~ "Protection of Privacy Act" or "POPA" means the Protection of Privacy Act, SA 2024, c. P-28.5, and any regulations made thereunder, as amended or replaced from time to time;

~~(t)~~ "Province" means the Provincial Crown, or His Majesty in Right of Alberta, as represented by the appropriate minister, or, where the context so requires, the area contained within the Province;

~~(u)~~ "Real Property Governance Act" means the Real Property Governance Act, SA 2024, c. R-5.3, and any regulations made thereunder, as amended or replaced from time to time;

~~(v)~~ "Renewal Term(s)" means any applicable Renewal Term as set out in Article 3;

~~(w)~~ "Reserve Land" has the meaning set out in s. 616 of the Act;

~~(x)~~ "School Authority" means the LSD, the HSRCSSD, or the FrancoSud, and "School Authorities" means two or more of the LSD, the HSRCSSD, and the FrancoSud;

~~(y)~~ "School Building" has the meaning set out in s. 1 of the *Education Act*;

~~(z)~~ "School Building Envelope" means the area upon which school improvements are constructed, including but not limited to the School Building, parking areas, playgrounds and landscaping, but does not include Playing Fields;

~~(aa)~~ "School Reserve" or "SR" means has the meaning set out in s. 616 of the Act;

~~(bb)~~ "School Site(s)" means the combined site containing the School Building Envelope and the adjacent Playing Fields;

Commented [S2]: We will not make the requested change here. Parties does not always mean all four of the Parties signing this agreement.

~~(aa)~~(cc) "Subdivision Authority" means the City's Subdivision Authority appointed pursuant to the Act and the City's Bylaw 5801 The Subdivision and Development Authorities Bylaw, as amended or replaced from time to time,

~~(bb)~~(dd) "Term" means the Initial Term and any applicable Renewal Term, as applicable, as described in Article 3;

Schedules

2.2 The following Schedules are attached to and form part of this Agreement:

- (a) Schedule "A" School Site Development Guidelines
- (b) Schedule "B" Minimum School Site Sizes
- (c) Schedule "C" Land Allocation Committee Terms of Reference

Legislative Framework

2.3 The provisions of this Agreement establish a process for discussion among the Parties in relation to matters governed by the Act, the Education Act, the Real Property Governance Act and other applicable legislation. The Parties acknowledge that the applicable legislation governs all transactions relating to Reserve Land, the transfer of school property, and the disposal of School Sites. Where a provision of this Agreement is inconsistent with applicable legislation, the applicable legislation prevails.

3. TERM AND AGREEMENT REVIEW

- 3.1 This Agreement will be effective as of June 1, 2026.
- 3.2 The initial term of this Agreement is 10 (TEN) years ("Initial Term"). This Agreement will automatically renew at the end of the Initial Term for a further 10 (TEN) years ("Renewal Term"), and at the end of each Renewal Term for further 10 (TEN) year Renewal Terms.
- 3.3 The Parties shall conduct a formal review of the Agreement every 5 (FIVE) years or sooner to determine whether changes are required.
- 3.4 In the event of changes to the Act or the Education Act relating to Reserve Lands, the Parties will conduct a review of this Agreement before the formal review required in s. 3.3 to determine if changes to this Agreement are required.

4. REQUIREMENT FOR RESERVE LANDS

- 4.1 Each School Authority shall endeavour to provide 2 (TWO) years' notice to the City when Reserve Land for a School Site will be required, and in addition, each School Authority will share its capital plan with the City when it is updated or replaced.
- 4.2 After receiving a request pursuant to s. 4.1, the City shall, to the best of its ability given the constraints of the Act, plan for the School Authorities' anticipated needs for School Sites. The City will use its ability under the Act, subject to any City policies in place, to require developers to dedicate Reserve Land to develop School Sites, or to provide Money in Place of Reserve, and if Reserve Land is available to be dedicated, the City will provide notice to the applicable School Authority of proposed locations of the required Reserve Land for the School Site. The School Site should, wherever possible, meet the criteria set out in Schedule "A". The City is not obligated to acquire lands for School Sites outside of the normal subdivision and dedication process, and if other City resources are to be used to acquire a School Site, the decision to utilize other City resources is at the sole discretion of the City.

4.3 If the School Authority does not accept the proposed locations for Reserve Land for the School Site, the School Authority and the City will work together to determine alternative suitable Reserve Land locations.

5. ACQUISITION OF RESERVE LANDS

5.1 When a School Authority has indicated a need for a School Site in accordance with s. 4.1, and Reserve Land has been dedicated to the City, the City shall provide Reserve Lands for the School Site to the applicable School Authority in accordance with s. 6.1.

5.2 In consideration of receiving Reserve Land for School Sites in accordance with this Agreement, the School Authorities agree that they will not receive any portion of Money in Place of Reserve collected by the City, and the City shall have full discretion as to the collection and application of such Money in Place of Reserve.

5.3 Wherever possible, the Parties will jointly plan School Sites and optimize the use of Reserve Land by combining schools, parks and recreational facilities.

6. DESIGNATION AND PROVISION OF RESERVE LANDS

6.1 When the City has acquired Reserve Land for a School Site, the Reserve Land will be registered as Municipal Reserve until the City receives notification:

- (a) in accordance with the *Education Act* that the Reserve Land (or a portion thereof) will be transferred to the [Crown Province](#); or,
- (b) from the School Authority that a portion of the Municipal Reserve land is required for the construction of an Approved New School Project, at which time the Municipal Reserve will be subdivided and the portion of the Reserve Land required for the School Building Envelope shall be registered as School Reserve, and the portion of the Reserve Land required for Playing Fields will be registered as Municipal Reserve.

7. SCHOOL SITE DESIGN

7.1 The layout of School Sites will be jointly planned by the City and the applicable School Authority as to location and size. It is acknowledged that the current required minimum school site sizes are as set out in Schedule "B". In the event the Parties cannot agree on the layout of Playing Fields the dispute will be escalated in accordance with Article 12.

8. SCHOOL SITE PREPARATION AND DEVELOPMENT

8.1 In providing School Reserve, the City will whenever possible, ensure that:

- (a) the requirements of Schedule "A" are met; and,
- (b) the School Building Envelope is serviced with services from the road right of way to the property line of the School Reserve prior to being transferred to the School Authority, however the installation of such utilities is subject always to the City's ability to require a developer to install utilities or the City's financial ability to install same.

8.2 The services to be provided in accordance with s. 8.1 are: water, wastewater, storm drainage, electricity, natural gas, telecommunications, roads and sidewalks.

8.3 From the time the land for the School Building Envelope is designated as School Reserve, the applicable School Authority is responsible for all capital and ongoing maintenance and operating costs of the School Building Envelope and related site improvements constructed or placed on the School Building Envelope, excluding those matters that may be agreed to by the Parties under the terms of a Joint Use Agreement.

9. SURPLUS RESERVE LANDS

9.1 Subject to the *Act*, the *Education Act* ~~and any regulations thereto~~, or the *Real Property Governance Act*, if a School Authority declares that Reserve Land, is surplus to its needs then that School Authority (the "Declaring Authority") will notify the other Parties to this Agreement. The other School Authorities (the "Non-declaring Authorities") must, within 90 (NINETY) days notify the other Parties whether they require the Reserve Land. If either of the Non-declaring Authorities do require the Reserve Land, subject to s. 9.39.4 and to the requirements of the *Education Act*, the Declaring Authority shall transfer the Reserve Land to the Non-declaring Authority that requires the Reserve Land at a nominal cost of \$1.00 (ONE DOLLAR). If neither Non-declaring Authority requires the Reserve Land, the Declaring Authority may offer the Reserve Land to other school authorities (the "Other School Authorities") operating within the city of Lethbridge at a nominal cost of \$1.00 (ONE DOLLAR), with notification to be provided to the Declaring Authority within 90 (NINETY) days.

Commented [S53]: We will not agree to the change that was requested here. It was incorrect.

9.2 In the event that neither the Non-declaring Authorities nor the Other School Authorities require the Reserve Land, subject to the *Education Act*, the Declaring Authority shall transfer the Reserve Land to the City and the City will register the transfer at a land titles office, and the Land Titles Registrar will designate the Reserve Land as Municipal Reserve in accordance with s. 672(2) of the *Act*, and the City may:

- (a) retain the Municipal Reserve, and keep the lands as Municipal Reserve, or re-designate same as Community Services Reserve, Conservation Reserve, or Environmental Reserve; or,
- (b) remove the Municipal Reserve designation from the Reserve Land and dispose of the lands, in which case, the City may only use the proceeds of the sale, lease or other disposition for the purposes set out in s. 671(2) of the *Act*.

9.3 When a School Reserve referred to in s. 9.1 is to be transferred to the City, the School Authority must pay all outstanding debts related to the School Building Envelope prior to the transfer to the City. If the building is to be demolished, the demolition and site rehabilitation costs will be borne by the School Authority.

9.4 If both Non-Declaring Authorities require the Reserve Land, subject to the *Education Act*, the Reserve Land will be transferred to the School Authority that has a need for it demonstrated by a capital plan submitted to the Government of Alberta Province.

9.5 Notwithstanding any other provision of this Article, a School Authority must comply with any applicable requirements of the *Real Property Governance Act*, including the requirement to notify the Province and offer to transfer any surplus real property to the Province prior to any sale, disposition or transfer to any other person.

10. SURPLUS SCHOOL SITES ON LANDS NOT DESIGNATED AS RESERVE

10.1 Subject to the *Education Act* or the *Real Property Governance Act*, if a School Authority declares a School Site is surplus, and the School Site is located on lands that are not designated as Reserve Lands:

- (a) if the lands were originally obtained by the School Authority from the City for a nominal sum or due to a dedication of lands to the City upon a subdivision, the lands will be transferred to the City following the process outlined in Article 9; or,
- (b) if the lands were not originally obtained by the School Authority from the City for a nominal sum or due to a dedication of lands to the City upon a subdivision, the School Authority may dispose of the lands in accordance with the *Education Act* without following the process outlined in Article 9.

10.2 Notwithstanding any other provision of this Article, a School Authority must comply with any applicable requirements of the Real Property Governance Act, including the requirement to notify the Province and offer to transfer any surplus real property to the Province prior to any sale, disposition or transfer to any other person.

Formatted: Justified

11. LAND ALLOCATION COMMITTEE

11.1 A Land Allocation Committee is established, the terms of reference for which are contained in Schedule "C".

12. DISPUTE RESOLUTION

12.1 Any dispute that requires a resolution will be addressed initially by the applicable Parties' administrative staff, and in the event that administrative staff are unable to resolve an issue within a reasonable amount of time, the issue will be brought forward in the following order for resolution, with the issue progressing to the next level only if a unanimous resolution is not arrived at:

- (a) senior staff for each Party:
 - (i) City – Director, Infrastructure Services;
 - (ii) LSD – Associate Superintendent, Business and Operations;
 - (iii) HSRCSSD – Secretary Treasurer
 - (iv) FrancoSud – Executive Director of Operation or Corporate Secretary
- (b) Land Allocation Committee.

12.2 If a unanimous resolution is not reached after the representatives set out in s. 12.1(b) meet, the matter may be referred to arbitration as set out in this Article 12. The referral to arbitration shall be by written notice (the Notice of Arbitration) to the other Party or Parties with which the referring Party has a dispute.

12.3 For arbitration:

- (a) if there is a disagreement between one School Authority and the City, each Party shall appoint an arbitrator and the two arbitrators shall select a third arbitrator, who shall act as the Chair of the Panel. The Party giving the Notice of Arbitration shall appoint its arbitrator within thirty (30) days of giving the Notice of Arbitration, and the Party receiving the Notice of Arbitration shall appoint its arbitrator within thirty (30) days of receipt of the Notice of Arbitration;
- (b) if a common disagreement between more than one School Authority and the City exists, then the School Authorities shall jointly appoint one arbitrator and the City shall appoint one arbitrator, and the designated arbitrators shall appoint a third arbitrator who shall be the Chair of the Panel. The appointment of arbitrators shall be in accordance with the timelines set out in subsection (a); and in either case, the appointed arbitrators will collectively be referred to as the "Panel"

12.4 Any Party who fails to designate a representative within the time set out in s. 12.3 shall lose the right to do so and the designated arbitrators shall then constitute the Panel.

12.5 If the 2 members designated pursuant to s. 12.3 above cannot agree on the appointment of a Chair, then the matter shall be submitted to a Justice of the Court of King's Bench to make the appointment of a Chair, who shall preferably have a working knowledge of the Act, *Education Act*, and municipal and educational law.

12.6 The Party that gave the Notice of Arbitration shall make submissions to the Panel and the other Party(ies) within 30 days of the appointment of the Chair. The other Party(ies) shall have 30 days from the date of receipt in which to make their submissions to the Panel and the other Party(ies). The Panel will make a decision and provide the decision in writing, to the Parties of such decision within 30 days of receiving the last submission.

12.7 Each Party taking part in an arbitration shall pay:

- (a) an equal portion of arbitrators' fees; and,
- (b) its own costs of preparation and attendance at any hearing, including legal, expert and witness costs, if any.

12.8 The provisions of the *Arbitration Act*, R.S.A. 2000, c. A-43, and any regulations made thereunder, as amended or replaced from time to time, shall apply to any arbitration under this Article 12.

13. NOTICE

13.1 Any notice required pursuant to this Agreement shall be given in writing to the address(es) below, or such other address of which the Parties may have been duly notified in writing accordance with this provision:

- (a) City of Lethbridge
City Hall
910 4th Ave South
Lethbridge, AG T1J 0P6
Attention: General Manager, Planning and Design
- (b) The Holy Spirit Roman Catholic Separate School Division
Board Office, St. Basil's Catholic Education Centre
620 12B Street North
Lethbridge, AB T1H 2L7
Attention: Secretary Treasurer
- (c) The Board of Trustees of the Lethbridge School Division
Education Centre
433 15th Street South
Lethbridge, AB T1J 0P6
Attention: Associate Superintendent Business and Operations
- (d) The Francophone Regional Authority Of The Southern Francophone Education Region
6715 8 St NE Suite 295
Calgary, AB T2E 7H7
Attention: Executive Director Of Operations

Any notices are deemed to have been given on the date of delivery if delivered, or the fifth (5th) business day after mailing if mailed.

14. WITHDRAWAL AND TERMINATION

14.1 No Party to this Agreement shall unilaterally withdraw or terminate this Agreement, and the terms and conditions contained therein shall remain in full force and effect during any periods of alteration or amendment to this Agreement, and subject always to the requirements of governing legislation or statutes.

15. ACCESS TO INFORMATION ACT (ATIA) and PROTECTION OF PRIVACY ACT (POPA)

15.1 The Parties agree to comply with the requirements of the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)* insofar as it applies to the operations, records and personal information each Party has access to, collects, or uses in performing their respective rights and obligations under this Agreement.

Formatted: Font: Italic

Formatted: Font: Italic

15.2 The Parties acknowledge that information and records maintained or submitted by the other party may be subject to the protection and access provisions of the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

Formatted: Font: Italic

Formatted: Font: Italic

14.16. GENERAL

14.16.1 This Agreement shall be governed in accordance with the laws of the Province of Alberta.

14.216.2 This Agreement may be executed in several counterparts and by electronic facsimile transmission, each of which will be deemed to be an original and all of which will together constitute one and the same instrument.

14.316.3 If one or more provisions of this Agreement are for any reason held to be invalid, the Parties intend that all remaining provisions remain in full force and effect.

14.416.4 This Agreement shall enure to and be binding upon all successors of the Parties regardless of how that succession occurs.

14.516.5 The Parties will act cooperatively and in the utmost good faith in carrying out this Agreement.

The remainder of this page is intentionally blank. Signing page follows.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by the hands of their respective authorized signatories as of the date first above written: _____

day of _____, 202

THE CITY OF LETHBRIDGE

**THE BOARD OF TRUSTEES OF THE
LETHBRIDGE SCHOOL DIVISION**

Per: Lloyd Brierley, City Manager

Per:

Per:

**THE BOARD OF TRUSTEES OF THE HOLY
SPIRIT ROMAN CATHOLIC SEPARATE
SCHOOL DIVISION**

**THE FRANCOPHONE REGIONAL AUTHORITY
OF THE SOUTHERN FRANCOPHONE
EDUCATION REGION**

Per:

Per:

Per:

Per:

SCHEDULE "A" SCHOOL SITE DEVELOPMENT GUIDELINES

The parameters contained in this Schedule will be applied wherever possible when planning future School Sites.

Size of Site

The size of future School Sites will be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each School Authority.

The minimum School Site sizes laid out in Schedule "B" are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the School Site.

Each School Site will be of adequate size to meet the initial and future expansion needs of the school and any temporary/modular units.

School Sites will be created using Reserve Land dedication; however, acquisition of additional land may be needed to create the size of School Site required. If additional land is required and the City agrees, at its sole discretion, to acquire additional lands, a separate agreement will be negotiated between the Parties involved in the acquisition of the School Site.

Site Shape and Configuration

Each School Site will be generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length).

School Site shapes that consist of curves, triangular areas or narrow spaces should be avoided if possible.

Frontage along a Public Street

Where possible, each School Site shall have frontage along two public streets that intersect at a corner of the School Site.

Where frontage along only one public street is available, it should be a continuous frontage along the entire length of one side of the School Site.

Accessible to Several Modes of Travel

Each School Site will be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each School Site will have onsite pedestrian connections and connections to the pedestrian network linking the site to the surrounding community. Onsite pedestrian connections are internal to the School Site, for example, a sidewalk from one area of the School Site (the School Building) to another area of the School Site (the playground). Connections to the pedestrian network are connections (e.g., sidewalks) from the public road right of way (the sidewalk) through the School Site to a part of the School Site (the School Building). Onsite pedestrian connections and connections to the pedestrian network are the responsibility of the applicable School Authority.

Each School Site will accommodate bicycle access and on-site bicycle parking facilities and should connect to the cycling network (if there is one), linking the School Site to the surrounding community.

Site Topography and Soil Conditions

Each School Site will have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Any utilities should be installed in such a way that the placement of the School Building Envelope will be impacted as little as possible.

No stormwater management ponds shall be incorporated into the Playing Fields adjacent to the School Site. Stormwater storage will be required for the School Site itself, and is the responsibility of the School Authority.

SCHEDULE "B" MINIMUM SCHOOL SITE SIZES

24-Sep-09

SCHOOL SITE SIZES																		
	School Building Envelope										Play fields					Softball field		
	building plus yards (ac)	play area (ac)	asphalt play area (ac)	child care units allowance (ac)	portable classrooms area (space for freestanding) (ac)	parking stalls	parking area (ac)	sub-total school building envelope (ac)	storm water management allowance (ac)	total school building envelope (ac)	65m x 110m field with sidelines (ac)	track and field area (ac)	total play fields (ac)	storm water management allowance (ac)	total play field (ac)	total school site (ac)	softball diamond (ac)	storm water management allowance (ac)
450 elem school	2.76	0.13	0.11	0.19	0.34	32	0.22		0.38		2.56		0.26		6.94	2.09	0.21	9.24
							3.75		4.13			2.56		2.82				
600 elem school	3.02	in building footprint	in building footprint	0.19	0.34	41	0.32		0.39		2.56		0.26		7.07	2.09	0.21	9.37
							3.87		4.26			2.56		2.82				
600K-9 school	3.6	in building footprint	in building footprint	0.19	0.34	71	0.56		0.47		2.56		0.26		7.98	2.09	0.21	10.27
							4.69		5.16			2.56		2.82				
900 K-9 school	4.02	0.13	0.11	0.19	0.34	126	1		0.58		2.56	0.63	0.32		9.88	2.09	0.21	12.18
							5.79		6.37			3.19		3.51				
600 5-9 school	3.8	NA	in building footprint		0.34	180	1.42		0.56		2.56	0.63	0.32		9.63	2.09	0.21	11.92
							5.56		6.12			3.19		3.51				
900 5-9 school	4.02	NA	0.11		0.34	270	2.13		0.66		2.56	0.63	0.32		10.77	2.09	0.21	13.07
							6.6		7.26			3.19		3.51				
1200 5-9 school	6	NA	0.11		0.34	353	2.79		0.92		2.56	0.63	0.32		13.67	2.09	0.21	15.97
							9.24		10.16			3.19		3.51				
900 high school	4.5	NA			0.68	270	2.13		0.73		5.12	0.63	0.58		14.37	2.09	0.21	16.67
							7.31		8.04			5.75		6.33				
1200 high school	6	NA			0.68	353	2.79		0.95		5.12	0.63	0.58		16.74	2.09	0.21	19.04
							9.47		10.42			5.75		6.33				
1500 high school	7	NA			0.68	440	3.48		1.12		5.12	0.63	0.58		18.6	2.09	0.21	20.9
							11.16		12.28			5.75		6.33				

SCHEDULE "C" – LAND ALLOCATION COMMITTEE TERMS OF REFERENCE

1. Purpose

1.1 The purpose of the Land Allocation Committee ("LAC") is to oversee this Agreement.

2. Membership

2.1 The members of the LAC are as follows:

- (a) from the City – City Manager, or designate;
- (b) from the LSD –Superintendent, or designate;
- (c) from the HSRCSSD – Superintendent, or designate; and.
- (d) from FrancoSud – Superintendent, or designate.

2.2 LAC members are only appointed for so long as their employment continues with the City or the respective School Authority.

2.3 The Chair of the LAC will rotate among the Parties on an annual basis, with the order being: HSRCSSD, LSD, FrancoSud, City.

2.4 The Chair, or designate, is responsible for:

- (a) calling meetings, the location of which will be at the offices of the Chair, unless otherwise agreed by the LAC members;
- (b) distributing the agenda and any accompanying materials to LAC members a minimum of one week before a meeting;
- (c) chairing the meetings, recording and distributing minutes; and
- (d) ensuring the purpose of the LAC is achieved.

3. Member Expectations

3.1 LAC members are expected to

- (a) work collaboratively to achieve the LAC's purpose; and,
- (b) attend LAC meetings and follow through in a timely manner on any commitments.

4. Duties and Responsibilities

4.1 The LAC is responsible for:

- (a) considering reviews of this Agreement, and any changes coming out of such reviews;
- (b) developing and managing the relationship between the Parties at the administrative level;
- (c) participating in the dispute resolution process outlined in the Agreement;

4.2 The LAC does not have the power to bind any Party.

5. **Agendas**

- 5.1 The proposed agenda for LAC meetings will be approved by the LAC at the prior meeting.
- 5.2 Additional agenda items and associated materials are to be circulated to the Chair a minimum of three weeks prior to the scheduled meeting, and will be added to the agenda if a three-fourths majority agrees to do so at the start of the meeting.

6. **Meetings**

- 6.1 The LAC shall meet a minimum of 2 times per year.
- 6.2 Additional meetings may be called by the Chair, or by two LAC members, as required.
- 6.3 Quorum for meetings will be set at 4 (FOUR), representing all four Parties to the Agreement.
- 6.4 Each Party is entitled to one vote on any matter requiring a decision.
- 6.5 Unless otherwise specified in these Terms of Reference, the LAC members may adopt such rules of procedure as may be agreed upon by the members.
- 6.6 LAC Members may be accompanied by their respective staff to meetings as deemed necessary by them, however any staff attending a meeting will not be entitled to vote on any matters.
- 6.7 LAC meetings will be in camera to encourage and facilitate frank and open discussion.
- 6.8 Subject to s. 6.4, LAC decisions will require the consensus all LAC members, but in the event the LAC cannot reach a consensus on an issue, the matter shall be resolved using the process outlined in s. 12 of the Agreement.

PR NO:

C.1

May 27, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 19: Conflict of Interest and Nepotism

ORIGINATOR: Board of Trustees

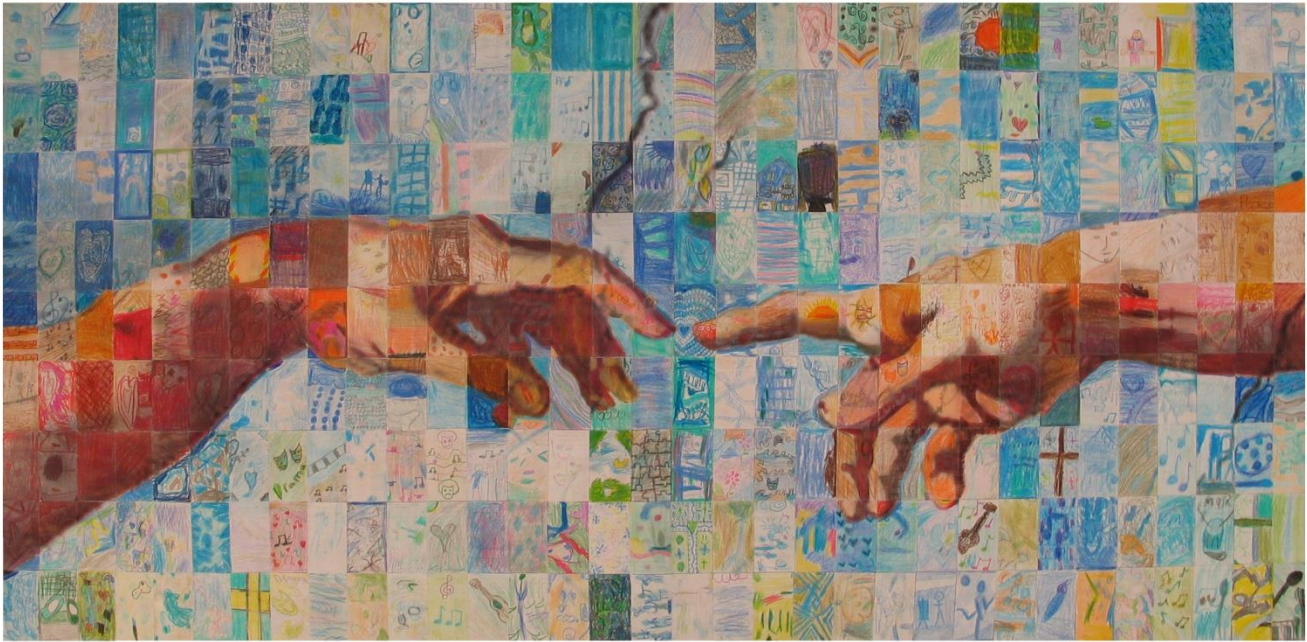
BACKGROUND

1. *Policy 19: Conflict of Interest and Nepotism* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 19: Conflict of Interest and Nepotism*, as amended.

ARTICULATING OUR PURPOSE



"Creativity" by the Staff and Students of St. Patrick Fine Arts Elementary – 2009/2010

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.

"What are we here to do together?"

It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

We are a Catholic Faith Community,
dedicated to providing each student entrusted to our care,
with an education rooted in the
Good News of Jesus Christ.

Guided by the Holy Spirit,
in partnership with home, parish and society,
our schools foster the growth of responsible citizens
who will live, celebrate and proclaim their faith

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.

It shows where we want to go, and what we will be like when we get there.

*A vision gives shape and direction to the organization's future
and it helps people set goals to take the organization closer to it.*

Holy Spirit Catholic Schools...
Christ-centered learning communities
where students are cherished and achieve their potential.

VALUES AND CORE COMMITMENTS

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.

Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming safe and accepting sanctuary.

EXCELLENCE IN
LEARNING

- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

SACRAMENTALITY

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

OUR
COLLABORATIVE
COMMUNITY

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.

MINISTRY

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

STEWARDSHIP

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.

CONFLICT OF INTEREST AND NEPOTISM

It is expected that all trustees and employees shall represent the division in a manner that supports the responsibility of the Board, as per the *Education Act*, to provide a welcoming, caring, respectful and safe environment. All trustees and employees shall be cognizant of standards relevant to “nepotism” within the workplace, and engage in leadership practices and communication so that conflicts inherent with this concept may be alleviated. Such standards are outlined further within this document.

Definitions

Conflict of Interest	a situation in which an employee/trustee whose private interests, or the private interests of a relative or an associate, might benefit from the employee/trustee’s actions or influence as an employee/trustee of the division.
Pecuniary Interest	refers to monetary conflict of interest. A pecuniary interest is said to exist where an individual employee/trustee is involved in decisions that would have a positive or negative financial impact on the personal circumstances of the employee/trustee and his or her spouse/partner.
Associate	an individual or organization with whom an employee/trustee has any personal or pecuniary interest.
Nepotism	favouritism shown to relatives in bestowing employment or conferring privileges.
Relative	refers to an employee/trustee’s child, sibling, parent, parent-in-law, or spouse.
Family status	the status of being related to another person by blood, marriage, or adoption.
Registered Charity	refers to a charitable organization, public foundation, or private foundation registered with the Canada Revenue Agency. A registered charity is issued a Registration Number and is exempt from paying income tax and can issue tax receipts for donations.
Society	is an independent legal entity, incorporated for any non-profit purpose, that exists separate from its members. Societies must direct any profits back into fulfilling the objectives of the organization.

Procedures

Upon election, each Trustee shall complete a Disclosure of Information (Schedule A) that shall be filed with the Board’s Secretary.

1. Disclosure of information
 - 1.1 Each trustee of a Board shall file with the Board’s Secretary a statement showing:

- 1.1.1 the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
- 1.1.2 the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- 1.1.3 the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The Board's Secretary shall:

- 1.2 Compile a list of all the names reported on the statements filed with the Secretary-Treasurer, and
- 1.3 Provide a copy of the list to:
 - 1.3.1 all the trustees of the board, and
 - 1.3.2 the officials and employees of the board that the board directs shall receive a copy.
- 1.4 Trustees shall avoid conflict of interest with respect to their trusteeship responsibility.
 - 1.4.1 There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "insider" information.
 - 1.4.2 When the Board is to decide upon an issue about which a member has an avoidable conflict of interest, that member shall absent themselves without comment from not only the vote, but also from the deliberation.
 - 1.4.3 Trustees shall not use their positions to obtain employment in the organization for themselves, family members, or close associates. Should a trustee desire employment in the organization, they shall first resign.
 - 1.4.4 Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict.
 - 1.4.5 Trustees are not permitted to sit on the executive of a school council or permitted to sit on the Board of any registered charity or society registered under the Society Act, whose primary focus is in regards to fundraising for a divisional school or the school division.
- 2. Employees may engage in supplementary employment, including self-employment. Supplementary employment may not:
 - 2.1 Causes a conflict of interest where the employee's private interests or those of their relatives or friends could improperly influence their actions or decisions in their professional or public role and impact their ability to perform official duties objectively;
 - 2.2 Interferes with regular employment duties;
 - 2.3 Involves the use of division premises, equipment, or supplies; and
 - 2.4 Causes the employee to hold pecuniary interests that are in conflict of interest with the Holy Spirit Catholic School Division.
- 3. Where it appears that a conflict of interest might arise in taking supplementary employment, or through pecuniary interest, it is the duty of the employee to notify the Superintendent, or

designate, in writing as to the nature of employment.

4. Employees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they normally perform in the course of their employment.
5. Employees who own, or have pecuniary interests in businesses that may act as a supplier to the division shall be strictly governed by the Alberta Government Regulations on tendering and are required to notify the division of their financial interest in a company at the time of submitting a tendered bid.
6. Products and materials developed as part of an employee's regular duties shall be the property of the division.
7. A relative of an employee or trustee may work in the division provided that there is not an opportunity to exercise favouritism or there is no conflict of interest present for the employees or trustee involved.
8. An employee is prohibited from being in the direct supervision of a relative where the supervisor can make decisions unilaterally in areas such as:
 - 8.1 Assignment of duties;
 - 8.2 Approval of requisitions;
 - 8.3 Determination of salary or wage levels;
 - 8.4 Completion of evaluation of performance reports;
 - 8.5 Decisions about promotion, retention, transfer, or termination; and
 - 8.6 Approval of expense claims.
9. Relatives cannot participate in the recruitment or selection process.
10. Employees must bring to the Superintendent's attention any potential conflicts of interests prior to entering into any employment agreements.
11. When a conflict of interest situation, as determined by the Superintendent or designate, is created through hiring, marriage, transfer or promotion, an alternative place of work in the school system shall be determined, and a transfer will take place as soon as one is available.
12. It is recommended that under most circumstances, family members (spousal relationships, parent/child, etc.) not work in the same facility wherein one family member is in a supervisory position. An individual assessment of the situation may be deemed necessary prior to an employment decision being made and approved by the Superintendent.
13. Short-term replacement or temporary employment from an approved substitute employee list that involves a family member will not be considered to create a conflict of interest according to this policy.
14. Employees are not permitted to sit on the board of any registered charity or society registered under the Society Act, whose primary focus is in regards to fundraising for a divisional school or the school division.
15. The Board reserves the right to approve exceptions to the Conflict of Interest Policy when it has been determined that doing so is in the best interest of the school division.

References: **Sections 33, 52, 85, 86, 88, 89, 205, 222, *Education Act***

PR NO:

C.2

May 27, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 22: Vaccination Protocol

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 22: Vaccination Protocol* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 22: Vaccination Protocol*, as presented.

VACCINATION PROTOCOL

This policy aligns with Section 33(1)(d) of the Alberta *Education Act*, which emphasizes the responsibility of school boards to provide a safe and caring learning environment while respecting parental rights.

Holy Spirit Catholic School Division prioritizes students' overall well-being, including their physical, mental, spiritual, emotional, and moral health, in alignment with Catholic values and Gospel teachings.

1. **Parental Authority:** Parents/guardians are the primary decision-makers regarding their child's healthcare, including immunization. The division does not endorse vaccines but defers to Alberta Health Services (AHS) for public health decisions.
2. **Division's Role:** The division and its staff lack the medical expertise to assess immunization needs. All immunization programs are managed by AHS.
3. **Informed Consent:** Immunization is voluntary and requires parental consent. AHS may request the division to distribute health information and consent forms to families.
4. **Facility Use:** The division may allow AHS to use school facilities for immunization programs.
5. **Moral Guidance:** When a new vaccine is introduced, the division will seek written moral guidance from the Bishop, which may be shared with parents.

References **Section 33, *Education Act***
 Public Health Act

PR NO:

C.3

May 27, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 23: Extra-Curricular Activity

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 23: Extra-Curricular Activity* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 23: Extra-Curricular Activity*, as amended.

EXTRA-CURRICULAR ACTIVITY

According to the *Education Act*, the Board is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the values of the Catholic community.

Extra-curricular programs make a valuable contribution to the development of student skills, knowledge and abilities. The greatest value can be derived from extra-curricular student activities when such activities are developed and encouraged through cooperative participation among the student body, staff and interested community members.

Schools can support students to build positive relationships, stay engaged in their school community, and strengthen their connection to school by offering engaging and meaningful learning experiences beyond the classroom, including a range of extra-curricular opportunities that reflect and uphold Catholic values and the division's educational philosophy.

In this light, the Board:

1. Allocates divisional funds to be disbursed to schools;
2. Reviews and sets the allocation of funds on an annual basis; and
3. Appreciates and recognizes the contributions made by staff and community members who contribute time to the extra-curricular activities of the students.

PR NO:

C.4

May 27, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy Review Schedule 2026/2027

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is a list of policies that were reviewed, amended, and adopted over the 2025/2026 school year, as well as a tentative schedule for the Board to review its Policy Manual during the 2026/2027 school year.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees approves the Policy Review Schedule for the 2026/2027 school year, as presented.

24 of 24 policies, and respective appendices, were reviewed, amended or adopted during 2025/2026.

Board Policy	Date Reviewed/Amended
Policy 1: Board Mandate, Mission, Values and Goals	Amended September 24, 2025
Policy 2: Role of the Board	Amended December 17, 2025
Policy 3: Role of the Trustee	Amended December 17, 2025
Policy 4: Trustee Code of Conduct	Amended September 24, 2025 Adoption of the following appendices: C: Trustee Activities Report D: Board Chair Activities Report
Policy 5: Role of the Board Chair	Reviewed November 26, 2025
Policy 6: Role of the Vice Chair	Reviewed November 26, 2025
Policy 7: Board Committees and Board Representation	Amended September 24, 2025 and the adoption of the following appendices: A: Negotiations Committee D: Share the Mission Committee E: Teacher Board Advisory Committee F: Policy Development and Review Committee G: GrACE Committee Amended March 25, 2025 and the adoption of the following appendix: H: Infrastructure and Capital Committee
Policy 9: Role of the Superintendent	Amended January 28, 2026
Policy 10: Board Delegation of Responsibility	Amended January 28, 2026
Policy 11: Staff Code of Conduct	Amended January 28, 2026
Policy 12: Teaching Staff Reduction	Amended January 28, 2026
Policy 13: Hearings on Teacher Matters	Reviewed March 25, 2026
Policy 14: Appeals and Hearings on Student Matters	Amended March 25, 2026
Policy 16: School Closure	Reviewed March 25, 2026
Policy 17: Awards	Amended January 28, 2026
Policy 18: Board Governance and Operations	Amended September 24, 2025
Policy 19: Conflict of Interest and Nepotism	Amended May 27, 2026
Policy 20: Fiscal Stewardship	Amended March 25, 2026
Policy 21: Public Interest Disclosure (Whistleblower Protection)	Tabled to review in Fall 2026
Policy 22: Vaccination Protocol	Reviewed May 27, 2026
Policy 23: Extra-Curricular Activity	Amended May 27, 2026
Policy 24: Budget	Amended March 25, 2026

**Holy Spirit Catholic School Division
Board of Trustees
Policy Review Schedule**

2026/2027 School Year

<u>Board Meeting Date</u>	<u>Policies to be Reviewed</u>
September 23, 2026	Policy 1: Board Mandate, Mission, Values, and Goals Policy 4: Trustee Code of Conduct* Policy 7: Board Committees and Board Representation* Policy 18: Board Governance and Operations* Policy 21: Public Interest Disclosure
November 25, 2026	Policy 2: Role of the Board* Policy 3: Role of the Trustee* Policy 5: Role of the Board Chair Policy 6: Role of the Vice Chair
January 27, 2027	Policy 9: Role of the Superintendent Policy 10: Board Delegation of Authority Policy 11: Staff Code of Conduct Policy 12: Teaching Staff Reduction Policy 24: Budget*
April 28, 2027	Policy 13: Hearings on Teacher Matters Policy 14: Appeals and Hearings on Student Matters Policy 16: School Closure Policy 20: Fiscal Stewardship Policy 17: Awards*
June 23, 2027	Policy 19: Conflict of Interest and Nepotism Policy 22: Vaccination Protocol Policy 23: Extra-Curricular Activity Create Policy Review Schedule for 2027/2028

* All appendices shall be reviewed with the associated policy.

REPORT NO: D.1

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for May 27, 2026.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Technology, and Facilities Reports for May 27, 2026.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees May 2026

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Read Catholic Education Sunday Message, (St. Basil's, May 10)
- CCSSA Spring Plenary Meetings (May 4-6)
- Calgary Diocesan Meeting (May 4)
- Attending daily prayer at CEC when present
- Ecole St. Mary, Marian Mass (May 13)
- Faith reflections in, "Superintendent Sunday"

My recent engagements beautifully reflect my commitment to Catholic leadership by weaving together systemic advocacy, community witness, and a deep dedication to spiritual formation. By participating in the Calgary Diocesan Meeting and the CCSSA Spring Plenary Meetings, I engaged in the vital provincial stewardship required to safeguard and strengthen the gift of Catholic education. The profound impact of our recently celebrated Catholic Education Week was brought directly into the community as I personally read the Catholic Education Sunday Message at St. Basil's Parish, reminding our faithful that our schools are places where academic excellence is deeply rooted in Gospel values. This week of reflection culminated in the beautiful celebration of École St. Mary's Marian Mass on May 13th, an event that highlighted the unique spiritual identity of our schools, as I was unable to attend this Mass last year, this was truly a gift.

Building Effective Relationships

- Future Planning, 1:1 Meetings (Principals/Associate Principals)
- Staffing Conversations with Director of Support Services, Deputy Superintendent, Associate Superintendent, Secretary Treasurer
- Agenda Setting meeting with Chair and Vice Chair
- Meeting with Director of Facilities and Secretary Treasurer re: Projects, Budget and Timelines
- Meeting with Music Task Force (May 14)
- Attended: FLVT Shrek Jr.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

- CCSSA Spring Plenary Meetings (May 4-6)
- Attended: CCH Feather Blessing (May 6)
- Attended CCH Graduation (Mass, Ceremony) (May 8/9)

My recent engagements have focused heavily on promoting and building vibrant relationships across our division, particularly through the beautiful lens of the fine arts and the celebration of graduation season. Collaborating with the Music Task Force and attending Father Leonard Van Tighem School's wonderful production of *Shrek Jr.* reminded me of the vital importance of the fine arts at Holy Spirit Schools; these programs do more than showcase talent—they build bridges of connection, collaboration, and joy within our school communities. This relational spirit carries deeply into our graduation season, a sacred milestone that each of our high schools approaches differently, reflecting their unique community cultures and traditions. It was a true privilege to stand in solidarity with Catholic Central High School by attending their Feather Blessing, graduation Mass, and ceremony on May 8th and 9th, witnessing firsthand how our schools uniquely honor the achievements of our students while wrapping them and their families in our shared faith, culture, and support.

Visionary Leadership

- Weekly SALT meeting
- Policy Committee Meeting (May 6)
- Finance Committee Meeting (May 15)
- Budget Conversations with Secretary Treasurer (ONGOING)
- FLVT Visioning/St. Kateri Meetings with Principals, Deputy Superintendent, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (ONGOING)

My strategic focus recently has centered on visionary leadership, ensuring that our long-term structural frameworks are carefully aligned with the division's future goals. Engaging in the Policy Committee Meeting on May 6 provided an opportunity to refine the foundational guidelines that direct our next steps. This governance work directly informs my ongoing budget conversations with the Secretary-Treasurer and our work during the Finance Committee Meeting on May 15. In navigating current fiscal realities, these collaborative sessions have been vital in ensuring that our budget development moves beyond mere line-item adjustments. Instead, we are looking at our resources through a creative lens—making long-lasting, fiscally responsible decisions that protect the integrity of our classrooms and ensure the sustainable delivery of exceptional Catholic education for years to come.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
 Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

Modeling a Commitment to Professional Learning

- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Ongoing meetings with CCSSA Board and Executive Director
- Education Plan Work (SALT)
- Finance Committee Meeting
- Policy Committee Meeting
- Partnership and collaboration with ALP (Zone 6 AI Cohort/Division AI Cohort)

My leadership as Superintendent is driven by a commitment to continual learning, which I pursue both through structured professional development and through vital, ongoing dialogue with our Board, fellow superintendents, our Senior Administrative Leadership Team, and the LLT. A key focus of this growth is our forward-thinking partnership with the Advanced Learning Partnerships (ALP) and the Zone 6 AI Cohort, as well as our own divisional cohort. Actively collaborating with these groups is providing the essential framework we need to support, navigate, and educate our division around artificial intelligence. By engaging in this shared learning, we are ensuring that Holy Spirit is prepared to leverage AI responsibly and creatively, equipping our staff and students with the tools to thrive in an evolving digital landscape. We look forward to June 4, our Division Leadership Day with ALP.

Leading Learning

- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Staffing Conversations with Director of Support Services, Deputy Superintendent, Associate Superintendent, Secretary Treasurer
- Weekly SALT meeting
- Commenced SALT bi-weekly Superintendent 1:1 meetings

Embracing the role of lead learner is vital for a superintendent, as it models a commitment to growth and continuous improvement for the entire school division. This year, my second in the role, has been full of both self-directed and mandatory learning opportunities that have deepened my operational and strategic insight. Engaging in weekly SALT meetings and participating in rigorous staffing conversations with our Director of Support Services, Deputy Superintendent, Associate Superintendent, and Secretary-Treasurer have been particularly foundational, transforming routine administrative responsibilities into collaborative learning experiences that strengthen our management of division resources.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

Ensuring First Nations, Métis and Inuit Education for All Students

- Attended CCH Feather Blessing (May 5)
- Attended, “Bubbling Up” Keynote, Dr. Sean Lessard
- Listened to Elder Randy Saa’okoto wisdom: “Be Memorable! Why You are More Than Just Educators”

Attending Catholic Central High School’s Feather Blessing was a truly meaningful experience, and I regret that I was unable to attend last year. This event, enriched by the language and cultures of the Blackfoot and Indigenous peoples, deeply touched me. I felt honored to be a part of this sacred tradition, which not only celebrates the graduating students but also pays respect to the culture. I look forward to participating in more Feather Blessing ceremonies in the future, both at CCH and at our other schools.

School Authority Operations and Resources

- Met with Secretary Treasurer re: Budget Meetings (ONGOING)
- Meeting with Deputy Superintendent, Secretary Treasurer, Associate Superintendent of Learning and Director of Support Services (re: budget/staffing) (ONGOING)
- Led Schollie Survey results analysis (LLT)
- Calendar planning and discussions (SALT)
- FLVT Visioning/St. Kateri Meetings with Principals, Deputy Superintendent, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (ONGOING)

My operational focus has centered on the responsible management of school operations and resources, emphasizing deep consultation and collaboration with both our Senior Administration and our Board of Trustees. Central to this effort is the ongoing dialogue I maintain with the Secretary-Treasurer to ensure every budgetary choice we make is fiscally sound. This fiscal discipline is paired with broader strategic planning, as seen in my ongoing meetings with the Deputy Superintendent, Associate Superintendent of Learning, and Director of Support Services, where we collaborate to carefully balance the division's budget with essential staffing needs. Furthermore, I recently led the analysis of the Schollie Survey results with the Leadership Team (LLT) to ensure stakeholder feedback drives our operational adjustments, and worked closely with the Senior Administrative Leadership Team (SALT) on calendar planning. This visionary, collaborative management is also driving our ongoing Father Leonard Van Tighem and St. Kateri visioning meetings with principals and our executive team, ensuring that our resources are aligned to support long-term student success and operational excellence.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

Supporting Effective Governance

- Board Chair Ministerial Engagement (May 4)
- Policy Committee Meeting (May 6)
- Finance Committee Meeting (May 15)
- Agenda Setting meeting with Chair and Vice Chair

Maintaining a relationship of deep trust and transparency between myself and the Board of Trustees is absolutely essential to the successful leadership of our division. A vital component of this partnership is collaborating directly with the Board Chair, Vice-Chair, and Trustees to navigate provincial shifts and understand the direct implications that pieces of legislation like Bill 25 have on the operations and management of our schools. This collaborative stewardship was put into practice during the Board Chair/Ministerial Engagement on May 4, where I joined other superintendents and chairs to discuss these critical provincial developments. Back at the divisional level, this shared governance and open communication continue to guide our work—whether we are aligning administrative practices during our Agenda Setting meeting with the Chair and Vice-Chair, refining foundational guidelines at the Policy Committee Meeting on May 6, or ensuring fiscal responsibility at the Finance Committee Meeting on May 15. By tackling these challenges together in an environment of transparency, we ensure that our operational management remains strong and fully aligned with the Board's governance vision.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

REPORT NO: D.2

May 27, 2026

BOARD AGENDA REPORT

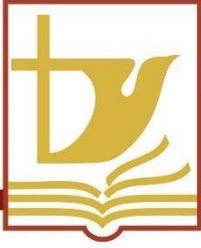
TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for May 27, 2026.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees May, 2026

Embodying Catholic Leadership

- Faith Prayer Leader at St. Basil Catholic Education Centre - leading prayer before interviews and other meetings setting a faith-filled tone for staff and community;
- Active member of St. Martha's Parish - Attend weekly Sunday Mass and serve as a Lector;
- Strive to attend Mass or liturgies with school communities to reinforce the vital connection between division leadership and school life. For the month of May I was able to attend the Catholic Central High School Graduation Mass and the Mass for our retirees;
- I endeavour to approach staff management and human resources through a pastoral lens, striving to live my mission of leading with love. Compassion and the inherent dignity of the human person, guide all difficult conversations and decisions;
- Attended the ACSTA Blueprints Retreat - Rooted in Christ - featuring keynote speaker Roy Petitfils was an inspiring speaker who had us reflecting on our own mental health and wellness, as well as the influence we have as Catholic leaders on our community. His message focused on 6 major themes:
 - Grounding and Presence;
 - Hope and Perseverance;
 - Humility in Vocation;
 - Acceptance and Trust;
 - Community and Outreach;
 - Self-Care and Renewal.

Building Effective Relationships

- I strive to be responsive and present for our staff. I value human connection which means I would rather have a phone conversation or a face to face meeting to talk through tough situations. When it came to transferring teachers from Father Leonard Van Tighem elementary to another school in the division, I met with each of them to hear what they loved most about teaching and to work together to find a new school home for them;
- Leadership can feel isolating, so I took the initiative to organize a monthly collaboration group for Zone 6 peers in similar roles. I also serve our wider region by chairing the

Human Resources 'Role-Alike' meetings for CASSIX, giving us a space to discuss the sensitive and important issues in education;

- I participated in CASSIX meetings in Medicine Hat where we discussed a variety of topics relevant to education management. These relationships are so important for ensuring that we in Southern Alberta are working collaboratively and are doing our best to meet the educational needs of our students, and staying current with Alberta Education requirements;
- I had the opportunity to attend the CCSSA meetings in Kananaskis. CCSSA has provided me an opportunity to meet senior leaders in Catholic education across the province and to build relationships. This month after our meetings, we gathered to celebrate our retirees and their commitment to Catholic education in our province;
- I attended the Blueprints Conference with a team of trustees and leaders from our division. Being together outside the usual hectic workday allows us to connect on a human level, laugh together, and build the deep trust needed to lead our division well.

Modeling Commitment to Professional Learning

- As well as current issues in Catholic education across the province, the Council of Catholic School Superintendents of Alberta (CCSSA) meetings this month focused on:
 - Pastoral References and Contracts;
 - Revisiting the *Marks of an Excellent Catholic Teacher and Leader*;
 - Exploring emergent issues such as:
 - Bill 25,
 - Expedited Teacher Certification, and
 - Schools and Parishes working together.
- I had the opportunity to attend the CASSIX meetings in Medicine Hat on May 23rd + 24th. These quarterly meetings provide the opportunity to collaborate and learn from other division leaders in Southern Alberta. I am chair of the HR Role Alike meetings and learn so much from our conversations;
- I also like to share educational articles or podcasts with our leadership team - bite-sized professional learning. This month, one of my favourites was from Simon Sinek's *A Bit of Optimism* - [The Leadership Advice Nobody Follows \(But Everyone Should\) with Top Leadership Expert Don Yaeger](#). An idea that resonated with me from this podcast was lessons learned from Coach John Wooden, specifically his belief that you find what you are looking for...if you seek out flaws and negativity in your team, you will find them. Conversely, if you look for potential, effort and the good in people, you will discover and cultivate greatness.

Visionary Leadership

- Ongoing senior administrative meetings to discuss supporting schools with the Board priorities and responding to SALT Talks feedback;
- Revisiting how we staff our schools to support the inclusive education needs in our school division. Meeting with each school administrative team to discuss EA allotment;
- Reviewing *Schollie Survey* results and using those insights to guide our decisions moving forward;

- Meeting as senior administration to envision roles and responsibilities, as well as revisiting our organizational chart in order to best meet the needs of the division.

Leading Learning

- Continuing to connect with school administrators to support with any matters that may surface;
- I collaborate with school and senior administration to ensure our buildings are staffed with the right people in the right places. We always keep our Board priorities at the center of these decisions, while working creatively and responsibly within our actual budgetary means, and the staff we have available;
- Supporting school administrators with teacher supervision, growth and evaluation remains a priority. This included Aaron and I meeting with principals to review evaluations for teachers with probationary contracts and to discuss recommendations for contract status for next year.

Supporting First Nations, Métis and Inuit Education for All

- We were grateful to be able to use remaining Jordan's Principle funds to hire additional EAs and teachers, directly boosting the daily classroom support and academic success of our Indigenous students.

Supporting School Authority Operations and Resources

- Meeting with school administrators to examine enrollment projections, programming pressure points and needs for the upcoming school year. These meetings help to ensure equitable allocation of resources based on local need;
- Following input from the finance committee, worked with the Superintendent, Secretary Treasurer, and SALT to consult on the budget for the upcoming school year;
- Ensuring weekly **Here in Spirit** newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Interviewed many new teachers for the upcoming school year and for our sub list;
- Worked collaboratively on the 2026/2027 school and transportation calendars.

Supporting Effective Governance

- Attended the *Edwin Parr Award* ceremony which has been recognizing exceptional first-year teachers who display outstanding skills and performance in their initial year, since 1964. It was a lovely evening celebrating all the Zone 6 nominees. Holy Spirit's candidate, Jordan Flexhaug, was a humble recipient and appreciative of the recognition;
- We are currently finalizing the plans for the Board Retirement Banquet at the Sandman Signature Lethbridge Lodge on Tuesday, June 9th. This special evening is a key way the Board expresses its gratitude, and I am proud to help them celebrate the dedication of our 20 retirees this year;
- I attend Board meetings regularly to share updates on our staffing and hiring. By giving Trustees the facts on how we are managing our personnel, they have the clear information they need to make decisions around governance and advocacy for the division.

REPORT NO: D.3

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Secretary Treasurer's Report

BACKGROUND

1. Attached is the Secretary Treasurer's Report for May 27, 2026.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees May 2026

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Continued budget preparation and collaboration with Superintendent, Deputy Superintendent, Associate Superintendent, department Directors, Principals, and service providers
- Participated in monthly Joint Use session with Lethbridge partners
- Met with Municipality partners to discuss JUPA agreements for rural communities
- Attended bus driver appreciation day BBQ
- Met with partners to finalize the Lethbridge School Reserves Agreement
- Participated in ASEBP Spring engagement session
- Attended CUPE labour management meeting
- Met with Finance Committee to discuss budget
- Participated in monthly LLT meeting
- Contributed to weekly SALT Meetings
- Attended USIC audit committee meeting
- Participated in biweekly construction meetings for St. Kateri Elementary School
- Prepared draft budget documents for Board of Trustees review

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Continued work on Privacy Management Program with Student Information Coordinator and Director of Technology
 - Participated in USIC Risk Management and Claims committee and IT committee meetings
 - Met with USIC activity listing committee to review student activity listing for additions and updates
 - Met with rural partners to discuss JUPA agreements
 - Met with Occupational Health and Safety officer in advance of site inspections
 - Reviewed for approval all risk assessments, volunteer, chaperone, and driver applications
 - Fielded transportation questions and requests after release of transportation registration form
 - Monitored all student and staff accident reports, requested more information when required
-

REPORT NO: D.4

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Associate Superintendent Report

BACKGROUND

1. Aaron Skretting, Associate Superintendent, has prepared the attached report to apprise the Board of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit Education.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Associate Superintendent of Learning
Board Report - May 2026

Board Strategic Priority - Strengthening Our Catholic Faith

We foster a Catholic worldview of reflection, service and sacramentality.

- **Catholic Education Week** - Many thanks to our school DREC representatives and Communications Coordinator Lyndley Fehr for creating our daily videos for the recent Catholic Education Week. The videos can all be accessed [here](#).
- **MCI AI Summit** - Director of Technology Regan Holt and I will be attending the [Mission Collaboration Summit](#) on Artificial Intelligence in Edmonton on May 28 & 29, 2026. Last year's summit was an excellent opportunity to engage with other Catholic leaders in the province on our shared approach to artificial intelligence, and we are looking forward to continued conversation this spring.

Our staff and students demonstrate knowledge of faith and commit to faith development.

- **Marian Pilgrimage** - Our annual tradition of the Marian pilgrimage continues this month. Each year, during the month of May and prior to the feast of the Immaculate Heart of the Blessed Virgin Mary, each school and parish in our division is visited by Mary. Shared resources have been created and distributed to schools to support them with this pilgrimage.
- **Marked By God** - Information for this fall's Marked By God conference, sponsored by the ACSTA and CCSSA, has been shared with our administrators for their planning purposes. We have had substantial interest from the group, and are looking forward to partaking of this opportunity together in October of 2026. This year's theme is "A Joyful Witness" and will feature Bishop McGrattan, Fr. Kris Schmidt, and stories from a variety of Alberta Catholic school divisions.

We create Communities of Accompaniment in our schools and school division.

- **Faith Plan Year 2** - An overview of the second year of our faith plan, Open Wide the Doors! Sent to Share Christ's Love, has been provided to both DREC and LLT in the past month. Providing this overview early allows for in-depth planning and development of resources and thinking that supports implementation. Year 2, 'Love God' focuses on the encounter with Christ in the Mass, the Sacred Heart of Jesus, and draws on the primary scripture Acts 2:42 - "They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers." Implementation discussions will continue in June, with a video overview to be created for use with staff in the fall.

Board Strategic Priority - Learning Through Quality Teaching

We prepare students for career pathways.

- **Artificial Intelligence Cohort** - Our partnership with ALP continues this spring. After regional sessions held on April 27 & 28, we are anticipating our time together with both trustees and LLT on June 4. While we continue each month to embed both use of and reflection on artificial intelligence, we are hopeful that this combined session will allow us to align our thinking even more tightly. Ensuring that we have our own divisional coherence and alignment, grounded in



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

our Catholic faith, will be key as we look forward to more work with staff and students next year.

- **Career Education Task Force** - We will continue to bring together this group of lead teachers in the new school year, focusing on the importance of high-quality instructional practices, targeted professional development to build staff capacity, and sustainable funding to ensure equitable access to robust programming for all students. Guided by a vision of increasing student agency and purpose in career education, the Task Force identified three key, actionable priorities: Strengthening community partnership, leveraging and sharing expertise within the division and enhancing meaningful, hands-on learning experiences.
 - On April 28 & 29 we sent a group of 3 teachers with our Off Campus Coordinator to the CASS TAVE (Trades, Apprenticeship and Vocational Education) Summit, and have followed up to see into their inspirations and ideas for Holy Spirit Schools.
 - We will be moving forward with a myBlueprint online subscription for our grades 7-12 students, focusing initial implementation at the junior high level. This is an online career planning tool that will help plan and execute CTF and CEFL courses and support course selection in high school.

All students demonstrate growth in literacy and numeracy.

- **Literacy and Numeracy Leads** - Our Literacy and Numeracy Leads came together for their final meeting of the school year on April 29, 2026. As the team continues to reflect on and refine its vision statements and overarching goals for excellence in literacy and numeracy instruction, the focus has shifted toward identifying five key instructional practices that will support pedagogical cohesion and consistency across the division. In the new school year, we will aim to diversify the representation of the division levels within these groups and align practice accordingly.
- **Literacy and Numeracy Screeners - Spring Administration** - The window for the administration of the provincial screeners for literacy and numeracy has begun on May 11. Only grade 1-3 students 'at risk' require testing at this time. The administration window will close on May 29. The government has also announced that, beginning in the 2026/27 school year, mandatory literacy and numeracy screenings for grades 4 and 5 will begin. The government-provided screeners and support materials have been posted on new LearnAlberta. Government webinars will be held in late August and early September to support the successful administration and data entry for the screeners, and we will look at what local supports can be provided in the fall.
- **Spaces and Reporting** - Year end Kindergarten to Grade 6 reporting processes have started with training for our SPACES leads and the creation of our divisional support materials, which have been distributed to schools. Kindergarten parents will receive their report cards via email/print on their last day of school, with Grades 1-6 following on Thursday, June 25.

Schools reflect collaborative teaching and learning environments.

- **Curriculum Field Testing Grant** - We have begun our journey of new curriculum implementation under the Field Testing Grant that was awarded to us in March. We have brought together our



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

PE&W, Math and Social teachers together on May 11, 13 and 14. In these meetings we are focusing on:

- Building a Pacing Guide for the implementation and clarification of new learning outcomes to support student success.
- Building Unit Plans: Exploring instructional strategies, thinking routines and proper assessment strategies that aligned with the new curriculum.
- Resource Development: Collaborating with grade-level teams to create planning documents and shared resources using AI resources such as Gemini Pro and Notebook LM.
- **LDCs - Locally Developed Course Renewal** - At the May Board meeting, we will be requesting approval for a new cycle of Locally Developed Courses that have been requested for use by our schools.

Board Strategic Priority - Living Truth and Reconciliation

We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.

- **Division Gathering** - Holy Spirit will celebrate Blackfoot language and traditions as a living and vibrant culture at CCH on June 11, from 5:00-7:30. All Holy Spirit families are encouraged to attend. Lyndley Fehr is posting promotional videos leading up to the event.
- **Professional Development** - Guided by CCH counselor, Kansas Provost, we hosted a Learn, Build, and Go session on May 19, focused on supporting attendance for Indigenous students. Participants explored how relationship, listening, and culturally responsive supports are essential to the ongoing work of truth and reconciliation in our schools.

Our First Nations, Métis and Inuit students will continue to see increasing success rates.

- **Feather Blessings and Graduations** - Seen in photos below, 28 CCH Graduates were honoured at the Feather Blessing on May 5, 2026. St. Michael's School will be presenting 8 feathers and 2 Métis sashes at their June 3rd ceremony in Pincher Creek.



- **FNMI Awards** - SFJH hosted an awards evening for FNMI students on May 21, where approximately 50 students were celebrated. SMPC will hold a similar event on May 27, FLVT on June 3, and CCH on June 10.
- **Transitions Between Schools** - FNMI facilitators and grad coaches have been supporting students in transition to new schools by arranging orientations, school visits, and opportunities to connect with staff and peers ahead of the school year. These relationship-building experiences help foster belonging, reduce anxiety, and support student confidence and academic success.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential



Holy Spirit Catholic School Division
Family Gathering

**Join us for a time of
Indigenous games, food, and fun!**
Elders will gather with us to share stories and enjoy good company in community.

Thursday, June 11th
Prayer 5:00pm
Meal 5:15pm-5:45pm
Indigenous Games 6:00pm-7:30pm

Catholic Central High
Taatsikloyis (Center Tipi)
East Campus (field)
405-18th Street South

(Please bring your own blanket or chair.)
For more information, please contact:
Jana Boschee at 403.327.9555



Itowaahkomstii'oppi
"Where We All Gather to Play Games"

We will deepen our understanding of our collective responsibilities as Treaty People.

- **Indigenous Celebration Days** - This spring, various schools in the division are hosting student retreat days and field trips celebrating Indigenous culture with support from Niitsitapi facilitators, Elders, and knowledge keepers from the Blackfoot community. This June 11, Eagle Spirit Nest Community Association has extended an invitation for our Taber and Bow Island Schools to participate in learning activities celebrating National Indigenous Peoples Day.
- **Division PowWow** - Fall PowWow plans are well underway, with a second planning meeting held on May 19 with representatives from parents and staff. The committee is seeking donations to support the event that will take place at Children of St. Martha School on October 8, 2026.

REPORT NO: D.5

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

1. Crystal Lothian, Director of Support Services, has prepared the attached report to apprise the Board of recent division activity related to the Support Services Department.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
May 2026

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Provincial Engagement: Crystal Lothian, *Director of Support Services*, participated in a provincial engagement session with the Ministry of Education and Childcare regarding the draft Student Support Policy Framework (SSPF). The session gathered feedback from educational leaders on key areas including inclusive education, classroom complexity, cross-sector collaboration, and accountability, with the goal of helping inform future provincial standards and supports for equitable and safe learning environments for all students.

Summer Programming Survey: Building Brains Together (BBT), in collaboration with community partners, identified a growing need for increased summer programming opportunities for junior high students. A student survey was shared with divisional junior high schools to gather student voice and feedback regarding interests and preferred activities, with the information intended to help guide the development of responsive and meaningful summer programming opportunities for youth within the community of Lethbridge.

We provide programming and support for student and staff well-being.

Mental Health Week: From May 4 to 10, 2026, schools across the division recognized the Canadian Mental Health Association's 75th annual Mental Health Week, centered on the theme "Come Together Canada." School leaders were encouraged to promote activities and conversations that fostered connection, reduced stigma surrounding mental health, and supported safe, caring, and mentally healthy learning environments within school communities.

Interjurisdictional Collaboration: Crystal Lothian, *Director of Support Services*, participated in Mental Health & Addictions Support Hub (MASH) meetings alongside education and health service partners from across Southwestern Alberta. Through this interjurisdictional collaboration, participants engaged in solution-focused discussions related to emerging themes, best practices, and coordinated supports connected to student mental health and addiction services within the region.

We celebrate and respect all cultures and ethnicities in our schools.

English as an Additional Language (EAL) Professional Learning: On May 5, 2026, the Council for English as an Additional Language (ATA Specialist Council) provided a full-day professional learning session for divisional EAL and Complexity Team staff focused on "Vocabulary Across Disciplines." The session explored vocabulary teaching and learning, the distinction between social and academic language (BICS and CALP), the English Language Development framework, and effective disciplinary literacy strategies to support English as an Additional Language learners across curricular areas. Interested divisional teachers and leaders were also invited to participate in the session to further strengthen staff capacity and inclusive instructional practices across the division.

REPORT NO: D.6

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Regan Holt, Director of Technology

SUBJECT: Director of Technology Update

BACKGROUND

1. Regan Holt, Director of Technology, has prepared the attached report to apprise the Board of recent division activity related to the technology department.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Technology Board Report

May 2026

Technology - Executive Summary

Priorities - May 2026

- **Digital Access Platform (Vretta)**

Holy Spirit school will primarily be using Vretta as a digital platform for PAT assessments this spring. We have been working with teachers and support staff focusing on the preparatory work in this space for Gr 6 and 9, with diploma exams in high school. We have been providing assistance with Vretta by offering access support including practice and session setup, accommodation support, PD offerings, and hardware assistance to ensure every student has an equitable testing experience.

- **AI Cohort**

With our AI Cohort, we continue to work with LLT to formalize the support frameworks and governance frameworks around Gen AI use within Holy Spirit.

- Timeline for AI Roadmap - Spring 2026
 - Understanding AI Landscape - Risks and Responsibilities
 - Identify and Build Guiding Principles
 - Develop Policies, Guidelines and Frameworks
 - June 4, 2026 - LLT AI Collab Day with ALP

Summer Projects

We are in the planning phase for upcoming summer projects including: classroom AV modernizations, cybersecurity projects, and support models for St Kateri school. This work is ongoing.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Safe Arrival

- Safe Arrival is a convenient way for parents to report absences via mobile app, division websites, or through call-in. This expands on our current practice of school call-in to report an absence. Staff manage these calls and voicemails and update attendance records manually. This new 'on demand' process will automate this reporting and provide a more convenient service for our school families.
- Implementation for Safe Arrival
 - Safe Arrival integration has been voluntary at the school level for May/June. This is so we can manage change early and optimize efficiency during school startup in September.
 - May 26th - services will be active for pilot schools: SCPB, CCH, FLVT, SF.
 - Communication has been sent to parents within relative timelines.
 - Training has been included for schools to help with their workflows.
 - Safe Arrival will be active in all Holy Spirit schools for school startup in September 2026.

[end of technology services report]

REPORT NO: D.7

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Facilities, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities Report to the Board of Trustees May 2026

ST. KATERI ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on May 6, 2026.



Above: South Face

Below: East Face





Above: Outdoor Classroom Area

Below: Northwest Face





Above: Staff Room

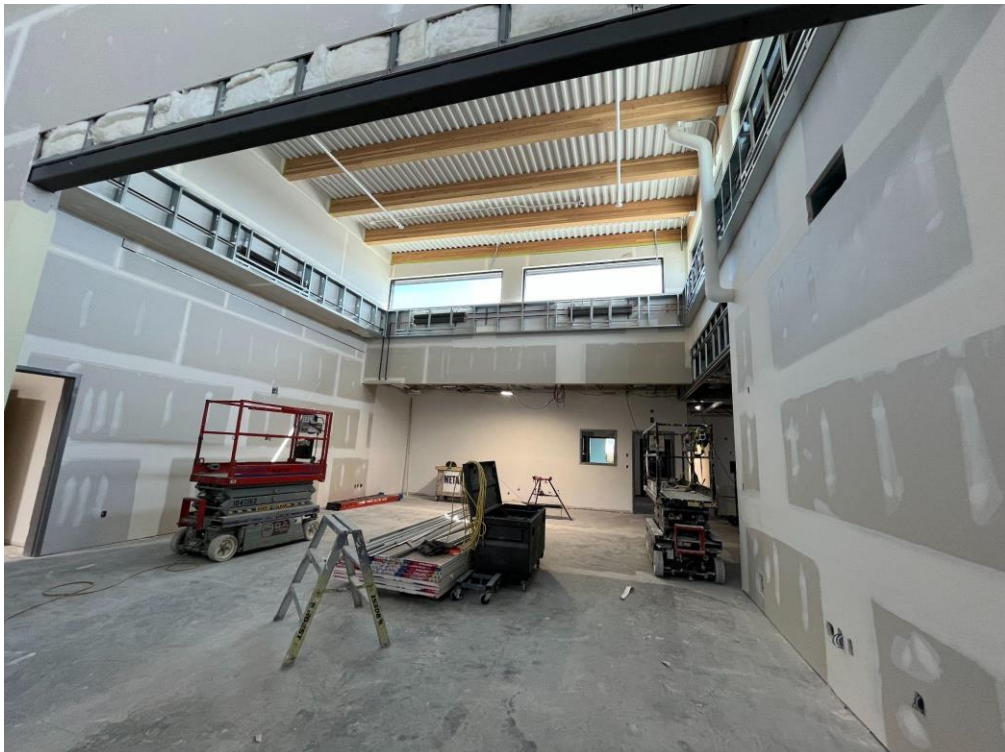
Below: Gathering Space and Stage





Above: Kindergarten Washroom Tilework

Below: Ancillary Classroom



FURNITURE & EQUIPMENT RENEWAL

Furniture and equipment and kitchen appliance orders are placed and delivery dates from vendors are pending.

MAINTENANCE PROJECTS

Maintenance submitted mandatory reporting of Capital Maintenance & Renewal Projects for Quarter 1 (April to June 2026) to Alberta Education and Childcare on May 15, 2026.

Summer 2026 projects are in planning or ready to proceed starting at the end of June.

LOCKDOWN COMMITTEE

The Government of Alberta, by way of Occupational, Health & Safety (OHS), is inspecting six of our schools to help our division improve our processes and ensure that we comply with the OHS code.

In addition to the inspections, SALT, LLT and the Lockdown Committee are collaborating on documents to audit current building assets, policies, and mental health supports. The Lockdown Committee met with the Superintendent on May 7, 2026.

END OF REPORT

REPORT NO: E.1

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees
FROM: Board Chair
SUBJECT: Board Chair's Report

BACKGROUND

1. The Board Chair Linda Ellefson will provide the Board Chair's Report for Trustee information, which includes Board correspondence, planning and events, and recent activity.

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, Economic Development, and Joint City/Boards Committee Reports for May 27, 2026.



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

April 19	Music Ministry at St. Catherine's for First Holy Communion
April 29	Mass at CEC for Retired Staff
May	Regular Mass attendance at St. Catherine's serving in ministries of music and lector
May 8	CCH Grad Mass
May 9	CCH Grad Ceremonies
May 9	Mass at St. Basil's to bring Catholic Education Sunday message
May 13	Mass at St. Catherine's with long service awards
May 25	Mass at St. Michael's in Leduc with ACSTA

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic School Trustee Association Memo and Media Scan
Monthly	Review GrACE reports and Newsletters
Monthly	Read all School Newsletters with great appreciation
April 14	Letter to Minister Nicolaides regarding Safety Concerns in Shared Transportation Corridor
April 15	Update to External Learning Opportunities
April 15	ACSTA Briefing on Bill 25
April 16	Internal Board Chairs Meeting
April 17	Follow up conversation with Brad Voldman regarding Board Evaluation
April 29	Communication from Minister Nicolaides on New Expedited Teaching Certificate
May 4	Board Chair Ministerial Engagement
May 4	Letter from Pembina Hills on Classroom Complexity Teams Allocation
May 11	ASBA Update on Bill 6 and grade 4 and 5 literacy and numeracy
May 11	Dual Credit Announcement
May 12	ASBA Advocacy Session
May 15	Lunch and Learn on Effective Governance for Student Achievement and Well Being
May 22	Superintendent of Schools Regulation Survey

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

April 29	ASBA Zone 6 at Horizon
May 11	Directors' Report for ACSTA
May 15	Finance Meeting



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: May 27, 2026

April 29	ASBA Zone 6 at Horizon
May 11	Directors' Report for ACSTA
May 20	ASBA Zone 6 at Horizon
May 20	Edwin Parr Banquet in Taber
May 25/26	ACSTA Board of Directors' Meeting in Leduc
May 27	Committee of Whole
May 27	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education

April 16	Holy Spirit Star Letters for FLVT
April 23	Honouring Spirit: Indigenous Student Award Honourable Mention to Don Big Bull and Hank Provost
April 25	St. Joe's Production: "The Mysterious Case of the Missing Ring"
April 28	Half Mastig Notice for "Workers' Mourning Day"
April 30	OLA IB Celebration of Learning
May 4	FLVT Production: "Shrek"
May 4	Notes of congratulations to Patricia Zoretti, Savio Baptista and Joey Lutz
May 12	FLVT School Council
May 13	Attended production of "Cinderella" at St. Francis
May 13	Staff Appreciation at CEC
May 14	Presented at Arts Alive and Well
May 14	FLVT Staff Appreciation
May 21	St. Paul Multicultural Night
May 21	Confirmation practice at Assumption
May 22	Funeral Mass for retired principal , Roch Bruneau, long time part of the Holy Spirit Family
May 22	Celebration of the Sacrament of Confirmation at Assumption

Active Collaboration and Advocacy (continued):

Engage in advocacy through correspondence with the public, ministers and elected officials

REPORT NO: E.2

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

1. Linda Ellefson, Board representative to the ACSTA, will provide a report to the Board regarding recent ACSTA business, events, and activities.



ACSTA

Alberta Catholic School Trustees' Association

Celebrate, preserve, promote, and enhance Catholic education

Report for May 27, 2026

ACTIVITIES

- **Completed CCSTA's National Membership Survey focused on strengthening national advocacy to protect the rights of Catholic education, fostering excellence and Catholic identity in educational leadership, deepening connection, communication and collaboration across the Catholic education community.**
- **Catholic Ed Talk, May 20 with Minister Dan Williams on Canadian Leader Thomas D'Arcy McGee and the History of Catholic Education.**
- **Completed Report on Advocacy Activities for upcoming Board of Directors' Meeting.**
- **Board of Directors' Meeting, May 25 and 26 in Leduc.**
- **Bishop Assurance Process with St. Catherine School rescheduled for Fall 2026.**
- **Marked by God Conference, October 15-16, 2026 in Edmonton.**
- **Blueprints 2026 was very successful with the theme of Rooted in Christ with keynote speaker Roy Petitfils. Being a group facilitator was wonderful opportunity for connection and building relationships.**
- **Pope Leo XIV's first Encyclical Magnifica Humanitas on preserving the human person in the age of Artificial Intelligence to be published May 25, 2026.**

REPORT NO: E.3

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Cheralan O'Donnell, Board representative to ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

Zones play a vital role in the Association's governance framework. They provide a regional structure that supports collaboration, encourages information sharing and ensures the voices of all member boards are represented at the provincial level. Each school board belongs to a Zone, and a Zone Representative (typically one trustee from each board) is appointed by their respective school board.

Zone 6 membership consists of Trustees from the following ASBA Full Member Boards:

Grasslands School Division
Holy Spirit Catholic School Division
Horizon School Division
Lethbridge School Division
Livingstone Range School Division
Medicine Hat Catholic School Division
Medicine Hat Public School Division
Palliser School Division
Prairie Rose School Division
Westwind School Division

ASBA Zone 6 Meeting Agenda

Call to order, land acknowledgment, introductions, and approval of previous minutes.

2026-2027 ASBA Budget Zone Engagement (90 mins)

Strategic plan, Sustainability framework, Budget: proposed - See all details in SGM Initial Budget Bulletin sent to all members April 2, 2026.

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca

ASBA Director Report: (Alison P)

ASBA President Report: (Shali B) Highlights on portal <https://www.asba.ab.ca/content.php?nid=9882&mid=0>

ASBA Vice-President Report: (Devonna K) SGM May 31 - June 2, 2026. Final SGM bulletin document should be sent out by the end of the week - Suggest should discuss in advance

ASBA CEO Report: (Dr. Viv)

Zone Reports: Zone 6 Chair and Committees

Zone Chair Report: (Roisin G) Budget development has kept chair busy

Labour Relations Coordinator: (Cheryl M) Report with Agenda (unable to access)

Professional Development Coordinator: (Kathy C)

Continuing Education: The Consortium South Office: [Opportunities](#); **ASBA:** [Professional Learning Opportunities](#)

Handbook Committee: No Report

South Zone Comprehensive: (Lori H) No report

Edwin Parr Committee: Selection committee has been appointed. Banquet will be held on May 20, 2026 in Taber.

Alberta Education Field Director: (Catherine) Information regarding education questions in Alberta. [Government News Releases and Emails](#)

Emergent Position Statement: [Please review as a Board and come up with questions](#)

ASBA Zone 6 Budget Memo [to be approved in June - please discuss and come to the May meeting with questions.](#)

List of [2026 ASBA awards and deadlines](#)

Friends of Education Award Sub-Committee: 3 volunteers are needed from non-nominating boards

Position Statements: <https://www.asba.ab.ca/content.php?nid=4376&mid=941>

Round Table: AI, Transportation, Access to technology in communities without access to internet, new charter school, Emergency Response Committees, School Resource Officers, Potential Position Statement.

Next Meeting: May 20, 2026 noon Hybrid. Edwin Parr to follow

Zones play a vital role in the Association's governance framework. They provide a regional structure that supports collaboration, encourages information sharing and ensures the voices of all member boards are represented at the provincial level. Each school board belongs to a Zone, and a Zone Representative (typically one trustee from each board) is appointed by their respective school board.

Zone 6 membership consists of Trustees from the following ASBA Full Member Boards:

Grasslands School Division
Holy Spirit Catholic School Division
Horizon School Division
Lethbridge School Division
Livingstone Range School Division
Medicine Hat Catholic School Division
Medicine Hat Public School Division
Palliser School Division
Prairie Rose School Division
Westwind School Division

ASBA Zone 6 Meeting

Call to order, land acknowledgment, introductions, and approval of previous minutes.

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca

ASBA Director Report: (Alison P)

ASBA President Report: (Shali B) Highlights on portal <https://www.asba.ab.ca/content.php?nid=9882&mid=0>

ASBA Vice-President Report: (Devonna K) SGM May 31 - June 2, 2026. Final SGM bulletin document sent out

ASBA CEO Report: (Dr. Viv)

Zone Reports: Zone 6 Chair and Committees

Zone Chair Report: (Roisin G) Edwin Parr & meeting planning have been the focus

Labour Relations Coordinator: (Cheryl M) Report

Professional Development Coordinator: (Kathy C)

Continuing Education: The Consortium South Office: [Opportunities](#); ASBA: [Professional Learning Opportunities](#)

Handbook Committee: No Report

South Zone Comprehensive: (Lori H)

Edwin Parr Committee: Banquet held on May 20, 2026 in Taber.

Alberta Education Field Director: (Catherine) Information regarding education questions in Alberta. [Government News Releases and Emails](#)

Emergent Position Statement:

ASBA Zone 6 Budget Memo:

List of [2026 ASBA awards and deadlines](#)

Friends of Education Award Sub-Committee: 3 volunteers are needed from non-nominating boards

Position Statements: <https://www.asba.ab.ca/content.php?nid=4376&mid=941>

Round Table: Transportation, bussing and mileage; School Resources development challenges; ASBA Budget & Sustainability Framework.

Next Meeting: June 17, 2026 (Virtual)

REPORT NO: E.4

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board representatives

SUBJECT: GrACE Report

BACKGROUND

1. Tricia Doherty and Linda Ellefson, Board representatives to GrACE, will provide a report to the Board regarding recent GrACE business, events, and activities.

REPORT NO: E.5

May 27, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board representative

SUBJECT: Economic Development Committee Report

BACKGROUND

1. Tricia Doherty, Board representative to the Economic Development Committee, will provide a report to the Board regarding recent Economic Development Committee business, events and activities.

Creative industries hub study - Key Findings

- Although creative industry activity in Alberta is largely concentrated in Calgary and Edmonton, various active professionals, small companies, and specialized post-secondary programs are based in Southwest Alberta.
- Organizations like Screen Lethbridge and Lethbridge Game Developer Guild, Indigitech Destiny, and BIPOC Foundation help to convene and develop the creative industries community in Lethbridge and the wider region. The Regional Innovation Network of Southern Alberta (RINSA) supports these goals with initiatives such as hosting the 2024 Alberta E-Sports Championship. Additionally, events like the Lethbridge Film Festival contribute to exhibition, networking, and community-building for screen- based and visual artists.
- The University of Lethbridge and Lethbridge Polytechnic (formerly Lethbridge College) offer programs in film production, media arts, digital design, and game development, creating a steady pipeline of graduates in the creative industries.
- The region's location within Treaty 7 territory and proximity to the Blackfoot Confederacy presents a distinct strength in Indigenous-led creative development.
- Lethbridge benefits from a relatively low cost of living compared to Calgary and Edmonton and larger markets like Vancouver and Toronto, which can make it an attractive base for independent creators, entrepreneurs, and remote workers.

Southwest Alberta could emerge as a cost-effective jurisdiction for lower-budget and digital-first productions, such as vertical content (e.g., micro dramas). As Canada's federal streaming regulations evolve, there may also be increased opportunities to attract domestic production activity. Additionally, immersive media could present niche growth opportunities aligned with the region's capacity, and the smaller scale of the local ecosystem may foster opportunities for cross-disciplinary collaboration.

[If anyone would like to see more about this study, I would be happy to pass along the entire document for more information. This could be a really great opportunity for Lethbridge and Southern Alberta, and potential future careers in creative industries for our students right here in Lethbridge.](#)

Lethbridge Manufacturing Association – A roundtable with the LMA and Minister Schow was held on April 29th at Tecconnect. The event focused on drawing attention to the labour force impacts of immigration change and requested provincial allocations to assist the manufacturing sector. We were also able to convey the need for local industrial mechanic training, given the dearth of these in our area, something that acts as a bottleneck to this sector in our region.

Insurance Webinar – We secured Paul Vanderhooft from Westland Insurance for our webinar scheduled for May 21st on the insurance landscape geared towards business. This is an effort to focus on what was identified as the most pressing barrier facing businesses in our most recent Brighter Together Business Survey.

Child Care Survey – We compiled a survey geared towards better understanding immigration changes and the impacts to the local childcare labour force. We worked with the Child Care Directors Association of Southern Alberta to circulate this to local service providers. After the results have been analyzed, we will gauge next steps.

This continues to be a challenging time for youth unemployment, which rose to 14.7% in Alberta in April (well-above historical norms).

Labour shortages in entry-level and lower-skilled roles are limiting growth capacity across the region's manufacturing and food processing sectors.

Chinese Pea Protein Delegation – Alongside key City of Lethbridge staff, met with and pitched to a Chinese company exploring the region for a pea protein fractionation facility. The collaboration with the City of Lethbridge was very helpful to provide accurate and thorough information regarding utilities & infrastructure. It is a solid investment lead and we will work with the City on follow-up.

UofL Business Development – Working with the UofL to pitch to a company they have been speaking with about moving to Lethbridge, bringing research, and partnership opportunities as well as potential investment in private building/facility off-campus.

REPORT NO: E.6

April 22, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

1. Tricia Doherty and Roisin Gibb, Board representatives to Joint City/School Boards Committee, will provide a report to the Board regarding recent Joint City /School Boards Committee business, events and activities.

**Joint Committee of City of Lethbridge and
Lethbridge School Boards REPORT**

Monday, April 27 2026, 1:00 PM – 2:00 PM

Holy Spirit School Division – 2nd Floor Board Room

Report prepared by Tricia Doherty and Roisin Gibb

Holy Spirit	Lethbridge School Division	FrancoSud	City of Lethbridge
Roisin Gibb Tricia Doherty	Christine Light Allison Purcell		Jenn Schmidt-Rempel Ryan Parker
Amanda Lindeman	Mike Nightingale Kyle Beauchamp		Ryan Westerson

1. Capital Update

Lethbridge School Division

Letters have been submitted requesting pre-planning funding to support joint planning initiatives involving both school divisions and the City of Lethbridge. The division's capital plan has been approved and submitted.

Holy Spirit Catholic School Division

An update was provided on the progress of St. Kateri School, with opening planned for January 2027. The division has completed its 10-year capital plan, reviewed its planning calculator, and received approval for its three-year capital plan.

A request was made for the capital plan website links to be shared with the City Council committee representatives once they are available on the school division website.

2. Provincial School Construction Accelerator Program

It was noted that pre-planning funding is not currently included within the Provincial School Construction Accelerator Program. Once pre-planning funding has been secured, projects may then be eligible to advance into the accelerator stream.

3. Bill 50-Codes of Conduct

Committee members discussed the status of Bill 50 and related changes to codes of conduct.

4. Sub-Committee Work Update

The sub-committee met following the last Joint Committee meeting to develop recommendations regarding the future structure of the committee. The sub-committee is proposing that the committee transition to an external governance committee led jointly by the school boards, with invitations extended to City Council representatives.

Draft Terms of Reference have been developed to clearly define the committee's governance role and joint advocacy mandate. Christine will present this proposal to the Community Issues Committee (CIC) on May 19.

Proposed Motion (Passed)

That the new Terms of Reference for the Joint Committee of the Lethbridge School Boards and the City of Lethbridge be presented to the CIC on May 19, 2026, and that the current Joint City of Lethbridge and Lethbridge School Boards Committee be dissolved and reconstituted as the Joint Committee of the Lethbridge School Boards and the City of Lethbridge, while maintaining the current membership structure as outlined in the Terms of Reference.

5. Advocacy Updates

- An upcoming webinar regarding pre-planning for school sites is scheduled for May 6 at 12:00 p.m. Jenn will confirm whether school board representatives are invited and circulate details accordingly.
- Members discussed recent and proposed changes related to Bills 50 and 51.
- ASBA has noted potential concerns regarding charter schools requesting municipal sites that had previously been identified for public school use.
- YEO programs, committee members noted strong collaboration with Lethbridge Police Service and efforts to increase staffing support.
- Concerns were shared regarding the pace and volume of Bill changes impacting education. It was noted that significant reforms are being introduced rapidly, creating implementation challenges for divisions and administrators. Additional time, consultation, and phased implementation were identified as priorities to allow school systems to focus on student support and effective delivery. Ongoing advocacy needed.

6. Next Meeting Date

June 15, 2026 – 9-10:30 am. Host division TBD.

ADVOCACY NO: F.1

May 27, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: Individual Trustee Activities Reports

BACKGROUND

1. Trustees will provide a brief update regarding the activities they have been engaged in to advocate for the Board and school division over the past month.

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Activities Reports for May 27, 2026.



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Sundays	Regular attendance at St. Martha's Parish - 9am
April 19	Sacristan 9am - St. Martha's Church
Ongoing	Dynamic Catholic Daily Reflection
Ongoing	Ascension App Daily Reflections

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	Review Alberta School Boards Association Media Summary Review
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
April 29	ASBA Budget Zone Engagement and Presentation

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

Ongoing	Collaborative conversations with Board Chair Ellefson
April 27	Joint City/School Division Committee
April 29	ASBA Zone 6 Meeting Taber (Chair)
May 11	ASBA Zone 6 Agenda Setting for May Meeting
May 14	Agenda setting with Board Chair, Superintendent and Executive Assistant
May 15	Finance Committee - Chair
May 20	ASBA Zone 6 Meeting Taber (Chair)
May 27	Public Board Meeting and COW

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community in matters related to education & engage in advocacy

April 29	Retiree Mass Holy Spirit
April 30	OLA PYP Exhibition - Grade 6 students
April 30	CCH School Council - Rosaries prep for grads
May 8-10	CCH Grad Mass, Convocation and Grand March
May 15	Booster Juice Delivery - ESM
May 19	Long Service Awards and Booster Juice Delivery - OLA
May 20	Zone 6 ASBA Edwin Parr Banquet
May 21	ESM School Council
May 21	St. Paul Multicultural Night
May 22	ESM Long Service Awards



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Ongoing	Weekly Mass @St Martha's Parish
Apr 29, 2026	Retired Staff Mass
May 8, 2026	CCH Grad Mass
May 10, 2026	Lector @ 11am Mass
May 10, 2026	Read Catholic Education Sunday Message on behalf of the division @11am Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

May 7, 2026	Policy Committee Prep - read through policies being reviewed and made suggested edits
Daily	ASBA Media Summary
Weekly	ACSTA Weekly Memo and Media Brief
Monthly	GrACE Newsletter
Monthly	Individual School Newsletters

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

Apr 27, 2026	Joint City/School Board Meeting
Apr 29, 2026	ASBA Zone 6 meeting - at Horizon
May 6, 2026	Policy Committee meeting
May 19, 2026	City of Lethbridge Community Issues Committee - Joint City/School Boards Presentation
May 20, 2026	Economic Development Lethbridge
May 20, 2026	ASBA Zone 6 meeting
May 20, 2026	ASBA Zone 6 Edwin Parr Banquet
May 27, 2026	COW Meeting
May 27, 2026	Monthly Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

Apr 30, 2026	OLA PYP Exhibition
Apr 30, 2026	CCH School Council
May 1, 2026	CCH Music Masterclass Field trip - U of L Fine Arts Dept Tour
May 5, 2026	STC School Council - Sent regrets
May 6, 2026	France-Canada Exchange Meeting
May 7, 2026	Community Foundations Grant Celebration - Erin Richards from CCH applied for a grant from community foundations, she received \$7500 towards the purchase of new timpani drums
May 8, 2026	CCH MPA Kona Ice fundraiser



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: May 27, 2026

May 9, 2026	CCH Graduation Convocation
May 9, 2026	CCH Graduation Grand March
May 11, 2026	CCH Music Parents Meeting
May 11, 2026	SFJH Musical - Cinderella
May 12, 2026	SFJH Staff Appreciation Booster Juice Delivery
May 12, 2026	SFJH School Council - sent regrets
May 13, 2026	STC Staff Appreciation Booster Juice Delivery
May 14, 2026	CCH Parent Teacher Interviews
May 15, 2026	CCH MPA Kona Ice Fundraiser Part 2
May 21, 2026	SFJH FNMI Awards Night
May 21, 2026	SPS Multicultural Night



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Kevin Kinahan

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Weekly	Weekend Masses at St. Ambrose
Apr. 29	St. Ambrose PPC
May 2	Organized Altar Server Pizza Party after 5pm Mass
May 7	Knights of Columbus meeting in Coaldale - Grand Knight
May 23	Eucharistic Minister at St. Ambrose
May 31	Knights to serve cake and juice after Youth Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	ASBA media summary
Weekly	ACSTA weekly memo and media summary
Weekly	Superintendent Sunday
Monthly	GrACE newsletter

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

May 15	Finance Meeting
May 27	Committee of the Whole
May 27	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

Monthly	Read school newsletters
May 5	Feather Blessing at CCH
May 8	CCH Graduation Mass - Eucharistic Minister
May 9	Spoke at 5pm Mass at St. Michael's Parish in Bow Island
May 10	Spoke at 9am Mass at St. Ambrose Parish in Coaldale and Lector
May 11	Provided hot drinks for SMBI staff
May 11	SMBI School Council meeting



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

	Attend weekly Mass
	Member of Parish Council

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

May 27	Holy Spirit Board Mtg

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

May 4	SPT Long Service Awards
May 11	Staff Appreciation SPT, SMT
May 19	SMT School Council



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Apr 19	Mass at St. Martha's Church
Apr 25	Mass at St. Martha's - such a joyful experience. The African community in Lethbridge joined by an African choir from Calgary led the ministries during the Mass and served a spectacular lunch after the service.
Apr 29	Mass for retired Holy Spirit Staff
May 8	CCHS Grad Mass
May 10	K of C Pancake Breakfast at St. Martha's

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Apr 25	Read the guidelines for new pathways to teacher certification
6 May	Read the provincial rules associated with "Harzards"
7 May	School Council at St. Pat's Fine Arts School
9 May	CCHS Graduation Ceremony - brought greetings on behalf of the board

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

Apr 19	Read materials in preparation for Board April Meeting
6 May	Policy Committee Meeting
7 May	St. Pat's Fine Arts School Council Meeting
14 May	Better part of the day spent reading and preparing questions - Budget 2026-27 Documents
15 May	Finance Committee of the Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

Apr 30	St. Pat's Taber School Newsletter
Apr 30	St. Mike's BI School Newsletter - neat to read about the integration of church and school.. I am sure the parish appreciates the jr high students cleaning up the church and its grounds.
Apr 30	CCHS School Newsletter
Apr 30	OLA School Newsletter
Apr 30	St. Catherine's School Newsletter - neat to see the students receiving First Communion highlighted
6 May	Attendance at CCHS Feather Blessing Ceremony - amazing experience
10 May	Read message for Catholic Education Sunday to 9:00 AM Mass at St. Martha's
11 May	Distributed Booster Juice and thank yous to staff at St. Pat's Fine Arts School
12 May	Distributed Booster Juice and thank yous to staff at CCHS Campus West
13 May	Distributed Booster Juice and thank yous to staff at CCHS Campus East
13 May	Distributed Booster Juice and thank yous to staff at Trinity Learning Centre



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette

BOARD MEETING DATE: May 27, 2026

Apr 30	St. Pat's Taber School Newsletter
14 May	St. Pat's Fine Arts Spring Art Show and Music



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Sundays	Mass St. Catherine
May 8, 2026	Catholic Central High School Graduation Mass
May 10, 2026	Read Catholic Education Message at Mass @ St Catherine
May 13, 2026	Mass with St. Catherine's School
May 19, 2026	Review of May Faith Resources

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
May 1, 2026	Register Trustees and Superintendent in ASBA SGM
May 14-18, 2026	Review of Policies related to Board Governance
May 18-19, 2026	Completion Board Self-Evaluation Materials

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

May 1-5, 2026	Policy Review
May 6, 2026	Policy Committee Meeting
May 11, 2026	Teacher Employer Bargaining Authority Representative Meeting
May 20, 2026	Alberta School Boards Association Zone Meeting (Voting Delegate)
May 27, 2026	Committee of the Whole Board Meeting
May 27, 2026	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

Sundays	Review Superintendent Sunday Messages
May 1, 2026	Review St. Catherine School Calendar and Newsletter
May 9, 2026	Catholic Central High School Graduation Convocation
May 9, 2026	Catholic Central High School Graduation Grand March
May 11, 2026	Delivery of Appreciation gift to St. Catherine's School
May 13, 2026	Long Service Awards for St. Catherine's
May 20, 2026	Edwin Parr Celebration with Zone 6 school divisions



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: May 27, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

April 27	Planning Meeting for Corpus Christi Walk
May	On going Mass All Saints
May 4	St Paul's Mass
May 7	St Teresa's Mass
May 8	CCH Grad Mass
May 9	Catholic Education Message

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

--	--

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

April 22	Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

April 29	Mass for Retired Staff
May 4	CSM School Council
May 7	St Teresa's Long Service
May 9	CCH Grad
May 11	CSM booster juice
May 12	St Francis Show
May 13	St Paul's booster juice
May 14	CSM Long Service
May 19	St Paul's Long Service
May 20	Edwin Parr Awards

ADVOCACY NO: F.2

May 27, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: School Council Advocacy

BACKGROUND

1. In order to ensure better communication between the Board of Trustees and schools, Trustees serve as School Council Liaisons for each school within the division.
2. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between councils and the Board.

ADVOCACY NO: F.3

May 27, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Holy Spirit High Schools Graduation Planning

BACKGROUND

1. In order to assist with future planning, an effort has been made to secure the schedules for each High School Graduation in the division over the 2025/2026 school year.
2. The most recent arrangements are reflected in the document attached for Board information and will be updated as new information is obtained.

2026 High School Graduations - Holy Spirit Catholic School Division

Catholic Central High School Graduation:

Mass:	Friday, May 8, 2026, 7:00 p.m. at visitLethbridge.com Arena
Ceremonies:	Saturday, May 9, 2026, 9:00 a.m. at visitLethbridge.com Arena
Grand March and Dance:	Saturday, May 9, 2026, 7:00 p.m. at visitLethbridge.com Arena
Theme:	Climb a Mountain and Turn Around
Scripture:	1 st Corinthians 13: 1-13 "... if I have a faith that can move mountains, but do not have love, I am nothing ..."

St. Michael's School (Pincher Creek)

Cap & Gown Mass:	Friday, June 5, 2026, 7:00 p.m. at St. Michael's Church
Ceremonies:	Saturday, June 6, 2026, 2:00 p.m. at Pincher Creek Community Hall
Banquet:	Saturday, June 6, 2026, 5:30 p.m. at Pincher Creek Community Hall
Theme:	"The Future is Bright"
Scripture:	Matthew 5:14-16 "You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

St. Mary School (Taber)

Mass:	Thursday, June 18, 2026, 6:00 p.m. at St. Augustine Church
Ceremonies:	Thursday, June 18, 2026, 7:00 p.m. at Taber Civic Centre
Banquet:	Friday, June 19, 2026, 5:00 p.m. at Taber Civic Centre
Theme and Scripture:	Job 8:7 "Though your beginning was small, your future will flourish indeed."

INFORMATION NO: G.1

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Division Calendars 2026/2027

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. The most recent drafts of the calendars for all Holy Spirit Catholic Schools are attached for Board information.
2. The attached calendars will be posted on the division website.

HOLY SPIRIT EL/JH 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 14 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 4 First day after break
Jan 25 PD Day
Jan 27 Div. Board Meeting

O – 20 (100)
I – 19 (90)

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 15 Family Day
Feb 16 & 17 Non-operational days – NO Staff or Students
Feb 18 & 19 SWATCA Teachers
Feb 18 & 19 CUPE – with the exclusion of EAs.
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 19 (124)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 1-2 Easter break
Apr 5 First day after break
Apr 26 PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 19 (162)

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (180)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLY SPIRIT CCH 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 1 First day for students
Sept 1 First day Q1
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 14 PD Day
Oct 28 Div. Board Meeting
Oct 29-30 Diploma Exams
Oct 30 Last day Q1

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 2-6 Diploma Exams
Nov 9 First day Q2
Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 New Year's Day
Jan 4 First day after break
Jan 14-27 Diploma Exams
Jan 19 Last day Q2
Jan 25 PD Day
Jan 27 Div. Board Meeting
Jan 28 First day Q3

O – 20 (100)
I – 19 (90)

Feb 15 Family Day
Feb 16 & 17 Non-operational days – NO Staff or Students
Feb 18 & 19 SWATCA Teachers
Feb 18 & 19 CUPE – with the exclusion of EAs.
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 19 (124)

Apr 1-2 Easter break
Apr 5 First day after break
Apr 6-14 Diploma Exams
Apr 7 Last day Q3
Apr 15 First day Q4
Apr 26 PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 19 (162)

Jun 11-28 Diploma Exams
Jun 16 Last day Q4
Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (180)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

HOLY SPIRIT SCPB 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 9 School PD Day
Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 4 First day after break
Jan 29 School PD Day
Jan 27 Div. Board Meeting

O – 20 (100)
I – 19 (90)

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 15 Family Day
Feb 16 & 17 Non-operational days
Feb 18 & 19 SWATCA
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 19 (124)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 1-2 Easter break
Apr 5 First day after break
Apr 26 PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 19 (162)

MAY '27						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (181)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLY SPIRIT SJ 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

Oct 9 School PD Day
Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 23 School PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 18 (38)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 20 School PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 17 (55)

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (69)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 New Year's Day
Jan 4 First day after break
Jan 27 Div. Board Meeting
Jan 29 School PD Day

O – 20 (100)
I – 19 (88)

Feb 15 Family Day
Feb 16 & 17 Non-operational days
Feb 18 & 19 SWATCA
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (103)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 12 School PD Day
Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 18 (121)

Apr 1-2 Easter break
Apr 5 First day after break
Apr 26 PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (140)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 21 School PD Day
May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 18 (158)

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (176)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

HOLY SPIRIT **SMBI** 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 12 Thanksgiving Day
Oct 8 PD Day
Oct 9 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 4 First day after break
Jan 8 Non-operational day
Jan 15 Non-operational day
Jan 22 Non-operational day
Jan 29 PD Day
Jan 27 Div. Board Meeting

O – 17 (97)
I – 16 (87)

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 15 Family Day
Feb 16 & 17 Non-operational days – NO Staff or Students
Feb 18 & 19 SWATCA Teachers
Feb 18 & 19 CUPE – with the exclusion of EAs.
Feb 24 Div. Board Meeting

O – 17 (114)
I – 15 (102)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 12 PD Day
Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (133)
I – 18 (120)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 1-2 Easter break
Apr 5 First day after break
Apr 28 Div. Board Meeting
Apr 30 PD Day

O – 20 (153)
I – 19 (139)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 21 PD Day
May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (173)
I – 18 (157)

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 18 Last day for students
Jun 18 Last day for teachers
Jun 21-24 Non-operational days
Jun 23 Div. Board Meeting

O – 14 (187)
I – 14 (171)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLY SPIRIT SMPC 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 9 School PD Day
Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 4 First day after break
Jan 29 School PD Day
Jan 27 Div. Board Meeting

O – 20 (100)
I – 19 (90)

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 15 Family Day
Feb 16 & 17 Non-operational days
Feb 18 & 19 SWATCA
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 19 (124)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 1-2 Easter break
Apr 5 First day after break
Apr 23 School PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 21 School PD Day
May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 18 (161)

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (179)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLY SPIRIT SMT & SPT 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 14 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 New Year's Day
Jan 4 First day after break
Jan 27 Div. Board Meeting
Jan 29 School PD Day

O – 20 (100)
I – 19 (90)

Feb 15 Family Day
Feb 16 & 17 Non-operational days
Feb 18 & 19 SWATCA
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 24 Last day before Easter break
Mar 24 Div. Board Meeting
Mar 25 School PD Day
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 18 (123)

Apr 1-2 Easter break
Apr 5 First day after break
Apr 28 Div. Board Meeting

O – 20 (156)
I – 20 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 19 (162)

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (180)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

HOLY SPIRIT TLC 2026-2027 SCHOOL YEAR CALENDAR

Aug 25 First day for staff
Aug 28 Opening Mass

O – 5
I – 0

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 1 First day for students
Sept 7 Labour Day
Sept 23 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)
I – 20

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 12 Thanksgiving Day
Oct 13 PD Day
Oct 14 PD Day
Oct 28 Div. Board Meeting

O – 21 (46)
I – 19 (39)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 11 Remembrance Day
Nov 12 PD Day
Nov 13 PD Day
Nov 25 Div. Board Meeting

O – 20 (66)
I – 18 (57)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 16 Div. Board Meeting
Dec 18 Last day before break
Dec 21-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 14 (80)
I – 14 (71)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 4 First day after break
Jan 25 PD Day
Jan 27 Div. Board Meeting

O – 20 (100)
I – 19 (90)

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 15 Family Day
Feb 16 & 17 Non-operational days – NO Staff or Students
Feb 18 & 19 SWATCA Teachers
Feb 18 & 19 CUPE – with the exclusion of EAs.
Feb 24 Div. Board Meeting

O – 17 (117)
I – 15 (105)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 24 Div. Board Meeting
Mar 25 Last day before Easter break
Mar 26 Good Friday
Mar 29 Easter Monday
Mar 26-31 Easter break

O – 19 (136)
I – 19 (124)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 1-2 Easter break
Apr 5 First day after break
Apr 26 PD Day
Apr 28 Div. Board Meeting

O – 20 (156)
I – 19 (143)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 24 Victoria Day
May 25 Spiritual Dev. Day
May 26 Div. Board Meeting

O – 20 (176)
I – 19 (162)

MAY '27						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 23 Div. Board Meeting
Jun 24 Last day for students
Jun 25 Last day for teachers

O – 19 (195)
I – 18 (180)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

JULY '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

INFORMATION NO: G.2

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Jana Boschee, Division Principal of First Nations, Métis and Inuit

SUBJECT: Holy Spirit Catholic School Division Family Gathering

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is Holy Spirit Catholic School Division's Family Gathering poster.
2. Holy Spirit Catholic School Division's Annual Division Family Gathering, is being held at Catholic Central High School East Campus on Thursday, June 11, 2026. The Family Gathering will start at 5:00 p.m. followed by a meal and Indigenous games.



Holy Spirit Catholic School Division
Family Gathering

**Join us for a time of
Indigenous games, food, and fun!**

Elders will gather with us to share stories and enjoy good company in community.

Thursday, June 11th

Prayer 5:00pm

Meal 5:15pm–5:45pm

Indigenous Games 6:00pm–7:30pm

Catholic Central High

Taatsikioyis (Center Tipi)

East Campus (field)

405–18th Street South

(Please bring your own blanket or chair.)

For more information, please contact:

Jana Boschee at 403.327.9555



Itowaahkomstii'oppi
"Where We All Gather to Play Games"

INFORMATION NO: G.3

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Holy Spirit Catholic School Division Retirement Celebration

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND:

1. The Board of Trustees is hosting the Holy Spirit Catholic School Division's Retirement Celebration that is scheduled to take place this year on Tuesday, June 9, 2026 beginning at 6:00 p.m.
2. The event will be held at the Lethbridge Sandman Signature Lodge.

INFORMATION NO: G.4

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit School Division's Contributions to the
Terry Fox Foundation

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. As seen in the attached correspondence, the participation of twelve (12) Holy Spirit Catholic Schools in a Terry Fox event has raised \$8,892.14 for cancer research over the 2025/2026 school year.

April 2026



Chantel Axani
Superintendent
Holy Spirit Catholic Schools Separate Regional Division
620 12B street N
Lethbridge AB T1H 2L7

Dear Chantel,

Our 45th Anniversary Terry Fox Run welcomed over 10,000 schools with nearly four million students who raised \$15.7 Million for cancer research – a record year for us and we can't thank you enough! Thank you to the entire family of schools within the Holy Spirit Catholic Schools Separate Regional Division for their incredible commitment to make this past year such a success. Enclosed is the fundraising report for your family of schools for the 2025 Terry Fox School Run. We sincerely appreciate your support in encouraging your schools to fundraise.

Here are a few key areas where we would appreciate your partnership as we prepare for this fall's Terry Fox School Run:

- ☑ Enabling the use of existing SchoolCash Online templates across all schools
- ☑ Endorsing the Run through official board memos
- ☑ Including event information in board newsletters
- ☑ Adding reminders to board-wide calendars, superintendent updates, and principal meetings
- ☑ Engaging local media or the Board's public affairs team to help amplify awareness

Thank you again for your continued partnership and commitment to keeping Terry's legacy alive. Your leadership and the spirit shown by your students bring hope to families across Canada. We are truly grateful for your support and look forward to working together to make this year's Run another meaningful success.

Regards,

Juliette Tetrault
Manager, School Runs AB/NT/NU
The Terry Fox Foundation

encl. 2025 Donation History Report

Holy Spirit Catholic Schools Separate Regional Division

Donation History Report

Statistics as of March 30, 2026



School Name	City	Total Number of Runs	2025 Fundraising Total	Total Funds Raised to Date
St. Joseph's School	Coaldale	14	\$773.04	\$19,912.08
St. Paul School	Lethbridge	23	\$332.00	\$6,362.70
St. Patrick Fine Arts School	Lethbridge	17	\$1,455.50	\$25,627.34
Blessed Mother Teresa Elementary School	Lethbridge	10	\$315.35	\$3,293.50
Father Leonard Van Tighem School	Lethbridge	4	\$421.25	\$1,630.95
Children of St. Martha School	Lethbridge	11	\$242.00	\$2,450.20
Our Lady of Assumption School	Lethbridge	21	\$276.05	\$9,019.77
École St. Mary School	Lethbridge	16	\$857.50	\$11,187.66
St. Catherine's School	Picture Butte	28	\$3,152.95	\$41,937.84
St. Michael's School	Pincher Creek	17	\$568.25	\$10,558.44
St. Mary's School	Taber	22	\$41.60	\$15,312.23
St. Patrick's School	Taber	26	\$167.00	\$38,185.33
			\$8,892.14	\$189,228.31

INFORMATION NO: G.5

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. The division is pleased to have celebrated the achievements of a number of staff and students over the past month, as indicated in the attached documentation.

HOLY SPIRIT STARS

May 2026

Please join us in congratulating the following students and staff for their achievements:

NAME	SCHOOL	ACHIEVEMENT
Ella Innes	St. Patrick Fine Arts Elementary School	Won the silver medal in U10 soccer at the Rumble in the Rockies tournament in White Fish, MT.
Odin McDowell	Our Lady of the Assumption	Sold his hot wheel cars to raise money for those who are homeless in Lethbridge. He raised and donated \$125 to Streets Alive.
Don Big Bull	Catholic Central High School	Received the Indigenous Student Honourable Mention Award at the 2026 Honouring Spirit: Indigenous Student Awards
Hank Provost	Catholic Central High School	Received the Indigenous Student Honourable Mention Award at the 2026 Honouring Spirit: Indigenous Student Awards
Alice Michielsen Arynne Alcantara Austin Boulay Felix Van Uden Malik Faltado Nathan Prijoles Scarlett Costilla Tadeo Villalon Zia Domingo	St. Patrick School, Taber	Received the sacraments of First Reconciliation and First Communion.
Miguel Agdan Zane Nodine Monique Jamila Leianne Almonte Nathan Paragas Anston Salesh Pedro Torres Flores Azalea Piamonte	St. Francis Junior High School	Received the sacrament of Confirmation.

NAME	SCHOOL	ACHIEVEMENT
Richard Adejoh Karsyn Alvarez Marlie Charlesworth Charles De Vera London Gibson Armando Macias Viktor Mykolaichuk Volodymyr Mykolaichuk Taelyn New Kinley Unwin Paisley Unwin Hannah Deliman Zenyn Roth	Father Leonard Van Tighem School	Received the sacrament of Confirmation.
Franchesca Adejoh Roberto Alvarez Elena Caceras Charles De Vera Spencer Dickson Diyana Fernando Logan Goruk Breyah Ngetich Juan Ruiz Amelia Uwaezu Lincoln Weitz Dillan Balila	Father Leonard Van Tighem School	Received the sacrament of First Communion.
Marai Lowry Matthew Lowry David Nnaji Fynn Pinay-An	Children of St. Martha School	Received the sacrament of First Communion.
Ayden Cortez Scarlett Kinnell Connor Machacek Mollie Marischuk Nate Matsalla Seth Spiess	St. Patrick Fine Arts Elementary School	Received the sacrament of Confirmation.

NAME	SCHOOL	ACHIEVEMENT
Neme Anthony Lance Dayon Rhys Kada Darby Machacek Naomi Ochieng Ivana Onyeanauna Maximus Thompson Joshua Navrot Trisha Navrot	St. Patrick Fine Arts Elementary School	Received the sacrament of First Communion.
Zane Nodine	St. Francis Junior High School	Received the sacrament of Baptism.
Ivana Onyeanauna Maximus Thompson Zephyr Thompson	St. Patrick Fine Arts Elementary School	Received the sacrament of Baptism.
Breyah Ngetich	Father Leonard Van Tighem School	Received the sacrament of Baptism.
Isabella Pena Sanchez Audrey Alavata Lukas Bosters Silvana Cardona Velasquez Elise Chartier Azechael Cruz Elisha Dube Bryan Duron Calderon Amari Forster Zoey Hurley Nathan Koester Gabriel Mangao Jacey Jane Montojo Jane Pham Beau Straat Joseph Walshe Sacha Boschee	École St. Mary	Received the sacrament of Confirmation.

NAME	SCHOOL	ACHIEVEMENT
<p> Otito Ezemba Osian Groves Edward Lyster Louis Wanumbe Natalia Pena Sanchez Asia Aquino Gavin Bosters Beljohn Catong Madeline Chartier Penelope Clifton Sophia Daly Megan Daray Midas Dela Cruz Daniella Duron Sophie Kaminski Michelle Kosciuk Ilyana Kwisanga Clara Lane Blake McIntosh Lennon McIntosh Darrah Metiam Magaven Miller Jillian Montojo Felicity Morales Haven Muncal Eunice Oladeru Ysabelle Ortaega Zyn Ortega Timothy Pablo Stacey Paulo Liandrei Salvacion Johan San Jose Kitara Straat Mariana Versola Mateo Garcia Kendra Nishimwe Karlixle Ybanez </p>	<p>École St. Mary</p>	<p>Received the sacrament of First Communion.</p>

INFORMATION NO: G.6

May 27, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the division's most current enrolment data.

	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kindergarten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 26, 2025	% Difference in FTE	Difference in FTEs	Total FTEs Sept 27, 2024	% Difference Sept 27, 2024
CARE				0				0	2	6	2	10				0	10			0	10	10	10	100.0%	0	7	42.9%
CCHS ENG				0				0				0	283	326	340	949	949			0	949	949	948	100.1%	1	921	3.0%
CCHS FI				0				0				0	14	28	16	58	58			0	58	58	58	100.0%	0	65	-10.8%
ESM ENG	15	21	26	62	34	23	30	87				0				0	149	15	19	34	183	166	165.5	100.3%	0.5	170.5	-2.6%
ESM FI	48	49	26	123	25	34	31	90				0				0	213		31	31	244	228.5	229.5	99.6%	-1	221.5	3.2%
FLVT	54	41	53	148	54	56	55	165	116	100	110	326				0	639	20	31	51	690	664.5	661	100.5%	3.5	639.5	3.9%
ASSUMPTION	28	27	29	84	23	31	32	86				0				0	170	9	13	22	192	181	182	99.5%	-1	173	4.6%
ST FRANCIS ENG				0				0	213	185	226	624				0	624			0	624	624	619	100.8%	5	532	17.3%
ST FRANCIS FI				0				0	30	33	29	92				0	92			0	92	92	92	100.0%	0	82	12.2%
ST MARTHA	37	33	40	110	41	31	15	87				0				0	197	12	20	32	229	213	208	102.4%	5	205.5	3.6%
ST PATRICK FA	46	43	41	130	40	47	43	130				0				0	260		37	37	297	278.5	277	100.5%	1.5	272.5	2.2%
ST PAUL	46	50	41	137	43	56	52	151				0				0	288	13	39	52	340	314	296	106.1%	18	288.5	8.8%
ST TERESA	70	53	59	182	55	65	49	169				0				0	351	20	45	65	416	383.5	380	100.9%	3.5	380.5	0.8%
TRINITY				0				0				0	5	12	38	55	55			0	55	55	52	105.8%	3	50	10.0%
Sub Total City	344	317	315	976	315	343	307	965	361	324	367	1052	302	366	394	1062	4055	89	235	324	4379	4217	4178	100.9%	39	4008.5	5.2%
ST CATHERINE	14	7	24	45	13	23	21	57	16	13	16	45				0	147	8	18	26	173	160	165.5	96.7%	-5.5	181.5	-11.8%
ST JOSEPH	34	28	29	91	41	30	30	101	29	19	20	68				0	260	20	21	41	301	280.5	281	99.8%	-0.5	320.5	-12.5%
ST MARY(T)				0			21	21	26	22	31	79	26	26	28	80	180			0	180	180	171	105.3%	9	174	3.4%
ST MICHAEL PC ENG	16	21	20	57	18	12	24	54	14	15	17	46	29	19	33	81	238	13	29	42	280	259	264.5	97.9%	-5.5	270.5	-4.3%
ST MICHAEL PC FI	6	8	6	20	7	5	6	18				0				0	38			0	38	38	38	100.0%	0	37	2.7%
ST MICHAEL BI	3	2	3	8	7	7	1	15	5	5	5	15				0	38		3	3	41	39.5	39	101.3%	0.5	45	-12.2%
ST PATRICK T	28	28	35	91	35	27		62				0				0	153	14	32	46	199	176	171.5	102.6%	4.5	182.5	-3.6%
Sub Total Rural	101	94	117	312	121	104	103	328	90	74	89	253	55	45	61	161	1054	55	103	158	1212	1133	1131.5	100.1%	1.5	1211	-6.4%
TOTALS	445	411	432	1288	436	447	410	1293	451	398	456	1305	357	411	455	1223	5109	144	338	482	5591	5350	5309.5	100.8%	40.5	5219.5	2.5%

PreK FEE PAYING	
ESM ENG	7
FLVT	24
ASSUMPTION	9
ST MARTHA	8
ST PAUL	1
ST TERESA	9
Sub Total City	58
ST CATHERINE	11
ST JOSEPH	13
ST MICHAEL PC	21
ST MICHAEL BI	7
ST PATRICK T	17
Sub Total Rural	69
Total Pre K	127

INTERNATIONAL NON-FUNDED TUITION PAYING										
SCHOOL	Gr			SUB Total	Gr			SUB Total	Total	
	Gr 7	Gr 8	Gr 9		Gr 10	Gr 11	Gr 12			
CCHS				0	5	7	3	15	15	
FLVT				0				0	0	
ST FRANCIS		1		1				0	1	
Sub Total City	0	1	0	1	5	7	3	15	16	
ST JOSEPH				0				0	0	
ST CATHERINE				0				0	0	
ST MARY (T)				0				0	0	
ST MICHAEL PC				0		1		1	1	
ST MICHAEL BI				0				0	0	
Sub Total Rural	0	0	0	0	0	1	0	1	1	
Total	0	1	0	1	5	8	3	16	17	

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
144	338	5109	5591	127	17	1	145	5736

INTERNATIONAL EXCHANGE										
SCHOOL	Gr			SUB Total	Gr			SUB Total	Total	
	Gr 7	Gr 8	Gr 9		Gr 10	Gr 11	Gr 12			
CCHS				0		1		1	1	
SMT				0				0	0	
SMPC				0				0	0	
Total	0	0	0	0	0	1	0	1	1	