



COORDINATING COMMITTEE MINUTES

Monday, May 11, 2026
10:00 a.m. to 12:00 p.m.
Paradise Valley Restaurant (upstairs loft) 90 Gehring Road S.E.

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| Members: | Gwendoline Dirk | Trustee |
| | Cody Edwards | Superintendent |
| | Leanne Dulle | Secretary Treasurer |
| | Carla Carrier - <i>regrets</i> | Associate Superintendent Student Services |
| | Jason Peters | Associate Superintendent: Human Resources |
| | Alice Hardowa | Elementary Principal Representative |
| | Justin Nicoll | Secondary Principal Representative |
| | Michael Jerred | ATA Local President |
| | Dalyce Harrison | ATA Teacher Welfare |
| | Shirma Rose | ATA, Primary Teacher Representative |
| | Dustin Look | ATA, Secondary Teacher Representative |
| | Kent Campbell - <i>regrets</i> | |
| | Karen Saffran | Parent Representative-Division Council |
| Guest(s): | Bailey O'Reilly | Director of Finance |

CALL TO ORDER 9:48 a.m.

Treaty Land Acknowledgement

Acting Superintendent, Cody Edwards, shared the treaty land acknowledgement. Darrell Willier, First Nations, Métis & Inuit Coordinator: [Land Acknowledgement](#)

Adoption of Minutes (C. Edwards)

There was a motion by Justin Nicoll, second by Dustin Look to adopt the minutes of the Coordinating Committee meeting held on [March 2, 2026](#). All in favor.

ITEMS FOR INFORMATION

1. Teachers' Voice

The Teachers' Voice Committee will meet on May 14, 2026. A summary of the meeting will be shared with the minutes.

2. Draft Calendar 2027-2028 (J. Peters)

It is recommended that the committee review the draft division calendar for 2027-2028. The calendar will be circulated for feedback before going to the Board for approval.

For the 2026-2027 division calendar extensive feedback was gathered including about 900 parents and 300 staff. Included in this feedback was that the calendar be provided sooner, so the draft for 2027-2028 was created similar to last year's calendar. Once this draft has been reviewed it will go to the Board for final approval.

The comments on the calendar were all positive!

[Enclosure No. 1](#) – DRAFT Division Calendar 2027-2028

ITEMS FOR DISCUSSION

1. Budget 2026-2027 Spring Release (L. Dulle)

Leanne Dulle, Secretary Treasurer, provided an outline of this year's drafted budget for the 2026-2027 school year.

Leanne began by explaining how important enrollment is for planning the budget. Medicine Hat has a steadily declining birth rate, which has impacted our kindergarten enrollment. The number of school-age children in our City is projected to decline over the next 10 years. We are predicting a decrease of 160 students from last year.

Revenues:

- Total revenues of \$100,806,200 - 91% grant funding, 5.8% local revenues and 2.8% school generated funds.
- Of the total funding 80% is the instruction block, 11.9% operations and maintenance, 3.4% transportation, 3.1% system administration and 1.1% external services.
- Total grant funding, 2.9% higher than last year.
- Base grants increased 3%, however the Weighted Moving Average (WMA) (previously 50/30/20 now 70/30), negatively impacts school boards with declining enrolment like ours. This year base grants are to cover costs for ATA settlement, the settlement grant has been removed.

Expenses:

- Total expenditure is \$100,806,200.
- Salaries and benefits make up over 75% of expenses; services, supplies and contracts 20%; and amortization and debt 5%.
- Instructional block is 80% of our allocated expenses, 12.5% operations and maintenance, 3.6% transportation, 3.1% system administration and 0.9% external services.
- Despite an increase in base grants there continues to be increase in cost for staff wages and benefits creating budget pressure.

We have been reducing our Operational reserves over the past years as in the government set limits on Operational Reserves in 2023.

The funding for 8 Complexity Teams (K to 6) assisted in maintaining our staff and there is potential funding for the high school Complexity Teams in the future.

Staff in both Webster Niblock and Southview were very accommodating in relocating.

The budget is planned to be in a balanced position for 2026-27 fiscal year and will be presented to the Board at the end of May for consideration and approval.

2. Policy & Procedure Updates

The following policies, procedures and exhibits have been updated and brought to this Committee for review.

Changes to Managing Division Information, Access and Privacy

Effective June 11, 2025, Alberta replaced the Freedom of Information and Protection of Privacy (FOIP) Act with two new laws: the **Access to Information Act** and the **Protection of Privacy Act**.

Leanne Dulle, Secretary Treasurer, reviewed the summary of the updates to policies, procedures and exhibits. Some changes outlined are significant, however, some changes are merely a reference to the new legislation; AIA and POPA.

All documentation is required to be updated by the end of June 2026.

Jason Peters provided clarification on 644 AP 001: Video Surveillance with concerns of notification of disciplinary action on board property. Video surveillance cameras are not monitored; however, footage may be reviewed if a complaint is filed. This procedure will be reviewed for clarity.

[Enclosure No. 2](#) – Summary of Updates Re: Privacy

[Enclosure No. 3](#) – Policy 412: Managing Division Information, Access and Privacy

[Enclosure No. 4](#) – 412 AP 001: Privacy Management Program

[Enclosure No. 5](#) – 412 E 001: Delegation of Authority

[Enclosure No. 6](#) – 412 E 002: Security Classification

[Enclosure No. 7](#) – 412 E 003: Personal Information Banks

[Enclosure No. 8](#) – 412 AP 002: Collection and Correction of Personal Information

[Enclosure No. 9](#) – 412 E 004: Correction of Personal Information

[Enclosure No. 10](#) – 412 AP 003: Privacy Incidents

[Enclosure No. 11](#) – 412 AP 004: Access to Information

[Enclosure No. 12](#) – 412 E 005: Access to Information Fee Schedule

[Enclosure No. 13](#) – 412 AP 005: Logging and Auditing

[Enclosure No. 14](#) – Policy 624: Student Records

[Enclosure No. 15](#) – 530 AP 007: Media Relations

[Enclosure No. 16](#) – Policy 644: Video Surveillance

[Enclosure No. 17](#) – 644 AP 001: Video Surveillance

Deferred Salary Leave Plan (DSLPL)

The Alberta Teachers' Association (ATA) Collective Agreement requires school division establish a Deferred Salary Leave Plan (DSLPL) for eligible teachers. This requirement ensures that teachers have access to an approved mechanism to defer a portion of their salary over a specified period in order to fund an approved leave of absence in a subsequent year. In the late 1990s, Medicine Hat Public School Division and the local

ATA had a DSLP in place outside of the Collective Agreement. The proposed policy incorporates key aspects of that historical arrangement, while also reflecting practices currently implemented by a number of other Alberta school jurisdictions, while maintaining adherence to current detailed Canada Revenue Agency requirements.

Bailey O'Reilly, Director of Finance, attended to provide an overview of the DSLP to the group. The process is governed by the Canada Revenue Agency. Basically, you apply to work for 1-6 years earning a reduced salary, then you can take time off and be paid the remainder. (1 year off and up to 6 years of saving is the CRA rule). All the details are all in the administrative procedure.

Upon a return to work, the division would try to accommodate a return to same position, however you are guaranteed a similar position.

[Enclosure No. 18](#) – Policy 518: Long-Term Leave of Absence

[Enclosure No. 19](#) – 518 AP 002: Deferred Salary Leave Plan

[Enclosure No. 20](#) – 518 E 001: Application-Deferred Salary Leave Plan

Student Fees (B. O'Reilly)

These procedures are reviewed and updated annually, as requested by schools, due changes in costs. Schools provide a detailed breakdown in their requests, so that the finance team can maintain similar fees across our schools. The fee updates are presented to the Board annually in June.

[Enclosure No. 21](#) – 628 E 002: Secondary Schools' Fee Schedule (Draft)

[Enclosure No. 22](#) – 628 E 003: International Students' Fee Schedule (Draft)

ADJOURNMENT 10:56 P.M.

Future Meeting Dates: October 2026