

Administrative Procedure 652

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE TO SUPPORT INSTRUCTION

Background

Northern Gateway Public School Division is committed to utilizing technology, including artificial intelligence (AI), to enhance educational experiences while ensuring responsible use that protects privacy, fairness, teacher autonomy, and student well-being. This policy aims to balance innovation with ethical considerations and evolving legal standards. AI tools should complement, not replace, the professional judgment of teachers, who remain central to the educational process.

This Administrative Procedure outlines guidelines for responsible use of Artificial Intelligence tools for instructional purposes with a focus on ensuring:

- Teacher autonomy and professional judgement
- Ethical AI integration that safeguards student and teacher data
- Clear procedures for monitoring and feedback
- Access to AI is fair and equitable and aligns with Division policy

Procedures

1. Teacher Autonomy and Professional Judgement in the use of Artificial Intelligence

- 1.1. AI tools may be used to assist teachers in areas such as lesson planning, assessment, and instructional design. Teachers retain the responsibility to ensure responsive instruction and have the authority over if and how AI is deployed in their classroom or instructional space.
- 1.2. Teachers are encouraged, but not mandated, to use AI systems and may opt out of using AI tools that don't align with their pedagogical goals.
- 1.3. Teachers will be offered training on the pedagogical and ethical implications of AI to help them critically assess AI tools before, during, and after integration.

2. Ethical AI Use and Student Data Privacy

- 2.1. AI tools adopted by the Division must meet strict data protection standards in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP). Teachers and administrators must ensure student data is handled securely, and no AI tools may collect or use student data without explicit and informed consent from students and parents.

- 2.2. Teachers must inform students and parents about how AI tools handle data and must secure explicit consent for any data collection or analysis, particularly when third-party AI tools are used.
 - 2.3. All AI tools must adhere to principles of fairness, justice, privacy, and transparency. Teachers must critically evaluate AI tools for potential biases, accuracy, and unethical behavior. The Division will audit AI tools regularly to ensure compliance with ethical standards. The Division will provide a list of approved AI providers, and will provide related professional development for staff.
3. Digital Citizenship and Responsible Use of Technology
 - 3.1. All uses of AI tools must meet Division requirements in [AP 640 Responsible Use of Technology](#). Activities outside of these requirements may result in disciplinary action.
4. Fairness and Inclusivity
 - 4.1. AI tools used in the classroom should be accessible to all students, including those with disabilities or diverse learning needs. The Division will prioritize AI systems that support inclusivity and comply with accessibility standards.
 - 4.2. The Division is committed to ensuring all students have fair access to the technology necessary for learning, regardless of socioeconomic status. AI tools should be selected with attention to sustainability and their ability to serve diverse populations.
5. Legal and Regulatory Compliance
 - 5.1. As AI technology evolves, the Division will ensure compliance to pertinent regulations and laws related to AI and data privacy including, but not limited to, the Canadian Charter of Rights and Freedoms, the Education Act, and the Canadian Criminal Code. The policy will be reviewed and updated regularly to reflect changes in legal and regulatory frameworks.
6. Parent and Community Engagement
 - 6.1. The Division will engage parents and the community in discussions about AI and its role in education. Information sessions, newsletters, and workshops will help demystify AI technologies and address questions around student data and privacy.
 - 6.2. Information will be made available to inform stakeholders about AI tools used in the classroom, including the rationale for their use and the protections in place for student data.

Reference: Education Act 195	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive:

References shall be updated as required and do not require additional approval.

DRAFT



D-Day 80: Juno & the Road to Liberation



By : a fellow student traveler

Anne Frank's House

Our first sight in Europe was the the Anne Frank house and the tour was both surprising and enlightening. During the tour, we learned a lot about the history of Anne Frank's house, including the layout of the house, the secret compartments, the living arrangements of each member, and who Anne Frank was and her importance during an unforgettable and terrible time – World War II. Inside the house is a museum filled with antiques, recordings, images, quotes, and relics left behind after the war, each of which tells a narrative. Furthermore, the museum's setting conveyed both authenticity and sadness. Which we believed was established and guarded to preserve the house's primary role as a hiding place. The significance of Anne Frank's house became clear to us during our visit, as many of the injustices and inhumane victimization faced by Jews during the Holocaust inspired and expanded our perspectives, as well as how, even in difficult times, there is still reason to believe in hope.



Amsterdam's Canals

The trip and investigation of Amsterdam's canals was a fascinating and enjoyable experience. Ms. Angela, our tour guide, not only introduced us to the city of Amsterdam but also helped us learn about the canals through a scavenger hunt. The goal of this adventure game was to introduce us to the many historical structures and locations that are still present today. We explored the city in groups with others – in which new friendships were formed – and following the guidance Angela supplied. We went to the Grand Hotel Krasnapolsky and Rembrandt Square, ate Stroopwafels, and learned about the Pilgrim Fathers, Queen Wilhelmina, and Banksy. Overall, the time in Amsterdam was both an insightful and enjoyable moment.





Bruges and Ypres

Bruges and Ypres were incredible and fascinating cities to visit, with rich architectural designs inspired from historical buildings, distinctive streets, and wonderful food. During our tour of Bruges, we saw the Belfort, Basiliek van het Heilig Bloed, Provinciaal Hof, Grand Place, and the Simon Stevin statue. We tasted a variety of street delicacies, including waffles, fries, and beef stew. In contrast, in Ypres, we visited the Sint-Maarten Kathedraal, the Ypres War Victims Monument, the Ypres Reservoir Cemetery, and the Menin Gate, where a Last Post Ceremony was held. The Last Post event was a daily event held at 8-8:30 p.m. by the Last Post Association to remember former British Empire soldiers and allies who died in the Ypres Salient during World War I.







Menin Gate Ceremony



Tunnels, Trenches and Vimy Memorial

The Tunnel and Trenches at Vimy Ridge in Belgium were incredible sights to see and learn about. During our tour of the area, we discovered trench lines between Canada, Britain, and Germany. In addition, we traveled underground and through the tunnels used by the soldiers to enter and exit the Ridge. The inside contained modest quarters where officers might sleep and plan during battle. We also visited cemeteries and the Vimy Ridge Memorial, where we learned many of the names and dates of soldiers who perished during the fight. The memorial was one of the sites commemorating the first big World War engagement, and it now remains as a tribute to all Canadians who served during the conflict. Their names are inscribed alongside the massive memorial.



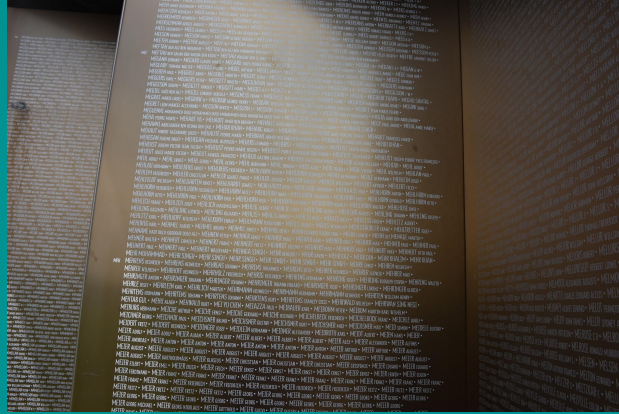




Notre Dame de Lorette & the Ring of Remembrance

The Notre Dame de Lorette and the Ring of Remembrance were breathtaking sights. The Notre de Lorette cathedral was encircled by a cemetery that honored many of the courageous French troops who perished in the battles of Verdun, Arras, Artois, and Vimy Ridge. Today, the location is home to the world's largest French military cemetery, with over 42,000 troops. The Ring of Remembrance, on the other hand, was a circle-shaped memorial intended to honor and remember all soldiers who died in World War 1, regardless of rank, race, or side. The ring had 500 panels, each with 200 soldiers, and an additional 5 panels for unknown or undiscovered soldiers. The ring not only honors troops who died during the Great War, but also emphasizes the importance of remembering their history and fighting spirit.





Canadian Cemetery and Beaumont-Hamel, Dieppe

Before arriving in Dieppe, we visited the Canadian Commentary and Beaumont-Hamel, where we learned about numerous Canadian troops who were killed during the war, as well as Newfoundlander soldiers who served during World War I. In Beaumont-Hamel, a large bronze caribou stands on top of a hill as the centerpiece of the memorial to these warriors. This statue is notable since it represents the Royal Newfoundland Regiment emblem, representing the soldiers' strength. On the other hand, the Canadian soldiers who died during the raid in Dieppe are buried at the Dieppe War Cemetery. The cemetery contains the remains of 948 Commonwealth servicemen, 187 of whom are unidentified. In addition, this cemetery contains 7 non-Commonwealth and 2 non-World War Burials. Overall, this tour reminded us of the courageous and patriotic men who died for our nation and are now at peace as they lie in these cemeteries, surrounded by their fellow troops and the country.



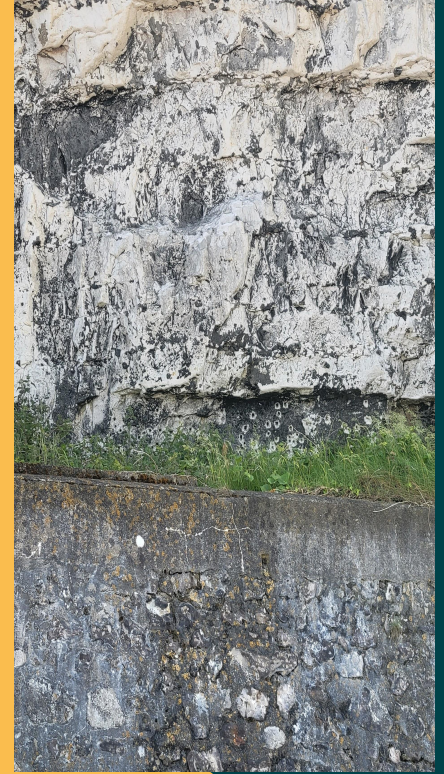


Normandy, Dieppe

Normandy in Dieppe was a breathtaking sight to see with its gorgeous buildings, streets and boats but it was also an amazing experience to discover where the Dieppe raid occurred - Blue beach. The Dieppe Raid was a significant event for a later invasion of France by Canada and Britain.. The raid was designed to test the equipments for the later larger assault, and to gain experience that would be required against Germany. Though this raid - meant to only be a test - had gone wrong as a total of 33 landing craft and destroyers were lost, as well the tanks that were trapped in the beach due to the small rocks, as a result preventing the infantries from infiltrating the town. During our visit, those rocks still exists their today, which supported our expectations of the difficulty that the soldier and tanks had to go through as traversing along the rocks was severely difficult to achieve. In addition, we also discovered many German structure and buildings along the humongous cliffs in which they would reign fire while the Canadian and British force would advance.







Beny-Sur-Mer Canadian War Cemetery

Our visit and ceremony at the Beny-Sur-Mer Canadian War Cemetery in France was an outstanding and significant experience that we discovered during our tour. At the Beny-Sur-Mer Canadian War Cemetery, we learned about the 2048 Canadian troops who perished during the early weeks of the Battle of Normandy. Furthermore, as we explored the area, we were surprised to find poppies planted around the cemetery's perimeter. These poppies are intended to honor the servicemen who died while on active duty. Many students were assigned roles prior to our small ceremony, and they all played a part throughout our visit. From the students speeches and poems and cadets marching, commands, and leadership, as well as everyone who were assigned soldiers would represent the soldiers through their remembering and respect for the sacrifices of Canadian soldiers. Every student made certain that no soldier was left without a poppy, and that each and every one of them was recognized for their service and sacrifice. During this visit, many of the students discovered that their experiences had taught and shared with them the memories of these soldiers, as well as the sacrifices they had made to protect and fight for their nation.

Some Reflections From the Students

This trip has provided me with not only new incredibly insight into what actually happened during these tragic events but also taught me new things. Since being on this trip I've developed an even stronger amount of respect and gratitude towards these soldiers. The unimaginable things they went through in order to protect us is astonishing. The strength they had to have to be able to endure such intense physical and psychological trauma is absolutely insane and it just really opens your eyes and helps you to appreciate all that you have. I am so grateful to be a Canadian.

Sarena K.

(posted with permission)

My experience on the trip has made me truly grateful for the life given to me. I couldn't imagine being drafted into the army at my age to fight in a World War. Having to live in underground bases, walk through and camp in trenches for hours on end, or have to watch friends of mine die right in front of me. I don't have that life because men from generations before this one did. They fought for a free world, and they are the reason that we aren't living under the Third Reich. I am also infinitely grateful to be Canadian, living under a democratic government, and not having to worry about a dictator stripping my freedoms from me.

Jimmy F.

(posted with permission)



**Video of our Ceremony -
Colours/Group March in
to the Cross of Sacrifice -
Kyle P. and Luke J.**

**Video of our Ceremony -
In Flanders Fields - Read
by Carter R.**





**Video of our Ceremony -
Wreaths placed by grade
12s**







D-Day 80th Anniversary

During our first day in France, we attended and participated in the 80th anniversary of D-Day at Juno Beach. During the ceremony, we celebrated the victory - while also mourning the loss - of the warriors who gave their lives during the Battle of Normandy. D-Day was an operation that occurred on June 6, 1944, and resulted in a decisive victory for the Allies. A total of 4,414 Allied men were killed on D-Day. The anniversary of this occurrence is intended to honor peace, liberty, and reconciliation. To lead the celebration of this amazing and significant anniversary, Prince William and Prime Minister Trudeau joined the event in Juno, where they made a D-Day speech to acknowledge and thank the sacrifices of each individual soldier on the beach. Throughout the celebration, we saw a variety of music and acts commemorating the anniversary of D-Day. We also visited the Juno Beach Centre the day following the event. The center served as a museum, housing many of the artifacts, antiques, and history of D-Day. Along with our well-guided tour, seeing the museum was a great experience because it taught the students more about D-Day and its significance in Canadian history.





Silent walk after the ceremony



Louvre

On our second day in France, we visited the Louvre, a massive museum filled with historic items, relics, statues, sculptures, buildings, paintings, sketches, and so on. The museum had about 500,000 pieces, including 35,000 works of art displayed on the walls. Originally a royal mansion, it was converted into a museum in 1793 during the French Revolution and today houses artworks dating from the seventh millennium BC to the 1850s. The museum's collections are divided into three interconnected wings, named after three major figures in French history: Richelieu (1585-1642), chief minister of King Louis XIII; Sully (1559-1641), chief minister of King Henry IV; and Denon (1747-1825), the first director of the Musée du Louvre. During our journey, we uncovered artworks from Egypt, Greece, Rome, Islam, Italy, Northern Europe, and Spain. Furthermore, the Louvre housed numerous well-known artworks, like the Mona Lisa, Venus de Milo, Winged Victory of Samothrace, and Napoleon's Coronation, among others. As we studied and discovered the history behind all of these masterpieces and artworks, we were able to appreciate their brilliance and the significance of the message they conveyed. Being able to see the Louvre provided us with a new perspective on the value and influence of each and every thing.







Seine River Cruise



In addition to our second day in France, we were able to take a Seine River Cruise, which was an incredible trip as we traveled along the river in Paris. During the cruise, we visited the Seine River, which has many great views of prominent sites in Paris, including the Eiffel Tower. Following the trip, we crossed numerous bridges, including Pont Alexandre III, Pont Neuf, Pont des Arts, Alma's Bridge, Pont d'Iena, and many others. These bridges cross the river, 37 of which span the Seine, connecting the Left and Right banks. During the voyage, we saw buildings such as the Sainte-Chapelle, Place de la Concorde, Grand Palais, and the Eiffel Tower. Finally, the boat allowed us to not only visit many of these wonderful buildings, but also to tour Paris by following the famous Seine River, which runs for 18 miles through the city. Although we only had a short amount of time to view these magnificent structures and monuments with such rich histories. The boat gave us the opportunity to have these once-in-a-lifetime experiences by giving us a good view of the wonderful attractions of Paris.



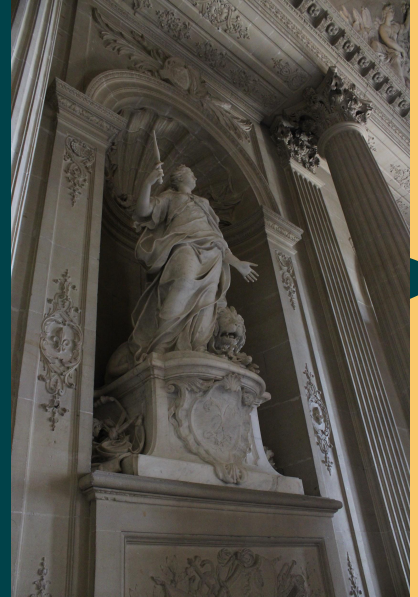
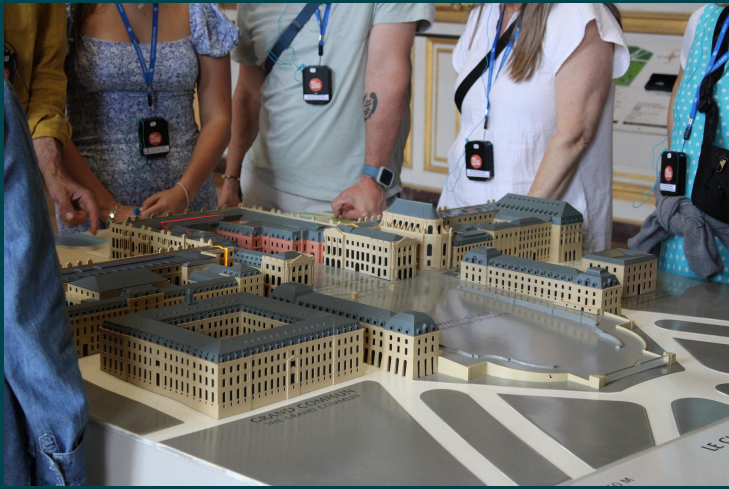




Versailles, Palace and Garden

On our final day in France, we visited the Palace of Versailles and its Garden. Spanning an area of more than 800 hectares, the Palace and Garden of Versailles was a gigantic building and covered a great land of mass. Witnessing the very delicate and precise structuring of the Palace, every detail decided and placed on the Palace show and represent the elegance and nobility that existed amongst this Palace. In addition, with the Garden that covers a huge a chunk of land, it symbolizes the wealthiness and power of nobility back in the day. Still to this day, our experience and tour along the Palace and Garden surprised us with its delicate and authentic atmosphere that conveyed a sense of the elegance and power that it had back in history. Inside the palace, we were able to discover the State apartments where the King and Queen would rest, the Royal Chapel, the 1792 Room and the Hall of Mirrors - where the Treaty of Versailles was written. On the outside, the Garden contained many outstanding and beautiful scenery such as the Orangery and Leto's fountain, the Great Lawn, the Mirror pool and King's Garden, Apollo's fountain, the Water Theatre and the Dragon fountain and Neptune fountain. All of which created and planned by Louis XIV in 1661 for creating his estate of Versailles. In the end, our experience at the Palace and Garden of Versailles was truly an unforgettable and momentous achievement in our lives. As we were able to grasp an experience first hand and in person the Palace and Garden itself with the great history behind it.













A Great Thank You! and Appreciation for Ms. Angela for her Help and Guidance throughout the Tour, she made it an amazing and unforgettable adventure/experience.



Everybody misses you!

Bylaw No. 1-24
of
The Northern Gateway School Division

A Bylaw of the Northern Gateway School Division (the “School Division”) in the Province of Alberta, relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward.

WHEREAS within Ministerial Order 062/2018, the Board of Trustees (the “Board”) of the School Division provides for the nomination and election of trustees within the School Division by wards.

NOW THEREFORE, in accordance with Section 76 of the Education Act, the Board establishes the wards and provides for the nomination and election of trustees in the wards and electoral subdivisions as follows:

1. **WARD 1** shall consist of the following lands:

SUBDIVISION 1

Township 53, Range 1, West of the 5th Meridian

Sections 30 and 31.

Township 53, Range 2, West of the 5th Meridian

Sections 25 to 28 inclusive; Sections 31 to 36 inclusive.

Township 54, Range 1, West of the 5th Meridian

Sections 6 and 7; Sections 14 to 23 inclusive; Sections 26 to 35 inclusive.

Township 54, Range 2, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 55, Range 1, West of the 5th Meridian

Sections 2 to 11 inclusive; Sections 14 to 23 inclusive; Sections 26 to 35 inclusive.

Township 55, Range 2, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 1, West of the 5th Meridian

Sections 2 to 11 inclusive; Sections 14 to 18 inclusive; South halves of Sections 19 to 22 inclusive.

Township 56, Range 2, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 2, West of the 5th Meridian

West halves of Sections 6 and 7.

SUBDIVISION 2

Township 53, Range 3, West of the 5th Meridian

Sections 31 to 36 inclusive.

Township 53, Range 4, West of the 5th Meridian

Sections 31 to 36 inclusive.

Township 53, Range 5, West of the 5th Meridian

Sections 33 to 36 inclusive.

Township 53, Range 6, West of the 5th Meridian

Section 34; those portions of Sections 26, 27, 35, and 36 lying West of the Isle Lake.

Township 54, Range 3, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 54, Range 4, West of the 5th Meridian

Sections 1 to 28 inclusive; Sections 34 to 36 inclusive; those portions of Sections 29, 30, 31, 32, and 33 not included in the Alexis Indian Reserve.

Township 54, Range 5, West of the 5th Meridian

Sections 1 to 30 inclusive; Sections 32 to 36 inclusive.

Township 54, Range 6, West of the 5th Meridian

Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 24 inclusive.

Township 55, Range 3, West of the 5th Meridian

Sections 1 to 6 inclusive; Sections 8 to 17 inclusive; Sections 20 to 29 inclusive; Sections 31 to 36 inclusive; those portions of Sections 7, 18, 19, and 30 lying East of the Alexis Indian Reserve.

Township 55, Range 4, West of the 5th Meridian

Sections 31 to 36 inclusive; those portions of Sections 6, 7, 18, 19, 25, 26, 27, 28, and 30 lying outside of the Alexis Indian Reserve.

Township 56, Range 3, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 4, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 3, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 14 to 22 inclusive; Sections 27 to 30 inclusive; Sections 33 and 34; those portions of Sections 31 and 32 lying South and East of the Pembina River.

Township 57, Range 4, West of the 5th Meridian

Sections 1 to 17 inclusive; Sections 23 and 24; those portions of Sections 18, 19, 20, 21, 22, 25, 26, and 27 lying South of the Pembina River.

SUBDIVISION 3

Township 54, Range 5, West of the 5th Meridian

Section 31.

Township 54, Range 6, West of the 5th Meridian

Sections 25 to 27 inclusive; Sections 34 to 36 inclusive.

Township 55, Range 5, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 55, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 55, Range 7, West of the 5th Meridian

Section 13; Sections 23 to 26 inclusive; Sections 31 to 36 inclusive; those portions of Sections 1, 11, 12, 14, 15, 22, 27, and 28 lying North and East of the Pembina River.

Township 55, Range 8, West of the 5th Meridian

Sections 31 to 36 inclusive.

Township 56, Range 5, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 8, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 5, West of the 5th Meridian

Sections 1 to 12 inclusive; West halves of Sections 19, 30, and 31; those portions of Sections 13, 14, 15, 16, 17, 18, 21, 22, 23 and 24 lying South of the Pembina River.

Township 57, Range 6, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 6, West of the 5th Meridian

Sections 3 to 10 inclusive; Sections 15 to 22 inclusive; Sections 28 to 33 inclusive.

Township 58, Range 7, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 8, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 6, West of the 5th Meridian

Sections 4 to 9 inclusive; Sections 16 to 21 inclusive.

Township 59, Range 7, West of the 5th Meridian

Sections 1 to 24 inclusive; Sections 29 to 32 inclusive.

Township 59, Range 8, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 9, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 10, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 56, Range 11, West of the 5th Meridian

Sections 13 to 36 inclusive.

Township 56, Range 12, West of the 5th Meridian

Sections 19 to 36 inclusive.

Township 56, Range 13, West of the 5th Meridian

Sections 24, 25, and 36.

Township 57, Range 8, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 9, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 10, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 11, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 12, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 13, West of the 5th Meridian

Section 1; Sections 12 to 14 inclusive; Sections 23 to 26 inclusive; Sections 34 to 36 inclusive; those portions of Sections 15, 16, 21, 22, 27, 28, and 33 lying East of the McLeod River.

Township 58, Range 9, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 10, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; the East halves of Sections 5, 8, 17, 20, and 29; the North half and Southeast quarter of Section 32.

Township 59, Range 9, West of the 5th Meridian

Sections 1 to 30 inclusive; Sections 33 to 36 inclusive; those portions of Sections 31 and 32 lying South of the Athabasca River.

Township 59, Range 10, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 35 and 36; the North half and Southeast quarter of Section 8; the East halves of Sections 5, 17, 20, and 29; the East half of Section 32 lying West of the Athabasca River; that portion of Section 33 lying South of the Athabasca River; that portion of Section 34 lying South and East of the Athabasca River.

Township 60, Range 10, West of the 5th Meridian

Those portions of Sections 1 and 2 lying South of the Athabasca River; that portion of the East half of Section 5 lying South and West of the Athabasca River.

2. **WARD 2** shall consist of the following lands:

Township 58, Range 10, West of the 5th Meridian

Sections 6 and 7; Sections 18 and 19; Sections 30 and 31; the West halves of Sections 5, 8, 17, 20, and 29; the Southwest quarter of Section 32.

Township 58, Range 11, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 12, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 13, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 14, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 58, Range 15, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 10, West of the 5th Meridian

Sections 6 and 7; Sections 18 and 19; Sections 30 and 31; the West halves of Sections 5, 17, 20, 29, and 32; the Southwest quarter of Section 8.

Township 59, Range 11, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 12, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 13, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 14, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 59, Range 15, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 60, Range 10, West of the 5th Meridian

The portion of section 2 lying North of the Athabasca River; Sections 3 and 4; the West half of Section 5 lying South and North of the Athabasca River; Sections 6 to 36.

Township 60, Range 11, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 60, Range 12, West of the 5th Meridian

Sections 1 to 17 inclusive; Sections 20 to 28 inclusive; Sections 32 to 36 inclusive; those portions of Sections 18, 19, and 29 not included in the Alexis Whitecourt Indian Reserve.

Township 60, Range 13, West of the 5th Meridian

Sections 1 to 36 inclusive not included in the Alexis Whitecourt Indian Reserve.

Township 60, Range 14, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 60, Range 15, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 61, Range 10, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 60, Range 11, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 61, Range 12, West of the 5th Meridian

Sections 1 to 5 inclusive; Sections 7 to 36 inclusive; Sections 6 not included in the Alexis Whitecourt Reserve.

Township 61, Range 13, West of the 5th Meridian

Sections 4 to 36 inclusive; Sections 3 not included in the Alexis Whitecourt Reserve.

Township 61, Range 14, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 61, Range 15, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 11, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 12, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 13, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 14, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 15, West of the 5th Meridian
Sections 1 to 36 inclusive.

3. **WARD 3** shall consist of the following lands:

SUBDIVISION 1

Township 58, Range 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 58, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 59, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 60, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 17, West of the 5th Meridian
Sections 1 to 9 inclusive; Sections 12 and 13; Sections 16 to 21 inclusive; Sections 24 and 25;
Sections 27 to 34 inclusive; Section 36.

Township 61, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 25, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 61, Range 26, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to
36 inclusive.

Township 62, Range 11, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 12, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 13, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 14, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 15, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 16, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 25, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 62, Range 26, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive.

Township 63, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 24, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 25, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 63, Range 26, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive.

Township 64, Range 17, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 18, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 19, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 20, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 21, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 22, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 23, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 64, Range 24, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 64, Range 25, West of the 5th Meridian

Sections 1 to 18 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; those portions of Sections 19, 20, 29, and 32 lying East of the Simonette River.

Township 64, Range 26, West of the 5th Meridian

Sections 1 to 3 inclusive; Sections 11 and 12; those portions of Sections 10, 13, 14, 15, and 24 lying South and East of the Simonette River.

Township 65, Range 22, West of the 5th Meridian

Sections East of the Waskahigan River.

Township 65, Range 21, West of the 5th Meridian

Sections 1-36 inclusive.

Township 65, Range 20, West of the 5th Meridian

Sections 1 to 35 West of the Iosegun River.

Township 65, Range 19, West of the 5th Meridian

Sections West of the Iosegun River.

Township 66, Range 22, West of the 5th Meridian

Sections East of the Waskahigan River and South of the Little Smoky River.

Township 66, Range 21, West of the 5th Meridian

Sections South of the Iosegun River.

Township 66, Range 20, West of the 5th Meridian

Sections South of the Iosegun River.

SUBDIVISION 2

Township 65, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 65, Range 19, West of the 5th Meridian

Sections East of the Iosegun River.

Township 65, Range 20, West of the 5th Meridian

Sections East of the Iosegun River.

Township 65, Range 22, West of the 5th Meridian

Sections West of the Waskahigan River.

Township 65, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 65, Range 24, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 65, Range 25, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 15 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; those portions of Sections 5, 8, 16, 17, 20, 29, 30, 31 and 32 lying North and East of the Simonette River.

Township 66, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 66, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 66, Range 20, West of the 5th Meridian

Sections North of the Iosegun River.

Township 66, Range 21, West of the 5th Meridian

Sections North of the Iosegun River.

Township 66, Range 22, West of the 5th Meridian

Sections West of the Waskahigan River and Sections North of Iosegun River.

Township 66, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 66, Range 24, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 66, Range 25, West of the 5th Meridian

Sections 1 to 5 inclusive; Sections 8 to 17 inclusive; Sections 21 to 27 inclusive; Sections 34 to 36 inclusive; those portions of Sections 6, 7, 18, 19, 20, 28, 29, and 33 lying East of the Simonette River.

Township 67, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 24, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 67, Range 25, West of the 5th Meridian

Section 13; Sections 23 to 27 inclusive; Sections 33 to 36 inclusive; those portions of Sections 1, 2, 11, 12, 14, 15, 22, 28, 29, 30, 31 and 32 lying North and East of the Simonette River.

Township 67, Range 26, West of the 5th Meridian

Those portions of Sections 35 and 36 lying North and East of the Simonette River.

Township 68, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 24, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 25, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 68, Range 26, West of the 5th Meridian

Section 1; Sections 12 and 13; Sections 24 and 25; Sections 35 and 36; those portions of Sections 2, 11, 14, 23, 26, 27, 28, 33 and 34 lying East of the Simonette River.

Township 69, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 69, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 69, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 69, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 69, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 18, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 23, West of the 5th Meridian

Sections 33 to 36 inclusive; those portions of Sections 1 to 6 inclusive lying South of the Sturgeon Lake Indian Reserve No. 154; those portions of Sections 17 to 20 inclusive, more particularly described as the Sturgeon Lake Settlement Lots 1 to 6 inclusive bordering the Sturgeon Lake on the Southwest; those portions of Sections 25 to 28 inclusive lying North of the Sturgeon Lake Indian Reserve No. 154; those portions of Section 32 and the North half of Section 29 lying East of the Sturgeon Lake.

Township 70, Range 24, West of the 5th Meridian

Those portions of Sections 14, 22, 23, 24, and 26, more particularly described as the Sturgeon Lake Settlement Lots 1 to 3 inclusive bordering the Sturgeon Lake on the Southwest; Section 27 not included in The Sturgeon Lake Indian Reserve No.154; Section 34 lying Southwest of Sturgeon Lake.

Township 71, Range 18, West of the 5th Meridian

Sections 1 to 30 inclusive; the South halves of Sections 31 to 36 inclusive.

Township 71, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 71, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive

Township 71, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 71, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 71, Range 23, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 36 inclusive; those portions of Sections 9 and 10 not included in The Sturgeon Lake Indian Reserve No. 154; those portions of Sections 7 and 8 lying North and East of Sturgeon Lake.

Township 72, Range 19, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 72, Range 20, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 72, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 72, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 72, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 73, Range 20, West of the 5th Meridian

Sections 3 to 6 inclusive; that portion of Section 2 lying West of the Little Smoky River.

Township 73, Range 21, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 73, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 73, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 74, Range 20, West of the 5th Meridian

Sections 3 to 10 inclusive; Sections 16 to 18 inclusive; Those portions of Sections 14, 15, 19, 20, 21, 22, 29, and 30 lying South of the Little Smoky River.

Township 74, Range 21, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Section 24; Those portions of Sections 23, 25, and 26 lying South of the Little Smoky River.

Township 74, Range 22, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 14 to 36 inclusive; the North half and Southwest quarter of Section 13.

Township 74, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 75, Range 21, West of the 5th Meridian

Section 6; Those portions of Sections 7 and 18 lying West of the Little Smoky River.

Township 75, Range 22, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 14 to 23 inclusive; Sections 26 to 34 inclusive; Those portions of Sections 13, 24, 25, 35, and 36 lying West of the Little Smoky River.

Township 75, Range 23, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 76, Range 22, West of the 5th Meridian

Sections 4 to 8 inclusive; Section 18; those portions of Sections 1, 2, 3, 9, 10, 16, 17, 19, and 20 lying South and West of the Little Smoky River.

Township 76, Range 23, West of the 5th Meridian

Sections 1 to 12 inclusive; Sections 14 to 20 inclusive; Sections 30 and 31; those portions of Sections 13, 21, 22, 23, 24, 28, 29, and 32 lying South and West of the Little Smoky River.

Township 77, Range 23, West of the 5th Meridian

Those portions of Sections 6, 7, and 18 lying South and West of the Little Smoky River.

Township 69, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 70, Range 22, West of the 5th Meridian

Sections 1 to 36 inclusive.

WHEREAS Section 78 of the Education Act provides that the Minister shall specify for each Board the number of trustees, being no fewer than 3, to be elected to the Board. The Minister may vary the number of trustees to be elected for each school division.

NOW THEREFORE the Board of Trustees of The Northern Gateway School Division hereby resolves that the number of trustees to be elected for each ward is as follows:

- a) One (1) trustee shall be elected at-large in **Ward 1, Subdivision 1.**
- b) One (1) trustee shall be elected at-large in **Ward 1, Subdivision 2.**
- c) Two (2) trustees shall be elected at-large in **Ward 1, Subdivision 3.**
- d) Two (2) trustees shall be elected at-large in **Ward 2.**
- e) One (1) trustee shall be elected at-large in **Ward 3, Subdivision 1.**
- f) Two (2) trustees shall be elected at-large in **Ward 3, Subdivision 2.**

As set out in Section 76, 2 (b) of the *Education Act*, this bylaw does not apply to or affect the composition of the Board until the date of the next general election to which the bylaw applies.

RECEIVED FIRST READING this _____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED SECOND READING this _____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED UNANIMOUS CONSENT OF THE TRUSTEES PRESENT AND RECEIVED A THIRD AND FINAL READING THIS _____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

Bylaw No. 2-24
of
The Northern Gateway School Division

A Bylaw of The Northern Gateway School Division (the “School Division”) in the Province of Alberta, relating to the receipt of nomination papers for the office of school board trustee at locations other than the jurisdiction office.

WHEREAS Section 28 (2b) of the Local Authorities Election Act provides that an elected authority may provide that the Returning Officer establish locations, in addition to the local jurisdiction office, where a Deputy may receive nominations; and

WHEREAS the Board of Trustees of the School Division desires the Returning Officer to establish locations other than the local jurisdiction office, where a Deputy may receive nominations.

THEREFORE, BE IT RESOLVED:

1. That By-law 2-20 be rescinded; and
2. That the Returning Officer of the School Division shall establish the following locations in addition to the Division Office, Whitecourt, Alberta, where nominations for the Office of Trustee of the School Division may be accepted **during posted office hours only:**
 - (a) Hillside High School, Valleyview, Alberta
 - (b) Fox Creek School, Fox Creek, Alberta
 - (c) Elmer Elson Elementary School, Mayerthorpe, Alberta
 - (d) Onoway Elementary School, Onoway, Alberta

RECEIVED FIRST READING this 5th DAY OF November , 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED SECOND READING this 26th DAY OF November , 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED UNANIMOUS CONSENT OF THE TRUSTEES PRESENT AND RECEIVED THIRD READING AND FINALLY PASSED THIS DAY OF , 2024.

Board Chair

Secretary-Treasurer

Seal

Bylaw No. 3-24
of
The Northern Gateway School Division

A Bylaw of the Northern Gateway School Division (the "School Division"), in the Province of Alberta, to provide for every nomination for elected office to be accompanied by a deposit.

WHEREAS under the provisions of Section 29 of the Local Authorities Election Act, the Board of Trustees may pass a bylaw to provide for every nomination for elected office to be accompanied by a deposit in the amount fixed in the bylaw; and

WHEREAS the Board of Trustees of the School Division is desirous of establishing such a deposit.

THEREFORE, BE IT RESOLVED for Nomination Day on Monday, September 22th, 2025, that all nominations for elected office shall be accompanied by a deposit and the deposit amount shall be One Hundred (\$100.00) Dollars.

RECEIVED FIRST READING this 5th DAY OF November, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED SECOND READING this 26th DAY OF November, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED UNANIMOUS CONSENT OF THE TRUSTEES PRESENT AND RECEIVED THIRD READING AND FINALLY PASSED THIS ____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

Bylaw No. 4-24
of
The Northern Gateway School Division

A Bylaw of the Northern Gateway School Division (the “School Division”), in the Province of Alberta, to require that a criminal record check be included with nomination forms submitted by potential candidates.

WHEREAS under the provisions of Section 21.1 of the Local Authorities Election Act, the Board of Trustees may pass a bylaw to provide for every nomination for elected office to be accompanied by a criminal record check.

AND WHEREAS the Board of Trustees of the School Division is desirous of establishing that a criminal record check be included in every nomination package for elected office.

THEREFORE, BE IT RESOLVED that:

- a) Every candidate for school board trustee in the School Division shall obtain a criminal record check at their own expense;
- b) The criminal record check shall be provided by the police service;
- c) The criminal record check shall be included with, and form part of the nomination papers submitted by the candidate for school board trustee; and
- d) The criminal record check shall be valid for a period of three (3) months from the date that the nomination papers are submitted by the candidate and verified at the locations established by Bylaw 2-24.

RECEIVED FIRST READING this 26th DAY OF November, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED SECOND READING this _____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

RECEIVED UNANIMOUS CONSENT OF THE TRUSTEES PRESENT AND RECEIVED THIRD READING AND FINALLY PASSED THIS ____ DAY OF _____, 2024.

Board Chair

Secretary-Treasurer

Seal

DRAFT

Superintendent's Report

Administrators Meeting November 21st (SLQS 1,2,3,4,5,6,7)

1. AP 652 Responsible use of Artificial Intelligence to Support Instruction with Katrina Zack - ATA
2. Non-negotiables review and application
3. Amazon Business
4. Power teacher pro-monitor
5. Referral form and pre-meeting organizer
6. EA conference
7. Audit Result / change in hiring process
8. APs
 - a. 295 Planning Requirements for Teachers
 - b. 150 Indigenous Reconciliation and Territory Acknowledgement Statements
9. Myth of Ability podcast discussion / Principals of Instruction article
10. Words Their Way demonstration
11. Results Review discussion and work time

Meeting with the Municipal District of Greenview (SLQS 1,7)

On November 19th, the Board Chair and I met with the Greenview Council to discuss the Valleyview school project. The Council was interested in the school design and had some questions, most of which echoed things we have heard in our various staff / student / community feedback.

- Washroom locations and use
- Space limitations and/or practical and functional questions
- Seating spaces for performance venue
- Municipal Library and joint use
- Expected timelines and budget

Admin Procedures (SLQS 7)

AP 150 Indigenous Reconciliation and Territory Acknowledgement Statements

- Updated to incorporate Reconciliation Statements

AP 295 Planning Requirements for Teachers

- Details a framework for long range and daily planning to meet student needs

AP 417 Annual Employee Awards and Recognition

- Defines years of service and awards

Administrative Procedure 150

INDIGENOUS RECONCILIATION AND TERRITORY ACKNOWLEDGEMENT STATEMENTS

Background

Northern Gateway School Division recognizes the historical significance and contributions of Indigenous Peoples and their cultures and understands the important role that the Indigenous community plays today and in the future. As such, the Division recognizes the importance of honoring and acknowledging Indigenous communities while also demonstrating commitment to enacting the education-related Calls to Action articulated by the Truth and Reconciliation Commission.

Definition

In the context of Indigenous cultures, “traditional territory” refers to a specific place within Alberta that has been a traditional meeting ground, gathering place, and travelling route to the Cree, Dene, Saulteaux, Blackfoot, Nakota Sioux, and Métis. Over 47 different First Nations are represented across Alberta.

Treaty 6 Acknowledgement Statement

Welcome to Northern Gateway School Division.

We acknowledge that we are on Treaty 6 Territory, the traditional meeting grounds, gathering place and travelling route to the Nakota Sioux, Cree, Saulteaux, Blackfoot, Dene and Metis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

Treaty 8 Acknowledgement Statement

Welcome to Northern Gateway School Division.

We acknowledge that we are on Treaty 8 Territory, the ancestral and traditional territory of the Cree, Dene and Metis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.



Opening phrase to be followed by a system or individual action representing the education related Calls to Action articulated by the Truth and Reconciliation Commission.

Northern Gateway Public Schools acknowledges the First Nations, Metis and Inuit whose traditions and way of life are woven with the land they have inhabited for generations.

As part of our recognition, NGPS includes specific actions that we take as a Division to demonstrate our commitment to the Education Calls to Action articulated by the Truth and Reconciliation Commission.

Procedures

1. Division staff will make use of a Reconciliation and/or Territory Acknowledgement Statement at all board meetings and hosted public and/or community events and gatherings. This statement may be a Treaty acknowledgement and/or a statement of personal or system reflection on efforts related to Reconciliation.
2. Treaty areas related to Northern Gateway Public Schools:
 - 2.1 Within the Division, Treaty 6 territory includes: Onoway, Darwell, Rich Valley, Grasmere, Sangudo, Mayerthorpe, Whitecourt.
 - 2.2 Within the Division, Treaty 8 territory includes: Fox Creek, Valleyview, Falher/Debolt.
3. Principals and school staff will make use of a Reconciliation and/or Territory Acknowledgement Statement at significant school and/or community special events, celebrations and gatherings when held on Treaty territory. These include but are not limited to:
 - 3.1 Graduation Ceremonies
 - 3.2 Achievement Celebrations
 - 3.3 Parent/School Assemblies
 - 3.4 Opening Day Exercises
 - 3.5 Banquets and Long Service Awards
 - 3.6 Division In-services/Workshops

Reference: Education Act 222, Preamble Page 11 Truth and Reconciliation Commission Calls to Action (2015) United Nations Declaration of the Rights of Indigenous People Alberta Human Rights Act	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: November, 2024



Administrative Procedure 295

PLANNING REQUIREMENTS FOR TEACHERS

Background

In accordance with the Teacher Quality Standard, professional teachers must know how to translate curriculum and desired outcomes into reasoned, meaningful, and incrementally progressive (scaffolded) learning opportunities for students. To meet this end, teachers must engage in long and short term planning. Teachers monitor the context, their instruction, and assess and monitor students' learning on an ongoing basis and modify their plans accordingly, both for individuals and groups of students.

The planning format is up to each individual teacher with the provision that is acceptable to their principal.

Procedures

1. The Program of Studies provides the foundations for all courses.
2. Long-Range Plans
 - 2.1. Also called year or term and will provide at a minimum:
 - 2.1.1. An overview of the course content
 - 2.1.2. Instructional strategies that may be used
 - 2.1.3. Scope and sequence of materials to be taught
 - 2.1.4. Evaluation and assessment plans
3. Short-term and Daily plans
 - 3.1. Daily plans outline the specifics about what aspect of the long-term plans will be covered and map out thoughtful educational activities taking place each day.
 - 3.1.1. Each daily plan will evidence:
 - 3.1.1.1. The goal / objective of each lesson
 - 3.1.1.2. Before, during and after learning structure
4. High School course outlines will provide an abbreviated version of the teacher's long-range plans and major course objectives and will be available to students and parents.
5. Teacher plans must be retained for 3 school years after the completion of the program of study articulated in the plans.

Reference: Education Act 18, 52, 53, 196, 197, 295, 222 Teaching Profession Act Ministerial Order 001/2013 Ministerial Order 016/97 Guide to Education Collective Agreement	
	Date Approved: XXXXXX, 2024
	Reviewed or Revised:

Administrative Procedure 417

Annual Employee Awards and Recognition

Background

The Division believes in honouring the long-term service and achievements of its employees at an annual recognition evening, as per procedure 4.1.

Procedures

1. The Superintendent may provide staff assistance to the Communications Committee of the Board in coordinating the Annual Recognition evening.
2. For the purpose of this administrative procedure only:
 - 2.1 “Employee” shall refer to all staff in the Division;
 - 2.2 Employment, full or part-time, as defined in 2.6, shall be considered as active service to the Division;
 - 2.3 Service within the Division, as defined in 2.6, shall be counted, including service within the jurisdiction’s boundaries prior to regionalization;
 - 2.4 **Years of service may not reflect employee seniority as service periods for awards is cumulative regardless of pauses in employment.**
 - 2.5 Substitute service shall not be considered as qualifying service.
 - 2.6 Qualifying Service:
 - 2.6.1 Is accumulated based on ten (10) or twelve (12) months of employment;
 - 2.6.2 Is recognized as monthly service, which is defined as a minimum of point five (.5) of the monthly workdays, as established for each employee group; less than point five (.5) of the workdays within the month for one’s employee group will not be recognized as qualifying service;
 - 2.6.3 For 10 month employees is accumulated within the current school year;

2.6.3.1 For 12-month employees is accumulated from the commencement of the school year to the day prior to the commencement of the next school year; and

2.6.4 Unpaid leaves are not recognized.

- The Communications Committee may recommend exceptions to Procedure 2.

3. Awards Presentation

- 3.1 Presentations shall be made at the Annual Recognition evening. In an election year, every effort will be made to hold the event before the trustee election date. Every recipient of an award, and others deemed appropriate, shall be given two (2) complimentary tickets to the Annual Recognition evening.
- 3.2 The Superintendent will ensure that an up-to-date list of all Division employees is maintained detailing the years of qualifying service.
- 3.3 The Superintendent will ensure the list of employees eligible for years of service recognition be provided to the appropriate sites for verification by the Principal or site supervisor. The list will be distributed in June.
- 3.4 The Superintendent will budget, on an annual basis, the funds to be allocated for employee recognition.

4. Years of Service Awards*

- 4.1 All employees shall be presented with years of service awards at the end of five (5) years of service and every five (5) years thereafter.
- 4.2 Schedule of awards and costs
- 4.2.1 This schedule shall be used as a guideline for purchasing and may vary slightly as appropriate.

Number of Years	Value	Type of Award
5 Years	\$50.00	Cheque
10 Years	\$100.00	Cheque
15 Years	\$150.00	Cheque
20 Years	\$200.00	Cheque
25 Years	\$250.00	Cheque
30 Years	\$300.00	Cheque
35 Years	\$350.00	Cheque
40 Years	\$400.00	Cheque
45 Years	\$450.00	Cheque

5. Retirement Awards*

- 5.1 Retirement Awards will be presented each year, provided that employees have a minimum of ten (10) years of service with the Division or upon the recommendation of the organizing Committee; and
- 5.2 Employees retiring from the Division shall be recognized during the Annual Employee Recognition evening with a Retirement Recognition Award at a flat rate of \$250.00. Employees who retire in a year where they are scheduled to also receive a Service Award, will receive both the Service Award and the Retirement Recognition flat rate.

6. Extraordinary Recognition*

- 6.1 Division employees who receive division/provincial/ national/international awards may also be recognized annually. Examples include but are not limited to:
 - 6.1.1 Edwin Parr Award (Division Nominee); and
 - 6.1.2 Excellence in Teaching Award (Provincial semi-finalist and/or finalist).
- Extraordinary Awards – up to one hundred dollars (\$100.00)

*Note: All Division monetary gifts are taxable.

Reference: Education Act 222 T4130 Employer's Guide – Taxable Benefits and Allowances (Canada Revenue Agency)	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: September 1, 2021

References shall be updated as required and do not require additional approval.

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER to JUNE

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports (Policy 2, Section 4.6)

SEPTEMBER

- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (in Non-election Years)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set the School Tours Schedule
- Review the PSBAA Fall AGM Agenda
- Host the Annual Employee Appreciation Evening (September/October) (Policy 7, Section 9.6)
- Review the Year-end Suspension Report
- [ASBA Awards Deadline](#)

OCTOBER

- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review the Annual School Council Reports (Policy 2, Section 2.7)
- Review the ASBA Proposed Position Statements
- Host the Annual Employee Appreciation Evening (September/October) (Policy 7, Section 9.6)
- [ASBA Long Service Awards Deadline](#)

NOVEMBER

- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Approve the Audited Financial Statements (Policy 2, Section 4.7)
- Conduct the School Results Review (November/December)
- Review and accept the School Operational Viability Report (Policy 15)
- Receive the Annual Community Engagement Plan (Policy 2, Section 2)

DECEMBER

- Approve the Borrowing By-law
- Conduct the School Results Review (November/December)
- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (following School Results Review)
- Identify Goals for the Advocacy Plan (Policy 2, Section 8.2)

JANUARY

- Review the Draft School Calendars (Policy 2, Section 9.5)
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

FEBRUARY

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Approve the School Calendar (Policy 2, Section 9.5)
- Approve the Advocacy Plan (Policy 2, Section 8.3)
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct the First Finance Committee Meeting
- Contribute to the Three-Year Educational Planning Process (Policy 2, Section 1.3, 1.4)
- [ASBA Friends of Education Award Discussion](#)

MARCH

- Approve the Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- Conduct a Governance, Strategy and Development (GSD) Committee Meeting (following school tours)
- [ASBA Edwin Parr and PSBAA Awards Deadlines](#)

APRIL

- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.4)

MAY

- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Set Board Regular/Organizational Meeting Dates, Results Review Dates, and Workshop Dates
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony

JUNE

- Receive the Superintendent's Annual Review of the SLQS
- Conduct a Governance, Strategy and Development (GSD) Meeting
- [ASBA Awards Discussion](#)

TERM WORK PLAN

DECEMBER – Year 3 (by December 31, 2024)

- Review and Confirm Ward Boundaries
Policy 19, Section 4: The Board shall pass a by-law to reaffirm ward and subdivision boundaries, or if necessary, adjust boundaries, within the first three years of a term of office.

AWARDS DEADLINES

[Alberta School Boards Association \(ASBA\)](#)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

[Public School Boards' Association of Alberta](#)

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

References:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action