

Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Monday, October 5, 2026

10:00 a.m. to 12:00 p.m.

Grant Henderson Learning Centre

Members:	Gwendoline Dirk	Trustee
	Cody Edwards	Acting Superintendent
	Leanne Dulle	Secretary Treasurer
	Jason Peters	Associate Superintendent: Human Resources
	Carla Carrier	Acting Associate Superintendent: Student Services
	<i>Alice Hardowa - regrets</i>	Elementary Principal Representative
	Justin Nicoll	Secondary Principal Representative
	Michael Jerred	ATA Local President
	Dalyce Harrison	ATA Teacher Welfare
	Shirma Rose	ATA, Primary Teacher Representative
	Kent Campbell	ATA, Secondary Teacher Representative
	Christina Schmidt	CUPE President

CALL TO ORDER 10:00 a.m.**Adoption of Minutes**

There was a motion by Dalyce Harrison, second by Shirma Rose to adopt the minutes of the Coordinating Committee meeting held on [May 11, 2026 - CC Minutes](#). All in favor.

ITEMS FOR INFORMATION**1. Welcome & Introductions**

Introductions were made, and Acting Superintendent Edwards welcomed new and returning Coordinating Committee members.

2. Treaty Land Acknowledgement

Acting Superintendent, Cody Edwards, shared the treaty land acknowledgement video created by Tanisha Wass, First Nations, Métis & Inuit Coordinator [Land Acknowledgement](#)

3. Coordinating Committee Breakfast

We will hold our May 10 meeting at Paradise Valley. Trustees are invited to join us for breakfast at 9:00 a.m., then we will hold our meeting from 10:00 a.m. to 12:00 p.m.

ITEMS FOR DISCUSSION**1. Policy & Procedure Updates**

The following policies, procedures and exhibits have been updated or newly drafted.

Board Governance

The following Policies under Board Governance have been updated to meet the compliance date of September 1, 2026. Superintendent, Cody Edwards, advised the committee that policies 200, 202, 202.1 and 202.5 were approved at September 22, 2026 Board Meeting. The changes were mandated by government '*An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026*' (formerly Bill 25). The language is different, but a number of procedures remain the same.

Superintendent Edwards clarified that no further information has been received on the government's potential requirements on the display of flags.

There was discussion regarding the interpretation of political and ideological neutrality, including questions about how teachers should respond when students ask for personal opinions and the potential consequences of sharing them. The importance of remaining curriculum-focused and presenting multiple perspectives was emphasized. Concerns or conflicts should be addressed first through discussion with the teacher, and then escalated to the principal if necessary.

[Policy 200](#): Role of the Board of Trustees

[Policy 202](#): Role of Trustees

[Policy 202.1](#): Trustee Code of Conduct

The Board Delegation of Authority Policy has been newly adopted from the Alberta School Boards Association:

[Policy 202.5](#): Board Delegation of Authority

Schedule of Reimbursements

Leanne Dulle, Secretary Treasurer, reviewed changes to exhibit 410 E 001. The document was updated to align the division's travel mileage reimbursement rate (.61) with the Government of Alberta rate and to provide additional details regarding travel reimbursements for International Student Program recruitment trips.

A question was raised regarding mileage reimbursement when travelling between work sites. Employees are eligible to receive mileage for approved travel between locations, and the reimbursement will be reflected on their pay stub.

[Enclosure No. 1](#) – 410 E 001: Schedule of Expense Reimbursements

Discrimination, Harassment, Violence and Bullying

Jason Peters, Associate Superintendent of Human Resources, reported that the Board approved policy 528 with minor revisions on September 22, 2026. Updates were made to the

administrative procedure 528 AP 001, and a new administrative procedure 528 AP 002 was established to align with the revised Occupational Health and Safety Regulation.

The revisions added references to domestic violence, strengthened the focus on prevention, even though prevention measures were in place in practice; and formalized the requirement for an annual review. The updated policy and procedures are now fully compliant with and approved by Alberta Occupational Health and Safety.

[Enclosure No. 2](#) – 528: Discrimination, Harassment, Violence and Bullying (Draft)

[Enclosure No. 3](#) – 528 AP 001: Discrimination, Harassment, Violence and Bullying Reporting (Draft)

[Enclosure No. 4](#) – 528 AP 002: Discrimination, Harassment, Violence and Bullying Prevention (New)

Legislative and Regulatory Amendments

Superintendent Edwards shared that further changes are in progress as part of the *Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026* (formerly Bill 25). A complete review of policy, administrative procedures and exhibits to repeal/replace “Welcoming, Caring, Respectful...” language with “A safe and Caring environment that fosters and maintains respectful and responsible behaviors.” The effective date for these changes is September 1, 2026, but the compliance date is December 1, 2026. A list of updated documents will be shared at our next meeting, but updates will need to be made before December 1, 2026.

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**. In our May 2026 meeting, Leanne Dulle reviewed the significant changes. The following documents were updated since, with the references (POPA vs. FOIP) only:

- 414 AP 003: Disposal of Surplus Furniture and Equipment
- 528 AP 001: Discrimination, Harassment, Violence and Bullying
- 530 AP 004: Social Media Guidelines
- 626 E 001: Request for School Assistance to Administer Medication
- 904 AP 003: Conducting Research Studies within MHPSD

Off-Site Activities, Volunteers, Coaches and Leaders

Jason Peters, Associate Superintendent Human Resources, was tasked with leading a comprehensive review of all documentation related to off-site activities to strengthen processes and establish a clear and consistent framework. Jason emphasized that there was a

tragic event that happened in June, however, this review was not a reflection of things we missed but a strengthening of our processes to ensure students, staff and volunteers' safety.

Jason provided highlights of changes made in consultation with other Alberta School Divisions, our Insurance Company and an external consulting company, Youth-Safe. We were happy to have Youth-Safe review our processes and provide feedback.

There will be some guidelines created to assist navigating the process. Some of these forms are new, however, if you complete an application, you can copy and paste content to the other required forms. Some of the changes highlighted include:

- 720 AP 001 is the all-inclusive overview of what is expected for all off-site activities.
- Next the process breaks down into local, national, international.
- Exhibits have been reordered (1) Consent (2) ability (3) Volunteers
- The Off-Site Activity Risk Assessment (Enclosure 19) is saved as a pdf and then uploaded to website application (Imagine Everything).
- There is an expectation for an orientation for supervisors and to prepare our supervisors for what their 'role' is as a volunteer. No one should be attending an off-site activity unless they have a responsibility. Volunteers are now required to sign off on acknowledgement of risk.
- The teacher-leader is responsible for knowing what the risks are, how to navigate the risks and ensure controls are in place.
- There are new ability forms for swimming, snowboarding and alpine skiing.
- More detailed information in consent forms with specific categories of consent.
- A minimum of one supervisor with First Aid certification is required based on the type of activity and proximity to services. All national, international, and athletic activities require at least one supervisor certified in First Aid.
- Workflow: Teacher submits request, Principal review/approval, OHS review/approval (as required).
- Online Applications Workflows: For larger trips (provincial, national, international) planning begins before confirming all the details and therefore the workflows have been designed to be able to submit with the ability to make edits afterwards. (i.e. name of supervisors, name of hotels)
- Supervisor ratio to students: Lead teacher should use the most conservative ratio referencing the SPHERes website <https://myspheres.ca/en/> or location standards (i.e. swimming pool regulations vs. SPHERes)
- The Board will provide approval for national trips (more than 3 school days) as well as international trips.

Even though this is a detailed process there has been a strong attempt to streamline it and have the procedures follow the flow of the online forms. Having electronic consent forms will

make the process more efficient for both teachers and parents. The Division is working on electronic consents, however, there are some schools who know how to use the current pdf's and set them up to be signed and submitted electronically.

All consent forms need to be maintained by the school for 2 years from the end of the school year in which the trip takes place.

[Enclosure No. 5](#) – Policy 720: Off-Site Activities

[Enclosure No. 6](#) – 720 AP 001: Off Site Activities (New)

[Enclosure No. 7](#) – 720 AP 002: Off-Site Activities: Local

[Enclosure No. 8](#) – 720 AP 003: Off-Site Activities: Non-Local or Overnight

[Enclosure No. 9](#) – 720 AP 004: Off-Site Activities: National

[Enclosure No. 10](#) – 720 AP 005: Off-Site Activities: International

[Enclosure No. 11](#) – 720 AP 006: Volunteers

[Enclosure No. 12](#) – 720 AP 007: Community Coaches-Leaders

[Enclosure No. 13](#) – 720 E 001: Consent for Off-Site Activities

[Enclosure No. 14](#) – 720 E 002: Consent for Recurring Curricular Off-Site Activities

[Enclosure No. 15](#) – 720 E 003: Consent for National-International Trips

[Enclosure No. 16](#) – 720 E 004: Health Certification and Consent (Extracurricular)

[Enclosure No. 17](#) – 720 E 005: Swimming Ability Form (New)

[Enclosure No. 18](#) – 720 E 006: Alpine Skiing and Snowboarding Ability Form (New)

[Enclosure No. 19](#) – 720 E 007: Off-Site Activity Risk Assessment (New)

[Enclosure No. 20](#) – 720 E 011: Volunteer Acknowledgement of Risk and Consent Form

Christina Schmidt motioned to adjourn the meeting, Kent Campbell second.

ADJOURNMENT 11:31 a.m.

Future Meeting Dates: January 11, 2027, March 15, 2027, and May 10, 2027