

Lord Beaverbrook High School
School Council Operating Procedures
Amended and Approved May 19, 2026

1. DEFINITIONS

In these Operating Procedures:

- a. "School" means Lord Beaverbrook High School;
- b. "Council" means the School Council for the school;
- c. "Parents" means parent, legal custodian, guardian or primary caregiver of any student registered in an educational program at the school;
- d. "Executive Committee" means the elected members of Council that fill the outlined positions listed in section 8 of this document;
- e. "Regulation" means the School Councils Regulation under the School Act or Education Act or CBE Administrative Regulation;
- f. "Community Member" means persons other than parents (as defined in 1.C above) who have, in the opinion of the majority of the members of the Council, an interest in the well-being of the school;
- g. "School Community" means everyone who is a part of the operation of the school (educational stakeholders, students, CBE staff, parents, etc.).

2. AUTHORITY

The Council derives its authority to participate in the education of its students through Alberta Provincial Legislation (specifically Section 22 of the School Act or, starting in 2014, Section 5 of the Education Act) and the School Councils Regulation (and CBE Administrative Regulation which supports it).

3. MISSION STATEMENT

Our mission is to support student learning and to promote effective partnership between students, parents, school staff, the board, and the larger community. We advise school administration and the board concerning matters related to the school and we facilitate communication through them to the parents of students. We support the well-being and effectiveness of the entire school community which enhances students in intellectual, physical, creative, social, and emotional areas of education.

4. PURPOSE

The purpose of the Council, in keeping with the *School Act* and the *School Councils Regulation*, is to represent the parent perspective by providing advice to and consulting with the principal and the board on matters relating to the School such as School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs.

- a. The Council **will** support this purpose by:
 - i. Engaging in, encouraging and supporting meaningful involvement by all members of the School Community.
 - ii. Ensuring a communication plan is in place to share information with, and receive information from, parents and the school community.
- b. The Council **may** support this purpose by:
 - i. Consulting with other school councils and provincial organizations.
 - ii. Participating in related and supportive organizations (such as The Calgary Association of Parents and School Councils) if those organizations support Council in its mission and purpose.
 - iii. Advising school boards, Alberta Education or other provincial organizations on broader educational issues.

5. GOVERNANCE AND MEMBERSHIP

The Council uses a Town Hall governance model. In this style, most decisions are made at regular meetings by those members present at the meeting. The meetings are open to all Council members. The Executive Committee members of the Council (see 1.D) are responsible for the day to day operations of the Council and they ensure that the decisions made at these meetings are carried out.

- a. The members of the Council shall consist of:
 - i. All parents of students enrolled in the School
 - ii. The Principal of the School
 - iii. All teachers and staff of the School
 - iv. Up to 3 students, elected by students or appointed by the Principal
 - v. LBHS Music Parents Association delegate determined by the LBHS Music Parents Association
 - vi. A representative from the Acadia Community Association (ACA), appointed by ACA
 - vii. A representative from the Acadia Recreation Centre (ARC), appointed by ARC
 - viii. Up to 3 Community Members at Large
- b. The **voting** members of the Council shall consist of:
 - i. All parents (see 1.C). If a teacher, CBE employee, or community member is also a parent as defined in 1.C, then they are counted as a parent for quorum and will be allowed to vote at the meeting.
 - ii. The student representative(s). The representatives have 1 shared vote. Their combined vote is counted equal to the vote of one parent at council meetings.
 - iii. The LBHS Music Parents Association delegate, and the Community representative from ACA and ARC.

6. DECISION MAKING

Decisions at Council meetings will be made by consensus as much as possible. Consensus means that all voting members present can accept the decision(s) reached. The decision may not represent their preferred choice, but it is a compromise they can live with.

- a. When making decisions, discussion and/or adaptation needs to continue until consensus is reached.
- b. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- c. If consensus cannot be reached, a motion can be made and voted on.
- d. If a decision is made by a vote, the motion must be moved, seconded and passed by a 70% majority of voting members of the Council present at the meeting.
- e. Virtual (meetings and) voting will be allowed, as deemed necessary by the Executive.

7. QUORUM

Quorum will be attained when:

- a. The majority of attendees are parents,
- b. The Council Chair, Vice-Chair or designate is present, and
- c. The Principal or a designate is present.

In the Absence of a quorum:

- d. No motions or Council business may be approved.
- e. The meeting may continue for informational purposes.

8. EXECUTIVE COMMITTEE AND TERMS OF OFFICE

The positions of the Executive Committee shall consist of:

- 1) Chairperson
- 2) Vice Chairperson
- 3) Key Communicator
- 4) Secretary
- 5) Treasurer (if needed)
- 6) Grade 10 Parent/Guardian Representative
- 7) Grade 11 Parent/Guardian Representative
- 8) Grade 12 Parent/Guardian Representative
- 9) Fundraising/Volunteer Coordinator
- 10) LBMPA Representative
- 11) Members at large to a maximum of three

- a. The Council Executive Committee must have a chairperson. Any other position may remain vacant (as per CBE AR 5001 6a).

- b. All Executive Committee positions must be filled by parents as defined in 1.C above except for the Chairperson. If no parent is willing to be nominated as a Chair, a member of the council who is not a parent may be elected as Chair of the Council Executive Committee (as per CBE AR 5001 6b).
- c. Every parent is eligible to be elected to an Executive Committee position on the Council.
- d. The terms of office are from the point of election or appointment to the next Annual General Meeting.
- e. Any Executive Committee member may serve 2 consecutive terms in the same position.
- f. If an Executive Committee position is filled after the Winter Break, the partial term will not be counted towards the 2 consecutive terms of office and the member may continue in the same position for 2 more terms if elected or appointed to do so.
- g. After at least one year out of a specific Council position, a member may serve in that same position again for a new term if they are elected or appointed to do so.
- h. The Chairperson, Secretary, Grade 11 Parent Representative and Grade 12 Parent Representative of the Council will be elected by parents attending the Annual General Meeting. All remaining positions will be elected at the September meeting to allow for inclusion of new parents into the Council Executive Committee.
- i. Executive Committee members, except the Chairperson, will be expected to resign their position if they no longer meet the qualifications of a Parent as per 1.C.
- j. Any Executive Committee member may resign by notice in writing to the Chair and the Principal. If the resigning Executive Committee member is the Chair, they would submit notice in writing to the Vice Chairperson and the Principal.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

Although each executive position has specific duties and responsibilities, whenever possible, the Executive Committee members will work as a collaborative team to ensure a strong collective voice for the Council.

The Executive Committee members are responsible for:

- a. Carrying out the day-to-day operations of the Council;
- b. Ensuring that decisions made at council meetings are acted on;
- c. Ensuring that policies are in place to facilitate the work of the Council;
- d. Encouraging a culture of respect and collaboration at all Council meetings, activities and functions.

→ **1. Chairperson** Unless otherwise delegated, the Chairperson of the Council will:

- ◆ **A.** Chair all meetings of the Council;
- ◆ **B.** Coordinate with the Principal to establish meeting agendas;
- ◆ **C.** Communicate with the Principal on a regular basis;

- ◆ **D.** Consult with the Executive Committee on guiding policies;
 - ◆ **E.** When practical, strive to consult with the Executive Committee on council business;
 - ◆ **F.** Call regular Council meetings;
 - ◆ **G.** Enforce rules of order at the meetings;
 - ◆ **H.** Follow existing Council operating procedures;
 - ◆ **I.** Have general supervision of all activities of the Council;
 - ◆ **J.** Be the official spokesperson of the Council;
 - ◆ **K.** Communicate with the larger community regarding matters that are related to the Council;
 - ◆ **L.** Ensure there is regular communication with the school community, beyond those who attend meetings;
 - ◆ **M.** Stay informed about CBE policies and regulations that impact school councils;
 - ◆ **N.** Submit an annual report in accordance with CBE Administrative Regulations.
- **2. Vice Chairperson** Unless otherwise delegated, the Vice Chairperson of the Council will:
- ◆ **A.** In the absence of the Chairperson, fulfill the responsibilities of the Chairperson;
 - ◆ **B.** Work with and support the Chairperson in agenda preparation;
 - ◆ **C.** Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council;
 - ◆ **D.** Support and assist the Chairperson in their roles and responsibilities.
- **3. Key Communicator** Unless otherwise delegated, the Key Communicator of the Council will:
- ◆ **A.** Assist the Chairperson in maintaining regular contact with the School Board;
 - ◆ **B.** Receive regular updates from CBE and communicate those to Council;
 - ◆ **C.** Attend CBE hosted council events such as Council of School Councils;
 - ◆ **D.** Work with School Administration and Council to communicate information back to the larger community;
 - ◆ **E.** Act as an advisory member to the Chairperson on communication with the parents of the school;
 - ◆ **F.** Assist the Chairperson in maintaining Council communication with the larger school parent population.
- **4. Secretary** Unless otherwise delegated, the Secretary of the Council will:
- ◆ **A.** Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Council meeting;
 - ◆ **B.** Keep minutes, correspondence, records and other Council documents and resources in accordance to Council Regulations and CBE Administrative Regulations;
 - ◆ **C.** Maintain a dated record of all the members of the Council who have knowingly provided their contact information, in compliance with PIPA;
 - ◆ **D.** Distribute notices of meetings, and other Council events and information as required;
 - ◆ **E.** Ensure Council meeting minutes are available to Council members in a timely fashion.

- ◆ **F.** In the absence of the Secretary, the Council shall choose a recording secretary for the meeting.
- **5. Treasurer** Unless otherwise delegated, the Treasurer of the Council will:
 - ◆ **A.** Keep accurate records of all financial transactions of Council;
 - ◆ **B.** Make these records available for Council to review as requested in a timely manner;
 - ◆ **C.** Report regularly to the Council on the receipt and expenditure of funds;
 - ◆ **D.** Ensure that records are available, upon request of the school board;
 - ◆ **E.** Assist the Chair in submitting the annual report as far as financial transactions are concerned.
- **6. Grade 10, 11, and 12 Parent/Guardian Representatives** Unless otherwise delegated, the Grade Parent/Guardian Representatives will:
 - ◆ **A.** Be responsible to represent the specific interests of their grade to Council;
 - ◆ **B.** Strive to communicate with other parents/guardians of that grade in order to bring a collective voice to the Council.
- **7. Lord Beaverbrook Music Parents Association (LBMPA) Representative** Unless otherwise delegated, the LBMPA Representative will:
 - ◆ **A.** Be responsible to represent the specific interests of music parents to Council;
 - ◆ **B.** Strive to communicate with other parents of the LBMPA in order to bring a collective voice to the Council.
- **8. Fundraising/Volunteer Coordinator** Unless otherwise delegated, the Fundraising/Volunteer Coordinator will:
 - ◆ **A.** Work with the School Council, Executive Committee, and school administration to identify and plan fundraising activities that support the school's education plan and School Council priorities;
 - ◆ **B.** Present proposed fundraising initiatives and event plans to School Council for consideration and approval;
 - ◆ **C.** Coordinate and oversee all fundraising activities and School Council supported events as approved by School Council;
 - ◆ **D.** Liaise with vendors, service providers, and the school, as required, to support fundraising activities;
 - ◆ **E.** Arrange for the registration of the school in approved fundraising programs;
 - ◆ **F.** Recruit, coordinate, and support parent volunteers for School Council activities and events;
 - ◆ **G.** Maintain a current record of volunteer contact information in accordance with the Personal Information Protection Act (Alberta);
 - ◆ **H.** Communicate information regarding fundraising activities and volunteer opportunities to the school community through appropriate channels;
 - ◆ **I.** Assist with the preparation and distribution of communication materials supporting fundraising and volunteer initiatives;
 - ◆ **J.** Monitor fundraising activities and report to School Council on a regular basis;
 - ◆ **K.** Ensure that all funds collected through fundraising activities are submitted to the Treasurer promptly and in accordance with School Council procedures;
 - ◆ **L.** Maintain accurate records of fundraising activities, volunteer participation, and

related outcomes;

- ◆ **M.** Identify any issues or concerns and bring them forward to the Executive or School Council, as appropriate;
- ◆ **N.** Provide a summary report to the School Council and the Principal at the conclusion of major activities and at the end of the school year, including recommendations for future improvement.

→ **9. Members at Large** Unless otherwise delegated, the Members at Large will:

- ◆ **A.** Attend Council meetings and executive meetings;
- ◆ **B.** Assist the Executive as requested.

10.VACANCIES ON SCHOOL COUNCIL EXECUTIVE COMMITTEE

Any vacancies of the elected Executive Committee of the Council will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of the Council. If this fails to fill the vacancy the Executive may appoint parent members to fill vacancies.

If the situation does not permit waiting until the next regular meeting, the Executive may immediately appoint a parent member to fill the vacancy and ratify the appointment with a vote at the next Council meeting.

11.MEETINGS

a. Regular Meetings

- i. The first meeting of the Council will be held within 20 school days after the start of school.
- ii. A minimum of seven regular Council meetings will be held per school year.
- iii. A schedule for regular meeting dates will be made available in a timely manner.
- iv. Meetings will take place at the school, unless otherwise advertised (Virtual meetings will be allowed, as deemed necessary by executive - see 6.E).

b. Special Meetings

- i. The Council Chair may call a Special meeting at any time for any Council related purpose.
- ii. Upon receipt of a written request of at least ten (10) parents, the Chair must ensure a Special Meeting will be called to address the request.
- iii. For any Special Meeting, the Council members will be notified of: the time, date, and place of the meeting, and a description of the matter(s) to be dealt with.
- iv. For any Special Meeting, except a Special Meeting for amending the Operating Procedures, the Chairperson, in consultation with the Principal, will determine how and when the Council members will be notified.

c. Annual General Meetings

- i. The Annual General Meeting (AGM) of the Council will be held in May.

- ii. At the Annual General Meeting, the positions of Chairperson, Secretary, Grade 11 Parent Representative and Grade 12 Parent Representative will be elected for the following school year.
- iii. All remaining Executive Committee positions will be left open until the September Council meeting in order to allow for the inclusion of new parents in the Executive Committee.
- iv. All parents as defined in 1.C above are eligible for election.
- v. Amendments to the Operating Procedures may be voted on at the AGM if the proposed amendments are included in the Notice for the AGM.
- vi. Notice of the Annual General Meeting will be given to parents and the school community not less than 10 school days before the date of the meeting. The notice will be given in the manner determined by the Council Executive Committee. The notice will include: the date, time, location, and the matters to be dealt with at the Annual General Meeting.

12. MEETING AGENDAS

The Chairperson and Vice-chairperson will establish Council meeting agendas in partnership with the Principal.

The agenda will be made available to the Council members prior to the council meeting in a manner determined by Council policy for that year.

13. COMMITTEES

The Council may appoint committees that consist of Council members and/or school community members. Committees will meet outside of Council meetings to complete their assigned tasks and will report regularly on their activities to the Executive Committee and, as determined by the Executive Committee, at Council meetings.

14. POLICIES

Subject to any Provincial or CBE mandated policies and/or regulations and the Council's Operating Procedures, the Council Executive Committee may make and implement policies they consider necessary to carry out their functions.

- a. All existing policies of the Council will be reviewed by the Executive Committee at the beginning of every new school year.
- b. The Executive Committee may make new policies and/or amend existing policies to ensure the Council functions effectively.
- c. Topics on which Council Executive Committee may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping, Fundraising, Privacy, Meeting Procedures, Official Communication, New Member Orientation, School Council Evaluation, and Social Media.

15. COUNCIL FUNDRAISING

Subject to any Provincial or CBE mandated policies and/or regulations, the Council may raise funds that do not require incorporation (i.e.: not casinos, bingos, raffles, etc).

- a. The Council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b. If the Council does fundraise, any funds raised will be kept in a Council bank account or will be given to the school to track on behalf of the Council. These funds will be subject to CBE policies and regulations pertaining to the management and reporting of such funds.
- c. Any Council funds given to the school will be subject to CBE policies and regulations pertaining to Council fundraising. (see CBE Administrative Regulation AR5001 School Councils/Parent Societies sections 12 and 13) on School Council fundraising and/or School Generated Funds).

16.FUNDRAISING SOCIETY AND OTHER OFFICIAL PARENT GROUPS

Although the Council's primary role is an advisory one, Council recognizes and appreciates the efforts of other parent groups striving to support and enhance the educational opportunities in the School.

- a. The Council will communicate regularly with the fundraising society and/or other official parent groups to foster mutually supportive relationships.
- b. CBE Administrative Regulation AR 5001 best practices guide for parent societies and associations should be the foundation on which discussions and decisions are made between various fundraising groups within the school.

17.CODE OF ETHICS

All Council members shall:

- a. Abide by the legislation that governs them;
- b. Be guided by the mission statements of the school and Council;
- c. Endeavour to be familiar with school and Council policies and operating procedures and act in accordance with them;
- d. Practice the highest standards of honesty, accuracy, integrity and truth;
- e. Recognize and respect the personal integrity of each member of the school community;
- f. Refrain from the use of foul language, name calling, or personal attacks in Council meetings;
- g. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- h. Respect the role of the Principal. The Principal is responsible for the management of the school;
- i. Use appropriate communication channels when questions or concerns arise;

- j. Promote high standards of ethical practice within the school community;
- k. Consider the best interests of all students;
- l. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Council;
- m. Not disclose confidential information;
- n. Declare potential conflicts of interest to the Council;
- o. Accept accountability for decisions;
- p. Be accountable for any Council duties or responsibilities formally accepted;
- q. Not accept payment for Council activities;
- r. Set a good example in their conduct as Council members, especially Executive Committee members, for the sake of the students in the school that will be watching and learning from them.

18.GUIDING PRINCIPLES

To enhance the functioning of our Council we encourage all members to:

- a. Attend Council meetings;
- b. Share their professional knowledge, expertise and life experience to the benefit of the school or Council;
- c. Elicit feedback and participation from community groups and individuals;
- d. Communicate information of interest to the Council and the school community;
- e. Focus discussions at Council meetings on matters of concern to the school community as a whole;
- f. Share appropriate information from Council meetings with the community;
- g. Have a clear understanding of the Council's goals and purpose.

19.CONFLICT RESOLUTION

The Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- a. If a conflict arises between the Principal and the Council, the Council shall abide by the Conflict Resolution Procedures outlined in the CBE Administrative Regulation 5001 (9).
- b. If at any time, ten (10) parents, or fifty per cent (50%) of the Executive Committee members of the Council are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written letter outlining the issues and signed by them to Council Chairperson, and the following will apply:
 - i. The Chairperson will call a Special Meeting of the Council.
 - ii. At the Special Meeting, all parents and Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - iii. A plan will be developed to resolve the issue. The plan must contain specific details on how the issue will be resolved.

- iv. The plan must be approved by a 70% majority vote of all Council members present at the meeting.
- v. The Council Executive Committee will be responsible for ensuring that the approved plan is carried out.

20. BANNING SCHOOL COUNCIL MEMBERS

Banning a member from Council meetings, activities, or functions should only be considered after attempts to rectify the problem/issue have failed and the actions, inactions or behaviours of the individual are an impediment to the functioning of the Council.

- a. A Council member may be banned from attending Council meetings, activities or functions for consistent, serious breaches of the Code of Ethics at Council meetings, functions or activities.
- b. The banning of a member of the Council requires a unanimous decision made by the Principal and the Executive Committee.

21. REMOVING EXECUTIVE COMMITTEE MEMBERS

A member of the Executive Committee can be removed from their executive position if they fail to fulfill their duties and responsibilities and if that failure causes challenges for the functioning of the Executive Committee. This should only be considered after other attempts to rectify the situation have not been successful.

- a. 70% of the Executive Committee members must be in agreement that the individual in question should be removed from their position.
- b. This action should only be taken in order to ensure that Council can continue to function for the good of all Council members and the school.
- c. The individual in question must be notified of the Executive Committee member's concerns, and given an opportunity to rectify the problem, but ultimately the functioning of Council should take priority.
- d. If there are less than 5 elected Executive Committee members, then the school Principal must also be in agreement with the removal of an Executive Committee member from their position in addition to the 70% majority of the Executive Committee.
- e. The Executive Committee must have a written statement of the rationale for the removal of the Executive Committee member that documents:
 - i. The Executive Committee member who is being removed and the position that they are being removed from;
 - ii. The problem and the impact that it was having on the council's ability to function effectively;
 - iii. That the Executive Committee member was informed of the problem;
 - iv. The opportunity that was given to the Executive Committee member to rectify the problem;

- v. That the problem was not adequately resolved to the satisfaction of the other Executive Committee members;
 - vi. The statement must be signed by all of the Executive Committee members who are in agreement with the removal of that member from their position;
 - vii. The statement must be kept with the council minutes.
- f. The Principal must be informed of the removal and it should be communicated to Council in as kind and tactful a manner as is possible. The timing of this communication can be determined by the remaining Executive Committee members.

22.PRIVACY

The Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of Council business.

23.DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a Council. If the Council is dissolved, the Principal may establish an advisory committee to perform some or all of the duties of the Council until the next school year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Council within forty (40) school days after the start of the next school year.

24.REVIEWS and AMENDMENTS

The Operating Procedures must be reviewed for their relevance and effectiveness by the Council Executive Committee before October 31st of each school year.

Subject to any Provincial or CBE mandated policies and/or regulations, the Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

The Operating Procedures remain in force from year to year unless:

- a. Amended at the AGM. The operating Procedures may be amended by a 70% majority vote at the AGM. The proposed amendments to the Operating Procedures must be included in the notice for the AGM.
- b. Amended at a Special Meeting called for that purpose. The Council Members must be notified 10 school days in advance. The proposed amendments must be included in the notice and pass with a 70% majority vote.
- c. Amended at a regular council meeting. If an operating procedure is a significant impediment to the Council, then a motion to change it can be made during a regular meeting and it can be amended by a 70% majority vote at the following meeting if the Council members are notified of the proposed amendments to the

Operating Procedures no less than 10 school days before the next meeting. The notice must include the proposed amendments to the Operating Procedures and the time that the vote will take place.

These Operating Procedures have been accepted by a majority of the members entitled to vote at a Regular meeting of the Council.

Date _____

Chairperson's Signature

Chairperson's Name

Secretary's Signature

Secretary's Name

Principal's Signature

Principal's Name