

Introduction to the Proposed Operating Procedures

CONTEXT

- Attached are the full proposed Operating Procedures for Westgate School Council.
- Westgate School Council does not currently have written, adopted Operating Procedures.
- The Operating Procedures were first raised at a Council meeting in February 2026, with updates provided at each Council meeting since.
- The proposed Operating Procedures are based on the Alberta School Councils' Association sample procedures and adapted to how the Westgate Council operates.
- The proposed procedures will be put to a vote at the AGM on October 22, 2026. To pass, they need a majority vote of Members present that meeting.
- Questions or feedback: westgateschoolcouncil@gmail.com.

HIGHLIGHTS

Below is a summary of the proposed Operating Procedures, organized by theme for easier reading.

1. Who's on Council, and who votes

- Members: the Principal, one or more teacher representatives, the Officers (Chair, Vice-Chair, Secretary, Key Communicator), up to 4 Members-at-Large, and an optional community member.
- Any parent, guardian, school staff member, or community member with a connection to Westgate School may attend Council meetings, participate in discussion, and serve on committees.
- At regular Council meetings, only Officers and Members-at-Large vote on motions.
- At the AGM, all parents and guardians of enrolled students can vote, including for elections.
- In practice, formal votes are rare. Council decisions are made by consensus wherever possible, and the matters that go to the full membership, such as elections and changes to these procedures, are decided at the AGM, where every parent and guardian can vote.

2. Meetings and quorum

- First meeting within 20 school days of the start of the year; at least 6 and up to 10 meetings during the year.
- Quorum is a majority of the Officers and Members-at-Large currently in office.
- Special meetings can be called by the Officers, or by written request of 10 parents and/or guardians.

3. AGM and elections

- The AGM is held on or before October 31 each year, with at least 14 days' notice.
- Officers and Members-at-Large are elected there; all parents and guardians of enrolled students are eligible to vote.

4. Committees

- Council can form committees for specific tasks, chaired by a Member, open to anyone described in the Council's participation provisions, not just Council members.

The attached document contains the full proposed text.

WESTGATE SCHOOL COUNCIL OPERATING PROCEDURES

1. NAME

- 1.1. The name of the organization shall be Westgate School Council (the “Council”).

2. MISSION

- 2.1. To foster the well-being and effectiveness of the Westgate School community and to enhance student learning by strengthening the relationship among parents and guardians, school staff, and the broader community.

3. DEFINITIONS

- 3.1. In these Operating Procedures:
 - a. “**AGM**” means the annual general meeting of the Council;
 - b. “**Member**” means a person described in Article 5.2;
 - c. “**Member-at-Large**” means a parent or guardian elected to the Council under Article 5, other than as an Officer;
 - d. “**Officer**” means the Chair, Vice-Chair, Secretary, or Key Communicator of the Council;
 - e. “**Regulation**” means the Alberta School Councils Regulation (AR 94/2019);
 - f. “**School**” means Westgate School;
 - g. “**Society**” means the École Westgate School Parents’ Society;
 - h. “**School Community**” means students enrolled in the School and their parents and guardians, the school staff, and other persons who have an interest in the school;
 - i. “**School Day**” has the meaning used in the Education Act (Alberta).

4. GOALS

- 4.1. The goals of the Council, in keeping with the Education Act (Alberta) and the Regulation, are to:
 - a. provide advice (i.e., input) to the Principal and staff of the School on issues of importance to the School Community, including the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations;
 - b. stimulate continuous improvement through meaningful involvement by all members of the School Community;
 - c. facilitate collaboration among parents and guardians, school staff and the broader community; and
 - d. support the school in focusing teachers’ time and school resources on teaching and learning.

5. MEMBERSHIP

- 5.1. Participation

Any parent, guardian, school staff member, or community member with a connection to the School may attend regular Council meetings, participate in discussion, and serve on committees.

5.2. Members

The members of the Council are:

- a. the Principal of the School;
- b. one or more teachers from the School, appointed or elected by the teachers at the School (required under the Regulation). A certificated staff member without a regular class assignment, including an assistant principal, is eligible to serve in this role if appointed or elected by the teachers at the School;
- c. the Officers;
- d. up to four (4) Members-at-Large;
- e. a community member, selected by the Council (optional).

5.3. Officers

The Officers of the Council are the Chair, Vice-Chair, Secretary and Key Communicator.

5.4. Eligibility

All Officer and Member-at-Large positions must be filled by parents or guardians of students enrolled at the School. Every parent or guardian of a student enrolled at the School is eligible to be elected as an Officer or a Member-at-Large.

5.5. Election and Term

Officers and Members-at-Large are elected at the AGM. The term of office runs from the AGM at which a person is elected to the next AGM. The teacher Member(s) is confirmed annually by the teachers at the School, at or before the first meeting of the Council for the school year.

5.6. Voting

Except as provided in Article 12 for the Annual General Meeting, only the Officers and Members-at-Large may vote on motions before the Council. The Principal, teacher Member(s), and any community Member are Members of the Council and may participate fully in discussion but do not vote on motions.

6. DECISION MAKING

- a. Decisions at Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If a decision is made by a vote, the motion must be moved and seconded and passed by a majority of the Officers and Members-at-Large present.

7. QUORUM

Quorum for the transaction of the Council business is a majority of the Officers and Members-at-Large then in office, present in person or by other means enabling real-time participation.

8. DUTIES OF THE OFFICERS

- a. The Chair: plans meetings and prepares agendas, facilitates Council meetings, acts as spokesperson for the Council (unless otherwise delegated) and supports the Council. The Chair serves as the Council's representative to the Community of School Councils ("COSC"). The Chair ensures the school board receives an annual report from the Council.

- b. The Vice-Chair: assists the Chair with duties, as assigned, and in the absence of the Chair, assumes the duties of the chair. The Vice-Chair is the designated Personal Information Protection Act ("PIPA")/Privacy officer of the Council and manages personal information in compliance with PIPA. The Vice-Chair assumes responsibility in consultation with the Council, for communicating with the fundraising society.
- c. The Secretary: keeps accurate minutes and records of Council meetings, documents and files all correspondence and communications. The Secretary keeps an accurate list of names and contact information (such as email addresses) of Members in compliance with PIPA. The Secretary ensures all material relating to the Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School.
- d. The Key Communicator: works to build and enhance a connection between parents/guardians/school communities and Calgary Board of Education. The Key Communicator will attend COSC meetings. Key Communicators liaise with school councils, enable more informed citizen input and share information, ideas and concerns as part of a system-wide network of involved parents and guardians.

9. VACANCIES

The principal and teacher Member(s) are appointed under Article 5.2(a) and (b) and are not subject to this Article. The Council may appoint parents or guardians to fill Officer or Member-at-Large vacancies until the election at the next AGM. The Council may select, or decline to select, a community member under Article 5.2(e) at any time.

10. COMMITTEES

The Council may appoint committees to carry out specific tasks. Each committee is chaired by a Member. Other participants may include any person described in Article 5.1. Committees report on their activities at Council meetings and meet outside of Council meetings as needed to complete their assigned tasks.

11. MEETINGS

- a. The first meeting of the Council is held within 20 school days after the start of the school year.
- b. The Council will meet a minimum of six and no more than 10 times during the school year.
- c. Regular meetings will be determined by the Members attending the first meeting and/or the Officers.
- d. Meetings will take place at the school unless indicated with a 14-day notice to change the location.
- e. Special meetings of the Council may be called by the Officers or at the written request of 10 parents and/or guardians of students enrolled at the School.

12. ANNUAL GENERAL MEETING (AGM)

- a. The AGM of the Council will be held on or before October 31 each year, or at an appropriate time during the school year determined by the Council.
- b. The Council shall provide at least 14 days' notice of the AGM, given by email, website posting, or other means reasonably likely to reach the School Community, specifying the date, time and location of the meeting.
- c. Election of Officers and Members-at-Large will take place at the AGM.

- d. All parents and guardians of students attending the School are eligible for election.
- e. All parents and guardians of students attending the School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - i. election of Officers and Members-at-Large
 - ii. proposed bylaws/operating procedures amendments
 - iii. motion to accept a financial statement of the previous year
 - iv. plans and budget for the upcoming year
 - v. discussion of any major issues in which parents and guardians should have input, such as:
 - changes to the vision or mission statement of the school,
 - major changes in the school program or focus,
 - formal evaluation of the Council.

13. ANNUAL REPORT

- a. In accordance with the Regulation, the Council, through the Chair, prepares and provides the school board with an annual report submitted by June 15 each year that includes:
 - i. a summary of the Council's activities of the year
 - ii. a financial statement
 - iii. a copy of the minutes of each meeting
- b. The Council will make the annual report available to all members of the School Community.

14. AMENDMENTS TO THE OPERATING PROCEDURES

- a. The Operating Procedures remain in force from year to year, unless amended at the AGM.
- b. The Operating Procedures of the Council may be amended by a majority of parents or guardians who vote at a meeting of the of the Council called for that purpose.
- c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

15. CODE OF ETHICS

All Members shall:

- a. Abide by the legislation that governs them
- b. Endeavour to be familiar with school policies and operating practices and act in accordance with them
- c. Practice the highest standards of honesty, accuracy, integrity and trust
- d. Recognize and respect the personal integrity of each member of the School Community
- e. Declare any conflict of interest
- f. Encourage a positive atmosphere in which individual contributions are encouraged and valued
- g. Apply democratic principles

- h. Consider the best interests of all students
- i. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Council
- j. Not disclose confidential information
- k. Limit discussions at Council meetings to matters of concern to the School Community as a whole
- l. Use the appropriate communication channels when questions or concerns arise
- m. Promote high standards of ethical practice within the School Community
- n. Accept accountability for decisions
- o. Not accept payment for Council activities

16. PRIVACY

- a. The Council shall adhere to PIPA.
- b. The Council shall not share personal information for purposes other than those of Council business.

17. POLICIES

- a. The Council may develop policy for the duration of their term.
- b. The policies of Council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new Council and its term.

18. FUNDRAISING SOCIETY

- a. The Council will communicate regularly with the fundraising society to support their activities and to solicit support for Council activities.
- b. The Council can develop policy to promote productive, open and transparent relations with the fundraising society.

19. SCHOOL COUNCIL FUNDRAISING

- a. The Council will, where possible, encourage the fundraising society to do the fundraising for the school and the School Community.
- b. The Council is able to fundraise and funds can be kept in a school council bank account or given to the school.
- c. The Council's funds given to the school will be subject to the Calgary Board of Education's policy on school council fundraising.

APPENDIX A AMENDMENTS LOG

This appendix is reserved for recording amendments to the Operating Procedures as approved in accordance with Article 14. Each entry should include the date of the resolution, the nature of the amendment, and any cross-references to affected Articles or Sections.

Date of Resolution	Affected Articles/ Sections	Summary of Amendment
[October 22, 2026]	All	Initial adoption of the Council's Operating Procedures, based on the Alberta School Councils' Association (ASCA) Sample Operating Procedures and adapted to reflect the Alberta School Councils Regulation (AR 94/2019), including the Council's governance and voting membership structure and its meeting, AGM, annual report, and amendment provisions.