



Health and Physical
Education Council

Handbook for Executive Members

2026



The Alberta
Teachers' Association



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Introduction

The purpose of this handbook is to outline the goals, activities, organization and policies of the Health and Physical Education Council (HPEC) of the Alberta Teachers' Association (ATA) in order to assist executive members in fulfilling their responsibilities.

Comments regarding the use, organization and contents of this handbook are welcome and should be directed to the council's resolutions chair, who reviews and updates the handbook annually.

Changes to this handbook are approved at executive meetings of the council. Changes to the constitution, however, require ratification by the members present at the annual general meeting (AGM) of the council and by the ATA's Provincial Executive Council (PEC).

HPEC Vision and Mission

Vision

Alberta teachers will provide quality instruction and programs in health and physical education to promote the development of healthy active lifestyles in students.

Mission

The Health and Physical Education Council (HPEC), as a professional organization of teachers, advocates for quality health and physical education programs and provides opportunities for professional growth and development of its members. HPEC is committed to providing leadership in creating healthy active school communities.

HPEC Guiding Principles and Statement of Beliefs

ATA Policy 1.A.23: A compulsory health and daily physical education program should exist from K through 12. [1975/80/85/88/98/2008]

HPEC is committed to providing leadership in creating healthy active school communities.

HPEC believes that a well-delivered health and physical education curricula supported by quality instruction can change health behaviours of children and youth K–12.

HPEC believes that health and physical education play a valued and vital role in providing a quality, balanced education for all children and youth in Alberta schools.

HPEC believes that all students in all grades in Alberta schools should have the right and opportunity to experience sustained, vigorous physical activity through participation in quality daily physical education programs.

Wellness and Comprehensive School Health

HPEC believes that wellness is an outcome of quality health and physical education programs that develop the knowledge, skills and attitudes to assist students to make appropriate choices to live active, healthy lives.

HPEC believes that Comprehensive School Health is the framework for the delivery of quality health and physical education programs to promote and develop wellness in Alberta's children and youth.

Quality Daily Physical Education Programs

HPEC advocates that a quality physical education program

- provides opportunity for students to achieve the outcomes of the current program of studies;
- has balanced, planned and meaningful content, which is sequentially taught to all students throughout the entire school year;
- is taught by professionally prepared physical education teachers, K–12;
- focuses on the teaching of lifetime physical activities in a variety of environments;
- provides students with a minimum of 30 continuous minutes of daily physical activity;
- is learner centred;
- is success based;
- is inclusive of and adapted for students with special needs;
- is supported by services to teachers, as well as adequate facilities, resources and equipment provided by local school officials, school boards and the Department of Education;
- provides for equity (gender, culture, race, ability, etc) in all respects;
- ensures the safety of all participants through the utilization of current safety guidelines;
- provides for a balanced program (classroom instruction, intramurals, interscholastic); and
- engages a variety of stakeholders in the creation of a healthy active school community.

Quality Health Education Programs

HPEC advocates that a quality health program

- provides opportunity for students to achieve the outcomes of the current program of studies;
- has balanced, planned and meaningful content, which is sequentially taught to all students throughout the entire school year;
- is taught by professionally prepared health education teachers, K–12;
- is learner centred;
- is success based;
- is inclusive of and adapted for students with special needs;
- is supported by services to teachers, as well as adequate facilities, resources and equipment provided by local school officials, school boards and the Department of Education;
- provides for equity (gender, culture, race, ability, etc) in all respects; and
- engages a variety of stakeholders in the creation of a healthy active school community.

Competition and the Role of Physical Education

HPEC advances the following position on competition and the role of physical education:

- Grade K to 3—no formalized competition
- Grades 4 to 6—intramurals and exhibition or informal competition only
- Grades 7 to 9—intramurals and interschool athletics to be limited to local or city level
- Grades 10 and up—intramurals and interschool athletics to culminate at the regional or provincial level

General

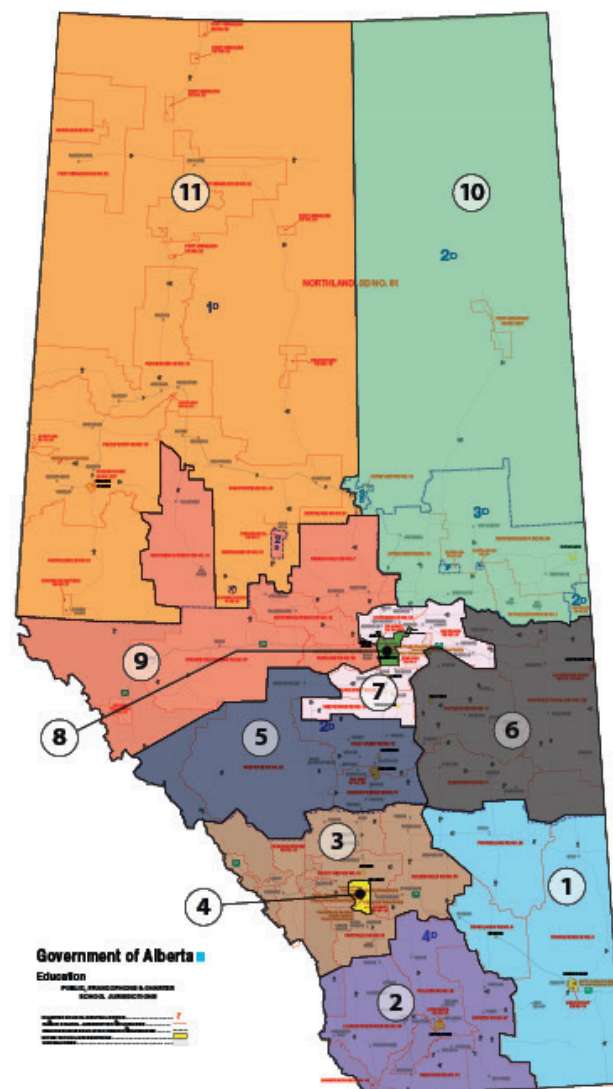
HPEC believes that Physical Education 30 must be recognized as one of the subjects acceptable for entrance to postsecondary education.

HPEC believes that the first consideration for career placement in physical education at the school level be restricted to the physical educator's expertise and not his or her athletic coaching proficiencies.

HPEC believes that the physical education teacher's primary responsibility is to teach the physical education curriculum. A physical education teacher may at his or her discretion contribute to the intramural and interscholastic program.

HPEC advocates that the staffing procedures for physical education in all secondary schools reflect the male-to-female student ratio and that there be at least one male and one female physical education teacher on every secondary school staff.

HPEC Regional Representative Regions



HPEC Regional Representative Regions



HPEC Regional Representative Regions

1 SOUTHEAST

- Medicine Hat School District No. 76
- Medicine Hat Catholic Separate Regional Division No. 20
- Prairie Rose School Division No.8
- Prairie Land Regional Division No. 25
- Grasslands Regional Division No. 6

2 SOUTHWEST

- Palliser Regional Division
- Livingstone Range School Division
- Lethbridge School District
- Horizon School Division
- Westwind School Division
- Holy Spirit Roman Catholic Separate Regional Division

3 GREATER CALGARY

- Christ the Redeemer Catholic Separate Okotoks Regional Division
- Foothills School Division
- Rocky View School Division
- Canadian Rockies Regional Division
- Three Drums of Wheat

4 CALGARY

- Calgary Roman Catholic Separate School District
- Calgary School District

5 CENTRAL

- Red Deer Public School District
- Red Deer Catholic Regional Division
- Wolf Creek School Division
- Chinook's Edge School Division
- Wild Rose School Division

6 CENTRAL EAST

- Battle River Regional Division
- Buffalo Trail Public Schools Regional Division
- Clearview School Division
- East Central Alberta Catholic Separate Schools Regional Division
- Lloydminster Roman Catholic Separate School Division
- Lloydminster Public School Division

7 GREATER EDMONTON

- Black Gold Regional Division
- Wetaskiwin Regional Division
- Sturgeon School Division
- St. Albert Public School District
- St. Thomas Aquinas Roman Catholic Separate Regional Division
- Elk Island Public Schools Regional Division
- Elk Island Catholic Separate Regional Division
- Greater St. Albert Roman Catholic Separate School District

8 EDMONTON

- Edmonton School District
- Edmonton Catholic Separate School District

9 CENTRAL WEST

- Pembina Hills Regional Division
- Grande Yellowhead Public School Division
- Northern Gateway Regional Division
- Living Waters Catholic Regional Division
- Parkland School Division
- Evergreen Catholic Separate Regional Division

10 NORTHEAST

- Aspen View Public School Division
- Fort McMurray Public School District
- Fort McMurray Roman Catholic Separate School District
- Northern Lights School Division
- Lakeland Roman Catholic Separate School District No. 150
- St. Paul Education Regional Division

11 NORTHWEST

- Grande Prairie School District
- Grande Prairie Roman Catholic Separate School District
- Fort Vermilion School Division
- Northland School Division
- Peace Wapiti School Division
- Peace River School Division
- High Prairie School Division
- Holy Family Catholic Regional Division



HPEC-11 2014-11

HPEC Constitution

Constitution of the Health and Physical Education Council of the Alberta Teachers' Association

I. DEFINITIONS

- 1.1 In this constitution,
- 1.1.1 *active member* means those members identified in the *Teaching Profession Act* as being compulsory members of the Association;
 - 1.1.2 *associate member* means those individuals who are granted associate membership as per the *Teaching Profession Act* and Association bylaws;
 - 1.1.3 *Association* means the Alberta Teachers' Association;
 - 1.1.4 *council* means the Health and Physical Education Council of the Alberta Teachers' Association;
 - 1.1.5 *executive committee* or *the executive* means the body that governs the council's operations between annual general meetings;
 - 1.1.6 *executive secretary* means the executive secretary and chief executive officer of the Alberta Teachers' Association;
 - 1.1.7 *external liaison* means a person approved by the executive secretary (or their designate) to serve in a non-voting advisory or consultative capacity on the council executive;
 - 1.1.8 *general meeting* means either an annual general meeting or a special general meeting of the council's members;
 - 1.1.9 *life member* means those retired members of the Association who are granted life membership according to the Association's bylaws;
 - 1.1.10 *Provincial Executive Council liaison* or *PEC liaison* means the member of Provincial Executive Council appointed by the Association's Table Officers Committee to provide ongoing support to the council;
 - 1.1.11 *specialist council lead* means the executive staff officer appointed by the Association's executive secretary to coordinate the Association's programs of support for specialist councils;
 - 1.1.12 *staff advisor* means the executive staff officer appointed by the Association's executive secretary to provide ongoing support to the council;
 - 1.1.13 *student members* means preservice teachers who are members of a student local at a teacher education program recognized by the Association;
 - 1.1.14 *subscribers* means an individual or organization not eligible for membership in the Association or council that registers to receive copies of the council's publications;
 - 1.1.15 *table officers committee* means the standing committee consisting of the council's senior elected officers (as opposed to the *Association's Table Officers Committee*, which will always be identified as such);
 - 1.1.16 *year* means the council's fiscal and operation year, which begins on July 1 and ends on June 30 of the following calendar year.

II. NAME

- 2.1 The name of this organization shall be the Health and Physical Education Council of the Alberta Teachers' Association.
- 2.2 Changes to the council's name require the amendment of this constitution.

III. PURPOSE

- 3.1 The council's purpose shall be to support the objects of the Association as set out in section 4 of the *Teaching Profession Act* and Association bylaws by offering programs and services to increase members' pedagogical and leadership knowledge and abilities, in general, and in the defined specialty area of health and physical education, in particular.
- 3.1.1 Developing professional development activities, communities of practice, resources and publications that inform and inspire council members and members of the Association.
- 3.1.2 Presenting workshops/webinars at professional development events organized by the Association, convention associations, locals or other specialist councils.
- 3.1.3 Contributing to education research literature by:
- a) publishing academic journals in the council's defined area of specialty;
 - b) hosting research symposia on topics related to the area of specialty; and/or
 - c) completing or commissioning research studies in the area of specialty, if such studies are supported by the Association's associate coordinator, research, and approved by the executive secretary (or their designate).
- 3.1.4 Advancing Association policy by:
- a) proposing new policy resolutions or amendments for consideration by the Association's Annual Representative Assembly;
 - b) providing advice to Provincial Executive Council, when asked, about new policy resolutions or amendments proposed by locals;
 - c) sending non-voting observers to the Annual Representative Assembly to speak to resolutions related to the council's area of specialty;
 - d) engaging in external-facing advocacy efforts (eg, writing letters to the minister or letters to the editor, developing position papers, speaking to the media), if such efforts are approved by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - e) representing the Association on government committees and working groups as approved by the Association's Table Officers Committee or the executive secretary (or their designate).
- 3.1.5 Developing relationships with external organizations that share the council's area of specialty by:
- a) attending meetings and events organized by external organizations;
 - b) becoming members of external organizations, as approved by members at a general meeting of the council and by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - c) representing the council or Association on external bodies, as approved by the Association's Table Officers Committee or the executive secretary (or their designate).
- 3.1.6 Providing information to the Association, when requested, about emerging trends and concerns in the council's area of specialty, with the following caveat:
- a) The focus of specialist councils is professional development. Councils do not have representative or bargaining functions and must refrain from activities that provide venues for members to address issues such as working conditions and employment concerns, unless explicitly asked to do so by the Association's Table Officers Committee or the executive secretary (or their designate).

IV. MEMBERSHIP CATEGORIES, SUBSCRIPTION SERVICE AND FEES

- 4.1 Active members of the Association may register for the council using their single no-charge specialist council membership (which renews annually), or they can purchase an annual membership for the fee determined by the council (which expires after one year).
- 4.2 Associate members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.3 Student members of the Association may register for the council at no charge (which renews automatically each year provided the student member maintains their student local membership and renews their Association online account).
- 4.4 Life members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.5 The following individuals will be provided with complimentary membership in the council:
 - 4.5.1 the council's assigned staff advisor and PEC liaison (for the duration of their appointments);
 - 4.5.2 individuals from faculties of education, Alberta Education, or other external organizations who sit on the council's executive committee as post-secondary or external liaison representatives (for the duration of their appointments);
 - 4.5.3 teachers and school leaders from outside of Alberta who are participating in an organized exchange program in the province (for the duration of their exchange); and
 - 4.5.4 individuals who have been awarded honorary membership in the Association or the council (in perpetuity or until revoked by the executive).
- 4.6 Members of the council may attend all council events and will receive copies of all council publications, subject to any terms and conditions specified in the council's policy handbook or the Association's *Handbook for Specialist Councils*.
- 4.7 In certain cases, non-members may attend specific council events, subject to the conditions and fee structure listed in the Association's *Handbook for Specialist Councils*.
- 4.8 Subscription Service
 - 4.8.1 Although ineligible for membership in the Association and council, the following individuals and organizations may register for an annual subscription to receive printed and/or electronic copies of all council publications:
 - a) libraries, post-secondary institutions and member organizations of the Canadian Teachers' Federation may subscribe at no charge; and
 - b) non-members and organizations not included in 4.8.1 (a) may subscribe for an annual fee determined by the council.
 - 4.8.2 Subscribing to the council's publications does not entitle an individual or organization to attend council events.

V. COUNCIL EXECUTIVE

- 5.1 The council's executive committee shall include:
- 5.1.1 the council's table officers committee:
- a) the president,
 - b) the past president,
 - c) the secretary,
 - d) the treasurer,
 - e) the president-elect,
 - f) vice-president communication,
 - g) vice-president member engagement and services,
 - h) vice-president leadership in curriculum and pedagogy,
 - i) the Provincial Executive Council (PEC) liaison,
 - j) the staff advisor;
- 5.1.2 the conference chair(s), editor(s), website and social media manager(s), and comprehensive school health representative;
- 5.1.3 [*if applicable*] a representative from each of the council's active regional councils;
- 5.1.4 [*optional*] a post-secondary representative from an Alberta faculty of education;
- 5.1.5 [*optional*] external liaison representatives from:
- a) Ever Active Schools,
 - b) Physical and Health Education Canada,
 - c) Alberta Teacher Educators of Health and Physical Education,
 - d) Alberta Education,
 - e) such other external organizations as requested by the council and approved by the executive secretary (or their designate).
- 5.2 To hold office in the council, all executive committee members listed in 5.1.1–5.1.3 must be members of the council and must possess the highest level of Association membership possible (either active or associate).
- 5.2.1 Student members cannot hold office, but they may assist committee chairs, coordinators, editors, directors, managers and members-at-large with carrying out their assigned duties provided the student member is closely supervised by the elected/appointed active or associate member.
- 5.2.2 Should any life member wish to run for office on the council executive, they must either restore their active member status by working as a substitute teacher or register as an associate member (and pay the required annual fees).
- 5.3 All table officer positions, with the exception of the PEC liaison, staff advisor, president and past president, shall be elected as follows:
- 5.3.1 The president-elect, vice-president communications and vice-president leadership in curriculum and pedagogy shall be elected at general meetings held in odd-numbered years for two-year terms.
- 5.3.2 The secretary, treasurer and vice-president member engagement and services shall be elected at general meetings held in even-numbered years for two-year terms.

- 5.4 The president and past president shall be appointed (or elected, if necessary) as follows:
- 5.4.1 The sitting president-elect shall be appointed president at general meetings held in even-numbered years for a two-year term.
- a) If the sitting president does not wish to serve as the president, the meeting shall proceed to elect a member to serve as president for a two-year term.
- 5.4.2 The sitting president shall be appointed past president at general meetings held in odd-numbered years for a two-year term.
- a) If the sitting president does not wish to serve as the past president, the meeting shall proceed to elect a member to serve as past president for a two-year term.
- 5.5 The conference chair(s), editor(s), website and social media manager(s), and comprehensive school health representative shall be appointed by the council's table officers committee for two-year terms according to the schedule in the council's policy handbook.
- 5.6 [*if applicable*] Representatives from the council's active regional councils shall be appointed by the council's table officers committee for two-year terms according to the schedule in the council's policy handbook.
- 5.7 Requests for post-secondary representatives and external liaison representatives may be sent by the council's table officers committee to the Association's specialist council lead, who will forward the request to the Association's Table Officers Committee for consideration and approval.
- 5.7.1 If approved, Association staff will be responsible for contacting faculties of education, Alberta Education and external organization(s) to identify representatives on an annual basis.
- 5.7.2 Post-secondary representatives and external liaison representatives serve for a term length determined by their employer, or until the council's table officers committee determines that representation is no longer necessary or is no longer in the best interest of the council and/or the Association.
- 5.8 Nominations and Elections
- 5.8.1 The returning officer for all elections will be the council's staff advisor.
- 5.8.2 Nominations for open executive positions will be advertised through the council's website and social media accounts at least thirty days prior to the general meeting.
- 5.8.3 At the general meeting, elections will follow the order of positions listed in 5.1.1 and 5.1.3 and will be conducted according to the process listed in the Association's *Handbook for Specialist Councils*.
- 5.8.4 Following the general meeting, the council's new table officers committee will meet to:
- a) appoint members to any open committee chair, coordinator, editor, director, manager and member-at-large positions; and
- b) resolve any vacancies.
- 5.9 Term Start and End Dates
- 5.9.1 The term for any table officer position begins immediately following the general meeting at which the individual was elected or appointed and ends at the next general meeting when an election for that position is held.
- 5.9.2 The term for any appointed position begins immediately following the table officers committee meeting at which the individual was appointed and ends two years later.

5.10 Vacancies

5.10.1 Should there be no nominees for one or more elected positions during a general meeting, or if any appointed or elected position becomes vacant before the end of its term, the council's table officers committee shall either:

- a) divide the duties assigned to the vacant position between one or more of the current executive committee members for the duration of the term;
- b) appoint a member of the council to the vacant position for the duration of the term; or
- c) appoint an active or associate member of the Association to the position for the duration of the term, provided they are willing to join the council either as a no-charge or paid member.

5.10.2 Should one or more post-secondary representative or external liaison representative position(s) become vacant, the council's table officers committee shall refer this to Association staff so a suitable replacement can be identified.

VI. DUTIES

- 6.1 The required duties for all specialist council table officers and executive committee member positions are listed in the Association's *Handbook for Specialist Councils*.
- 6.2 Additional duties may be assigned to any of the council's elected or appointed positions but must be listed in the council's policy handbook.
- 6.3 Additional duties may not be assigned by the council to the staff advisor, PEC liaison, post-secondary representatives and external liaison representatives.

VII. LEAVES OF ABSENCE

- 7.1 Requests from any executive committee member listed in 5.1.1–5.1.3 for maternity, parental or adoption leave shall be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.2 Requests from any executive committee member listed in 5.1.1–5.1.3 for a leave of absence for a reason other than those listed in 7.1 may be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.3 Approval of a member's request for leave is not contingent on any decisions made by the member with respect to leave of absence from their employment.
- 7.4 Any benefit, access or privilege associated with the member's position on the council's executive committee is suspended during the period of leave and shall be reinstated once the member resumes their position.
- 7.5 Any executive position vacated by a member during their leave will be filled by the council's table officers committee in accordance with section 5.9.

VIII. REPLACEMENT OF EXECUTIVE OFFICERS

- 8.1 With the exception of the PEC liaison and staff advisor, any executive member listed in 5.1.1–5.1.3 may be removed from their position by the council's table officers committee if they have:
 - 8.1.1 been deemed to be delinquent in fulfilling their responsibilities by a two-thirds vote of the council's table officers committee conducted by secret ballot; or

- 8.1.2 missed two meetings during their current term without reasonable cause and proper notification to the president.
- 8.2 An individual removed from their position under 8.1 shall receive an emailed letter from the table officers committee that outlines the reasons for removal.
 - 8.2.1 Within seven days of the receipt of this letter, the removed member may appeal to the council's table officers committee in person or via videoconference to seek reinstatement should extenuating circumstances exist.
 - 8.2.2 If the member is not reinstated, the council's table officers committee will fill the vacant position in accordance with section 5.9.
- IX. PROVINCIAL ASSOCIATION INTERVENTION
 - 9.1 Beyond the ongoing advice and support provided by the staff advisor and PEC liaison, from time to time, the Association's specialist council lead may provide enhanced guidance and direction to help the council resolve emergent governance or operational issues.
 - 9.2 If the council would benefit from more prolonged support, the executive secretary (or their designate) may appoint an individual to serve as an additional advisor or executive director to the council and will communicate the term and duties of this individual to the council's table officers in writing.
 - 9.3 If there is reason to believe that the council's governance, operations or reputation has been seriously compromised or that any of the council's table officers committee or executive committee members have engaged in improper, unethical or potentially illegal practices, the Association's Table Officers Committee may authorize corrective actions to resolve this matter.
 - 9.4 Such corrective actions include, but are not limited to, any one or combination of the following:
 - 9.4.1 calling a special meeting of the council's table officers or executive committee or a special general meeting;
 - 9.4.2 issuing a letter of concern and/or direction to one or more of the council's table officers committee or executive committee members;
 - 9.4.3 varying or reversing decisions previously made by the council's table officers committee, executive committee or general meeting;
 - 9.4.4 amending the council's policy handbook and constitution;
 - 9.4.5 increasing Association staff support to the council;
 - 9.4.6 initiating an investigation of the council or one or more of its table officers committee or executive committee members;
 - 9.4.7 suspending one or more of the council's table officers committee or executive committee members permanently or for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.8 appointing one or more individuals to assume the responsibilities of any suspended council table officers committee or executive committee members for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.9 limiting the ability of individual council table officers or executive committee members to run for or hold office on the council and/or other specialist councils in the future;

- 9.4.10 removing all council table officers committee and executive committee members from their positions and appointing an official trustee with broad discretionary powers to conduct the affairs of the council for a specific period of time or until specific issues have been addressed and an election can be held; or
- 9.4.11 taking any other action deemed necessary.

9.5 In the event that the intervention or corrective action ordered by the Association's Table Officers Committee results in the suspension of a council table officer or executive committee member, the suspended individual(s) may appeal to Provincial Executive Council for reconsideration.

X. POLICY HANDBOOK

10.1 The council must maintain a handbook that outlines its policies and procedures, none of which may be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils*, or any Association guidelines or directives.

10.2 Amendments to the Policy Handbook

10.2.1 All policies and procedures in the council's handbook may be amended by a majority vote of the council executive committee at any regularly scheduled meeting or at a meeting called specifically for this purpose.

10.2.2 From time to time, Association staff may amend the council's policy handbook:

- a) to correct any portion that is contrary to or in conflict with the principles and documents specified in 10.1; or
- b) if the handbook is determined to be significantly out of date or lacking in specificity.

10.3 The Association retains the official copy of the council's policy handbook.

XI. COMMITTEES

11.1 The primary role of the table officers committee is to ensure the business-like governance and operations of the council. As such, the table officers committee shall meet to:

- 11.1.1 exercise general supervision of the council's operations;
- 11.1.2 declare a table officer or executive position vacant, as necessary;
- 11.1.3 make appointments, approve leaves and fill vacancies, as necessary;
- 11.1.4 create or dissolve regional councils and special interest/subject area groups of the council, as necessary;
- 11.1.5 develop the council's proposed budget for presentation to the executive committee;
- 11.1.6 make recommendations to the executive committee concerning the council's programs and services to members, operations, constitution and policy handbook;
- 11.1.7 plan executive committee meetings and strategic planning events;
- 11.1.8 discuss emergent and important matters and refer these to Association staff for resolution, as necessary;
- 11.1.9 when time is of the essence, assume the functions of the executive committee; and
- 11.1.10 carry out such other duties as specified in the council's policy handbook.

- 11.2 The primary role of the executive committee is to plan, implement and deliver the council's programs and services for members. As such, the executive committee shall meet to:
- 11.2.1 conduct and analyze short surveys of council members to determine their professional development needs, and, in response, develop professional development activities, communities of practice, resources and publications that meet these needs;
 - 11.2.2 develop and implement an annual calendar of in-person and/or online professional development opportunities for council members;
 - 11.2.3 develop and implement an annual communications plan to promote the council's programs and services to council members and to Association members;
 - 11.2.4 provide on-site/online leadership and support at all council events;
 - 11.2.5 provide advice to the council's table officers committee by:
 - a) sharing reports from the field related to the council's area of specialty;
 - b) reviewing and approving in principle the council's proposed budget for presentation to the annual general meeting;
 - c) reviewing and approving in principle amendments to the council's constitution for presentation to the annual general meeting; and
 - d) reviewing and approving amendments to the council's policy handbook; and
 - 11.2.6 carry out such other duties as specified in the council's policy handbook.
- 11.3 The council's table officers committee and executive committee can strike such other standing and ad hoc committees as required to assist or to inform the council's governance and operations.

XII. FINANCIAL OPERATIONS AND REPORTING

- 12.1 The Budget
- 12.1.1 The council's financial operations are guided by a budget, which must be approved by a majority of the members present at an annual general meeting.
 - 12.1.2 If, at any time, the council's table officers committee determines that the council is operating without an approved budget, a special general meeting shall be called to resolve this as soon as possible.
 - 12.1.3 The budget must:
 - a) support the council's purpose (as specified under section III);
 - b) fund programs and services that provide value to council members and demonstrate a clear return on investment to the Association's broader membership;
 - c) meet the council's current and projected operational needs; and
 - d) ensure the council's accumulated surplus is maintained within limits set by the Association.
- 12.2 The council's membership and subscription fee rates should be reviewed and approved as part of the annual budget.
- 12.3 The council's signing officers shall be the president, the treasurer, the staff advisor, the Association's chief financial officer and such other table officers committee members as approved by the council at a general meeting or executive committee meeting.
- 12.4 The council shall collect and disburse monies according to the financial policies in the council's policy handbook, which may not be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils*, or any Association guidelines or directives.

12.5 Contracts

12.5.1 The council shall negotiate contracts to minimize financial liability.

12.5.2 All venue and keynote speaking contracts, as well as any contracts over \$5000, must be reviewed by Association staff and signed by the council's staff advisor.

12.5.3 Contracts for support staff must be signed by the executive secretary or other Association signing officer (as explained in 13.2.2).

12.6 Reporting

12.6.1 The council shall submit an annual report to the Association on or before August 31 each year, which shall include:

- a) audited financial statements prepared by Association finance staff or by an accountant approved by the Association's chief financial officer (or their designate);
- b) a summary of the council's programs and services to members for the year; and
- c) all other documents and information specified in the Association's *Handbook for Specialist Councils* and those requested from time to time by the Association's specialist council lead.

12.6.2 If the council is unable to meet the annual report deadline and if, in the opinion of the executive secretary (or their designate), external assistance is required, such assistance will be arranged by Association staff and charged to the council.

XIII. SUPPORT STAFF

13.1 From time to time, the council may contract support staff to assist with the planning, operation or administration of its programs and services provided that:

13.1.1 an elected member of the executive is assigned to direct and oversee the individual's work; and

13.1.2 the individual's assigned duties are specified in a service agreement approved by the council's table officers committee and signed by the executive secretary (or their designate).

13.2 Notwithstanding any other provision in this constitution or in related policies or frames of reference,

13.2.1 the council shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Association's executive secretary (or their designate) for review and approval prior to its execution;

13.2.2 the executive secretary or other Association signing officer shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the council; and

13.2.3 the most recent, fully executed copy of any contract for the provision of personal services and any related collective agreement shall be filed with the Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

XIV. MEETINGS AND VOTING

14.1 The proceedings of all council meetings shall be conducted in accordance with the official rules of order and procedures as published in the *Members' Handbook of the Alberta Teachers' Association*, unless otherwise specified in the Association's *Handbook for Specialist Councils*.

- 14.2 The council is strongly encouraged to schedule all table officers committee and executive committee meetings, general meetings, and professional development events at the first meeting of the school year.
 - 14.2.1 When scheduling meetings, the council must consult with their assigned staff advisor and PEC liaison to determine their availability and to avoid the dates of major Association events.
 - 14.2.2 The council's assigned staff advisor and PEC liaison must be invited to all council meetings and events.
- 14.3 Annual General Meetings
 - 14.3.1 An annual general meeting of the membership of the council must be held at least once each fiscal year.
 - 14.3.2 Notice of the annual general meeting and the proposed agenda shall be provided to council members at least thirty days in advance.
 - 14.3.3 The agenda for the annual general meeting must include all matters identified in the Association's *Handbook for Specialist Councils*.
 - 14.3.4 All reports, documents and other meeting materials must be shared with members electronically seven days prior to the meeting, except for proposed amendments to the council's constitution, which must be provided to members thirty days prior to the meeting.
- 14.4 Special General Meetings
 - 14.4.1 Special general meetings may be called to address emergent matters and shall have the same authority as an annual general meeting.
 - 14.4.2 Notice of a special general meeting shall be provided to council members electronically with at least thirty days' notice and shall include a statement as to the emergent nature of the meeting.
 - 14.4.3 All reports, documents and other meeting materials must be shared with members electronically seven days prior to the meeting.
- 14.5 Committee Meetings
 - 14.5.1 Meetings of the council's table officers, executive and any other committees will be called by the president or chair with at least seven days' notice, unless the meeting is being called to discuss an emergent matter.
- 14.6 Quorum
 - 14.6.1 Quorum for annual and special general meetings shall be the active and associate members in attendance.
 - 14.6.2 Quorum for all committee meetings (including table officers committee and executive committee meetings) shall be a majority of the voting members of the committee.
 - 14.6.3 Notwithstanding the above, the council's assigned staff advisor (or another designated Association staff officer) or the PEC liaison must be present at any council meeting for quorum to be met.
- 14.7 Voting
 - 14.7.1 All executive members listed in 5.1.1–5.1.3 shall be entitled to vote at all council meetings.
 - 14.7.2 Active and associate members of the Association may vote at general meetings.

14.7.3 The following individuals are not entitled to vote at council meetings:

- a) student members of the Association;
- b) life members of the Association;
- c) liaison representatives;
- d) individuals contracted by the council as support staff; and
- e) any guests in attendance.

14.7.4 The post-secondary representative may only vote at council meetings if they are an associate member of the Association.

XV. MEMBERSHIP IN EXTERNAL ORGANIZATIONS

15.1 The council may become a member in external organizations in the council's area of specialty provided that:

15.1.1 a majority of members present at a general meeting vote in favour of seeking membership;

15.1.2 the request for membership is approved by the Association's Table Officers Committee; and

15.1.3 all membership costs, cash and in-kind donations to external organizations are detailed in the council's budget and reported to Association finance staff.

15.2 The council's membership in an external organization can be terminated by:

15.2.1 a majority vote of members present at a general meeting; or

15.2.2 by the Association's Table Officers Committee if, at any time, they determine that doing so is in the best interest of the council, its members or the Association.

15.3 The list of external organizations in which the council is a member must be:

15.3.1 reaffirmed or amended annually at a general meeting; and

15.3.2 itemized in the council's annual report.

15.4 Representation

15.4.1 From time to time, the council's table officers committee may be invited to recommend individuals to represent the council or Association on external bodies.

a) The Association's Table Officers Committee may appoint individuals other than those recommended by the council to represent the council and the Association on external bodies.

b) The term length for any such representation shall end on June 30 each year, after which the Association's Table Officers Committee will renew or replace the representatives.

c) When it is determined to be in the best interest of the Association and its members, the Association's Table Officers Committee may opt to end the representation entirely.

XVI. HUMAN RIGHTS STATEMENT

16.1 The following human rights statement is required to be read aloud, distributed electronically and/or provided in print at the outset of all council meetings, events and activities:

As an organization that promotes and is committed to respecting human rights and ensuring a safe, secure and healthy environment for all, the Alberta Teachers' Association (ATA) works to ensure that all present at or participating in ATA programs and events are protected from violence and harassment. All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities or other ATA work. ATA members are expected to treat

one another with fairness, respect and dignity and to uphold the highest standards of professionalism, accountability, competence and integrity as representatives of the provincial Association as well as their respective locals and subgroups. Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this statement that come to their attention.

- 16.2 An appropriate person at each meeting, event and activity (typically, the council's staff advisor or PEC liaison) will be identified as an authority to receive complaints.
- 16.3 The council's president, staff advisor, PEC liaison and other persons designated by the president are authorized to warn, reprimand and/or remove from a meeting, event, activity or representative role any participant whom they reasonably believe to be in breach of the statement.
- 16.4 Any further investigation or measures necessary will be undertaken in accordance with other existing policies, procedures and processes.

XVII. GOVERNANCE EMERGENCIES

- 17.1 In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.

XVIII. THE CONSTITUTION

- 18.1 The Association maintains the official version of the council's constitution and will amend it only after all requirements listed below have been met.
- 18.2 This constitution may be amended provided:
 - 18.2.1 a notice of motion and the text of the proposed amendments have been sent to members thirty days prior to the general meeting at which the amendments will be presented;
 - 18.2.2 the motion to amend the constitution is approved by two-thirds of the voting members present at the general meeting; and
 - 18.2.3 the amendments are ratified by the Association's Table Officers Committee.
- 18.3 Changes to the constitution take effect once the amendments have been approved by the Association's Table Officers Committee.

Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)
Approved by Provincial Executive Council 2006 06 15 (membership categories)
Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
Amended by Provincial Executive Council 2011 06 16–17
Amended at Annual General Meeting 2013 05 03
Approved by ATA Table Officers 2013 11 25
Amended by ATA Table Officers 2014 09 09
Amended by ATA Table Officers 2015 05 25 (student membership fee change)
Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)
Amended at Annual General Meeting 2018 05 05
Approved by ATA Table Officers 2018 05 31
Amended at Annual General Meeting 2019 05 10
Amended by Provincial Executive Council 2020 04 29 (emergency governance)
Amended at Annual General Meeting 2020 05 01
Approved by ATA Table Officers 2018 05 31
Amended at Annual General Meeting 2020 05 01
Approved by ATA Table Officers 2021 01 07
Amended by Provincial Executive Council 2021 09 16 (contract signatory change)
Amended by Provincial Executive Council 2024 11 28–29 (new standard constitution)
clo, 2024 11

HPEC Policy Regulation

I. Membership Fees

- 1.1 Regular and life memberships will be assessed an annual fee of \$35 for membership in the Health and Physical Education Council.
- 1.2 Student memberships shall be at no cost to individuals who are in a preservice teacher education program and are members of their student local or, in the absence of a student local, are student members of the Association.
- 1.3 Subscriptions to HPEC's regular publications are available at an annual cost of \$37.

II. APPOINTED HPEC EXECUTIVE TERMS

- 2.1 HPEC appointed executive terms shall consist of two-year terms, AGM to AGM.
- 2.2 HPEC appointed terms will be posted to the HPEC membership on the HPEC website.
- 2.3 HPEC appointed executive position terms are as follows:
 - a) Even-Year Appointed Executive Positions
 - i. Website
 - ii. HPEC journal
 - iii. South West
 - iv. Edmonton
 - v. Greater Calgary
 - vi. Central East
 - vii. North West
 - b) Odd-Year Appointed Executive Positions
 - i. Comprehensive school health (CSH)
 - ii. Calgary
 - iii. Central West
 - iv. Central
 - v. South East
 - vi. Greater Edmonton
 - vii. North East
 - viii. Social media

III. APPOINTMENT PROCEDURES

- 3.1 Advertisement of HPEC Executive Positions—HPEC executive appointed positions shall be posted on the HPEC website on the Available Executive Positions page.
- 3.2 Application for HPEC Appointed Executive Positions—Individuals may apply for HPEC appointed executive positions through the online application form available to the public on the HPEC website.
- 3.3 All HPEC appointed HPEC positions terms of service shall follow the following procedures:
 - 3.3.1 All HPEC executive appointed positions shall follow the HPEC appointed executive terms. In the case of a vacant position, the appointed executive member shall serve the remainder of the existing term.
 - 3.3.2 The deadline for submission of an application shall be two weeks prior to the AGM.
 - 3.3.3 Currently serving executive members are asked to complete an application for reappointment or a notice of resignation one month prior to the AGM.

- 3.3.3.1 In the case of indicated resignation from an HPEC appointed executive position, it is requested that the individual currently in the appointed HPEC executive position make efforts to find a suitable replacement.
 - 3.3.3.2 In the case of resignation from an HPEC appointed executive position, it is asked that the individual currently in the appointed HPEC executive position mentor their successor into the position for a minimum of two months.
 - 3.3.4 In the case of co-held HPEC regional representative executive positions, HPEC financial supports are provided to one individual per HPEC executive position.
- 3.4 Appointment Procedures for HPEC Executive Appointed Positions
 - 3.4.1 Applications for HPEC appointed executive positions will be forwarded for subsequent actions to the president, with the exception of regional representative positions.
 - 3.4.2 Applications for HPEC regional representatives will be forwarded for subsequent actions to the vice-president of member engagement and services.
 - 3.4.3 Regional representative executive positions may be appointed as an individual regional representative or a team of two co-regional representatives.
- 3.5 Appointment Procedures for HPEC Executive Appointed Positions, with the Exception of Regional Representatives
 - 3.5.1 Upon the receipt of an executive application for a vacant HPEC appointed position, with the exception of regional representatives, the president is to
 - a) communicate with the ATA staff officer to ensure that the applicant is a member in good standing;
 - b) attain and check the candidate's references;
 - c) communicate with the HPEC table officers with regard to the executive application form, information provided by the applicant's references and a motion to appoint the individual to the HPEC executive position; and
 - d) communicate with the applicant to indicate the outcome of the application.
- 3.6 Appointment Procedures for HPEC Executive Regional Representative Positions
 - 3.6.1 Upon the receipt of an executive application for a *vacant* HPEC regional representative position, the vice-president of member engagement and services is to
 - a) communicate with the ATA staff officer to ensure that the applicant is a member in good standing;
 - b) follow up to attain and check the candidate's references;
 - c) communicate with the HPEC table officers with regard to the executive application form(s), information provided by the applicant's references and a motion to appoint the individual to the HPEC executive position; and
 - d) follow up with the applicant to indicate the outcome of the application (copied to the president).

In the case of multiple applicants for a regional representative position, the best-suited individual will be chosen for the position. If a co-regional representative is desired, follow the procedures listed in 3.6.2.
 - 3.6.2 Upon the receipt of an executive application form for the position of regional representative in a region *with a current regional representative*, the vice-president of member engagement and services is to

- a) communicate with the current regional representative, informing them of the executive position application;
- b) receive an endorsement of the applicant by the current regional representative in the case that a co-regional representative is desired;
- c) communicate with the ATA staff officer to ensure that the applicant is a member in good standing;
- d) follow up to attain and check the candidate's references;
- e) communicate with the HPEC table officers with regard to the executive application form, information provided by the applicant's references and a motion to appoint the individual to the regional representative position; and
- f) follow up with the applicant to indicate the outcome of the application (copied to the president and the co-regional representative).

IV. RECOGNITION OF OUTGOING EXECUTIVE MEMBERS

- 4.1 Outgoing executive members will be presented with an appropriate gift at the AGM.
- 4.2 The outgoing past president will be presented with a plaque at the AGM upon completion of their term.

V. FINANCIAL PROCEDURES

5.1 Expenses

- 5.1.1 HPEC funding will be provided for the attendance at HPEC-sponsored meetings and events for one individual per HPEC position, with the exception of two conference co-chairs. Special requests may be made through table officers.
- 5.1.2 All expenses must be claimed on a signed (necessary for auditing purposes) expense claim form and submitted to the treasurer *with receipts* within three months of the incurred expense or by the end of the fiscal year (June 30), whichever comes first.

5.2 Executive Meetings

- 5.2.1 Liaison representative organizations, with the exception of the PHE Canada and Alberta Teacher Educators of Physical and Health Education (ATEPHE) representatives, are responsible for costs incurred when invited to attend executive meetings.
- 5.2.2 HPEC will reimburse related costs of appointed and elected members of the executive to attend table officers and executive meetings.
- 5.2.3 HPEC will reimburse related costs of appointed and elected members of the executive to attend the AGM.
 - a) If the AGM is less than 500 kilometres away, covered expenses may include up to one night's accommodation, one day of sub costs and kilometrage as per Association guidelines.
 - b) If the AGM is more than 500 kilometres away, covered expenses may include up to two nights' accommodation, up to two days' sub costs and kilometrage as per Association guidelines.

5.3 Travel

- 5.3.1 Kilometrage travelled will be paid as per Association guidelines.
- 5.3.2 Distance travelled will be paid for approved meetings, either table officer, executive or committee meetings.

- 5.3.3 Travel claims and method of travel must be approved by the president in the case of executive meetings and the vice-president acting as standing committee chair in the case of committee meetings.
- 5.3.4 Committee and executive members are encouraged to select the most economical means of travel (for example, car rental, carpooling or bus).
- 5.3.5 In-city travel claims must be approved by the president.
- 5.4 Parking
 - 5.4.1 HPEC will reimburse executive or committee members who must pay for parking while attending HPEC meetings.
- 5.5 Accommodation
 - 5.5.1 Executive and committee members who must stay overnight while attending an out-of-town meeting will be reimbursed one night's accommodation, not to exceed \$140.00 plus tax unless arranged by the executive. The government/corporate rate should be requested whenever possible.
 - 5.5.2 Accommodation arrangements must be approved by the president.
 - 5.5.3 Members are welcome to share rooms with family members. If they notify the president beforehand, HPEC will cover up to the equivalent cost of the member staying at the designated HPEC accommodation.
- 5.6 Meals
 - 5.6.1 Members will be reimbursed for meal expenses incurred while travelling to meetings or for meals arranged by committee chairpersons or the president.
 - 5.6.2 Meals taken during meetings will be paid for by the treasurer.
 - 5.6.3 HPEC will not pay for any liquor expenses.
 - 5.6.4 A general guideline to observe (although not a specific limit) is in alignment with ATA specifications. Itemized receipts must be submitted.
 - 5.6.5 Departure time: If any scheduled meeting requires that the member leave home/departure location before 4:00 PM on the meeting date, they may claim their dinner expense in addition to the meals bought during the extent of the meeting time that are not already provided.
 - 5.6.6 Arrival: If the member will be arriving home after 7:00 PM on a meeting date, they may claim their dinner expense for that date.
- 5.7 Administrative Expenses
 - 5.7.1 Postage
 - a) Executive and committee members will be reimbursed for postage due on mailings made to the executive and membership.
 - b) Large mailouts (over 50) must be approved by the table officers before postage will be paid. *Note:* Mailouts are made regularly from Barnett House, and enclosures are allowed in these mailouts.
- 5.8 Child Care
 - 5.8.1 If child care is required by executive or committee members acting on behalf of the council, HPEC will reimburse reasonable child-care costs.

5.9 Release Time

- 5.9.1 Classroom teachers who are required by their chair or the president to attend a meeting during school time may arrange for a substitute. Substitute arrangements must be approved by the president. School districts should invoice the treasurer directly for reimbursement.
- 5.9.2 A maximum of four supply teaching days are provided to the president to assist them with their role and responsibilities throughout the year.

5.10 Payments to Presenters

- 5.10.1 Payment in any form, including gift cards, is considered cash in the eyes of the Canada Revenue Agency (CRA).
- 5.10.2 The ATA issues a T4A to a recipient of payment for anything over \$500.
- 5.10.3 *All* payments, even those under \$500, must be reported to the ATA. This is because recipients may be receiving honoraria from other entities within the ATA. In this case, their payments will be cumulatively assessed, and if the total is over \$500, a T4A will be issued.
- 5.10.4 Because there is a possibility that a T4A could be issued, all recipients must provide a SIN number when receiving payment.
- 5.10.5 Out-of-country recipients of honoraria or payment would fill out a separate tax reporting form from Canadian residents. Out-of-country recipients would have an automatic deduction of 15 per cent.

VI. HPEC ANNUAL CONFERENCE

- 6.1 The annual conference dates are set by the ATA. The conference has historically been held during the first weekend in May.

- 6.2 The goal of the annual conference is to provide a provincial conference for health and physical educators that will offer sessions to increase knowledge and understanding of these fields. Additional goals include

- a) to cultivate a provincial image for physical and health education teachers;
- b) to provide information regarding current research to membership;
- c) to increase knowledge of current practices in physical and health education;
- d) to provide opportunities for members to grow professionally through participation in the conference program;
- e) to encourage face-to-face dialogue and interaction through the program;
- f) to foster interaction between students, teachers, teacher educators and colleagues in the discipline of physical education and related fields in health education; and
- g) to be role models for the benefit of young teachers and students.

6.3 Conference Program Guidelines

The following activities should be included in the conference program:

- a) Annual general meeting
- b) Robert Routledge Memorial Address
- c) Recognition of past presidents (wine-and-cheese reception or an appropriate function)
- d) Awards presentations
 - i. Distinguished Service Award
 - ii. Certificate of Commendation

- e) Visibility and recognition of the HPEC executive
 - i. President's welcome to the membership
 - ii. Presentation of the HPEC executive to the membership
 - iii. Recognition of the outgoing HPEC president on completion of the presidential term
 - iv. Recognition of HPEC executive members completing terms of service
 - v. Recognition of the conference chair(s)

6.4 The Conference Chair(s)

- 6.4.1 It is strongly recommended that the annual conference has at minimum two conference chairs.
- 6.4.2 It is the duty of the conference chair(s) to liaise with the HPEC president or the HPEC table officer designate. The conference chair can be invited to table officer meetings, when necessary.
- 6.4.3 The conference fee structure shall include a student rate (AGM 1985).
- 6.4.4 Conference chair duties can be found in Duties of HPEC Officers and Executive.

6.5 HPEC Conference Handbook

- 6.5.1 The HPEC conference handbook has been developed to guide conference chairs in the planning of the conference. The detailed explanation and guidelines for the conference committee organization, job descriptions and guidelines are contained within the conference handbook, which can be found with the HPEC secretary.

VII. HPEC EXECUTIVE PROFESSIONAL DEVELOPMENT SUPPORT

[Total budget line: \$4,500 (six people at \$750 per person)]

- 7.1 To support the ongoing professional development (PD) of the HPEC executive, funding will be allocated in the annual budget to allow for the attendance at conferences or workshops related to health, physical education and wellness, or for the attendance at a conference that supports the capacity of the individual to fulfill his or her role on council.
- 7.2 The HPEC Executive Professional Development Fund is limited to voting members of the executive.
- 7.3 Funding will be allocated to support the attendance of one representative from each position. For those in a shared position, special funding requests may be made through table officers. Approval will be based on funds available in the annual executive PD budget.
- 7.4 HPEC executive members applying must have
 - 7.4.1 completed a minimum of one year of service to HPEC prior to receiving HPEC PD support, with the exception of the ATA Summer Conference;
 - 7.4.2 attended both the September Thinkers' Conference and the January executive meeting; and
 - 7.4.3 completed all responsibilities based on the position description outlined in the HPEC handbook.
- 7.5 HPEC executive members wishing to access funding must submit their application for funding request (<https://docs.google.com/document/d/1VJTb6DqjSFUmY0ZkP2zZA1X61gi-F1CE/edit>) to the president a minimum of two months to a maximum of six months prior to the event. The application form includes
 - 7.5.1 a copy of a conference overview, conference-at-a-glance or typed letterhead from the conference organizer, including a listing of speakers, times, dates, location and topics;
 - 7.5.2 an outline of expected costs (travel, substitute teacher cost, registration, accommodation and subsistence);

- 7.5.3 the executive member's plan to bring back knowledge to HPEC members (for example, an article in the HPEC journal, the creation of a workshop to be presented at the HPEC conference or the ATA Beginning Teachers' Conference/Carousels); and
- 7.5.4 an explanation of how the conference will enhance service to council members.
- 7.5.5 Proposals will be considered at the next scheduled table officers meeting or via electronic motion. A decision will be made by a majority vote of the HPEC table officer members, excluding the member applying for funding (if applicable).
- 7.5.6 HPEC executive members can apply to be funded for a PD activity and will be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a provincial, national or international conference related to health, physical education and wellness to a maximum of \$750. PD funding access for executives can be used within the term of office.
- 7.5.7 In the interest of equitable sharing, executive members can access the funding only once during their two-year term (September 1–August 31).
- 7.5.8 Release costs will be paid directly to the member's school division, if necessary.
- 7.6 Notwithstanding 7.5.8, executive members who are substitute teachers will not be able to claim honoraria through the council for school days on which they attend PD using funds provided by the council.
- 7.7 If an executive member resigns before the end of their term, they will be unable to access the PD funding.
- 7.8 Following their attendance at the event, in order to receive reimbursement, the recipient must complete the highlights form. The highlights form includes
 - 7.8.1 any keynote or breakout session speakers that the council should consider for future conferences; and
 - 7.8.2 a summary of how the knowledge gained supports HPEC members (for example, an article in the HPEC journal, a blog post, or a workshop presented at the HPEC conference or at the ATA Beginning Teachers' Conference/Carousels; individual PD reflected in the work for HPEC; or a reflection about how the knowledge gained serves the member as a teacher/educator).

VIII. HPEC TABLE OFFICER PROFESSIONAL DEVELOPMENT FUNDS

[Total budget line: \$10,000]

- 8.1 The president/past president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at provincial, national or international conferences of their choosing related to health, physical education and wellness to a maximum of \$3,000. PD funding access for the president/past president can be used within the term of office or up to completion of the school year (August 31). The president/past president may access the PD funds to a maximum of \$3,000 in their three-year term as president/past president.
- 8.2 Vice-presidents shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at provincial, national or international conferences of their choosing related to health, physical education and wellness to a maximum of \$2,000. PD funding access for the vice-president can be used within the term of office or up to completion of the school year (August 31). The vice-president may access the PD funds to a maximum of \$2,000 in their three-year term as vice-president.

- 8.3 The HPEC treasurer shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at provincial, national or international conferences of their choosing related to health, physical education and wellness to a maximum of \$2,000. PD funding access for the treasurer can be used within the term of office or up to completion of the school year (August 31). The treasurer may access the PD funds to a maximum of \$2,000 in their three-year term as treasurer.
- 8.4 The HPEC secretary shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a provincial, national or international conference of their choosing related to health, physical education and wellness to a maximum of \$2,000. PD funding access for the secretary can be used within the term of office or up to completion of the school year (August 31). The secretary may access this PD fund once in their two-year term as secretary.

IX. PROVISIONS FOR ALL TABLE OFFICERS APPLYING FOR PD FUNDING

- 9.1 Table officers applying for PD funding must have
- 9.1.1 served one full year on the HPEC executive,
 - 9.1.2 attended the September Thinkers' Conference and the January executive meeting, and
 - 9.1.3 completed all responsibilities based on the position description outlined in the HPEC handbook.
- 9.2 Following their attendance at the event, the recipient must provide a short written highlight of the event, along with their expense claim and highlights form (<https://docs.google.com/document/d/1VJTb6DqjSFUmY0ZkP2zZA1X61gi-F1CE/edit>). The highlights form includes
- 9.2.1 any keynote or breakout session speakers that the council should consider for future conferences and
 - 9.2.2 a summary of how the knowledge gained supports HPEC members (for example, an article in the HPEC journal, a blog post, or a workshop presented at the HPEC conference or the ATA Beginning Teachers' Conference/Carousels; individual PD reflected in the work for HPEC; or a reflection about how the knowledge gained serves the member as a teacher/educator).
- 9.3 Release costs will be paid directly to the member's school division.
- 9.4 Notwithstanding 9.3, executive members who are substitute teachers will not be able to claim honoraria through the council for school days on which they attend PD using funds provided by the council.
- 9.5 PD funds do not accumulate; available funds must be used as outlined in section 8.
- 9.6 If a table officer resigns before the end of their term, they will be unable to access the PD funding.
- 9.7 Requests to access these PD funds must be submitted using the application form (<https://docs.google.com/document/d/1VJTb6DqjSFUmY0ZkP2zZA1X61gi-F1CE/edit>) sent by e-mail to the council's table officers for approval.

X. HPEC EXECUTIVE ATTENDING AND PRESENTING AT OTHER ATA SPECIALIST COUNCIL CONFERENCES

[Total budget line: \$4,000 (up to five people per year)]

- 10.1 Furthermore, HPEC executive members (not including liaison members, the ATA staff advisor and the PEC liaison) can apply to be funded to attend another ATA specialist council conference in order

to present sessions related to health, physical education and wellness and share updates about HPEC with a variety of ATA members as per HPEC's three-year strategic plan.

- 10.2 The executive member will be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance and presenting at an ATA specialist council conference.
- 10.3 The HPEC Presentation Fund is limited to voting members of the executive. Funding will be allocated to support the attendance of one representative from HPEC to present sessions at a non-HPEC ATA specialist council conference. Approval may be given for up to five different (non-HPEC) ATA specialist council conferences. Approval will be based on funds available in the annual ATA specialist council support budget.
- 10.4 HPEC executive members applying must have
 - 10.4.1 completed a minimum of six months of service to HPEC prior to receiving HPEC PD support, with the exception of the ATA Summer Conference, and
 - 10.4.2 attended both the September Thinkers' Conference and the January executive meeting and completed their assigned duties.
- 10.5 HPEC executive members wishing to access funding must provide the president with a request proposal (<https://docs.google.com/document/d/1VJTb6DqjSFUmY0ZkP2zZA1X61gi-F1CE/edit>) a minimum one month prior to the event. Proposals must include
 - 10.5.1 a copy of a conference overview, conference-at-a-glance or typed letterhead from the conference organizer, including a listing of speakers, times, dates, location and topics;
 - 10.5.2 an outline of expected costs (travel, substitute teacher cost, registration, accommodation and subsistence);
 - 10.5.3 the executive member's plan to bring back knowledge to HPEC members (for example, an article in the HPEC journal, the creation of a workshop to be presented at the HPEC conference or the ATA Beginning Teachers' Conference/Carousels); and
 - 10.5.4 an explanation of how the conference will enhance service to council members.
- 10.6 Proposals will be considered at the next scheduled table officers meeting or via electronic motion. A decision will be made by a majority vote of the HPEC table officer members, excluding the member applying for funding (if applicable).
- 10.7 HPEC executive members can apply to be funded to attend another ATA specialist council conference in order to present a session related to health, physical education and wellness and share updates about HPEC with a variety of ATA members. Executive members will be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at an ATA specialist council conference to a maximum of \$750. Presentation funds may be used within the term of office or up to completion of the school year (August 31).
- 10.8 To Attend the Annual HPEC Conference
 - 10.8.1 In addition to the support provided for executive members to attend the HPEC AGM, HPEC will support the attendance of the HPEC executive at the annual HPEC conference. Funding will be allocated to support the attendance of one individual per appointed and elected executive position. Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

10.8.2 HPEC executive members attending the annual conference are to be in attendance at HPEC's AGM to receive reimbursement.

10.8.3 Special requests may be made through table officers.

10.8.4 Conference funding may include

- a) early-bird conference registration and
- b) one night's accommodation.

10.8.5 Support to attend the HPEC AGM, scheduled Friday of the HPEC conference, includes the following:

- a) If the AGM is less than 500 kilometres away:
 - i. Up to one night's accommodations
 - ii. One day's substitute costs
 - iii. Kilometrage as per Association guidelines
- b) If the AGM is more than 500 kilometres away:
 - i. Up to two nights' accommodations
 - ii. Up to two days of substitute costs
 - iii. Kilometrage as per Association guidelines

10.9 To Attend the ATA Summer Conference

10.9.1 HPEC will supplement the funding for attendance at Summer Conference for ATA-sponsored delegates to a maximum of \$500.00.

10.9.2 HPEC will sponsor the attendance of up to two conference chairs at Summer Conference up to a maximum of the ATA-sponsored amount plus \$500.00.

XI. Awards

HPEC recognizes outstanding contributions to health and physical education in the following manner:

11.1 The president-elect or past president acts as the awards chair (see Duties of HPEC Officers and Executive).

11.2 Certificate of Commendation

(Nominations due February 15)

11.2.1 Regional representatives may nominate up to two people from their region who have made or are making an outstanding contribution to health and physical education. (The number of nominees may be increased at the discretion of the awards committee.) The online submission of the nomination must include a two-paragraph write-up of the nominee's contributions.

11.2.2 The nominees will be presented with a Certificate of Commendation at the annual conference and will also be featured on the HPEC website.

11.2.3 A summary of Certificate of Commendation recipients and biographical data will be provided by the vice-president of member engagement and services to be published on the HPEC website and/or included in a booklet available for distribution at the conference award ceremony.

11.2.4 Nomination forms are available on the HPEC website (www.hpec.ab.ca/hpec-certificates-of-commendation-awards17).

11.3 Distinguished Service Award

(Nominations due January 15)

11.3.1 Description of the Award

- a) The award may be conferred annually.
- b) The award shall be ratified by the table officers.
- c) The award shall be announced and presented at the annual conference.
- d) The award shall be a plaque inscribed with the following:
 - i. HPEC logo
 - ii. Health and Physical Education Council of the Alberta Teachers' Association
 - iii. Distinguished Service Award
 - iv. Presented to (name of the recipient)
 - v. For Distinguished Service to Health and Physical Education in Alberta
 - vi. Month, day, year

11.3.2 Qualifications for Candidates

- a) The candidate must be a former or current member of HPEC.
- b) The candidate shall have performed distinguished, meritorious and special service as a leader in HPEC and/or in an area related to health and physical education in which they have made exemplary contributions.
- c) The candidate has been identified as an ATA member in good standing.

11.3.3 Nomination Procedures

- a) The committee shall secure nominations for the Distinguished Service Award by
 - i. having the president-elect or past president initiate the call for nominations from the general membership and
 - ii. ensuring that the call for nomination is included in all communications with HPEC membership. All members of the council are entitled to nominate persons for the award, providing that they obtain letters of reference from two members of the council.
- b) No nomination shall be considered by the committee unless accompanied by the nomination form appropriately documented and endorsed.
- c) Completed nomination forms shall be received by the committee by January 15.

11.3.4 Application forms are available on the HPEC website (www.hpec.ab.ca/hpec-distinguished-service-award-nomination-form17).

11.3.5 Selection Committee

- a) The awards committee, chaired by the president-elect or past president, is responsible for the selection and presentation of the awards.
- b) The president-elect or past president shall act as chair of the awards committee.
- c) The awards committee shall be the table officers of HPEC.

11.3.6 Selection Procedures

- a) Copies of the information on each nominated candidate shall be given to the committee members in advance of the selection meeting.
- b) Communication with the ATA staff officer will ensure that the candidate is or was an ATA member in good standing.

- c) An awards meeting is to be completed during the January executive table officer meeting when possible. A phone conference shall be used in lieu of a meeting if a meeting is not feasible.
- d) The chair of the committee shall cast the deciding vote in case of a tie.
- e) The president-elect or past president shall contact the recipient's current or last principal for a reference check prior to contacting (in confidence) the recipient.

11.3.7 Records

- a) The president-elect or past president shall arrange for photographs of the recipient(s) for use in the HPEC journal, for the archives and to be placed on the HPEC website.
- b) A summary of citations and biographical data of those receiving the award shall be included in the journal and placed on the HPEC website.

XII. GRANTS

12.1 Responsibilities

- 12.1.1 The grants committee, chaired by the president-elect or past president, is responsible for the selection and presentation of the grants.

12.2 Nomination forms are available on the HPEC website (www.hpec.ab.ca/awards-grants).

12.3 Friends of HPEC Special Project Fund

- 12.3.1 The Friends of HPEC Special Project Fund is a trust that was established in honour of Don Williams's retirement. The fund supports up to two PD projects per annum, and recipients are recognized at the annual HPEC conference. This fund is supported through donation.

12.4 HPEC Membership Conference Grant

- 12.4.1 Up to three HPEC members who are currently teaching (full- or part-time) in K–12 schools may be awarded a grant to cover the cost of registration and one day of substitute costs related to attending the annual HPEC conference. HPEC will reimburse successful applicants for the HPEC conference fee. This grant will not exceed \$700 per teacher. The number of awards offered may vary from year to year, dependent on funds available.

12.5 HPEC Pre-Service Teacher Grant

- 12.5.1 Up to four preservice teachers, within the final two years of their bachelor of education programs, with an interest in health or physical education, may be awarded the cost of registration plus \$200 to support their attendance at the annual HPEC conference (supported with receipts). The number of awards offered may vary from year to year, dependent on the funds available.

12.6 HPEC Student Leadership Grant

- 12.6.1 Up to four preservice teachers from programs recognized by the ATA may be awarded a grant up to \$500 to cover registration and other costs related to attending an HPEC-designated student leadership experience. The number of awards offered may vary from year to year, dependent on the funds available.
- 12.6.2 Consideration may also be given to teachers in their first year of teaching who have graduated from programs recognized by the ATA.

XIII. HPEC SPECIAL PROJECTS APPLICATION PROCEDURE

- 13.1 The HPEC member proposing the special project will develop a concept outline of the project.
- 13.2 After developing an outline of the special project concept, the HPEC member will contact the HPEC president-elect or past president and request that the proposal be placed on the agenda for the next executive meeting.
 - 13.2.1 A typical outline may include
 - a) a brief description, including objectives;
 - b) what type of support is requested (financial, mail, equipment, resources, etc);
 - c) a budget for the proposal; and
 - d) any other relevant information.
 - 13.2.2 Prior to the table officer meeting, the president-elect or past president should ensure that the application is complete and communicate with the applicant regarding any missing information.
 - 13.2.3 The president-elect or past president shares a copy of the proposal with table officers.

XIV. ENDORSEMENT/SPONSORSHIP

HPEC will undertake, where possible, a review of related materials according to the following procedures:

- 14.1 Upon receipt of a request for endorsement or review, the secretary shall communicate the policy to the originators of the request.
- 14.2 The table officers shall review the request and decide upon the level of support and/or endorsement, if appropriate.
- 14.3 When appropriate, a review of the materials may be published in the newsletter or journal.
- 14.4 When appropriate, Alberta Education shall be advised that materials should be reviewed by the department.
- 14.5 The council will not endorse programs associated with fundraising or commercial materials but, when approved by the executive, will support educationally sound materials or programs that further the goals and objectives of the council.
- 14.6 Appendix A contains detailed information relating to support and/or endorsement.

XV. NATIONAL/INTERNATIONAL AFFILIATIONS

After the same notice of motion that is required for amendments to this constitution, this council, by a majority vote of those present at a regular session of an AGM, may

- a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest, or
- b) cancel its membership or affiliation with a national or international organization.

XVI. *Personal Information Protection Act*

Alberta's *Personal Information Protection Act (PIPA)* governs the ATA's use and disclosure of personal information under the ATA's custody and control. Specialist councils, as subgroups of the ATA, are required to abide by the ATA's privacy policy, available at <https://teachers.ab.ca/privacy-policy>. Questions regarding specific policies and practices, including event registrations and programming materials, may be directed by e-mail to PrivacyOfficer@ata.ab.ca, by phone at 780-447-9429 (in Edmonton) or 1-800-232-7208 (elsewhere in Alberta), or by mail to 11010 142 Street NW, Edmonton, AB T5N 2R1.

Duties of HPEC Officers and Executive

I. PRESIDENT

1.1 Position Details—The president position

- 1.1.1 is an elected position (as president-elect);
- 1.1.2 consists of a four-year term—one year as president-elect, followed by two years as president, followed by one year as past president;
- 1.1.3 is a member of the HPEC table officers; and
- 1.1.4 may choose membership in an HPEC standing committee, dependent upon interest and need.

1.2 Duties of All Executive Members

- 1.2.1 Promote health and physical education in Alberta.
- 1.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 1.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 1.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
- 1.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
- 1.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).

1.3 ATA Responsibilities

- 1.3.1 Maintain liaison with the ATA head office, at Barnett House, and the staff officer and PEC member assigned to the council.
- 1.3.2 Send copies of all correspondence with the ATA head office, at Barnett House, to the staff officer and PEC member assigned to the council.
- 1.3.3 Attend the Specialist Council Seminar, Professional Development Area Conference (PDAC), ATA Summer Conference and other ATA-sponsored sessions, or appoint an HPEC representative as required.
- 1.3.4 Review the proposed resolutions of ARA (Annual Representative Assembly), and advise the executive at the winter meeting of resolutions that have health or physical education implications.
- 1.3.5 Prepare a report of the year's activities to be presented to the executive and submitted to the ATA upon the ATA-indicated deadline.

1.4 HPEC Executive Facilitation

- 1.4.1 Mentor the president-elect regarding the responsibilities to be assumed in the coming term of office.
- 1.4.2 Arrange for the former and incoming table officer members to meet to pass on information and receive files.
- 1.4.3 Plan, organize and prepare an agenda; arrange notification of meetings to appropriate members; and preside over the meetings of the table officers, HPEC executive, AGM and Thinkers' Conference.
- 1.4.4 Facilitate revisions to HPEC policy, as required.

- 1.4.5 Submit approved HPEC handbook revisions to the ATA for publication, and provide the secretary and the website with the received updated handbook file.
- 1.4.6 Review and revise as required the three-year plans for the council, and implement accordingly based on the objectives of the council.
- 1.4.7 Take action on HPEC executive position application forms submitted via the HPEC website for all HPEC executive appointed positions, with the exception of regional representatives (which fall under the duties of the vice-president of member engagement and services).
- 1.4.8 Write a letter to the superintendents and supervisors (that is, principals) of executive members, thanking them for their cooperation in enabling executive members to fulfill their duties.
- 1.4.9 Recognize HPEC executive members who have completed a term of service on the HPEC executive at the annual AGM.
- 1.4.10 Where time is of the essence, appoint committees and representatives.
- 1.5 Maintaining a Collaborative Working Relationship with Ever Active Schools
 - 1.5.1 Communicate regularly with the Ever Active Schools director.
 - 1.5.2 Attend Ever Active Schools board meetings (or assign a table officer to act as the board member).
 - 1.5.3 Represent the council at the annual Ever Active Schools conference.
 - 1.5.4 Schedule and attend meetings as required with the Ever Active Schools director, the ATA staff advisor and the ATA Ever Active Schools advisor.
- 1.6 Acting on Behalf of HPEC
 - 1.6.1 Respond to correspondence received.
 - 1.6.2 Represent the council (or arrange for an appropriate representative from the executive to do so) at functions, as required.
 - 1.6.3 Represent HPEC on the Council of Provinces and Territories (CoPT).
 - 1.6.4 Maintain a list of HPEC past presidents (see Appendix B).
- II. President-Elect/Past President
 - 2.1 Position Details—The president-elect/past president position
 - 2.1.1 is an elected position;
 - 2.1.2 consists of a four-year term—one year as president-elect, followed by two years as president, followed by one year as past president;
 - 2.1.3 is a member of the HPEC table officers; and
 - 2.1.4 may choose membership in an HPEC standing committee, dependent upon interest and need.
 - 2.2 Duties of All Executive Members
 - 2.2.1 Promote health and physical education in Alberta.
 - 2.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 2.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 2.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 2.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 2.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active

Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).

2.3 HPEC Executive Facilitation

- 2.3.1 Accept this position with the knowledge that it will proceed to the position of president in the following year and to past president following the two-year term as president.
- 2.3.2 Act as an advisor to the president, undertake any council duty as deemed necessary and act on the president's behalf in their absence to become familiar with the responsibilities to be assumed in the coming term of office as president.
- 2.3.3 Plan, organize and make the necessary preparations for the Thinkers' Conference as president-elect.
- 2.3.4 Facilitate the process to update the HPEC handbook, including undertaking an annual review of the HPEC handbook to identify items that may require updating (July/August annually), facilitating the process to bring forward HPEC handbook updates for table officer ratification at table officers meetings and working with the ATA to update the HPEC handbook by June 30 annually.
- 2.3.5 Analyze the membership reports for all executive meetings.
- 2.3.6 Maintain relationships with Ever Active Schools and attend Ever Active Schools board member meetings when requested.

2.4 Acting as Nominations Chair

- 2.4.1 Indicate a call for nominations for elected positions.
- 2.4.2 Coordinate the election of elected positions in accordance with council bylaws.
- 2.4.3 Act as the chief returning officer.

2.5 Acting as Grants Chair

2.5.1 Oversee HPEC Grants

- a) Ensure that grant recipients are identified as ATA members in good standing and current HPEC members.
- b) Facilitate the selection process at a table officers meeting.
- c) Follow up and communicate grant requirements with each recipient.
- d) Communicate with the treasurer to ensure that grant payments are provided upon completion of grant requirements (for example, submit a blog post or attend the AGM).

2.5.2 Oversee the Friends of HPEC Portfolio

- a) Take action regarding Friends of HPEC Grant applications.
- b) Submit names of retirees to the HPEC executive for donations to the Friends of HPEC account.
- c) Notify and recognize (with a letter) the inducted Friends of HPEC.

2.6 Acting as Awards Chair

- 2.6.1 Initiate the call for Distinguished Service Award nominations from the general membership and Certificate of Commendation nominations from the vice-president of member engagement and services.
- 2.6.2 Chair the awards meeting with the table officers to determine the Distinguished Service Award recipient(s) and contact each recipient's current or last principal for a reference check.

- 2.6.3 Arrange for the plaque for the Distinguished Service Award, a silver tray for the Robert Routledge Memorial Address presenter, Certificate of Commendation framed certificates, and plaques for the outgoing president in the second year of their presidential term and annual conference co-chairs.
- 2.6.4 Submit the names of the recipients of the Certificate of Commendation, the Distinguished Service Award and the Robert Routledge Memorial Address for acknowledgement on the website and social media, to the secretary, to the vice-president of communications and to the editor of the HPEC journal for inclusion in the appropriate publications, and include the current year's recipients in the HPEC handbook.

III. Vice-President, Communications

3.1 Position Details—The vice-president of communications position

- 3.1.1 is an elected position,
- 3.1.2 consists of a two-year term,
- 3.1.3 is a member of the HPEC table officers and
- 3.1.4 is the chair of the Communications Committee.

3.2 Duties of All Executive Members

- 3.2.1 Promote health and physical education in Alberta.
- 3.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 3.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 3.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
- 3.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
- 3.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).

3.3 HPEC Executive Business Facilitation

- 3.3.1 Undertake council duties deemed necessary by the president.
- 3.3.2 Collaborate with vice-presidents of the other HPEC standing committees.

3.4 Serving as Chair of the Communications Standing Committee and Facilitating the Work to Achieve This Committee's Goals and Specific Objectives

- 3.4.1 Assist committee members with the understanding of their roles and responsibilities, as outlined in the HPEC handbook.
- 3.4.2 Arrange for the former and incoming committee members to pass on information and receive files.
- 3.4.3 Create a working agenda for the committee for each HPEC meeting.
- 3.4.4 Facilitate the development of the committee strategic plan at the annual executive strategic planning meeting.
- 3.4.5 Oversee the implementation of the committee strategic plan, and take action when required to aid in attainment of strategic planning actions.
- 3.4.6 Facilitate the process of updating and revising the committee strategic plan at each HPEC meeting.
- 3.4.7 Bring forth committee budget requests to table officers.

- 3.4.8 Approve committee member budgets as required, and approve the spending of committee funds.
- 3.4.9 Oversee the submission of committee members' reports for HPEC executive meetings.
- 3.5 Facilitating Communications Committee Member Duties
 - 3.5.1 Communicate regularly with the editor(s) of the journal and any other council publications.
 - 3.5.2 Communicate regularly with and assist the website and social media standing committee member.
 - 3.5.3 Prepare and submit *E-Sprinter* as required (see HPEC Publication Guidelines).
 - 3.5.4 Coordinate informational e-mail updates to be sent to the HPEC membership via the HPEC website.
 - 3.5.5 Coordinate blog posts for the HPEC website.
- IV. Vice-President, Member Engagement and Services
 - 4.1 Position Details—The vice-president of member engagement and services position
 - 4.1.1 is an elected position,
 - 4.1.2 consists of a two-year term,
 - 4.1.3 is a member of the HPEC table officers and
 - 4.1.4 is the chair of the Member Engagement and Services Committee.
 - 4.2 Duties of All Executive Members
 - 4.2.1 Promote health and physical education in Alberta.
 - 4.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 4.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 4.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 4.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 4.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
 - 4.3 HPEC Executive Business Facilitation
 - 4.3.1 Undertake council duties deemed necessary by the president.
 - 4.3.2 Collaborate with vice-presidents of the other HPEC standing committees.
 - 4.4 Serving as Chair of the Member Engagement and Services Standing Committee and Facilitating the Work to Achieve This Committee's Goals and Specific Objectives
 - 4.4.1 Assist committee members with the understanding of their roles and responsibilities outlined in the HPEC handbook.
 - 4.4.2 Arrange for the former and incoming committee members to pass on information and receive files.
 - 4.4.3 Create a working agenda for the committee for each HPEC meeting.
 - 4.4.4 Facilitate the development of the committee strategic plan at the annual executive strategic planning meeting.
 - 4.4.5 Oversee the implementation of the committee strategic plan, and take action when required to aid in attainment of strategic planning actions.

- 4.4.6 Facilitate the process of updating and revising the committee strategic plan at each HPEC meeting.
- 4.4.7 Bring forth committee budget requests to table officers.
- 4.4.8 Approve committee member budgets as required, and approve the spending of committee funds.
- 4.4.9 Oversee the submission of committee members' reports for HPEC executive meetings.
- 4.5 Facilitating Member Engagement and Services Committee Member Duties
 - 4.5.1 Take action on HPEC executive position application forms submitted via the HPEC website for HPEC executive regional representative appointed positions.
 - 4.5.2 Encourage nominations for the Certificate of Commendation from regional representatives.
 - 4.5.3 Oversee the compilation of Certificates of Commendation and submit the Certificate of Commendation Award information to the president-elect or past president.
 - 4.5.4 Oversee and stock HPEC promotional materials, including the HPEC promotional kits.
 - 4.5.5 Collaborate with the vice-president of leadership in curriculum and pedagogy regarding resources included in the promotional kits.
- V. VICE-PRESIDENT, LEADERSHIP IN CURRICULUM AND PEDAGOGY
 - 5.1 Position Details—The vice-president of leadership in curriculum and pedagogy
 - 5.1.1 is an elected position,
 - 5.1.2 consists of a two-year term,
 - 5.1.3 is a member of the HPEC table officers and
 - 5.1.4 is the chair of the Leadership in Curriculum and Pedagogy Committee.
 - 5.2 Duties of All Executive Members
 - 5.2.1 Promote health and physical education in Alberta.
 - 5.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 5.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 5.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 5.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 5.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
 - 5.3 HPEC Executive Business Facilitation
 - 5.3.1 Undertake council duties deemed necessary by the president.
 - 5.3.2 Collaborate with vice-presidents of the other HPEC standing committees.
 - 5.4 Serving as Chair of the Leadership in Curriculum and Pedagogy Standing Committee and Facilitating the Work to Achieve This Committee's Goals and Specific Objectives
 - 5.4.1 Assist committee members with the understanding of their roles and responsibilities outlined in the HPEC handbook.
 - 5.4.2 Arrange for the former and incoming committee members to pass on information and receive files.

- 5.4.3 Create a working agenda for the committee for each HPEC meeting.
 - 5.4.4 Facilitate the development of the committee strategic plan at the annual executive strategic planning meeting.
 - 5.4.5 Oversee the implementation of the committee strategic plan, and take action when required to aid in attainment of strategic planning actions.
 - 5.4.6 Facilitate the process of updating and revising the committee strategic plan at each HPEC meeting.
 - 5.4.7 Bring forth committee budget requests to table officers.
 - 5.4.8 Approve committee member budgets as required, and approve the spending of committee funds.
 - 5.4.9 Oversee the submission of committee members' reports for HPEC executive meetings.
 - 5.4.10 Collaborate with the vice-president of member engagement and services regarding resources included in the promotional kits.
 - 5.5 Facilitating Leadership in Curriculum and Pedagogy Committee Member Duties
 - 5.5.1 Communicate with the ATA Professional Development coordinator and all other liaisons.
 - 5.5.2 Liaise with teachers' conventions and other specialist councils:
 - (a) Provide updates on HPEC initiatives for the year.
 - (b) Provide updates on HPEC executive contact information.
 - 5.5.3 Periodically review the content of the position papers to ensure that they are aligned with current wellness, health and physical education best practice.
- VI. Secretary
- 6.1 Position Details—The secretary position
 - 6.1.1 is an elected position,
 - 6.1.2 consists of a two-year term,
 - 6.1.3 is a member of the HPEC table officers and
 - 6.1.4 is the chair of the Communications Committee.
 - 6.2 Duties of All Executive Members
 - 6.2.1 Promote health and physical education in Alberta.
 - 6.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 6.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 6.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 6.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 6.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
 - 6.3 HPEC Executive Business Facilitation
 - 6.3.1 Attend all meetings of the table officers, HPEC executive, AGM and Thinkers' Conference for the purpose of recording the meeting proceedings and distribution of the same. Minutes should have incorporated within their format identification of motions (yellow), action items (red), tabled items (blue) and handbook revisions (green). At the conclusion of the minutes, compile a list of motions, action items and tabled items.

- 6.3.2 Maintain a record of electronic motions.
- 6.3.3 Ensure that a copy of the minutes of the AGM; a current copy of the constitution, bylaws, and council policy and resolutions; minutes of meetings specified by the president; and HPEC files are sent to the Professional Development department of the ATA, at Barnett House, for archive.
- 6.3.4 Respond or forward each contact form submission from the HPEC website within a timely fashion.
- 6.3.5 Respond to correspondence as directed by the president.
- 6.4 Maintaining HPEC Documents
 - 6.4.1 Maintain the HPEC file storage system, and ensure that new executive members of the council receive access to HPEC documents.
 - 6.4.2 Maintain and distribute a current list of executive members, including their addresses, phone numbers, e-mail, fax numbers and term completion day. Send updated executive lists to the publications department, Barnett House, to update HPEC publications.
 - 6.4.3 Maintain the HPEC calendar.
 - 6.4.4 Maintain a list of HPEC past presidents.
 - 6.4.5 Maintain the most up-to-date copy of the conference handbook.
 - 6.4.6 Maintain the most up-to-date copy of the HPEC handbook. Review minutes to ensure that changes to the HPEC handbook are accurately reflected in the HPEC minutes.
 - 6.4.7 Maintain the most up-to-date copies of the HPEC strategic plan for each HPEC standing committee.
 - 6.4.8 Maintain a list of the names of Certificate of Commendation and Distinguished Service Award recipients on an annual basis within the handbook once received from the president-elect or past president postconference.
- VII. TREASURER
 - 7.1 Position Details—The treasurer position
 - 7.1.1 is an elected position;
 - 7.1.2 consists of a two-year term;
 - 7.1.3 is a member of the HPEC table officers; and
 - 7.1.4 may choose membership in an HPEC standing committee, dependent upon interest and need.
 - 7.2 Duties of All Executive Members
 - 7.2.1 Promote health and physical education in Alberta.
 - 7.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 7.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 7.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 7.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 7.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
 - 7.3 HPEC Executive Business Facilitation
 - 7.3.1 Obtain and become familiar with the ATA's handbook for specialist council treasurers.

- 7.3.2 Establish procedures to take charge of all monies received or collected by the council.
- 7.3.3 Establish procedures to keep an accurate record of the financial affairs of the council for both the account held at Barnett House and the current savings account.
- 7.3.4 Establish procedures to make the necessary disbursements of funds in accordance with the established policy and procedures.
- 7.3.5 Prepare a budget for the current fiscal year through collaboration with the executive.
- 7.3.6 Prepare fiscal statements to be presented at meetings when deemed necessary by the president.
- 7.3.7 Present an audited financial statement at the AGM and to the ATA.
- 7.3.8 Work with the financial advisor to the council to arrange the most effective methods of bookkeeping.
- 7.3.9 Maintain a current inventory of all council assets.
- 7.4 Aiding in Awarding HPEC Grants
 - 7.4.1 Assist the president-elect or past president with the Pre-Service Teacher Grant, the HPEC Membership Conference Grant and the Student Leadership Grant.
 - 7.4.2 Present the Pre-Service Teacher Grant and HPEC Membership Conference Grant applicants at the January table officers meeting.
 - 7.4.3 Present the Student Leadership Grant applicants at the spring table officers meeting.
 - 7.4.4 Take action to award the grant funds according to the outlined grant criteria.
- 7.5 Serving as Conference Treasurer

VIII. REGIONAL REPRESENTATIVES

- 8.1 Position Details—The regional representative position
 - 8.1.1 may be shared by up to two individuals;
 - 8.1.2 is appointed for two-year terms; and
 - 8.1.3 is a member of the Member Engagement and Services Committee.
 - 8.1.4 Funding will be allocated to support the attendance of one representative from each region at council-sponsored events. Special funding requests may be made through table officers.
 - 8.1.5 Regional representatives are asked to attempt to find individuals to apply for their position prior to resigning. *Note:* Appointments of regional representatives require table officer ratification.
- 8.2 Duties of All HPEC Executive Members
 - 8.2.1 Promote health and physical education in Alberta.
 - 8.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 8.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 8.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 8.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 8.2.6 Serve in available volunteer roles or apply to present a session at any HPEC conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
- 8.3 Executive Business Facilitation
 - 8.3.1 Liaise with and convey needs and concerns of the region to the vice-president of member engagement and services.

- 8.3.2 Support the development of a member engagement strategic plan, and carry out assigned actions.
- 8.3.3 Update the HPEC Executive Strategic Plan—Action Plan by April 1, to be incorporated with the final report for the AGM.
- 8.4 Regional Action Plans Development and Implementation
 - 8.4.1 Prepare an annual action plan and detailed budget at the Thinkers’ strategic planning meeting, based on the needs of the region.
 - 8.4.2 Seek approval of expenditure of HPEC funds from the vice-president of member engagement and services, and ensure that the financial matters of regional activities are handled according to the established HPEC policies and directed through the treasurer of the council.
 - 8.4.3 Provide an update regarding regional action plan actions, and progress to the standing committee chair prior to each HPEC executive meeting.
- 8.5 Establishing Relationships and Contacts Within the HPEC Region
 - 8.5.1 Establish contacts that will allow input to the HPEC region’s district teachers’ conventions and professional days, with hopes of providing topics or speakers that would be of interest to health and physical educators.
 - 8.5.2 Establish relationships and contacts within the region that will aid in the support of HPEC members within the region (for example, Ever Active Schools staff, Alberta Health Services health promotion coordinators, ATA locals, etc).
 - 8.5.3 Establish relationships with school board health, physical education, wellness, comprehensive school health and athletics specialists and with consultants in the HPEC region. Identify the following:
 - a) How the contact may help you distribute HPEC information within the region, adhering to Canada’s anti-spam legislation (CASL)
 - b) Policies and procedures that school boards follow (for example, restricted activities, service providers, etc)
 - c) Priorities and goals of school boards related to health and physical education to help inform PD offerings
- 8.6 PD Opportunities
 - 8.6.1 Promote health and physical education and the objectives of the council through one or more PD opportunities per annum (for example, regional workshops, sessions at teachers’ conventions).
 - 8.6.2 Submit information regarding workshops and regional special events to the HPEC secretary to distribute to the HPEC executive.
- 8.7 Certificate of Commendation
 - 8.7.1 Identify regional Certificate of Commendation recipients, compose a two-paragraph write-up about each recipient, and submit them to the vice-president of member engagement and services by February 15.
 - 8.7.2 Recognize HPEC members within the region who are making an outstanding contribution to health and physical education by presenting them with a Certificate of Commendation at the annual conference.

IX. WEBSITE

9.1 Position Details—The website position

- 9.1.1 is an appointed position,
- 9.1.2 consists of a two-year term,
- 9.1.3 is a member of the HPEC executive as a standing committee member and
- 9.1.4 is a member of the Communications Committee.

9.2 Duties of All HPEC Executive Members

- 9.2.1 Promote health and physical education in Alberta.
- 9.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 9.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 9.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
- 9.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
- 9.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).

9.3 Executive Business Facilitation

- 9.3.1 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 9.3.2 Ensure that all HPEC online activity follows HPEC's vision, mission, objectives, guiding principles and statement of beliefs.

9.4 Website Duties

- 9.4.1 Establish and maintain relationships with website-related service providers.
- 9.4.2 Develop and maintain the HPEC website (www.hpec.ab.ca), and populate it with HPEC-approved materials.
- 9.4.3 Update all HPEC executive contact information on the HPEC website.
- 9.4.4 Update website forms as required (awards, Friends of HPEC, executive position application, call for presenters, etc).
- 9.4.5 Update available HPEC executive elected and appointed positions biannually (August and February) on the HPEC website.
- 9.4.6 Host the HPEC conference website.
- 9.4.7 Provide an update to the standing committee chair for each HPEC executive meeting.
- 9.4.8 Serve as webmaster for the conference committee.

X. SOCIAL MEDIA

10.1 Position Details—The social media position

- 10.1.1 is an appointed position,
- 10.1.2 consists of a two-year term,
- 10.1.3 is a member of the HPEC executive as a standing committee member, and
- 10.1.4 is a member of the Communications Committee.

10.2 Duties of All HPEC Executive Members

- 10.2.1 Promote health and physical education in Alberta.
- 10.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 10.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 10.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
- 10.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
- 10.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
- 10.3 Executive Business Facilitation
 - 10.3.1 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 10.3.2 Ensure that all HPEC online activity follows HPEC's vision, mission, objectives, guiding principles and statement of beliefs.
- 10.4 Social Media Duties
 - 10.4.1 Communicate (biweekly) approved HPEC information through social media means.
 - 10.4.2 Investigate new social media platforms, and bring forward to the HPEC executive possible social media communication tools as related to council strategic planning objectives.
 - 10.4.3 Make social media connections to facilitate a mutual exchange of information between HPEC and related organizations (such as the ATA, Ever Active Schools, PHE Canada, the Saskatchewan Physical Education Association and Ophea).
 - 10.4.4 Submit a report to the HPEC secretary and provide an update to the standing committee chair for each HPEC executive meeting.
 - 10.4.5 Serve as the social media conference committee chair.
- XI. JOURNAL EDITOR
 - 11.1 Position Details—The journal editor position
 - 11.1.1 is an appointed position,
 - 11.1.2 is a two-year term,
 - 11.1.3 is a member of the HPEC executive as a standing committee member and
 - 11.1.4 is a member of the Communications Committee.
 - 11.2 Duties of All HPEC Executive Members
 - 11.2.1 Promote health and physical education in Alberta.
 - 11.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 11.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 11.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 11.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 11.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
 - 11.3 HPEC Editor Duties
 - 11.3.1 Act as an advisor to the vice-president of communications regarding ATA publication guidelines and processes.

- 11.3.2 Obtain and become familiar with the ATA's handbook for specialist council editors.
- 11.3.3 Solicit pertinent materials and oversee the publication of the journal.
- 11.3.4 Review the HPEC publication guidelines.
- 11.3.5 Distribute a draft copy of the HPEC journal to the president, vice-president of communications and ATA staff officer.
- 11.3.6 Send the approved draft of the HPEC journal to the ATA contact.
- 11.3.7 Distribute the final copy of HPEC publications to the executive and council members.
- 11.3.8 Send a final electronic copy of the HPEC journal to the website for publication.
- 11.3.9 A committee of non-executive HPEC members may be formed to contribute resources and materials for use in HPEC publications. Their responsibilities will be to find original articles for health and physical education in Alberta or obtain reprint rights of previously published articles if original articles are unavailable.
- 11.3.10 Update the HPEC Executive Strategic Plan—Action Plan.

XII. CSH REPRESENTATIVE

- 12.1 Position Details—The comprehensive school health (CSH) representative position
 - 12.1.1 is an appointed position,
 - 12.1.2 is a two-year term,
 - 12.1.3 is a member of the HPEC executive as a standing committee member and
 - 12.1.4 is a member of the Leadership in Curriculum and Pedagogy Committee.
- 12.2 Duties of All HPEC Executive Members
 - 12.2.1 Promote health and physical education in Alberta.
 - 12.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 12.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
 - 12.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
 - 12.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
 - 12.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference for which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).
- 12.3 CSH Duties
 - 12.3.1 Facilitate, gather and disseminate curriculum topics related to health education at HPEC executive meetings, teachers' conventions, conferences, drive-in workshops and other specialist council conferences.
 - 12.3.2 Liaise with regional representatives to promote HPEC.
 - 12.3.3 Provide articles or resources related to comprehensive school health for each issue of HPEC publications (the HPEC journal).
 - 12.3.4 Attend the Ever Active Schools conference annually, provide a postconference report to the executive, and submit a related article to the HPEC journal.
 - 12.3.5 Facilitate HPEC executive involvement at the Ever Active Schools annual conference.

XIII. CONFERENCE CHAIR

13.1 Position Details—The conference chair position

- 13.1.1 is an appointed position;
- 13.1.2 has a term of whatever the time needed to plan for the conference, implement the conference and present the final report from the conference to the HPEC executive, as well as to meet during HPEC executive meetings with the past year's and following year's conference chair(s) for mentoring purposes;
- 13.1.3 is a member of the HPEC executive as a standing committee member; and
- 13.1.4 is a member of the Leadership in Curriculum and Pedagogy Committee.
- 13.1.5 HPEC recommends that two people work together and serve as conference co-chairs.
- 13.1.6 HPEC table officer approval is needed if any changes are made to the conference co-chairs.

13.2 Duties of all HPEC Executive Members

- 13.2.1 Promote health and physical education in Alberta.
- 13.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 13.2.3 Attend all meetings of the HPEC executive, the AGM and the Thinkers' Conference.
- 13.2.4 Provide updates via the meeting agenda based on the duties of their HPEC executive position.
- 13.2.5 Update the HPEC Executive Strategic Plan—Action Plan.
- 13.2.6 Serve in available volunteer roles or apply to present a session at any HPEC or Ever Active Schools conference which HPEC has provided funding to attend (for further details, refer to HPEC Policy Regulation, section 8).

13.3 HPEC Conference Organization

- 13.3.1 Attend the HPEC conference the year prior to chairing the HPEC conference.
- 13.3.2 Attend the ATA Summer Conference as conference chair(s) one or two years prior to the conference year. This is dependent on available space at the ATA Summer Conference and HPEC funding available to cover the costs for any conference co-chairs attending beyond the two ATA Summer Conference spots supported by the ATA (one conference chair and one president are supported annually by the ATA).
- 13.3.3 Obtain and follow a copy of the ATA's handbook for specialist council conference directors.
- 13.3.4 Obtain and follow a copy of the HPEC conference handbook from the HPEC secretary.
- 13.3.5 Name conference committee chairs, as outlined in the HPEC conference handbook.
- 13.3.6 Update the HPEC conference handbook.

13.4 Liaising with the HPEC Table Officers

- 13.4.1 Communicate with the HPEC table officers regarding the conference theme, site/facility, budget, program, awards and social theme, as table officer approval is required.
- 13.4.2 Ensure the approval of the facility contract, the keynote contract and other legally binding contracts with the ATA staff officer (for examples of contracts, see Appendixes C and D).
- 13.4.3 Advise and update the HPEC table officers on the conference planning timeline.
- 13.4.4 Send copies of all meeting agendas and minutes to the HPEC table officers and the ATA staff advisor.
- 13.4.5 Attend table officer meetings when requested.

13.5 Conference Follow-Up

- 13.5.1 Compile conference committee reports in the final conference report to be presented at the next HPEC executive meeting following the conference.
- 13.5.2 Communicate with the table officers to determine the procedure to provide conference materials to HPEC for archiving.
- 13.5.3 Provide recommendations for updates to the HPEC conference handbook, and submit the recommendations to the table officers after conference completion.

XIV. LIAISON REPRESENTATIVES

The function of liaison representatives, as referenced in the HPEC constitution, is to provide a communication link between HPEC and the organizations they represent. The liaison representatives provide written and verbal reports concerning their organizations' activities and viewpoints, and they convey information regarding HPEC's viewpoints and activities to their organizations. Liaison representatives attend HPEC meetings as invited.

14.1 Executive Staff

Each year, the ATA names a member of executive staff to the executive of each specialist council. This ATA staff advisor is a regular voting member of the council executive, with several specific functions to perform.

- 14.1.1 Liaise between HPEC and Barnett House in matters involving the printing and distribution of council materials (journals, newsletters, brochures, posters, etc), preparation of membership lists, and financial arrangements; facilitate copyright clearances; and vet publications with regard to policy, advertising, etc.
- 14.1.2 Advise on policy matters related to
 - a) departures from HPEC or ATA policies or procedures,
 - b) council operation at the provincial and regional levels,
 - c) regulations and guidelines,
 - d) financial affairs,
 - e) recommendations and submissions to PEC, and
 - f) the constitution.
- 14.1.3 Inform the HPEC president of proposed resolutions of the ATA's Annual Representative Assembly (ARA) that have health or physical education implications, for the winter meeting.
- 14.1.4 Review the current specific policies of the ATA, and advise the HPEC executive, at the Thinkers' Conference, of policies related to health or physical education.
- 14.1.5 Advise and assist in developing plans and selecting PD activities for members.
- 14.1.6 Assist with the efficient, accurate and businesslike operation of the council in the conduct of elections, maintenance of complete and orderly records, correspondence, audits, and the sale of publications.
- 14.1.7 Encourage and stimulate the HPEC executive to provide high-quality service to the membership through continuous assessment of programs and related activities.
- 14.1.8 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by HPEC.
- 14.1.9 Keep informed about all aspects of HPEC's operation and, when necessary, recommend to the council on matters requiring attention.

14.1.10 Communicate to the HPEC executive on a regular basis pertinent information about ATA-sponsored activities, Curriculum Committee and Teacher Education and Certification Committee activities, and Alberta Education developments and decisions that may affect council operation.

14.1.11 Receive, review and submit with recommendations to the ATA staff officer in charge of specialist councils any council submission directed to PEC.

14.2 PEC

14.2.1 PEC names one of its members to each specialist council, on an annual basis, to function as its liaison representative on the following matters:

- a) Promotional. By becoming knowledgeable about the objectives, operation and program of the specialist council, the PEC member is able to publicize its activities to prospective members and enhance its status among Alberta educators.
- b) Facilitative. The presence of a PEC liaison representative at executive meetings of the specialist council provides an opportunity for mutually beneficial exchanges on matters requiring action or decision by PEC. When necessary, the specialist council's concerns and requests can be presented to PEC more effectively with the support of a PEC liaison representative.

14.2.2 The PEC liaison representative is expected to attend the HPEC annual conference, if other commitments permit, and may attend HPEC executive meetings, if feasible. This member should be placed on the mailing list to receive the same notices and materials sent to members of the HPEC executive.

14.2.3 The PEC liaison representative is a voting member and attends meetings of HPEC at no expense to the council.

XV. STANDING COMMITTEES

15.1 Standing committees are struck to carry out the work of HPEC.

15.2 Communications Committee

15.2.1 The Communications Committee has a vice-president as chair.

15.2.2 The goal of the committee is to ensure an effective communication strategy for the council and its membership.

15.2.3 The specific objectives of the committee are determined through HPEC's three-year strategic plan, reviewed annually by the executive.

15.2.4 The committee is populated with the following executive positions:

- (a) Journal editor
- (b) Website
- (c) Social media
- (d) Secretary

15.3 Member Engagement and Services Committee

15.3.1 The Member Engagement and Services Committee has a vice-president as chair.

15.3.2 The goal of the committee includes the following objectives of the council:

- a) To ensure that teachers have access to meaningful PD opportunities that meet their needs throughout all stages of their career

- b) To facilitate broad-based, skilful participation in the planning and implementation of effective, collaborative, ongoing PD

15.3.3 The specific objectives of the committee are determined through HPEC's three-year strategic plan, reviewed annually by the executive.

15.3.4 The committee is populated with the following executive positions:

- a) Regional representatives
- b) Elected HPEC executive members, based on strategic plan needs
- c) Liaison representatives, as needed

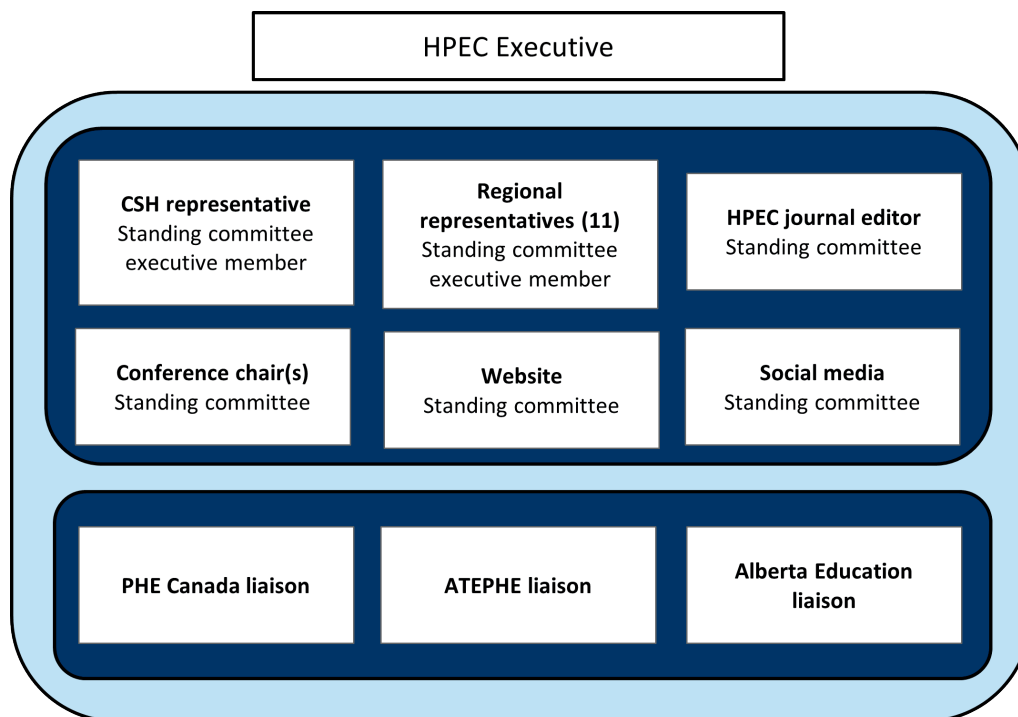
15.4 Leadership in Curriculum and Pedagogy Committee

15.4.1 The Leadership in Curriculum and Pedagogy Committee has a vice-president as chair.

15.4.2 The goal of the committee includes the following objectives of the council:

- a) To improve curriculum, instruction and assessment in wellness, health and physical education through increased knowledge, skills and understanding
- b) To develop, study and propose professional resources and responses to wellness, health and physical education issues
- c) To enhance the expertise of members by promoting an understanding of current research to inform professional practice
- d) To liaise with other organizations that seek to promote healthy, active lifestyles within school communities
- e) To further the continuous development and evaluation of standards and guidelines within the profession for personnel, programs and facilities in health and physical education

15.4.3 The specific objectives of the committee are determined through HPEC's three-year strategic plan, reviewed annually by the executive.



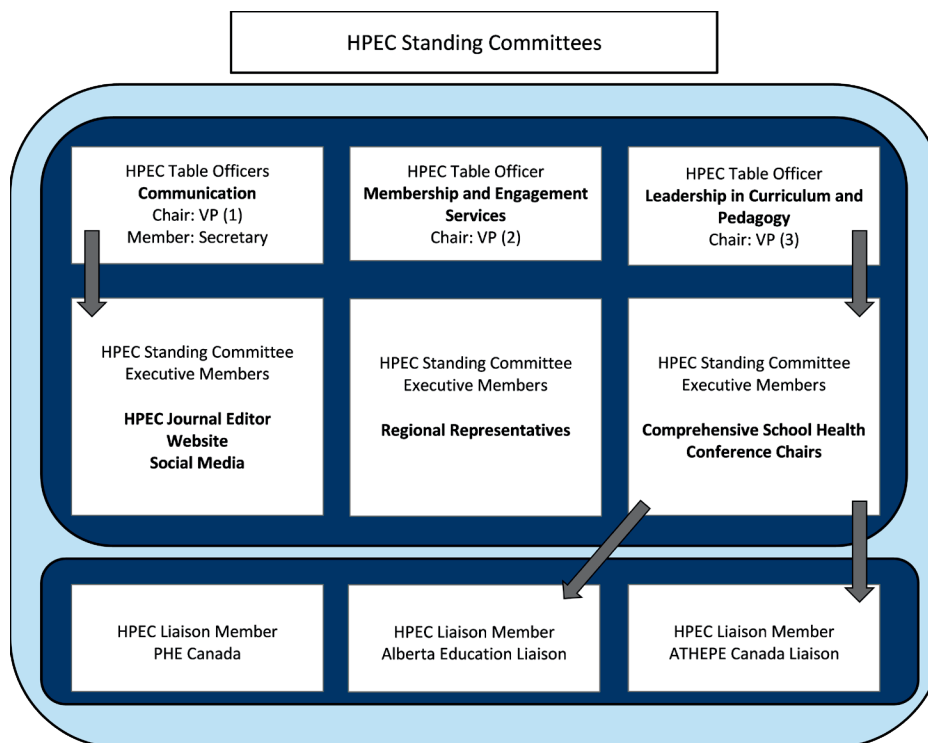
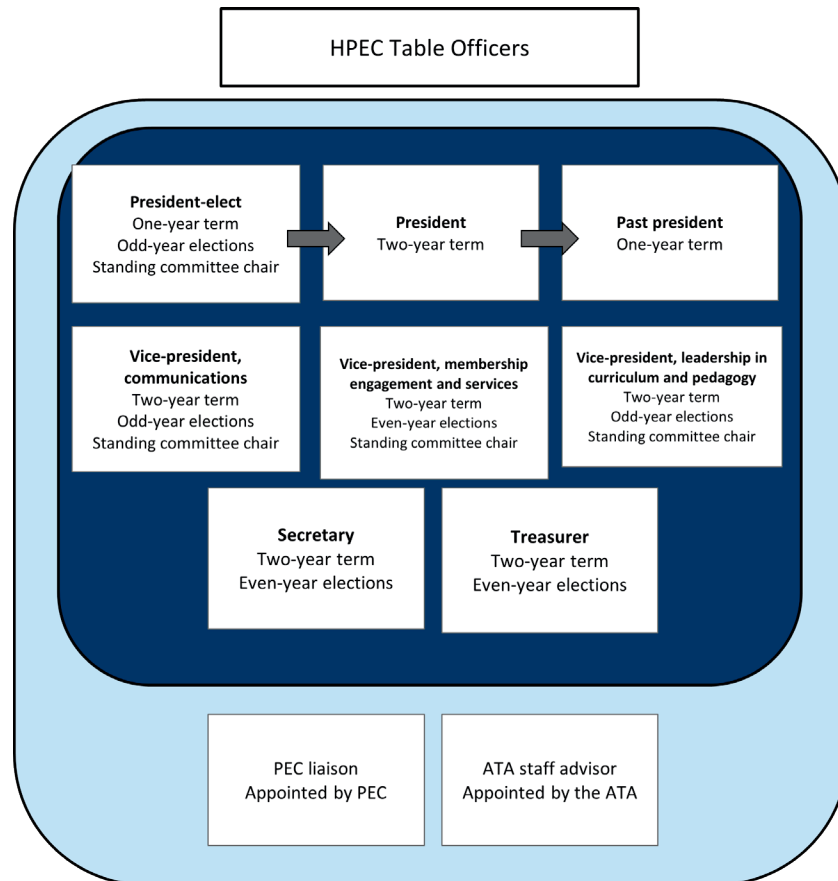


Table officer positions that will be assigned to committees based upon interest and need: President, President-Elect, Treasurer, ATA Liaison, PEC Liaison

Liaison members that will be assigned to committees based upon interest and need: PHE Canada

15.4.4 The committee liaises with conference co-chairs or the conference program committee.

15.4.5 The committee is populated with the following executive positions:

- a) CSH representative
- b) ATEPHE liaison
- c) Alberta Education liaison
- d) Alberta Health Services liaison
- e) Ever Active Schools liaison
- f) Elected or appointed HPEC executive members, based on strategic planning needs
- g) Additional liaison representatives, as needed
- h) Conference co-chairs

XVI. POSITION PAPERS

16.1 Purpose

Position papers are designed to state or represent HPEC's views and policies on problems or issues. They represent the policy of the council, substantiated with appropriate rationale.

16.2 A position paper should include the following:

- a) Abstract
- b) Introduction
- c) Position
- d) Rationale
- e) Conclusion
- f) References

16.3 The educational concerns should be addressed in the introduction.

16.4 Position papers are to be reviewed periodically by the Leadership in Curriculum and Pedagogy Committee to ensure that the content aligns with current wellness, health and physical education best practice.

XVII. AD HOC COMMITTEES

17.1 Appointments to ad hoc committees will be made by table officers as needed.

17.1.1 Objectives and guidelines (including timelines and financial implications and procedures) shall be indicated by the table officers at the time the ad hoc committee is established.

HPEC Annual General Meeting

1.0 The executive of HPEC shall forward to the membership, at least 21 days prior to the AGM, committee reports and a list of proposed resolutions and motions. It is important to note that constitutional amendments require 45 days' notice of motion and changes in affiliation with national or international special interest groups require 30 days' notice of motion to the membership and must pass by a two-thirds majority vote by those present at the AGM.

2.0 The executive moves and seconds the resolutions at the AGM. However, the individual or group sponsoring each resolution must be given the opportunity to open and close debate on the resolution.

3.0 The agenda for the AGM shall include the following:

- (a) Call to order (welcome and introduction—it is desirable to introduce the executive members)
- (b) Consideration of the agenda
- (c) Adoption of minutes from the preceding AGM and any special general meetings held in the interim
- (d) Presentation of the annual report from the council's president
- (e) Presentation of the treasurer's annual report, which will include an audited financial statement for the preceding fiscal year and an annual budget
- (f) Presentation and approval of revisions to the HPEC handbook
- (g) Presentation of the previous annual conference report, including an audited financial statement
- (h) Presentation of regional representative reports
- (i) Presentation of standing committee reports
- (j) Presentation of liaison representative reports
- (k) Notices of motion/emergent issues
- (l) Elections/slate of officers

HPEC Table Officer and Executive Meetings

- 1.0 Reports to be presented at an executive meeting are to be submitted in electronic format seven days prior to the meeting.
- 2.0 The agenda for table officer and executive meetings shall include the following:
 - (a) Call to order (welcome and introduction)
 - (b) Consideration of the agenda
 - (c) Adoption of minutes from the preceding meeting
 - (d) Business arising from the minutes
 - (e) Correspondence
 - (f) Financial report
 - (g) Reports from the table officers
 - (h) Liaison representative reports
 - (i) Regional representative reports
 - (j) Committee reports
 - (k) New business

HPEC Publication Guidelines

- 1.0 All HPEC publications include the following:
 - 1.1 Reference to the HPEC website (www.hpec.ab.ca) on the cover
 - 1.2 HPEC logo
 - 1.3 HPEC directory
 - 1.4 Reference to notices of motion for HPEC constitutional changes posted on the website; notices of motion to be included if the time frame allows
 - 1.5 Reference to vacant positions and executive application form posted on the website; vacant positions to be included if the time frame allows

2.0 HPEC Journal

2.1 Winter publication date (minimum 45 days prior to the HPEC AGM)

2.2 Past Headings

- Greetings and Reflections
- Editor's Message
- President's Message
- Past President's Message
- Reflections on Practice
- Active Living
- Health
- Teaching PE
- Can I Use It on Monday?
- Feature Teacher, Feature School
- From the HPEC Journal Vault
- Research
- Resource Review
- Coaching Form/Coaches Update
- HPEC Updates
- Conference Update
- Conference Award Winners
 - Certificate of Commendation
 - Robert Routledge Memorial Address
 - Distinguished Service Award
 - PHE Canada Young Professional Award

To minimize the space this takes in the HPEC journal, a reference can be made to the website, where the full information can be posted, or this content can be included in *E-Sprinter*.

- Be an HPEC Journal Contributor

3.0 *E-Sprinter*

3.1 Fall Template

- HPEC logo
- Table of contents
- HPEC president's message
- HPEC conference information (a thank-you for attending last year's conference and information about the upcoming conference)
- Previous year's HPEC award winners (Distinguished Service Award, Dr Andy Anderson Young Professional Award, Certificate of Commendation, Robert Routledge Memorial Address)
- Apply for HPEC grants (deadline: January 15)
- HPEC blog highlight
- Upcoming HPEC drive-in workshops
- HPEC executive in the spotlight
- Resources for HPEC members

- Important HPEC links (HPEC website, HPEC member sign-up through the ATA, HPEC social media, HPEC mailing list)
- HPEC committee updates
 - Communications Committee
 - Member Engagement and Services Committee
 - Leadership in Curriculum and Pedagogy Committee
- Alberta Education update

3.2 Winter Template (January/February)

- HPEC logo
- Table of contents
- HPEC president's message
- Notices of motion for the HPEC AGM
- HPEC conference information, including the HPEC AGM
- HPEC grant recipients (Pre-Service Teacher Grant, HPEC Membership Conference Grant, ATA Educational Trust grant)
- HPEC blog highlight
- Upcoming HPEC drive-in workshops
- HPEC executive in the spotlight
- Resources for HPEC members
- Important HPEC links (HPEC website, HPEC member sign-up through the ATA, HPEC social media, HPEC mailing list)
- HPEC committee updates
 - Communications Committee
 - Member Engagement and Services Committee
 - Leadership in Curriculum and Pedagogy Committee
- Alberta Education update

HPEC Awards and Grants

Arrangements for HPEC Awards Presented at the Annual Conference

The plaques for the Distinguished Service Award recipient, the conference co-chairs and the president and the silver tray for the Robert Routledge Memorial Address presenter are ordered from Winners Circle Awards and Recognition, in Calgary.

Winners Circle already has the HPEC logo and the specs. They will send a mock-up of the engraving on each award so that it can be checked for accuracy (spelling of names, wording, etc) before they complete the order. They will bill the HPEC treasurer, so make sure that they have the billing address of the current treasurer.

Contact Information

Winners Circle Awards and Recognition
100 5240 1A Street SE
Calgary, AB T2H 1J1
403-243-2484
info@winnerscirclecalgary.com

Distinguished Service Award Plaque

*Health and Physical Education Council of
the Alberta Teachers' Association
Presented to
(Name of Recipient)
for Distinguished Service to
Health and Physical Education
in Alberta
(Month, Day, Year)*

Current President's Plaque

*Health and Physical Education Council of
the Alberta Teachers' Association
Presented to
(Name of Current President)
in Recognition of Your
Leadership as HPEC President
(Year)*

Current Conference Chair(s) Plaque

*Health and Physical Education Council of
the Alberta Teachers' Association
Presented to
(Name of Conference Chair or Co-Chair)
in Appreciation of Your
Dedicated Service as the
Conference Chair (or Co-Chair)
("Conference Theme")
(Month, Day, Year)*

Robert Routledge Memorial Address Silver Tray

*Presented to (Name of Presenter)
in Appreciation for Presenting the Robert Routledge Memorial Address
HPEC Conference (Theme of Conference)
(Month, Day, Year)
(City, Province [location of conference])*

Awards

Certificate of Commendation

Application deadline: February 15

HPEC recognizes up to two members per region each year who make outstanding contributions to health or physical education with a Certificate of Commendation. To nominate an HPEC member in your region, please submit a nomination form. This form will be forwarded to your HPEC regional representative for consideration.

Eligibility

The nominee must be

- a member of the ATA and
- a member of HPEC.

Recognition

Each award winner will receive a Certificate of Commendation, and the recipient's name will appear in the HPEC conference program booklet and on the HPEC website.

The nomination form is available at www.hpec.ab.ca/hpec-certificates-of-commendation-awards17.

Distinguished Service Award

Application deadline: January 15

The purpose of the Distinguished Service Award is to recognize people who have performed distinguished, meritorious and special service as a leader in the field of health or physical education. Only HPEC members may nominate persons for the award. The selection committee will consider the names and information contained herein confidential.

Eligibility

The nominee must be

- (or have been) a member of the ATA,
- (or have been) a member of HPEC and
- present at the annual HPEC conference to receive the award.

Recognition

Award recipients will be offered a choice to be recognized with a plaque, a \$300 donation to Jumpstart or a \$300 donation to a school health or physical education program of their choosing. Their name will be displayed on the HPEC website, on HPEC social media and/or in HPEC publications.

The nomination form is available at www.hpec.ab.ca/hpec-distinguished-service-award-nomination-form17.

Robert Routledge Memorial Address

The HPEC annual conference planning committee chooses the person who will be asked to present the Robert Routledge Memorial Address. The address is 20–30 minutes in length and can be on any current health and physical education topic chosen by the presenter. Conference planning committees are asked to schedule the address for a time when most conference participants are in attendance and to ensure that the venue where the address is being presented has a good sound system and, where possible, good acoustics. To be selected to present the Robert Routledge Memorial Address is regarded as a great honour and privilege.

Robert (Bob) Routledge was an outstanding leader and contributor in the early development of HPEC, which was founded in 1962.

A native Albertan, Bob was born in 1915 and was educated in a one-room rural school. He attended Camrose Normal School from 1933 to 1934. He taught in a one-room school until 1939, when he became the provincial supervisor of the Canadian Youth Training Plan. This later became the Alberta Department of Youth.

He left to serve in World War II, where he became a navigator for the Royal Canadian Air Force. He was later awarded the Air Force Cross for Distinguished Service.

After returning to Canada, he obtained a physical education degree from the University of Alberta. He taught in the Edmonton Public School District, became the physical education department head at Victoria Composite High School, in Edmonton, and in 1958, became the supervisor of physical education for Edmonton Public Schools. In 1967, Bob was appointed assistant professor in the Faculty of Education at his alma mater, the University of Alberta.

Bob had many professional interests and was highly respected by the physical education community in the province. His contributions to curricular and extracurricular programs have had a profound effect in Alberta

and throughout Canada. He played an important role in the founding of HPEC in 1962 and, in 1963, became the council's second president. He was instrumental in initiating and working on HPEC's first facilities guide and had a great deal of influence on the design of gymnasiums and playing fields, particularly in the city of Edmonton. As well, he was instrumental in the establishment of the Alberta Schools' Athletic Association (ASAA) and the Canadian Federation of High School Athletic Associations. In 1969, Bob was elected a national vice-president of the Canadian Association for Health, Physical Education and Recreation (CAHPER), now known as CAHPERD, or the Canadian Association for Health, Physical Education, Recreation and Dance. Bob believed passionately in the beneficial effects to youth of quality physical education, intramural and athletics programs. He sought to involve as many young people as possible in sports programs, stressing courtesy and sportsmanship above winning and considering first the health, fitness, and intellectual and emotional growth of the participants. His profound interest in his students was reflected in the high quality of his daily work, which was directed toward maximizing participation in sport and providing quality intramural programs at all levels of education. His models for intramural programs are embodiments of his enlightened philosophy of education and life and have been implemented throughout Canada.

The physical education community was shattered by Bob's untimely death in the spring of 1970. While attending an ASAA meeting in Calgary, Bob was stabbed to death in an act of random violence. The Robert Routledge Memorial Address was initiated in 1972 to honour the tremendous contributions Bob made to our council and to health and physical education throughout Alberta and Canada. His long-time friend and colleague, John Mayell, who was the supervisor of physical education for the Calgary Board of Education, presented the first address.

The cost of the silver tray presented to the presenter is covered by HPEC. The tray is ordered by the president-elect or past president.

Any additional costs associated with the address are to be covered by the conference committee.

Grants

Friends of HPEC Grant

Application deadline: Ongoing

In 1991, HPEC established the Don Williams Special Project Fund in honour of Don Williams's retirement. At Don's request, the name was formally changed to Friends of HPEC in 1996 to honour the retirement of his long-time friend LeRoy Pelletier and the contributions of many other HPEC members.

The purpose of the Friends of HPEC Grant is to provide financial support for up to two grants of \$500 each year to assist with work on projects that will promote the teaching of health and physical education in Alberta schools. This includes, but is not limited to, projects such as writing or researching articles for the HPEC journal, developing and delivering workshops for teachers in our province, or developing resources for teacher use in health or physical education.

Eligibility

The applicant must be

- a member of the ATA,
- a member of HPEC and
- present at the HPEC AGM to receive the grant.

Successful applicants must provide a complete report of the project and a copy of any print material produced.

The application form is available at www.hpec.ab.ca/friends-of-hpec-grant-application17.

To donate to Friends of HPEC, complete the form in Appendix E.

HPEC Membership Conference Grant

Application deadline: January 15

The purpose of this grant is to provide financial support for up to a maximum of three HPEC members to attend the annual HPEC conference. This grant will not exceed \$700 per teacher. This shall include one registration fee and one day of substitute costs. An HPEC conference registration receipt and an invoice issued by the applicant's school for substitute costs must be submitted to the HPEC treasurer for reimbursement. Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

Eligibility

The applicant must be

- a member of the ATA and
- a member of HPEC.

Successful candidates will be required to submit an activity write-up (practical games, new ideas or activities) for publication in an HPEC publication (the HPEC journal, *E-Sprinter* or the HPEC blog) upon returning from the conference.

Recognition

Applications will be reviewed by the HPEC table officers, and successful recipients will be notified by February 15.

Applicants shall receive grant funds upon attendance at the conference, submission of an activity write-up, submission of an HPEC conference registration receipt and submission of an invoice issued by the applicant's school for substitute costs to the HPEC treasurer. The deadline to fulfill these grant requirements is June 1 following the HPEC conference.

The application form is available at www.hpec.ab.ca/hpec-membership-conference-grant17.

Pre-Service Teacher Grant

Application deadline: January 15

The purpose of the Pre-Service Teacher Grant is to provide financial support for up to four preservice teachers to attend the annual HPEC conference. This grant includes a conference registration up to \$200 to cover expenses. Applicants must submit receipts for registration and other costs related to attending to the HPEC treasurer upon return from the conference. Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

Eligibility

The applicant must be

- from an education program recognized by the ATA,
- a full-time preservice teacher in the final two years of a BEd program with an interest in health or physical education,
- a member of an ATA student local,
- a member of HPEC, and
- present at the HPEC AGM to receive the grant.

Recognition

Successful recipients will be notified by February 15. Awards will be presented to the recipients at the AGM at the annual HPEC conference, and the names of recipients will be published in the minutes of the AGM, as well as in the HPEC journal.

The application form is available at www.hpec.ab.ca/hpec-pre-service-teacher-grant17.

HPEC Student Leadership Grant

Application deadline: April 15

The purpose of the Student Leadership Grant is to provide financial support for up to four preservice teachers to attend the PHE Canada Student Leadership Conference. This grant will not exceed \$500 per student, and receipts for registration and other costs related to attending must be submitted to the HPEC treasurer upon return from the conference. Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

Eligibility

The applicant must be

- from an education program recognized by the ATA,
- a member of an ATA student local,
- a member of HPEC, and
- a full-time student/preservice teacher who is in the second year or later of a BEd program with an interest in health or physical education.

Recognition

All applications will be reviewed by the HPEC table officers, and successful recipients will be notified by May 15. The names of the recipients will be published in the HPEC journal. Applicants must submit an article for the HPEC journal within one month of having attended the Student Leadership Conference.

The application form is available at www.hpec.ab.ca/phe-canada-student-leadership-conference-grant17.

Past HPEC award and grant recipients are listed in Appendix F.

HPEC Position Papers and Other Publications

Position Papers

The following position papers are general policy of HPEC and are available on the HPEC website (www.hpec.ab.ca/position-papers):

- *Active Living: Physical Education for the 21st Century*
- *Athletic Competition and the School-Aged Child*
- *Comprehensive School Health: A Framework for Wellness in Alberta Schools*
- *Dance: Within the Context of Physical Education Programs in Alberta Schools*
- *Health Education in Alberta Schools*
- *Integrating Handicapped Students into Physical Education*
- *School Athletics*
- *Time Allocation for Physical Education Programs in Alberta Schools*

Other Publications

- *A Guide to the Planning of Physical Education Facilities in Alberta Schools* (1969, revised 1972)
- *Guidelines for the Planning and Design of Physical Education Facilities in Canada*, by H David Turkington, Mo MacKendrick and Angus Mackay (1998)
- *Teaching Health and Physical Education in the Early Childhood Classroom*, edited by Lorna Reid et al (1990) (a joint publication with the Early Childhood Education Council)
- *25 Years Together as Professionals in Health and Physical Education: A History of the Health and Physical Education Council of the ATA 1961–1986*, prepared by John Takahashi and Marion Irwin

CASL Protocols for Specialist Councils

Specialist councils must abide by Canada's anti-spam legislation (CASL).

What Is a CEM and What Is Not a CEM?

A commercial electronic message (CEM) is a message sent via e-mail, text or direct message on social media that is related to a fee, a service, or a promotion or prize. It is a message that is “pushed.”

A message distributed via paper is not a CEM. Neither is a general social media post, as long as it uses a hashtag (#) rather than an @ directed at a specific person (unless you have that person's explicit permission, such as a keynote speaker).

Consent

Sending a CEM to HPEC members is fine, as long as the ATA disclaimer is attached.

A CEM should never be sent to nonmembers. To obtain consent from nonmembers to send CEMs, send them an e-mail inviting them to join HPEC, visit the website, find out what great PD opportunities and networking possibilities HPEC offers, and sign up to receive notices.

One List and Only One List

There must be only one list!

With multiple lists, a person who unsubscribes from one list might continue to get messages from another list.

Disclaimer on CEM

Any CEM can be sent to any HPEC member, as long as the ATA disclaimer is provided.

Do *not* put the disclaimer on a non-CEM. Teachers should not be led to believe that they can unsubscribe from everything. They can only unsubscribe from CEMs from your council or local.

Only the CASL secretary may use the ATA disclaimer.

Be sure to send out at least one non-CEM a year.

Protection of Personal Information

Please be diligent in safeguarding the personal information of HPEC members.

With respect to Alberta's *Personal Information Protection Act (PIPA)*, do not disclose personal information about members without their permission. For example, if HPEC receives a request from an individual or organization for mailing addresses or other contact information in order to forward material to council members, do not provide them with the membership list. If appropriate, HPEC may choose to include the material in a mailing to members.

Monthly membership reports are provided only to select HPEC executive members. Before responding to requests for membership information from anyone else, the ATA requires written authorization from the council president, noting specifically how the information will be used.

If you have questions, contact Dan Grassick or Margaret Shane at 780-447-9400 (in Edmonton and area), 1-800-232-7208 (toll free in Alberta), or dan.grassick@ata.ab.ca or margaret.shane@ata.ab.ca.

The ATA's privacy policy is available at <https://teachers.ab.ca/privacy-policy>.

Data Security and Privacy Compliance

Specialist council executives must be vigilant when addressing security and privacy compliance.

The ATA requires that specialist councils take specific actions to ensure that all personal information in the custody and under the control of the council is protected:

- Password-protecting all data devices, including laptops, desktops, personal organizers and portable drives (such as memory sticks)
- Installing data-encryption software on all portable devices
- Eradicating all data on all computers (laptop or desktop) sold by the council prior to delivery

A Note on Data Eradication

Hitting the Delete key removes only the shortcuts to data, making it invisible to the user but leaving it intact on the hard drive. Unauthorized users can easily recover deleted data with readily available and inexpensive software. Once the data is recovered, it can be exploited.

When repurposing a computer for any reason, securely eradicate the hard drive data using disk overwriting (disk-wiping) software through a reputable service provider. A record of the disk-wiping service must be secured from the service provider and retained.

Reformatting is not enough. Reformatting a hard drive will destroy the data structure and complicate the recovery process. Nevertheless, recovery of the original data on a reformatted drive is still possible to tech-savvy thieves who employ sophisticated data-recovery software or by sending the drive to a computer forensics recovery firm.

Consent for Use of Photographs

Photographs of people cannot be used without their express consent.

A photo consent form should be completed

- in advance of taking any nonmember's photo for any reason and
- in advance of any posed photographs.

The Consent for Collection, Use and Disclosure of Personal Information form is available in Appendix G. This form is not meant for use at large meetings or events.

Highlights of HPEC's History and Accomplishments

- During its history, HPEC's persistent lobbying and other involvements have had a great influence on improved curriculum and teaching performance in health and physical education.
- The first business meeting of HPEC was held April 26, 1962, during the inaugural conference at Henry Wise Wood School, in Calgary. The meeting adopted a constitution and elected a slate of officers, with Randal White as president.
- There have been periodic fee increases to the original general \$5.00 membership fee. In 1978, fees were raised to \$7.50; in 1980, to \$10.00; in 1982, to \$20.00; and, in 1998, to \$25.00. Corresponding student fees were set at \$2.00, \$5.00 and \$10.00. Student fees were not increased in 1998.
- Originally, the officers of HPEC consisted of president, president-elect, past president, secretary and treasurer. Four directors were also appointed. Two of the directors were to represent health, and two were to represent physical education. To ensure rural representation, one of each category of director was to be drawn from rural school divisions or counties. The position of editor-in-chief was added to the executive at the second annual meeting to improve communication between the executive and the general membership. From the beginning, the executive council appointed a conference chair. But it was not until 1968 that this became an executive position. (For a list of past conference chairs, see Appendix H.) Also in 1968, the directors were replaced by members-at-large appointed from the ASAA zones. Starting in 1981, these members were appointed on the basis of convention districts, and they became known as district representatives. In 1978, the position of second vice-president was added to the executive. Standing committees began to play an increasingly important role in the council, and by 1980, standing committee chairs were part of the executive. The day-to-day business was carried on by the table officers, and the general affairs of the council were tended to by the whole executive, meeting at least twice a year.
- The annual conference has been an integral function of the council. Efforts have been made to rotate the conference location around the province. In 1988, HPEC and CAHPER joined together for their annual conference in Edmonton.
- The long-term planning that has guided the HPEC executive, giving their work direction and purpose, took the form of five-year plans, which, due to rapid changes in the council, have evolved into three-year plans.
- Position papers designed to state or express HPEC's views and policies have improved cohesiveness on various issues. The first position paper was presented in 1973.
- In 1971, the first Thinkers' Conference, a meeting of members-at-large and the executive, was held. The Thinkers' Conference was first held to improve communication between the executive and all areas of the province, and it continues to fill this need, as well as to provide a forum for generating new ideas.
- In 1972, the conference committee initiated the Robert Routledge Memorial Address in memory of Bob Routledge, the second president of HPEC, who was murdered while attending a meeting in Calgary.
- In 1973, the criteria for the Distinguished Service Award were accepted by the general membership.

- HPEC was influential in the formation of the Global, Environmental and Outdoor Education Council (GEOEC), and HPEC's position paper on outdoor education in 1976 influenced the directions taken by the new council.
- In 1982/83, a recognition program was instituted. Executive members leaving their positions were presented with an HPEC pin at the AGM. As of 1997/98, the council chose to present mugs to departing executive members.
- Over the history of the council, physical education has been stressed at the expense of health. However, the increasing membership resulting from the combined disciplines has led to increased support for health issues and health lobbies.
- HPEC has always felt that one of its duties was to provide inservice opportunities for its members. In 1976, LeRoy Pelletier, of Calgary, originated the drive-in workshop concept, which, together with the annual conference, has been the council's chief inservice vehicle for its members.
- Through conferences, workshops and publications, HPEC has kept its members conversant with current issues, research, and new approaches in health and physical education, as well as promoting their professional growth by providing for them the medium to exhibit their expertise.
- In 1990, HPEC received funding from the Recreation, Parks and Wildlife Foundation to form the Schools Come Alive project.
- In 1991, HPEC established the Don Williams Special Project Fund in honour of Don Williams's retirement. In 1996, at Don's request, the name was changed to Friends of HPEC to honour the retirement of his long-time friend LeRoy Pelletier and the contributions of many other HPEC members. Donations have been received in honour of other HPEC retirees, in addition to Don and LeRoy. Members of HPEC can apply for grant money from this fund to assist with work that will promote the teaching of health or physical education in Alberta schools.
- In 2000, HPEC received funding from Alberta Learning, Alberta Community Development and Alberta Health and Wellness in support of the Ever Active Schools program. The mission of this project is to contribute to the healthy development of children and youth by fostering social and physical environments that support active living.
- In January 2002, HPEC adopted a new logo.
- In 2002, the first international conference was held in Banff.
- In January 2004, HPEC launched its new website.
- As of September 2008, active members of the ATA are eligible to select a no-cost membership in the specialist council of their choice.
- In 2008, CAHPERD formally changed its name to PHE Canada.
- In September 2008, the Schools Come Alive project merged with Ever Active Schools. The Schools Come Alive project coordinator became the Ever Active Schools education coordinator.
- In May 2009, HPEC held a joint conference with PHE Canada in Banff. PHE Canada celebrated its 75th anniversary at the conference.
- May 5–7, 2011, HPEC held its 50th-anniversary conference—"Elevate"—at the Southern Alberta Institute of Technology (SAIT), in Calgary. Past and current executive members were invited to attend a meet and greet on the Thursday at SAIT's Heritage Hall.
- In April 2015, HPEC held a joint conference with PHE Canada in Banff.
- In May 2017, HPEC held a joint conference with GEOEC in Jasper.

For a history of Schools Come Alive and Ever Active Schools, see Appendix I.

Appendix A

Level of Support and/or Endorsement by HPEC

HPEC should use the guidelines approved in principle, 1992 09 13, as a basis for deciding the level of support, if any, provided to a program or project proposal received from an outside agency.

Level	HPEC commitment
1 Informal support	1. a) Motion of informal support b) Encouragement c) Verbal support if contacted d) Executive to communicate program or project to members when convenient
2 Support in principle	2. Above except (a), plus a) Motion of support in principle b) Distribute written information on the program or project through district representatives at no additional cost to HPEC c) Publicize program or project in the HPEC newsletter or journal d) Act in an advisory capacity, if requested, as the program or project proceeds e) See 3 (e) below
3 Endorsement	3. Above except (a), plus a) Motion of official endorsement by HPEC b) Access to the HPEC logo for inclusion on program or project materials c) Distribution of program or project information with council mailing(s) d) Include an article of support for the program or project in the newsletter or journal e) Support in other appropriate ways, providing there is no direct cost to HPEC f) Link to website
4 Partnership	4. Above except (a), plus a) Motion to enter into a partnership with the program or project agency b) Assign a table officer as HPEC liaison officer to the program or project c) Provide direct financial support for the program or project to an amount approved by the HPEC executive d) Enter cost-sharing agreements as approved by the HPEC executive e) Link to website

Information obtained from answers to the following questions may be helpful to HPEC when asked to endorse or support the programs or projects of outside agencies. All questions may not apply to all situations.

- What level of endorsement or support do you require from HPEC?
- How does this program or project benefit children?
- How does this program or project benefit teachers in Alberta schools?
- How will this program or project improve health or physical education programs in Alberta schools?
- For what age level is this program or project intended?
- Approximately how many students in Alberta schools will be affected by this program or project?
- How does this program or project support the concept of active living?
- How does this program or project meet the individual needs of students?
- How can this program be adapted to students with special needs?
- Is the purpose of the program to identify or develop elite athletes?
- How does this program or project reflect the philosophy of HPEC?
- How does this program or project complement the program of studies of Alberta Education?
- What is the cost factor to students or schools?
- Is fundraising involved?
- What are the long-range plans for this project?
- What will be HPEC's responsibilities in this program or project?
- Is there a cost to HPEC associated with endorsement?
- How will the program or project be administered?
- How will the effectiveness of this program or project be evaluated?
- What reporting procedures will be used to keep HPEC informed?
- What are the benefits to HPEC?
- What are the benefits to you and your group or organization?
- Are there similar programs or projects that meet the needs of students or teachers?
- Who else has been asked to endorse or support this program or project?

Appendix B

HPEC Past Presidents

1962	Randal P White	1990	Lance Thierrien
1963	Robert Routledge	1991	Dean Lindquist
1964	John Semkuley	1992	Ellen Hambrook
1965	Herb McLachlin	1993	Sharin Adams
1966	Ken McKenna	1994	Tony Makowski
1967	Jim Donlevy	1995	Anne Paskevich
1968	Don Williams	1996	Kirk Bamford
1969	Rolland (Rollie) Miles	1997	Bob Blanchette
1970	Charles (Chuck) Rose	1998	Lois Vanderlee
1971	Roy Gouchey	1999	Tracy Loder-Stephen
1972	LeRoy Pelletier	2000	Del Lomsnes
1973	Marion Irwin	2001	Joy Taylor
1974	Nestor Kelba	2002	Brian Mullally
1975	Ed Henderson	2003	Dwayne Sheehan
1976	John Mayell	2004	Carrie Yanishewski
1977	Ian Kilpatrick	2005	Vince Spila
1978	Harry Hohol	2006	Shawn O'Neill
1979	Jim Paul	2007	Glenn Wilson
1980	John Reid	2008	Rob Willms
1981	Ann McKinnon	2009	Dean Rootsaert
1982	Pat Brand	2010	Barb Young
1983	Phil Carlton	2011	Brenda Bower
1984	Mary Ann Downing	2012	Jessica Badzgon
1985	Brian Erickson	2013	Heather Rootsaert
1986	Rollie Comeau	2014–15	Sonia Sheehan
1987	Val Olekshy-Greenslade	2016–17	Elisha O'Lain
1988	Bill Stillwell	2018–19	Nadeen Halls
1989	Lynn Dyck	2020–24	Jodi Harding-Kuriger

Appendix C

Contract for Speaker Services

BETWEEN:

(the “Speaker”)
- and -

on behalf of
the Alberta Teachers’ Association
(the “Association”)

The Speaker and the Association hereby agree as follows:

1. The Speaker will attend and present a session lecture at _____
_____ (event name) in _____ (location), Alberta, on
_____, 20____, (date) (the “Event”).
2. Within a reasonable time prior to the Event, the Association will inform the Speaker of the specific location and time that the Speaker will be presenting his or her session(s).
3. The Speaker will provide a written description and title of the Speaker’s session(s) to the Association within a reasonable time prior to the Event, failing which the Association may create a title and description of the Speaker’s session(s) that they deem appropriate, and will not be held responsible for any inaccuracies that may result.
4. Any materials that the Speaker wishes to use in conjunction with his or her lecture, including photocopies and handouts, are the sole responsibility of the Speaker. The Association is not responsible for the costs of said materials, for postage and handling of materials mailed to session participants by the Speaker, or for any other materials that the Association has not expressly agreed to provide.
5. The Speaker must refrain from selling any materials or products or otherwise engaging in any promotional activity within the context of the lectures or sessions at which he or she is presenting.

6. The Speaker hereby authorizes his or her presentation at the Event to be recorded by audio or video, unless, within 14 days of signing this agreement, the Speaker informs the Association in writing to the contrary.
7. The Speaker will be open and agreeable to being interviewed by the media on the days when he or she is making his or her presentation at the Event, unless, within 14 days of signing this agreement, the Speaker informs the Association in writing to the contrary.

HONORARIUM

8. The Association:
 - ☐ Will *not* pay the Speaker any honorarium or other appearance fee in return for the Speaker's appearance at the Event.
 - ☐ Will pay the Speaker the amount of \$_____ per session (+ GST if applicable).
 - ☐ Will pay the Speaker the amount of \$_____ per day of required attendance at the Event (+ GST if applicable).
 - ☐ Will pay the Speaker a flat fee of \$_____ (+ GST if applicable).
9. Goods and Services Tax (GST) charged by a Speaker who is being paid for attending the Event will be honoured only if the Speaker has provided a business registration number to the Association within a reasonable time prior to the event.

ACCOMMODATIONS

10. The Speaker:
 - ☐ Will *not* be provided with accommodation. All accommodations required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Speaker. The Association will not reimburse the Speaker in any way for costs incurred for said accommodations.
 - ☐ Will *not* be provided with accommodation. All accommodations required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Speaker. The Association will reimburse the Speaker pursuant to this agreement for the costs incurred for said accommodations, provided that the details of the accommodations are communicated to the Association in writing within 2 weeks prior to the Event and the Association expressly agrees that those accommodation arrangements are reasonable and acceptable.
 - ☐ Will be provided with accommodation at _____, _____, telephone _____.

The Association will pre-arrange these accommodations for the Speaker. The Speaker must call the above-noted hotel no later than 48 hours prior to the date of the Speaker's first scheduled speaking engagement and confirm the pre-arranged accommodations. If the Speaker fails to confirm by this time, the accommodations may be cancelled at the sole discretion of the Association. Such cancellation will not affect any other term of this agreement.

11. Any costs of accommodation beyond those of the Speaker specifically are the responsibility and at the sole expense of the Speaker, unless otherwise arranged in writing with the Association.

MEALS

12. When the Association has not pre-arranged a meal for the Speaker, the Association will reimburse the Speaker for meals that the Speaker is required to purchase in connection with the Speaker's attendance at the Event. Reimbursement will be on the following per-meal basis only:

Breakfast: maximum \$_____ (including GST and gratuities)

Lunch: maximum \$_____ (including GST and gratuities)

Supper: maximum \$_____ (including GST and gratuities)

13. The Association is not responsible for expenses incurred for the meals of any person other than the Speaker. Reimbursement will only be provided to the Speaker if the pertinent receipts are submitted to the Association with the Speaker Expense Claim Form by no later than 2 months after the Event.

TRAVEL ARRANGEMENTS

14. The Association will make any travel arrangements by air, bus or rail that are necessary for the Speaker to attend the Event, unless otherwise arranged between the parties.
15. Except as otherwise provided in this agreement, the Association will be responsible for the cost of air, bus or rail travel that has been arranged by the Association in order for the Speaker to attend the Event.
16. If the Speaker wishes to make his or her own travel arrangements, all details of those arrangements, including mode of travel and price, must be communicated to and authorized by the Association prior to the date of travel.
17. All air travel arranged by the Speaker must be in economy class.
18. In all circumstances, the Speaker is responsible for purchasing travel insurance if desired.
19. The Association will reimburse the Speaker for travel arrangements made by the Speaker and communicated to and authorized by the Association. However, the Association may refuse to reimburse the Speaker for:
 - (a) any travel arrangements and associated costs which were not communicated to or authorized by the Association prior to the date of travel;
 - (b) any travel arrangements made by the Speaker for which pertinent receipts have not been received by the Association by no later than 2 months after the Event;
 - (c) any costs for kilometrage in excess of the air travel costs that would have been incurred had the Speaker flown to the location of the Event rather than driven.

20. If the Speaker has arranged with the Association to travel by car, the Association will reimburse the Speaker for kilometrage at a rate of \$_____ per kilometre, provided that the Speaker indicates to the Association in writing by no later than 2 months after the Event the exact kilometrage for which they seek reimbursement. If the kilometrage reimbursement sought by the Speaker is unreasonable in the circumstances, the Association will have the discretion to reimburse the Speaker for the kilometrage that the Association deems to be reasonable.
21. The Association will reimburse the Speaker for taxi fares incurred by the Speaker in traveling:
- a) between his or her place of accommodation and the location of his or her speaking engagement, the airport or the bus/rail terminal;
 - (b) from his or her place of accommodation or from the location of his or her speaking engagement to any eatery, provided that meals for that particular day have not been pre-arranged by the Association;
 - (c) any other taxi fares that the Association deems necessary and reasonable in the circumstances.
22. Reimbursement will only be provided to the Speaker if the pertinent receipts are submitted to the Association with the Speaker Expense Claim Form by no later than 2 months after the Event. If the taxi fare reimbursement sought by the Speaker is unreasonable in the circumstances, the Association will have the discretion to reimburse the Speaker for the taxi fare that the Association deems to be reasonable, or to refuse reimbursement.

CANCELLATIONS

23. The Speaker may cancel his or her appearance at the Event without penalty, provided that:
- (a) the Association receives written notice of such cancellation by no later than 60 days prior to the Speaker's first scheduled speaking engagement at the Event; or
 - (b) in the event that the Speaker's cancellation is by reason of illness or bereavement, the Association receives from the Speaker:
 - (i) written or verbal notice of such cancellation prior to the Speaker's first scheduled speaking engagement at the Event; and
 - (ii) satisfactory confirmation, within 2 months of the conclusion of the Event, that an illness or bereavement in fact existed which necessitated the Speaker's cancellation of his or her appearance at the Event.
24. If the Speaker cancels his or her appearance at the Event, but fails to do so in accordance with clause 23 above:
- (a) the Speaker will be responsible for the costs incurred by the Association to rent the room in which the Speaker was scheduled to speak; and
 - (b) the Speaker will be responsible for all pre-arranged travel and/or accommodation costs (including any additional penalty costs).
25. The Association shall communicate to the Speaker in writing by no later than 2 months after the conclusion of the Event all costs that the Speaker becomes responsible for as a result of his or her cancellation of their appearance at the Event.

26. The Association will not be responsible for special, incidental or consequential damages in any circumstances, including circumstances arising from the Association's cancellation of the Event or the Speaker's session(s) for any reason or at any time whatsoever.
27. If the Association cancels the Event or the Speaker's session(s) that is not cancelled due to an event of Force Majeure, the Association will be responsible for the pre-arranged travel and/or accommodation costs (including any additional penalty costs) of the Speaker that are associated with the Speaker's intended engagement at the Event, provided that neither of the parties is able, through reasonable efforts, to arrange for those costs to be avoided or cancelled.
28. If the Association cancels the Event or the Speaker's session(s), including in the event of a Force Majeure, the Association will not be responsible for payment of any honorarium or appearance fee that the Speaker would have received pursuant to this contract had the Event or session(s) not been cancelled.
29. If the Association cancels the Event or the Speaker's session(s) due to an event of Force Majeure, the Association may elect in its sole discretion to: (a) compensate the Speaker for all or part of the costs that the Speaker incurred in preparation for the Event or otherwise and where appropriate have the Speaker assign its rights to reimbursement of any costs the Speaker directly incurred with third parties to the Association; or (b) not reimburse or refund the Speaker for its out of pocket fees and costs. Such compensation by the Association will not be construed to be a waiver of the Association's rights under clause 26 of this agreement or otherwise estop them from relying on those rights.
30. The Association may, in its sole discretion, allow the Speaker to deliver the session virtually in the event that the Speaker is unable to deliver an in-person session for reasons including but not limited to government regulations and/or public health recommendations. In the event that the Speaker is asked to deliver the session virtually, the Speaker shall be responsible for ensuring they have all necessary equipment and resources to deliver the session in a professional manner.
31. Subject to paragraph 32 below, the Speaker:
- ☐ Will *not* be providing a recording of their session. All provisions for the recording of the virtual session required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Association. The Association will not reimburse the Speaker in any way for costs incurred for providing for such recording.
 - ☐ Will be providing for the recording of their session. All matters related to obtaining and providing for the recording of the session, including any costs incurred, required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Speaker.
32. The Speaker acknowledges and understands that the recording (audio and/or video) of the session and the presentation could be included in any reproduction of the conference materials by the Association. The Speaker authorizes the Association to capture its session and presentation in audio/visual format or a combination thereof for presentation and use by the Association and its organizers. Accordingly, the Speaker hereby grants to the Association the rights to: (i) reproduce and distribute any Speaker

materials in any format including paper and electronic format to any audience; and (ii) distribute written materials to participants and attendees at the Speaker's session.

33. Neither Party to this Agreement shall be liable for delay or non-performance of its obligations hereunder if the cause of delay or non-performance of its obligations under this Agreement is an event which is unforeseeable, beyond the control of the Party affected, occurs without any negligence or other fault of the Party affected (or for which the Party affected is responsible at law), and cannot be remedied by the exercise of reasonable diligence, including without limitation, war invasion, terrorism, insurrection, riots, order of any civil or military authority, explosion, fire, flood, earthquake, weather, the unforeseeable failure of suppliers to meet their contractual obligations, transportation problems beyond control of either Party, overriding professional responsibility, pandemic, epidemic, governmental action, acts of God, acts of general application of civil or military authority, governmental orders of general application, or, without limitation, any other cause beyond the party's control ("Force Majeure"). The Party affected will be relieved from its affected obligations as long as the Force Majeure lasts and hinders the performance of said obligations. The Party affected shall promptly notify the other Party and if possible, make reasonably diligent efforts to mitigate the effects of Force Majeure.
34. Any monies payable between the parties, either for honorarium, reimbursement of expenses or otherwise, must be paid in full by no later than 2 months after the amount owing has been properly communicated to the other party pursuant to the terms of this agreement, and will not be paid at or before the Event.
35. This document represents the entirety of the agreement between the parties. There are no other representations, conditions or warranties.

Speaker:

Association:

Contact Information:

Contact Information:

Social Insurance Number

(mandatory for Canadian residents, pursuant to Canada Revenue Agency regulations)

Date

Date

The Alberta Teachers' Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the *Personal Information Protection Act* applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association website.

Appendix D

Contract for Exhibitor Services

TERMS AND CONDITIONS

1. The following terms and conditions form part of, and are to be read in conjunction with, the terms contained in the Application Form.
2. For the purpose of these provisions:
 - (a) “Exhibitor” means the party named as the exhibitor in the Application Form requesting exhibit space(s).
 - (b) “Association” means the _____ (*name of specialist council*) of the Alberta Teachers’ Association.
 - (c) “Event” means _____ in _____, Alberta, on _____, 20 ____.
3. The Application Form must be returned to the Association by no later than _____ days prior to the first day of the Event.
4. Any Application Form that is returned to the Association which is not accompanied by a signed copy of these terms and conditions and a cheque for the full amount owing for the exhibit space(s) requested by the Exhibitor in the Application Form will be considered void.
5. Any cancellation by the Exhibitor must be done by notice in writing and received by the Association by no later than 90 days prior to the first day of the Event.
6. If the Exhibitor cancels its appearance but does not do so in accordance with the procedure set out above, the monies that the Exhibitor paid to the Association for the exhibit space(s) will not be refundable.
7. Other than those items listed in the Application Form, the Association will not be responsible for the provision or cost of any materials, supplies or services used or required by the Exhibitor in connection with the exhibit space(s).
8. Except as otherwise provided in this agreement, the Association will not be responsible for any special, incidental or consequential damages in any circumstances, including circumstances arising from the Association’s cancellation of the Event or the exhibit space(s) for any reason or at any time whatsoever.
9. The Association reserves the right to refuse any application for any reason up to 60 days prior to the first day of the Event, in which case the monies that the Exhibitor paid to the Association for the exhibit space(s) will be refunded to the Exhibitor by no later than 60 days after the Event.

10. The Association reserves the right to cancel the Exhibitor's exhibit(s) at any time before or during the Event, if, in the opinion of the Association, the exhibit is not an accurate reflection of the description of the exhibit(s) that the Exhibitor provided in the Application Form, in which case the monies that the Exhibitor paid to the Association for the exhibit space(s) will not be refundable.
11. If the Association cancels the Event or the Exhibitor's exhibit(s), the Association may, in its discretion, compensate the Exhibitor for all or part of the costs that the Exhibitor incurred in preparation for the Event or otherwise. Such compensation by the Association shall not be construed to be a waiver of the Association's rights under clause 3 of this disclaimer or otherwise estop them from relying on those rights.
12. By signing below, the Exhibitor acknowledges that it has read these terms and conditions in full and understands that they form part of the application and agreement for the provision of exhibit space at the Event.
13. The Exhibitor agrees to comply with applicable privacy legislation with respect to the personal information of any identifiable individuals. The Exhibitor also agrees that the Association may collect, use and disclose the Exhibitor's personal information to the extent necessary to carry out the purposes for which the parties are contracting.

(signature)

Exhibitor Name:

Address:

The Alberta Teachers' Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the *Personal Information Protection Act* applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association website.

2004 05 28

Appendix E

Friends of HPEC Donation Form

To make a donation to the Friends of HPEC Professional Development Fund, please complete this form and send it along with your payment to one of the trustees. Your donation may be in any amount and may be given in honour or in memory of a colleague in our profession, if you wish.

Payment may be sent in the form of a personal cheque or money order payable to Friends of HPEC. A receipt will be issued. Please send this form, along with your payment, to the trustee indicated. Please contact the president-elect or past president if you have any questions.

Name (first and last): _____

Address: _____

City/town: _____

Province: _____

Postal code: _____

Phone number: _____

E-mail address: _____

Donation amount: \$ _____

I wish to make this donation in honour/memory of _____.

Appendix F

HPEC Award and Grant Recipients

HPEC Distinguished Service Award

1974	Ethel Cuts and Don Williams
1975	Jo Brewer and Chuck Rose
1976	Ruby Anderson and Roy Gouchey
1977	Marion Irwin and Ken McKenna
1978	Arlene McGinn and Jim Paul
1979	Pat Brand, Nestor Kelba and LeRoy Pelletier
1980	Glen Claerhout and Elma Grove
1981	Mary Ann Downing and Ed Henderson
1982	John Mayell, Brick Ward and Bob Neufeld
1983	Doreen Ryan and Heather Wort
1984	Ann McKinnon and Ian Kilpatric
1985	Malcolm Hughes, John Semkuley and Loretta Paterson
1986	Vivian Birchall, Margaret Kuntz Derbyshire, Andrea Borys and Phil Carlton
1987	Sharon Gibb and David Bean
1988	Brian Erickson and Dan Cooney
1989	Rollie Comeau and Brian D Scott
1990	Lawrence King and Gerry Glassford
1991	Colin Lumby and John Reid
1992	Merri-Ann Ford and Val Olekshy-Greenslade
1993	Lynn Dyck and Eleanor Torjek
1994	Wendae Grover and Roger Scott
1995	Joy Taylor and Gerri Blake
1996	Sharin Adams, Mary Ann Downing and Mike Hay
1997	Maureen Antoniuk and Barb Young
1998	Debbie Rowley and Debbie Yanota
1999	Myron Pearman and Joanne Susut
2000	Tom Brunt and Jack Jewitt
2001	Lynn Edwards and Marg Schwartz
2002	Irene Sproull and Lois Vanderlee
2003	Del Lomsnes and Barry Dillon
2004	Brian Bienert
2005	Rob Willms
2006	Brian Mullally and Carvel Skaret
2007	Don Zabloski and Lance Bard

2008 Bethe Goldie
2009 Michael Podlosky
2010 Shelley Barthel and Dwayne Sheehan
2011 Bev Robinson and Tracy Loder-Stephen
2012 Susan Dillabough and Marlene Doherty
2013 Donna Schneider
2014 Jessica Badzgon
2015 Dean Rootsaert
2016 Gary Muennich and Nicole Martens
2017 Heather Rootsaert
2018 Mark Yurick
2019 Sonia Sheehan
2020 Brenda Bower
2021 *Not awarded*
2022 *Not awarded*
2023 Elisha O'Lain

Robert Routledge Memorial Address

1972 John Mayell
1973 Marion Irwin
1974 Murray Smith and Maury Van Vliet
1975 Ethel Cuts
1976 Gerry Glassford
1977 Don Newton
1978 Murray Smith
1979 Don Williams
1980 Arlene McGinn
1981 Elma Groves
1982 Bruce Shields
1983 Chuck Rose
1984 Bob Stewart
1985 Gary Bowie
1986 Don Williams
1987 Bob Neufeld
1988 Glenn Kirchner
1989 Ed Henderson
1990 Mary Ann Downing
1991 Pat Brand
1992 Gerry Glassford

1993	Roger Passmore
1994	Margaret Schwartz
1995	Phil Carlton
1996	Leigh Goldie
1997	Dan Cooney
1998	Anne Paskevich
1999	Lois Vanderlee
2000	Jay Pritchard
2001	Val Olekshy
2002	Colin Lumby
2003	Rollie Comeau
2004	Merri-Ann Ford
2005	Phil Meagher
2006	Brian Erickson
2007	Sharin Adams
2008	David Bleile
2009	Doug Gleddie
2010	Del Lomsnes
2011	Theresa Maxwell
2012	Kerry Frissell
2013	Debbie Yanota
2014	Deborah Rowley
2015	Nancy Melnychuk
2016	Bethe Goldie
2017	Allen Shea
2018	Joyce Sunada
2019	Barb Young
2020	Toby Boulet
2021	<i>Not awarded (due to the pandemic)</i>
2022	<i>Not awarded (due to the pandemic)</i>
2023	Toby Boulet
2024	Don Zabloski

PHE Canada Dr Andy Anderson Young Professional Award

1986	Val Olekschy
1987	Bryan Haines
1988	Carol Hall
1989	Lance Therrien
1990	Ellen Hambrook
1991	Deborah Rowley
1992	Dwayne Sheehan
1993	Kevin Kaardal
1994	Carolyn Crang
1995	Tracy Loder
1996	Nicole Martens
1997	Del Lomsnes
1998	Glen Mack
1999	Ean Langille
2000	Heather Rootsart
2001	Maureen Napier-Ross
2002	Shelley Constantin
2003	Brent Bradford
2004	Wayne Meadows
2005	Tammy Greidanus
2006	Shane Gau
2007	Kim Hordal
2008	Paul Marlett
2009	Dan Robinson
2010	Shannon Horricks
2011	Sonia Sheehan
2012	Elisha O'Lain
2013	<i>Not awarded</i>
2014	Julie Valdez-Bujas
2015	Chris Fenlon-MacDonald
2016	Jodi Harding-Kuriger
2017	Collin Dillon
2018	Jonathan Mauro
2019	Kimberley Bates
2020	Hayley Degaust
2021	<i>Not awarded</i>
2022	Jillian Shaw
2023	<i>Not awarded</i>

HPEC Promoting School Wellness Award

- 2012 Cheryl Lafayette and Chris Peacocke
2013 Meghann Springett
2014 Del Lomsnes and Marion McIlwraith

HPEC Certificate of Commendation

- 1983 Calgary City—Martin Lundmark
Edmonton City—Hilary Hunt and Bruce Kirkland
Palliser—Karen Bartsch and Susan Stuart
Red Deer—Dan Cooney and Bill Wotherspoon
Southeast Zone—Geoff Sutcliff and Bob Townsend
Southwest Zone—Sharon Gibb
- 1984 Calgary City—Len McDougall and Jim Sproule
Edmonton City—Andrea Borys and Wendae Grover
Mighty Peace—Bill Turnbull
Red Deer—Barb Young and Dick Hornby
Southeast Zone—Brian Anjelic and Marg Kuntz
- 1985 Calgary City—Jay Pritchard
Greater Edmonton—Doug Hoffman and Debbie Rowley
Jasper—Michael Szkorupa and Linda Szkorupa
Southeast Zone—Robert Grisonich
Special Awards—Mike Bullar and Carol Erickson
- 1986 Calgary City—Susan Hall and Greg Lewis
Mighty Peace—Irene Friesz
North Central—Dare Weir and Linda Wilkins
Northeast Zone—Brian Farrell and Gary Thomson
Red Deer—Jane Wotherspoon and Nick Kohlman
Greater Edmonton—Charlotte Quelch and Micke O'Donnell
Southeast Zone—Karen Kusler and Allan Bloomfield
Southwest Zone—Merri-Ann Ford and Max Zaugg
Special Award—Laura Mann
- 1987 Calgary City—Pam Bothwell and Gerri Blake
Greater Edmonton—Judy Zilinski and Sonia Fiadel
Mighty Peace—Larry Walton and Arthur Mah
Northeast—Bernie Giacobbo and Maurice Richard

North Central—John Popko and Heather Tansem
Red Deer—Lorraine Oliphant and Maxine Dick
Southeast Zone—Leonard Parker and Dennis Perrier
Special Award—Lynn Edwards

1988 Calgary City—Tony Makowski and Joy Taylor
Central East—Cheryl Felt
Greater Edmonton—Frank Felice and Audrey Gibson
Mighty Peace—Sheena Ress and David Harding
Northeast Zone—Pam Joslin and Jean Paul DeSaulniers
North Central—Gordon Gerlach and Irene Sproull
Palliser—Rob Bennington and George Gerlach
Red Deer—Kathy Christensen, Bob Stevenson and Gordon Brownlee
Southeast Zone—Bonnie Gilchrist
Southwest Zone—Lloyd Yamagishi and Ted Major
Special Award—Larry Beauchamp and Donna Goodwin

1989 Calgary City—Christie Murphy, Carmen Roman and Leslie Lewis
Central East—Barry Dillon
Greater Edmonton—Susan Mitchell
Mighty Peace—Ron Zimmer
Northeast Zone—Wayne Magill
North Central—Gerry Schwartz and Marg Thompson
Palliser—Anne Paskevich
Red Deer—Myron Pearman and Bud Morrison
Southeast Zone—Gordon Masson
Southwest Zone—Ursula Murice
Special Award—Deanna Binder

1990 Calgary City—Bob Craven, Peter Teppler and Theresa Maxwell
Central East—Gary Schielke
Mighty Peace—Bev Ciura
Northeast—Paula Grant and Cathy Schneider
North Central—Marg Schwartz
Palliser—Wendy Rodney
Red Deer—Linda Holden
Southeast—Rudi Tschritter and Barb Jakubowski
Southwest—Brian Donaldson
Special Awards—Lorna Read and Hajo Elsholz

- 1991 Edmonton City—Jamie Pallett
Northeast—Phil Meagher
Palliser—Murray Clarke and Ian Jones
Red Deer—Dwayne Donovan
- 1992 Athabasca—Charlie Schrama and Gerry Breneman
Calgary City—Nicole Goodwin-Webber, Marjolaine Campeau and Walter Kozak
Central East—Kerry Frizzel and Neil Johnson
Greater Edmonton—Michelle Paradis and Don Zabloski
Mighty Peace—Laurie Marcy and George Pon
North Central—Daryl Tetz
Palliser—Rick Haines
Southeast—Glen Magneson and Karen Thomas
Southwest—Sherry Rohovie and Robert Bates
Special Awards—Felicia Melnyk and Gary Buchinskas
- 1993 Calgary City—Marion McMullen
Central East—Donna Shantz
Greater Edmonton—Gina Vivone Vernon, Joanne Hunter and Mike Matsuba
Lethbridge District—Kath Hnidan
Mighty Peace—Roger Clarke and David Pilger
North Central—Dick Rigelhof and David Westacott
Northeast—Terry Brady and Brian Scott
Palliser—Karen Harris and Myrna Pauls
Red Deer—Ken Van Loon and Kathleen Finnigan
Southwest—Joy Brennan
- 1994 Athabasca—Brian Mullally
Calgary—Patrick Loyer, Larry Clarke and Carla Christie-Hamilton
Central East—Carvel Skaret
Greater Edmonton—John Iocchelli and Louise Juninville
Mighty Peace—Brenda Valerio and Tom Landsman
North Central—Irene Sproull and Helene Marchen
Northeast—Russell Reynolds and Greg Hollardson
Palliser—Lois Vanderlee and Douglas Rodney
Red Deer—Rob Willms and Dennis Zukiwsky
Southwest—Khym Goslin and Patty McNally

- 1995 Athabasca—Doug Nish, Darryl Smith and Mary Payne
 Calgary—Tom Brunt, Kent Lowry and Kevin Kaardal
 Central East—Bob Allen, Hugh Forrester and Brad Wagner
 Greater Edmonton—Diane Clarke, Andy MacGregor and Jerry Derewonko
 Mighty Peace—Jo-Ann Stocki and Jim Telfer
 North Central—Russ Keating and Val Siemens
 Northeast—Jim Publow and Nick Rawlake
 Palliser—Wendy Filippetto and Wanda Vandervelden
 Red Deer—Cal Coolen, Clint Saunders and Ann Rowberry
 Southwest—Craig Hillman and Inge Pot
 Southeast—Wes King-Hunter and James Williams
- 1996 Athabasca—Debbie O’Halloran and Sharleen Smith
 Calgary City—Kelly Webster, Marlene Doherty and Karen Dubeniuk
 Greater Edmonton—Brenda Walsh-Smith and Don Briggs
 Mighty Peace—Wayne Mytrunec and Carrie Yanishewski
 Northeast—Larry Homeniuk and Henry Szldlyk
 Palliser—Virginia Gauthier
 Red Deer—Jock MacKenzie, Nancy Crysler and Terry Dortman
 Southwest—Joey Shackleford and Lorell Zanolli
- 1997 Athabasca—Mike Chaisson and Gerald Murphy
 Calgary City—Cathleen Gow, Phil Carlton, Carl Gratton and Deborah Witherspoon
 Central East—John Blades
 Mighty Peace—Doug Luck and Darcy Younghans
 North Central—Daniel Auray, Catherine Roberts and Loretta Manning
 Palliser—MJ Chursinoff and Jeff Mason
 Red Deer—Donna Cruden, Wendy Parker and Kevin Prediger
 Southeast—Larry Knibbs and David Rozdeba
 Southwest—Neil Little and Kelly Rypien
- 1998 Athabasca—Rick Senft
 Calgary City—Linda Morrison and Jeff Nelner
 Central East—Gerald Prediger and Kevin Drader
 Greater Edmonton—Janice Roth, Bryan Anderson and Shawn Tschritter
 Mighty Peace—Brian Hay
 North Central—A Shea, Frank Rayment, Jacki Ryan Wedde and Cindy Andrews
 Northeast—Ken Pshyk and Brad Boychuk
 Palliser—Melvyn Wade

Red Deer—Joanne Susut, Brent Wesley and Steve Latta
Southeast—Susan Feeney and Guy Chomistek
Southwest—Robert Rodgers and Kevin Assenheimer

1999 Athabasca—Kim Boehme and Kevin Dodsworth
Calgary City—Stephen King
Central East—Sherry Bratrud
Greater Edmonton—Noreen Baker, Ron Kutney and Shawn Irwin
Mighty Peace—Evan Davies, Lynn Connell and Brad Harrop
North Central—Doug Eglinski and Stephen Lush
Northeast—Adrian Kiss and Wayne Lewin
Red Deer—Don Falk and Del Lomsnes

2000 Athabasca—David Jaska
Calgary City—Brian Pederson, Cindy Brock and Kathy Strother
Central East—Kerry Frissell
Greater Edmonton—Marcie Syme and Ray Jorgensen
Mighty Peace—Patti Nichol and Stan Neufeld
North Central—Roger Nicholson, Roger Bouthillier and Dixon Ward
Northeast—Phyllis Jones and Maryanne Bushore
Palliser—Brian Bienert
Red Deer—Gregory Hall
Southeast—Maurey Salmon and Karen Doze

2001 Athabasca—Brendan Toner and Ken Hackett
Calgary City—Brenda Vickers and Jim Jenkyns
Central East—Carol Brown
Greater Edmonton—Brent Bradford and Irv Barros
Mighty Peace—Jeff Sylvester and Allison Maxwell
North Central—Randy Vandersteen and Marg Convey
Northeast—Lori Hamel
Palliser—Shane Stockwood, Mindy Sayers and Rob Maltzahn
Red Deer—Sandre Goheen, Marilyn Ganger and Susan Dillabough
Southeast—Scott Howes and Jim Hartley
Southwest—Terry Hanna

2002 Athabasca—Trevor Reinhart
Calgary City—Ralene Goldade, Wayne Meadows and Shawn O’Neill
Central East—Andy Lyster
Greater Edmonton—Priscille Jong and Wendae Grover
Mighty Peace—Bonnie Stelmach
North Central—Ryan Chambers and Marge Jones
Northeast—Syd Kuryliw and Keith Martin
Palliser—Kate Scott
Red Deer—Mike Hulyk and Marg Ramsey
Southeast—Lyle Kennedy, Sue Fife and Jim Drefs
Southwest—Wayne Weitz

2003 Athabasca—Gerarda Germain
Calgary City—Angus Gent and Jocelynn Vryenhoek
Central East—Bob Charchum
Greater Edmonton—Shana Turpin and Rashad Amer
Mighty Peace—Candice Collins and Mike Lauzon
North Central—Bonnie Bosworth
Northeast—Troy Gratton and Jared Nichol
Palliser—Andrew Nicholson
Red Deer—Brad Anderson, Robert Lamy and Jacquie Leedahl
Southeast—Shelley Grisonich
Southwest—Michael Hornberger and Garry Malmo

2004 Athabasca—Mike Simmons
Calgary City—Johanne Dubuc and Tom Parker
Central East—Shauna Lindahl
Greater Edmonton—Michael Dorchak and Carmelina Shim
Mighty Peace—David Bleile
North Central—Glenn Wilson
Northeast—Daryn Galatiuk
Palliser—Jason Reid
Red Deer—Mona Knudslie-Stock
Southeast—Donna Schneider
Southwest—Linda Balon-Smith, Craig Patton and John Seaman

2005 Athabasca—Tim Yakiwchuk and Margo Wilson
Calgary City—Therese Wirch
Central East—Jayson Boyson

Palliser—Karyn Mitchell and Sam Aiello
Greater Edmonton—Jane Legace
Mighty Peace—Brad Harrop
North Central—Angela Thompson
Northeast—Larry Godziuk
Southeast—Sue Feeney
Southwest—Deedee Delbello and Dean Hawkins

2006 Calgary Region—Kelly Hackman and Shannon Miller
Central East—Shane Gau and Pat Findlay
Greater Edmonton—Doug Gleddie
Mighty Peace—Kerry Wiebe
North Central—Armando Carmona
Northeast—Larry Homeniuk
Palliser—Myrna Pauls
Red Deer—Sharon Wright
Southeast—Karen Kusler-Young and Derek Beck
Southwest—Grant Frier

2007 Calgary Region—Christina Marlett and Paul Marlett
Central East—Cheryl Van Dornick and Gilles Daigle
Greater Edmonton—David Dunkin and Diane Clarke
Mighty Peace—Scott Randall
Northeast—Jose Lapointe and Vince Spila
Southwest—Corey Van Oene and Peter Rajcic

2008 Calgary Region—Chris Shaw
Central East—Dean Gau and Steve Searle
Greater Edmonton—Jodi Harding and Kristen Smyth
Mighty Peace—Cindy Clarkson and Don Woodman
North Central—Lynn Bonnah and Kim Lerbekmo
Southeast—Nathan Hodgson

2009 Calgary Region—Sue Mills and Elisha Gordey
Greater Edmonton—Kim Chaudhry, Jennifer Park and Corinne King
Mighty Peace—Teresa Sallis-Stewart
North Central—Rick Mueller and Sara Herman
Palliser—Wade Jarvis
Red Deer—Jill Potts
Southeast—Jason Duchscherer

Southwest—Cory Gillespie

- 2010 Calgary Region—Jessica Badzgon and Bev Robinson
Greater Edmonton—Amanda Percy and Jessica Gillespie
Mighty Peace—Wyatt Carrell
North Central—Cheryl Hafso, Keith Szautner and Perry Kulmatyski
Palliser—Terry Roman
Red Deer—Cori Bussard, Jackie Weddell and Matt Tillapaugh
Southeast—Shelley Gader and Ched Simmons
- 2011 Calgary Region—Jennifer Wallace and Trish Hardy
Greater Edmonton—Stephanie Malkin and Chris Douglas
Mighty Peace—Grant Charles and Matthew Snider
North Central—Diane Hill, Ian Steinke and Kyle Laughy
Northeast—Hank Smid
Palliser—Simon Tessier
Red Deer—Lynn Kuehn and Jonathan Mauro
Southwest—Ash Diek
- 2012 Calgary Region—Kenny Young, Dustin Turner and JoAnne MacGregor
Central East—Brad Burns and Mark Chanasyk
Greater Edmonton—Kim Wyley and Julie Valdez
Mighty Peace—Chris Trydal
North Central—Scott Beck, Jim Glasgow, Tina McKinnon and Christina MacKinnon
Northeast—Shayne Midford
Red Deer—Doug Sather and Dwayne Lalor
- 2013 Calgary City—Sonia Sheehan and Renee Cangemi
Central East—Kristy Brown
Greater Edmonton—Kim Hordal and Theresa Lavelle
Mighty Peace—Tanya Dechant
North Central—Dan Potvin, Karen Potts and Ryan Reed
Palliser—Jack Molyneux
Red Deer—Dustin Devereaux
Southeast—Drew Loehndorf and Rob Grisonich
Southwest—Annette Bright
- 2014 Calgary—Nancy Jarvis, Heather Birss and Alison James
Central East—Christopher Reinhart
Central West—Nathan McLachlan and Dean Fagnan

Edmonton—Steve Klein and Brett Barron
North Central—Alex Zechel
Palliser—Craig Jones
Red Deer—Deanne Good
Southwest—Darran Lorne

2015 Calgary—Jennifer Wallace and Sarah Stempfle
Central—Dana Woroniuk and Jeff Clattenburg
Central East—Jami Danko
Edmonton—Daniela Stabile
Greater Edmonton—Allyson Fong and Marlene McQuesten
Southwest—Mira Vanhala and Brett Nish

2016 Calgary—Sherri Anwender
Edmonton—Brett Barron
Northwest—Erin Martins, Troy Sandboe and Curtis Hodge

2017 Calgary—Lisa Taylor, Don Marchuk
Central East—Richard Dupre
Central West—Roger Redman
Edmonton—Philippe Chaylt and Janay Bazin
Greater Edmonton—Jennifer Foster
Northwest—Leslie Griffin and Nichole Sander
Southeast—Chad Watson

2018 Calgary—Andrina Boyles and Jennifer Schoenberger
Central West—Amy Wesolowsky and Timmery Welsh
Edmonton—Michael Topping and Colette Tercier
Greater Calgary—Kendra Harper
Greater Edmonton—David van den Bijgaat and Kylie Rott
Northeast—Tina Skakun
Northwest—Cameron MacMillan
Southwest—Aaron Becking

2019 Southeast—Amanda McGarry
Southwest—Michaela Dilworth-Baum
Greater Calgary—Susan Shearer
Calgary—Jim Thorne and Michael Murray
Central—Dan Cormier

Central East—Katherine Wagner
Edmonton—Aaron Corsaro and Jackie Koval
Central West—Megan Jones
Northeast—David Hurley
Northwest—Neil Ashworth

2020 Calgary—Victor Carvalho and Mike Maher
Edmonton—Mandy Krahn and Kyra Reilly
Greater Calgary—Rebecca Roantree
Northeast—Nicole Biollo
Northwest—Kate Redl
Southeast—Kennedy Were
Southwest—Adrienne Kabi and Greg Bowes

2021 *Not awarded (conference cancelled due to the pandemic)*

2022 Calgary—Hanna Burger
Central—Kristin Mauro
Edmonton—Ray Jorgensen and Matthew Kemp
Greater Calgary—Sabrina Grecu
Greater Edmonton—David Shantz
Northeast—Kelly Murphy
Northwest—Katey Scully
Southeast—Sarah Were
Southwest—Austin Davenport

2023 Calgary—Corey Gunther
Central—Corey Lougheed
Edmonton—Kathryn Stack
Greater Calgary—Darren Anderson
Northeast—Jordan Johnson
Northwest—Maren Roberts
Southeast—Kaylie Klaiber
Southwest—Coady MacDonald

Friends of HPEC Honorees

Donations have been received to acknowledge the following people:

Sharin Adams	Brian Erickson	Dean McMullen
Kirk Bamford	Merri-Ann Ford	Rollie Miles
David Bean	Gerry Glassford	Myrna Pauls
Bryan Bienert	Wendae Grover	Bev Robinson
Lynn Bonnah	Rick Haines	Chuck Rose
Andrea Borys	Mike Hay	Marg Schwartz
Terry Brady	Marion Irwin	Brian Scott
Dave Brosh	Neil Johnston	Roger Scott
Tom Brunt	Nestor Kelba	Keith Shaw
Rollie Comeau	Lawrence King	Carvel Skaret
Dan Cooney	Del Lomsnes	Linda Thompson
Marg Derbyshire	Colin Lumby	Jackie Trotter
Barry Dillon	Al Lutz	Jan Valance
Mary Ann Downing	John Mayell	Lois Vanderlee
Lynn Dyck	Ken McKenna	Ran White
Myrna Empey	Ann McKinnon	Barb Young

HPEC Pre-Service Teacher Grant


- 2014 Meaghan Dickert, Evan McKinlay, Shayla Merriam and Frederick Aziz
- 2015 Kimberley Bates, Emily Upfold, Amanda Beekman and Jennifer Le
- 2016 Andrew Fitzgerald, Brittany Paulson, Hayley Zabolotniuk and Delanie Allen
- 2017 Molly Balhorn, Danielle Steele and Cathleen Timlick
- 2018 Arvin Tonolet and Hajnal Kiss
- 2019 Amanda McGarry and Adam Barker
- 2023 Amelia Hill, Dane Philipenko and Simon Lefvbre

HPEC Membership Conference Grant

- 2014 Sarah Stempfle, Lee Woodward and Cody Hall
- 2015 James Coghill, Shana Fairbank and Miranda Menard
- 2016 Kris Horb, Charlene Saunders and Suzanne Beckett
- 2017 Timmery Welsh, Kathleen Zalasky, Toni Craig, Mitch Walnman and Alicia Kudryk
- 2018 Darren Hall, Brent Lendvay, Nelda Chilboyko and Theresa O'Neill
- 2019 Tiffany Archie, Stacy Bauer and Joe Faught

Appendix G

Consent for Collection, Use and Disclosure of Personal Information

<p>Consent for Collection, Use and Disclosure of Personal Information</p> <p>Name of person: _____</p> <p>(Please print)</p> <p><input type="checkbox"/> I am the person named above.</p> <p><input type="checkbox"/> I am the parent or guardian of the person named above.</p> <p>I understand that my personal information or that of my child or ward in the form of (Check all that apply):</p> <p><input type="checkbox"/> video footage (moving images)</p> <p><input type="checkbox"/> audio</p> <p><input type="checkbox"/> photographs or other likenesses (still images)</p> <p><input type="checkbox"/> name or other identifying information</p> <p><input type="checkbox"/> Other: _____ (please specify)</p> <p>Will be collected by the Health and Physical Education Council (HPEC) of The Alberta Teachers' Association for the purposes of (Check all that apply):</p> <p><input type="checkbox"/> Uploading to public online video services (i.e. YouTube)</p> <p><input type="checkbox"/> Online public publication to World Wide Web (Internet) sites</p> <p><input type="checkbox"/> Public broadcast or exhibition</p> <p><input type="checkbox"/> Digital distribution (i.e. DVDs, electronic file transfer, thumb drive)</p> <p><input type="checkbox"/> Print publications for public distribution</p> <p><input type="checkbox"/> Other: _____ (please specify)</p> <p>for the purposes of providing demonstrations, educational and teacher professional development content, documenting and promoting HPEC events, communicating with members and the general public respecting HPEC's activities and projects.</p> <p>My signature below indicates that I consent to the above-described collection, use and disclosure of my personal information or that of my child or ward for the stated purposes.</p> <p>I understand that the privacy officer of The Alberta Teachers' Association is available to answer any questions I may have regarding the collection, use, and disclosure of these photographic images. The Privacy Officer can be reached at 780-447-9429.</p> <p>Signed: _____ Phone: (optional) _____</p> <p>Today's date: _____</p>	 <p>HPEC Health & Physical Education Council <small>The Alberta Teachers' Association</small></p>
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Appendix H

HPEC Conference Chairs

1962	Henry Wise Wood High School, Calgary	Ran White
1963	Banff School of Fine Arts, Banff	Jim Day
1964	Jasper Place Composite High School, Edmonton	Ernie Wynychuk
1965		Don Williams
1966	Banff School of Fine Arts, Banff	Chuck Rose
1967	Holiday Inn, Calgary	Bill Dymianiw
1968	Capri Motel, Red Deer	Rollie Miles
1969	Capri Motel, Red Deer	Bob Whitburn
1970	Granada Motor Hotel, Red Deer	Gerry Percy
1971	Banff Springs Hotel, Banff	Harry Thomas
1972	Macdonald Hotel, Edmonton	Rex Beach
1973	Banff Springs Hotel, Banff	Nestor Kelba
1974	Holiday Inn, Lethbridge	Ed Henderson
1975	Mayfield Inn, Edmonton	Bruce Shields
1976	Banff Centre, Banff	Jim Paul
1977	Chateau Lacombe, Edmonton	John Reid
1978	Capri Centre, Red Deer	Russ Grey
1979	Capri Centre, Red Deer	Miriam Reid
1980	Capri Centre, Red Deer	Jim Withell
1981	El Rancho Motor Hotel, Lethbridge	Wayne Rusling
1982	Terrace Inn, Edmonton	Bruce Kirkland and Marion Irwin
1983	University of Calgary, Calgary	LeRoy Pelletier
1984	Red Deer	Rollie Comeau and Bill Wotherspoon
1985	El Rancho Motor Hotel, Lethbridge	Malcolm Hughes and Max Zaugg
1986	University of Alberta, Edmonton HPEC 25th-anniversary conference	Val Olekschy and Susan Mitchell
1987	Grande Prairie Inn, Grande Prairie	Sheena Ness and Lance Therrien
1988	University of Alberta, Edmonton CAHPERD/HPEC joint conference	Mary Ann Downing and Peter Lindsay
1989	University of Calgary, Calgary	Diane Field and Rollie Petrowitsch
1990	Medicine Hat College, Medicine Hat	Rob Grisonich
1991	Red Deer Lodge, Red Deer	Al Lutz and Barb Young

1992	University of Lethbridge, Lethbridge	Merri-Ann Ford and Eleanor Torjek
1993	Banff Centre, Banff	Anne Paskevich
1994	Convention Inn South, J Percy Page High School and Holy Trinity High School, Edmonton	Deborah Rowley and Don Zabloski
1995	Mount Royal College, Calgary HPEC/CIRA joint conference	Lynn Dyck and Mo Antoniuk
1996	Grande Prairie	Nicole Martens, Beth Goldie and Brenda Valerio
1997	Red Deer College, Red Deer CAHPERD/HPEC joint conference	Del Lomsnes, Gord Ingles and Barb Young
1998	Medicine Hat	Marg Derbyshire, Deb Yanota and Rob Grisonich
1999	Augustana University College, Camrose	Ean Langille and Barry Dillon
2000	University of Calgary, Calgary	Sharin Adams, Theresa Maxwell and Joy Taylor
2001	University of Alberta, Edmonton	Ann Smithson and Jane Vallentyne
2002	Banff Centre, Banff CAHPERD/HPEC joint conference	Marg Schwartz and Lois Vanderlee
2003	Notre Dame High School, Hunting Hills High School and Collicutt Centre, Red Deer	Barb Young and John Groenen
2004	University of Lethbridge, Lethbridge	Dean Hawkins
2005	Fort McMurray	Brian Mullally, Michael Chaisson and Doug Nish
2006	Mount Royal College, Calgary	Shelley Barthel, Maureen Napier-Ross and Dwayne Sheehan
2007	J Percy Page High School and Holy Trinity High School, Edmonton	Lori Olson, Dean Rootsart and Heather Rootsart
2008	Grande Prairie	Carrie Yanishewski and Cindy Clarkson
2009	Banff Centre, Banff PHE Canada/HPEC joint conference PHE Canada 75th anniversary	Wayne Meadows
2010	Hunting Hills High School and Collicutt Centre, Red Deer	Susan Dillabough and Rob Willms
2011	SAIT, Calgary HPEC 50th-anniversary conference	Jessica Badzgon and Joyce Sunada
2012	Augustana Campus, University of Alberta, Camrose	Shane Gau and Brenda Holm
2013	Medicine Hat College, Medicine Hat	Brenda Bower, Marg Derbyshire and Lee Woodward

2014	St Francis Xavier Catholic High School, Edmonton	Jodi Harding-Kuriger, Dean Rootsaert and Heather Rootsaert
2015	Banff Centre, Banff PHE Canada/HPEC joint conference	Jessica Badzgon, Doug Gleddie and Jodi Harding-Kuriger
2016	Grande Prairie	Neil Ashworth, Leslie Griffin, Andrew Boylan, Chris Watson and Collin Dillon
2017	Jasper Park Lodge, Jasper HPEC/GEOEC joint conference	Jodi Harding-Kuriger and Jonathan Mauro
2018	Mount Royal University, Calgary	Sonia Sheehan and Dwayne Sheehan
2019	Red Deer College, Red Deer	Jonathan Mauro and Jodi Harding-Kuriger
2020	Lethbridge <i>Cancelled due to the pandemic</i>	Paul Bohnert, Jonathan Dick and Karly Lewis
2021	<i>Cancelled due to the pandemic</i>	
2022	<i>Cancelled due to the pandemic</i>	
2023	Lethbridge College, Lethbridge	Jonathan Dick
2024	Millennium Place, Sherwood Park	Heather Rootsaert and Colette Tercier

Appendix I

History of Schools Come Alive and Ever Active Schools

Compiled by Sharin Adams, SCA Liaison to HPEC

October 1989

HPEC submits a proposal for Schools Come Alive (SCA), a leisure lifestyle special project, to Alberta's Recreation, Parks and Wildlife (RPW) Foundation. This pilot project, designed by HPEC in cooperation with the RPW Foundation, would promote awareness and provide the skills necessary for students to make choices for a present and future healthy, active lifestyle. An assistant to the HPEC executive would be hired as full-time staff to coordinate, implement and help evaluate the project under the direction of the HPEC executive. This assistant would personally service 100 Alberta schools accepting the RPW Foundation's Success in Fitness indoor billboards, which promote fitness and health.

June 1990

HPEC advertises in the *ATA News* for a special project coordinator to oversee the SCA project and to present workshops that would facilitate teacher needs in promoting healthy, active lifestyles of students in 100 pilot schools in Alberta.

August 1990

Margaret Schwartz, of Morinville, a University of Alberta graduate and physical education specialist, is hired as the project coordinator for SCA. The SCA office is housed in the ATA's Barnett House, in Edmonton. Lynn Dyck, HPEC past president, serves as the chair of the SCA Committee to liaise between HPEC and the RPW Foundation. Also on the committee are Mary Ann Downing, HPEC past president, and Sharin Adams, member of the HPEC executive.

February 1991

HPEC submits a summary report to the RPW Foundation that highlights the accomplishments of the pilot project between April 1990 and January 1991 and makes the following recommendation: that HPEC establish an ongoing relationship with the RPW Foundation, as long as they both share the same mandate to improve and promote the active lifestyles of Albertans. This recommendation is accepted by the RPW Foundation, and a three-year funding agreement, to be reviewed annually, is developed.

October 1991

SCA publishes the first issue of its newsletter, *ACTIVE*, with news and updates regarding active living in Alberta schools. The newsletter is distributed to all schools through the ATA mailbag. The new SCA logo appears in the masthead of the newsletter. In the newsletter, the following SCA workshops are advertised and available to all schools in Alberta: "A.C.T.I.V.E.," Cowabunga, Dudes!" and "Help! I'm Stuck in the Classroom."

June 1992

SCA produces copies of the resource binder entitled *Active Living Helps Your School Come Alive* and distributes it to 1,300 Alberta schools.

September 1993

Wendae Grover becomes SCA's RPW Foundation liaison to the HPEC executive.

January 1994

SCA hosts its first weekend workshop to train Active Living leaders and HPEC's Quality Daily Physical Education (QDPE) leaders in Alberta. The workshop includes information and resources for QDPE; Active Living; the Canadian Association for Health, Physical Education, Recreation and Dance (CAHPERD); and the Canadian Intramural Recreation Association (CIRA) Canadian Active Living Challenge.

January 1994

SCA hosts an educational strategy meeting on how to make physical education and physical activity a priority in Alberta schools. Funding is provided by CAHPERD as part of its commitment to Health Canada to increase physical activity levels of Canadian children and youth.

April 1994

The RPW Foundation restructures and becomes the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) and continues to provide funding for the SCA project.

September 1994

Sharin Adams, HPEC past president, becomes SCA's RPW Foundation liaison to the HPEC executive.

November 1994

The SCA strategic plan highlights the mission statement: "Schools Come Alive is committed to increasing awareness and implementation of the Active Living concept in Alberta schools through education, resources and leadership in a coordinated and effective manner." The plan includes goals in education, resources, networking and provincial coordination.

January 1995

QDPE (CAHPERD), CIRA and Health Canada provide funding to SCA to bring the Active Living leaders and QDPE leaders together annually for training.

On behalf of the Active Living Alliance for Canadians, SCA provides training for teachers to use the Moving to Inclusion resources.

March 1995

The draft strategic plan of educational strategy on how to make physical education and physical activity a priority in Alberta schools is compiled and distributed by SCA to active living stakeholders and agencies in Alberta and Canada.

At the national CAHPERD conference, SCA, along with CIRA, trains leaders and presents resources to deliver the Canadian Active Living Challenge.

September 1995

The SCA project coordinator, Marg Schwartz, is appointed the ATA's representative on the Provincial Coordinating Committee on Heart Health and CIRA's Health in Perspective program.

SCA presents the following workshops available for the 1995/96 school year: "Living with Exercise," "Canadian Active Living Challenge," "From Couch Potato to Hot Tomato," "Help! I'm Stuck in the Classroom," "Cowabunga, Dudes!," "Stress-Busters," "Energize," "Omnikin Ball," "Creating Healthy Schools," "Moving to Inclusion" and "Changing Philosophies Toward Extracurricular Involvement for Students."

January 1996

The SCA project coordinator, Marg Schwartz, is appointed chair of the Alberta Coalition for School Health (ACSH).

May 1996

Working with the ACSH, SCA is successful in encouraging the Alberta Medical Association (AMA) to agree to display and distribute HPEC's QDPE brochure in doctors' offices across Alberta.

September 1997

The SCA mission statement is revised: "Schools Come Alive is dedicated to providing education and resources to the people within Alberta's school communities to ensure that lifelong physical activity is valued and integrated into daily life." The workshops "K-12 PE Assessment" and "Getting Girls Involved" are added to the SCA repertoire.

January 1998

SCA is included as a member agency of ASRPWF's Active Lifestyle Portfolio.

April 1998

SCA supports and presents at the ACSH's Healthy Kids Learn Better forum, held in Calgary, and provides Healthy Kids Learn Better workshops at provincial and national conferences and at the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) state conference in Idaho.

May 1998

SCA begins working with the Alberta Centre for Injury Control and Research (ACICR) to coordinate the development and adoption of *Safety Guidelines for Physical Activity in Alberta Schools*.

Summer 1998

SCA is contracted by Alberta Education to coordinate the development and implementation of the Physical Education On-Line interactive teacher website.

September 1998

SCA develops a website (www.incentre.net/hpec) to increase awareness of the SCA project and to provide resources, workshop information and links in support of healthy, active lifestyles.

March 1999

SCA receives Diabetes Strategy funding from Health Canada for 18 months to support two projects. In one project, SCA works with the Alberta Initiative for School Improvement (AIS) coordinator for the Holy Family Catholic School Division, in Peace River, to provide resources and PD in support of the existing Healthy Bodies, Healthy Minds project. The second project occurs in the Battle River School Division, where a part-time coordinator is hired to provide support for healthy, active lifestyles in schools and to coordinate community resources within the school division.

May 1999

SCA and the ACICR launch *Safety Guidelines for Physical Activity in Alberta Schools*. Alberta Education hosts two symposia, inviting superintendents from across Alberta to attend information sessions related to the resource. Over 100 workshops on the safety guidelines are held over the next 18 months.

June 1999

Alberta Education provides further contract funding to SCA to complete the Physical Education On-Line website.

September 1999

The SCA project coordinator serves as a member-at-large on the curriculum advisory committee for the new Alberta physical education curriculum.

SCA and the provincial committee revise the K–12 physical education and K–9 health and life skills programs of study.

SCA launches the Ever Active Schools (EAS) pilot program in 30 Alberta schools. The program provides further leadership, support and encouragement for active living initiatives in schools. The program is membership based and promotes the four E's of a comprehensive school health model—education, everywhere, everyone and environment—to encourage students to “live happily Ever Active.”

March 2000

The SCA project coordinator, Marg Schwarz, is seconded by Alberta Learning for three days a week from March 1 to June 30 to help complete the *Physical Education Guide to Implementation*. Heather Rootsart is seconded to SCA for two days a week to help oversee the SCA project and the EAS program.

September 2000

SCA revamps its website and changes the URL to www.schoolscomealive.org.

The EAS vision statement is as follows: “Alberta students live healthy, active lifestyles.”

The EAS mission statement is as follows: “The Ever Active Schools Program in partnership with Alberta school communities will contribute to the development of healthy children and youth by fostering social and physical environments that support active living.”

January 2001

SCA adopts a revised mission statement: “Schools Come Alive provides education and resources, which focus on increasing physical activity and promoting healthy active lifestyles in Alberta school communities.” For the first time, a vision statement is included in the SCA business plan: “Schools Come Alive works cooperatively with Alberta schools to help create an active healthy school community. In active healthy schools, the benefits of active living are known and valued. Everyone has equal opportunity to participate regularly in physical activity. Physical activity programs are safe, offer choice and encourage success for all. Instruction is provided by knowledgeable and skilled teachers who utilize positive practices to create a desire to participate. Alberta schools come Alive!”

January 2001

With funding from Alberta Community Development, Alberta Health and Wellness, and Alberta Learning, HPEC launches the EAS program to support and recognize active living programs in Alberta schools.

Marg Schwartz becomes the project coordinator for HPEC’s EAS program. Diane Clark becomes the interim project coordinator for SCA. SCA and EAS share resources and office space in the ATA’s Barnett House.

September 2001

Diane Clark becomes the project coordinator for SCA.

Workshop offerings include “Planning for Quality Learning Experiences,” “Evaluating, Assessing and Communicating Physical Education Programs,” “Hip Hop Hoorah!,” “Let’s Go Surf’n Now,” “Heart and Sole,” “New Games!,” “Run, Jump, Throw . . . a Playday,” “Back to the Basics in Movement,” “Team Building Activities,” “No Gym, No Problem!,” “Fair Play and Respect,” “From Couch Potato to Hot Tomato,” “Omnikin Ball and More!” and “The New K–9 Health and Life Skills Program.”

SCA receives a grant from Alberta Education to support the implementation of the *Run, Jump, Throw . . . and Away We Go!* resource during the 2001 Track and Field Games.

January 2002

SCA and EAS collaborate with Alberta Learning to produce a physical education resource guide for K–12 and to finalize the Physical Education On-Line website in support of the new K–12 physical education program of studies. An administrators’ guide to the physical education program of studies is also developed.

May 2002

SCA becomes a member of the steering committee of and a major contributor to the SummerActive program. SCA is contracted by Alberta Community Development to coordinate the school packages and promote the events of SummerActive.

June 2002

SCA partners with other agencies to present Go Girl 2002, a variety of sport, recreation and active living events in Edmonton for girls aged 12–17.

September 2002

Lois Vanderlee is appointed as the EAS program liaison to the HPEC executive.

SCA revises its mission statement: “Schools Come Alive provides leadership through inservices, resource development and collaborative partnerships in order to improve healthy active lifestyles in Alberta schools.”

SCA offers the workshop “The ABCD’s of Physical Education” in support of the implementation of the new physical education program of studies. Funding for the development and delivery of this workshop is provided through a grant from Alberta Education to the Alberta Regional Professional Development Consortium (ARPDC), who partners with SCA. Collaborating with ARPDC, as a partner in adult learning and support for Alberta teachers, allows SCA to develop and deliver new workshops and resources to teachers and administrators. Partnerships such as the one with ARPDC support the profile of SCA and improve programs, services and resources to meet the needs of all stakeholders.

January 2003

SCA distributes 2,600 *ACTIVE* newsletters to HPEC members and Alberta schools.

New SCA workshops are added: “K–9 Health and Life Skills Program,” “Hip Hop II,” “Physical Activity Guides for Children and Youth” and “Alternative Environments: Playground, Outdoor Activities, Special Events.” Funding for the development and delivery of the K–9 health and life skills workshop is provided through a grant from Alberta Education to ARPDC, who partners with SCA.

September 2003

Shelley Constantin becomes the SCA project coordinator. Dean Hengel becomes the EAS provincial director. Both projects relocate from Barnett House to the Percy Page Centre, on Groat Road, in Edmonton.

SCA promotes 14 workshops. New workshops include “Making Sense of Comprehensive School Health,” “EverActive—Forever Healthy,” “Fitness Frenzy” and “Assessment Antics.”

October 2003

SCA creates monthly activity calendars to provide ideas for classroom teachers to integrate physical activity into other subject areas and throughout the school community. Funding for the development and delivery of these calendars is provided through a grant from Alberta Education to ARPDC, who partners with SCA.

SCA creates a curriculum facilitators’ resource manual, which includes facilitators’ notes and participant handouts for four workshops in support of Alberta’s K–9 health and life skills program of studies. Funding for the development of this resource is provided through a grant from Alberta Education to ARPDC, who partners with SCA. As a result of this funding, SCA is able to provide the resource online, as a downloadable PDF, making it more accessible to teachers and administrators across the province.

November 2003

SCA partners with the City of Edmonton, ASRPWF, the Be Fit for Life Network and Alberta Milk to host the third annual Go Girl event in Edmonton.

HPEC initiates an employee performance review policy to provide annual performance reviews of the SCA project coordinator and EAS provincial director based on self-assessment and peer reviews. The reviews and a report are to be completed by the appropriate project liaison executive prior to the HPEC annual general meeting.

January 2004

SCA and EAS are contracted by Health Canada to develop, in collaboration with key active living and healthy eating partners, the 2004 *SummerActive School Resource Guide*.

February 2004

The SCA website is revamped and includes online access to the monthly activity calendars and SCA workshop handouts.

June 2004

SCA is contracted by ARPDC to assist in the development of a coordinated implementation plan and professional development for Alberta Learning's Daily Physical Activity (DPA) initiative.

September 2004

Doug Gleddie becomes the EAS provincial director.

November 2004

SCA partners with the City of Edmonton, ASRPWF, the InMotion Network, the Be Fit for Life Network and Alberta Milk to offer the fourth annual Go Girl event in Edmonton.

SCA and EAS are contracted by ASRPWF to support the development of the 2005 *SummerActive School Resource Guide* in collaboration with a variety of health and physical activity organizations.

January 2005

SCA hosts a one-day facilitator training workshop in Edmonton. Participants are introduced to the DPA resources available to schools and are trained to deliver the "Creating a Desire to Participate" workshop to support the implementation of DPA. Funding for the development and delivery of this workshop is provided through a grant from Alberta Education to ARPDC, who partners with SCA.

April 2005

SCA and EAS are contracted by ASRPWF to coordinate the May 5 launch of the SummerActive campaign in Alberta.

June 2005

SCA completes 197 workshops in 2004/05. SCA has attended DPA advisory committee meetings, has coordinated and facilitated workshop sessions in each of the six regional consortia, and has offered a one-day SCA workshop to every school jurisdiction in Alberta. Of 62 school jurisdictions, 33 have requested a district day of PD with SCA. Funding for the development and delivery of these workshops is provided through a grant from Alberta Education to ARPDC, who partners with SCA.

SCA revises its mission and vision statements. The mission statement is as follows: "Schools Come Alive provides leadership through workshops, resource development and collaborative partnerships to increase physical activity opportunities and promote healthy choices in Alberta school communities." The vision statement is as follows: "All teachers and administrators in Alberta implement quality health and physical education programs."

September 2005

SCA offers the following new workshops in support of the DPA initiative: “Daily Physical Activity for the Elementary Generalist Teacher,” “The DPA School Handbook Comes Alive,” “Motivating the Masses,” “Promising Practices for Implementing Daily Physical Activity,” “Assessment Antics” and “The Amazing Race for School Communities.”

SCA hosts a two-day training workshop in Edmonton for 25 facilitators from across the province. The facilitators will deliver workshops to support the implementation of DPA, physical education and health education programs. The names of the facilitators are shared with the executive director of each regional consortium. Funding for the development and delivery of this workshop is provided through a grant from Alberta Education to ARPDC, who partners with SCA.

October 2005

SCA partners with a variety of agencies to host the fifth annual Go Girl event in Edmonton. SCA coordinates the school mailout and group leaders and volunteers during the event. Approximately 100 girls aged 12–17 attend the event.

November 2005

SCA and EAS are contracted to support the development of the *Healthy Active School Communities* resource in support of the 2006 SummerActive campaign.

SCA hosts a one-day facilitator training workshop in Grande Prairie to support the implementation of DPA. Funding for the development and delivery of this workshop is provided through Alberta Education to ARPDC, who partners with SCA.

January–June 2006

In the 2005/06 school year, SCA delivers 119 workshops to 2,419 participants in support of quality physical and health education programs and the DPA initiative. There are 20,166 visits to the SCA website during the year, with 30 per cent being repeat visitors. Approximately 11,500 resources are downloaded from the website. Alberta Education funds ARPDC, who partners with SCA to develop and deliver the workshops.

March 2006

The SCA contract with ARPDC, to support the implementation of DPA in Alberta schools, is extended until December 2006.

June 2006

SCA and EAS collaborate to produce posters that profile the timetables of Alberta schools that have implemented daily physical education.

September 2006

EAS adopts a new vision statement: “Alberta students live, learn and play in healthy active school communities.”

The Healthy Active School Symposium (HASS) is held across Alberta, promoting student leadership.

Thirty-eight presentations and workshops are held, with 2,115 participants. All member schools report that EAS has made a difference at their school.

November 2006

The SCA's DPA contract with ARPDC is extended until June 2007.

December 2006

The SCA project coordinator, Shelley (Constantin) Barthel, takes a maternity leave from SCA.

January 2007

Susan Yakulic becomes the replacement project coordinator for SCA.

June 2007

SCA adopts revised mission and vision statements. The mission statement is as follows: "Schools Come Alive provides leadership and expertise to support the implementation and development of quality health and physical education programs and wellness initiatives in Alberta school communities." The vision statement is as follows: "All Alberta teachers and administrators offer programs and model behaviors that allow all school-aged children and youth to participate in and demonstrate an enduring passion for healthy active living."

Tracy Lockwood becomes the SCA program manager.

September 2007

SCA offers the following new workshops: "Beyond One Size Fits All (Differentiated Instruction)," "Assessment for Learning in Physical Education" and "So, You Have to Teach Health . . ." and creates new facilitator resource guides for "DPA for the Classroom Teacher" and "Assessment for Learning in Physical Education." Alberta Education funds ARPDC, who partners with SCA to develop and deliver these workshops and create the facilitator resource guides.

December 2007

SCA and EAS receive a grant from Alberta Active Living and Canada's Healthy Eating Strategy to promote healthy, active school communities in First Nations Treaty 6 schools.

April 2008

SCA is contracted by Alberta Education to produce educational and support resources for DPA, including topic-specific booklets to be inserted into Alberta Education's DPA handbook.

May 2008

SCA is contracted to create the physical activity portion of the combined SummerActive/WinterActive resource

June 2008

SCA receives a grant from ARPDC to deliver assessment and differentiated instruction workshops in support of the implementation of DPA during the 2008/09 school year.

SCA receives a Healthy Active School Community Award from Alberta Health and Wellness.

SCA completes 98 workshops in the 2007/08 school year.

September 2008

SCA merges with EAS. The SCA program manager, Tracy Lockwood, becomes the education coordinator for the EAS program.

New workshops being offered include “Dynamic DPA!,” “Interactive Health: A Resource Toolbox for Health Teachers,” “Beyond One Size Fits All: Differentiated Instruction in Physical Education,” “Considering a School Nutrition Makeover? Bite Off What You Can Chew!,” “Heart Health—Support for Outcomes B and D,” “Hitting the Target: Assessment for Learning in Physical Education,” “Mental Wellness: Part of Your Healthy School Community” and “Recipe Card Lesson Plans.” Alberta Education funds ARPDC, who partners with SCA to develop and deliver the “Heart Health” workshop.

EAS opens offices in the south at Mount Royal College, in Calgary.

HASS Events

- 11 locations
- 151 schools, 413 adults and 444 students
- 181 presentations/workshops and 5,542 participants
- 550 contacts on the communications list
- 2,500 newsletters distributed
- 59,780 website visits
- 162 member schools and 123 associate schools

January 2010

The Shaping the Future conference is held at West Edmonton Mall, with 180 delegates.

May 2010

EAS celebrates its 10th anniversary at the HPEC conference in Red Deer.

HASS Events

- 11 locations
- 166 schools
- 228 presentations/workshops
- 7,552 participants
- 79,073 website visits
- 195 member schools and 143 associate schools

September 2010

The EAS offices move to the University of Calgary.

January 2011

The Shaping the Future conference moves to Kananaskis and has 227 delegates.

June 2014

The EAS vision statement is revised: “All Alberta students belong to healthy school communities that enable optimal health and learning.” The EAS mission statement is revised: “To provide provincial leadership that promotes and supports healthy, active school communities through a comprehensive school health approach.”

May 2015

The HPEC liaison position is removed from the HPEC executive. The EAS director is to be the direct link to HPEC.

June 2015

EAS celebrates 15 years of success! EAS has successfully engaged 920 school communities in Alberta, with a growth of over 682 since 2010. Through learning opportunities, communication and collaborative events, EAS connects with all 61 jurisdictions in the province.

