

## **UPPER GRAND DISTRICT SCHOOL BOARD**

### **BUSINESS OPERATIONS COMMITTEE**

#### **MINUTES**

June 14, 2011

The Business Operations Committee of Upper Grand District School Board met on Tuesday, June 14, 2011, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

Trustee Fairbairn, Chair, presided and the following Trustees were present: Bailey, Borden, Busuttil, Cooper, Gohn, Moziar, Topping and Waterston, along with Student Trustees MacDougall and Vander Vlugt.

Present from the Administration were Director of Education, Dr. M. Rogers, Superintendents Benallick, Boswell, Fyfe, Morrell, Kelly and Wright; D.S. Cuomo, Manager of Planning; M. McFadzen, Communications Officer; M. Weidmark, Administrative Officer, Communications; J.L. Rose, Executive Officer of Human Resources; John Shanks, Chief Information Officer; Jim Bowie, Occupational Health and Safety Officer; and, P. Scinocca, Manager of Capital and Renewal Projects.

#### **APPROVAL OF AGENDA**

“Legal Issues” was added to the agenda under item 16, Other Business (In Camera).

Trustee Moziar moved that the agenda be approved as amended.

The motion carried.

#### **APPROVAL OF MINUTES**

Trustee Waterston moved that the minutes of the previous meeting, held May 10, 2011 be approved as printed.

The motion carried.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

#### **OPEN SESSION**

**DIRECTOR’S ANNUAL REPORT - deferred**

## **2010 2011 INTERIM FINANCIAL REPORTING AS AT MARCH 31, 2011**

Ms. Janice Wright, Superintendent of Finance, introduced and reviewed the report entitled, "2010 2011 Interim Financial Reporting as at March 31, 2011," dated June 14, 2011, including Appendix A. It is the second Interim Financial Report to Trustees for the 2010 2011 fiscal year. This report uses actual revenue expenditures and enrolment as at March 31, 2011 as a base for projections. It was noted that actual expenditures will vary from forecast over the spring and summer. Trustees should consider a surplus or deficit that is within plus or minus 1% (approximately \$3M) to be balanced.

Appendix A (Summary of Enrolment, Changes in Enrolment: Budget v. Forecast, Summary of Financial Results and Expenditures: September 1, 2010 to March 31, 2011) were reviewed in detail with changes in enrolment and revenue and reasons for budget variances highlighted. A surplus of \$2.3M is projected for 2010-11, which is 0.75% of total revenue.

### **Recommendation #1**

Trustee Waterston moved that the report: 2010 2011 Interim Financial Reporting as at March 31, 2011 (Finance #2011- June 14, 2011, be received.

The motion carried.

## **A CARBON MARKET OPPORTUNITY**

Mr. Paul Scinocca, Capital Projects Manager, introduced and reviewed the report entitled, "A Carbon Market Opportunity," dated June 14, 2011, prepared in collaboration with Blair Capling, Facility Projects Team Leader and Daljit Blasan, University of Waterloo Coop Student Energy Coordinator. The UGDSB continues to actively pursue opportunities to reduce its carbon footprint by adopting strategies to reduce consumption through the application of renewable energy, energy conservation and other greenhouse gas removal projects. As a result, we have generated carbon credits which we can potentially sell on the voluntary market to organizations that have not met regulatory requirements. There are very strict rules related to the marketing of carbon credits. The timing for this market is also key for gaining the maximum benefits from this opportunity as most of the projects for the board are within 2003-2005 and we must register these projects within 2011 in order to secure those carbon credits for 2003. The Capital and Renewal group is requesting proposals to perform a feasibility investigation to outline the costs and potential benefits of marketing carbon credits generated by the Board.

**Recommendation #2**

Trustee Bailey moved that this Committee recommend to the Board that the report entitled, "A Carbon Market Opportunity," CP:11-06, dated June 14, 2011, be received.

The motion carried.

**ENERGY SAVINGS – PHOTOCOPYING COST ANALYSIS**

Mr. Paul Scinocca, Capital Projects Manager, introduced and reviewed the report entitled, "Energy Savings – Photocopying Cost Analysis," dated June 14, 2011. The report (Appendix A) was prepared in collaboration with Blair Capling, Facility Projects Team Leader and Daljit Blasan, University of Waterloo Coop Student Energy Coordinator and illustrates the magnitude, cost and energy use related to the photocopying undertaken within the Board: 47 million copies between January 2009-2010. The Environmental newsletter (Appendix B) was also noted and was distributed within the system to raise awareness and provide some alternatives to photocopying. It was noted that energy consumption and costs correspond to the number of photocopiers rather than the number of copies made as the machines draw energy 24 hours/day, 7 days/week.

Trustees commended the work undertaken on the issue and encouraged staff to carry it further and to identify and recommend alternatives to photocopying, address barriers, and potentially incorporate the topic into curriculum and lesson plans.

**Recommendation #3**

Trustee Moziar moved that this Committee recommend to the Board that the report entitled, "Energy Savings – Photocopying Cost Analysis," CP:11-05, dated June 14, 2011, be received.

The motion carried.

**RESIGNATIONS, APPOINTMENTS AND RETIREMENTS**

Ms. J. L. Rose introduced and reviewed the report "Resignations and Retirements (Appendix A and B)", dated June 14, 2011, as distributed at the meeting.

**Recommendation #4**

Trustee Bailey acknowledged the long service employees and moved that this Committee recommend to the Board the report, "Resignations and Retirements (Appendix A and B)" dated June 14, 2011 be received.

The motion carried

## **HEALTH AND SAFETY REPORT**

Mr. Jim Bowie, Occupational Health and Safety Officer, provided an overview of the Health and Safety information that is now available on the Web Portal. The information has been available through First Class. In keeping with the department goal of making information available 24 hours/day 7 days/week the move to the portal has provided easier access for staff. The site includes information regarding staff contact information, the department's functions, alerts, Joint Health and Safety Committee membership list and meeting minutes, links to legislation, regulations and codes, frequently asked questions and answers, resources (documents and multimedia), safety procedures, training, and other related information.

In response to questions from Trustees, it was reported that there have been no incidents of Hantavirus or illnesses resulting from contact with Hogweed.

### **Recommendation #5**

Trustee Waterston moved that this Committee recommend to the Board that the verbal report on Health and Safety, as presented by Mr. Jim Bowie, Occupational Health and Safety Officer, be received as information.

The motion carried.

## **OTHER BUSINESS**

### **Disposition of New Pupil Places Wrap Up Funds – New Schools**

It was explained that earlier this evening, the Business Operations Committee considered the report "Disposition of New Pupil Places Wrap Up Funds – New Schools," dated June 14, 2011, in camera. A motion was passed at that time to present the report at the Open Session.

Mr. Paul Scinocca, Capital Projects Manager, reviewed the report. He explained the New Pupil Places (NPP) model has been in place since 1988 and sets funding levels based on enrolment and capacity board wide. Over the past several years the Ministry has worked to transition the funding to a model which funds capital work as discrete projects, based on local circumstances supported by business cases. The difference between enrolment and capacity is currently being assessed and based on this assessment, the Ministry will determine an amount of capital funding which can be committed to projects at our board. Based on the assessment work to date, the Ministry has confirmed that at least approximately \$21,000,000 can be directed by the Board to specific capital projects. The remainder is still being assessed. In addition to the usual capital pressures, the introduction of Full Day Kindergarten (FDK) will require the construction of additional classrooms which will be separately funded by the Ministry. Significant capacity pressure in Dufferin and East Guelph were noted.

### **Recommendation #6**

Trustee Waterston moved

THAT:

1. The report entitled "Disposition of New Pupil Places Wrap Up Funds – New Schools," CP:11-05, dated June 14, 2011, be received.
2. The construction of a new JK-6 dual track school in East Guelph with approximately 500 pupil places, funded by NPP wrap up funds and supported, where possible, by FDK capital funding, be approved.
3. The construction of a new JK-8 school in Shelburne with approximately 42 pupil places, funded by NPP wrap up funds and supported, where possible by FDK capital funding be approved.

The motion carried.

### **Changes in Dates of Future Meetings**

Trustee Borden noted due to meeting conflicts that have arisen, the Accommodation Review Workshop currently scheduled the evening of Monday, June 20, 2011 and the Visioning Workshop scheduled the evening of Tuesday, June 21, 2011 are cancelled and will be rescheduled at a later date.

### **IN CAMERA**

### **ADJOURNMENT**

Trustee Busuttil moved that this Committee adjourn at 8:55 p.m. to report to the Board.

The motion carried.