

**Upper Grand District School Board
Business Operations Committee
Minutes**

September 10, 2019

The Business Operations Committee of Upper Grand District School Board met on Tuesday, September 10, 2019, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee MacNeil presided, and the following Trustees were present: Bailey, Bedi, Campbell, Edwards, Lustgarten Evoy, Ross, and Topping, along with Student Trustees Amelia Luff and Nathalie Alaves.

Present from the Administration were Director of Education Rogers, together with Superintendents Heaslip, Lindsay, McDonald, Morrell, Regier, Slater, and Van Ooteghem, Communications Officer Loney, Executive Officer of Human Resources Rose, Student Success Lead Zen, Manager of Planning Passy, Operations Officer Scinocca, and Manager of Operations Veit.

Approval of Agenda

Trustee Campbell moved that the agenda be approved as printed.

The motion carried.

Approval of Minutes

Trustee Topping moved that the minutes of the meeting of June 11, 2019 be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Ministry of Education Request for Capital Priorities 2019

Manager of Planning Passy advised that, on July 22, 2019 the Ministry of Education issued Memorandum 2019: B17 “Announcement of launch of 2019-20 Capital Priorities Program, including Child Care Capital Funding and review of School Construction Standards.” Boards were invited to submit up to ten of their most urgent Capital Priorities, which need to be completed by the 2023/24 school year. The submission deadline for all capital funding requests is September 30, 2019. The Capital Priorities

Program (CPP) provides school boards with an opportunity to identify and respond to the most urgent pupil accommodation needs. The CPP provides a source of capital funding to address accommodation pressures, replace schools in poor condition, support past consolidation decisions, provide facilities for French-language rights holders in under-served areas, and create child care spaces in schools. Trustees were presented with Capital Priorities identified by staff for submission to the Ministry of Education for funding. Trustees expressed thanks for the report.

Recommendation # 1

Trustee Lustgarten Evoy moved that:

1. Memo PLN: 19-25 "Ministry of Education Request for Capital Priorities 2019" dated September 10, 2019 be approved.
2. Staff be directed to submit Capital Priorities Program business cases for the following projects:
 - Priority 1: New 308 pupil-place elementary school in the Township of Centre Wellington,
 - Priority 2: 4 Classroom Addition at Hyland Heights ES,
 - Priority 3: 4 Classroom Addition at Glenbrook ES.

The motion carried.

Health and Safety Update

Manager of Health and Safety Culham reported on Health and Safety activities during the 2018-2019 school year. There were 11 visits from the Ministry of Labour and no orders were issued. In 2018-2019 there were a total of 221 Employee Incident/Accident Reports in 2018-2019 compared to 259 reports for 2017-2018. There were 1453 Employee Violent Incident Reports in 2018-2019 compared to 1740 in 2017-2018. Eleven new Safe Operating Procedures were developed and risk assessments were done for all shop equipment. Health and Safety training presentations were provided on a number of occasions including the following: Caretaker Leadership Program, Me as VP, Principal Qualification Program, Take Our Kid to Work Day, Cycle of Training, New Administrator and Manager Orientation, Elementary and Secondary New Teacher In-Service, and EA PD Presentation. Ms. Culham advised that the Joint Health and Safety Committee met 6 times, 4 half-day meetings and 2 full-day meetings. She reported that the goals for 2019-2020 include the implementation of an online safety data sheet system, continuation of hearing conservation and noise surveys in technology shops, and continuing to update fire safety plans and occupant loads in schools.

Recommendation # 2

Trustee Bailey moved that the verbal update on Health and Safety be received.

The motion carried.

Other Business – nil report

Move In Camera

Trustee Campbell moved that this committee move In Camera.

The motion carried.

In Camera

Adjournment

Trustee Lustgarten Evoy moved that this Committee adjourn at 8:12 p.m. to report to the Board.

The motion carried.

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