

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

November 12, 2019

The Business Operations Committee of Upper Grand District School Board met on Tuesday, November 12, 2019, in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:03 p.m.

The Chairperson, Trustee MacNeil presided, and the following Trustees were present: Bailey, Busuttil, Bedi (via teleconference), Edwards, Foley, Lustgarten Evoy, Ross, and Topping, along with Student Trustee Nathalie Alaves.

Present from the Administration were Director of Education Rogers, together with Superintendents Heaslip, Lindsay, McDonald, 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, Capital and Renewal Projects Manager Capling, and Manager of Operations Veit.

**Approval of Agenda**

Trustee Lustgarten Evoy moved that the agenda be approved as printed.

**The motion carried.**

**Approval of Minutes**

Trustee Lustgarten Evoy moved that the minutes of the meeting of October 8, 2019 be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**The motion carried.**

**Climate Change Emergency Resolution**

Trustee Bailey presented the “Climate Change Resolution Memo”, provided comments regarding the importance of the resolution and read the resolutions in the report.

Trustee Busutil noted that she wanted to ensure that the Board was thoroughly grounded in its statements and representation. She appreciated that Trustee Bailey referenced the Wellington Dufferin Guelph Public Health research initiative as it speaks with authenticity to local Climate Change health and system issues.

Trustee Bailey commented that the Board, would begin with acknowledgement that a climate emergency exists, look to find opportunities to work with staff, students and community members, to create opportunities to engage, to lead and inspire. Future plans would include how the Board can work with our students, staff, federations, and community members in an effort to support sustainability, and growth to present Trustees with the opportunity to publicly recognize the challenges our youth face regarding climate change and present opportunities for individual Trustees to increase their awareness of Climate Change and intentionally demonstrate our efforts to reduce our carbon footprint.

Trustee Busutil raised concerns about process. She requested that motion # 1 be considered separately.

### **Recommendation # 1**

Trustee Busutil moved that the Revised November 12, 2019 Climate Change Resolution Memo be received with amendments to include new references, and with thanks to Trustee Bailey.

**The motion carried.**

### **Recommendation # 2**

Trustee Busutil moved that:

2. The Upper Grand District School Board establish an ad hoc Trustee Climate Change Committee.
3. The Trustee Climate Change Committee be comprised of 4 Trustees and 1 Student Trustee representative.
4. The Trustee Climate Change Committee prepare a Terms of Reference to be approved by the Board, this may include the development of a plan and recommendations that would:
  - identify how to raise individual Trustee awareness of Climate Change;
  - identify how individual Trustees may reduce their carbon foot print;

- identify how the Board of Trustees as a whole may reduce their carbon foot print;
  - identify how climate impact should be included in the Trustee decision making process;
  - identify the need, and process, for the development of an Upper Grand District School Board Climate Action statement.
5. The Trustee Climate Change Committee report to the Business Operations standing committee.

**The motion carried.**

Trustee Busuttil noted that she did not support recommendation # 1 or # 6 as printed in the report as she believed these would be the work of the committee. Trustee Foley suggested that the motions were correct for the Board. An in-depth discussion followed. Student Trustee Nathalie Alaves appreciated the inclusion of student voice.

**Recommendation # 3**

Trustee Bailey moved that:

1. The Trustees of the Upper Grand District School Board collectively declare a climate emergency, recognizing that climate change threatens our students, Board, region, province, nation, humanity and the natural world.
6. The Chair be directed to write to encourage the Ontario Public School Boards' Association and every other publicly funded school board in Ontario to adopt a similar resolution.

**The motion carried.**

**2020-21 Development Area School Assignments**

Manager of Planning Passy presented the 2020-21 Development Area (DA) School Assignments. She advised that development areas are designated by the Board which are not part of a school attendance area. Students from these areas are assigned to holding schools that have space available. The North Fergus DA is currently assigned to Salem PS for JK-6 and Elora PS for Grades 7-8. In order to balance enrolment growth until a new school is constructed, staff recommend that the North Fergus DA assignment be adjusted so that JK-3 attend Salem PS and Grades 4-8 attend Elora PS. Elora PS is larger and is able to accommodate portables more easily than Salem PS. It is possible that students would start school at Salem PS and then be required to move

to Elora PS in September 2020. In order to minimize disruptions for students moving into the DA in the 2019/20 school year, parents/guardians of students in Grades 3-6 in 2019/20 may apply for Out of Area permission to allow their students to attend Elora PS. It is recommended that transportation be provided for successful applicants.

In December 2018, an application for 400 residential units at Victoria Road and MacAlister Boulevard was submitted to the City of Guelph. In order to manage growth in this area, staff are re-establishing the Victoria Road DA with a modified boundary to include this new development at Victoria Road and MacAlister Boulevard. Staff recommend assigning the Victoria Road DA to Priory Park PS for JK-6 and Jean Little PS for Grades 7-8. No students are projected from this development in the 2020/21 school year.

#### **Recommendation # 4**

Trustee Busuttil moved that:

1. Memo PLN: 19-28 “2020/21 Development Area School Assignments” dated November 12, 2019 be received.
2. The Development Area School Assignments as outlined in Appendix A to memo PLN: 19-28 “2020/21 Development Area School Assignments” be approved for the 2020/21 school year.
3. Despite the 2020/21 Development Area School Assignments not coming into effect until September 1, 2020, students in Grades 3-6 during the 2019/20 school year who reside in the North Fergus DA and are directed to attend Salem PS, be allowed to apply for Out of Area permission to attend Elora PS for 2019/20.
4. Despite Policy 501, the Board directs that transportation be provided to those students in Grades 3-6 directed to attend Salem PS, who successfully apply for Out of Area permission, to attend Elora PS for the 2019/20 school year only.

**The motion carried.**

#### **Annual Accessibility Report**

Superintendent of Schools Van Ooteghem presented the Accessibility Report for 2018-2019, in compliance with the Accessibility for Ontarians Disabilities Act (AODA). The purpose of the Annual Accessibility Report is to provide an update on the Board's progress over the previous school year in identifying, removing and preventing barriers for persons with disabilities. The purpose of the Multi-Year Accessibility Plan is to

describe the measures the Board will take over the period 2018-2023 to identify, remove and prevent barriers for persons with disabilities who work, learn or volunteer in and/or use services in board facilities. Mrs. Van Ooteghem advised that the areas addressed in the report included training, education, procurement, information and communication, employment, transportation, built environment and outdoor play spaces as well as a review and monitoring process. The presentation was enhanced with pictures of staff, students and facilities where they highlight the work done by the accessibility committee. Mrs. Van Ooteghem stated that the committee plans to continue to follow policy, and review and revise the accessibility plans, as required to meet system needs to ensure that all staff and students have accessibility. She invited staff, students and community to think what accessibility truly means, and invited them to join in the work that we do to provide an accessible environment for staff and students. Accessibility ensures inclusivity and respects diversity and demonstrates that we all have ability.

Trustee Lustgarten Evoy expressed praise and thanks for the dedication and passion of staff in providing an accessible environment for staff and students.

#### **Recommendation # 5**

Trustee Lustgarten Evoy moved that the Annual Accessibility Report for 2018-2019 dated November 12, 2019 be received.

**The motion carried.**

#### **2019-20 Energy Team Action Plan**

Capital and Renewal Projects Manager Capling presented the 2019/20 Energy Team Action Plan. He noted that the Energy Management Team encourages the responsible use of energy and the development and implementation of utility conservation measures throughout all schools and administration buildings. The Team was established in the 2017/18 school year and presented its goals and objectives at the April 9<sup>th</sup>, 2019 Business Operations meeting. The strategic goal of the team is to promote efficient use of energy at the UGDSB. In the fall of each year, the Energy Management Team will provide information to the Board regarding the anticipated Energy Management Team Action Plan, which integrates with the Board's Operational Plan. Action steps were highlighted which included energy audits, tracking and reporting board energy use, supporting the building renewal program, generate savings to the board, improve building automation systems, encourage behavioural change, and foster professional development.

#### **Recommendation # 6**

Trustee Bailey moved that the report entitled "2019/20 Energy Team Action Plan", CP:19-06, dated November 12<sup>th</sup>, 2019, be received with thanks.

**The motion carried.**

### **Energy Conservation and Savings 2013-2018**

Operations Officer Scinocca presented the energy conservation and savings 2013-2018 report in great detail. He noted that the Board annually files a summary of the energy consumed at all facilities and maintains an active Energy Consumption and Demand Management Plan as required by the Ontario Electricity Act, 1998. The latest 5 year plan was submitted to the Ministry in June 2019. This plan in part, compared the previous 5 years of energy reduction to the targets set by the Board and established new targets for the coming 5 years. Details were provided on the conservation measures which have achieved the gains reported and summarized the formal efforts made in the previous 5 year period to increase the energy efficiency of the Board's facilities. The financial results of the initiatives implemented were also presented for information. Trustees expressed thanks for the work in energy conservation and for the resulting savings to the Board.

#### **Recommendation # 7**

Trustee Bailey moved that the report entitled "Energy Conservation and Savings 2013 - 2018" (CP:19-07), dated November 12<sup>th</sup>, 2019, be received.

**The motion carried.**

### **Trustee Honoraria**

Superintendent of Finance Regier shared the Trustee Honoraria amounts for the year December 1, 2019 to November 30, 2020 and explained how the Honoraria was calculated and regulated.

Trustee Busuttil questioned how the new Income Tax rules which came into effect January 1, 2019 apply and if any exemptions were available and if Trustees could set their remuneration to keep the net pay status quo. In response, Superintendent of Finance advised that there was no opportunity to change rates as the amounts are based on regulation.

#### **Recommendation # 8**

Trustee Busuttil moved that the report entitled "Trustee Honoraria" dated November 12, 2019, be received.

**The motion carried.**

### **Trustee Expenses**

Superintendent of Finance Regier shared the summary of Trustee Expenses for the 2018-2019 school year, and will be posted on the Board's website, after the November Board meeting.

Trustee Busutil requested that the report include reference to OPSBA Regional and Annual meetings that Trustees may attend. Superintendent Regier agreed to include language as requested in the version that will be published on the Board's website.

**Recommendation # 9**

Trustee Busutil moved that the report entitled "Trustee Expenses" dated November 12, 2019, be received with the added comments.

**The motion carried.**

**Resignations and Retirements**

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated November 12, 2019.

**Recommendation # 10**

Trustee Lustgarten Evoy moved that the report "Resignations and Retirements" dated November 12, 2019 be received.

**The motion carried.**

**Other Business – nil report**

Trustee Topping moved that this committee Move In Camera.

**In Camera**

**Adjournment**

Trustee Ross moved that this Committee adjourn at 10:00 p.m. to report to the Board.

**The motion carried.**

**This document is available in alternative formats upon request.**