

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

November 9, 2021

The Business Operations Committee of Upper Grand District School Board met on Tuesday, November 9, 2021, virtually and in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Vice-Chairperson, Trustee Lustgarten Evoy presided, and the following Trustees were present: Bailey, Busuttil, Campbell, Edwards, Foley, Lustgarten Evoy, MacNeil, and Topping, along with Student Trustees Emilie Hill, and Vikasni Kuganesan.

Present from the Administration were, Director of Education Sovran, Executive Superintendent McDonald, together with Superintendents Heaslip, Hamilton, Lindsay, McCutcheon, Van Ooteghem, and Zen, Communications Officer Loney, Executive Officer of Human Resources Pyke, and Operations Officer Scinocca.

A Moment to Remember

With great respect, Trustee Campbell read “In Flanders Field”.

Trustee Campbell left the meeting after reading the poem.

Trustee Busuttil requested the following amendment: to switch the order of items from the In Camera agenda, item # 12 to come before item #11.

Approval of Agenda

Trustee Busuttil moved that the agenda be approved as amended.

The motion carried.

Approval of Minutes

Trustee Topping moved that the minutes of the meeting of October 12, 2021 be approved as printed.

The motion carried.

Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Trustee Climate Emergency Committee (TCEC)

Trustee Edwards presented the Trustee Climate Emergency Committee report and shared the following environmental news with the Board. The Raw Materials Company is providing battery recycling buckets to schools with free pick up which keeps hazardous materials out of landfills. September 19th to 25th is National Forest Week and their website has free teaching kits on forest topics such as climate change, biodiversity, and forest sustainability. Wellington County is advertising trees that are free through Green Legacy and started accepting orders in October and the free trees will be delivered in April 2022. Trustee Edwards expressed the Committee's interest in the free trees being offered so schools can be involved by planting trees they have ordered.

Trustee Bailey referenced in the TCEC minutes that the Committee included a recommendation to bring a motion to the board to engage in the strategic planning process as soon as possible so we can better reflect the changing reality of the student experience and our world. Trustee Bailey expressed his thanks to Trustee Busuttil for reaching out with some suggestions around how the Committee can move this strategic planning process forward. Trustee Bailey suggested that the wording of the motion not stand as is and asked Trustee Busuttil to introduce a new direction for the Board going forward.

Trustee Busuttil shared the first recommendation from the Trustee Climate Emergency Committee would not change.

Recommendation # 1

1. Trustee Bailey moved that the minutes of the Trustee Climate Emergency Committee (TCEC) held October 19, 2021 be received and considered.

The motion carried.

Trustee Busuttil proposed to turn the second recommendation from intent into action with a multi-year strategic direction and suggested that two new motions replace the second motion.

2. Trustee Bailey moved that the board engage in the strategic planning process as soon as possible so we can better reflect the changing reality of the student experience and our world.

The motion was defeated.

Trustee Bailey asked Trustee Busuttil to place the following motions as a means to say thank you for assisting the Committee.

Trustee MacNeil asked for clarification on whether these two new motions were coming from the Trustee Climate Emergency Committee (TCEC) or were they coming from the Board directing the Director of Education.

Trustee Bailey confirmed this is a recommendation to the Board of Trustees initiated by the TCEC and that the Committee would not be overseeing this. He noted, should the recommendation be adopted, this would be a request that the board direct the Director of Education to initiate the multi-year strategic plan.

Trustee MacNeil supported the motion but disagreed that this was within the purview of the TCEC. She noted the motions did not mention anything to do with climate emergency, and referenced when the TCEC was created, it was created with the acknowledgement that no staff resources would be expended and felt this did not follow that.

Trustee Busutil moved that:

2. That the Director prepare a report with recommendations to initiate the process for the development of the Multi-year plan for consideration at the December board meeting.
3. That the Multi-year plan report and recommendations include Process Management and governance, the Development of Board Strategic Directions with trustees, Community Engagement and consultation and a timeline.

The motion carried.

Renewal Projects 2021-2022

Operations Officer Scinocca expressed appreciation for the Renewal Projects Team, led by Capital/Renewal Projects Manager Capling for the team's work in planning and implementing all new schools, additions, major renovations, energy initiatives and equipment replacement projects in schools and administration buildings. In the Fall of each year, the Renewal plan is reviewed, revised and the work to be implemented in the current year is formalized so that design work can proceed, and this information is shared with Trustees. Each year the Board receives approximately \$6,000,000 in Renewal funds which are intended to be used to replace building components that have reached the end of their service life. In addition to regular Renewal funding, the Ministry has provided a School Condition Improvement Grant which is approximately \$9 million for the 2021/22 school year. School Boards are required to use approximately

70% of their School Condition Improvement funding to address major building components such as foundations, roofs, electrical, and mechanical systems. The remaining 30% of the School Condition Improvement funding may be used to address any locally identified renewal needs that are listed in VFA Facility. This year, the Ministry is not providing a dedicated fund for energy and ventilation improvements and it is expected that renewal funds will be used to complete these upgrades at school facilities. Details of the projects were outlined in the report. Trustees asked questions of clarification and expressed thanks for the continued upkeep of schools and buildings.

Recommendation # 2

Trustee Bailey moved that the report entitled, "Renewal Projects (2021/2022)", CP:21-03, dated November 9, 2021 be received.

The motion carried.

Trustee Expenses

Director of Education Sovran presented the Trustee Expenses report which summarized Trustee Expenses from September 1, 2020 to August 31, 2021. Expenses reported for each Trustee are in the following categories: professional development, travel, office supplies, and meeting expenses. Travel and professional development expenses were lower in 2020-2021 due to COVID-19 related restrictions.

Recommendation # 3

Trustee Foley moved that the report entitled "Trustee Expenses", FIN 1121-01, dated November 9, 2021 be received.

The motion carried.

Trustee Honoraria

Director of Education Sovran advised that the Ontario Regulation 357/06, Honoraria for Board Members, came into effect in the fall of 2006. It was amended by Ontario Regulation 436/18 on October 10, 2018. The base amount of Trustee Honoraria is limited to \$5,900 for the term of office from December 1, 2018 to November 14, 2022. Policy 105, Trustee Honoraria, has been amended to reflect this change. The average daily enrolment (ADE) from the previous year is used to calculate the enrolment amount of the Honoraria. The enrolment amount for Trustees for 2021 2022 is \$6,029 for total Honoraria of \$11,929. The Chair and Vice-Chair receive an additional base amount of \$5,000 and \$2,500 respectively. Those positions also receive an additional

Enrolment Amount. Honoraria for the Chair will be \$18,652 and for the Vice Chair will be \$15,290 for December 1, 2021 to November 30, 2022.

Recommendation # 4

Trustee Topping moved that the report entitled "Trustee Honoraria", FIN 1121-02, dated November 9, 2021 be received.

The motion carried.

Resignations and Retirements

Executive Officer of Human Resources Pyke presented the report Staff Retirements and Resignations dated November 9, 2021.

Recommendation # 5

Trustee Edwards moved that the report "Staff Retirements and Resignations" dated November 9, 2021 be received.

The motion carried.

Other Business – nil report

Move to In Camera

Trustee Edwards moved that this committee move In Camera.

The motion carried.

Adjournment

Trustee Foley moved that the Business Operations Committee adjourn and this meeting now close at 8:07 p.m.

The motion carried.

This document is available in alternative formats upon request.