

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

November 10, 2015

The Business Operations Committee of Upper Grand District School Board met on Tuesday, November 10, 2015 in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:00 p.m.

The Chairperson, Trustee Cooper presided, and the following Trustees were present: Bailey, Busuttil, MacNeil, Moziar, Schieck, Topping, and White along with Student Trustee Johnson.

Present from the Administration were Dr. M. C. Rogers, Director of Education, together with Superintendents Benallick, Lindsay, McDonald, Slater, Talbot, and Wright, Communications Officer Loney, Executive Officer of Human Resources Rose, Student Success Lead Zen, Planning Manager Passy, Operations Officer Scinocca, Capital and Renewal Projects Manager Capling, Manager of Operations Veit, and Manager of Health and Safety Culham.

**Approval of Agenda**

Trustee Schieck moved that the agenda be approved as printed.

**The motion carried.**

**Approval of Minutes**

Trustee Moziar moved that the minutes of the meeting of October 13, 2015 be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**Resignations and Retirements**

Executive Officer of Human Resources Rose presented the report Resignations and Retirements dated November 10, 2015.

**Recommendation # 1**

Trustee Schieck moved that the report “Resignations and Retirements” dated November 10, 2015 be received, with special thanks for the many years of service.

**The motion carried.**

**Health and Safety Report**

Manager of Health and Safety Nancy Culham provided an update on Health and Safety. She advised that the Ministry of Labour will be visiting schools in the spring, and will increase areas for review which include information, supervision, work place violence, protective equipment, maintenance guarding, slips trips and falls, falling from heights, and shop layouts.

**Recommendation # 2**

Trustee Schieck moved that the verbal report on Health and Safety be received, with thanks.

**The motion carried.**

**Renewal Projects (2015-2016)**

Operations Officer Scinocca, together with Capital and Renewal Projects Manager Capling, presented the capital and renewal projects planned for 2015-2016. It was reported that there were changes from the Ministry in renewal funding criteria and that the Ministry has implemented stringent tracking requirements across the province for school renewal grants as well as for the school condition program. The Ministry will be moving to mandatory reporting of all school renewal allocation expenditures that are capital in nature in VFA facility for the 2016-17 school year. Mr. Capling advised that last year a lot of renewal money was spent on full day kindergarten upgrades, and this year, there will be a greater focus on secondary requirements with a considerable focus on energy projects.

**Recommendation # 3**

Trustee Moziar moved that the report entitled “Renewal Projects (2015-2016) CP:15-05 dated November 10, 2015 be received.

**The motion carried.**

## **School Closures in Extreme Cold Weather**

Trustees White and MacNeil presented a summary of surrounding Boards procedures and/or policies that deal with school closures in extreme cold weather.

Trustee White moved that the current policy statement dealing with the closing of schools in extreme cold weather be changed so that the closing of schools will be considered when the Environment Canada wind-chill index forecast at 7:00 a.m. is  $-35^{\circ}\text{C}$ , and that the issue be referred to PMC. After some debate, the motion was withdrawn.

A lengthy discussion followed including whether this was Policy or administrative procedure. Other topics discussed included future direction whether it be policy development, Board motion, or status quo. Timelines for decision making, variations in weather conditions across the geographic area of Upper Grand, complexity of the issue, authority to close schools remains with the Director of Education and whether the decision is absolute or at the discretion of the Director, student safety, onerous job of policy development if required, number of occasions where schools need to be closed in extreme cold weather, and consideration of tweaking the Region of Waterloo's statement to suite Upper Grand were debated.

The Region of Waterloo's statement is as follows:

"Frigid temperatures are considered those where the temperature is  $-35^{\circ}\text{C}$  or colder with wind-chill. The General Manager of Student transportation Services of Waterloo Region (STSWR), will assess the temperatures in Waterloo Region using Environment Canada's wind-chill index by 5:30 a.m. If the temperature is forecasted to reach  $-35^{\circ}\text{C}$  or colder with wind-chill at 7:00 a.m., he/she will inform the Director or designate. In this situation busses will not operate. Schools may be open dependent on weather conditions. In the interest of student safety, staff is to communicate to parents that frigid temperatures present a risk of frostbite within minutes of skin being exposed and they should ensure their children are properly dressed for frigid temperatures and that they take into consideration that there may not be crossing guard service as a result of the frigid temperatures."

#### **Recommendation # 4**

Trustee Moziar moved that the Policy Management Committee examine the Region of Waterloo's frigid temperatures policy and consider adapting it to meet the needs of the Upper Grand DSB and take into consideration the variations in weather conditions throughout the geographic regions of the Upper Grand DSB.

Trustee Moziar moved to defer the above motion to the November Board meeting.

**The motion to defer,  
having precedence, was put first and carried.**

#### **In Camera**

#### **Adjournment**

Trustee Bailey moved that this Committee adjourn at 9:15 p.m. to report to the Board.

**The motion carried.**