

**Upper Grand District School Board Organizational Meeting**  
**Tuesday, December 1, 2020, 7:30 p.m.**  
**Agenda**

**1. Meeting Called to Order by the Chief Executive Officer of the Board**

**2. Confirmation of the Agenda**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

THAT the agenda be confirmed as printed.

**3. Traditional Greeting – Trustee Foley**

From the Anishinaabe (An-ish-**naw**-bay) to the Haudenosaunee (Hoe-den-o-**show**-nee) and the Métis, these treaty lands are steeped in rich indigenous history and modern traditions. As a community, we have the responsibility to honour and respect the four directions, land, waters, plants, animals and ancestors. Today, this area is home to many indigenous peoples from across Turtle Island. We acknowledge the Mississaugas of the Credit First Nation of the Anishinaabek Peoples, on whose ancestral and treaty lands we are gathered today.

**4. National Anthem of Canada**

**5. Inaugural Prayers**

Pastor Jim Gordon, from the Elora Road Christian Fellowship  
Imam Mubeen Butt, Muslim Society of Guelph

**6. Process and Procedures for Conduct of Meeting**

Executive Officer of the Board advises of the process and procedures for the remainder of the meeting.

**7. Election of the Chair of the Board for the year December 1, 2020 to November 30, 2021, in accordance with Clause 6 of the Board's By-law No. 1**

- a) Naming of Scrutineers to act, if required
- b) Nominations, seconder required for each nomination

- c) Motion that all nominations be now closed.
- d) Nominees have the opportunity to say a few words.
- e) Election, if necessary, will be in accordance with Clause 8 of By-law No. 1, calling for a vote by secret ballot

The election of the Chairperson shall be by secret ballot after the nomination has been held and the Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected but the count shall not be declared. Should no Trustee receive a simple majority of the votes cast, the scrutineers shall announce the result in descending order, and the name of the Trustee receiving the smallest number of votes will be dropped from the ballot and balloting shall continue until a majority of the ballots have been cast in favour of one person, but the counts shall not be declared. The person with the simple majority of votes shall be the chairperson until the next annual organizational meeting and shall at once take the chair and preside over the further conduct of the business of the meeting. Tie votes shall be decided by lot in accordance with Section 208(8) of the Education Act.

In the event that two or more candidates receive an equal number of votes, and a higher number than any other candidate, for the same position, such candidates shall draw lots to determine which candidate shall be declared elected. The officer or Board member whose duty it is to declare the result shall determine by lot and in the presence of the candidates which candidate(s) shall be declared elected. The candidates drawing lots shall select a piece of paper marked either 'yea' or 'nay'. The total number of pieces of paper shall equal the total number of candidates drawing lots.

- f) A motion is placed to destroy all the ballots.
- g) The Chair of the Board will now be declared, and take office and assume the Chair.

**8. Inaugural Address – Chair of the Board**

**9. Election of the Vice-Chair of the Board**, in accordance with Clause 10 of By-law No. 1, the same as for the Chair.

**10. Election of Chairs of the Two Standing Committees** for the year December 1, 2020 to November 30, 2021, in accordance with Clause 11 of By-law No. 1.

- a) Program Committee
- b) Business Operations Committee

**11. Election of Vice-Chair for Each of the Two Standing Committees** for the year December 1, 2020 to November 30, 2021, in accordance with Clause 11 of By-law No. 1.

- a) Program Committee
- b) Business Operations Committee

**12. Motion to Rise and Sit in Committee of the Whole**

Moved by \_\_\_\_\_

THAT the Board rise and sit in Committee of the Whole with Chairperson presiding.

**13. Royal Bank of Canada**

Moved by \_\_\_\_\_

THAT the Royal Bank of Canada continues to be the Banker for Upper Grand District School Board.

**14. Authorization For Line of Credit**

Moved by \_\_\_\_\_

THAT the Audit Committee be authorized to activate a line of credit or Banker's Acceptances, up to \$10,000,000 if required, at The Royal Bank of Canada.

**15. Authorization to Borrow Funds**

Moved by \_\_\_\_\_

THAT, in accordance with Section 243 of the Education Act, the Board authorize the Chair of the Board and the Director of Education as

Secretary-Treasurer to borrow, from time to time, such funds as this Board considers necessary to meet the current expenditures of the Board; further, that the amounts that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the unreceived balance of estimated revenue of the Board for the current year; and that the Chair of the Board and the Director of Education as Secretary-Treasurer be authorized to sign any required forms.

## 16. Signing Authority

Moved by \_\_\_\_\_

THAT:

- a) The signing officers for financial transactions by the Chair of the Board and the Director of Education and Secretary-Treasurer.
- b) The Chair of the Board, Trustee \_\_\_\_\_, and the Director of Education and Secretary-Treasurer, Dr. Martha C. Rogers, be named as the cheque-signing authorities of the Board for the period December 1, 2020 to November 30, 2021, and that they be authorized to sign the required banking forms, including the authority to make use of a mechanical facsimile of their signatures, and
- c) The Royal Bank of Canada be authorized and directed to pay any and all cheques against the account of the Board which may be presented for payment bearing the facsimile signature impressed thereon by mechanical means, of the Chair of the Board and the Director of Education, as Secretary-Treasurer of the Board, to all intents and purposes as though such cheques had been signed in their own handwriting and duly issued by such signing officers with the authority on behalf of the Board, it is also agreed that, in consideration of the Bank's paying or negotiating cheques issued on behalf of the Board and bearing the mechanically imprinted facsimile signature of the Chair of the Board and the Director of Education, as Secretary-Treasurer of the Board, the Board will and hereby does undertake to hold the Bank harmless from, and indemnified against, all loss, costs, damages and expenses arising out of the payment or the negotiation or any cheque on which the facsimile signature has been wrongfully affixed.

**17. Provision for Reserve**

Moved by \_\_\_\_\_

THAT:

- a) The Board provide for either a Provision for Reserve for Classroom Expenditures or a Transfer from Reserve for Classroom Expenditures.
- b) The Board provide for either a Provision for Reserve for Pupil Accommodation or a Transfer from Reserve for Pupil Accommodation.
- c) The Board provide for either a Provision for Reserve for Special Education or a Transfer from Reserve for Special Education, and
- d) The Board provide for either a Provision for Working Funds Reserve or a Transfer from Working Funds Reserve in its Financial Statements equal to the amount of surplus or deficit as determined after the year end audit.
- e) The Director of Education, the Superintendent of Finance or the Executive Officer of Human Resources be authorized to act on behalf of the Board in matters relating to the Canada Revenue Agency.

**18. Authority to Close School**

Moved by \_\_\_\_\_

THAT the Director of Education be authorized to act as Agent for the Board on the matter of school closing for a temporary period, in accordance with Section 19 of the Education Act, and that such action be reported to the Board as soon as possible.

**19. Ontario Public School Boards' Association Membership**

Moved by \_\_\_\_\_

THAT Upper Grand District School Board's annual membership in the Ontario Public School Boards' Association (OPSBA) be approved for the term of the new Board of Trustees (December 1, 2020 to November 30, 2021).

**20. [Policy 103 Trustee Code of Conduct](#)**

In accordance with this Policy, it is the responsibility of the Chair of the Board to bring the Trustee Code of Conduct to the attention of all Trustees at the annual organizational meeting. This serves as a reminder to all Trustees that an acknowledgement of this Code of Conduct was signed at the beginning of the term, (December 2018). A copy is attached.

**21. [Trustee Representation on Committees](#)  
[Terms of Reference](#)**

**22. Special Education Advisory Committee Appointment**

Moved by \_\_\_\_\_

THAT the following representatives of associations and the community be appointed to the Special Education Advisory Committee effective December 1, 2020 to November 30, 2021:

Association for Bright Children - ABC: Jason Offer

Autism Ontario-Wellington County- Alternate: Mandi Naismith

Autism Ontario-Wellington County: Carrie Proudfoot

Canadian Mental Health Association Waterloo Wellington Dufferin: Denise Helm

FASworld Canada (Fetal Alcohol Spectrum Disorders): Laurie Whyte

FASworld Canada (Fetal Alcohol Spectrum Disorders) - Alternate: Danielle Richer

Integration Action for Inclusion in Education and Community (Ontario): Don Richardson

Integration Action for Inclusion in Education and Community (Ontario) - Alternate: Erin Knight

Learning Disabilities Association of Wellington County: Renná Bruce Paonne

Views for the Visually Impaired: Shelly Marks

Views for the Visually Impaired - Alternate: Michelle Barrett

VOICE for Deaf and Hard of Hearing Children: Stacey Stevens

VOICE for Deaf and Hard of Hearing Children - Alternate: Kelsey Noseworthy

**23. Audit Committee**

Moved by \_\_\_\_\_

THAT the following external appointments be approved to the Audit Committee:

_____	Debbie Speight
*(2019 – 2023)	(2018 – 2022)

\*Vacant at the moment, advertisements will be done to fill the position.

**24. Meeting Schedule**

Moved by \_\_\_\_\_

THAT the monthly meeting schedule be as follows:

- First Tuesday (of month) - Program Committee
- Second Tuesday - Business Operations Committee
- Fourth Tuesday - Regular Board Meeting

The Board By-law No 1 states that Board Meetings start at 7:00 p.m.

Moved by \_\_\_\_\_

THAT the Board continue the practice of holding a Committee of the Whole meeting In Camera (if required) immediately prior to the regular Board meeting, or immediately following the Board meeting.

**25. Report to Board**

Moved by \_\_\_\_\_

THAT the Committee of the Whole rise and report to the Board.

**26. Ratification of Business**

THAT the business transacted by the Committee of the Whole be now ratified by the Board.

**27. Adjournment**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

THAT the Board adjourn and this meeting now close at \_\_\_\_\_ p.m.

This document is available in other formats, upon request.