

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

June 8, 2021

The Business Operations Committee of Upper Grand District School Board met on Tuesday, June 8, 2021, virtually and in the Board Room at 500 Victoria Road North, Guelph, Ontario commencing at 7:09 p.m.

The Chairperson, Trustee Campbell presided, and the following Trustees were present: Bailey, Bedi, Busuttil, Edwards, Foley, MacNeil, Ross, and Topping, along with Student Trustees Taran Fournier and Kim Tran.

Present from the Administration were, Director of Education Rogers, together with Superintendents Heaslip, Lindsay, McDonald, Regier, Slater, Van Ooteghem, and Acting Superintendent Hamilton, Communications Officer Loney, Executive Officer of Human Resources Pyke, Senior Manager of Human Resources Rose, Student Success Lead Zen, Manager of Planning Angrish, Senior Planner Imm, Manager of Health and Safety Culham, and Operations Officer Scinocca.

**Approval of Agenda**

Trustee Topping moved that the agenda be approved as printed.

**The motion carried.**

**Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**Approval of Minutes**

Trustee Foley moved that the minutes of the meeting of May 11, 2021 be approved as printed.

**The motion carried.**

**Long Term Accommodation Plan (LTAP) Annual Review Report**

Superintendent of Finance Regier, reported that, typically the LTAP Annual Review Report would be presented earlier in the school year. There have been reports in the media regarding potential changes to secondary online learning and therefore the LTAP Annual Review Report was delayed in case details of these changes could be incorporated into the report. To date, no official details were received related to these

potential changes and therefore, staff proceeded with the LTAP Annual Review Report using status quo information, utilization rates and enrolment projections for secondary schools. Once received, potential new information related to secondary online programs will be incorporated into future planning reports.

Senior Planner Imm presented the annual update on the Long Term Accommodation Plan (LTAP) Final Report. The LTAP is a comprehensive planning document that outlined the strategic review of the Board's facilities, population projections, and enrolment forecasts and is an important step in ensuring alignment of school facilities with the needs of the Board and the communities it serves. The LTAP Annual Review Report provided information related to the 5 Year Work Plan, updated enrolment, school utilization, potential facility partnership space, and French Immersion (FI) trends. It was noted that, some of the work plan priorities identified for 2020/21 needed to be shifted due to the impact of the COVID-19 pandemic, as well as delays in the release of Ministry of Education guidelines.

In the creation of the LTAP 5 year Comprehensive Review, which is scheduled for 2022/23, a number of workplan priorities will need further consideration including: Clair-Maltby elementary school Capital Priorities request, Wellington County IB Feasibility Study, Dufferin Secondary FI study, and south Guelph Regular Track Boundary Review.

In regards to the West Guelph FI Boundary review, it will be dependent on the outcome of the West Guelph Consolidated JK-8 FI Feasibility Study.

Trustee Busuttil requested that staff use a wider lens when compiling the LTAP and the LTAP should include all Continuing Education Programs for facility partnership opportunities. She noted that when a wider lens is applied, it provides a clearer picture of the entire education system. It was agreed that a motion was not required, and that staff could bring the requested data as part of the 5 Year Comprehensive Review.

Trustee Busuttil referenced the Secondary Program Review (2018) which, under next steps, included the vision for secondary education. She noted that she is still waiting for follow up information related to the Secondary Program Review.

Trustee Busuttil asked about process and policy restrictions related to the implementation of a new Secondary FI program in Dufferin. Superintendent of Finance Regier responded that potential restrictions for creating a new program would include staffing and resources and not current policies. The process would also need to take into consideration the Secondary Program Review.

Trustee Busuttil inquired about the process for a community to get a new school. Superintendent Regier and Senior Planner Imm provided an outline on the Capital

Priorities submission process and that school boards provide their priorities for capital builds (including new schools) to the Ministry and that the Ministry reviews these priorities along with all other boards in the province. The Ministry of Education determines which capital requests are approved and a new school is built only after receiving approval for the funding.

In response to Trustee Edwards question regarding the provision of before and after day care at Ross R. MacKay PS, Superintendent of Education Heaslip advised that it was not feasible at this time due to low numbers identified to support the program.

### **Recommendation # 1**

Trustee Busutil moved that:

1. Memo PLN: 21-08 “2021 Long Term Accommodation Plan (LTAP) Annual Review Report” dated June 8, 2021 be received.
2. The Board approves, in principle, the updated short-term work plan priorities described in Figure 1 in Appendix A of PLN: 21-08 “2021 Long Term Accommodation Plan (LTAP) Annual Review Report”, with the understanding that work plan priorities may change as a result of future annual and 5-year LTAP review cycles.
3. The Communication Plan as described in memo PLN: 21-08 “2021 Long Term Accommodation Plan (LTAP) Annual Review Report” be approved.

**The motion carried**

Trustee Busutil raised a concern about the timing of the completed Secondary Program Review and the Boundary Review. She suggested that the completed Secondary Program Review be scheduled before the new Guelph Secondary School Boundary Review, as the Secondary Program Review informs the Boundary Review.

### **Recommendation # 2**

Trustee Busutil moved that the Board direct staff to complete the Secondary Program Review prior to the completion of the new Guelph Secondary School Boundary Review.

**The motion carried.**

**West Guelph Consolidated JK-8 FI Feasibility Study– Initiation Report**

Manager of Planning Angrish, presented the “West Guelph Consolidated JK-8 FI Feasibility Study, Initiation Report” which outlined the scope of the study. The purpose of the report was to seek approval to assess a consolidated Junior Kindergarten (JK) to Grade 8 French Immersion (FI) program in West Guelph. The study will provide information on Regular Track (RT) and FI enrolments as well as school capacities in West Guelph in order to determine the feasibility of a consolidated FI program in West Guelph. She noted that future changes to the FI program, location or boundaries are only possible through the Board’s Pupil Accommodation Review Policy 305 or School Boundary Review Policy 320. The feasibility study will not result in a change to any existing West Guelph programs, however the report will inform Trustees of the options for future processes.

It was proposed that the FI Feasibility Study will be completed early in the 2021/22 school year, with the Final Report scheduled for presentation at the Business Operations Committee meeting on October 12, 2021.

**Recommendation # 3**

Trustee Busuttil moved that the report entitled, “PLN21-12 West Guelph Consolidated JK-8 FI Feasibility Study– Initiation Report”, dated June 8, 2021 be received.

**The motion carried.**

**Trustee Climate Emergency Committee (TCEC)**

Trustee Edwards played a video which supported mental and physical health benefits when nature and outdoor activities are practiced. Trustee Edwards advised that the TCEC will continue to share videos to support the work of the Trustee Climate Emergency Committee, as well as to challenge Trustees with attainable outdoor nature goals. The first attainable challenge/goal was to take a 10 minute walk in nature sometime this month, and note how you feel.

Trustee Busuttil advised that the City of Guelph counsellors posted a workshop for counsellors on policy ideas around climate change. Trustee Busuttil asked if it would be helpful for her to make a connection with the City of Guelph and connect with Trustee Edwards to share information on policy ideas and development around climate change, and systemic ways to embed those values in what we do. Trustee Edwards agreed.

**Recommendation # 4**

Trustee Edwards moved that the minutes of the Trustee Climate Emergency Committee (TCEC) held May 18, 2021 be received and considered.

**The motion carried.**

**2019/2020 Broader Public Sector Energy Reporting**

Operations Officer Scinocca provided information to the Board regarding energy data collection and reporting requirements by school boards under the Ontario Electricity Act, 1998. This Act requires that school boards are required to report energy usage on a fiscal year basis. An in-depth summary of the energy used by the Upper Grand DSB in the 2019-2020 school year was provided. It was mentioned that the 2019-2020 school year was the first year that energy consumption was affected by COVID-19. Economic and environment considerations were noted with the attempt to balance between environmental considerations (our carbon footprint) and economical considerations (cost of energy). Due to COVID-19 ventilation requirements, staff needed to reset objectives and plans and focus on increased work in ventilation, rather than energy conservation. Trustees expressed thanks for the detailed report, and the focus on the environment, and attention to the Board's finances.

**Recommendation # 5**

Trustee Bailey moved that the report entitled "2019/2020 Broader Public Sector Energy Reporting" (CP: 21:02), dated June 8, 2021, be received.

**The motion carried.**

**Health and Safety 2020-2021 Summary**

Manager of Health and Safety Culham provided an in-depth summary of the work done over the past year in the area of Health and Safety.

Highlights included: regular Joint Health and Safety meetings, management of COVID-19 precautions and protocol, Joint Health and Safety Committee work and managing changes due to COVID-19 restrictions, Health and Safety training, Ministry of Labour visits, statistics on incident reports, lost time reports, procurement of Health and Safety supplies, and Naloxone kits in schools update.

Trustees expressed thanks to the Health and Safety staff and the Joint Health and Safety Committee for their work and patience, especially during the COVID-19 pandemic.

**Recommendation # 6**

Trustee Topping moved that the verbal Health and Safety 2020-2021 summary provided June 8, 2021 be received.

**The motion carried.**

**Other Business**

**OPSBA**

Trustee Busutil reminded Trustees about the upcoming OPSBA Annual General Meeting which is scheduled for Saturday, June 12, 2021, at 8:45 a.m., and will be a Zoom meeting.

**Move to In Camera**

Trustee MacNeil moved that this Committee move In Camera.

**The motion carried.**

**Adjournment**

Trustee Topping moved that this Committee adjourn at 8:58 p.m. to report to the Board.

**The motion carried.**

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