



Regular Board Meeting

Monday, October 17, 2022

7:15 p.m.

Education Centre Boardroom

AGENDA

A - 1 Opening

- (a) Roll Call
- (b) Declaration of Conflict of Interest
- (c) In-Camera Session **(6:30 pm)**
 - (i) Personnel
 - (ii) Legal
 - (iii) Property
- (d) Welcome to Open Session / Land Acknowledgement Statement
The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.
- (e) Call to Order
- (f) Additions/Deletions/Approval of the Agenda
Recommended Motion:
"THAT the Agenda be approved."
- (g) Memorials - Nil
- (h) In-Camera Report

B - 1 Approval of Minutes

- * (a) September 26, 2022 (Regular Board)
Recommended Motion:
"THAT the Minutes of the Regular Board Meeting, dated September 26, 2022, be approved."

C - 1 Committee Recommendations and Reports

- * (a) **Report of the Policy and Program Committee** (S. Gibson)
Recommendations:
"THAT the Report of the Policy and Program Committee dated October 3, 2022 be received as information."

"THAT the French Immersion Review Ad Hoc Committee Update be received as information."

"THAT the Indigenous Services Canada (ISC) and Six Nations of the Grand River Report be received as information."

"THAT the Mississaugas of the Credit First Nation - Education Service Agreement Report be received as information."

"THAT the Secondary Transitions/Retention Report be received as information."

Recommended Motions:
"THAT the Board approve the Acceptable Use of Information Technology Policy SO-27."



Regular Board Meeting

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7:15 p.m.

Education Centre Boardroom

AGENDA

"THAT the Board approve the Use of Electronic Communication and Social Media Guidelines Policy SO-03."

"THAT the Board approve the Privacy and Records Information Management Policy SO-19."

(b) **Report of the Governance Committee** (S. Gibson)

* **Recommendation:**

"That the Report of the Governance Committee dated October 13, 2022 be received as information."

Recommended Motion:

"THAT the Board approve the housekeeping amendments to the General Working By-Law, General Governance Policy and Governance Policies."

D - 1 **Business Arising from Minutes and/or Previous Meetings**

E - 1 **Staff Reports** - Nil

F - 1 **Report of the Director** (J. Roberto)

Recommendation:

"THAT the Board receive the Director's Report of October 17, 2022, as information."

G - 1 **Student Trustees' Report**

H - 1 **New Business - Action / Decision Items**

* (a) **Contract Award – Portable Purchases** (R. Wyszynski)

Recommended Motion:

"THAT the purchase of ten (10) portable classrooms from NRB Inc. in the amount of \$1,438,000 plus HST be approved."

* (b) **Municipal Elections Compliance Audit Committee Appointment** (R. Wyszynski)

Recommended Motion:

"THAT Leigh-Anne Unrau, Frank Gelinas and Andy Straisfeld be appointed to the Compliance Audit Committee effective October 1, 2022 for the period of November 15, 2022 to November 14, 2026 as per Section 88.37 of the Municipal Elections Act."

I - 1 **Information Items**

* (a) **Grand Erie Annual Learning and Operating Plan 2021-22** (J. Roberto)

Recommendation:

" THAT the Grand Erie Annual Learning and Operating Plan for the 2021-22 school year be received as information."

* (b) **Grand Erie Annual Learning and Operating Plan 2022-23**

Recommendation:

"THAT the Grand Erie Annual Learning and Operating Plan for the 2022-23 school year be received as information."



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AGENDA

- * (c) **2021-26 Strategic Communications Plan Update** (J. Roberto)
Recommendation:
" THAT the 2021-26 Strategic Communications Plan Update be received as information."
- * (d) **Elementary Class Size Report** (R. Wyszynski)
Recommendation:
" THAT the Elementary Class Size Report be received as information."

J - 1 Other Business

- * (a) **Special Education Advisory Committee Minutes – September 8, 2022** (L. Thompson)
Recommendation:
"THAT the minutes of the Special Education Advisory Committee dated September 8, 2022 be received as information."

K - 1 OPSBA Report (C. VanEvery-Albert)

L - 1 Correspondence

- (a) **Simcoe County District School Board dated October 5, 2022**
Recommendation:
"That the Board receive the correspondence as information."

M - 1 Adjournment



Regular Board Meeting

Monday, October 17, 2022

7:15 p.m.

Education Centre Boardroom

AGENDA

NOVEMBER 2022

MON	TUE	WED	THU	FRI
	01	02	03	04
		Student Senate Audit Committee 4:00 pm Special Education Advisory Committee 6:00pm		
07	08	09	10	11
14	15	16	17	18
Finance Committee 6:30pm				
21	22	23	24	25
Inaugural/Regular Board Meeting 6:00pm		Supervised Alternative Learning Committee 10:00am		
28	29	30		



Regular Board Meeting

Monday, September 26, 2022

6:30 p.m.

Boardroom

MINUTES

Present: Chair: S. Gibson, Vice-Chair: B. Doyle, Trustees: G. Anderson, C. VanEvery-Albert, R. Collver, E. Dixon, J. Richardson, C.A. Sloat, T. Waldschmidt, D. Werden (MS Teams) Student Trustees: M. Baker, A. Skye, T. Zebroski

Administration: Director: J. Roberto, Superintendents: W. Baker, K. Graham, L. Munro, A. Smith, L. Thompson, J. Tozer, R. Wyszynski, Manager D. Smouter Recording Secretary: K. Ireland-Aitken, Executive Assistant C. Dero

Regrets: Trustee D. Dean

Guests: J. Bell, General Legal Counsel

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair Gibson at 6:30 p.m.

(b) **Declaration of Conflict of Interest** - Nil

(c) **In-Camera Session**

Moved by: E. Dixon
Seconded by: T. Waldschmidt
That the Board move In-Camera.

Carried.

(d) **Welcome to Open Session/Land Acknowledgment Statement**

Chair Gibson read the Land Acknowledgement Statement.

(e) **Call to Order**

Chair Gibson called the meeting to order at 7:50 p.m.

(f) **Additions/Deletions/Approval of the Agenda**

Recommended Motion:

Moved by: T. Waldschmidt
Seconded by: G. Anderson
THAT the Agenda be approved.

Carried.

(g) **Memorials**

(i) Penny Medeiros-Wilkins

The memorial of Penny Medeiros-Wilkins was read by Trustee Richardson.



Regular Board Meeting

Monday, September 26, 2022

6:30 p.m.

Boardroom

MINUTES

(h) **In-Camera Report**

Moved by: G. Anderson

Seconded by: R. Collver

THAT the Board approve the Director of Education's Learning and Operational Goals for 2022-23.

Carried

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the Board declare approximately 1.85 acres of land at JL Mitchener Public School surplus, in accordance with S.194(3)(a) of the *Education Act*.

Carried

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Board approve the 1.85 acres described in the report be circulated to preferred agencies in compliance with *Ontario Regulation 444/98*.

Carried

(i) **Presentations/Showcase**

(a) **Learn Lead Inspire Award**

Director Roberto recognized Susan Pasek, Lead Educational Assistant for her dedication and commitment to Learn, Lead and Inspire by:

- Building a team-oriented, whole-system approach to creating inclusive environments that serve the needs of Grand Erie's learners;
- Having a deep knowledge and understanding of the field to support the professional-development and well-being needs of educational assistants; and
- Collaborating to increase access to resources, problem-solve and build leadership capacity.

B - 1 **Approval of the Minutes**

(a) **August 29, 2022**

Presented as printed.

Moved by: R. Collver

Seconded by: G. Anderson

THAT the Minutes of the Regular Board Meeting, dated August 29, 2022, be approved.

Carried

C - 1 **Committee Recommendations and Report**

(a) **Report of the Finance Committee**

Presented as printed.



Regular Board Meeting

Monday, September 26, 2022

6:30 p.m.

Boardroom

MINUTES

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Report of the Finance Committee dated September 12, 2022 be received as information.

Carried

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Quality Accommodations Report be received as information.

Carried

General Legal Counsel J. Bell advised, on behalf of R. Leblanc, an opinion with respect to a recommended motion presented at the Finance Committee. It was concluded that the recommended motion was an ultra-vires motion. The request for the Elgin Avenue Public School Report will be scheduled at a future Finance Committee meeting.

D - 1 **Business Arising from Minutes/Previous Meetings** - Nil

E - 1 **Staff Reports** - Nil

F - 1 **Report of the Director**

J. Roberto shared information regarding the following:

- Additional Qualification Courses
- Student Learning and Support Days
- Professional Learning Opportunities included:
 - Instructional Coaching Institute
 - Teaching to Diversity
 - Compass
- Teaching to Diversity – Inclusive Education Model in Grand Erie
- Kanien'kéha Language Circle
- Renaming of Edith Monture
- Tentative Enrolment Update
- Communication and Community Relations #GrandReturn with a Spotlight on Schools
- Orange Shirt Day, September 30, 2022
- National Day for Truth and Reconciliation Day

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Board receive the Director's Report of September 26, 2022, as information.

Carried



Regular Board Meeting

Monday, September 26, 2022

6:30 p.m.

Boardroom

MINUTES

G - 1 **Student Trustees' Report**

Student Trustees M. Baker, A. Skye, T. Zebroski were introduced and welcomed to the meeting.

H - 1 **New Business - Action/Decision Items**

(a) **Trustee Honoraria Report**

Presented as printed.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Board approve the Trustee Honoraria for the period from November 15, 2022 to November 14, 2023.

Carried

I - 1 **Information Items**

(a) **Inaugural Board Meeting - 2022**

Presented as printed.

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the Inaugural and Regular Board Meeting will be held in the Boardroom at the Education Centre on November 21, 2022, beginning at 6:00 p.m.

Carried

(b) **Summer Learning Report**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: E. Dixon

Recommendation:

THAT the Board receive the Summer Learning Report as information.

Carried

Trustee Collver left the meeting at 8:45 p.m.

(c) **Prime Design Consultant for Joint Build Facility in Brantford (R. Wyszynski)**

Presented as printed.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Board approve the contract for prime design consulting services for the joint build facility in Brantford from ZAS Architects Inc. for \$1,960,000 + HST.

Carried

J - 1 **Other Business**

(a) **Special Education Advisory Committee Minutes – June 16, 2022**



Regular Board Meeting

Monday, September 26, 2022

6:30 p.m.

Boardroom

MINUTES

Presented as printed.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the minutes of the Special Education Advisory Committee dated June 16, 2022 be received as information.

Carried

K - 1 **OPSBA Report**

Trustee VanEvery-Albert provided an update from OPSBA that included the members for the 2022-23 school year - Trustee Werden to the Policy Development Group and Trustee Sloat to the Education Program Work Group.

L - 1 **Correspondence**

Presented as printed.

Moved by: G. Anderson

Seconded by: E. Dixon

THAT the Board receive the correspondence as information.

Carried

M - 1 **Adjournment**

Moved by: D. Werden

Seconded by: C. VanEvery-Albert

THAT the Regular Board meeting be adjourned at 9:29 p.m.

Carried

N - 1 **Next Meeting Date:** October 17, 2023, at 7:15 p.m.

Chair S. Gibson

Director of Education and Secretary of the Board J. Roberto



Report of the Policy and Program Committee

Thursday, October 3, 2022

6:30 p.m.

Education Centre/MS Teams Virtual Meeting

Present: Committee Chair: S. Gibson, Trustees: G. Anderson, R. Collver, E. Dixon, B. Doyle, C. VanEvery-Albert Student Trustee: M. Baker

Administration: Director: J. Roberto, Superintendents: W. Baker (MS Teams), K. Graham, L. Munro, A. Smith (MS Teams), L. Thompson (MS Teams), Recording Secretary: K. Ireland-Aitken

Visiting Trustees: C.A. Sloat

Guests: J. Bell, General Legal Counsel (MS Teams)

A - 1 **Opening**

(a) **Roll Call**

Roll call was completed.

(b) **Declaration of Conflict of Interest** - Nil

(c) **Welcome /Land Acknowledgment Statement**

Committee Chair S. Gibson called the meeting to order at 6:38 p.m. and read the Land Acknowledgment Statement.

B - 1 **Approval of the Agenda**

Moved by: E. Dixon

Seconded by: G. Anderson

THAT the Policy and Program Committee agenda be approved.

Carried

C - 1 **Approval of Minutes** -Nil

D - 1 **Business Arising from Minutes/Previous Meetings** - Nil

E - 1 **New Business - Policies and Program**

(a) **French Immersion Review Ad Hoc Committee Update**

Presented as printed.

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the French Immersion Review Ad Hoc Committee Update be received as information.

Carried

(b) **Indigenous Services Canada (ISC) and Six Nations of the Grand River Report**

Presented as printed.



Report of the Policy and Program Committee

Thursday, October 3, 2022

6:30 p.m.

Education Centre/MS Teams Virtual Meeting

Moved by: C. VanEvery-Albert

Seconded by: R. Collver

THAT the Indigenous Services Canada (ISC) and Six Nations of the Grand River Report be received as information.

Carried

In response to a question, Superintendent Graham noted both Indigenous Education staff and Student Success teams continue to monitor the correlation between credit accumulation and student attendance. In addition, transition plans for secondary schools will include a variety of strategies.

- (c) **Mississauga's of the Credit First Nation - Education Service Agreement Report**
Presented as printed.

Moved by: E. Dixon

Seconded by: G. Anderson

THAT the Mississaugas of the Credit First Nation - Education Service Agreement Report be received as information.

Carried

- (d) **Secondary Transitions/Retention Report**
Presented as printed.

Moved by: G. Anderson

Seconded by: E. Dixon

Recommendation

THAT the Secondary Transitions/Retention Report be received as information.

Carried

Superintendent Graham highlighted next steps of the Transitions Working Group, including the development of the guide and the collaborative approach from both elementary and secondary schools.

- (e) **Exclusion of Students Policy SO-32 (W. Baker)**– Deferred.
Director Roberto noted that this policy would part of the January 2023 Policy and Program meeting and addressed the motion in June 2022 regarding the deferral of this policy.
- (f) **Policies for October 17, 2022 Regular Board Meeting Approval**
Moved by: B. Doyle
Seconded by: G. Anderson



Report of the Policy and Program Committee

Thursday, October 3, 2022

6:30 p.m.

Education Centre/MS Teams Virtual Meeting

THAT the Acceptable Use of Information Technology Policy SO-27 be forwarded to the October 17, 2022 Regular Board meeting for approval.

Carried

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Use of Electronic Communication and Social Media Guidelines Policy SO-03 be forwarded to the October 17, 2022 Regular Board meeting for approval.

Carried

Moved by: B. Doyle

Seconded by: G. Anderson

THAT the Privacy and Records Information Management Policy SO-19 be forwarded to the October 17, 2022 Regular Board meeting for approval.

Carried

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

Moved by: B. Doyle

Seconded by: R. Collver

THAT the Policy and Program meeting be adjourned at 7:43 p.m.

Carried

H - 1 **Next Meeting Date:** January 16, 2023, at 6:30 p.m.



Acceptable Use of Information Technology	
Superintendent Responsible: Superintendent of Education, Information Technology Services	Initial Effective Date: 2014/10/20
Last Updated: 2022/10/17	Next Review Date: 2026/10/17

Objective:

To support the appropriate use of information technology resources by providing guidelines and expectations for all Grand Erie users to support building a culture of learning, well-being and belonging.

Policy Statement:

The Grand Erie District School Board believes that every user of Information Technology resources has a responsibility to comply with all related policies, procedures and relevant legislation and take all reasonable measures and precautions to assist in ensuring the safe, secure, ethical and appropriate use of Information Technology resources at all times.

Grand Erie believes that students and staff should have opportunities to:

- be both consumers and creators of information;
- collaborate and communicate with both local and global communities;
- develop knowledge and skills that will be useful throughout their lives.

Grand Erie will make all reasonable efforts, using the resources available, to create and maintain a positive, productive, safe and secure Information Technology environment.

Reference:

- Acceptable Use of Information Technology (SO-027)
- Cyberbullying (SO-9)
- Progressive Discipline and Promotion of Positive Student Behaviour (SO-11)
- Code of Conduct (SO-12)
- Privacy and Information Management (SO-19)
- Copyright – Fair Dealing Guidelines (SO-24)
- Privacy Breach Response (SO-105)
- Duties and Expectations of Teachers (HR-103)
- Progressive Discipline (HR-119)
- Grand Erie Social Media Guidelines
- [Municipal Freedom of Information and Privacy Protection Act](#)



USE OF ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

Superintendent Responsible: Superintendent of Education, Information Technology Services	Initial Effective Date: 2018/05/28
Last Updated: 2022/10/17	Next Review Date: 2026/10/17

Objective:

To support appropriate, safe and secure two-way communication between Grand Erie District School Board schools and departments and their communities (staff, students, parents/caregivers), by providing guidelines for effective electronic communication to support building a culture of learning, well-being and belonging.

Policy Statement:

Grand Erie encourages schools and departments to communicate information and activities by developing and maintaining appropriate communications channels and tools in consultation with all departments.

Grand Erie recognizes the changing nature of technology and continues to work to remain current while providing staff with increased opportunities to develop and implement new technologies and applications.

References:

- Use of Electronic Communication and Social Media Guidelines (SO-003)
- Code of Conduct (SO-12)
- Acceptable Use of Information Technology (SO-027)
- Website Requirements (SO-134)
- Ontario College of Teachers – *Professional Advisory: Use of electronic communication and social media*



PRIVACY AND RECORDS INFORMATION MANAGEMENT

Superintendent Responsible: Superintendent of Education, Privacy and Records Information Management	Initial Effective Date: 2018/01/29
Last Updated: 2022/10/17	Next Review Date: 2026/10/17

Objective:

The Grand Erie District School Board is committed to the protection of personal information and management of records information to which it is entrusted and to the individual's right of privacy regarding personal information that is collected, used, disclosed, and retained within its care and custody.

Policy Statement:

Grand Erie complies with all applicable provisions under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)*, the *Education Act*, including the *Ontario Student Record Guidelines*, and the *Personal Information and Protection of Electronic Documents Act (PIPEDA)* and such other relevant statutes and regulations of the Province of Ontario and the Government of Canada

Grand Erie commits to follow a national standard called the *Canadian Standards Act (CSA) Model Code* for the protection of personal information which is comprised of 10 Fair Information Principles grounded in legislation.

References

- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)
- [Education Act](#)
- *Canadian Standards Act*
- *Ontario Student Record (OSR) Guideline 2000*
- Ontario Student Records (SO-104)
- Privacy Breach Response (SO-105)
- Volunteers (SO-126)



GOVERNANCE COMMITTEE REPORT

Thursday, October 13, 2022

7:30 p.m.

Education Centre, Boardroom

Present: Committee Chair S. Gibson, Trustees: B. Doyle, C. VanEvery-Albert, D. Werden (MS Teams)

Administration: Director: J. Roberto, Recording Secretary: K. Ireland-Aitken, Executive Assistant C. Dero

Visiting Trustees: Trustee C.A. Sloat

Guests: J. Bell, General Legal Counsel (MS Teams)

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair S. Gibson.

(b) **Declaration of Conflict of Interest**

There were no conflicts of interest.

(c) **Welcome /Land Acknowledgment Statement**

Committee Chair S. Gibson called the meeting to order at 7:30 p.m. and read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

(a) Moved by: C. VanEvery-Albert

Seconded by: B. Doyle

That the Governance Committee agenda be approved.

Carried

C - 1 **Approval of the Minutes** - Nil

D - 1 **Business Arising from the Minutes/Previous Meeting** - Nil

E - 1 **New Business – Governance Items**

(a) **Review of draft suggested Terms of Reference**

Moved by: B. Doyle

Seconded: C. VanEvery-Albert

That the Terms of Reference be received as information.

Carried

Director Roberto outlined the draft Terms of Reference. A revision was made to 3.1 Terms of Appointment to include General Working By-Law Section 4.6.



GOVERNANCE COMMITTEE REPORT

Thursday, October 13, 2022

7:30 p.m.

Education Centre, Boardroom

(b) **Housekeeping Amendments to the General Working By-Law, General Governance Policy and Governance Policies**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the Housekeeping Amendments to the General Working By-Law General Governance Policy and Governance Policies be forwarded to the October 17, 2022 Regular Board meeting for approval.

Carried

Housekeeping items were addressed including amendments to the Governance Committee Proposed Changes presented.

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

That the Governance Committee meeting be adjourned at 8:17 p.m.

Carried

H - 1 **Next Meeting Date: Thursday, March 23, 2023 at 6:30 p.m.**



Governance Committee Proposed Changes

Pg. #	General Working Bylaw /Section	Proposed Change ** in red
p.4	1.2 General The Grand Erie District School Board	1.2 General The Grand Erie District School Board (Grand Erie)
p. 5	2.3 Annual Meeting In each year that is not a municipal election year, an Annual Meeting shall be held at the first regularly scheduled Board meeting in December.	2.3 Annual Meeting In each year that is not a municipal election year, an Annual Meeting shall be held at the first regularly scheduled Board meeting in December where possible.
p. 5	2.4 Two (2) Superintendents of Education, appointed by the Director of Education or designate, shall serve as two returning Officers to distribute and count the ballots;	2.4 Two (2) Superintendents of Education, appointed by the Director of Education or designate, shall serve as two returning Officers scrutineers to distribute and count the ballots;
p. 6	3.1 Regular Meetings of the Board Regular meetings of the Board shall be held at the Education Centre commencing at 7:15 p.m. on the fourth (4 th) Monday of each month, except July and August, or where the fourth (4 th) Monday is a statutory holiday, in which case the Board will meet at the next Monday following the holiday. In the month of December, the regular meeting of the Board will take place on the second Monday of the month.	3.1 Regular Meetings of the Board Regular meetings of the Board shall be held at the Education Centre commencing at 7:15 p.m. on the fourth (4 th) Monday of each month, except July and August, or where the fourth (4 th) Monday is a statutory holiday, in which case the Board will meet at the next Monday following the holiday. In the month of December, the regular meeting of the Board will take place on the second Monday of the month. Board and standing committees, where permitted by law will be available virtually to members of the public.
p. 7	3.4 Notice of Meetings Trustees shall be entitled to receive written or electronic notice of the date and time of Regular, and committee meetings by no later than the Friday by noon prior to the meeting, when possible, except that a special meeting of the Board may be convened on twenty-four (24) hours' notice for a matter of urgency.	3.4 Notice of Meetings Trustees shall be entitled to receive written or electronic notice of the date and time of Regular, Special Board, and Finance and Policy and Program committee meetings by no later than the Friday by noon prior to the meeting, when possible , except that a special meeting of the Board may be convened on twenty-four (24) hours' notice for a matter of urgency.
p. 7	3.5 A Trustee may attend Board and committee meetings in-person or by electronic means, in accordance with the Education Act and regulations made under the Act, and the Board's General Governance Policy, section 8, Electronic Meetings. However, Regulation 416/21 trustees shall be physically present in the meeting room of the Board for at least three (3) regular meetings during each 12 -month period beginning November 15 th , 2022.	3.5 A Trustee may attend Board and committee meetings in-person or by electronic means, in accordance with the Education Act and regulations made under the Act, and the Board's General Governance Policy, section 8, Electronic Meetings. However, Regulation 416/21 states trustees shall be physically present in the meeting room of the Board for at least three (3) regular meetings during each 12 -month period beginning November 15 th , 2022.



Governance Committee Proposed Changes

p. 8	<p>3.11 Minutes The Director of Education shall be responsible for ensuring that minutes are taken for all Board and committee meetings, in accordance with Section 198(1)(a) of the Education Act and following the format attached hereto as Appendix B.</p>	<p>3.11 Minutes The Director of Education shall be responsible for ensuring that minutes are taken for all Board and committee meetings, in accordance with Section 198(1)(a) of the Education Act and following the sample format attached hereto as Appendix B.</p>
p. 9	<p>4.2 Statutory Committees The number of Trustee committee members, and the Terms of Reference for each of these committees, shall be as prescribed by the Act and applicable Regulation which the exception of Student Trustees who may wish to attend any of the available committees.</p>	<p>4.2 Statutory Committees The number of Trustee committee members, and the Terms of Reference for each of these committees, shall be as prescribed by the Act and applicable Regulation which with the exception of Student Trustees who may wish to attend any of the available committees where it is permissible.</p>
p. 10	<p>4.6 Committee Appointments Following the Annual or Inaugural meeting, Trustees shall provide the Chair and Vice-Chair with a list of committees to which they would like to be appointed, indicating their order of preference.</p>	<p>4.6 Committee Appointments Where possible, following the Annual or Inaugural meeting, Trustees shall provide the Chair and Vice-Chair with a list of committees to which they would like to be appointed, indicating their order of preference.</p>
p. 11	<p>4.11 Committee Meetings Trustees shall receive written or electronic notice of a committee meeting by no later than three (3) working days prior to a meeting, which shall include an agenda, as well as sufficient background information for Trustees to participate meaningfully in the proceedings and make an informed decision.</p>	<p>4.11 Committee Meetings Trustees shall receive written or electronic notice of a committee meeting by no later than three (3) working days prior to a meeting where possible, which shall include an agenda, as well as sufficient background information for Trustees to participate meaningfully in the proceedings and make an informed decision.</p> <p>Note: Finance and Policy and Program meetings by no later than the Friday by noon prior to the meeting, when possible.</p>
p. 11	<p>4.8 Committee Reports Standing and Special Ad Hoc committees shall ensure that minutes are taken for each meeting, using the format outlined in Appendix B;</p>	<p>4.8 Committee Reports Standing and Special Ad Hoc committees shall ensure that minutes are taken for each meeting, using the sample format outlined in Appendix B;</p>
p.16	<p>12.2 Officers the Director of Education, who serves as Secretary of the District School Board;</p>	<p>12.2 Officers the Director of Education, who serves as the Secretary of the District School Board Grand Erie;</p>
p.17	<p>15.1 Effective Date of By-law Secretary to the Board</p>	<p>15.1 Effective Date of By-law Director of Education and Secretary to the Board</p>
p.19	<p>Appendix A</p>	<p>Appendix A OPSBA Report Correspondence</p>



Governance Committee Proposed Changes

p.20	Appendix B Whether a Regulator or Special Meeting	Appendix B Whether a Regulator Regular or Special Meeting
Additionally	Chairs Vice Chairs in-camera By-laws	Chairs Vice-Chairs in-camera By-law s

Pg. #	General Governance Policy/section	Proposed Change ** in red
p.4	1.2.2 Adopt, Amend, Suspend or Rescind of Policies b) Each Board Policy will identify a senior staff member responsible to the Director of Education, for establishing and maintaining the contents and currency of the policy. The policy will contain a date for the next scheduled review so that currency can be maintained. As such, a cycle for review will be established to adopt, amend, suspend, or rescind policies will be brought for approval to the Board of Trustees through the Policy / Program Committee.	1.2.2 Adopt, Amend, Suspend or Rescind of Policies b) Each Board Policy will identify a senior staff member responsible to the Director of Education, for establishing and maintaining the contents and currency of the policy. The policy will contain a date for the next scheduled review so that currency can be maintained. As such, a cycle for review will be established to adopt, amend, suspend, or rescind policies that will be brought for approval to the Board of Trustees through the Policy / Program Committee.
p.4	f) Recommendations to adopt, amend, suspend, or rescind policies will first be brought forward to the Policy/Program Committee for discussion. After discussion, the resulting draft policy will be posted on the school board website for public comment for a period of 30 calendar days (excluding statutory holidays, winter, spring, and summer break). The resulting new, adopted, amended, suspended, or rescinded policy will then be forwarded to the Board of Trustees for review and decision.	f) Recommendations to adopt, amend, suspend, or rescind policies will first be brought forward to the Policy/Program Committee for discussion. After discussion, the resulting draft policy will be posted on the school board website for public comment for a period of 30 calendar days (excluding statutory holidays, winter, spring, and summer break) where possible. A brief of the Public comments will be made available for trustees upon request. The resulting new, adopted, amended, suspended, or rescinded policy will then be forwarded to the Board of Trustees for review and decision.
p.8	b)	b) Finance and Policy and Program reports will go to the board for information. The Chair or Vice-Chair will provide an overview and all information items will be treated as information items and only those items treated as business items will be listed on the agenda in the form of a recommended motion. All board reports moving information items will be treated as information items without a motion and all business items



Governance Committee Proposed Changes

		necessitating a motion will include a motion for approval.
p. 15	<p>8.1 Compliance with Regulation f) <u>Board Meetings</u></p> <p>As required by the following persons must be present in the Board meeting room for any meeting of the Board and/or Committees of the Board (meetings can be virtual up to November 15th, 2022)</p>	<p>8.1 Compliance with Regulation f) <u>Board Meetings</u></p> <p>As required by the following persons must be present in the Board meeting room for any meeting of the Board and/or Committees of the Board (meetings can be virtual up to November 15th, 2022)</p>
p.15,16	<p>9.0 Board Committees As defined in the Board's General Working By-law-GB1, Article 4, the Board has a duty to constitute certain prescribed statutory committees and may also form non-statutory Standing and Special Ad Hoc committees. Trustees will be appointed to Statutory and Standing committees in accordance with the procedures outline in By-law-GB1 at the first regular meeting of the Board following the Annual or Inaugural Meeting. (Meetings can be virtual up to November 15, 2022)</p>	<p>9.0 Board Committees As defined in the Board's General Working By-law-GB1, Article 4, the Board has a duty to constitute certain prescribed statutory committees and may also form non-statutory Standing and Special Ad Hoc committees. Trustees will be appointed to Statutory and Standing committees in accordance with the procedures outline in By-law-GB1 at the first regular meeting of the Board following the Annual or Inaugural Meeting. (Meetings can be virtual up to November 15, 2022)</p> <p>The Terms of Reference. for all committees, where permitted by law will be reviewed and amended, if necessary, annually and included in the committee package.</p>
p.20	<p>10.2 Qualifications (iv) agrees to adhere to the Provincial Code of Behavior for Schools, Governance Policy, GB-1 By-law, and Trustee Code of Conduct at all times while performing the functions of a Student Trustee.</p>	<p>10.2 Qualifications (iv) agrees to adhere to the Provincial Code of Behavior for Schools, Governance Policy, GB-1 By-law, and the Trustee Code of Conduct at all times while performing the functions of a Student Trustee.</p>

Pg. #	Trustee Code of Conduct Governance Policy 4	Proposed Change ** in red
p. 2	<p>Policy Statement The purpose policy is to establish and promote ethical, respectful, and appropriate conduct of the Trustees.</p>	<p>Policy Statement The purpose of the policy is to establish and promote ethical, respectful, and appropriate conduct of the Trustees.</p>
p.8	<p>4.2 Formal Resolution Process If the information</p>	<p>4.2 Formal Resolution Process If the informal tion</p>
p.8	<p>4.2 Formal Resolution Process a) a) b)</p>	<p>4.2 Formal Resolution Process a) a b) c)</p>



Governance Committee Proposed Changes

Pg. #	Director's Performance Appraisal Governance Policy 5	Proposed Change ** in red
p. 1	<p>Process</p> <p>1. The Director of Education Performance Review Committee shall be composed of four (4) Trustees, selected annually by, and in addition to, the Chair and Vice-Chair of the Board. The Chair of the Board shall Chair the Director of Education Performance Review Committee.</p>	<p>Process</p> <p>1. The Director of Education Performance Review Committee will consist of two (2) Trustees in addition to the Chair and Vice-Chair of the Board. shall be composed of four (4) Trustees, selected annually by the Chair, and in addition to, including, the Chair and Vice-Chair of the Board. The Chair of the Board shall Chair the Director of Education Performance Review Committee.</p>



Governance Committee Terms of Reference

1.0 **Statement of Purpose and Responsibility**

The Governance Committee will be responsible for monitoring and reviewing the governance of this Board.

2.0 **Committee of the Composition**

The Governance Committee will be comprised of:

- 2.1 Chair of the Board
- 2.2 Vice-Chair of the Board
- 2.3 Two (2) Trustees appointed by the Chair of the Board
- 2.4 Director of Education (non-voting member)

3.0 **Term of Appointment**

- 3.1 Reviewed annually as per General Working Bylaw Section 4.6

4.0 **Committee Operating Procedures and Scope:**

The Governance Committee will:

- 4.1 Receive and Review the Minutes of the Committee.
- 4.2 On an ongoing basis, monitor the effectiveness of the Board Governance and
- 4.3 to recommend any appropriate changes for its improvement.
- 4.4 Make recommendations to the Board as appropriate and necessary.

5.0 **Role of the Board:**

- 5.1 Support the work of the Committee.
- 5.2 Receive and review the Report.
- 5.3 Respond to appropriate recommendations of the committee.

6.0 **Meetings**

- 6.1 Meeting Minutes will be provided to all members.
- 6.2 The Chair and/or Director will set the agenda.
- 6.3 The Chair and/or Director may call on an external expert to support this committee.
- 6.4 The Governance Committee will meet at the call of the Chair and a minimum of two (2) meetings between September and June.

7.0 **Reporting**

The Governance Committee will make appropriate recommendations to the Board.



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business
RE: **Contract Award - Portable Purchases**
DATE: October 17, 2022

Recommended Motion: Moved by _____ Seconded by _____
THAT the purchase of ten (10) portable classrooms from NRB Inc. in the amount of \$1,438,000 plus HST be approved.

Background

Facility Services recommends proceeding with the purchase of 10 portables during the 2022-23 school year. Enrolment has increased significantly since 2021-22 and these temporary structures will be required system-wide to address over-capacity circumstances in several elementary schools.

Additional Information

The purchase of one unit is approximately \$143,800 plus installation costs. The exact locations will be determined pending a final review of enrolment and utilization.

Financial Impact

As information, Grand Erie is expected to receive \$586,703 from the Temporary Accommodation grant for the 2022-23 school year. The remaining will need to be funded from a combination of the Temporary Accommodations Grant from 2021-22 as well as the utilization of unsupported capital. The funding plan details will be confirmed during the presentation of the 2022-23 Revised Estimates Budget.

Grand Erie Multi-Year Plan

This report supports the Belonging indicator of Learn Lead Inspire and the following statement: We build a culture of belonging to support an equitable, inclusive, and responsive environment for each learner.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Municipal Elections Compliance Audit Committee Appointment**
DATE: October 17, 2022

<p>Recommended Motion: Moved by _____ Seconded by _____ THAT Leigh-Anne Unrau, Frank Gelinias and Andy Straisfeld be appointed to the Compliance Audit Committee <i>effective October 1, 2022 for the period of November 15, 2022 to November 14, 2026 as per Section 88.37 of the Municipal Elections Act.</i></p>
--

Background

The *Municipal Elections Act* requires every municipality and local board to establish, before October 1st in an Election year, a Compliance Audit Committee for the purposes of Section 88.37 of the *Municipal Elections Act*.

The Compliance Audit Committee is established to review and report on any requests for a compliance audit filed with the school board. Any eligible elector who believes, on reasonable grounds, that a candidate has contravened the campaign financing sections of the Act, may apply for a compliance audit of a candidate's election campaign finances.

The *Municipal Elections Act* requires that the term of Office of the Committee be the same as the Council or Local Board that takes office following the next Regular Election.

Section 88.37 (2) of the *Municipal Elections Act* requires that the Committee shall be composed of not fewer than three and not more than seven members and shall not include:

- a) employees or officers of the municipality or local board;
- b) members of the Council or local board; or
- c) any persons who are candidates in the election for which the committee is established.

In consideration of the specific expertise sought for members of this Committee, staff are recommending that the Committee be limited to three members to ensure that all appointed members are well qualified to serve on the Committee. Ideally, the composition of the Committee will include individuals with an auditing, accounting or legal background and those also with knowledge of campaign finance activities. It is important to note that Auditors appointed to serve on the Committee would not be able to audit or prepare the Financial Report of any candidate running for municipal office. In addition, it should be noted that the Committee's authority includes prosecuting alleged contraventions of the Act which are disclosed by any compliance audit report it receives.

The Municipal Elections Compliance Audit Committee shall follow the Terms of Reference.

Additional Information:

The following people have been selected for approval to be members of the Municipal Elections Compliance Audit Committee. The members, as well as a summary of their background, are:

Leigh-Anne Unrau, Caledonia, ON

- Economics degree current CPA Candidate
- Over 20 years experience in accounting and finance

Frank Gelinias, Simcoe, ON

- Professional accountant in practice for 33 years
- Experience in municipal management

Andy Straisfeld, Brantford, ON

- Over 20 years of experience in Financial Services
- Experience with campaign finance and fundraising

Budget Consideration:

It is anticipated that there may be costs associated with remuneration and mileage to attend meetings. The 2022-23 Revised Estimates will be updated to reflect a budget of \$1,000 for these costs.

However, it should be noted that the costs that would be incurred by appointing an auditor to do a compliance audit and/or the cost of prosecuting any contravention of the Act are a possibility and not provisioned for in the budget.

Next Steps:

An inaugural meeting will be held to introduce the members of the committee. A date will be selected at a later time.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



Grand Erie District School Board

TO: Trustees of the Grand Erie District School Board
FROM: JoAnna Roberto, Ph.D., Director of Education and Secretary of the Board
RE: **Grand Erie Annual Learning and Operating Plan – 2021-22**
DATE: October 17, 2022

<p>Recommendation: Moved by _____ Seconded by _____ THAT the Grand Erie Annual Learning and Operating Plan for the 2021-22 school year be received as information.</p>

Background

The [Annual Learning and Operating Plan](#) year-end report focuses on evidence and outcomes of growth as well many accomplishments in the areas of learning, well-being and belonging. The positive outcomes of the past year are the result of many dedicated individuals working toward diverse and interrelated goals. This report sets the course moving forward. Outcomes are trending upwards for students, staff and the district and it is important to acknowledge and embrace the various learning experiences.

Additional Information

The compilation of goals, strategies, success criteria and outcomes align with the Multi-Year Plan.

Respectfully submitted,

JoAnna Roberto, Ph.D.
Director of Education and Secretary of the Board



Grand Erie District School Board

TO: Trustees of the Grand Erie District School Board
FROM: JoAnna Roberto, Ph.D., Director of Education and Secretary of the Board
RE: **Grand Erie Annual Learning and Operating Plan – 2022-23**
DATE: October 17, 2022

<p>Recommendation: Moved by _____ Seconded by _____ THAT the Grand Erie Annual Learning and Operating Plan for the 2022-23 school year be received as information.</p>

Background

It is with great enthusiasm, pride, and renewed optimism that Senior Team presents goals, and success criteria for the year ahead in the [Annual Learning and Operating Plan](#). As we move into the second year of our Multi-Year Strategic Plan, we are embracing change, and intentionally collaborating to leverage our collective knowledge, skills and lived experiences in Grand Erie to further support student, staff and system growth.

The plan will ensure students have the best possible educational outcomes in environments that are inclusive, supportive and recognize them for who they are. The vision to Learn, Lead and Inspire, and shared mission to create a culture of Learning, Well-Being and Belonging continues to remain at the core of the learning and work.

Additional Information

The Annual Learning and Operating Plan is what keeps our eyes on the road – it demonstrates our commitment to the learning agenda across the district.

Respectfully submitted,

JoAnna Roberto, Ph.D.
Director of Education and Secretary of the Board



Grand Erie District School Board

TO: Trustees of the Grand Erie District School Board
FROM: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
RE: **2021-26 Strategic Communication Plan Update**
DATE: October 17, 2022

Recommended Action: Moved by _____ Seconded by _____ THAT the 2021-26 Strategic Communications Plan Update be received as information.
--

Background

In May 2022, Grand Erie District School Board approved the 2021-26 Strategic Communications Plan. Created by the Strategic Communications Ad Hoc Committee, the plan is aligned with the Board's 2021-26 Multi-Year Strategic Plan and contains goals and strategies for Communications approved as part of the 2021-26 Multi-Year Strategic Plan.

Update

The 2021-26 Strategic Communications Plan continues to be well aligned with the goals and objectives of the board as outlined in the 2022-23 Annual Learning and Operating Plan.

Further, this report is an opportunity to highlight some progress made against the 2021-26 Strategic Communications Plan.

- 100 per cent of schools have received and are displaying materials promoting our vision and mission
- Testimonials from staff confirming vision and mission material and messaging is reaching staff, students, and community
- Website review underway
- Progress made on Indigenous Education communications plan, and significant media and social media attention on Grand Erie schools during Truth and Reconciliation Week
- Work underway on secondary transitions communication
- Media ads purchased for Kindergarten registration and Transitions campaigns
- Communications support ongoing to HR team for new recruitment processes and outreach
- Social media enhancements and planning that is already delivering more engaging and informative content.

Grand Erie's Strategic Communications Plan is a living document. In addition to this update, the Manager of Communications and Community Relations is responsible for providing an evaluation of the plan to the Board in June. The update coincides with the presentation of the Annual Operating Plans. At each of these points – evaluation and update – the Manager may assess the Strategic Communications Plan and make changes in order to ensure it's meeting the objectives outlined and responding to changing environments.

Grand Erie Multi-Year Plan

This report supports all indicators of Learn Lead Inspire and the following statement: we will, together, build a culture of Learning, Well-Being and Belonging to inspire each learner.

Respectfully submitted,

JoAnna Roberto
Director of Education and Secretary of the Board



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Elementary Class Size Report**
DATE: October 17, 2022

Recommendation: Moved by _____ Seconded by _____
 THAT the Elementary Class Size Report be received as information.

Background

Since 2007-08 the Ministry of Education has required boards to be fully compliant with class size caps such that 90% of primary classes will have 20 or fewer students while up to 10% of primary classes may have up to 23 students.

[Ontario Regulation 132/12](#) requires the board to achieve compliance while ensuring that the average class sizes are as follows:

- For junior and senior kindergarten; the regulated class size average is 26
- For Grades 4 to 8; the regulated class size average is 24.5

For the 2022-23 school year, no changes to elementary class sizes were required, however fully remote classes and classes offered through hybrid model options (where school boards offer simultaneous classroom instruction for both in-person and remote students) are subject to in-person class size requirements. Students attending via fully remote and hybrid models would be included as part of the elementary class size calculations and reporting for the main school.

Additional Information

All boards are required to report actual school organizations that are in place each school year. Boards are permitted to select an appropriate reorganization date in the month of September for this purpose. Grand Erie’s reorganization date was Friday September 16, 2022. The table below demonstrates Grand Erie’s compliance with the class size regulation.

	Board Statistic	Regulation Requirement	Compliance Status
Number of Primary Classes over 23	0	Not greater than 0	✓ Achieved
Number of Primary/Junior-Int Combined Classes over 23	0	Not greater than 0	✓ Achieved
Average Junior/Intermediate (grades 4-8) Class Size	24.5	Less than or equal to 24.5	✓ Achieved
Percentage of Primary Classes 20 and under	90%	Greater than or equal to 90%	✓ Achieved
Average Kindergarten Class Size	24	Less than or equal to 26	✓ Achieved
Number of Kindergarten Classes Over 32	0	Not greater than 0	✓ Achieved
Percentage of Kindergarten Classes Between 30 and 32	0%	Less than or equal to 10% & valid Kindergarten conditions	✓ Achieved



Important information as follows:

- 3,633 kindergarten students are organized into 151 classes.
- 5,533 Grade 1-3 students are organized into 280 classes.
- 10,087 Grade 4-8 students are organized into 412 classes

For 2022-23, **100%** of Grand Erie's Primary Classes are 23 students or under, **90%** (252 of 279) are at 20 and under and **10%** (27 of 279) of the Primary Classes are greater than 20 but no more than 23. All of the 45 combined Grade 3/4 classes are organized at 23 or under.

It is important to note this confirms that the average Grades 4-8 class size is compliant at 24.5.

Grand Erie has 151 Kindergarten classes with an average class size of 24 which is below both the average class size of 26 and below the funded level of 25.57 per class. 21 Kindergarten classes have been organized with 15 or fewer students, one teacher and no Early Childhood Educator (ECE) as permitted in Regulation 224/10.

Additionally, Grand Erie has organized 154 self-contained students into 26 classes.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



Special Education Advisory Committee

Thursday September 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

Chair:	W. Rose, Community Representative
Community Reps:	M. Gatopoulos K. Jones T. Sault T. Wilson
Trustees:	R. Collver T. Waldschmidt
Grand Erie Staff:	P. Bagchee, Manager, Mental Health and Well-Being J. Hooper, Principal Leader – Mental Health & Well-Being F. Lainson, Program Co-ordinator – Special Education J. Roberto, Director of Education L. Sheppard, Applied Behaviour Analysis Coordinator L. Thompson, Superintendent of Education J. White, Principal Leader – Special Education
Organizations/ Agencies:	L. Boswell, Community Navigator, Contact Brant T. Buchanan, Supervisor of Employment Services, Contact Brant L. DeJong, Social Worker, Lansdowne Children’s Centre A. Detmar, Woodview Mental Health and Autism Services
Absent with Regrets:	L. Nydam, Native Representative Dr. L. Scott, Fetal Alcohol Spectrum Disorder
Absent: Guests:	S. Gairns, Lansdowne L. Kramer, Lansdowne
Recording Secretary:	J. Valstar, Executive Assistant to the Superintendent of Education

A - 1 **Opening**

(a) **Welcome / Land Acknowledgment**

Chair Rose called the September 8, 2022 Special Education Advisory Committee (SEAC) meeting to order at 6:02 p.m. and gave the Land Acknowledgement. L. DeJong, Social Worker, Lansdowne, introduced S. Gairns, Lansdowne and L. Kramer, Lansdowne. Committee members asked that an agenda item be added to future meetings indicating the meetings will be live streamed on YouTube.

(b) **Agenda Additions/Deletions/Approval**

Moved by: M. Gatopoulos

Seconded by: L. DeJong

THAT the SEAC 22-01 Agenda for Thursday September 8, 2022 be approved as presented

Carried

B - 1 **Timed Items**

(a) **Transition to School Process by Lansdowne Children’s Centre**

L. Kramer, Lansdowne, presented a PowerPoint on students transitioning to school based on data collected from the Brantford and Brant catchment areas, and answered questions from committee members. L. Thompson, Superintendent of Education, shared some data on Grand Erie students currently being supported.



Special Education Advisory Committee

Thursday September 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

C - 1 **Business Arising from Minutes and/or Previous Meetings**

(a) **Approval of Minutes June 16, 2022**

Presented as printed.

Moved by: L. Boswell

Seconded by: K. Jones

THAT the Minutes of the Special Education Advisory Committee Meeting, held June 16, 2022 be approved as presented.

Carried

(b) **SEAC Recruitment Process**

Chair Rose spoke about the SEAC recruitment process, followed by discussion with committee members on the best way to recruit new members. Committee members agreed to email J. Valstar, Executive Assistant to the Superintendent of Education, the reasons why they decided to join SEAC. K. Jones, Community Representative, volunteered to make a brief video of reasons to join SEAC. There was discussion about creating a video about SEAC once the new members have joined.

D - 1 **New Business**

(a) **SEAC Terms of Reference Review**

L. Thompson, Superintendent of Education, explained the Ministry of Education's regulations (O. Reg. 464/97) and that SEAC's Terms of Reference (ToR) must be in line with these regulations. The committee reviewed the revised ToR to highlight what parts are from O. Reg. 464/97 and what is board process. L. Thompson, Superintendent of Education, to review ToR to ensure they follow the Ministry requirements prior to the October SEAC meeting where they will be reviewed once more.

(b) **SEAC Representative to GEPIC**

T. Waldschmidt will remain as the SEAC Representative to GEPIC for the 2022-23 school year.

(c) **Special Education Plan – Consultation Process 2022-23**

F. Lainson, Program Coordinator, Special Education, presented a PowerPoint on the consultation process for the 2022-23 Special Education Plan review.

E - 1 **Other Business**

(a) **Grand Erie Virtual Meeting Guidelines**

J. Hooper, Principal Leader Mental Health & Well-Being, reviewed the virtual meeting guidelines with committee members.

(b) **PAAC on SEAC – SEAC Resource Guide on Special Education Funding**

Chair Rose presented the resource guide on Special Education funding to committee members. L. Thompson, Superintendent of Education, will arrange for R. Wyszynski, Superintendent of Business, to attend a future SEAC meeting to explain and clarify the process.



Special Education Advisory Committee

Thursday September 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

- (c) **LDAO Conference 2022**
P. Bagchee, Manager Mental Health & Well-Being presented highlights from the LDAO conference to committee members.
- (d) **Summer Program Highlights**
L. Sheppard, Applied Behaviour Analysis Coordinator, presented a PowerPoint on the summer program highlights, and gave a brief overview of the in-person summer programs. F. Lainson, Program Coordinator Special Education, gave a brief overview of the virtual summer programs. Further information will be presented at upcoming SEAC meetings.
- F - 1 **Standing Items**
 - (a) **Policy/Procedures Out for Comment**
Chair Rose encouraged board members to review the proposed changes to the Policies and Procedures out for comment, and to provide feedback.
 - (b) **Trustee Updates**
Trustee Waldschmidt and Trustee Collver gave their respective updates to committee members.
- G - 1 **Information Items**
 - (a) Chair Rose announced the resignation of C. Brady, Community Representative, effective immediately. J. Valstar, Executive Assistant to the Superintendent of Education, will send a letter of thanks on behalf of SEAC.
- H - 1 **Community Updates**
Nil
- I - 1 **Correspondence**
 - (a) **LDAO SEAC Circular – June 2022**
Letter presented as printed
 - (b) **Letter from Waterloo Region DSB**
L. Thompson, Superintendent of Education, provided a Grand Erie update on the issue of suspensions, outlining the work being done by W. Baker, Superintendent of Education, on alternatives to suspensions.
 - (c) **Letter from Upper Canada DSB**
After a brief discussion, committee members decided no further action is required on PPM 81.
- J - 1 **Future Agenda Items and SEAC Committee Planning**
 - (a) L. Thompson, Superintendent of Education, to provide a final copy of SEAC's Terms of Reference for final review at the October 6, 2022 SEAC meeting.
- K - 1 **Next Meeting**
Thursday October 6, 2022 at 6:00 p.m., MS Teams Virtual Meeting



J-1-a

Special Education Advisory Committee

Thursday September 8, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

L - 1 **Adjournment**

Moved by: M. Gatopoulos

Seconded by: L. DeJong

THAT the meeting be adjourned at 8:07 p.m.

Carried



October 5, 2022

The Honourable Stephen Lecce
 Minister of Education
 5th Floor
 438 University Avenue
 Toronto, ON
 M7A 2A5

Dear Minister Lecce,

Barriers Contributing to the Delay of Approved Capital Projects

We appreciate the opportunity to provide feedback regarding factors that are contributing to delays in the construction of school board capital projects, as requested during your teleconference with Chairs that was held on September 13, 2022. This is a topic that the Simcoe County District School Board (SCDSB), other school boards, and Ontario Association of School Business Officials (OASBO) have brought to the attention of staff at the Ministry of Education (MEDU), Ministry of Municipal Affairs and Housing (MMAH), and our municipal partners and public agencies on several occasions. While numerous factors contribute to the timing and expediency of capital project completion, three main areas stand out as particularly impactful: municipal/public agency approvals; MEDU process and approval timelines; and, municipal and public agency fees. On behalf of the Board of Trustees for the SCDSB, the following outlines our concerns and observations:

1) Municipal and Public Agency Approvals

- a) The board appreciates the province's initiatives (Bill 108, *More Homes, More Choice Act*, 2019, Bill 109, *More Homes for Everyone Act, 2022*, etc.) to reduce costs and processes to assist with the development of affordable housing. However, it is unclear how these initiatives help school boards in quickly and efficiently providing educational facilities to keep up with and support housing development. We strongly believe that actions to expedite residential development should have corresponding mechanisms to allow for expedited public infrastructure provisions (i.e. schools), to support such development.
- b) When developing new schools, most public agencies (municipalities, conservation authorities, Ministry of Environment, Conservation and Parks, etc.) treat school boards in a similar manner as for-profit developers. It is not uncommon for these agencies to make requests that ultimately result in extensive negotiations and increased project costs. Some examples of requirements to receive municipal approvals include, but are not limited to:
 - parking and traffic management demands that are beyond zoning requirements;
 - specialized landscaping to appease immediate neighbours;
 - the provision and/or committal to the funding of offsite crosswalks elsewhere in the community;
 - lighting for municipal rights of way; and,
 - specific design and site features that are inconsistent throughout the jurisdiction (garbage enclosure specifications, screening, fencing, landscaping, rights of way, road widenings, urban design features, etc.).

Other municipal and public agencies (e.g. municipalities, Infrastructure Ontario, police services, health services, etc.) are exempt from many requirements that school boards face. If school boards were recognized and treated in a similar fashion as other critical public infrastructure and services, significant improvements would be realized. Staff believe that the biggest factor in reducing timelines and associated costs is an exemption from section 41, of the *Planning Act* (please note, that the board is not suggesting exemption from health, safety, fire or building code requirements).

- c) To support the location of educational facilities, municipal planning documents (i.e. Official Plans and Zoning By-laws) need to include permissive policies as outlined in the Provincial Policy Statements (PPS), A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020 and the *Planning Act*, R.S.O 1990. The policies relate to the requirement to ensure public service facilities are available to meet the current and projected needs of the communities they are serving.
- d) In recent years, the board has also experienced significant delays in municipal and agency response times for site plan and building permit approvals. In many cases reviews, responses and approvals are not being completed and issued within legislated timelines. Ensuring public services (i.e. schools) take precedence over other applications would assist in reducing delays.

2) MEDU Process and Approval Timelines

- a) Until MEDU approval and funding is granted, boards are typically unable to begin detailed design on priority projects. Enabling boards through a MEDU prescreening process to preplan and fund design work prior to approvals would expediate the process, provide flexibility, and allow boards to initiate projects.
- b) MEDU expectations surrounding construction timelines are unrealistic due to enhanced scrutiny and requirements, from both the MEDU and other public agencies, that are placed on school boards.
- c) Consistency (i.e. annually on a specific date) of MEDU requests for capital priority submissions and subsequent approvals would allow boards to better plan as part of a regular cycle.
- d) The board has experienced several instances where MEDU consideration and decisions around capital project priority ranking, appears arbitrary. Generally, the higher a project is prioritized, the greater the need. Projects are higher ranked with facilities that are in critical need of repair and up for replacement and are more likely to achieve targeted timelines. The SCDSB considers the ability to proceed and mobilize quickly when prioritizing critical and urgent needs of the board.
- e) Navigating the MEDU process after initial project approval and announcements can be time consuming. Site acquisition notification, space template inconsistencies, cost consultant reports, approvals to proceed (ATP), Education Development Charge (EDC) allocation, requests for supplemental information, etc., all require significant discussion and additional approvals from MEDU staff and the Minister's office.
- f) Unrealistic benchmark funding results in continual negotiation and the design of core facilities that are well below the MEDU allocated and approved square footage (e.g. boards are asked to design to 90 percent of approved and allocated space benchmarks). By the time most projects go to tender, the funding amount does not reflect current market conditions. This results in lengthy discussions with architects, consultants and

MEDU staff, followed by municipal authorities to determine how to make up the shortfall which results in further delays.

- g) Often, MEDU ATP do not coincide with optimal building seasons. Untimely approvals may mean boards have to wait multiple seasons until weather conditions improve to begin construction. The point in the year when a project can begin, which is tied to approvals to proceed, is critical to its eventual completion date. Best practice is to ensure all approvals, design, and tender processes are complete so that spring construction is possible.

3) Fees

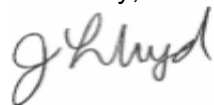
- a) While fees do not create barriers, they still have a direct impact on timing. Continued fee increases, additional fees, securities, and letters of credit above and beyond requirements all impact overall project costs and contribute to the ability of the board to meet cost benchmarks. As a result, further analysis is required along with additional conversations and negotiation with MEDU staff.
- b) Studies and peer reviews are required resulting in increased fees, project costs, and delays. This can include acoustic studies, additional traffic studies above and beyond requirements, photometric studies, and natural heritage studies. On average, more than 5 percent of total project costs are attributed to study fees and requirements, not including architect and consultant fees. Exemption from Section 41 of the *Planning Act* would reduce many of these requirements, and thereby reduce costs and expedite timelines.

The board recognizes that staffing challenges and staff turnover and/or vacancies at school boards and other public agencies can also contribute to timing challenges. When boards enter facility partnerships and co-builds with other public agencies, significant delays will result. This is due to the inclusion of an additional party with their own board or council, approval processes, and budget requirements. Alignment does add significant effort and time to the process.

We would like to reiterate our appreciation for the opportunity to provide feedback on this important matter. We have been experiencing and preparing for further unprecedented growth in Simcoe County. As such, it is imperative that we have the tools available to provide educational facilities and other temporary accommodation solutions to accommodate students and serve our diverse and growing jurisdiction.

I would be pleased to discuss and/or make board staff available to discuss the more technical and detailed matters with MEDU and MMAH staff at a convenient time.

Sincerely,



Jodi Lloyd
Chairperson
Simcoe County District School Board

c: Hon. Doug Downey, MPP, Barrie, Springwater, Oro-Medonte
Hon. Jill Dunlop, MPP, Simcoe North
Andrea Khanjin, MPP, Barrie, Innisfil
Brian Saunderson, MPP, Simcoe-Grey
Hon. Caroline Mulroney, MPP, York-Simcoe
Ontario Public School Boards' Association
School Board Chairs
All Simcoe County, City of Barrie and City of Orillia Municipal Clerks
Board of Trustees, SCDSB
John Dance, Director of Education, SCDSB
Dawn Stephens, Associate Director, SCDSB
Corry Van Nispen, Superintendent of Business and Facilities, SCDSB