



BUSINESS COMMITTEE

COMMITTEE-OF-THE-WHOLE
MINUTES – November 15, 2011

- Trustees:** Terry Bell; John Chapman; Jim Dawson; Marg Gaviller; Jan Johnstone; Kevin Larson; Marilyn McComb; Fran Morgan; Dan Wong; Alex Winegarden (Student Senator, BPDS)
- Regrets:** Tony Pedoniquotte Theresa Root; Ian Beitz (Student Senator, WDSS); Ashley Magwood (Student Trustee, JDSS)
- Staff:** John Bryant (Director of Education); Brenda Booth (Superintendent of Business and Treasurer); Marnie Coke (Superintendent of Education); Cynthia Lemon (Administrator of Employee Relations); Alana Murray (Superintendent of Education); Steven Reid (Superintendent of Education); Al Gibb (Manager, Plant Services Administration); Ginnie Smith (Recorder)

AGENDA ITEM	ACTION	ACTION AGENT
1. Approval of Agenda for November 15, 2011	<p>The following items were added to the agenda: Travel Company Information; 2010-11 Financial Statements</p> <p>Moved by J. Johnstone</p> <p>That the Business Committee approve the Agenda for November 15, 2011.</p> <p style="text-align: center;">Carried.</p>	
2. Approval of Minutes of October 18, 2011	<p>Moved by J. Johnstone</p> <p>That the Business Committee approve the minutes of the meeting of October 18, 2011.</p> <p style="text-align: center;">Carried.</p>	
3. Business Arising from the Minutes of the Meeting of October 18, 2011	<p><i>Travel Company Information</i> – B. Booth introduced T Junker, Supervisor of Purchasing, who distributed a draft Request for Supplier Qualification (RFSQ) to the members. The requirement to seek proposals for travel companies is a new directive under the Broader Public Sector Guidelines. Once the proposals are received, a list will be compiled of qualified companies from which schools can choose.</p> <p>Forty-two questions have been included in the RFSQ for response from vendors .The RFSQ will be posted on MERX to reach all companies across Canada and Grey-Bruce. T. Junker clarified that all companies in Grey-Bruce will be invited to participate in the RFSQ. However, any tour operator across the country can put forward a proposal. T. Junker will obtain a list of companies currently being used by Bluewater.</p> <p>Members were encouraged to forward any questions to T. Junker to ensure that companies selected under the RFSQ provide fair and equitable service to students.</p>	
4. Report from Financial Advisory Committee	<p>D. Wong provided the report from the Financial Advisory Committee meeting held on October 26, 2011. The committee reviewed the Terms of Reference, the September monthly budget report and identified areas of concern. The next meeting will be held on November 23, 2011.</p> <p>Moved by J. Johnstone:</p> <p>That the Business Committee receive the Financial Advisory Committee Report of the meeting on October 26, 2011 for information.</p> <p style="text-align: center;">Carried.</p>	

<p>5. Terms of Reference for Financial Advisory Committee</p>	<p>D. Wong presented the Terms of Reference for the Financial Advisory Committee and asked trustees for input. It was suggested that a reference to the Strategic Plan be included in the Terms of Reference. The suggestions received from K. Larson will be included. It was clarified that the FAC will forward the budget to the Business Committee for recommendation to the Board. Concern was expressed that all trustees were not involved in the 2011-12 budget discussion and require the opportunity for input for 2012-13 discussions.</p> <p>Members discussed the FAC composition, structure, and reporting process.</p> <p>The suggestions received will be included in revised Terms of Reference and placed on the next Business Committee meeting. The Budget Sub-Committee Terms of Reference will be included for comparison. The By-Law Committee was asked to check on legalities of committee meetings held electronically.</p> <p>The motion to approve the Terms of Reference was deferred to the December meeting.</p>	
<p>6. Long Range Capital Planning</p>	<p>A. Gibb reviewed the report with the members. The development of a Long Range Capital Review would identify schools in the area with accommodation challenges. A strategy is required for the Board to move forward with planning. It is suggested that an independent third party be contracted during 2011-12 to develop the long range plan in order to maximize capacity to student numbers. An independent consultant would provide an impartial avenue for planning zones, grouping of schools. Concern was expressed regarding the cost of hiring a consultant. There is staff expertise to develop the plan; however, with the number of construction projects and workload, the development of the plan would be delayed. By hiring a consultant, the plan would be developed for the board to move forward with reducing capacity.</p> <p>Members requested that the Plant Department provide options to reduce the costs to develop the plan including program opportunities. The following motion was put on the floor and discussed by the members:</p> <p>Moved by J. Johnstone:</p> <p>That the Business Committee defer the motion for a Long Range Capital Plan and that the Plant Department provide options at the next Business Committee Meeting.</p> <p style="text-align: center;">Carried.</p>	<p>place on December agenda</p>
<p>7. Implementation Plan – Hanover/Chesley ARC – Option H-1</p>	<p>A typographical error in Chesley JK-12 implementation was corrected to read 2014 rather than 2104.</p> <p>A. Gibb reviewed the report with the members regarding the implementation plan for both the Chesley area and Hanover area as a result of the ARC review.</p> <p><i>JDSS Replacement Facility JK-12</i> –this motion relies on capital funding from the Ministry and will be based on the Ministry approval process. Predesign approval from the MOE is required. Information must be provided to the Ministry relating to enrolment, construction schedule, course outline, room types, identification of all funding sources etc. Plant is in the process of completing forms. As completion for the project will be beyond 2014, temporary facilities will be required for FDK.</p> <p><i>Chesley JK-12</i> – financing is from local sources. The H-1 option requires enrolment to fit in the existing Chesley district school. The template including information on enrolment, room types, reuse of rooms etc. must be submitted to the Ministry. The final layout will allow for renewal work and energy savings, e.g. windows, moving from oil heating. Site work will be required to separate elementary from secondary. The anticipated opening is scheduled for Sept 2014.</p>	

	<p>Moved by J. Chapman:</p> <p>That the Business Committee receive the report entitled "Implementation of Chesley/Hanover Accommodation Review Motions" dated November 15, 2011.</p> <p style="text-align: center;">Carried.</p>	
8. 2010-11 Financial Statements	<p>D. Wong distributed information on the 2010-11 year end position. This information will be presented at the Financial Advisory Committee on November 23rd.</p> <p>B. Booth reviewed the information with the members. The operating deficit for 2010-11 is \$940,000, which will be funded through the 2009-10 surplus, reserve for working funds and NPP deferred revenue. For 2010-11, the board is not required to fund employee future benefits and vacation accrual. The members were advised that the employee future benefits liability increases each year. Staff are entitled to retirement gratuities and sick days and this is applicable for both staff retiring and new staff hired. The reporting to the MOE will change in 2011-12 in that boards will be required to fund 50% of the vacation accrual. All school boards will be in a similar financial position relating to employee future benefits; this is identified as a future risk.</p> <p>Trustees passed a balanced budget for 2011-12. For compliance purposes, the actuarial benefit values are not required to be included when annual budgets are prepared.</p> <p>Members expressed concern with the timelines in distributing of the financial statements in that there was not sufficient time to review the data prior to the meeting. Members were advised that more information will be received at the November 29th meeting regarding the 2010-11 financial statements.</p> <p>The 2010-11 Finance Report #4 will go to Business Committee in December.</p>	<p>place Finance Report #4 on December agenda</p>
7. Private Session	<p>Moved by J. Dawson:</p> <p>That the Business Committee rise from Open Session at 5:48 p.m. and reconvene to Closed Session for the purpose of property and/or personnel and that the press and public be excluded.</p> <p style="text-align: center;">Carried.</p>	
8. Return to Open Session	<p>On returning to open session, no report was presented.</p>	
9. Adjournment	<p>Moved by M. Gaviller</p> <p>That the meeting be adjourned at 6:35 p.m.</p> <p style="text-align: center;">Carried.</p>	