



Board of Education
Saskatoon School Division No. 13

Inaugural Meeting

TUESDAY, NOVEMBER 1, 2016

Board Room

310 – 21st Street East

12:00 noon

Please Note: All public Board meetings are audio recorded

Trustees:

- 🍏 Donna Banks
- 🍏 Charmaine Bellamy
- 🍏 Kathleen Brannen
- 🍏 Holly Kelleher
- 🍏 Vernon Linklater
- 🍏 Colleen MacPherson
- 🍏 Ray Morrison
- 🍏 Cameron Scott
- 🍏 Ross Tait
- 🍏 Suzanne Zwarych

The purpose of the Inaugural Meeting is to accommodate the requirement of Section 72 of The Education Act and Policy 6, Section 1 of the *Board Policy Handbook*. It also serves as the Board's organizational meeting for the forthcoming year.

Agenda

1. Call to Order
Chair – Ms. Deanna Scott, Acting Chief Financial Officer
2. Declaration of Office
The Acting Chief Financial Officer shall read the return from the City Clerk certifying as to the election of new members and shall call for Declaration of Office (Please see Appendix C).

The Declaration of Office will be read aloud at the meeting by each trustee and will be signed in the presence of the Notary Public.

3. Election of Board Chair
In accordance with Section 72 of The Education Act and Policy 6, Section 1.4, of *The Board Policy Handbook* the Board is required to elect the Board chair at its Inaugural Meeting.
Section 1.4 states: “...Nominations shall be made by the Board members for the office of Chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the majority of the votes of the members’ present shall therefore be declared elected and shall take office immediately. In the event of a tie vote the Board will move to Committee of the Whole. Following discussions in Committee of the Whole the Board will conduct a maximum of another two votes by secret ballot. If a tie still remains the Board will direct the returning officer to follow the tie vote procedure specified in Section 141(1) of The Local Government Election Act.”

The newly elected Board chair takes the chair

4. Comments of the Newly Elected Chair
5. Election of the Vice Chairs
Vice chairs for the year shall be elected at the Inaugural Meeting of the Board each year. A trustee shall be elected vice chair to take office immediately following the election and serve six months; one other trustee shall be elected to serve for the subsequent six months or until the next Inaugural Meeting.

A list of the vice chairs for the last four years appears below for your information:

2015-2016	Colleen MacPherson Vernon Linklater	First Six-Month Term Second Six-Month Term
2014-2015	Kathleen Brannen Donna Banks	First Six-Month Term Second Six-Month Term
2013-2014	Bronwyn Eyre Darrell Utley	First Six-Month Term Second Six-Month Term

2012-2013 Donna Banks First Six-Month Term
Colleen MacPherson Second Six-Month Term

Nominations required:

Vice chair _____ First Six-Month Term

Vice chair _____ Second Six-Month Term

6. Minutes of the November 24, 2015 Inaugural Board Meeting

The minutes of the November 24, 2015 Inaugural Board meeting (Appendix A) were approved at the December 8, 2015 public Board meeting.

7. Confirmation of Professional Services

Policy 6, Section 1.7 of the *Board Policy Handbook* states that the Board appoints such professional service providers as are deemed necessary at its Inaugural Meeting.

a. Confirmation of Board Solicitor

A Request for Proposals for Legal Services was issued in October 2014. At the Regular Board Meeting of November 4, 2014 a motion was passed to award the contract for legal services to Robertson Stromberg for a three-year year period, with an option to extend for two additional one-year terms. **Therefore, no motion for legal services is required at this time.**

b. Confirmation of Insurance Broker

Marsh Canada has served Saskatoon Public Schools for a number of years. They are the insurance provider for the Saskatchewan School Boards Association.

Recommended Motion: That the Board appoint Marsh Canada to serve as its insurance broker for 2017.

c. Confirmation of Cost Analyst

At the Regular Board Meeting of May 20, 2014 a motion was passed to approve a three-year contract with KDL Consulting Ltd. for cost consulting and related services. **Therefore, no motion for cost analyst services is required at this time.**

d. Confirmation of External Audit Services

A Request for Proposals for External Audit services was issued in October 2014. At the Regular Board Meeting of November 4, 2014 a motion was passed to award the contract for audit services to Deloitte LLP for a three-year period, with an option to renew for an additional two-year period. **Therefore, no motion for external audit services is required at this time.**

7. Banking Authority

The following approvals are required for banking purposes and to facilitate fiscal transactions:

- a. Transfers of funds between bank accounts are primarily handled by electronic transmission. The Accounting Branch has been given the security access to enable transfer of funds. If transfers are affected by way of paper transmittals that the chief financial officer be authorized on his signature alone to transfer funds, as may be necessary, between any and all bank accounts in the name of the Saskatoon School Division No. 13 of Saskatchewan.
- b. That the form required by the bank for signing authorities and temporary borrowing power be duly completed; the chair or vice chair, together with the chief financial officer, act as signing authorities for the Board.
- c. That payroll cheques be issued on the signature of the chief financial officer alone, provided that both the chair and chief financial officer signs the cheque and voucher each month for the total paid from General Account into Payroll Account.

Recommended Motion: That the requirements with regard to Banking Authority be approved as above, and that they be effective until the next Inaugural Meeting.

8. Borrowing Authority

Policy 1, Section 9.4 of the *Board Policy Handbook* states that each year the Board must pass a resolution authorizing the chair or vice chair and chief financial officer to borrow funds to cover the expenditures of the Board pending receipt of taxes and grants. The specific resolution on School Division borrowing which would be approved to take effect November 1, 2017, is attached as Appendix B.

Recommended Motion: That the form required by the bank for borrowing be approved.

9. Committees of the Board

Policy 6, Section 1.8 of the *Board Policy Handbook* indicates that at its first Board meeting subsequent to the Inaugural Meeting each year the Board will select representatives to internal committees and external committees. Section 1.8.1 states that at the Inaugural Meeting trustees will review the committees/positions for which representation is needed. Each trustee will indicate, on paper, the committees/positions in which he/she is interested. Trustees may wish to indicate preference if interested in more than one committee (i.e. 1st _____; 2nd _____). The chair and vice chair will then review this information and will recommend candidates for each position. These decisions will be based on the involvement of as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions. If more trustees are interested in a position than can be accommodated for the year, the chair and vice

chair may suggest voting by ballot.

Policy 7, Section 1 of the *Board Policy Handbook* indicates that at its Inaugural Meeting each year the Board shall name such standing committees as it deems necessary for the discharge of Board business. Specifically, the standing committees named are:

- a) the Board Audit and Risk Committee
- b) the Board Discipline Committee
- c) the Board Governance Committee
- d) the Board Human Resources Committee
- e) representatives to the board of Pension Trustees

In addition to these, other appointments may be made. The following is a list of Board committees and appointments for 2015-2016. The director or designated administrator(s) works with all committees in an advisory capacity.

a) Board Audit and Risk Committee

Dan Danielson
Holly Kelleher (Chair)
Ray Morrison

b) Board Discipline Committee

Vernon Linklater
Colleen MacPherson
Darrell Utley

c) Board Governance Committee

Holly Kelleher
Colleen MacPherson (Chair)
Ray Morrison

d) Board Human Resources Committee

Donna Banks (Chair)
Kathleen Brannen
Bronwyn Eyre

Three nominations are required for each committee, along with the appointment of the chair for the committee (by nomination and random draw if required).

e) Board of Pension Trustees Committee

Dan Danielson
Vernon Linklater
Colleen MacPherson (Chair)

The pension governance structure changed in 2016. The Board will appoint three representatives; one Pension Trustee appointed for an initial term of two (2) years, one Pension Trustee appointed for an initial term of (3) years,

and one Pension Trustee appointed for an initial term of four (4) years. The selection for Chair will be made at the meeting of Pension trustees.

Confirmation of committee representatives will be determined at the Regular Board meeting of November 1, 2016.

10. Board Representatives

Policy 8 of the *Board Policy Handbook* indicates that at its Inaugural Meeting each year the Board shall give consideration to naming representatives to various external boards or committees in response to requests from external organization or agencies. Board representatives shall be appointed to the following:

Confirmation of committee representatives will be determined at the Regular Board meeting of November 1, 2016

a. Saskatchewan School Boards Association Public Section

One member of the Board is entitled to serve on the Saskatchewan School Boards Association (SSBA) Public Section Executive as a Member at Large or in the capacity of an elected table officer (chair, vice chair or secretary treasurer). This member could be the Board chair or another member elected by the Board. In addition, at general meetings each Board will have two voting members. Therefore, the Board should elect a member at large to the Public Section Executive who will exercise a vote at general meetings, as well as another Board member as the second voting member for general meetings. At the November 25, 2014 Inaugural Meeting Trustee Utley was appointed the executive member at large and Trustee Banks was appointed the second voting member.

Two nominations are required for the SSBA Public Section, one for the executive member at large and one for the second voting member.

b. Okicīyapi Educational Partnership

At the November 24, 2015 Inaugural Meeting, Trustees Brannen and Eyre were appointed to the Okicīyapi Educational Partnership.

Two nominations are required for the Okicīyapi Educational Partnership.

c. Saskatchewan High Schools Athletic Association

Representation alternates from year to year between the Saskatoon Board of Education and the Greater Saskatoon Catholic Board of Education. Trustee Linklater represented Saskatoon Public Schools in 2015-2016.

No nomination is required for the Saskatchewan High Schools Athletic Association.

d. Saskatoon Public Schools Foundation Inc.

At the November 24, 2015 Inaugural Meeting Trustees Brannen and Morrison were appointed to the Saskatoon Public Schools Foundation Inc.

Two nominations are required for the Saskatoon Public Schools Foundation Inc.

e. School Community Council Assembly Meetings

Policy 7, Section 1.9, of the *Board Policy Handbook* currently reads as follows:
“*Trustee attendance at the School Community Council Assembly meetings is encouraged. There are three meetings held each year.*”

Note: Policy 4, Section 14 of the <i>Board Policy Handbook</i> provides for the Board chair to be an Ex-Officio member of all committees of the Board.
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11. Disposal of Ballots

It has been the practice of the Board to pass a resolution requiring the destruction of the ballots used during the Inaugural Meeting.

Recommended Motion: That the Board approve the destruction of the ballots used during the Inaugural Meeting.

APPENDIX A

MINUTES OF THE INAUGURAL MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 24, 2015 at 12:00 noon.

November 24, 2015

MEMBERS PRESENT: Ms. Donna Banks, Ms. Kathleen Brannen, Mr. Dan Danielson, Ms. Bronwyn Eyre, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Ray Morrison, Mr. Darrell Utley.

Election of Board Chair: Mr. Garry Benning, Chief Financial Officer, called the meeting to order and outlined the process for election of Board Chair and highlighted section 111(1) from *The Local Government Election Act*, outlining voting procedure if a tie vote occurs.

Election of Board Chair

Mr. Garry Benning called for nominations for the office of Board Chair.

Ms. MacPherson nominated Mr. Morrison to serve as Chair of the Board of Education.

Ms. Kelleher moved that nominations cease.

CARRIED (8)

Mr. Morrison accepted the nomination and was declared Chair of the Board of Education.

Ms. Eyre joined the meeting at 12:02 p.m.

Comments of the Newly Elected Chair: Mr. Morrison provided comments and spoke of Board accomplishments over the last year and looking forward to the year ahead.

Election of Vice Chairs: Ms. Brannen nominated Ms. MacPherson to serve as Vice Chair of the Board of Education for the first six-month term.

Election of Vice Chairs

Mr. Danielson nominated Mr. Linklater to serve as Vice Chair of the Board of Education for the second six-month term.

Both Ms. MacPherson and Mr. Linklater accepted the nomination.

Ms. Banks moved that nominations cease.

CARRIED (9)

Ms. MacPherson was declared Vice Chair for the first six-month term.
Mr. Linklater was declared Vice Chair for the second six-month term.

Minutes of the November 25, 2014 Inaugural Board Meeting:
Minutes of the November 25, 2014 Inaugural Board Meeting were approved at the December 16, 2014 Regular Board meeting.

Minutes of November 25, 2014 Inaugural Board Meeting

Confirmation of Professional Services:

• Board Solicitor – Robertson Stromberg was awarded the contract for legal services for a three-year period, with an option to extend for two additional one-year terms at the November 4, 2014 regular Board meeting.

• Insurance Broker – Ms. Kelleher moved that the Board appoint Marsh Canada to serve as its insurance broker for 2016.

CARRIED (9)

• Cost Analyst - Mr. Leier was awarded the contract for cost consulting and related services for a three-year term at the regular Board meeting of May 20, 2014.

• Confirmation of External Audit Services - Deloitte LLP was awarded the contract for external audit services for a three-year period with an option to renew for an additional two-year period at the regular Board meeting of November 4, 2014.

Banking Authority: Ms. MacPherson moved that the requirements with regard to Banking Authority be approved as follows and that they be effective until the next Inaugural Meeting.

- a. Transfers of funds between bank accounts are primarily handled by electronic transmission. The Accounting Branch has been given the security access to enable transfer of funds. If transfers are affected by way of paper transmittals that the chief financial officer be authorized on his signature alone to transfer funds, as may be necessary, between any and all bank accounts in the name of the Saskatoon School Division No. 13 of Saskatchewan.
- b. That the form required by the bank for signing authorities and temporary borrowing power be duly completed; the chair or vice chair, together with the chief financial officer, act as signing authorities for the Board.
- c. That payroll cheques be issued on the signature of the chief financial officer alone, provided that both the chair and chief financial officer signs the cheque and voucher each month for the total paid from General Account into Payroll Account

CARRIED (9)

Borrowing Authority: Mr. Utley moved that the form required by the bank for borrowing be approved for the 2016 calendar year.

**SASKATCHEWAN
SCHOOL DIVISION BORROWING RESOLUTION**

Whereas pursuant to Section 319 of *The Education Act, 1995* the Board of Education of a school division may by resolution authorize its Chair or Vice Chair and Chief Financial Officer to borrow:

- The amount of the borrowing resolution must be sufficient to cover the aggregate borrowing for the current year.
- a) any sum of money that may be required for necessary expenditures of the board of education pending receipt of the proceeds of taxes and other revenue; must be and;
 - b) any sum of money that the board of education considers necessary to provide for its current expenditures on the security of operating grants payable to the school division pursuant to Section 310, where borrowing pursuant to clause (a) is insufficient to do so.

Now, therefore, be it resolved by the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

- In order to
1. That the Board or chair or vice chair and chief financial officer on behalf of the Board

Confirmation
of Professional
Services

Confirmation
of External
Audit Services

Banking
Authority

Borrowing
Authority

claim the security of legislative grants, the Board and the Bank must notify the Minister of Finance and Department of Education of the fact, giving particulars of the loan as provided by S 319(2) of *The Education Act, 1995*

are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$35,000,000 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division for 2016 are available and the and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing.

2. The said sum of \$35,000,000 and interest shall be repayable within 2016 and shall be a first charge upon the uniform tax levy for the year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.
3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and chief financial officer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.
4. That this resolution shall take effect on January 1, 2016

CARRIED (9)

Committees of the Board, Policy 6, Section 1.8, of **Board Policy** indicates that selection of representatives to internal committees and external committees will be determined at the first Board meeting subsequent to the Inaugural Meeting. Therefore, representation to these committees will be found in the minutes of the Regular Board Meeting of November 24, 2015.

Committees
of The
Board

Mr. Utley moved that the Board adjourn the Inaugural Meeting.

CARRIED (9)

The Inaugural Meeting adjourned at 12:13 p.m.


Secretary of the School Division


Board Chair

APPENDIX B

SASKATCHEWAN SCHOOL DIVISION BORROWING RESOLUTION

Whereas pursuant to Section 319 of *The Education Act, 1995* the Board of Education of a school division may by resolution authorize its Chair or Vice Chair and Chief Financial Officer to borrow:

The amount of the borrowing resolution must be sufficient to cover the aggregate borrowing for the current year.

a) any sum of money that may be required for necessary expenditures of the board of education pending receipt of the proceeds of taxes and other revenue; and;

b) any sum of money that the board of education considers necessary to provide for its current expenditures on the security of operating grants payable to the school division pursuant to Section 310, where borrowing pursuant to clause (a) is insufficient to do so.

Now, therefore, be it resolved by the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

In order to claim the security of legislative grants, the Board and the Bank must notify the Minister of Finance and Department of Education of the fact, giving particulars of the loan as provided by S.319(2) of The Education Act, 1995

1. That the Board Chair or vice chair and chief financial officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$35,000,000 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing

2. The said sum of \$35,000,000 and interest shall be repayable and shall be a first charge upon the uniform tax levy for the fiscal year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.

3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and chief financial officer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.

4. That this resolution shall take effect on November 1, 2016.

Election 2016 - Unofficial Results

Ward 1

Candidate	Votes
Holly KELLEHER - ACCLAIMED	-

Ward 2

Candidate	Votes
Vernon J. LINKLATER	2832
Winston McKAY	1193

Ward 3

Candidate	Votes
Donna BANKS - ACCLAIMED	-

Ward 4

Candidate	Votes
Dan DANIELSON	1867
Cameron SCOTT	2357

Ward 5

Candidate	Votes
Colleen MacPHERSON - ACCLAIMED	-

Ward 6

Candidate	Votes
Kathleen BRANNEN	5998
Randal WUNDER-BUHR	988

APPENDIX C

Ward 7

Candidate	Votes
Joe GILL	779
Joe PATTERSON	875
C. SHEPHERD HILLS	1579
Ross TAIT	2756
Sarah VERMETTE	1461

Ward 8

Candidate	Votes
Robin BELLAMY	1812
Dan RICHERT	432
Brad SCHIELE	454
Suzanne ZWARYCH	1957

Ward 9

Candidate	Votes
Charmaine BELLAMY	5483
Manya TRAEGER-FARIA	863

Ward 10

Candidate
Ray MORRISON - ACCLAIMED