



P.O. Box 3110, 963 Airport Road  
North Bay, ON P1B 8H1  
Phone: 705.472.8170  
Fax: 705.472.9927  
Website: [www.nearnorthschools.ca](http://www.nearnorthschools.ca)

Jay Aspin, Chairperson

Geof Botting, Director of Education

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To: Trustees  
From: Geof Botting, Director of Education  
Date: August 13, 2019  
Topic: Secondary School Consolidation Site Selection Information

**Introduction:**

On July 13, 2019 the Ontario Ombudsman issued his Final Report and findings with respect to the investigation into the Near North District School Board's decision to close Widdifield Secondary School after the 2016-2017 Accommodation Review Process. In addition to a number of recommendations for improved process and governance, the following recommendation was identified with respect to the secondary school consolidation:

"The Near North District School Board should prepare a new final staff report that explains the additional information received in the summer of 2017 and that was discussed in private in September 2017. It should present the report to trustees as part of a public meeting, afford community members an opportunity to comment on it, and then take a new vote on the secondary school consolidation."

The information contained within this report will meet the requirement of the recommendation above.

**Background:**

In 2016 the North Bay planning area was identified as being significantly under capacity with further enrollment decline forecasted in the coming years. As a result, in December 2016 the Near North District School Board (NNDSB) undertook an Accommodation Review Process (ARC) in order to reduce excess space. The ARC committee was formed in January 2017 and completed its work in May 2017.

The final staff report and resulting recommendations from both staff and the ARC were presented to the Board of Trustees in June 2017. The ARC had recommended the consolidation of the existing three secondary schools into two with one located at Marshall Park Drive (south site) and the other located on Ski Club Road (north site). The final staff recommendation was to accept the recommendation of the ARC with an alteration that

consultation and analysis be undertaken to determine the appropriate north site. The Board of Trustees reviewed all information provided and in accordance with the Ministry Guidelines was required to make a final decision that approves the recommendation(s) of the staff report as presented, modifies the recommendation(s) of the final staff report or approve a different outcome.

In September 2018 the Board of Trustees confirmed by motion the consolidation of three secondary schools into two with West Ferris Intermediate and Secondary School identified as the south site and Chippewa Secondary School identified at the north site.

### **Information Provided to Board:**

The NNDSB Board of Trustees met on July 13, 2017 to continue discussions on the secondary school consolidation and in particular, the section of the north site. Subsequent to this meeting additional information regarding potential north sites was provided to the Board of Trustees via email from the Director of Education. Further discussions occurred during closed session on September 5, 12, and 19, 2017. Attached to this report are the following copies of all documentation presented during these closed meetings, subsequent communications and minutes:

- Appendix “A” – July 17, 2017 email to Board of Trustees from Director of Education re: additional information re: Site Selection including 5-year school renewal needs
- Appendix “B” - September 5, 2017 Closed Session Meeting Minutes – note information not pertaining to 3:2 discussion has been removed.
- Appendix “C” – September 12, 2017 Closed Session Meeting Minutes – note information not pertaining to 3:2 discussion has been removed.
- Appendix “D” – September 14, 2017 email to Board of Trustees from Director of Education re: speaking points for site selection.
- Appendix “E” – September 19, 2017 Closed Session Meeting Minutes – note information not pertaining to 3:2 discussion has been removed.

It is important to note that as the July 13, 2017 meeting had been characterized as a “workshop” no minutes or notes were taken and thus are not available. In addition, the Closed Session Meeting Minutes from September 19, 2017 do not contain any notes or records of the site selection being discussed, only a draft response to the City of North Bay. While discussions of the site selection may have occurred on the above noted dates, the Board is not in possession of any documentation that could be issued which would detail the nature and/or content of those discussions.

The documentation above was considered by the Board of Trustees in addition to the information contained in the initial and final staff report when selecting the north site. With both Widdifield and Chippewa facing approximately the same cost with respect to 5-year renewal needs, deliberation focused on school site capacity for expansion and future growth if needed.

## **Next Steps**

The report and attached documentation will be posted the NNDSB website in order to provide the public with an opportunity to review and provide comments. Any received comments will be compiled and presented to the Board of Trustees at the September 10, 2019 Committee of the Whole. The Board of Trustees will re-vote on the secondary school consolidation at the September 24, 2019 Regular Board Meeting.

# APPENDIX A

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**From:** Jackie Young  
**Sent:** July 19, 2017 2:29:35 PM  
**To:** ALL-TRUSTEES; ADM-SUPERVISORY-OFFICER  
**Cc:** Ronald Coyne; Glenn Morrison; Marianne Speirs  
**Subject:** FW: Scan from a Xerox WorkCentre

*As requested I have had cursory meetings with Gay and Ron and spoken to Glenn about the IT in the three high schools. Glenn and I will connect later on some issues to further explore IT needs. I continue to involve Marianne for your expertise as well. You will find there is nothing easy about this but the following does help understand some of the queries you left with me regarding: modernization.*

*I have attached (thank you Gay) the 10 year renewal needs (As per school condition assessments performed by VFA Architects and Engineers) and the facility condition indexes for the three high schools so that you can all easily compare apples to apples. In conversation with both Gay and Ron a couple of points have come up. Our overall challenge remains with the Ministry's directive for lowest cost option.*

*Widdifield has no open space to complete an add on of any kind. There seems to be an argument that the school was built with the opportunity to build up. However Ron has found, and I quote, "I spoke with John Weinhardt and he advises that the "As Built" drawings do not indicate that there were any design elements put in place that would allow the construction of additional levels. And even if there were, they would not meet today's code requirements, given the age of the structure. We could also ask for the opinion of a structural engineer(\$\$)?"*

*Chippewa has the room to expand and the ability to hold students and build new (for down the road accommodations?)*

*You will see that science labs, roofs, tracks and fields etc. are all listed. This will help with understanding modernization. Also please pay attention to branch wiring, heating and cooling distributions systems, and domestic water distribution systems (even is the boilers etc. are relatively new – the guts of the systems, i.e., supply and return piping throughout entire facility, need to be upgraded).*

*All in - each building will be about \$10 million - a quick addition of similar requirements at each facility, to make it work and be pretty and that is not looking at any additional costs that could be incurred when or if intrusive work causes asbestos abatement to be secured. What you will see is that we have been treating all three buildings as fairly as possible with needs being met as they arise but also understanding that all of the buildings are about the same age (so issues are about the same for all three buildings).*

*Some things you might wish to consider:*

*1 Have we spoken to the city about working with us for a viable parking/driveway/road alternate for Chippewa? Possible traffic studies for both CSS and WSS in fall?*

2. What year do we wish to have this move made to two or one school and do we wish for a long term plan of action to take shape so that Ron and Liz can (with your permission) know where to put money into a building?-- it should be noted that for much intrusive work the kids would need to be moved while the work is done to upgrade the building. This approach would allow us to complete all required upgrades simultaneously. Please keep this in mind as you wrestle with moving the kids from West Ferris to do this work.

As you know – should you wish to hold a meeting or teleconference this summer and if the staff are available they have all said it would be their pleasure to come and talk through their own perspectives on any of this information given their holiday commitments.

*Jackie*

Jackie Young

Director of Education- Near North School Board

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

*If serving others is beneath you, leadership is beyond you.*

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# Chippewa

## 5 Year Future Renewal Needs

\*Includes backlog of current needs and items to 2020-21.

Air Distribution, Heating & Cooling	\$346,499
Branch Wiring	\$2,657,016
Ceiling Finishes	\$137,805
Controls & Instrumentation	\$371,289
Cooling Generating Systems	\$96,533
Domestic Water Distribution	\$1,372,518
Energy Supply	\$86,632
Exhaust Systems	\$218,400
Exterior Doors	\$308,880
Exterior Walls	\$148,421
Fire Protection Specialties	\$20,800
Fittings	\$1,540,532
Fittings - Auditorium Seating	\$618,800
Fittings - Gymnasium Bleachers	\$97,240
Fittings - Lockers	\$371,280
Fittings - Millwork	\$618,800
Fittings - Washroom Partitions	\$178,500
Floor Finishes	\$1,472,683
Floor Finishes - Painted/Sealed Concrete	\$65,593
Heating/Chilling water distribution systems	\$3,542,079
Interior Doors	\$777,920
Interior Stair Construction	\$139,776
Landscaping	\$80,446
Lighting Equipment	\$185,694
Main Switchboards	\$433,200
Other Communications & Alarm Systems	\$61,879
Other Special Systems and Devices	\$26,000
Parking Lots	\$247,520
Partitions	\$247,485
Pedestrian Paving	\$249,865
Playing Fields	\$550,000
Plumbing Fixtures	\$1,063,000
Retaining Walls	\$123,760
Roof Coverings	\$909,650
Science Laboratory - Update Labs	\$2,253,059
Signage	\$14,553
Site Civil/Mechanical Utilities - Underground Utilities	\$445,561
Standpipe Systems	\$148,509
Structural Frame	\$371,280
Wall Finishes	\$654,404
<b>Total</b>	<b>\$23,253,861</b>

# West Ferris

## 5 Year Future Renewal Needs

\*Includes backlog of current needs and items to 2020-21.

<i>Auxiliary Equipment - HVAC Pumps</i>	\$11,908
<i>Branch Wiring</i>	\$5,171,840
<i>Ceiling Finishes</i>	\$483,267
<i>Ceiling Finishes - Acoustic Tile</i>	\$17,318
<i>Ceiling Finishes - Painted</i>	\$178,629
<i>Controls &amp; Instrumentation - Pneumatic Controls</i>	\$297,013
<i>Domestic Water Distribution</i>	\$1,556,182
<i>Exhaust Systems</i>	\$143,520
<i>Exterior Doors</i>	\$127,920
<i>Exterior Doors - Exterior Door Hardware</i>	\$24,960
<i>Exterior Doors - Hardware</i>	\$12,480
<i>Exterior Walls</i>	\$50,742
<i>Exterior Walls - Sealant - Masonry Control Joints</i>	\$44,778
<i>Fire Protection Specialties - Extinguishers</i>	\$41,600
<i>Fittings - Boys/Girls Washroom Partitions</i>	\$103,500
<i>Fittings - Gymnasium Bleachers</i>	\$123,760
<i>Fittings - Millwork</i>	\$1,052,046
<i>Fittings - Window Coverings</i>	\$337,326
<i>Floor Finishes - Carpet</i>	\$93,980
<i>Floor Finishes - Control Joints</i>	\$52,140
<i>Floor Finishes - Expansion Joints</i>	\$342,365
<i>Floor Finishes - Hardwood - Gym</i>	\$222,830
<i>Floor Finishes - Painted/Sealed Concrete</i>	\$71,778
<i>Floor Finishes - VCT</i>	\$24,847
<i>Heating/Chilling water distribution systems - Heating Piping System</i>	\$1,608,945
<i>Interior Stair Construction</i>	\$169,728
<i>Landscaping</i>	\$25,438
<i>Lighting Equipment</i>	\$162
<i>Main Switchboards - Primary Switchgear</i>	\$513,600
<i>Other Communications &amp; Network Systems</i>	\$174,792
<i>Other Cooling Generating Systems</i>	\$4,466
<i>Partitions - Movable Partitions</i>	\$556,913
<i>Pedestrian Paving - Concrete &amp; Asphalt Walkways</i>	\$160,867
<i>Public Address Systems</i>	\$440,586
<i>Signage</i>	\$17,464
<i>Site Civil/Mechanical Utilities - Underground Utilities</i>	\$416,454
<i>Site Development - Track &amp; Field Facility</i>	\$866,320
<i>Wall Finishes</i>	\$254,771
<b>Total</b>	<b>\$15,797,235</b>

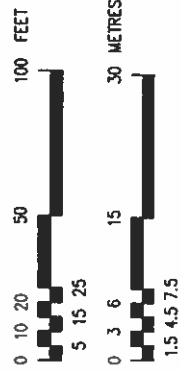
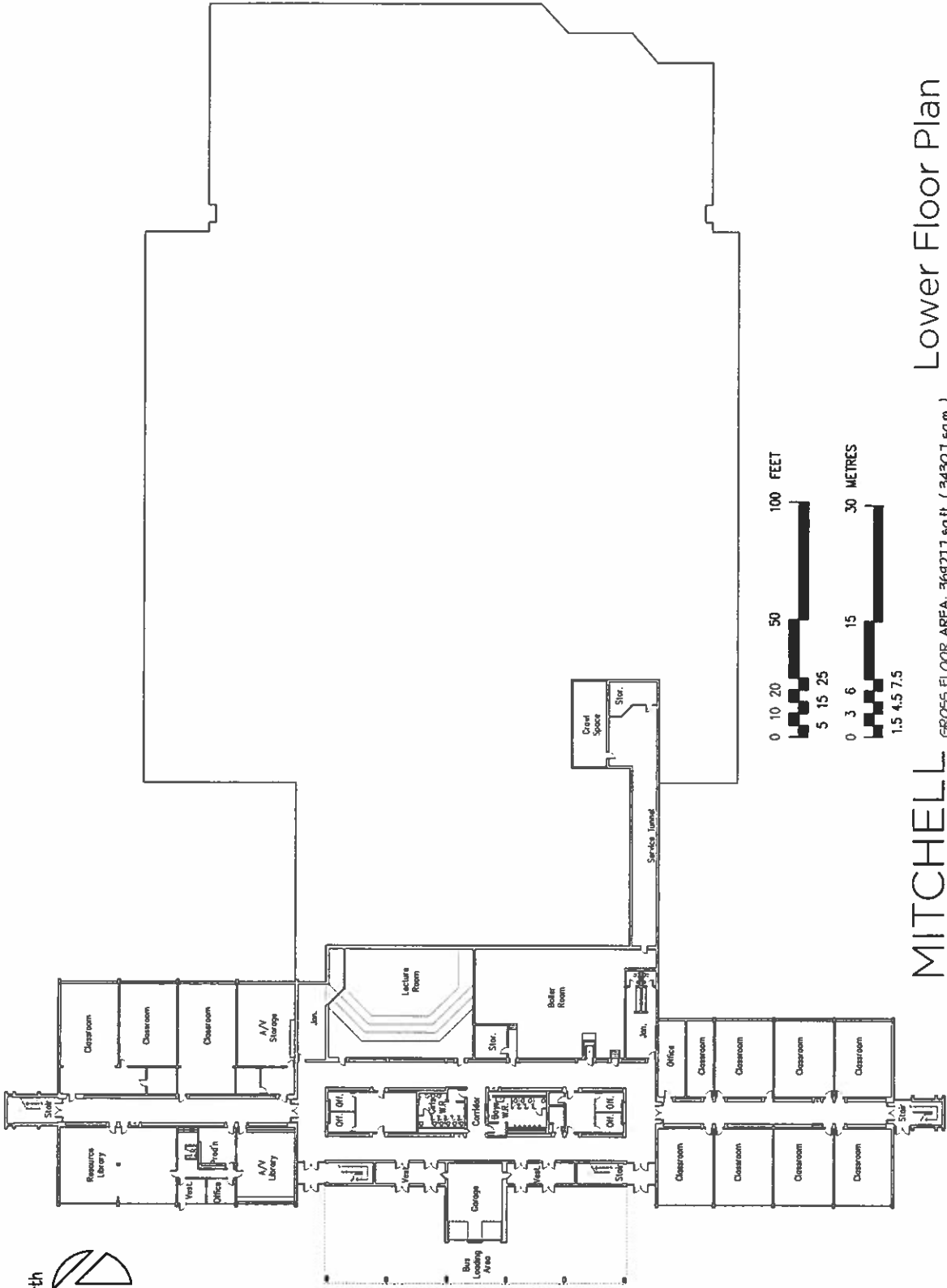
# Widdifield

## 5 Year Future Renewal Needs

*\*Includes backlog of current needs and items to 2020-21.*

Air Distribution, Heating & Cooling - Duct System	\$2,176,563
Branch Wiring	\$2,376,040
Ceiling Finishes	\$839,372
Ceiling Finishes - Acoustic Ceiling Tiles	\$267,286
Controls & Instrumentation	\$946,846
Domestic Water Distribution - Plumbing Piping System	\$613,853
Domestic Water Distribution - Domestic Water Heater	\$47,840
Domestic Water Distribution - Plumbing Pumps	\$24,751
Exhaust Systems - Interior Exhaust	\$334,152
Exterior Doors	\$985,920
Exterior Doors - Exterior door Hardware	\$62,400
Exterior Walls	\$51,014
Exterior Windows	\$1,732,573
Fencing & Gates	\$99,132
Fire Protection Specialties - Extinguishers	\$10,400
Fittings	\$260,488
Fittings - Lockers	\$371,280
Fittings - Millwork	\$362,440
Fittings - Chalkboards/Corkboards	\$281,048
Fittings - Washroom Accessories	\$96,753
Fittings - Window Coverings	\$300,810
Floor Finishes	\$826,418
Floor Finishes - Carpet	\$97,558
Floor Finishes - Carpet Theatre	\$44,313
Floor Finishes - Carpeting	\$49,565
Floor Finishes - Hardwood	\$228,875
Floor Finishes - Painted / Sealed Concrete floor	\$56,930
Heating/Chilling water distribution systems - Heating and Piping System	\$1,314,309
Interior Doors	\$646,880
Interior Doors - Hardware	\$230,880
Landscaping	\$21,712
Lighting Equipment - Emergency	\$168,975
Lighting Equipment - Exterior	\$86,354
Lighting Equipment - Interior	\$156,152
Other Communications & Network Systems	\$80,591
Parking Lots	\$928,200
Pedestrian Paving	\$185,636
Pedestrian Paving - Stone Walkway	\$66,832
Plumbing Fixtures	\$340,000
Public Address Systems	\$495,929
Roadways	\$89,310
Roof Coverings - Skylights	\$50,197
Security Systems	\$20,939
Signage	\$29,106
Site Civil/Mechanical Utilities	\$2,048,228
Standpipe Systems	\$289,322
Wall Finishes	\$592,469
<b>Total</b>	<b>\$21,386,641</b>





MITCHELL  
JENSEN  
ARCHITECTS

GROSS FLOOR AREA: 36427.1 sq.ft. (3430.7 sq.m.)

# Lower Floor Plan Widdifield Secondary School

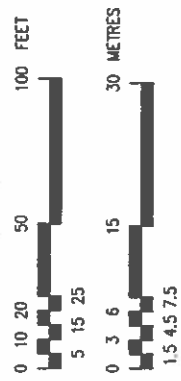
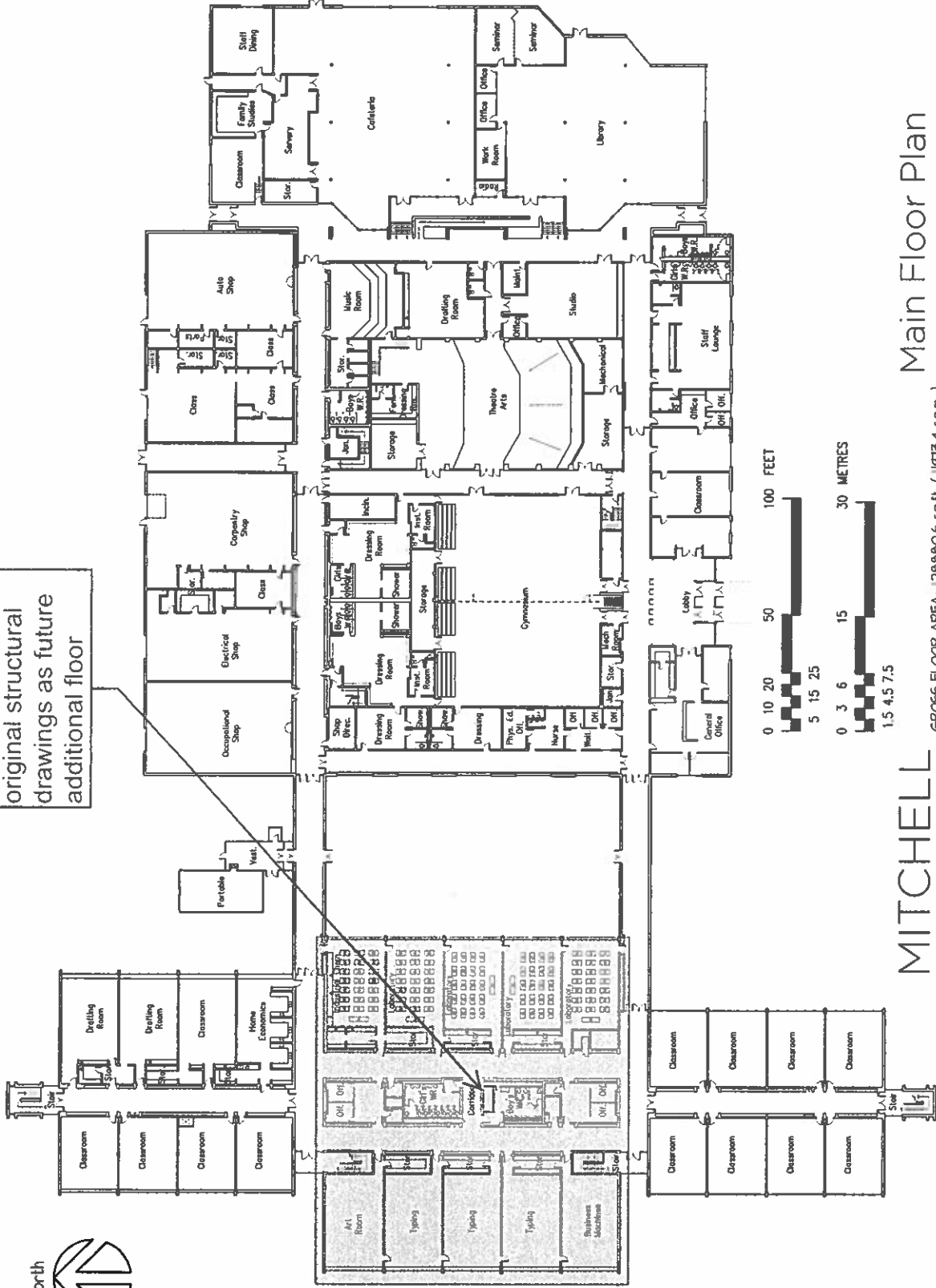
SCALE	n.t.s.	REF.:
PROJECT NO.	-	
LIBRARY NO.	Widdifield-ex-1p	SECTION:
DATE	January 2015	NO:
DRAWN BY:	s.e.l./i.s.	

705.474.3250 mitchelljensen.ca  
124a Main St. E., North Bay, ON, P1B 1A8

FP-1



Area indicated on original structural drawings as future additional floor



**MITCHELL  
JENSEN  
ARCHITECTS**

**Main Floor Plan  
Widdifield Secondary School**

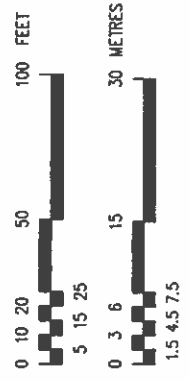
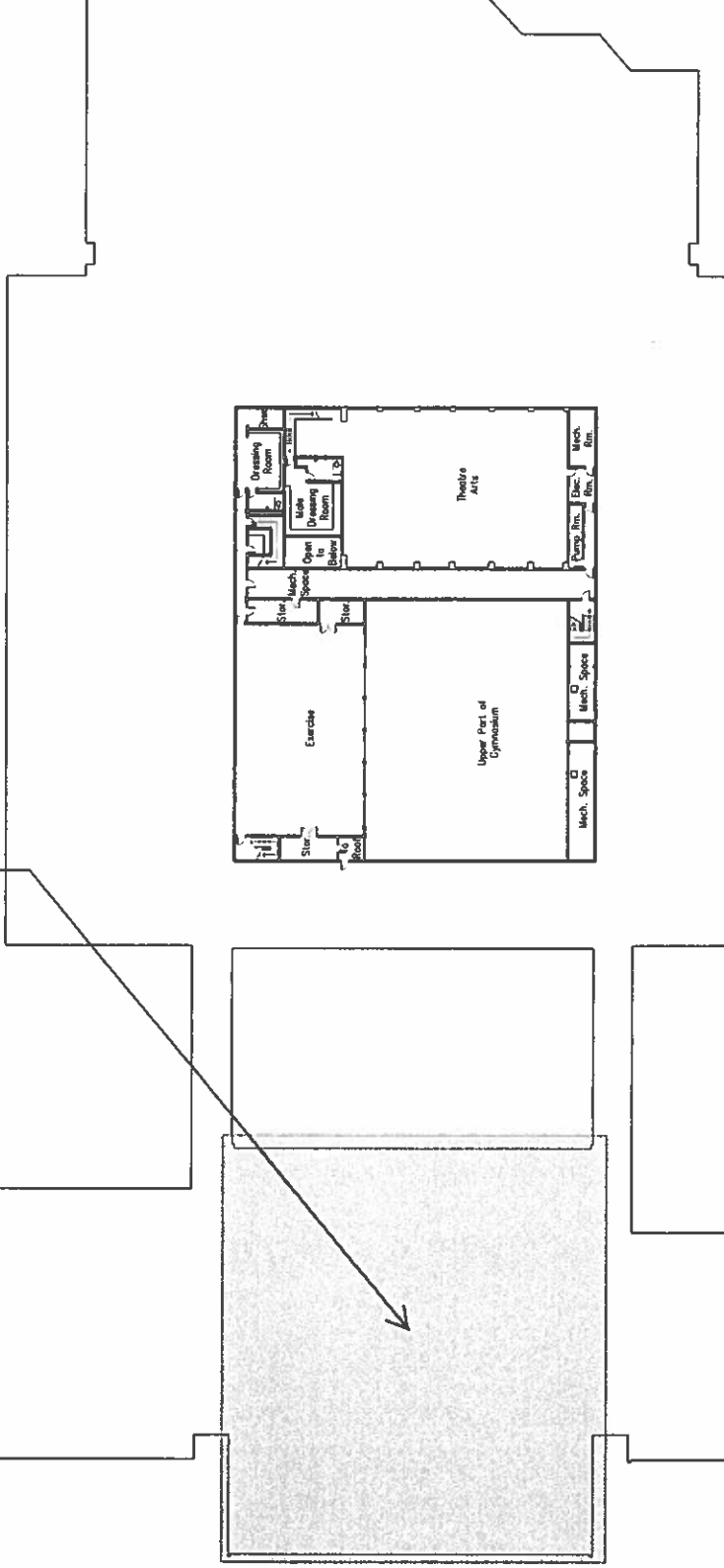
GROSS FLOOR AREA: 120000.6 sq.ft. (11173.4 sq.m.)

SCALE:	n.l.s.	REF.:	-
PROJECT NO:	-	LIBRARY NO:	Widdifield-ex-1p
LIBRARY NO:	Widdifield-ex-1p	DATE:	January 2015
DATE:	January 2015	DRAWN BY:	s.e.i./s.
DRAWN BY:	s.e.i./s.	SECTION NO:	-

705.474.3250 mitchelljensen.ca  
124a Main St. E., North Bay, ON, P1B 1A8



Area indicated on original structural drawings as future additional floor



MITCHELL JENSEN ARCHITECTS  
GROSS FLOOR AREA: 8150 sq.ft. ( 757.2 sq.m. )

# Upper Floor Plan Widdifield Secondary School

SCALE:	n.t.s.	REF.:	-
PROJECT NO:	-	SECTION:	-
LIBRARY NO:	Widdifield-ex-1p	NO:	-
DATE:	January 2015		
DRAWN BY:	s.e.l./l.s.		

FP-3

705.474.3250 mitchelljensen.ca  
124a Main St. E., North Bay, ON, P1B 1A8



**Near North**  
District School Board

## APPENDIX B

### **Committee of the Whole Meeting Minutes (Private)**

**September 5, 2017 – 5:00 p.m.**

**North Bay and Parry Sound Boardrooms**

**963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

**Trustees Present:** Committee Chair David Thompson, Trustees Michelina Beam, Jim Beatty, Al Bottomley, Harry Fry, Corine Green, Louise Sargent, Paul Moffat

**Administrative Staff Present:** Jackie Young, Director of Education; Liz Therrien, Superintendent Of Business; Gay Smylie, Acting Executive Officer; Rebecca Pape, Administrative Assistant

**Also Present:** n/a

**Trustees Absent:** Carol Stevens

#### **Call to Order**

Chair Thompson called the meeting to order at 5:01 p.m.

#### **Adoption of the Agenda**

The Committee approved the agenda as presented.

#### **In-Camera Item(s):**

##### **Modernization of Schools Feedback**

Discussion ensued over the ARC recommendation of a 3-2 model. Trustee Sargent asked if the decision needed to also outline which two schools for the proposal, or could the Board wait until more accurate funding was communicated before a final decision is made. Executive Officer Smylie explained that the proposal to the ministry for renovation and modernization funding requires such specific information to calculate costs that specific schools would need to be outlined.

Discussion ensued over the 7-12 model and it was decided that moving forward the two high schools chosen would support the 7-12 model.

Trustee Fry noted that the ministry favours cost effective options, but Boards in Ontario have recently been denied funding because their plans were deemed too expensive.

Discussion ensued over enrolment numbers and projected enrolment at all three schools and whether renovations could be made at either of the three locations to sustain those projected numbers.

Discussion ensued over boundaries related to enrolment and if moving forward with a North and South school option would affect those boundaries, or if programming changes would help balance the enrolment disparity. Projected enrolment numbers consolidating Widdifield and Chippewa is 1650, and West Ferris has 550 with current boundaries.

Chair Thompson suggested forming a partnership with West Ferris Arena and WFSS to attract enrolment in the south, but Trustees do not want to form any partnerships until a Board decision on which two schools will be chosen is made.

Creative programming could assist with drawing students to the smaller enrolment high school. Director Young noted that Almaguin is interested in magnet programs to increase their enrolment. Trustees did not want to move STEAM or the Arts programs away from students in North Bay.

No consultation has been done with Nipissing or Canadore for what our students need to see in programming that will assist their future education. The ministry forces Boards maintain the status quo and ties them to follow outdated funding models, teacher/student ratio models which takes out the possibility for innovation in programming.

Chair Thompson put a vote out to Trustees to choose the two schools that will move forward with the ACR recommendation of a 3-2 model.

Recommended that the two schools will be West Ferris in the south and Chippewa in the north.

**The Committee of the Whole recommends the Near North District School Board recommend consolidation and rebranding of three secondary schools into two schools with the locations at West Ferris and Chippewa sites.**

### **Adjournment**

The Private Session of the Committee of the Whole was adjourned at 8:07 p.m.

# APPENDIX C



## **Committee of the Whole Meeting Minutes (Private)**

**September 12, 2017 – 5:00 p.m.**

**North Bay and Parry Sound Boardrooms**

**963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

**Trustees Present:** Committee Chair David Thompson, Trustees Michelina Beam, Jim Beatty, Al Bottomley, Harry Fry, Corine Green, Louise Sargent, Paul Moffat

**Administrative Staff Present:** Jackie Young, Director of Education; Rebecca Pape, Administrative Assistant

**Also Present:** n/a

**Trustees Absent:** Carol Stevens

### **Call to Order**

Chair Thompson called the meeting to order at 5:01 p.m.

### **Adoption of the Agenda**

The Committee approved the agenda as presented.

### **In-Camera Item(s):**

#### **Modernization of Schools Feedback cont'd from Sept 5, 2017 meeting**

Vice Chair Beatty discussed timing of closures, and dollars towards renovations are questions that the public will want answers for once recommendation is made. Discussion ensued re: renovations that are essential and non-essential with preferred school sites.

Director Young gave an overview of her meeting with staff, at all three affected locations, letting them know the decision of this committee that will be made public after the recommendation is made.

Trustee Bottomley recommends having a set agenda item for modernization updates at Board meetings moving forward to provide updates for the public on progress with ministry funding and renovations.

Director Young will work with recording secretary to draft talking points for Trustees so messages are succinct at Board meetings.

**Recommendation:**

***The Committee of the Whole recommends the Near North District School Board recommend consolidation and rebranding of three secondary schools into two schools with the locations at West Ferris and Chippewa sites.***

Trustee Beam brought up starting a conversation with the city to develop a partnership in West Ferris since so the city does not move West Ferris Arena

Trustee Sargent brought up how well this group has worked together to come to a recommendation.

**Adjournment**

The Private Session of the Committee of the Whole was adjourned at 7:25 p.m.

# APPENDIX D

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**From:** Jackie Young  
**Sent:** September 14, 2017 6:14 PM  
**To:** ALL-TRUSTEES  
**Subject:** FW: Talking points

Please have a last look at this email. I am sorry to have taken some time but am working without the lovely Carrie! I believe I have incorporated all points from senior staff. I am keeping the narrative from a 3:1 to a 3:2 quite open in the last point. Let me know if you have any other questions.

I am already getting feedback in response to my synervoice and email.

*Talking points for trustees for Board meeting on why Chippewa was chosen over Widdifield.*

*I think you will all have to agree to either share them as necessary or await sharing until after the board meeting makes the motion official.*

*With thanks!!*

- a. With an eye to both short term and long term planning (i.e., inevitably one site, which everyone, including the ARC, agreed to) there needed to be an understanding of which site would fit all needs with the least issues in 5-15 years. We need to consider what properties we need to retain for the long term (e.g., 40-50 years) while divesting ourselves of one school. (the whole point of the exercise to address capital reforms and declining enrolment).*
- b. All buildings have the same overall needs for big purchase items and have received newer roofs, windows etc. within roughly the same time frame given the ages of the buildings being quite close. Widdifield built is 1964; Chippewa 1957 – at this point and with the upkeep that has gone into the buildings, not a significant difference.*
- c. Widdifield acreage vs. West Ferris and Chippewa sites: there is not enough land to keep students in the building and build another structure should that be the need in five-ten years at WSS. Chippewa and West Ferris can both accommodate this purpose given their larger acreage. As well there is more land to use around the field and school for other play or partnership opportunities.*



- d. The topographical features of the Widdifield property could present challenges to build on (when comparing Widdifield to the Chippewa property in the north that is fairly flat).*
- e. Ongoing run off issues at Widdifield resulting in track issues as a result of City infrastructure at the top of the escarpment.*
- f. The gym and auditorium are located in the interior of the building at Widdifield and therefore not readily able to be expanded. There would be the anticipated need for an addition gym for Grade 7 and 8s.*
- g. West Ferris is able to accommodate a larger population and already has a triple gym and the largest auditorium facility of the three.*
- h. \$541,204 of retrofit monies would be needed at Widdifield for the Fricker consolidation to accommodate Fricker Grade 7 and 8 students. Monies already spent at Chippewa for this purpose to accommodate the past movement of Gr. 7 and 8 students.*
- i. West Ferris is accessible with a newly built elevator.*
- j. In keeping with the overall desires of the ARC and utilizing community input, which we have always said was important to us, it was decided to move to a 2:1 North Bay intermediate/secondary school model. As well there were questions as to the funding available for a 3:1 model and the support necessary from the Ministry for a school of this size (I would not want this quoted anywhere but that was the main point for staff).*

Jackie

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# APPENDIX E



**Committee of the Whole Meeting Minutes (Private)**  
**September 19, 2017 – 5:00 p.m.**  
**North Bay and Parry Sound Boardrooms**  
**963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

**Trustees Present:** Committee Chair David Thompson, Jim Beatty, Al Bottomley, Harry Fry, Corine Green, Louise Sargent, Paul Moffat, Carol Stevens

**Administrative Staff Present:** Jackie Young, Director of Education;

**Also Present:** Paul Mitchell

**Trustees Absent:** Michelina Beam

**Call to Order**

Chair Thompson called the meeting to order at 4:58 p.m.

**Adoption of the Agenda**

The Committee approved the agenda as presented.

**In-Camera Item(s):**

**Letter to the Mayor of the City of North Bay**

The letter was reviewed.

Trustee Green suggested the letter should be sent out after the motion on the ARC recommendation at the Board meeting next Tuesday, September 26<sup>th</sup>.

Trustee Moffatt suggested a group sit down with the city and look at the long term solutions, because these dialogues have never happened.

Director Young, Chair Thompson and Trustee Beam all met with the Mayor last year with the Board's Capital Plan, but got nothing back from the city.

Trustee Sargent mentioned that the mayor spoke out at the ARC recommending to keep West Ferris Intermediate Secondary School open, but now there are rumors the city is looking to close West Ferris Arena. An open dialogue needs to happen moving forward with the city, preferably out of the newspaper.

Trustee Moffatt mentioned when Al MacDonald spoke at the ARC meeting, he did so as an individual and not on behalf of the city as Mayor. He also said there are things we can work on together that would benefit our community.

Trustee Stevens suggested a user friendly and non-confrontational tone to the letter.

Director Young said she had drafted the letter for the Trustees and they should take this draft and send comments and edits to Chair Thompson to roll up and send out.

Chair Thompson will email out final draft to Trustees and the Director. He requests any edits by Friday, September 21<sup>st</sup>. He wants to send the letter to the city by next Thursday, September 28<sup>th</sup> so it makes their monthly meeting agenda.

### **Adjournment**

The Private Session of the Committee of the Whole was adjourned at 6:29 p.m.