

# COMMITTEE OF THE WHOLE

Tuesday, October 12, 2021 | 6:00 PM

Join Zoom Meeting  
<https://nearnorthschools-ca.zoom.us/j/82147536425?pwd=M0pVNndqTE5KZEpNVE96TXVsRXh4QT09>

Meeting ID: 821 4753 6425  
Passcode: 394738  
Dial in: 1 855 703 8985

## PUBLIC AGENDA

### 1.0 Call to Order

#### 1.1 Land acknowledgement

We would like to open this meeting by acknowledging the traditional territories of the Anishinaabe, on which all schools of the NNDSB are situated. The Board Office is specifically located on the traditional territory of the Nipissing First Nation. We value the cultures, histories and relationships with the Indigenous People of Turtle Island. We are grateful to be gathered here today.

#### 1.2 Attendance

Confirmation of Quorum

#### 1.3 Declaration of Conflict of Interest

### 2.0 Approval of the Agenda and Previous Minutes<sup>√</sup>

Motion: That the agenda for the Committee of the Whole meeting of October 12, 2021, and the minutes of the previous meeting of September 21, 2021, be approved.

### 3.0 In-Camera

Motion: That the Board move into a Committee of the Whole Private Session

### 4.0 Arise and Report

### 5.0 Business Arising

Nil.

## **6.0 New Business**

- 6.1 OSBIE Director nomination ✓
- 6.2 OSBIE Delegate appointment ✓
- 6.3 Report from the W.J. Fricker Build Committee ✓

## **7.0 Adjournment**

Motion: That on October 12, 2021 we do now adjourn at \_\_\_\_pm.



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Phone: 705.472.8170  
Website: www.nearnorthschools.ca

Craig Myles, Director of Education

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The September 21, 2021 **Public Session Committee of the Whole** of the Near North District School Board was held via video and/or teleconference.

**Trustees Present:**

Jay Aspin, Chair  
John Cochrane, Vice-Chair  
Al Bottomley \*  
Bill Steer  
Donna Breault  
Harry Fry  
Louise Sargent  
Nichole King  
Cecilia Darling, Student Trustee

**Administrative Staff Present:**

Craig Myles, Director of Education  
Deb Bartlett, Communications Officer  
Gay Smylie, Superintendent of Education  
Krista Messenger, Executive Assistant  
Melanie Gray, Superintendent of Education  
Tim Graves, Superintendent of Education  
Seija Van Haesendonck, Superintendent of Business

**Other:**

Staff, media and community partners

**Trustee Regrets:**

Rob Learn

\* arrived following roll call. Attendance noted within the minutes

**1.0 Call to Order**

Chair Aspin called the Committee of the Whole meeting to order at 6:00 pm.

**1.1 Land acknowledgement**

Chair Aspin read the declaration aloud.

**1.2 Attendance**

Attendance indicated that eight trustees are present for the meeting, including the Student Trustee.

**1.3 Declaration of Conflict of Interest**

NIL

**2.0 Approval of the Agenda**

*Motion: J. Cochrane/ L. Sargent*

That the agenda for the Committee of the Whole meeting of September 21, 2021 be approved as presented. - **Carried.**

**3.0 In-Camera**

At this time, Chair Aspin advised the Committee of the Whole would be moving into a

**Minutes of the Public Session Board Meeting of the Near North District School Board held September 21, 2021**

private session. Members of the public were excused and advised they would be permitted back into the meeting once the Board arose in public session. The Chair invited two guests to join the Board in-camera, D. Allison and C. Gagne. A brief pause was noted to coordinate the appropriate video conference controls.

*Motion: B. Steer/ D. Breault*

That the Committee of the Whole move into an in-camera session. -**Carried.**

*Trustee Bottomley has joined the meeting.*

**4.0 Arise and Report**

The Committee arose and reported in the public session of Committee of the Whole. A brief pause was noted to coordinate the appropriate video conference controls to permit members of the public to re-enter the virtual meeting.

**5.0 Approval of Previous Minutes**

5.1 2021 06 15 Committee of the Whole meeting minutes

Chair Aspin referred trustees to the minutes contained in the agenda package.

*Motion: N. King/ J. Cochrane*

That the minutes of the Committee of the Whole meeting held on June 15, 2021, be approved. - **Carried**

5.2 2021 08 05 Committee of the Whole meeting minutes

Chair Aspin referred trustees to the minutes contained in the agenda package.

*Motion: J. Cochrane/ A. Bottomley*

That the minutes of the Committee of the Whole meeting held on August 5, 2021, be approved. - **Carried**

**6.0 Bring Forward Business**

The Chair confirmed there were no matters of outstanding business contained in the meeting minutes to bring forward.

**7.0 Motion to Adjourn**

*Motion: A. Bottomley/ L. Sargent*

That we do now adjourn at 6:21 PM. – **Carried**



**OSBIE DIRECTOR NOMINATION FORM**  
**Northeast Region**

**Instructions:**

- Box A to be completed and identify the nominee from your Board. Authorized signature(s) are those of the nominator, or nominators. Only one authorization signature is required.
- A Board can only nominate one person for the available terms.
- The nominee must select which term they are interested in running for; the **two year** term or the **four year** term.

**A) NOMINATION**

<hr/>	
(NAME OF NOMINEE (A TRUSTEE OR AN EMPLOYEE OF A SUBSCRIBER BOARD))	
<hr/>	
(TITLE)	
<b>IS HEREBY NOMINATED AS A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF OSBIE.</b>	
NAME OF MEMBER SCHOOL BOARD	<hr/>
AUTHORIZED SIGNATURE(S) (cannot be nominee)	<hr/> <hr/>

**B) ACCEPTANCE**

I, _____ ACCEPT THE NOMINATION TO SIT ON THE BOARD OF DIRECTORS OF OSBIE AND AGREE TO STAND FOR ELECTION.	
I AM RUNNING FOR THE 2 YEAR TERM:	
I AM RUNNING FOR THE 4 YEAR TERM:	(choose only one option)
DATE: _____	Nominee Signature: _____

Signed nomination forms should be submitted by fax or email to OSBIE to:  
Attention: Sandra Taylor, CFO, OSBIE, [sandrat@osbie.on.ca](mailto:sandrat@osbie.on.ca) Fax: 519-767-0281



## Profile of a Member of the Board of Directors of OSBIE

The Board of Director's role is to ensure that OSBIE provides value added insurance at stable cost.

The Board governs OSBIE through strategic leadership, by applying a framework of governance principles and by holding itself accountable for governance performance with an emphasis on the intended long-term value for Subscribers. The Board shall direct and inspire the organization through careful establishment of policies reflecting the board's values and perspectives.

### Criteria

- Regional Directors or Board members must be either an employee or a trustee of a member school board
- Regional Directors are elected by the subscriber boards by defined region for a four-year term.

### Skillset and knowledge required

- Strong leadership
- Sound understanding in corporate governance and policy development
- Ability to assimilate large amounts of information (financial, legal, investment and insurance)
- Proficiency in risk management and loss control
- Understanding of actuarial reports
- Competencies in monitoring and evaluating the effectiveness of the Board
- Excellent communication skills
- Honesty and integrity
- Ability to think strategically
- Understanding of school board and public sector environments
- Demonstrated ability to operate effectively as part of a team of elected directors to help achieve expected Board performance

### Responsibilities of board members

- Participate in board orientation and training sessions
- Acquire an understanding of the organization's activities and to keep informed about the issues affecting the organization
- Understand Director and Board accountability with respect to legal, fiduciary and duty of care responsibilities
- Attend and participate actively in board and committee meetings
- Provide leadership to the Board or committee
- Represent and be accountable to member boards (subscribers)
- Support board decisions and act as an advocate for the organization



**BOARD VOTING DELEGATE DESIGNATION FORM  
Northeast Region**

The Voting delegate is the designated voter for your Board, should an election be necessary for your region.

Election Days are set for November 11<sup>th</sup> and 12<sup>th</sup>, 2021.

Only a vote signed by the Voting Delegate will be accepted by the scrutineer.

The Voting Delegate's name and work email address will be shared with all nominees in your region, prior to election day.

**VOTING DELEGATE**

NAME OF BOARD: \_\_\_\_\_

NAME OF BOARD'S VOTING DELEGATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please submit the Voting delegate form to:

Sandra Taylor, CFO, OSBIE, 91 Westmount Road, Guelph, N1H 5J2

Email: sandrat@osbie.on.ca

Fax: 519-767-0281

<b>Title:</b>	<b>W.J. Fricker Build Committee Report</b>
<b>Contact:</b>	Bill Steer, W.J. Fricker Build Committee Chair
<b>Date Submitted:</b>	October 12, 2021
<b>Mandate:</b>	To recommend a Contractor for the construction of a JK-6 school facility in North Bay, Ontario based on a Request for Proposal (RFP) procurement process, that follows the Broader Public Sector procurement guidelines.
<b>Timeline</b>	<p>Process overview:</p> <ul style="list-style-type: none"> <li>• Thursday, August 19, 2021: RFP posted to Bids and Tender</li> <li>• Thursday, August 26, 2021: Site visit</li> <li>• Thursday, September 23, 2021: RFP Closing – Submission Deadline</li> <li>• Tuesday, October 5, 2021: Tender evaluation committee meeting</li> <li>• Tuesday, October 5, 2021: Fricker Build Committee meeting</li> <li>• Tuesday, October 12, 2021: Presentation of the recommendation to the Board for approval</li> </ul>
<b>Outcome</b>	<p><u>Evaluation Committee Report</u></p> <p>The tender evaluation committee used a scoring matrix to evaluate proposals that included a price score, duration score, and past performance score. Templates were used to obtain the references submitted by the contractors. This data was converted into scores to complete the scoring matrix. The evaluation committee put together the scoring information, and the tender evaluation committee met to review and develop a final recommendation on October 5, 2021.</p> <p><u>Build Committee Review</u></p> <p>The Fricker Build Committee met on October 5, 2021 to review the information prepared by the evaluation committee.</p> <p>All committee members endorsed the recommendation to award the construction contract for the new Fricker school build to the top scoring proponent, as recommended by the evaluation committee and presented during the in-camera discussion.</p>
<b>Recommendation</b>	The W.J. Fricker Build Committee moves to recommend the Board of Trustees approve the tender award for the construction of a new W.J. Fricker school to the top scoring proponent.