

# COMMITTEE OF THE WHOLE

Tuesday, March 22, 2022 | 5:30 PM

Join Zoom Meeting

<https://nearnorthschools-ca.zoom.us/j/85321600322?pwd=b2pQMEw3dFVQY3RmcVFQMnROd1g2QT09>

Meeting ID: 853 2160 0322

Passcode: 802799

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 ✓

Motion: That the agenda for the Committee of the Whole meeting of March 22, 2022, and the minutes of the previous meeting of February 15, 2022, 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 Review of NNDSB Bylaw Amendments ✓

- 6.2 Review of Trustee Distribution and Determination Report ✓
- 6.3 Review of Trustee Initiative Fund application- “Journey into Learning” ✓
- 6.4 Review of Trustee Initiative Fund application- “The Festival of Sound” ✓

## 7.0 **Adjournment**

Motion: That on March 22, 2022 we do now adjourn at \_\_\_\_pm.



Jay Aspin, Chair

963 Airport Road North Bay, ON P1B 8H1

Phone: 705.472.8170

Website: [www.nearnorthschools.ca](http://www.nearnorthschools.ca)

Craig Myles, Director of Education

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The February 15, 2022 **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  
Caren Gagne  
Donna Breault  
Louise Sargent  
Rob Learn  
Allen Lewis Trodd, Student Trustee  
Cecilia Darling, Student Trustee

**Administrative Staff Present:**

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

**Other:**

Staff, media and community partners

**Trustees Absent:**

Nichole King

**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 10 trustees are present for the meeting, including the two student trustees.

**1.3 Declaration of Conflict of Interest**

NIL

**2.0 Approval of the Agenda and Previous Minutes**

*Motion: A. Bottomley/ D. Breault*

That the agenda for the Committee of the Whole meeting of February 15, 2022, and the minutes of the previous meetings of January 11, 2022, be approved - **Carried.**

### **3.0 Business Arising**

#### **3.1 Audit Committee Membership Update**

Chair Aspin invited Vice-Chair Cochrane to speak to this item. Trustees were referred to the report included in the agenda package. Highlights of the information presented are noted as:

- After filling an external member vacancy in November 2021, the Audit Committee also needed to fill this second vacancy because the term of the current member had expired. As noted in the report, the board advertised extensively to seek a new candidate, which included scaling back on specific criteria and reposting to appeal to a wider audience.
- Despite these efforts, there were no additional candidates who stepped forward, but one of the current external members (J. Kleinhuis) did express interest in being reappointed.
- Despite a lack of competition- the Audit Selection Committee is confident in its recommendation to reappoint J. Kleinhuis for another three-year term, noting her strengths as a certified CPA and her dedication to the committee throughout her previous term.
- Vice-Chair Cochrane noted the Audit Selection Committee is seeking consensus at the Committee of the Whole to accept the appointment of J. Kleinhuis for a three-year term.
- Closing comments to note the Vice-Chair would also like to thank and welcome Trustee Breault to the Audit Committee. It is noted that Trustee Breault will fill the remaining trustee vacancy on the Audit Committee so it is well poised for fulsome discussion at the next committee meeting in March.

Chair Aspin thanked Vice-Chair Cochrane for his report, and acknowledged Trustee Breault for her willingness to participate on the Audit Committee. The floor was opened for comments, with none rose. It is noted that consensus has been achieved on this item and it will be brought forward to the Board meeting as a recommendation from the Committee of the Whole.

### **4.0 New Business**

#### **4.1 Trustee Initiative Fund (TIF) Application**

Trustees were referred to the application contained in the agenda package regarding a request for funding in the amount of \$16,670 for STEM resources to be used in teaching coding linked to new mathematics curriculum and the use of STEM technologies in environmental science. Highlights of the discussion are noted as:

- Director Myles was invited to comment and noted that the learning will occur in STEM camps aimed at gap closing and reengagement for intermediate students.
- Context provided to note there have been no other TIF proposals brought forward for approval thus far for 2022/23, so the fund remains fully intact at this point (\$50,000). If trustees approved this request, it would bring the total available for future applications to approximately \$33,000.
- Director Myles noted his full support for this proposal, recognizing its alignment to the Board's commitment to Excellence in Innovation to create these opportunities for our students.
- The floor was opened for comments or questions about the proposal, with the

Officer of Corporate Affairs, L. Blaskievich, on hand to respond.

- Vice-Chair Cochrane expressed his full support for this application, noting his expectation that it would encourage may encourage girls to pursue STEM careers.
- Trustee Breault inquired about the age group the camps would target. L. Blaskievich confirmed the intention is to focus on intermediate students in Grade 7 and Grade 8. The second component would expand the focus to expose all students (Kindergarten to Grade 12) to further coding activities and STEM thinking.
- Comment from Trustee Sargent to note her full support for this proposal, with a question regarding the status of the historic proposals the Board has supported through the TIF fund. Director Myles noted it is likely that many programs are not operating fully given the limited ability to gather in groups because of the pandemic.
- Follow-up comment from Trustee Sargent to inquire if this request would be an annual or a one-time request. Confirmation to note it is a one-time request, with the potential to apply in future years as equipment needs to be refreshed.

With no further comments, it is noted that consensus has been achieved on this item. Chair Aspin noted the recommendation for approval would be presented as part of the Board meeting.

#### 4.2 Consideration for Virtual Meetings of OPSBA

Chair Aspin noted this item was tabled at the request of Trustee Steer, who is the Board's representative at the Ontario Public School Board's Association (OPSBA).

Trustee Steer was invited to speak to this item. Highlights noted as:

- Brief comments noted regarding the historical success NNDSB has had to influence change/further thinking at the OPSBA table regarding environmental awareness, which is the inspiration for raising this item.
- It is noted that virtual meetings create cost savings while also being more environmentally friendly. The pandemic has increased comfort and ease of participating virtually, so Trustee Steer would like to raise considering for this to continue as OPSBA transitions out of the pandemic.
- Note that there would be exceptions such as the Labour Relations event, Public Education Symposium, the OPSBA Annual General Meeting, as well as any meetings at the call of the President where in-person presence would be required.
- A draft motion was read aloud for trustee consideration: *"BE IT RESOLVED that the Board of Trustees of Near North District School Board move that OPSBA give consideration, as it transitions out of the pandemic, that Board meetings, except for the AGM, PES and Labour Relations or any meeting deemed necessary, at the call of the President; in reducing our environmental/carbon footprint, will remain virtual, as discussed during the Committee of the Whole meeting"*.
  - Comments from Vice-Chair Cochrane and Trustee Gagne to note their support given this is the way many boards are electing to operate.
  - Support expressed from Trustee Breault to note above the benefits already discussed, it may also serve to encourage participation by

reducing barriers people may experience with in-person attendance.

With no further comments, it is noted that consensus has been achieved on this item. Chair Aspin noted the recommendation for approval would be presented as part of the Board meeting.

**5.0 Motion to Adjourn**

*Motion: L. Sargent/ R. Learn*

That we do now adjourn at 6:29 PM. – **Carried**

unofficial

<b>Title:</b>	<b>NNDSB Board of Trustees Bylaw Amendments for Consideration</b>
<b>Prepared by:</b>	Board Chair Aspin
<b>Date Submitted:</b>	March 22, 2022
<b>Background</b>	<p>In 2017 as part of <u>Bill 68, Modernizing Ontario's Municipal Legislation Act</u>, a change was proposed ahead of the 2022 Municipal and School Board elections that the term for new trustees would begin earlier, as many felt December 1<sup>st</sup> was too far after the election was completed.</p> <p>Since this time, <u>The Municipal Elections Act</u> was amended in section 6(1) that <i>“The term of all offices to which this Act applies is four years, beginning on November 15 in the year of a regular election”</i>.</p> <p>With this clarified, an amendment was noted in <u>The Education Act</u>, which states in section 208(2), <i>“A board that is elected at a regular election under the Municipal Elections Act, 1996 and a board that is appointed or elected other than at a regular election under the Municipal Elections Act, 1996 shall hold its first meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the board determines”</i>.</p>
<b>Proposed Changes:</b>	<p>It is noted that amendments are needed to ensure NNDSB’s bylaws remain consistent with the legislative change given that the term of office for new trustees will begin on November 15, 2022. With the eventual return to in-person board meetings, this proposed an ideal opportunity for the board to align current practice regarding meeting schedules to increase efficiency.</p> <p>Amendments are required in the following areas:</p> <ul style="list-style-type: none"> <li>• “Definitions and Meanings of Terms”- change required to “Annual Organizational Meeting” term due to timing.</li> <li>• BL 101- Inaugural and Annual Meeting of the Board – changes required to section A and section B due to timing.</li> <li>• GP 202- Development of Policies, Administrative Guidelines and Bylaws- change required to section 3.2.2 to note the timing of the inaugural meeting.</li> </ul> <p>Amendments are proposed in the following areas:</p> <ul style="list-style-type: none"> <li>• BL 102- Board Meetings- change to section 1 to indicate Regular meetings shall normally be held on the second Tuesday of each month.</li> </ul>

	<ul style="list-style-type: none"> <li>• BL 104- Committee of the Whole Board- inclusion of a statement regarding the intention to align meetings to Regular meetings, where possible.</li> <li>• BL 107- Place and Time of Meetings/ Notification of News Media- change proposed to reflect current practice of convening at 6:30 PM.</li> </ul>
<b>Recommendation</b>	That the Board of Trustees receives the bylaw amendments for consideration and endorses the modifications to update our By-Laws.

# Governance Manual

## **By-Laws, Policies, Administrative Guidelines**

*“Local, democratically elected school boards play a key role in ensuring that schools remain responsive to both provincial requirements and local needs and resources.*

*Ultimately, governance is the exercise of authority, direction, and accountability to serve the higher moral purpose of public education. A governance structure defines the roles, relationships, and behavioural parameters for the board and its staff.” **(OPSBA Good Governance Guide 2018-22)***

## **Principles of Effective Board Governance:**

The board of trustees has a clearly stated mission that includes high expectations for student achievement.

The board of trustees allocates its resources in support of the goals it has set.

The board of trustees holds its system accountable for student achievement through its director of education by regularly monitoring evidence of student achievement.

The board of trustees engages with its constituents in the creation of policies that affect them and communicates its progress in raising student achievement.

The board of trustees monitors its own performance and takes action to continually improve its governance processes. **(OPSBA Good Governance Guide 2018-22)**

**Through By-Law** the Board provides direction and guidance to the trustees (and the public) with respect to their behaviour as publicly elected officials.

**Through Policy** the Board provides direction/guidance to staff (and the public) through the Director of Education.

**Through Administrative Guideline** the Director of Education provides direction/guidance to staff balancing flexibility to deal with diverse situations and consistency across all schools and departments to ensure system reliability.

# Governance Manual

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# BY-LAWS



# Governance Manual

## BY-LAWS

### DEFINITIONS AND MEANINGS OF TERMS

For this By-law and all other By-laws of the Near North District School Board, unless the context otherwise requires:

#### 1. Definition and Meaning of Terms

- the singular includes the plural;
- “ACT” means the *Education Act* as amended from time to time;
- “ANNUAL ORGANIZATIONAL MEETING” means the first meeting held in ~~December~~ November each year which is not a municipal election year;
- “BOARD” means the Near North District School Board which, in accordance with the *Education Act*, is a public school board representing the Districts of Nipissing and Parry Sound; and a portion of the District of Muskoka;
- “BOARD MEETING” means a meeting of the whole Board for the purpose of informal discussion, dialogue, information sharing, formulation and monitoring of policy;
- “CHAIR” means the Chair of the Board, and/or of any Committee or Subcommittee established by the Board;
- “COMMITTEE” means any Special Committee, Statutory Committee, Ad-hoc Committee or Committee of the Whole established by the Board;
- “CONSENSUS” means trustees present at the meeting can “live with” or “agree” with the proposed decision;
- “DIRECTOR OF THE BOARD” means the Chief Executive Officer of the school system and Secretary of the Board;
- “FIRST NATIONS REPRESENTATIVE” means a person elected by his/her peers to represent First Nations interests on the Board (this member is a voting member) in accordance with the Act and Regulations;
- “INAUGURAL MEETING: means the first meeting of a newly-elected Board to be held following a municipal election and the commencement of the term of office;

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- “MEETING” includes a meeting of the Board and of Committees;
  - “PRIVATE SESSION” matters will be dealt with in accordance with the *Education Act*
- (2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

### Closing of meetings re certain investigations

(2.1) A meeting of a board or of a committee of a board, including a committee of the whole board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the board. 2014, c.13, Sched. 9, s.19 (2).

- “QUORUM” means a majority of all members who are entitled to vote.
- “SIMPLE MAJORITY” means a majority of trustees present and eligible to vote
- “STUDENT TRUSTEE” means the student representative elected by his/her peers to represent pupils on the Board (not a member of the Board) in accordance with the Act and Regulations and GP#17 (3.4);
- “TRUSTEE” means a person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the *Municipal Elections Act*;
- “TWO THIRDS” means not less than two-thirds of trustees present and eligible to vote or not-less than two-thirds of all trustees eligible to vote.
- “VICE CHAIR” means the Vice-Chair of the Board

# Governance Manual

BL-101

Approved: June 22, 2020

Review:

## INAUGURAL AND ANNUAL MEETING OF THE BOARD

### A. Inaugural Meeting

The inaugural meeting is to be held in the calendar year in which all trustees are elected or acclaimed at the regular Municipal Election under the *Municipal Elections Act* shall be held **the first week of December on or within seven days following the date of November 15** at the Near North District School Board Head Office. At such a meeting, at the appointed time, the Director of Education shall call the meeting to order, and utilize the following procedure:

1. The Director of Education shall proceed to read the returns of election to the Board, as certified by the clerks.
2. The Director of Education shall certify that the members have met all procedural requirements and are eligible to take office.
3. The Director of Education may request a District Judge to attend to take the Declarations and the Oaths of Allegiance. In the event that a District Judge is unable to attend, the Director of Education shall take the Declarations and Oaths of Allegiance.
4. With the Director of Education presiding, the Board shall proceed to elect a Chair for the ensuing year.
  - a) The Director of Education shall name the scrutineers for the election of the Chair and Vice-Chair and shall then call for nominations for the Office of Chair.
  - b) Any board member may nominate any other board member for the position of Chair. The nominator may speak on behalf of the nominee and the time limit shall not exceed three minutes. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination. The Director of Education shall then declare nominations closed.
  - c) Any nominee may indicate to the Director of Education, a desire to speak before the vote is taken, and shall then be invited to address the Board for a period not exceeding three minutes.
5. A vote by ballot shall be conducted. The member receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no member receive a clear majority of votes cast, the scrutineers shall announce the result and the name of the member receiving the smallest number of votes shall be dropped and balloting shall be continued until a majority of ballots cast for the nominees shall be in favour of one person.

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6. The person with the clear majority of votes shall be the Chair until the next annual organizational meeting and shall at once take the Chair and preside over the further conduct of the business of the meeting.
7. In the case of an equality of votes at the election of the Chair, the candidates shall draw lots to fill the position of Chair. The name of the tied candidates will be placed on a separate ballot. The ballots will be placed in a ballot box and a scrutineer shall draw one ballot which will indicate the successful candidate. The same process will be followed when the first candidate does not have a clear majority and the candidates with the least votes are tied. The name drawn from the ballot box by a scrutineer shall remain for the next ballot.
8. With the Chair presiding, the Board shall then proceed to elect a Vice-Chair and the procedure shall be as for the election of the Chair, as per item 4. (b) and (c).
9. All ballots shall be destroyed at the Organizational Meeting by resolution of the Board.
10. Following a Municipal Election, it is the responsibility of the Director of Education to coordinate a series of orientation seminars for trustees. The first orientation seminar will be scheduled prior to the inaugural meeting to review the By-laws and the process for the election of Officers.

### **B. Annual Organizational Meeting**

1. The ~~December~~ ~~November~~ meeting of the Board each year, when not immediately after a Municipal Election, shall be designated as the annual organizational meeting, and shall be held ~~on the first week in December~~ prior to the Regular Board meeting at the Head Office of the Near North District School Board, 963 Airport Road, North Bay. At such a meeting, at the appointed time, the Director of Education shall call the meeting to order, and follow the procedures outlined in "Inaugural Meeting" (*above*).
2. At the next regular meeting of the Board, the Board shall appoint trustees to Board Committees.
3. The signing officers of the Board shall be the Chair, Director of Education and/or Superintendent of Business.

# Governance Manual

**BL-102**

Approved: June 22, 2020

Review:

## BOARD MEETINGS

1. Regular meetings of the Near North District School Board shall be normally held ~~during the fourth week~~ on the second Tuesday of each month, September through June.
2. Videoconferencing at satellite offices may be provided if advance notice (48 hours) is received by the Office of the Director.
3. When the amount of business requires it, the Chair, or in the absence of the Chair, the Vice- Chair, may call additional meetings.
4. All meetings of the regular Board in public session may be video-voice recorded by Board employees only.
5. Meetings during July and August may be held, as needed, at the call of the Chair.
6. The Board, by majority vote, may resolve itself into private session, during any regular meeting.
7. Electronic notice of all meetings of the Board together with the agenda and supporting information shall be communicated by the Secretary to the Near North District School Board to each member of the Board at least seventy-two (72) hours before the time of the meeting. Agendas will be posted on the Board website at least forty-eight (48) hours before the time of the meeting.
8. Notice of postponement of a meeting, as determined by the Chair or in the absence of the Chair, the Vice-Chair, in consultation with the Director of Education or Designate, will be transmitted in the same manner as the notice of meeting. In the event of inclement weather or an unanticipated emergency, the Director of Education or Designate will notify members by telephone and a notice of cancellation shall be posted at the meeting place.
9. The agenda for each meeting shall be prepared by the Chair and Vice-Chair, in consultation with the Director of Education or designate.
10. The board agenda for regular meetings of the Board shall be approved by the Board. Any amendment must be approved and recorded appropriately.
11. Trustees may raise questions under the appropriate section of the meeting agenda for information related to issues from the agenda.

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12. No matter will be placed on the agenda of a meeting of the Board:
  - a) unless it is a Notice of Motion as prescribed in Item 12 of these by-laws;
  - b) unless the matter is one for which Notice of Motion has been given at a prior meeting of the Board;
  - c) unless it is a presentation given without debate.
  
13. A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the agenda of a meeting of the Board. Such Notice of Motion:
  - a) shall be wholly in writing, accompanied by explanatory rationale;
  - b) shall be delivered to the Secretary of the Board prior to the agenda setting before the Board meeting;
  - c) shall, after its appearance on the agenda, be taken as read unless any Trustee requests that it be read in full; and
  - d) may be referred by resolution of the Board to a meeting of the Board or an appropriate Committee.
  
14. Attendance of all trustees will be recorded in the minutes of regular and special meetings of the Board, with absences with regrets, and absence without notice also recorded. The onus for reporting shall be on the trustees, who must advise the Director's Office prior to the meeting. In accordance with the *Education Act*, ss. 228 (1), which states in part: b) "A member of a board vacates his or her seat if he or she, (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board."
  
15. The Board shall not remain in session later than 8:00 p.m. unless a majority of members present agree by a majority vote to extend the meeting for a specified period of time.

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**BL- 104**

Approved: June 22, 2020

Review:

## COMMITTEE OF THE WHOLE BOARD

1. Committee of the Whole Board shall be open to the public.
2. Committee of the Whole Board is an opportunity for trustees to engage in informal discussion necessary for quality decision making. Since this knowledge-based decision-making process does not limit the number of times a trustee may speak, sufficient latitude is allowed for an in-depth discussion on any issues presented on a particular agenda item. Recommendations from these discussions held in Committee of the Whole Board are brought forward and presented to the Board as motions in regular session.
3. Electronic notice of all Committee of the Whole meetings of the Board together with the agenda and supporting information shall be transmitted by the Secretary to the Near North District School Board to each member of the Board at least seventy-two (72) hours before the time of the meeting. Agendas will be posted on the Board website at least forty-eight (48) hours before the time of the meeting.
4. Where possible, Committee of the Whole meetings will be scheduled to occur on the same meeting date as the Regular meetings.
5. Notice of postponement of a meeting, as determined by the Chair or in the absence of the Chair, the Vice-Chair, in consultation with the Director of Education or designate, will be transmitted in the same manner as the notice of meeting. In the event of inclement weather or an unanticipated emergency, the Director of Education or Designate will notify members by telephone and a notice of cancellation shall be posted at the meeting place.

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**BL-107**

Approved: June 22, 2020

Review:

## PLACE AND TIME OF MEETINGS / NOTIFICATION OF NEWS MEDIA

1. Regular meetings of the Board in Public Session, ~~held the fourth week of each month (September to June) shall be held at 6:00 p.m.~~ shall normally be called to order at 6:30 p.m.
2. At Regular Meetings of the Board, Private Session shall be held prior to the Public Session meeting commencing at 5:30 p.m.

## Governance Manual

# Governance Policies



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**GP-202**

Approved: June 22, 2020

Review:

## DEVELOPMENT OF BY-LAWS, POLICIES AND ADMINISTRATIVE GUIDELINES

### **1. Rationale**

To outline the process to be followed in the development of Board By-Laws, Governance Policies and Administrative Guidelines.

### **2. Policy Statement**

It is the policy of the Board to provide clarity with respect to the development and review of By- Laws, Policies and Administrative Guidelines.

### **3. By-Laws**

By-Laws are rules and directives that the Board of Trustees follows with respect to conducting the business of the Board of Trustees.

#### **3.1 Development Process**

- 3.1.1. The need for a new By-Law is identified by the Board or necessitated by a financial covenant.
- 3.1.2. A draft By-Law shall be written by Trustees or Executive Council to address the identified need.
- 3.1.3. The Board may direct that the draft By-Law be circulated to all stakeholders for input.
- 3.1.4. The draft By-Law shall be modified and approved by the Board with consideration to stakeholder input, if sought and received.
- 3.1.5. Once approved by the Board, the new By-Law shall be included in the Policy section of the Board's Website.

#### **3.2 Review and Revision Cycle**

- 3.2.1. All By-Laws of the Board, with the exception of financial bylaws, shall be reviewed on a four-year schedule.

## **Governance Manual**

- 3.2.2. All financial bylaws are reviewed annually at the Inaugural Meeting of the Board in **December November**.
- 3.2.3. The Board may direct that any proposed revisions to current bylaws may be circulated to all stakeholders for input.
- 3.2.4. The bylaw shall be modified and approved with consideration to the stakeholder input, if sought and received.
- 3.2.5. Once approved by the Board, the revised bylaw shall be included in the Policy section of the Board's website.

### **4. Policies**

Policies are a set of rules and directives that direct the Board of Trustees and the staff of the Board. The Policy Statement is a clear, concise statement of position or direction of the Board. The Procedure (if included) provides clear direction to staff in addressing the intent of the Policy Statement.

#### **4.1 Development Process**

- 4.1.1. The need for a new policy is identified by the Board.
- 4.1.2. A draft policy shall be written by Trustees or Executive Council to address the identified need.
- 4.1.3. The draft policy shall be circulated to all stakeholders for a minimum of 30 calendar days for input; Board designated holidays, statutory holidays and summer break not included
- 4.1.4. The draft policy shall be modified and approved by the Board after consideration of stakeholder input.
- 4.1.5. Once approved by the Board, the new policy shall be included in the Board Policy section of the Board's website.

#### **4.2 Review and Revision Cycle**

- 4.2.1. All policies of the Board shall be reviewed on a four-year schedule.
- 4.2.2. Policies shall be circulated to all stakeholders for a minimum of 30 calendar days, for input with respect to revision; Board designated holidays, statutory holidays and summer break not included.
- 4.2.3. Policies shall be modified and approved after consideration of stakeholder input.

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- 4.3.4. Once approved by the Board, the revised policy shall be included in the Policy section on the Board's website.

### **5. Administrative Guidelines**

Administrative Guidelines are a set of rules and directives that the staff of the Board follow with respect to operational and administrative functions. The Administrative Guidelines provide clear direction to staff.

#### **5.1 Development Process**

- 5.1.1. The need for a new administrative guideline is identified by Executive Council
- 5.1.2. A draft administrative guideline shall be written by Executive Council to address the identified need.
- 5.1.3. The draft administrative guidelines shall be brought to the Board for review. The Board will approve the circulation to stakeholders.
- 5.1.4. The draft administrative guideline shall be circulated to all stakeholders for a minimum of 30 calendar days for input; Board designated holidays, statutory holidays and summer break not included.
- 5.1.5. The draft administrative guideline shall be modified and approved by Executive Council after consideration of stakeholder input and the final document brought to the Board for information.
- 5.1.6. Any new administrative guideline shall be included in the Policy section of the Board's website.

#### **5.2 Review and Revision Cycle**

- 5.2.1. All administrative guidelines shall be reviewed on an "as needed basis".
- 5.2.2. The revised administrative guidelines shall be brought to the Board for review. The Board will approve the circulation to stakeholders.
- 5.2.3. Administrative guidelines shall be circulated to all stakeholders for a minimum of 30 calendar days, for input with respect to revision; Board designated holidays, statutory holidays and summer break not included.
- 5.2.4. The administrative guideline shall be modified and approved by Executive Council after consideration of stakeholder input and the final document brought to the Board for information.

## **Governance Manual**

5.2.5. Any revised administrative guideline shall be included in the Policy section of the Board's website.

### **Reference Documents**

Education Act, s.169.1 Duties and Powers of Boards

OPSBA: Guide to Good Governance 2018-2022

<b>Title:</b>	<b>2022 Trustee Elections Distribution and Determination Report</b>
<b>Contact:</b>	Craig Myles, Director of Education
<b>Date Submitted:</b>	Board Meeting March 22, 2022
<b>Mandate</b>	<p>Before each general election, every board of trustees determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction. This process is known as trustee determination and distribution (D&amp;D).</p> <p>The D&amp;D process plays an important role in ensuring that representation on school boards is democratic and fair. It also allows trustee candidates to identify and select an electoral ward in which to run.</p>
<b>Background</b>	<p>In the 2006 elections, under Ontario Regulation 412/00 of the Education Act, school boards were responsible for trustee determination and distribution calculations. This regulation gave school boards the responsibility of determining the number of trustees they can have on their board based on the principle of representation-by-population (trustee determination), as well as the geographic area each of their trustees will represent (trustee distribution).</p> <p>Given the complexities involved with municipal restructuring during previous elections, municipal clerks played a key role in Determination and Distribution calculations. Since 2003, it has become the responsibility of school boards to calculate trustee determination and distribution.</p> <p>In the 2000 elections, Ontario Regulation 412/00 required the Clerks of the three municipalities with the largest population of the electoral group to calculate the determination and distribution of trustees. Municipalities/unorganized territories were then combined into geographic areas to provide the best representation with the allowable number of trustees. It is this same geographic grouping that was utilized for 2003. For the 2006 elections trustees determined the distribution.</p> <p>On December 15, 2009, the Student Achievement and School Board Governance Act, 2009, came into force. The bill arose out of recommendations made by the Governance Review Committee on the duties of boards, chairs, trustees, and directors of education; effective school board practices; and long-term capacity building.</p> <p>The bill provides that the core business of school boards is student achievement. In keeping with that emphasis, it also removes the</p>

	<p>administrative burden for boards to calculate the number of their trustees every election year (trustee determination). As a result of the amendments to the Education Act, and subject to the qualifications described below, the number of elected trustees in each board is now set at the number determined for the 2006 regular elections.</p> <p>The ability of a board to reduce its number of elected trustees at the next regular election has not changed. A board may, by resolution, reduce the number of elected trustees to not fewer than five.</p> <p>The determination formula in O. Reg. 412/00 will be preserved to respond to circumstances where a board may experience a demographic growth or a change in the size of its geographical area of jurisdiction which may justify additional trustees.</p>																						
<p><b>Key Dates:</b></p>	<p>Key dates are noted as follows:</p> <table border="1" data-bbox="462 913 1520 1875"> <thead> <tr> <th data-bbox="467 913 1258 951">Activity:</th> <th data-bbox="1263 913 1515 951">Date:</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 951 1258 1171"> <ul style="list-style-type: none"> <li>Boards <u>may</u> pass resolutions determining the number of their trustees and <u>must</u> pass a resolution determining their trustee distribution.</li> <li>Boards whose area of jurisdiction includes more than one municipality <u>must</u> pass a resolution establishing, or not establishing, low population municipalities.</li> <li>Last day for resolution to reduce trustee numbers</li> </ul> </td> <td data-bbox="1263 951 1515 1171">By March 31, 2022</td> </tr> <tr> <td data-bbox="467 1171 1258 1297"> <ul style="list-style-type: none"> <li>Boards must send Determination &amp; Distribution reports to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction</li> </ul> </td> <td data-bbox="1263 1171 1515 1297">By April 4, 2022</td> </tr> <tr> <td data-bbox="467 1297 1258 1392"> <ul style="list-style-type: none"> <li>Deadline for appeals by municipality regarding trustee distribution</li> </ul> </td> <td data-bbox="1263 1297 1515 1392">April 21, 2022</td> </tr> <tr> <td data-bbox="467 1392 1258 1486"> <ul style="list-style-type: none"> <li>Notices of appeal sent by Secretary of the Board (Director Myles) to the Ontario Land Tribunal (OLT)</li> </ul> </td> <td data-bbox="1263 1392 1515 1486">By April 25, 2022</td> </tr> <tr> <td data-bbox="467 1486 1258 1560"> <ul style="list-style-type: none"> <li>Beginning of trustee nomination and campaign period</li> </ul> </td> <td data-bbox="1263 1486 1515 1560">May 1, 2022</td> </tr> <tr> <td data-bbox="467 1560 1258 1654"> <ul style="list-style-type: none"> <li>Deadline for OLT decision regarding an appeal of trustee distribution calculations</li> </ul> </td> <td data-bbox="1263 1560 1515 1654">June 10, 2022</td> </tr> <tr> <td data-bbox="467 1654 1258 1780">           Nomination Day: last day for           <ul style="list-style-type: none"> <li>filing nomination, and</li> <li>withdrawal of candidacy</li> </ul> </td> <td data-bbox="1263 1654 1515 1780">August 19, 2022 2:00 PM</td> </tr> <tr> <td data-bbox="467 1780 1258 1812">           Establishment of the Compliance Audit Committee         </td> <td data-bbox="1263 1780 1515 1812">October 1, 2022</td> </tr> <tr> <td data-bbox="467 1812 1258 1843"> <b>VOTING DAY</b> </td> <td data-bbox="1263 1812 1515 1843"> <b>October 24, 2022</b> </td> </tr> <tr> <td data-bbox="467 1843 1258 1875">           Board of Trustees' term of office begins         </td> <td data-bbox="1263 1843 1515 1875">November 15, 2022</td> </tr> </tbody> </table>	Activity:	Date:	<ul style="list-style-type: none"> <li>Boards <u>may</u> pass resolutions determining the number of their trustees and <u>must</u> pass a resolution determining their trustee distribution.</li> <li>Boards whose area of jurisdiction includes more than one municipality <u>must</u> pass a resolution establishing, or not establishing, low population municipalities.</li> <li>Last day for resolution to reduce trustee numbers</li> </ul>	By March 31, 2022	<ul style="list-style-type: none"> <li>Boards must send Determination &amp; Distribution reports to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction</li> </ul>	By April 4, 2022	<ul style="list-style-type: none"> <li>Deadline for appeals by municipality regarding trustee distribution</li> </ul>	April 21, 2022	<ul style="list-style-type: none"> <li>Notices of appeal sent by Secretary of the Board (Director Myles) to the Ontario Land Tribunal (OLT)</li> </ul>	By April 25, 2022	<ul style="list-style-type: none"> <li>Beginning of trustee nomination and campaign period</li> </ul>	May 1, 2022	<ul style="list-style-type: none"> <li>Deadline for OLT decision regarding an appeal of trustee distribution calculations</li> </ul>	June 10, 2022	Nomination Day: last day for <ul style="list-style-type: none"> <li>filing nomination, and</li> <li>withdrawal of candidacy</li> </ul>	August 19, 2022 2:00 PM	Establishment of the Compliance Audit Committee	October 1, 2022	<b>VOTING DAY</b>	<b>October 24, 2022</b>	Board of Trustees' term of office begins	November 15, 2022
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<p><b>Trustee Determination</b></p>	<p>Ontario Regulation 412/00 outlines the steps for determining the number of trustees on a board and steps for determining the geographic representation of its trustees. The regulation also includes a number of tables which contain information used in the determination and distribution calculations.</p> <p>As a result of the amendments to the Education Act the number of elected trustees in each board is now set at the number determined for the 2006 regular elections which was 8 for the Near North District School Board.</p> <p>Amendments made to the Education Act give district school boards the power to voluntarily reduce their numbers below the number provided for by Ontario Regulation 412/00 (minimum number of 5 members) by a board resolution. If the board chooses to exercise this option, they must pass a resolution to that effect before March 31, 2022.</p>
<p><b>Trustee Distribution</b></p>	<p>The school board is responsible for determining the geographic allocation of its members.</p> <p>A board can designate one or more areas as a low population area to allow for greater representation to an area than would be accorded by a strict representation-by-population approach. Designating areas as low population areas affects the calculation of trustee distribution but does not affect the total number of trustees for the board. In keeping with the historical treatment of low population areas, no areas within the board's jurisdiction have been designated as low population areas.</p> <p>Trustee Distribution as provided by the Ministry of Education, was utilized assuming the board has not designated any areas within its jurisdiction as low population areas. Each municipality/unorganized territory is listed with respective electoral group population as provided by the Municipal Property Assessment Corporation. The electoral quotient for each municipality is then calculated by:</p> <ul style="list-style-type: none"> <li>i) multiplying the electoral group population figure by the number of board trustees of 8;</li> <li>ii) divide the above number by the total electoral group population group of the school board of 79,612</li> </ul> <p>The electoral quotient tells how many trustees you can have in each ward or municipality. Note the total electoral group population of the school board was 77,270 in 2018, compared to 79,612 in 2022.</p>

	<p>In order to determine the geographic areas a trustee will represent, municipalities/unorganized territories were combined into geographical areas by zone to equal the allowable number of trustees.</p> <p>Numerous municipalities within the jurisdiction of the board could equally be declared low population areas. However, since not all municipalities can be declared low population municipalities, zones were established to ensure reasonable representation based on electoral population, geographic area, municipal boundaries, and number of schools in each area.</p> <table border="1" data-bbox="462 693 1529 1018"> <thead> <tr> <th colspan="4">2022 Electoral Distribution</th> </tr> <tr> <th>ZONE</th> <th>POPULATION</th> <th>QUOTIENT</th> <th>TRUSTEES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>38414</td> <td>3.86012</td> <td>4</td> </tr> <tr> <td>2</td> <td>10534</td> <td>1.05853</td> <td>1</td> </tr> <tr> <td>3</td> <td>10000</td> <td>1.00487</td> <td>1</td> </tr> <tr> <td>4</td> <td>10670</td> <td>1.07220</td> <td>1</td> </tr> <tr> <td>5</td> <td>9994</td> <td>1.00427</td> <td>1</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>79612</b></td> <td><b>8.00000</b></td> <td><b>8</b></td> </tr> </tbody> </table> <table border="1" data-bbox="462 1018 1529 1281"> <thead> <tr> <th colspan="4">2018 Electoral Distribution (for reference purposes)</th> </tr> <tr> <th>ZONE</th> <th>POPULATION</th> <th>QUOTIENT</th> <th>TRUSTEES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>37037</td> <td>3.83455</td> <td>4</td> </tr> <tr> <td>2</td> <td>10075</td> <td>1.04310</td> <td>1</td> </tr> <tr> <td>3</td> <td>9983</td> <td>1.03357</td> <td>1</td> </tr> <tr> <td>4</td> <td>10462</td> <td>1.08316</td> <td>1</td> </tr> <tr> <td>5</td> <td>9713</td> <td>1.00562</td> <td>1</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>77270</b></td> <td><b>8.00000</b></td> <td><b>8</b></td> </tr> </tbody> </table>	2022 Electoral Distribution				ZONE	POPULATION	QUOTIENT	TRUSTEES	1	38414	3.86012	4	2	10534	1.05853	1	3	10000	1.00487	1	4	10670	1.07220	1	5	9994	1.00427	1	<b>TOTAL</b>	<b>79612</b>	<b>8.00000</b>	<b>8</b>	2018 Electoral Distribution (for reference purposes)				ZONE	POPULATION	QUOTIENT	TRUSTEES	1	37037	3.83455	4	2	10075	1.04310	1	3	9983	1.03357	1	4	10462	1.08316	1	5	9713	1.00562	1	<b>TOTAL</b>	<b>77270</b>	<b>8.00000</b>	<b>8</b>
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<p><b>Supporting Information:</b></p>	<p>Supplementary information is enclosed, including:</p> <ul style="list-style-type: none"> <li>• Appendix A- “Population of Electoral Groups Report”- provided to NNDSB by the Municipal Property Assessment Corporation (MPAC)</li> <li>• Appendix B- “Electors Distribution- 2022 Election”- provided to NNDSB by MPAC</li> <li>• Appendix C- “Trustee Determination &amp; Distribution Calculator” findings generated from the Ontario Education Services Corporation.</li> </ul>																																																																
<p><b>Recommendation</b></p>	<p>That consensus be achieved to pass a Board resolution stating that no areas in NNDSB’s jurisdiction have been designated as low population areas as presented in the 2022 Trustee Distribution and Determination Report</p> <p>And that consensus be achieved to pass a resolution confirming the electoral boundaries remain the same as the 2018 Municipal Election.</p>																																																																

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4465 - GEORGIAN BAY TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	549	0	0	0	0	0
02	23	0	0	0	0	0
<b>4465 - Total:</b>	<b>572</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4816 - PAPINEAU-CAMERON TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	471	0	0	0	0	0
<b>4816 - Total:</b>	<b>471</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4819 - MATTAWAN MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	92	0	0	0	0	0
<b>4819 - Total:</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4821 - MATTAWA TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	366	0	0	0	0	0
02	437	0	0	0	0	0
03	251	0	0	0	0	0
<b>4821 - Total:</b>	<b>1,054</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4822 - CALVIN MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	375	0	0	0	0	0
<b>4822 - Total:</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4826 - BONFIELD TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,271	0	0	0	0	0
<b>4826 - Total:</b>	<b>1,271</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4831 - CHISHOLM TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	894	0	0	0	0	0
<b>4831 - Total:</b>	<b>894</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4834 - EAST FERRIS MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	2,745	0	0	0	0	0
<b>4834 - Total:</b>	<b>2,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4844 - CITY OF NORTH BAY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	32,534	0	0	0	0	0
<b>4844 - Total:</b>	<b>32,534</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4845 - CFB NORTH BAY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	168	0	0	0	0	0
<b>4845 - Total:</b>	<b>168</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4852 - WEST NIPISSING MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	762	0	0	0	0	0
02	1,048	0	0	0	0	0
03	958	0	0	0	0	0
04	922	0	0	0	0	0
05	419	0	0	0	0	0
06	576	0	0	0	0	0
07	369	0	0	0	0	0
08	548	0	0	0	0	0
<b>4852 - Total:</b>	<b>5,602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4899 - PROVINCE OF ONTARIO

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	981	0	0	0	0	0
<b>4899 - Total:</b>	<b>981</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4903 - SEGUIN TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	756	0	0	0	0	0
02	665	0	0	0	0	0
03	901	0	0	0	0	0
04	191	0	0	0	0	0
05	564	0	0	0	0	0
06	325	0	0	0	0	0
<b>4903 - Total:</b>	<b>3,402</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4905 - THE ARCHIPELAGO TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	224	0	0	0	0	0
02	21	0	0	0	0	0
03	75	0	0	0	0	0
04	134	0	0	0	0	0

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

05	66	0	0	0	0	0
06	92	0	0	0	0	0
<b>4905 - Total:</b>	<b>612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4912 - MCMURRICH/MONTEITH TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	693	0	0	0	0	0
<b>4912 - Total:</b>	<b>693</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4914 - PERRY TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,803	0	0	0	0	0
<b>4914 - Total:</b>	<b>1,803</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4918 - KEARNEY TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	689	0	0	0	0	0
<b>4918 - Total:</b>	<b>689</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4919 - ARMOUR TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,156	0	0	0	0	0
<b>4919 - Total:</b>	<b>1,156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4922 - BURKS FALLS VILLAGE

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	734	0	0	0	0	0

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

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<b>4922 - Total:</b>	<b>734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**County/Mun: 4924 - RYERSON TOWNSHIP**

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	560	0	0	0	0	0
<b>4924 - Total:</b>	<b>560</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**County/Mun: 4928 - MCKELLAR TOWNSHIP**

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,099	0	0	0	0	0
<b>4928 - Total:</b>	<b>1,099</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**County/Mun: 4931 - MCDOUGALL MUNICIPALITY**

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	2,139	0	0	0	0	0
<b>4931 - Total:</b>	<b>2,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**County/Mun: 4932 - PARRY SOUND TOWN**

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	4,612	0	0	0	0	0
<b>4932 - Total:</b>	<b>4,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**County/Mun: 4936 - CARLING TOWNSHIP**

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,226	0	0	0	0	0
<b>4936 - Total:</b>	<b>1,226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4939 - WHITESTONE MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	855	0	0	0	0	0
<b>4939 - Total:</b>	<b>855</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4944 - MAGNETAWAN MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	489	0	0	0	0	0
00	752	0	0	0	0	0
<b>4944 - Total:</b>	<b>1,241</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4946 - STRONG TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,205	0	0	0	0	0
<b>4946 - Total:</b>	<b>1,205</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4948 - SUNDRIDGE VILLAGE

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	755	0	0	0	0	0
<b>4948 - Total:</b>	<b>755</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4951 - JOLY TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	239	0	0	0	0	0
<b>4951 - Total:</b>	<b>239</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4954 - MACHAR TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	734	0	0	0	0	0
<b>4954 - Total:</b>	<b>734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4956 - SOUTH RIVER VILLAGE

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	878	0	0	0	0	0
<b>4956 - Total:</b>	<b>878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4959 - POWASSAN MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	2,312	0	0	0	0	0
<b>4959 - Total:</b>	<b>2,312</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4966 - CALLANDER MUNICIPALITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	2,761	0	0	0	0	0
<b>4966 - Total:</b>	<b>2,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4971 - NIPISSING TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	1,376	0	0	0	0	0
<b>4971 - Total:</b>	<b>1,376</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## County/Mun: 4995 - PROVINCE OF ONTARIO

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	135	0	0	0	0	0
<b>4995 - Total:</b>	<b>135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4998 - PROVINCE OF ONTARIO

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	46	0	0	0	0	0
00	299	0	0	0	0	0
<b>4998 - Total:</b>	<b>345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## County/Mun: 4999 - PROVINCE OF ONTARIO

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
02	925	0	0	0	0	0
03	122	0	0	0	0	0
04	14	0	0	0	0	0
06	231	0	0	0	0	0
<b>4999 - Total:</b>	<b>1,292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## Summary Total

County/Mun	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
4465	572	0	0	0	0	0	572
4816	471	0	0	0	0	0	471
4819	92	0	0	0	0	0	92
4821	1,054	0	0	0	0	0	1,054
4822	375	0	0	0	0	0	375
4826	1,271	0	0	0	0	0	1,271
4831	894	0	0	0	0	0	894
4834	2,745	0	0	0	0	0	2,745
4844	32,534	0	0	0	0	0	32,534
4845	168	0	0	0	0	0	168
4852	5,602	0	0	0	0	0	5,602
4899	981	0	0	0	0	0	981
4903	3,402	0	0	0	0	0	3,402
4905	612	0	0	0	0	0	612
4912	693	0	0	0	0	0	693
4914	1,803	0	0	0	0	0	1,803
4918	689	0	0	0	0	0	689
4919	1,156	0	0	0	0	0	1,156
4922	734	0	0	0	0	0	734
4924	560	0	0	0	0	0	560
4928	1,099	0	0	0	0	0	1,099
4931	2,139	0	0	0	0	0	2,139
4932	4,612	0	0	0	0	0	4,612
4936	1,226	0	0	0	0	0	1,226
4939	855	0	0	0	0	0	855
4944	1,241	0	0	0	0	0	1,241
4946	1,205	0	0	0	0	0	1,205
4948	755	0	0	0	0	0	755
4951	239	0	0	0	0	0	239
4954	734	0	0	0	0	0	734

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## Summary Total

County/Mun	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
4956	878	0	0	0	0	0	878
4959	2,312	0	0	0	0	0	2,312
4966	2,761	0	0	0	0	0	2,761
4971	1,376	0	0	0	0	0	1,376
4995	135	0	0	0	0	0	135
4998	345	0	0	0	0	0	345
4999	1,292	0	0	0	0	0	1,292
<b>Total</b>	<b>79,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,612</b>

# Population of Electoral Groups Report

School Board ID: 4 - NEAR NORTH DISTRICT SCHOOL BOARD

## Summary Total

### School Board - Grand Totals

School Board ID	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
4	79,612	0	0	0	0	0	79,612
<b>Total</b>	<b>79,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,612</b>

**Trustee Determination and Distribution Report- Appendix B**

**ELECTORS DISTRIBUTION**

**2022 ELECTION**

ZONE 1	BLYTH	0
	COMMANDA	27
	LYMAN	56
	MERRICK	7
	<b>NORTH BAY</b>	<b>32534</b>
	NORTH BAY CFB	168
	NOTMAN	20
	WEST NIPISSING	5602
		38414
4	ARCHIPELAGO S	292
	FREEMAN	572
	MCKELLAR	1099
	MCMURRICH	693
	<b>PARRY SOUND</b>	<b>4612</b>
	SEGUIN	3402
		10670
5	ARMOUR	1156
	BURKS FALLS	734
	JOLY	239
	KEARNEY	689
	MACHAR	734
	MAGNETAWAN	1241
	<b>PERRY</b>	<b>1803</b>
	RYERSON	560
	SOUTH RIVER	878
	STRONG	1205
	SUNDRIDGE	755
		9994

2	BONFIELD	1271
	BOYD	0
	<b>CALLANDER</b>	<b>2761</b>
	CALVIN	375
	CHISHOLM	894
	CLARKSON	0
	DEACON	1
	EAST FERRIS	2745
	EDDY	0
	FRENCH	13
	JOCKO	6
	LAUDER	34
	MATTAWA	1054
	MATTAWAN	92
	PAPINEAU	471
	PENTLAND	0
	PHELPS	633
	POITRAS	170
	WYSE	14
		10534
3	ARCHIPELAGO N	320
	BLAIR	38
	BROWN	0
	CARLING	1226
	EAST MILLS	393
	HARDY	97
	HARRISON	0
	HENVEY	75
	LAURIER	122
	LOUNT	14
	MCCONKEY	89
	MCDOUGALL	2139
	MOWAT	5
	NIPISSING	1376
	PATTERSON	231
	<b>POWASSAN</b>	<b>2312</b>
	PRINGLE	206
	SHAWANAGA	3
	SOUTH RIVER TSA	135
	UNSURVEYED TERR	21
	WALLBRIDGE	203
	WHITESTONE	855
	WILSON	140
		10000

ZONE	POPULATION	QUOTIENT	TRUSTEES
1	38414	3.86012	4
2	10534	1.05853	1
3	10000	1.00487	1
4	10670	1.07220	1
5	9994	1.00427	1
TOTAL	79612	8.00000	8

THE LEAD MUNICIPALITY IS IDENTIFIED AS THE MUNICIPALITY WITH THE LARGEST POPULATION OF THE ELECTORAL GROUP IN EACH ZONE.

ZONE	LEAD MUNICIPALITY	POPULATION
1	CITY OF NORTH BAY	32534
2	MUNICIPALITY OF CALLANDER	2761
3	MUNICIPALITY OF POWASSAN	2312
4	TOWN OF PARRY SOUND	4612
5	TOWNSHIP OF PERRY	1803

## Trustee Determination and Distribution Report- Appendix C

## Trustee Determination &amp; Distribution Calculator

## Trustee Distribution

## Submitted Data

District School Board	Near North District School Board
Population of Board's Electoral Group	79,612
Number of elected trustees (If your board has passed a resolution to reduce its trustee positions, pick a new number from the drop-down menu)	8

## Trustee Distribution – Template A

Column 1 Name of Municipality / Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient
Zone 1	38,414	3.86
Zone 2	10,534	1.059
Zone 3	10,000	1.005
Zone 4	10,670	1.072
Zone 5	9,994	1.004
TOTALS	79,612	8

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## Application for funding from the NNDSB Trustee Initiative Fund

Name of Organization:	Near North District School Board
Contact Person:	Emily Samuel
Phone:	705-491-2964
Email address:	Emily.samuel@nearnorthschools.ca

The NNDSB is interested in funding those organizations and projects that encompass an expanse of students from across the Near North District School Board, as a unifying platform. Please outline below how your organization or project meets this expectation:

Last year the NNDSB Early Years Team launched a new initiative to welcome our Kindergarten learners and their families into our Board: Journey into Learning. The Journey into Learning (JIL) Guide and Kit contains information to support school readiness while promoting NNDSB’s visions and priorities. The aim of JIL is to create strong ties between families and classrooms by providing parents with the information and materials they need to support literacy, math, indigenous education, fine motor skill development and more from home. When this is done in tandem with their child’s classroom educator team, students achievement and well-being thrives!

To further prioritize excellence in communication and relationships, the Early Years Team hosted three Board-wide events in February that provided parents with information about the Ontario Kindergarten Curriculum, along with examples of exemplary Full Day Kindergarten programs from around the Near North. Each elementary school is also hosting a school-based Journey into Learning event, which you can learn more about by visiting our website: <https://www.nearnorthschools.ca/schools/kindergarten/>

Trustees will likely recall that last year the JIL initiative was supported by the Trustee Initiative Fund with the purchase of 1400 Indigenous education books. This was a very important contribution to the JIL Kit, as the contents reflect the learning activities in the Guide. For example, the kit contains materials to support literacy and numeracy such as alphabet and number cards, printing pages, writing utensils, dice and counters. It also contains materials to support fine motor skill development such as scissors and play-doh. All of these items are intentionally selected and relate directly to the learning activities found in the JIL Guide. For this reason, we feel that it is important to once again include Julianna Armstrong’s book “This is What I’ve Been Told” as it supports the Indigenous Education component found in the JIL Guide; this content, created specifically for the Guide, was written and illustrated by Julianna.

Funding amount requested:	\$7,520.20
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Please outline how this money will be spent, specifically:

Our own NNDSB teacher, Julianna Armstrong, has written, illustrated and published a book entitled “This is What I’ve Been Told”. This beautiful story provides readers with an introduction to the Anishnaabemowin language and culture. The book is described by the publisher as:

“Knowing our culture means knowing who we are. When we know who we are, we can walk in a good way. It’s been said when teachings are passed down from one generation to the next, good things can happen. Language is learned, knowledge is shared, and culture is practiced. In this story of language preservation, Author/Illustrator and Anishnaabemowin language teacher Juliana Armstrong illuminates a number of Anishnaabemowin words along with their cultural connections, passed down from her Ojibway ancestors.”

Julianna read the book live at its launch in May 2021. You can view the recording via Facebook at: <https://fb.watch/5qCHalx-9R/>

**We wish to purchase 600 copies of this book for inclusion in our Journey into Learning Kits.** The publishing house, Medicine Wheel Education, has provided us with a 35% discount, thereby greatly reducing the cost (see attached quote). Despite the discounts provided by the publishing house, we will not be able to include a copy of “This is What I’ve Been Told” in the JIL bags without funding from the Trustee Initiative Fund.

This book was selected because of its local context; NNDSB schools are located on the traditional lands of the Anishinaabek and Algonquin people. As such, it is important that the book reflect our local people and our shared treaties; it would not be suitable to provide families with a book that showcased First Nation languages from other regions in Ontario, or Canada. While we acknowledge that many wonderful Indigenous books exist, we believe that accurately reflecting our local language is a crucial criterion in the selection process.

What experience would our students gain or acquire that may not be available to them otherwise. We would like to hear how this funding will help you achieve your goals:

Through the purchase of these books, all new Kindergarten students starting with NNDSB in September 2022 will be introduced to Indigenous language and culture. This is a significant commitment on the part of NNDSB: beginning the Journey into Learning with an intentional focus on Indigenous Education clearly signals our values and visions to every stakeholder. The books, used at school and at home, will support the bridge that we are striving to strengthen between families and educators. This initiative supports many of the Calls to Action identified by the Truth and Reconciliation Commission, specifically in the ‘Education’ and ‘Language and Culture’ sections, and mirrors NNDSB’s commitment to achieving equity for all.

We sincerely thank you for your consideration.

Date funding required:	April 1, 2022
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*For Board Use Only*

Approved by:	
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Signature	
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Date	
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Date Final Report Submitted	
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## Application for funding from the NNDSB Trustee Initiative Fund

Name of Organization:	Festival of the Sound (FOTS)
Contact Person:	Michael Martyn
Phone:	705 746 2410
Email address:	martynm@festivalofthesound.ca

The NNDSB is interested in funding those organizations and projects that encompass an expanse of students from across the Near North District School Board, as a unifying platform. Please outline below how your organization or project meets this expectation:

The Festival of the Sound is a world-renowned chamber and classical music festival in scenic Parry Sound. Founded in 1979 by pianist Anton Kuerti, The Festival has grown to cover three weeks and dozens of concerts, including weekends of jazz and folk music.

“Music Scores” is Festival of the Sounds’ in school music education program. It has run annually to schools in Parry Sound since 2005. Music Scores has impacted the lives of thousands of NNDSB students, Grades 4-6.

In April, 2022, we would like offer Music Scores programming to ten NNDSB schools in the Parry Sound region, servicing hundreds of students over a two-week time frame. FOTS staff have been working closely with local educators to re-design the Music Scores program, making it a more versatile and valuable tool for education staff and more enriching more students.

This years’ program will encourage mastery of the creative process and critical thinking through indigenous and sound-based storytelling. Three artists, led by the National Art Centre’s Samantha Whelan-Kotkas, will do in-depth work to conceive, compose, and present original works.

Funding amount requested:	\$7500
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Please outline how this money will be spent, specifically:

The table below outlines the specific costs associated with the request for funding, (*specifically artists’ fees, which amount to roughly 18% of overall program costs.*) Over 80% of the expenses associated with Music Scores program will be paid for through funding from the Festival of the Sound.

<b>Artist/Expense</b>	<b>Rate / Class</b>	<b>Total Classes</b>	<b>Total</b>
Walter MacDonald White Bear	\$200.00	10	\$2,000.00

FOTS Coordinator (Chloe Weston)	N/A	10	N/A
Samantha Whelan Kotkas	\$200.00	10	\$2,000.00
Mark Limacher	\$200.00	10	\$2,000.00
Final Performance			\$1,500.00
<b>TOTAL</b>			<b>\$7,500.00</b>

The remainder of project costs are absorbed by FOTS operating.

What experience would our students gain or acquire that may not be available to them otherwise. We would like to hear how this funding will help you achieve your goals:

The 2022 Music Scores program invites students in the Parry Sound region to collaborate and learn with Artists [Samantha Whelan-Kotkas](#), [Mark Limacher](#) and [Walter MacDonald White Bear](#). This incredible trio of teaching artists will bring an exciting multi-disciplinary, educational experience to our students that inspires imagination and creativity through music.

Through individual class visits in Parry Sound, students Grades 4-6 will hear instruments, teachings, and stories of the land taught by Walter – a Cree singer-songwriter, educator and motivational speaker, originally from Moose Factory First Nation. Reflecting on these teachings, students will create their own compositions with pianist Mark Limacher, an accomplished composer and improviser.

Ultimately, students will gain first-hand experience using music as an avenue for self-expression, reflecting on the process through storytelling with trumpet player, and educator Samantha Whelan-Kotkas. Samantha’s boundless energy, extensive education, musicianship and understanding of multi-disciplinary performance make her stand out as one of Canada’s top performers.

This year’s two-week virtual residency will culminate in a final performance on April 8th featuring music created together with our students and our visiting artists! This adapted version for Parry Sound students of Wandering with Wonder is inspired by Samantha Whelan-Kotkas’ immersive, outdoor work of the same name.

Date funding required: April 15, 2022

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Approved by:

Signature

Date

Date Final Report Submitted