

Jay Aspin, Chair

Craig Myles, Director of Education

Governance Committee
Friday, November 21, 2025
Virtual meeting conducted over Teams
Videoconference

Committee Members Present

Caren Gagne, Committee Chair
Louise Sargent, Trustee
Krista Messenger, Trustee

Staff Resources Present

Nil.

Absent:

Ashley St. Pierre, Trustee
Craig Myles, Director of Education

1.0 Call to Order

Committee Chair Gagne called the meeting to order at 11:00 AM. Attendance was taken and quorum was confirmed.

1.1 Adoption of the Agenda

Review of the agenda contained in the meeting package. No changes noted.

*Moved by Trustee Sargent and seconded by Trustee Messenger that the agenda for the Governance Committee is approved as approved. - **CARRIED***

2.0 Approval of Minutes

2.1 Governance Committee minutes- November 6, 2025

The minutes contained in the agenda package were reviewed. The floor was opened for comments or amendments.

It was noted that the discussion regarding the bylaw amendment Notice of Motion was missing from the minutes. The Committee recalled that a Notice of Motion had been included in the previous agenda package recommending that the Board amend its bylaws to align with the Minister's Binding Directives regarding the timing of Board and Committee of the Whole meetings.

The following wording will be inserted into the New Business section of the minutes, immediately following the Bylaw Committee Dissolution Recommendation:

“Notice of Motion – Bylaw Amendments

L. Sargent reviewed a Notice of Motion prepared for the Committee to recommend to the Board amendments to Bylaws BL-102, BL-104 and BL-107 to comply with the Minister’s Binding Directives. Consensus was expressed for the Notice of Motion to be presented to the Board for review as recommended by the Governance Committee. It is noted that future Notices of Motion brought forward by Committee trustees and considered by the Committee would be advanced on behalf of the Committee.”

*Moved by Trustee Messenger and seconded by Trustee Sargent that the minutes of the November 6, 2025 meeting be approved as corrected. - **CARRIED***

3.0 Business Arising

3.1 Bylaw Updates

Committee members reviewed the amendments to BL-102, BL-104 and BL-107 that were approved by the Board on the Committee’s recommendation. It was acknowledged that further amendments may be brought forward pending additional discussions, and that trustees will be canvassed through a survey to provide input on potential future changes.

It was noted that the updated Bylaws are correct and will be forwarded to the Director’s Office to update the current Governance Manual.

FOR ACTION:

- a. **K. Messenger to provide the amended Bylaws to the Director’s Office for inclusion in the Governance Manual.**

4.0 New Business

4.1 Bylaw Review- Phase 1 Chart

Committee members were referred to the Bylaw Review Phase 1 Chart included in the agenda package. The document outlines required amendments to the Governance Manual to ensure legislative compliance. Phase One edits were developed based on the Minister’s Binding Directives and a legislative scan of relevant Acts, Regulations, and requirements.

It was noted that this document will serve as the Committee’s roadmap as it begins reviewing and updating the Bylaws, while additional input is gathered to inform Phase Two of the project.

4.2 Document Control Discussion

The Committee discussed the best administrative approach to tracking edits to the Bylaws. Members recognized that modernization is a key objective of the Governance Manual review and that this should be reflected in the project processes.

The Committee discussed exploring a SharePoint or OneDrive framework to support proper version control and avoid exchanging files by email. Members were supportive of having the Information Technology Department provide a demonstration of shared electronic document-management options. It was noted that all Committee members should be able to comment on shared documents, while administrative/editing privileges should be limited to a smaller group to avoid confusion.

FOR ACTION

- b. K. Messenger to submit a request to the Director's Office to have IT do a presentation at a December Committee meeting regarding shared electronic options.

4.3 Trustee Survey

The Committee reviewed the proposed list of survey questions included in the agenda package. It was noted that the trustee survey will be developed as a Microsoft Form and circulated electronically. Key discussion points included:

- The importance of using straightforward, plain language in all questions.
- A suggestion to include a question regarding the timing of Board and Committee of the Whole agenda-setting meetings, balancing the time trustees have to submit items with the time needed to review agenda materials.

FOR ACTION

- c. K. Messenger to finalize the trustee survey and bring forward to the Committee's next meeting for final approval.

5.0 Board Report

The Committee noted that the next Committee of the Whole meeting is scheduled for December 9, 2025, with the next Board meeting on December 16, 2025. The Committee Chair will report on December 9 that the trustee survey is expected to be launched following the Committee's approval on December 5.

FOR ACTION:

- d. Committee Chair Gagne to request that the Governance Committee be added to the Committee of the Whole agenda to provide a verbal report.

6.0 Next Meeting Date

It is noted that the Governance Committee will meet next on Friday, December 5, 2025 at 11:00 AM.

7.0 Adjournment

There being no further business to discuss, on November 21, 2025, the Governance Committee stands adjourned at 12:05 PM, moved by Trustee Messenger, and seconded by Trustee Sargent.

Minutes: KM/