

**Board of Education  
Saskatoon School Division No. 13  
Meeting of the  
Saskatoon Board of Education**

**INAUGURAL MEETING OF THE BOARD OF EDUCATION**

**MONDAY, NOVEMBER 16, 2020**

**W.B. Doyle Board Room**

**310 – 21<sup>st</sup> Street East – 1:30 p.m.**

Please Note: All public Board meetings are recorded

**Trustees:**

-  Angela Arneson
-  Donna Banks
-  Charmaine Bellamy
-  Kathleen Brannen
-  Vernon Linklater
-  Colleen MacPherson
-  Michael Pidwerbeski
-  Kim Stranden
-  Ross Tait
-  Suzanne Zwarych

The purpose of the Inaugural Meeting is to accommodate the requirement of Part 4 of *The School Division Administration Regulations* and Policy 6, Section 1 of the *Board Policy Handbook*. It also serves as the Board's organizational meeting for the forthcoming year.

# Agenda

1. **Call to Order**

Chair – Mr. Garry Benning, Chief Financial Officer

2. **Land Acknowledgement**

3. **Declaration of Office**

The Chief Financial Officer shall read the return from the City Clerk certifying as to the election of new members and shall call for Declaration of Office (Please see Appendix C).

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

4. **Election of Board Chair**

In accordance with Part 4 Section 14.2 of *The School Division Administration Regulations* and Policy 6, Section 1.4, of *The Board Policy Handbook* the Board is required to elect the Board chair at its Inaugural Meeting.

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

The newly elected Board chair takes the chair.

5. **Comments of the Newly Elected Chair**

6. **Election of the Vice Chairs**

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

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

2019-2020	Ray Morrison Donna Banks	First Six-Month Term Second Six-Month Term
2018-2019	Kathleen Brannen Ross Tait	First Six-Month Term Second Six-Month Term

2017- 2018	Donna Banks Holly Kelleher	First Six-Month Term Second Six-Month Term
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2016-2017	Holly Kelleher Colleen MacPherson	First Six-Month Term Second Six-Month Term
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Nominations required:

Vice chair	_____	First Six-Month Term
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Vice chair	_____	Second Six-Month Term
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7. **Minutes of the November 5, 2019 Inaugural Board Meeting**

Minutes of the November 5, 2019 Inaugural Board meeting (Appendix A) were approved at the November 26, 2019 public Board meeting.

8. **Confirmation of Professional Services**

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

a. **Confirmation of Board Solicitor**

A Request for Proposals for legal services was issued October 18, 2019. At the regular Board meeting of December 10, 2019, a motion was passed to award the contract to Robertson Stromberg LLP for a three-year term, with an option to extend for an additional two-year term. **Therefore, no motion for board solicitor is required at this time.**

b. **Confirmation of Insurance Broker**

AON Reed Stenhouse Inc. was appointed the insurance provider for the Saskatchewan School Boards Association.

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***Recommended Motion: That the Board appoint AON Reed Stenhouse Inc. to serve as its insurance broker for 2021.***

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c. **Confirmation of Cost Analyst**

A Request for Proposals for Cost Consultant Services was issued October 26, 2018. At the Regular Board meeting of December 11, 2018, a motion was passed to award the contract to KDL Consulting Limited for a three-year term starting January 1, 2019, with an option to renew for an additional two years, ending December 31, 2023. **Therefore, no motion for Cost Analyst services are required at this time.**

d. **Confirmation of External Audit Services**

A Request for Proposals for Audit Services was issued on November 29, 2019. At the Regular Board meeting of February 11, 2020, a motion was passed to award the contract to Deloitte LLP for a three-year term with an option to extend for two additional one-year terms. **Therefore, no motion for audit services are required at this time.**

e. **Banking Authority**

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

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

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

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8. **Borrowing Authority**

Policy 1, Section 9.4 of the Board Policy Handbook states that each year the Board must pass a resolution authorizing the chair or vice chair and chief financial officer to borrow funds to cover the expenditures of the Board pending receipt of taxes and grants. The specific resolution on school division borrowing, which would be approved to take effect January 1, 2021, is attached as Appendix B.

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

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9. **Committees of the Board**

Policy 6, Section 1.8 of the *Board Policy Handbook* indicates that at its first Board meeting subsequent to the Inaugural Meeting each year the Board will select representatives to internal committees and external committees. The process for selecting candidates will be by nominations. If the number of candidates who accept nominations is greater than positions available, then the process for selecting will be determined by the Chair and Vice Chair.

Section 1.8.1 states decisions for selection will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions. Section 1.8.2 also indicates the Chair and Vice Chair may suggest voting by ballot if more trustees are interested in a position that can be accommodated for the year.

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

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

In addition to these, other appointments may be made. The following is a list of Board committees and appointments for 2019-2020. The director or designated administrator(s) works with all committees in an advisory capacity.

**Three to five nominations are required for each committee.** The Chair of each committee will be appointed at the first meeting of the committee.

a. **Board Audit and Risk Committee**

The Board Audit and Risk Committee assists the Board in performing its financial responsibilities, considering enterprise risk management in the establishment of the strategic direction for Saskatoon Public Schools, and investigating any activity of Saskatoon Public Schools if so authorized by the Board. ([Terms of Reference](#))

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***Recommended Motion: That Trustees \_\_\_\_\_, be appointed to the Board Audit and Risk Committee.***

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b. **Board Governance Committee**

The Board Governance Committee assists the Board by providing advice on the process and structure used to govern the affairs of Saskatoon Public Schools for sound performance, accountability and integrity; preparing draft board policies for review, discussion and approval; reviewing and updating existing policies; developing board performance evaluations tools to guide the board in evaluating its governance practice and processes against established measures of good governance; and responding to other governance matters as requested by the Board. ([Terms of Reference](#))

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***Recommended Motion: That Trustees \_\_\_\_\_, be appointed to the Board Audit and Risk Committee.***

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c. **Board Human Resources Committee**

The Human Resources Committee assists the Board on matters pertaining to the selection, performance management and development of the Director of Education. The committee may also, from time to time, provide assistance or advice on other related matters as requested by the Board. ([Terms of Reference](#))

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***Recommended Motion: That Trustees \_\_\_\_\_, be appointed to the Board Human Resources Committee.***

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d. **Board of Pension Trustees Committee**

The pension governance structure changed in 2016. The Board appointed trustees to sit on the pension committee for a four-year period at its regular meeting of November 29, 2016.

The Pension Trustees Committee oversees the pension plan for the non-teaching employees of the school division. Three Trustees are required to serve on this committee.

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***Recommended Motion: That Trustees \_\_\_\_\_, be appointed to the Pension Trustees Committee.***

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10. **Board Representatives**

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

i. Saskatchewan School Boards Association Public Section

One member of the Board is entitled to serve on the Saskatchewan School Boards Association (SSBA) Public Section Executive as a Member at Large or in the capacity of an elected table officer (chair, vice chair or secretary treasurer). This member could be the Board chair, or another member elected by the Board. In addition, at general meetings each Board will have two voting members. Therefore, the Board should elect a member at large to the Public Section Executive who will exercise a vote at general meetings, as well as another Board member as the second voting member for general meetings. In 2019, Trustees MacPherson and Morrison were appointed to the SSBA Public Section.

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

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***Recommended Motion: That Trustee \_\_\_\_\_ be appointed the member at large to the SSBA Public Section, and Trustee \_\_\_\_\_ be appointed the second voting member to the SSBA Public Section.***

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ii. Saskatchewan High Schools Athletic Association

Representation alternates from year to year between the Saskatoon Board of Education and the Greater Saskatoon Catholic Board of Education. Trustee Zwarych represented Saskatoon Public Schools in 2019-2020.

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

iii. Saskatoon Public Schools Foundation Inc.

In 2019-2020 Trustees Brannen and Morrison were appointed to the Saskatoon Public Schools Foundation Inc.

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

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***Recommended Motion: That Trustees \_\_\_\_\_ and \_\_\_\_\_ be appointed to serve on the Saskatoon Public Schools Foundation Inc.***

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Note: Policy 4, Section 14 of the *Board Policy Handbook* provides for the Board chair to be an Ex-Officio member of all committees of the Board.

11. **Disposal of Ballots**

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

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

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12. **Adjournment**

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*Recommended Motion: That the Board adjourn to the call of the Chair or the Committee of the Whole meeting of November 23, 2020.*

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# APPENDIX A

## MINUTES – 2019 INAUGURAL BOARD MEETING

<b>MINUTES OF THE INAUGURAL MEETING:</b>	of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2019 at 12:00 noon.	November 5, 2019
<b>MEMBERS PRESENT:</b>	Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Ray Morrison, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwanych	
	Mr. Garry Benning, Chief Financial Officer and Secretary Treasurer of the School Division, called the meeting to order, read the roll call into the minutes, and acknowledged the meeting was being held on Treaty Six territory and traditional homeland of the Métis people.	Call to Order and Land Acknowledgement
	<u>Election of Board Chair:</u> Mr. Benning, highlighted the procedure for Election of Board Chair in accordance with Part 4, Section 14.2 of <i>The School Division Administration Regulations</i> and Policy 6, Section 1.4 of <i>The Board Policy Handbook</i> . He then called for nominations for the office of Board Chair.	Election of Board Chair
Education.	Ms. Brannen nominated Ms. MacPherson to serve as Chair of the Board of	
	Mr. Morrison moved that nominations cease.	
	CARRIED (9)	
	Ms. MacPherson accepted the nomination and was declared Chair of the Board of Education. Ms. MacPherson provided comments as the newly elected Chair.	
	Mr. Scott joined the meeting at 12:06 p.m.	
	<u>Election of Vice Chairs:</u> Ms. Bellamy nominated Mr. Morrison to serve as Vice Chair for the first six-month term.	Election of Vice Chairs
	Ms. Kelleher moved that nominations cease.	
	CARRIED (10)	
for the first six-month term.	Mr. Morrison accepted the nomination and was declared Vice Chair	
second six-month term.	Mr. Tait nominated Ms. Banks to serve as Vice Chair for the	
	Dr. Zwanych moved that nominations cease.	
	CARRIED (10)	
	Ms. Banks was declared Vice Chair for the second six-month term.	
	<u>Minutes of the October 30, 2018 Inaugural Board Meeting:</u> Minutes of the October 30, 2018 Inaugural Board Meeting were approved at the November 27, 2018 Regular Board meeting.	Minutes of October 30, 2018 Inaugural Board Meeting

# APPENDIX A

## MINUTES – 2019 INAUGURAL BOARD MEETING

### Confirmation of Professional Services:

Confirmation  
of Professional  
Services

Insurance Broker – Ms. Kelleher moved that the Board appoint Marsh Canada to serve as its insurance broker for 2020.

Insurance Broke

CARRIED (10)

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

Banking  
Authority

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

CARRIED (10)

Borrowing Authority: Ms. Banks moved that the form required by the bank for borrowing be approved.

Borrowing  
Authority

### SASKATCHEWAN SCHOOL DIVISION BORROWING RESOLUTION

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

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

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

1. That the Board Chair or vice chair and chief financial officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$20,000,000 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing
2. The said sum of \$20,000,000 and interest shall be repayable and shall be a first charge upon the uniform tax levy for the fiscal year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.
3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and chief financial officer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.
4. That this resolution shall take effect on January 1, 2020.

CARRIED (10)

# APPENDIX A

## MINUTES – 2019 INAUGURAL BOARD MEETING

Committees of the Board: Policy 6, Section 1.8, of *The Board Policy Handbook* indicates that selection of representatives to internal committees and external committees will be determined at the first Board meeting subsequent to the Inaugural Meeting. Therefore, representation to internal committees will be found in the minutes of the Regular Board Meeting of November 5, 2019.

Committees  
of The  
Board

Board Representatives: Board representation to external committees will be found in the minutes of the Regular Board Meeting of November 5, 2019.

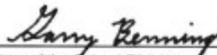
Board  
Representatives

Adjournment: Mr. Morrison moved that the Board adjourn the Inaugural Meeting.

Adjournment

CARRIED (10)

The Inaugural Meeting adjourned at 12:10 p.m.

  
Secretary of the School Division

  
Board Chair

# APPENDIX B

## BORROWING RESOLUTION

### SASKATCHEWAN

#### SCHOOL DIVISION BORROWING RESOLUTION

Whereas pursuant to Section 319 of *The Education Act, 1995* states:

*“319(1) Subject to subsection (2), a board of education or the conseil scolaire may, by resolution, authorize its chairperson and its chief financial officer to borrow, on behalf of the board of education or conseil scolaire, as the case may be, a sum of money that may be required to meet its current operating expenditures.*

*(2) A board of education or the conseil scolaire may act pursuant to subsection (1) only if it has obtained the consent of the minister to do so.”*

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

1. That the Board Chair or vice chair and chief financial officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$20,000,000 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing
2. The said sum of \$20,000,000 and interest shall be repayable and shall be a first charge upon the uniform tax levy for the fiscal year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.
3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and chief financial officer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.
4. That this resolution shall take effect on January 1, 2021.

# APPENDIX C

## DECLARATION OF OFFICE

### FORM A

[Subsection 71(1) of the Act]  
[Subsection 9(1) of the Regulations]

#### Declaration of Office

I, \_\_\_\_\_, do hereby accept the office of member of the Board of Education of the \_\_\_\_\_ School Division No. \_\_\_\_\_ of Saskatchewan, to which I have been elected (in Subdivision No. \_\_\_\_\_ (if applicable)), and I will, to the best of my ability, honestly and faithfully discharge the duties devolving on me as a member.

Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Member, Board of Education*

### FORM B

[Subsection 71(2) of the Act]  
[Subsection 9(2) of the Regulations]

#### Endorsement Certificate by Commissioner for Oaths

I, \_\_\_\_\_, of \_\_\_\_\_, Saskatchewan, do hereby certify that \_\_\_\_\_, a person elected as a member of the Board of Education of the \_\_\_\_\_ School Division No. \_\_\_\_\_ (for Subdivision No. \_\_\_\_\_ (if applicable)), has this day made before me the required declaration of office.

Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Commissioner for Oaths for Saskatchewan*