



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **MISSION STATEMENT**

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.*

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## **AGENDA**

### **Annual Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**September 28, 2021**

**7:30 p.m.**

**Meeting No. 17-21**

Organizational By-Law 311-20 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

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### **CALL TO ORDER/ATTENDANCE**

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### **RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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### **RETURN TO REGULAR MEETING**

The St. James-Assiniboia School Division acknowledges that we are on Treaty One Land, the traditional territory of the Anishinaabe, Ininiw, and Dakota and the Homeland of the Métis Nation.

**Moment of Silence – National Day of Truth and Reconciliation**

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### **ADOPTION OF MINUTES**

Board Meeting of September 14, 2021

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### **REPORT ON EDUCATION**

*There is no Report on Education.*

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### **TRUSTEE STATEMENTS**

Trustee Holly Hunter – Student Vote

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### **HEARING OF DELEGATIONS**

*There are no Delegations.*

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## COMMITTEE REPORTS

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- Retirement Committee Report – September 16, 2021
- Personnel Committee Report – September 21, 2021

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## TRUSTEE COMMITTEE UPDATES

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*There are no Trustee Committee Updates*

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## REPORT OF THE SUPERINTENDENT

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## REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

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## CORRESPONDENCE

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### Action Correspondence

*There are no action correspondence items.*

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-News – September 15, 2021
  - b. Memo re: Fall General Regional Meeting Date Change

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## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

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1. First Reading – By-Law 314-21 Amending By-Law 311-20 Board Organizational By-Law
2. First Reading – By-Law 315-21 Amending By-Law 297-19 Trustee Indemnity By-Law

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## AGENDA-BASED QUESTIONS FROM THE PUBLIC

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(This time is allocated to hearing questions from the public regarding items on this agenda.)

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## TRUSTEE PD SUMMARIES

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*There are no Trustee PD Summaries.*

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## NEW BUSINESS

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Trustee Holly Hunter – Indigenous Language Learning  
Trustee Nicole Bowering – Community Representation

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## RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

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## REPORT OF THE COMMITTEE OF THE WHOLE

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## ADJOURNMENT

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
"Great Schools for Growing and Learning"**

**RETIREMENT PLAN COMMITTEE MEETING**

**MINUTES**

**No. 01-21/22**

**Meeting Held:** September 16, 2021  
5:00 p.m. – By TEAMS

**Present:** Craig Glennie, Committee Chair, School Board Trustee  
Bruce Chegus, School Board Trustee joined

Martha Wiebe, M.A.N.T.E. Representative  
Bob Guenther, C.U.P.E. Representative

Carrie Melville, Acting Secretary-Treasurer  
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group) 7:20

**Presentation:** Brookfield Senior Mezzanine Real Estate Finance Fund 5:15-5:45

**Presentaton:** Northleaf Senior Private Credit 5:45-6:35

**Absent with Regrets:** None

**Absent:** None

**TOPICS, DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order/Attendance**

The regular meeting was called to order at 5:01 p.m. Attendance is as recorded above.

**2. Approval of Agenda**

MOTION: Melville/Chegus

**"That the agenda be approved as listed."**

**CARRIED**

**3. Approval of Minutes – May 13, 2021 (01-21/22)**

MOTION: Melville/Chegus

**“That the minutes for the Retirement Plan Committee meeting of May 13, 2021 be approved as written.”**

**CARRIED**

#### **4. Presentations**

Representatives from Brookfield Senior Mezzanine Real Estate Finance Fund and Northleaf Senior Private Credit provided presentations to the committee. To support the committee’s decision-making process at the next meeting, Ross will prepare a comparison between real estate and private equity that includes the pros and cons of each, a comparison of fee structure and how each would fit within the current portfolio mix.

#### **5. Ellement Consulting Group (Consultant/Actuary)**

##### **1. Risk Compliance and Investment Analytic Report**

Ross reviewed the results of the Fund for the first quarter ending June 30, 2021. The plan has a current balance of \$83 million with a rate of return for the quarter of 5.2%.

#### **6. Ellement Consulting Group (Actuary)**

##### **1. Summary of Benefit Payments and Expenses**

A summary of payments processed from May 6, 2021 to September 10, 2021 was provided to the committee for approval.

MOTION: Chegus/Melville

**“That the list of benefit and expense payments in the amount of \$1,123,190.92 be approved.”**

**CARRIED**

##### **2. Annual Statement at December 31, 2020**

The Committee members were updated on the distribution of Plan Members’ Annual Benefit Statements as at December 31, 2020. The statements were sent to payroll for distribution on June 22, 2021.

##### **3. Annual Information Return**

The 2020 Annual Information Return (AIR) was filed with the Manitoba Pension Commission on June 27, 2021. The 2020 AIR Filing Fee of \$3,628.80 was paid to the Minister of Finance.

##### **4. Actuarial Valuation Report as at December 31, 2020**

Ross presented the draft valuation report to the Committee. It is noted that the Plan is considered well funded with a going concern valuation funded ratio before adjustments of 111.1% and a funded ratio after adjustments of 108.1%. The review resulted in the following motion:

MOTION: Chegus/Melville

**“That the draft Actuarial Valuation Report as at December 31, 2020 be approved and filed with the regulators.”**

## **7. Correspondence**

The correspondence is received as information.

## **8. Other Correspondence**

The Other Correspondence is received as information.

## **9. Conference/Course Correspondence**

The conference information is received as information.

## **10. Date of Next Meeting**

Thursday, November 4, 2021 5:00

## **11. Adjournment**

7:36 p.m.

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 01-22**

**September 28, 2021**

Meeting Held: Tuesday, September 21, 2021, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair  
Jennifer Lawson, Board Vice Chair  
Craig Johnson, Trustee  
Bryan Metcalfe, Trustee  
  
Cheryl Smukowich, Board Chair  
Bruce Chegus, Trustee  
  
Mike Wake, Superintendent  
Carrol Harvey, Manager, Human Resources  
Cindy Labaty, Manager, Human Resources  
  
Jenness Moffat, Assistant Superintendent (Item #3)

Regrets: Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1. Call to Order/Attendance**

The meeting was called to order at 5:30 p.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Employment Equity Policy**

Administration shared a proposal for moving ahead with an Employment Equity policy beginning with an internal workforce audit to determine the representation of staff and students in designated groups.

**The Personnel Committee recommends:**

**That Administration conduct an internal workforce audit and bring recommendations back to Committee in March of 2022.**

**4. Vaccination Policy**

The Committee discussed current developments around vaccination policies.

**The Personnel Committee recommends:**

**The vaccination discussion be received as information.**

**5. MANTE Job Description**

Administration reviewed the new Job Description AP3-39 Accounts Purchasing Clerk.

**The Personnel Committee recommends:**

**That Job Description AP3-39 Assistant Purchasing Clerk be received as information.**

**6. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to September 17, 2021.

**The Personnel Committee recommends:**

**That the Personnel Report to the Board be received as information;**

**and further;**

**That Administration no longer provide employee leave data on this Report.**

The meeting adjourned at 6:25 p.m.

**Next Committee Meeting:** Tuesday, October 19, 2021, 5:00 p.m.

Report presented by Sandy Lethbridge, Chair, Personnel Committee  
Minutes recorded by Carrol Harvey, Manager, Human Resources