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**Annual Board Meeting  
Tuesday, December 3, 2019 ♦ 7:00 p.m.  
Norfolk Room**

**Members:**     **Trustees:**  
Cliff Casey, Bill Chopp, Dan Dignard, Carol Luciani, Rick Petrella, Mark Watson,  
Taylor Carroll (Student Trustee)

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

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| <b>1. Opening Business</b>   | <b>Mike McDonald</b> |
| <b>1.1 Opening Prayer</b><br><i>God our creator, life giving energy, you have called us to pass on life in our Catholic schools. You have blessed us with intellect and will, soul and body. You have told us that "to whom much is given, much is expected". Teach us to know the wonder of your gifts that in knowing our potential we will call forth the gifts of this school community. Through encouragement and support of teachers, may our influence enrich this Board as we call forth prophetic leadership for the future. We ask this in Your name. AMEN</i> |                      |
| <b>1.2 Attendance and Welcome</b>  | <b>Mike McDonald</b> |
| <b>1.3 Approval of the Agenda</b>  | <b>Mike McDonald</b> |
| <b>2. Appointment of Scrutineers</b><br>(Section 5.2.1, Board By-Laws, 2017)   | <b>Mike McDonald</b> |
| <b>3. Nomination and Election of Chair</b><br>(Sections 5.2, Board By-Laws, 2017)  | <b>Mike McDonald</b> |
| <b>4. Nomination and Election of Vice Chair</b><br>(Section 5.3, Board By-Laws, 2017)  | <b>Chair</b>         |
| <b>5. Appointment of Board Auditor</b> (PG. 2)<br>(Section 6.1.3.1, Board By-Laws, 2017)   | <b>Scott Keys</b>    |
| <b>6. Address by the Chair of the Board</b>  | <b>Chair</b>         |
| <b>7. Adjournment</b>  | <b>Chair</b>         |

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD**

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: December 3, 2019  
Submitted by: Michael McDonald, Director of Education & Secretary

**APPOINTMENT OF AUDITORS**

Public Session

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The Board's By-Laws state that auditors are to be appointed at the Inaugural and Annual Meetings of the Board. Both predecessor boards used the services of Millard, Rouse & Rosebrugh LLP for many years. The Firm has also been the auditors for the amalgamated Board since its inception in 1998.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Millard, Rouse & Rosebrugh LLP as auditors for the year ending August 31, 2020.

## **5.0 OFFICERS OF THE BOARD**

### **5.1 The Officers of the Board shall consist of:**

- the Chair;
- the Vice Chair;
- the Director of Education and Secretary of the Board; and
- the Superintendent of Business and Treasurer.

### **5.2 Election of Chair**

#### 5.2.1 Appointment of Scrutineers

The presiding officer shall name two (2) scrutineers for the election of officers.

#### 5.2.2 Nomination and Election of Chair

The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

#### 5.2.3 Nomination shall be by secret ballot.

#### 5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.

#### 5.2.5 Voting shall be conducted by secret ballot.

#### 5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.

#### 5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.

#### 5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.

#### 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

### **5.3 Election of Vice Chair**

#### 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.

#### 5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

## **6.0 MEETINGS OF THE BOARD**

### **6.1 Inaugural and Annual Meetings**

#### **6.1.1 Presiding Officer**

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

#### **6.1.2 Meeting Proceedings**

##### **6.1.2.1 Inaugural Meeting**

- The Inaugural Meeting 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 in accordance with the Act.
- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

##### **6.1.2.3 Annual Meeting**

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

#### **6.1.3 Additional Business**

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 the passing of a resolution authorizing the Director of Education and Secretary or Superintendent of Business and Treasurer and the Chair or Vice Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and

6.1.3.3 any urgent business of the Board.