



# Agenda

## Committee-of-the-Whole Open Meeting

Monday, December 5, 2022

6:45 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

**Chairperson: Mary Ann Martin**

Members of the committee that are unable to attend are asked to please notify Amy McLeod, Administrative Assistant [amcleod@pvnccdsb.on.ca](mailto:amcleod@pvnccdsb.on.ca)

### A. Call to Order:

1. Opening Prayer.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishnaabeg.
3. Approval of the Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the draft Minutes of the Open Meeting of the Committee-of-the-Whole held on October 11, 2022. Page 3
6. Business Arising from the Minutes.

### B. Presentations / Recommended Actions:

1. Clarington Boundary Review update

**C. Information Items:**

1. School by School Enrolment October 31, 2022 Page 6
2. Financial Terms and Information Page 7

**D. Old Business:**

There is no old business.

**E. New Business:**

There is no new business.

**F. Next Meeting:**

1. January 16, 2022  
6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.
2. Adjournment.



# Minutes

**The Minutes of the In-Camera Meeting of the Committee-of-the-Whole held on Tuesday, October 11, 2022 at 6:30 p.m.**

**Present**

\* = (via video conference)

**Trustees:**

Linda Ainsworth (Committee Chairperson), Loretta Durst,  
Jenny Leahy, Braden Leal (Board Chairperson), Kevin MacKenzie.

**Administration:**

Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Isabel Grace,  
Stephen O'Sullivan, Julie Selby, Sheila Piggott.

**Guests:**

**Regrets:**

Helen McCarthy

**Recorder:**

Ashleigh Faulkner.

**A. Call to Order:**

1. Opening Prayer.

Linda Ainsworth asked Isabel Grace to lead the Opening Prayer.

2. Approval of In-Camera Agenda.

**Motion:** Moved by Braden, seconded by Loretta, that the In-Camera Agenda be accepted.

Carried.

3. Declarations of Conflicts of Interest.

There were no conflicts of interest.

4. Approval of the Draft Minutes of the Committee-of-the-Whole – In-Camera Session.

**Motion:** Moved by Kevin MacKenzie, seconded by Jenny Leahy, that the In-Camera Minutes from June 13, 2022 be accepted.

Carried.

5. Business Arising from the Minutes.

There was no business arising from the minutes.

**B. Recommended Actions / Presentations:**

1. Consolidation of Ontario School Board Insurance Exchange (OSBIE) Financial Statements.

Isabel Grace, Superintendent of Business and Finance, presented the Consolidation of Ontario School Board Insurance Exchange (OSBIE) Financial Statement document to the Committee, summarizing the context and issues with a consolidation recommendation from the Auditor General of Ontario. The Ministry of Education has directed school boards to consolidate OSBIE's financial results, based on their proportionate share of assets, liabilities and equity into the boards financial statements for the fiscal year ending August 31, 2022. The Ministry issued a statement that if boards did not report this information, the Ministry may implement its cash withholding provision which would result in the school board's regular cash flow being reduced. The considered opinion of many national accounting firms is that if the school boards do consolidate OSBIE's financial results in their financial statement, this could result in a qualified audit opinion. This information will be brought forward at the November 10, 2022 Audit Committee meeting. Isabel answered questions from the committee members.

2. Personnel Matter

A personnel matter was discussed. Joan Carragher, Director of Education answered questions from the Committee.

**C. Information Items:**

There were no information items.

**D. Old Business:**

There was no old business.

**E. New Business:**

There was no new business.

**F. Conclusion:**

1. Closing Prayer:

Linda Ainsworth asked Isabel Grace to lead the Closing Prayer.

2. Adjournment:

**Motion:** Moved by Braden Leal, seconded by Loretta Durst, that the Committee-of-the-Whole Meeting adjourn at 7:03 p.m. Move to Open Meeting

Carried

Linda Ainsworth  
Committee Chairperson  
/ab

Isabel Grace  
Superintendent of Business  
and Finance

Peterborough Victoria Northumberland and Clarington Catholic DSB - Elementary Enrolment October 31, 2022

| Sch #       | City of Kawartha Lakes                             | J   | K   | 1   | 2     | 3     | 4     | 5     | 6     | 7     | 8     | Grand Total | OTG    |
|-------------|--|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------------|--------|
| 115         | St. John Paul II Catholic Elementary School Total  | 14  | 24  | 13  | 22    | 31    | 18    | 25    | 32    | 23    | 33    | 235         | 176    |
| 122         | St. Dominic Catholic Elementary School Total       | 36  | 24  | 34  | 43    | 39    | 42    | 43    | 39    | 31    | 36    | 367         | 398    |
| 130         | St. Luke Catholic Elementary School                | 12  | 11  | 16  | 18    | 17    | 19    | 14    | 20    | 12    | 16    | 155         | 150    |
| 131         | St. Mary Catholic Elementary School                | 5   | 10  | 11  | 8     | 14    | 9     | 11    | 11    | 9     | 12    | 100         | 233    |
| Subtotal    |  | 67  | 69  | 74  | 91    | 101   | 88    | 93    | 102   | 75    | 97    | 857         | 957    |
|             | City of Peterborough                               |     |     |     |       |       |       |       |       |       |       |             |        |
| 103         | St. Catherine Catholic Elementary School           | 53  | 53  | 53  | 61    | 79    | 63    | 73    | 55    | 61    | 59    | 610         | 787    |
| 106         | Immaculate Conception Elementary School            | 14  | 18  | 18  | 20    | 22    | 30    | 25    | 22    | 23    | 28    | 220         | 271    |
| 108         | St. Alphonsus Catholic Elementary School Total     | 16  | 23  | 20  | 20    | 22    | 23    | 30    | 24    | 23    | 18    | 219         | 288    |
| 109         | St. Anne Catholic Elementary School                | 52  | 44  | 56  | 60    | 66    | 51    | 50    | 59    | 54    | 63    | 555         | 613    |
| 110         | St. John Catholic Elementary School                | 35  | 23  | 26  | 36    | 24    | 32    | 31    | 29    | 32    | 23    | 291         | 265    |
| 111         | St. Patrick Catholic Elementary School             | 14  | 22  | 15  | 22    | 24    | 20    | 26    | 25    | 22    | 24    | 214         | 331    |
| 112         | St. Paul Catholic Elementary School Total          | 18  | 24  | 27  | 20    | 33    | 34    | 35    | 32    | 39    | 29    | 291         | 387    |
| 117         | St. Teresa Catholic Elementary School              | 23  | 28  | 29  | 31    | 35    | 34    | 28    | 38    | 33    | 28    | 307         | 213    |
| 134         | Monsignor O'Donoghue Elementary School Total       | 38  | 26  | 36  | 35    | 40    | 37    | 49    | 47    | 56    | 51    | 415         | 444    |
| Subtotal    |  | 263 | 261 | 280 | 305   | 345   | 324   | 347   | 331   | 343   | 323   | 3,122       | 3,599  |
|             | Municipality of Clarington                         |     |     |     |       |       |       |       |       |       |       |             |        |
| 114         | St. Francis Of Assisi Elementary School            | 43  | 46  | 48  | 48    | 43    | 39    | 63    | 50    | 61    | 72    | 513         | 510    |
| 116         | St. Mother Teresa Catholic Elementary School Total | 39  | 36  | 30  | 39    | 34    | 36    | 45    | 39    | 55    | 38    | 391         | 441    |
| 119         | St. Joseph Catholic Elementary School              | 58  | 50  | 57  | 65    | 56    | 43    | 48    | 43    | 47    | 42    | 509         | 331    |
| 127         | Monsignor Leo Cleary Elementary School Total       | 16  | 20  | 15  | 15    | 30    | 20    | 26    | 10    | 19    | 21    | 192         | 236    |
| 132         | St. Elizabeth Catholic Elementary School Total     | 75  | 47  | 71  | 69    | 68    | 93    | 69    | 86    | 93    | 72    | 743         | 386    |
| 135         | Good Shepherd Catholic Elementary School Total     | 57  | 62  | 59  | 52    | 74    | 50    | 62    | 64    | 69    | 57    | 606         | 663    |
| 137         | Holy Family Catholic Elementary School Total       | 54  | 65  | 64  | 85    | 66    | 68    | 77    | 88    | 90    | 77    | 734         | 752    |
| Subtotal    |  | 342 | 326 | 344 | 373   | 371   | 349   | 390   | 380   | 434   | 379   | 3,688       | 3,319  |
|             | Northumberland County                              |     |     |     |       |       |       |       |       |       |       |             |        |
| 120         | St. Mary Catholic Elementary School                | 25  | 18  | 31  | 25    | 29    | 29    | 29    | 28    | 22    | 28    | 264         | 233    |
| 121         | St. Joseph Catholic Elementary School Total        | 9   | 15  | 15  | 24    | 20    | 14    | 18    | 25    | 30    | 20    | 190         | 259    |
| 123         | St. Michael Catholic Elementary School             | 17  | 19  | 19  | 22    | 16    | 18    | 8     | 18    | 14    | 19    | 170         | 262    |
| 124         | St. Mary Catholic Elementary School                | 19  | 18  | 13  | 22    | 26    | 29    | 25    | 25    | 33    | 19    | 229         | 176    |
| 126         | St. Anthony Catholic Elementary School             | 17  | 25  | 34  | 21    | 34    | 42    | 29    | 40    | 44    | 48    | 334         | 409    |
| 133         | Notre Dame Catholic Elementary School              | 6   | 11  | 17  | 12    | 16    | 18    | 20    | 16    | 23    | 21    | 160         | 230    |
| Subtotal    |  | 93  | 106 | 129 | 126   | 141   | 150   | 129   | 152   | 166   | 155   | 1,347       | 1,569  |
|             | Peterborough County                                |     |     |     |       |       |       |       |       |       |       |             |        |
| 102         | St. Joseph Catholic Elementary School              | 19  | 19  | 12  | 21    | 20    | 27    | 24    | 27    | 25    | 29    | 223         | 173    |
| 104         | St. Martin Catholic Elementary School Total        | 35  | 44  | 33  | 50    | 34    | 49    | 43    | 36    | 39    | 34    | 397         | 150    |
| 105         | St. Paul Catholic Elementary School                | 8   | 11  | 16  | 17    | 11    | 29    | 19    | 23    | 20    | 23    | 177         | 176    |
| 118         | St. Paul Catholic Elementary School                | 21  | 28  | 31  | 32    | 31    | 37    | 30    | 26    | 25    | 34    | 295         | 259    |
| Subtotal    |  | 83  | 102 | 92  | 120   | 96    | 142   | 116   | 112   | 109   | 120   | 1,092       | 758    |
| Grand Total |  | 848 | 864 | 919 | 1,015 | 1,054 | 1,053 | 1,075 | 1,077 | 1,127 | 1,074 | 10,106      | 10,202 |

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☒ Information  
☐ Approval

**Meeting Date:** December 5, 2022

**Presented by:** Isabel Grace, Superintendent of Business/Finance

**Submitted by:**

**Subject:** Financial terms and information

**Recommended Action(s):** [Click here to enter the recommended action](#)

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### Background:

For the benefit of all trustees, but particularly those that are new to their role after the October 2022 Municipal and School Board elections, the following information is presented for the purposes of on-going development of knowledge of school board funding and finances.

The current funding system for education is intended to:

- provide a fair allocation for all students, wherever they live in Ontario;
- operate in a fair and non-discriminatory manner as between the public and Catholic school boards in both the English-language and French-language systems;
- provide funding to maintain schools and to build new schools where they are needed;
- allow school boards some flexibility to decide how funds will be allocated to programs and supports, and among schools;
- restrict how school boards spend money in some specific areas (e.g. to protect funding for capital and special education, and limit spending on school board

administration); and

- promote school board accountability by ensuring that school boards report consistently and publicly on how they spend their allocations.

The ministry has established the following dates for submission of financial reports in 2022–23.

| <b>Date</b>       | <b>Financial Report</b>   |
|-------------------|---|
| June 30, 2022     | School Board Estimates for 2022–23                                    |
| November 15, 2022 | School Board Financial Statements for 2021–22                         |
| December 15, 2022 | School Board Revised Estimates for 2022–23                            |
| May 15, 2023      | School Board Financial Report for September 1, 2022 to March 31, 2023 |

## Grant Revenue Allocations

There are a myriad of revenue allocations provided to school boards in the province of Ontario as part of the Grants for Student Needs (GSN) or under specific Transfer Payment Agreements (TPA). Many are based on enrolment, census data, specific geographic circumstances, specific sector non-financial information, or Ministry/government political decisions.

The listing of GSN allocations are provided for reference purposes in Appendix A, with dollar values for the last two fiscal periods to give context for the remainder of the report. Additional information regarding specific attributes of various allocations will be provided at a future meeting.

## Expense Classifications for Ministry Reporting

### Expenses By Object:

The expenses for the year reported by object are as follows:

|                            | 2021 Actual          | 2020 Actual          |
|----------------------------|----------------------|----------------------|
| Salaries                   | \$132,832,523        | \$123,663,737        |
| Benefits                   | 24,606,067           | 23,032,143           |
| Staff Development          | 320,881              | 348,652              |
| Supplies and Services      | 10,890,683           | 10,745,779           |
| Interest                   | 1,991,934            | 2,197,060            |
| Rental                     | 20,004               | ,21,023              |
| Fees and contract services | 17,033,921           | 15,584,822           |
| Other                      | 1,308,670            | 282,775              |
| Amortization               | 9,317,996            | 8,726,774            |
| <b>Total</b>               | <b>\$198,322,679</b> | <b>\$184,602,785</b> |



## Expenses by Classification

|                        | 2021 Actual          | 2020 Actual          |
|------------------------|----------------------|----------------------|
| Instruction            | \$150,178,226        | \$140,177,978        |
| Administration         | 5,066,134            | 5,280,577            |
| Transportation         | 11,893,905           | 11,679,523           |
| Pupil Accommodation    | 28,995,898           | 24,986,710           |
| School generated Funds | 1,061,221            | 2,373,942            |
| Other                  | 1,127,255            | 104,055              |
| <b>Total</b>           | <b>\$198,322,679</b> | <b>\$184,602,785</b> |

The expense lines that are included in the broad classifications expressed above are as follows:

### Instruction:

- Classroom Teachers
- Supply Staff
- Teacher Assistants
- Early childhood Educator
- Textbooks and Supplies
- Computers
- Professionals, Paraprofessionals, and Technicians
- Library and Guidance
- Staff Development
- Department Heads
- Principals and Vice Principals
- School Office
- Coordinators and Consultants
- Continuing Education
- Instruction – Amortization and Write-downs

### Administration:

- Trustees
- Directors and Supervisory Officers
- Board Administration
- Admin – amortization and write-downs

### Transportation:

- Pupil Transportation
- Transportation – provincial schools

### Pupil Accommodation:

- School Operations and Maintenance
- School Renewal Expense
- Other pupil accommodation
- Pupil accommodation – amortization and write-downs

### Other:

- School generated funds expenses

## Balanced Budget, Enveloping, Flexibility, and Other Reporting Requirements

Education funding is intended to mirror cost structures; however, school boards have flexibility in their actual expenditures. It is up to school boards to determine their detailed budget commitments within the terms of the Education Act and other relevant regulations and memoranda.

Education funding recognizes that school boards need flexibility to decide how best to allocate resources within their budgets. At the same time, there are restrictions on how school boards may use certain components of their allocation.

Some of the measures that the ministry may take to ensure compliance include:

- withholding grants when a school board is not in compliance
- requiring school boards to prepare and submit deficit management plans when necessary
- directing school boards to take measures to become compliant

Limitations are detailed below:

- Budgets must be balanced.
- Class size regulation must be respected.
- The Library Staff Allocation within the School Foundation Grant is to be used to fund library staff.
- The Special Education Grant is limited to incremental special education expenses, including spending restrictions on specific amounts within the grant.
- The Indigenous Education Grant is limited to expenses that support the academic success and well-being of Indigenous students, as well as build the knowledge of all students and educators on Indigenous histories, cultures, perspectives and contributions, including spending restrictions on specific amounts within the grant.
- The Rural and Northern Education Funding (RNEF) within the Geographic Circumstances Grant is to be used to further improve education for students from rural communities.
- The allocations within the Targeted Student Supports Envelope of the Learning Opportunities Grant are limited for use collectively on its four programs.
- The allocations within the Experiential Learning Envelope of the Learning Opportunities Grant are limited for use collectively on its three programs.
- The Mental Health Workers Staffing component within the Mental Health Workers Allocation of the Mental Health and Well-Being Grant is limited to expenses on regulated mental health professionals in secondary schools.

- The Supporting Student Mental Health Allocation within the Mental Health and Well-Being Grant is limited to expenses for school-based mental health staffing (i.e. staff are employed by the school board), school board mental health programs, and school board initiatives that support student mental health.
- New Teacher Induction Program (NTIP) funding within the Cost Adjustment and Teacher Qualifications and Experience Grant is to be used for eligible NTIP expenses, which are required to meet NTIP program requirements.
- School Board Administration and Governance spending shall not exceed the envelope.
- The Internal Audit Allocation is limited to internal audit expenses (excluding any portion of the public sector compensation restraint amount attributable to internal audit).
- Program Leadership Grant (PLG) funding is to be used for eligible expenses, including salary & benefits and travel & professional development for the program leaders funded through the PLG. If the school board does not employ any one of the program leaders (excluding the Indigenous Education Lead), the school board will not generate funding for that particular program leader.
- The Indigenous Education Lead amount may only be spent on Indigenous Education Lead. Any remaining funds must be reported and spent under the Board Action Plan Allocation.
- The School Renewal Allocation is primarily limited to capital renewal expenditures.
- The School Condition Improvement Allocation is to be used for renewal expenditures that are capitalized and address the overall state of repair.
- Funding for approved capital projects is to be used for intended purpose.
- The Temporary Accommodation Allocation is to be used for portable moves, leases, and purchases, as well as lease costs for permanent instructional space.
- The Amount for COVID-19 Resilience Infrastructure Stream is to be used as per conditions set out in memorandum 2021:B12 - COVID-19 Resilience Infrastructure Stream: Education Related (CVRIS-EDU) Projects — Approvals.
- The ministry also provides funding outside the GSN through PPF for a variety of projects. Restrictions related to this funding are included in Transfer Payment agreements.

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON  
CATHOLIC DSB INTERIM FINANCIAL REPORT**

**For the Period Ending August 31, 2022**

|   | 2020-21            | 2021-22            |
|---|--------------------|--------------------|
|   | Actual             | Actual             |
| <b>Grant Revenue</b>  |                    |                    |
| Foundation Alloc. - Elementary  | 55,230,542         | 56,344,191         |
| School Foundation - Elementary  | 7,540,239          | 7,677,059          |
| Foundation Alloc. - Secondary   | 26,640,613         | 26,456,882         |
| School Foundation - Secondary   | 3,926,728          | 3,975,715          |
| Parent Engagement Allocation  | 0                  | 25,493             |
| Mental Health and Well-Being  | 576,273            | 583,608            |
| Supporting Student Mental Health Allocation   | 119,414            | 120,510            |
| Less Mental Health to(from) Deferred Revenue  | -29,023            | 0                  |
| Special Education Alloc.  | 24,594,035         | 25,139,219         |
| Sp Ed and SEA Funds Transferred (to)from Deferred Revenue                               | 122,322            | 9,469              |
| Section 23  | 117,766            | 139,821            |
| Language Allocation   | 2,651,192          | 2,820,168          |
| Supported Schools   | 1,812              | 1,828              |
| Indigenous Education Allocation   | 1,109,803          | 1,527,941          |
| Deferred Revenue Indigenous Education   | -49,551            | -196,287           |
| Remote & Rural Allocation   | 653,278            | 651,527            |
| Rural and Northern Education Fund   | 371,530            | 367,427            |
| Learning Opportunity Allocation   | 763,325            | 752,801            |
| Tutoring, SHSM, Outdoor Ed and Experiential Learning Allocations                        | 487,534            | 970,289            |
| Deferred Revenue Targeted Student Supports  | -47,622            | 3,164              |
| Deferred Revenue Experiential Learning  | 82,139             | 8,988              |
| Supports for Students   | 1,650,813          | 1,655,172          |
| Continuing Education, Adult, High Credit and Summer School                              | 480,181            | 445,118            |
| Cost Adjustment and Teacher Qualification and Experience                                | 12,825,142         | 14,087,477         |
| Benefits Trust Funding  | 1,424,105          | 1,732,288          |
| ECE Qualification and Experience  | 903,141            | 960,431            |
| New Teacher Induction Program   | 105,309            | 132,192            |
| Transportation Allocation   | 11,622,984         | 12,882,565         |
| Administration & Governance   | 5,062,143          | 5,019,655          |
| Program Leadership Allocation   | 905,863            | 999,389            |
| School Operations Allocation  | 15,149,324         | 15,361,285         |
| Community Use of Schools  | 206,581            | 206,311            |
| Capital Debt Support - Interest Portion   | 2,023,681          | 1,811,774          |
| Declining Enrolment   | 632,055            | 136,717            |
| Funding Stabilization   | 2,331,396          |                    |
| <b>Total Operating Grants for Student Needs</b>   | <b>180,185,067</b> | <b>182,810,187</b> |
| Other Revenue including salary recoveries, grants for budgeted staff positions and SHSM | <b>2,651,456</b>   | <b>2,810,335</b>   |
| Ministry Grants - COVID 19 - Staffing   | <b>3,021,899</b>   | <b>2,990,219</b>   |
| Ministry Grants - COVID 19 - Other  | <b>402,135</b>     | <b>219,308</b>     |
| Ministry Grants - COVID 19 - Donation in Kind PPE                                       | <b>1,022,170</b>   | <b>3,223,579</b>   |
| Ministry Grants - Targeted Special Grant Funding  | <b>590,233</b>     | <b>1,557,802</b>   |
| Ministry Grants - Targeted Special Grant Funding - COVID                                | <b>1,356,402</b>   | <b>949,437</b>     |
| Ministry Grants - Education Worker Protection and Supports for Students                 | <b>2,258,660</b>   | <b>2,258,660</b>   |
| <b>Sub-Total Revenue and Grants</b>   | <b>191,488,022</b> | <b>196,819,527</b> |
| <b>Grants for Capital Purposes</b>  |                    |                    |
| School Renewal and Temporary Accommodation Funding                                      | 2,250,157          | 2,109,513          |
| Climate Action Incentive Fund/Safe Return/ICIP - Ventilation                            | 375,534            | 218,234            |
| School Conditioning   | 2,393,948          | 4,296,044          |
| COVID - HVAC  | 541,035            |                    |
| COVID-19 Resilience Infrastructure Stream   | 4,743,115          | 3,062,823          |
| <b>Total Grants for Capital Purposes</b>  | <b>10,303,789</b>  | <b>9,686,614</b>   |
| <b>Total Revenue and Grants for Compliance Purposes</b>                                 | <b>201,791,811</b> | <b>206,506,141</b> |