



Agenda

Committee-of-the-Whole

Virtual Open Meeting

Monday, February 7, 2022

7:00 – 8:30 p.m.

[CLICK HERE TO JOIN VIA GOOGLE MEET](#)

Chairperson: Linda Ainsworth

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant at
abradley@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 Monday, January 10, 2022. [Page 3](#)
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. Freedom of Information (FOI) Annual Reporting. [Page 7](#)

C. Information Items:

1. Determining Trustee distribution for election purposes. [Page 25](#)

D. Old Business:

There is no old business.

E. New Business:

There is no new business.

F. Next Meeting:

1. Monday, March 7, 2022.
6:30 p.m.

G. Conclusion:

1. Closing Prayer.
2. Adjournment.



Minutes

The Minutes of the Virtual Open Meeting of the Committee-of-the-Whole held on Monday, January 10, at 7:00 p.m.

Present

Trustees: Linda Ainsworth (Committee Chairperson), David Bernier, Loretta Durst, Braden Leal, (Board Chairperson), Kevin MacKenzie, Siobhan Marie (Junior Student Trustee), Helen McCarthy, Emmanuel Pinto.

Administration: Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Jonathan Di Ianni, Isabel Grace, Stephen O’Sullivan, Sheila Piggott.

Guests:

Regrets:

Recorder: Andrea Bradley.

A. Call to Order:

1. Linda Ainsworth asked Isabel Grace to lead the Opening Prayer.
2. Linda Ainsworth, acknowledged that the Committee-of-the-Whole Meeting was taking place on the traditional territory of the Mississauga Anishnaabeg.
3. Approval of Open Meeting Agenda.

Motion: Moved by Braden Leal, seconded by David Bernier, that the Open Meeting Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Committee-of-the-Whole – Open Meeting held on Monday, November 8, 2021.

Motion: Moved by Helen McCarthy, seconded by Kevin MacKenzie, that the Draft Minutes of the Committee-of-the-Whole – Open Meeting, held on Monday, November 8, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. St. Paul Catholic Elementary School, Norwood – Tender Award.

Isabel Grace, Superintendent of Business and Finance, presented the St. Paul Catholic Elementary School in Norwood Tender Award Report to the committee. Construction includes a new parking lot and bus loading zones for the school along Highway 7, incorporating the school's existing parking lot and the new property purchased at the corner of Oak Street and Highway 7. Also included is the reconfiguration to the existing parking and drop off zones in front of the school on Oak Street. Crosswalk on Hwy. 7 will be completed by the Ministry of Transportation.

Motion: Moved by Helen McCarthy, seconded by Emmanuel, that the Committee-of-the-Whole recommends to the Board of Trustees that the Site Improvement and Renovations project at St. Paul CES Norwood (2021-T-21) be awarded to Drain Brothers Excavating Limited in the amount of \$1,125,737.11 plus HST.

Carried.

2. City of Kawartha Lakes – Progress on Program Review.

Isabel Grace, Superintendent of Business and Finance, introduced the PowerPoint presentation. This is a very preliminary look at how we can best use our school facilities in the City of Kawartha Lakes to support programming and student learning. Sheila Piggott, Superintendent of Learning / Learning Technologies / P/J Program, completed the presentation, explaining in detail the timelines related to the program review and specifications of each school in the City of Kawartha Lakes. Sheila and Isabel answered questions from Trustees.

C. Information Items:

1. Revised Estimates 2021-2022.

Isabel Grace, Superintendent of Business and Finance, presented the Revised Estimates Update 2021-2022 Report to the Committee-of-the-Whole and answered questions from Trustees.

2. Interim Financial Information – November 30, 2021.

Isabel Grace, Superintendent of Business and Finance, presented the Interim Financial Report for the three month period ending November 30, 2021 with comparatives for the three month period ending November 30, 2020 to the Committee-of-the-Whole and answered questions from Trustees.

D. Old Business:

There was no old business.

E. New Business:

There was no new business.

Draft

2022-G-OP-4

F. Next Meeting:

Monday, February 7, 2022

6:30 p.m.

G. Conclusion:1. Closing Prayer:

Linda Ainsworth asked Isabel Grace to lead the Closing Prayer.

2. Adjournment:

Motion: Moved by Emmanuel Pinto, seconded by Braden Leal, that the Committee-of-the-Whole meeting adjourn at 8:13 p.m.

Carried

Linda Ainsworth
Committee Chairperson
/ab

Isabel Grace
Superintendent of Business
and Finance



being **CREATIVE**



being **WELL**



being **COMMUNITY**

Annual FOI Reporting

PRESENTED BY
Galen Eagle

January 2022



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

Strategic Priorities 2021-2025



being **CREATIVE**



being **WELL**



being **COMMUNITY**

Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Mission

To accompany our students as we strive for excellence in Catholic Education.
We educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

MFIPPA

MFIPPA = Municipal Freedom of Information and Protection of Privacy Act

- Government institutions are required to provide individuals with a right of access to certain general records and to their own personal information, with limited exceptions.

MFIPPA

- The laws also provide individuals with a right to request correction of their own personal information. Individuals may appeal to the Information Privacy Commissioner (IPC) any Board decision with respect to the release of information.

MFIPPA

- The process assures the requestor anonymity. The requester does not have to explain why the information is required.

being **CREATIVE**

being **WELL**

being **COMMUNITY**

Board Policies/APs

Directional Policy 1200 - Records and Information Management (RIM)

PVNC is committed to maintaining a reliable and accessible record of Board actions, transactions and decisions through a coordinated and integrated approach to records and information management.

Board Policies/APs

Supporting APs:

1201 - Records and Information Management

1202 - Protection of Privacy

1203 - Ontario Student Record Management

1207 - Freedom of Information

Requesting access under MFIPPA

- Under MFIPPA, the formal request is made in writing to the Freedom of Information Coordinator. The request must be clear and specific.
- There is an initial \$5 administration fee.

Requesting access under MFIPPA

- The requester may appeal any aspect of the request process to the Information and Privacy Commission (IPC) of Ontario.

Notifying Third Parties

- We are obligated to notify third parties when an access request affects their interest.
- Third-parties have 20 days to provide a response and also have appeal rights to the IPC.

Labour

- Labour relations and employment-related matters are excluded from MFIPPA

Discretionary Exemptions

- S. 6: Draft by-laws etc.
- S. 7: Advice or recommendations
- S. 8: Law enforcement
- S. 11: Economic and other interests
- S. 13: Danger to safety or health
- S. 15: Information soon to be published

Mandatory Exemptions

- S. 12: Solicitor-client privilege
- S. 9: Relations with other Governments
- S. 10: Third party information
- S. 14: Personal privacy

YEAR-END STATISTICAL REPORT

- *MFIPPA* requires institutions to submit their annual statistics to the IPC, even those that received no formal freedom of information (FOI) requests during the reporting year.
- Online Deadline: March 31, 2021.

PVNC 2021

PVNC received six new FOI access requests and completed five requests within the reporting year.

- Five requests came from individuals
- One request came from an organization
- Four requests were for “general” information
- Two requests were for “personal” information

Time to Completion

- 3 requests completed within 30-day time period (including two requests abandoned by the requester)
- 1 request completed within 90-day time period, delayed due to COVID-19 pressures
- 1 request completed in excess of 90-days due to Third Party Notification process

Outcomes

- 2 requests disclosed in full
- 1 request - no responsive records existed
- 2 requests abandoned by requester (files considered closed if no further communication received from requester following 30 days)

Questions?

being **CREATIVE**

being **WELL**

being **COMMUNITY**



BUSINESS AND FINANCE

Report to the Board

Meeting: In Camera
 Open

Presented for: Information
 Approval

Meeting Date: February 7, 2022

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

Submitted by:

Subject: Determining Trustee distribution for election purposes

Recommended Action(s):

1) Background:

A municipal election is scheduled for October 24, 2022. As a result of amendments to the Education Act, the number of elected trustees in each board is set at the number determined for the 2006 regular election. For PVNCCDSB, that number is 7. This number applied for the 2010 election and all subsequent regular elections. The Board continues to be responsible to determine the distribution of trustees to be elected in terms of representation across the jurisdiction.

2) Time Line for Decisions:

A report summarizing the Board's final decision will be prepared. The deadline for submitting the report to the Minister of Education and all municipal election clerks is approximately the first week of April, and will be presented at the March board meeting.

3) Trustee Distribution:

Distribution should follow logically from analysis of electors by county and city. The Board will continue to be comprised of seven members. The current group is made up of:

- two from the City of Peterborough,
- one from Peterborough County,
- one from the City of Kawartha Lakes,
- one from Northumberland County, and
- two from the Municipality of Clarington.

Regulation 412/00 details how distribution is to be determined. An electoral quotient is to be calculated for each of the municipalities or wards that individual trustees are to represent.

Electoral Quotient = (Electoral Population of Municipality x 7 trustees)/Total Electoral Population

- i) The Municipal Property Assessment Corporation (MPAC) provides boards with the electoral group numbers. Figures for the 2022 election are anticipated by mid-February. The data provided is a snapshot taken from their records as at January 1st 2022.
- ii) By upper tier municipality, these figures for the last election are below, with comparative from a decade ago:

	<u>2018</u>	<u>2010</u>
Peterborough County	6,224	6,998
Peterborough City	11,510	13,360
City of Kawartha Lakes	4,927	5,930
Northumberland County	7,372	9,140
(incl. former Murray Twp.)		
Municipality of Clarington	<u>12,806</u>	<u>12,977</u>
Total for Board	42,839	48,405

- iii) For trending purposes, Electoral Quotient of the last few elections is shown below

	<u>2018</u>	<u>2014</u>	<u>2012</u>
City of Peterborough	1.88	1.87	1.93
County of Peterborough	1.02	1.01	1.01

City of Kawartha Lakes	.81	.84	.86
County of Northumberland	1.20	1.25	1.32
Municipality of Clarington	<u>2.09</u> 7.0	<u>2.03</u> 7.0	<u>1.88</u> 7.0

Considering the trends on the calculated quotients, it is likely that there will be limited change in comparison to 2018 when the data for 2022 is provided later this month. One of the key principles in determining representation of trustees is that of fair representation by population. Regulation 412/00 contains the following 4 points.

1. *Municipalities with low populations should receive reasonable representation.*
2. *Evidence of historic, traditional or geographic communities should be taken into account.*
3. *To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.*
4. *Representation should not deviate unduly from the principle of representation by population*

There is a concern, however, that over time the MPAC data for catholic school board electors has become skewed. A data matching project was undertaken during 2021 for a large sample of families of students attending PVNC schools. Though our student information system noted the family as being Catholic, the property taxes were being directed to a public school board. There could be a myriad of reasons for this but perhaps the largest single reason would be that when a family sells a property and moves to another the tax support defaults to a public school. The tax support does not change unless the property owner actively pursues changing the tax support. This would be the case as well for the public at large though we have no means of checking the extent to which that is occurring, other than reviewing the overall elector numbers and comparing that to what we observe on the ground for school attendance.

For additional context, the proportions of enrolment of all students as at October 31, 2021 are as follows:

City of Peterborough	33%	(9 ECS, 2 CSS)
County of Peterborough	7%	(4 ECS - feed into City of Peterborough)
City of Kawartha Lakes	8%	(4 ECS , 1 CSS)
County of Northumberland	15%	(6 ECS, 1 CSS)
Municipality of Clarington	37%	(7 ECS, 2 CSS)

As an example, the percentage of students translated into proportion of trustees, would show the following:

City of Peterborough	2.34
County of Peterborough	.52
City of Kawartha Lakes	.54
County of Northumberland	1.03
Municipality of Clarington	2.58

Given projected growth of communities in Clarington, and Peterborough over the long term, there will come a time when the distribution of trustees may need to be reconsidered due to proportionality. It will be incumbent on administration to find ways to 1) update, on an on-going basis, the accuracy of the MPAC data related to our families and 2) message to the public within our jurisdiction regarding the steps needed to ensure qualifying electors are updating the data held at MPAC.