



# Agenda

## Committee-of-the-Whole Open Meeting

Monday, June 13, 2022

6:30 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

[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](mailto: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, April 4, 2022. Page 3
6. Business Arising from the Minutes.
7. Declaration of Office and Oath of Allegiance of the newly appointed Trustee for the County of Peterborough, Jenny Leahy.

### B. Presentations / Recommended Actions:

1. 2022-2023 Draft Budget Information. Page 7
2. Amendments to Board By-laws. Page 29

**C. Information Items:**

1. City of Kawartha Lakes – Program Review; Survey Results.
2. School Energy Coalition – Summary Status Report March 31, 2022.

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**D. Old Business:**

There is no old business.

**E. New Business:**

There is no new business.

**F. Next Meeting:**

1. Monday, September 12, 2022.  
6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.
2. Adjournment.

**Draft**

2022-G-OP-12



# Minutes

**The Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, April 4, 2022, at 6:30 p.m.**

**Present**

\* = (via video conference)

Trustees: Linda Ainsworth (Committee Chairperson), David Bernier, Loretta Durst, Braden Leal (Board Chairperson), Kevin MacKenzie\*, Siobhán Marie (Junior Student Trustee).

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

Guests: Richard Driscoll, Facility Services Manager.

Regrets: Helen McCarthy.

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, March 7, 2022.

**Motion:** Moved by Kevin MacKenzie, seconded by Braden Leal, that the Draft Minutes of the Committee-of-the-Whole – Open Meeting, held on Monday, March 7, 2022, be approved.

Carried.

#### 6. Business Arising from the Minutes.

There was no business arising from the minutes.

### B. **Recommended Actions / Presentations:**

#### 1. Summary of Capital Projects for the 2021-22 fiscal year.

Isabel Grace, Superintendent of Business and Finance, introduced Richard Driscoll, Facility Services Manager, to the Committee-of-the-Whole. Richard presented the committee with a construction update report for completed / on-going / and future activities within our various schools and facilities for the 2021-22 fiscal year. Richard and Isabel answered questions from Trustees.

#### 2. Tutoring Programs supported by Learning Recovery Plan funds.

Sheila Piggott, Superintendent of Learning / Learning Technologies / P/J Program, made a presentation to the Committee-of-the-Whole entitled Tutors 2022. There are several groups involved in tutoring students:

- 1) OECTA – Teachers tutoring before and after school;
- 2) OECTA – Retired teachers during the school day;
- 3) OECTA – Teachers using LEXIA in class and in the summer;
- 4) University students during the school day, and
- 5) PVNC Tutoring partners.

Sheila answered questions from Trustees.

**C. Information Items:****1. Interim Financial Information at February 28, 2022.**

Isabel Grace, Superintendent of Business and Finance, presented the Interim Financial Report for the period ending August 31, 2022 to the Committee-of-the-Whole. Isabel also presented the Operating Expenditures Report for the six-month period ending February 28, 2022 with comparatives for the six-month period ending February 28, 2021 and answered questions from Trustees.

**2. Follow up to passage of EDC bylaw March 22, 2022.**

Isabel Grace, Superintendent of Business and Finance, updated Trustees on the passage of EDC bylaw March 22, 2022. Isabel directed Trustees to the Board website for complete information, and answered questions from Trustees.

[Education Development Charges By-Law for the County and City of Peterborough](#)

[Education Development Charges Background Study and Review of Education Development Charges Policies for: Kawartha Pine Ridge District School Board and Peterborough Victoria Northumberland and Clarington Catholic District School Board](#)

**D. Old Business:**

There was no old business.

**E. New Business:**

There was no new business.

**F. Next Meeting:**

Monday, May 9, 2022.

6:30 p.m.

# Draft

2022-G-OP-15

**G. 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 7:45 p.m.

Carried

Linda Ainsworth  
Committee Chairperson  
/ab

Isabel Grace  
Superintendent of Business  
and Finance

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# BUSINESS AND FINANCE

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## Report to the Committee of the Whole

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** June 13, 2022

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

**Subject:** 2022-2023 Draft Budget Information

**Recommended Action(s):** That the Committee of the Whole recommend to the Board that the 2022-2023 Consolidated Expenses Budget, in the amount of \$204,977,928 be approved as presented.

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### Background

In early March of 2022, the Ministry of Education released the draft funding regulations for 2022-23. Since that time, administration has been reviewing its enrolment projections and related grant calculations, staffing allocations, resource needs and departmental requirements. The core objective of the 2022-23 budget process will be to match the Strategic and Operational priorities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board with available resources, and consequently develop a budget that is compliant with the Education Act.

### Addressing Our Strategic Priorities

Actions planned for 2022-23 are intended to reflect the Board's vision ***Building a Community that Accompanies*** and its mission to educate students in faith-filled, safe, inclusive Catholic Learning Communities by nurturing the mind, body and spirit of all. Also a priority is providing supports to further the learning recovery from the COVID-19 pandemic disruptions that began March 2020. The Board's vision and mission are operationalized via the 2022-23 strategic pillars, which are:

- Being Creative

- Being Well
- Being Community.

The following reports and updates were brought forward to trustees this fiscal year:

Feb 7, 2022	Committee of the Whole (in-camera): Funding considerations potentially affecting staffing for 2022-23 budget process
Mar 7, 2022	Committee of the Whole: 2022-23 Grants for Student Needs (GSN) funding release
May 24, 2022	Board Meeting (in-camera): Update on Budget Strategy
June 13, 2022	Committee of the Whole: 2022-2023 Draft Budget Information

### **Key components and/or changes within the Grants for Student Needs (GSN) for 2022-23**

Over the past two years, the COVID-19 pandemic has had a significant impact on the delivery of educational services in Ontario and across the Globe. The plan to support learning recovery and to modernize education in Ontario for 2022-23 and beyond is outlined in Memorandum 2022:B02 Learning Recovery Action Plan dated February 17, 2022. The Ministry has launched a 5-point action plan for learning recovery:

- Measure and assess
- Strengthen numeracy and literacy skills
- Focus on student resilience and mental well-being
- Deliver comprehensive tutoring supports
- Modernize education to better prepare students for job and life skills

The 2022-23 Grants for Student Needs (GSN) encompass a number of investments to support learning recovery and renewal, and administration is augmenting and leveraging those investments with additional board funded initiatives through the use of enveloped funds and Accumulated Surplus for the 2022-23 school year.

### **Implementation of Prior Year Changes**

Changes that began in prior years continue to be implemented/phased-in for 2022-23 as follows:

- Salary benchmark increases for unionized staff to reflect the legislative limits of 1%. This has been allocated by the Ministry prior to the upcoming labour negotiations for OECTA and CUPE
- The continuation of System Investments/Local Priorities Funding for one more year to address a range of local priorities and needs, which include special education staffing to support children in need, and other support positions.
- Differentiated funding for online e-learning. The credit load benchmarks are being updated for the second year of a multi-year plan to reflect the change in required on-line learning credits announced in Policy/Program Memorandum 167.



## Keeping up with costs

- The Student Transportation Allocation is intended to provide for a cost update amount of 2%, but this increase not been distributed on a board-by-board basis yet. As such, no revenue increase is currently contained within our budget summaries, while our operator contractual increases are fully reflected in our expenditures. Funding adjustments due to fuel price changes will continue to be triggered by the fuel escalation and de-escalation mechanism throughout the school year.
- The non-staff portion of the School Operations Allocation benchmark will be increased by 5.45 % to help boards manage increases in commodity prices and to support increased costs related to the need to run ventilation systems longer and replace filters more frequently.

## Local Challenges for 2022-2023

Some of the inflationary costs and pressures identified by administration have not changed significantly from prior years, but have been magnified with the most recent surges in inflation.

Other pressures are noted below:

- Program pressure
  - protecting the significant investment and continued priority of technology in the classroom. With the expansion in the use of classroom technology, ensuring that up-to-date devices, an effective broadband network and security supports are in place for our students and staff continues to be a priority.
  - maintaining adequate and diverse secondary school programs and supports where small classes are desired or are necessary due to enrolment
  - continued requirements for training and professional learning that have been frustrated since 2019 due to the pandemic and staffing shortages.
  - continued requirements for training and professional learning for legislative due diligence (Health and Safety; Safe Schools; Anti-sex Trafficking; Equity and Inclusion) as well as required resources such as the board's religion resources, and the Be Well strategy
- Managing enrolment changes, and subsequent accommodation concerns, at schools where decline is present in some cases, and growth is present in others.
- Facility improvements to support students with special needs and improve accessibility for our staff, students and stakeholders.
- Staffing and space allocations to meet Ministry guidelines for class sizes
- Continued cost and staffing pressures related to short and long term absences
- Continued cost pressure in departmental budgets where price increases exceed the inflationary funding provided by the government.

## Enrolment Projections-Elementary

Projected Elementary Enrolments for 2022-2023 are as follows:

Elementary Pupils	Budget Enrolment 2021/22	Revised Estimates 2021/22	Projected Enrolment 2022/23	Variance from Revised Estimates
	10,000	10,155	<b>10,155</b>	nil

## Enrolment Projections-Secondary

Projected Secondary Enrolments for 2022-23 are as follows:

Secondary Pupils	Actual Enrolment 2021/22	Revised Estimates 2021/22	Projected Enrolment 2022/23	Variance from Revised Estimates
	4,528	4,541.25	<b>4,612.5</b>	71.25

## Expenditures in Support of Catholic Education

On an annual basis, decisions are made in support of the Board's mission of delivering Catholic Education. These expenditures are funded using components of the many allocations provided in the GSN. Some of these expenditures are explicitly organized as part of Learning Support Services. The more significant of these are as follows:

Centrally assigned staff: Religion and Family Life Consultant	\$124,000
Support for resources and professional development regarding Religion and Family Life portfolio, including Diocesan contract	241,961
Secondary School Chaplaincy Leads	564,956
<b>Total</b>	<b>\$930,917</b>

In addition, there are many expenditures in support of Catholic education incurred at the school level that are not individually captured for reporting purposes.

Resources specifically related to the Religion and Family Life Program are being phased in over a number of years. The 2022-23 budget continues an allocation to purchase resources related to this implementation. Resources will continue to be needed in future years to provide the annual rollout of additional grades and for professional development to support the new resources.

## Projected 2022-23 School and Central Staffing Allocations

Funding for school boards through the Grants for Student Needs (GSN) is calculated using many different formulae to support particular components of classroom education. The Pupil Foundation Allocation formulae make significant use of benchmarks for staffing, salaries and benefits. The number of teaching staff allocated within the school system must conform to a number of regulatory requirements regarding Class sizes as follows:

Full Day Kindergarten: class size average of 26

Primary Classes: capped at 23, but 90% of classes must be 20 students or below

Intermediate Classes: class size average of 24.5

Secondary School: class size average of 23 except for E-learning classes which may have an average class size of 30.

The differences experienced between the number of teachers funded and the number of teachers allocated/staffed by boards is usually as a result of the pattern of dispersion of students within the board's geographic area.

## School and System Organization

Schools are being organized for 2022-23 in a manner that will achieve the Ministry targets on class size, based on registration confirmed in the spring 2022. Administration anticipates additional students will be enrolling prior to September, and changes may be necessary to reorganize classes at schools in September in order to meet the class size guidelines.

Staff allocations for central departments have been augmented for the 2022-23 budget period in order to support learning recovery, implement our strategic priorities and Ministry initiatives, and meet legislative/operational due diligence and risk management. These changes affect the following departments for 2022-23:

Student Success	<ul style="list-style-type: none"> <li>new position (funded for 2022-23 by enveloped funds carried forward from previous years) for an <b>Intermediate Deep inquiry Learning Coach</b></li> </ul>
Learning Support Services	<ul style="list-style-type: none"> <li>new positions - leveraging and augmenting the tutoring funds provided by the Ministry for September 2022 to December 2022 with Board funds/deficit to continue through to the end of the 2022-23 school year only (<b>Itinerant Literacy Coach - 7 FTE positions</b>).</li> <li>new position (funded for 2022-23 by time-limited Learning Recovery funds) for an <b>itinerant ESL Teacher</b> supporting an increase in students that are New Canadians.</li> <li>new position (funded for 2022-23 by enveloped funds carried forward from previous years) for an additional <b>Indigenous Consultant</b></li> <li>new position (funded by Board funds/deficit) for an <b>Equity Advisor/Lead</b> to continue the work begun in the current year and to address our strategic priorities: Ensuring Equity</li> </ul>
Special Education Services	<ul style="list-style-type: none"> <li>new position (funded via Learning Recovery Funds) for a <b>Special Education Consultant</b> which will augment current teacher-led support for students living with autism, and identified students struggling with behavior/self-regulation</li> </ul>
Corporate Services	<ul style="list-style-type: none"> <li>new position (funded by Board funds/deficit) for a <b>Cyber Security Administrator</b> to support our strategic priorities: Expanding Technology</li> </ul>

Costs for salary and benefits for the additional positions noted above total approximately \$1.6 million. Specific funding for 2022-23 from the various Ministry allocations and funding will mitigate approximately \$810,000 of the increased costs. Board funds/deficit, will support the new positions not covered by any current allocation for the 2022-23 fiscal year.

Any new positions funded from time limited funding are expected to cease after the 2022-23 fiscal period. Where unfunded positions are intended to extend beyond the 2022-23 school year, departmental budgets are responsible for absorbing the costs for the additional positions

over the next two fiscal years by finding savings internally, or foregoing new initiatives if other general funding from the government comes forward.

### **Funding tied to Expiring Collective Agreements**

As a result of the education sector labour negotiations in 2019, several targeted education investments cease with the expiration of current collective agreements as at August 30, 2022. Namely, these are referred to as i) Local Priorities/Investment in System Priorities funding, and ii) Education Worker Protection Fund.

For 2022-23, the Ministry has opted to continue the Local Priorities Fund (LPF)/Investment in System Priorities (ISP) for both CUPE and OECTA (now referred to as Supports for Students). This continuation has mitigated some job losses that would have otherwise occurred for next year. Continuation beyond that period is subject to central labour negotiations. The Education Worker Protection Fund, however, expires August 30, 2022. This fund was specifically negotiated to support CUPE positions and its expiration has significantly and negatively impacted our support staff positions.

### **Support for Students funding (formerly referred to as Investment in System Priorities/Local Priorities funding)**

The purpose of the Supports for Students funding is to address a range of priorities including special education staffing to support children in need, and “at risk” students. The Support for Students funding is to be used to hire teachers and education workers to either new positions, or to mitigate against the reduction of positions. If these funds do not form part of any new collective agreements bargained post August 2022, the funding ceases August 31, 2023.

For the 2022-23 school year, these funds of **\$1,617,255** are supporting:

- 8.0 Special Education Resource Teachers
- 7.0 Special Education support staff and paraprofessionals
- 4.0 School Operations and Facilities support staff positions
- 1.0 Secretarial support position

### **Education Worker Protection Fund**

The Education Worker Protection Fund was established through the central agreement negotiated during collective bargaining for CUPE in 2019. It was established to reinstate CUPE positions displaced by the expiry of job security provisions in 2019. Provincially, the Ministry provided funding of up to \$20,000,000 annually across school boards where CUPE had a local presence. The Board received a significant allocation of funds and as a result reinstated/maintained a number of support staff positions in various classifications across the school system. For the 2022-23 school year, these funds have expired and positions associated with the funding represent job loss for CUPE support staff.

### **COVID-19 Learning Recovery Fund**

A COVID-19 Learning Recovery Fund has been created for a time-limited period and is expected to be used for temporary additional staffing in 2022-23 to support:

- Front line education workers in the classroom to support learning recovery
- Implementation of the first year of fully de-streamed Grade 9

- Delivery of Remote Learning for 2022-23
- Supports for Special Education
- Maintaining enhanced cleaning standards
- Maintaining support staff previously funded under the expired Education Worker Protection Fund

### **Staffing positions funded with Learning Recovery Funds**

As noted above, various parameters have been established for this time-limited fund. For the 2022-23 school year, the Board has focused these funds (**\$2,526,714**) on supporting learning recovery, delivery of remote learning, supports for special education, and maintaining some of the CUPE positions previously funded by EWPF and prior COVID-19 funds provided by the Ministry for 2021-22:

- 4.83 FTE educator staffing and a school administrator for students enrolled in Virtual Learning at St. Thomas Aquinas Virtual School
- 9.31 Custodial support positions
- 18.6 Educational Assistants
- 1.0 Special Education Consultant
- 1.0 Itinerant English as a Second Language (ESL) teacher

### **Accumulated Surplus**

School boards are required to create budgets that are drafted in accordance with Public Sector Accounting Board (PSAB) reporting requirements, and which are in compliance with the Education Act.

Generally, compliance with the Education Act requires total spending to be equal to or less than total revenue. There are circumstances where an in-year deficit is permissible if there were prior surpluses (called Accumulated Surplus). The draw on the accumulated surplus is limited to ensure this action does not place the board in undue financial risk. The draw on accumulated surplus is limited to the lesser of:

- The board's Accumulated Surplus for the preceding year, and
- One percent of the board's operating revenue (approximately \$1.9 million)

For 2022-23, the draft budget is compliant for the purposes of the Education Act, and will reflect a deficit. A net current year deficit for compliance purposes of **\$1,071,460** is being reported. This deficit is attributable to 1) an ongoing/annual expense that is supported by a specific reserve, and 2) strategic one-time or time-limited expenditures that are being supported for 2022-23.

These are:

\$282,996	Amortization of capital costs for specific committed capital projects. The amortization is supported by funds specifically set aside as Internally Appropriated Surplus and will continue into the future over the life of the capital projects until fully amortized
\$498,464	Funds required to support the 7 FTE positions for the Itinerant Literacy Coaching positions from January 2023 to June 2023.

\$135,000	Corporate Services: new position Cyber Security Administrator
\$155,000	Learning Support Services: new position Equity Advisor/Lead
<b>\$1,071,460</b>	

The estimated balance of the Operating Accumulated Surplus following the 2022-23 budgeted deficit is outlined below:

	Sept 1, 2022	In-Year Increase/ (Decrease)	Aug 31, 2023
<b>Available for Compliance – Unappropriated</b>			
Operating Accumulated Surplus	<b>\$6,686,897</b>	<b>(818,464)</b>	<b>\$5,868,433</b>
<b>Available for Compliance – Internally appropriated</b>			
School Activities	544,765		544,765
Program Equipment	523,625		523,625
IT Software	500,000		500,000
Holy Cross Field Capital	60,000	30,000	90,000
Committed Capital Projects	3,265,753	(282,996)	2,982,757
Facilities/Sites (Capital)	871,952		871,952
Total Internally Appropriated	<b>5,766,095</b>	<b>(252,996)</b>	<b>5,513,099</b>
<b>Total Accumulated Surplus Available for Compliance</b>	<b>\$12,452,992</b>	<b>(1,071,460)</b>	<b>\$11,381,531</b>

### Concluding comments

Many of the budget assumptions have been determined using past experience and estimates.

Should some of the budget assumptions vary from the projections, trustees will be apprised of any significant unbudgeted issues that require resolution via the use of Accumulated Surplus i.e. if additional teachers are needed to meet Class Size compliance requirements.

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Consolidated Statement of Operations**  
**For the year ended August 31, 2023**

	<b>2022-23 Budget</b>	<b>2021-22 Revised</b>	<b>2021-22 Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>REVENUES</b>			
Provincial grants - Grants for Student Needs	168,272,943	161,452,074	158,246,969
Provincial grants - Other	2,014,315	9,330,719	5,717,756
Local taxation	19,873,603	21,361,463	23,437,723
Federal grants & fees	245,249	262,084	251,834
Investment income	180,000	180,000	180,000
Other fees & revenues	804,446	780,500	786,749
<b>Subtotal</b>	<b>191,390,556</b>	<b>193,366,840</b>	<b>188,621,031</b>
Grants for minor capital transferred to DCC	(941,570)	(821,414)	(821,414)
School generated funds	3,872,172	3,872,172	3,872,172
Amortization of Deferred Capital Contributions	9,607,869	9,329,981	9,215,920
<b>TOTAL REVENUE</b>	<b>203,929,027</b>	<b>205,747,579</b>	<b>200,887,709</b>
<b>EXPENSES</b>			
Instruction	153,769,297	154,001,703	149,703,876
Administration	5,641,338	5,780,181	5,730,518
Transportation	12,688,062	13,391,988	13,269,838
Pupil Accommodation	27,723,406	28,219,606	28,046,152
School generated funds	3,872,172	3,872,172	3,872,172
Other	1,283,653	1,020,000	0
<b>TOTAL EXPENSES</b>	<b>204,977,928</b>	<b>206,285,650</b>	<b>200,622,556</b>
<b>Annual Surplus/(Deficit)</b>	<b>(1,048,901)</b>	<b>(538,071)</b>	<b>265,153</b>
<b>Accumulated Surplus / (Deficit) at beginning of year</b>	<b>32,002,193</b>	<b>32,540,264</b>	<b>28,500,932</b>
<b>Accumulated Surplus / (Deficit) at end of year</b>	<b>30,953,292</b>	<b>32,002,193</b>	<b>28,766,085</b>
<b>Reconciliation of Annual Surplus/(Deficit) for Compliance</b>			
<b>Annual Surplus/(Deficit)</b>	<b>(1,048,901)</b>	<b>(538,071)</b>	<b>265,153</b>
<b>PSAB Adjustments</b>			
Employee Future Benefits	-	-	(842,022)
Accrued Interest	(22,559)	(21,321)	(21,321)
<b>Annual Surplus/(Deficit) for Compliance Before Funded Amort</b>	<b>(1,071,460)</b>	<b>(559,392)</b>	<b>(598,190)</b>
Capital Asset Amortization - funded by committed surplus	282,996	289,133	286,840
<b>Annual Surplus/(Deficit) for Compliance</b>	<b>(788,464)</b>	<b>(270,259)</b>	<b>(311,350)</b>
Retirement Gratuity Amortization - funded by committed surplus	-	-	311,350
Holy Cross Field Capital Reserve	(30,000)	(30,000)	(30,000)
<b>Annual Surplus/(Deficit) funded from Working Funds</b>	<b>(818,464)</b>	<b>(300,259)</b>	<b>(30,000)</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Summary of Consolidated Expenses**

	<b>Budget 2022/23</b>		<b>Revised Budget 2021/22</b>		<b>Budget 2021/22</b>	
<b>INSTRUCTION</b>	\$	%				
Classroom Teachers	96,357,471	47.0%	95,570,534	46.3%	94,928,023	46.0%
Supply Teachers, Teacher Assistants and RECE	4,865,423	2.4%	5,072,352	2.5%	4,866,940	2.4%
Teacher Assistants	16,470,437	8.0%	17,965,395	8.7%	16,674,458	8.1%
Early Childhood Educators	3,800,793	1.9%	3,905,694	1.9%	3,718,719	1.8%
Textbooks/Supplies	4,505,962	2.2%	5,053,114	2.4%	4,398,367	2.1%
Computers	768,232	0.4%	823,248	0.4%	688,321	0.3%
Professionals, Paraprofessionals	4,930,861	2.4%	4,604,691	2.2%	4,444,093	2.2%
Library and Guidance	3,233,225	1.6%	3,178,632	1.5%	3,216,554	1.6%
Staff Development	1,237,301	0.6%	1,356,985	0.7%	887,653	0.4%
Department Heads	277,123	0.1%	277,123	0.1%	300,608	0.1%
Principals and Vice-Principals	7,823,404	3.8%	7,606,896	3.7%	7,502,633	3.6%
School Office - Secretarial and Supplies	4,115,040	2.0%	4,292,177	2.1%	4,185,323	2.0%
Coordinators and Consultants	4,295,054	2.1%	3,131,098	1.5%	2,888,345	1.4%
Continuing Education	268,596	0.1%	383,331	0.2%	313,331	0.2%
Amortization	820,375	0.4%	780,433	0.4%	690,508	0.3%
<b>TOTAL INSTRUCTION</b>	<b>153,769,297</b>	<b>75.0%</b>	<b>154,001,703</b>	<b>74.7%</b>	<b>149,703,876</b>	<b>72.6%</b>
<b>ADMINISTRATION</b>						
Trustees	134,814	0.1%	126,870	0.1%	127,187	0.1%
Director and Supervisory Officers	1,071,147	0.5%	1,065,889	0.5%	1,069,584	0.5%
Board Administration	4,311,282	2.1%	4,458,740	2.2%	4,429,170	2.1%
Amortization	124,095	0.1%	128,682	0.1%	104,577	0.1%
<b>TOTAL ADMINISTRATION</b>	<b>5,641,338</b>	<b>2.8%</b>	<b>5,780,181</b>	<b>2.8%</b>	<b>5,730,518</b>	<b>2.8%</b>
<b>TRANSPORTATION</b>						
Pupil Transportation	12,688,062	6.2%	13,391,988	6.5%	13,269,838	6.4%
<b>TOTAL TRANSPORTATION</b>	<b>12,688,062</b>	<b>6.2%</b>	<b>13,391,988</b>	<b>6.5%</b>	<b>13,269,838</b>	<b>6.4%</b>
<b>PUPIL ACCOMODATION</b>						
School Operations and Maintenance	17,239,439	8.4%	17,737,155	8.6%	17,566,026	8.5%
Other Pupil Accommodation	1,537,572	0.8%	1,772,451	0.9%	1,772,451	0.9%
Amortization	8,946,395	4.4%	8,710,000	4.2%	8,707,675	4.2%
<b>TOTAL PUPIL ACCOMODATION</b>	<b>27,723,406</b>	<b>13.5%</b>	<b>28,219,606</b>	<b>13.7%</b>	<b>28,046,152</b>	<b>13.6%</b>
<b>OTHER</b>						
School Generated Funds	3,872,172	1.9%	3,872,172	1.9%	3,872,172	1.9%
Other Non-Operating	15,000	0.0%	1,020,000	0.5%	-	0.0%
Provision for Contingencies	1,268,653	0.6%	-	0.0%	-	0.0%
<b>TOTAL OTHER</b>	<b>5,155,825</b>	<b>2.5%</b>	<b>4,892,172</b>	<b>2.4%</b>	<b>3,872,172</b>	<b>1.9%</b>
<b>TOTAL EXPENSES</b>	<b>204,977,928</b>	<b>100.0%</b>	<b>206,285,650</b>	<b>100.0%</b>	<b>200,622,556</b>	<b>97.3%</b>
<b>Reconciliation to Summary of Operating Expenses</b>						
Minor TCA - Capitalized	941,570		821,414		821,414	
Employee Future Benefits	-		-		842,022	
Amortization	(9,890,865)		(9,619,115)		(9,502,760)	
Accrued Interest	22,559		21,321		21,321	
School Generated Funds	(3,872,172)		(3,872,172)		(3,872,172)	
<b>TOTAL EXPENSES PER OPERATING SUMMARY</b>	<b>192,179,020</b>		<b>193,637,098</b>		<b>188,932,381</b>	



**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Summary of Consolidated Expenses by Object**

<b>Expenses</b>	<b>Budget 2022/23</b>		<b>Revised Budget 2021/22</b>		<b>Budget 2021/22</b>	
	\$	%	\$	%	\$	%
Salaries and Wages	133,729,883	65.2%	133,974,196	64.9%	131,672,270	65.6%
Employee Benefits	25,524,276	12.5%	25,605,188	12.4%	24,882,669	12.4%
Employee Benefits - Future Benefits	735,483	0.4%	755,248	0.4%	634,091	0.3%
Staff Development	678,764	0.3%	735,364	0.4%	607,682	0.3%
Supplies and services	14,093,725	6.9%	14,864,470	7.2%	13,958,165	7.0%
Interest	1,537,572	0.8%	1,772,451	0.9%	1,772,451	0.9%
Rental	26,566	0.0%	26,566	0.0%	26,566	0.0%
Fees and contract services	17,251,308	8.4%	17,710,379	8.6%	17,363,229	8.7%
Other, includes Fees and Memberships	240,833	0.1%	1,222,673	0.6%	202,673	0.1%
Provision for Contingencies	1,268,653	0.6%	-	0.0%	-	0.0%
Amortization of tangible capital assets	9,890,865	4.8%	9,619,115	4.7%	9,502,760	4.7%
	<b>204,977,928</b>	<b>100.0%</b>	<b>206,285,650</b>	<b>100.0%</b>	<b>200,622,556</b>	<b>100.0%</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Summary of Capital Expenditures**

	<b>Budget 2022/23</b>	<b>Revised Budget 2021/22</b>	<b>Actual 2020/21</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Various Building Upgrades - Renewal Funding for Projects	2,267,769	2,500,000	2,155,659
Various Building Upgrades - School Conditioning	5,414,912	5,146,000	2,393,948
Various Building Upgrades - Capital Priorities	3,209,578	272,398	227,798
Various Building Upgrades - Proceeds of Disposition	500,000		
Various Building Upgrades - Covid Resilience		3,613,317	3,462,328
Various Building Upgrade - CAIF			375,534
Land Improvement Upgrade - Capital Reserve and City Contribution			1,616,353
Computer Plan	841,570	746,414	1,406,787
Portable Moves supported by Capital Funding	59,617	56,097	94,498
Minor Tangible Capital Asset additions	100,000	75,000	449,304
<b>Total</b>	<b>12,393,446</b>	<b>12,409,226</b>	<b>12,182,209</b>

Capital projects are approved throughout the year and may span more than one fiscal period.

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Detail of Accumulated Surplus/(Deficit)**  
**For the year ended August 31, 2023**

	Sept 1, 2022	In-Year Increase (+) / Decrease (-)	Aug 31, 2023
	\$		\$
<b>Available for Compliance - Unappropriated</b>			
Operating Accumulated Surplus (previously working & operating funds)	6,686,897	-818,464	5,868,433
<b>Total Unappropriated</b>	<b>6,686,897</b>	<b>-818,464</b>	<b>5,868,433</b>
<b>Available for Compliance - Internally Appropriated</b>			
Retirement Gratuities	0	0	0
WSIB	0	0	0
Other Purposes - Operating			
School Activities	544,765	0	544,765
Program Equipment	523,625	0	523,625
IT Software	500,000		500,000
Holy Cross Field Capital	60,000	30,000	90,000
Committed Capital Projects	3,265,753	-282,996	2,982,757
<b>Other Purposes - Capital (please specify):</b>			
Facilities/Sites	871,952	0	871,952
<b>Total Internally Appropriated</b>	<b>5,766,095</b>	<b>-252,996</b>	<b>5,513,099</b>
<b>Total Accumulated Surplus / (Deficit) Available for Compliance (Sum of lines 1.3 and 2.14)</b>	<b>12,452,992</b>	<b>-1,071,460</b>	<b>11,381,532</b>
<b>Unavailable for Compliance</b>			
Employee Future Benefits - retirement gratuity liability	0	0	0
Employee Future Benefits - Retirement Health and Dental	0	0	0
Employee Future Benefits - other	0	0	0
Interest to be Accrued	-95,968	22,559	-73,409
School Generated Funds	1,799,956	0	1,799,956
Revenues recognized for land	17,845,213	0	17,845,213
<b>Total Unavailable for Compliance</b>	<b>19,549,201</b>	<b>22,559</b>	<b>19,571,760</b>
<b>Total Accumulated Surplus/(Deficit)</b>	<b>32,002,193</b>	<b>-1,048,901</b>	<b>30,953,292</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Summary of Enrolment**

	<b>Budget 2022/23</b>	<b>Revised 2021/22</b>	<b>Budget 2021/22</b>	<b>Actual 2020/21</b>	<b>Actual 2019/20</b>	<b>Actual 2018/19</b>
<b>Day School Enrolment</b>						
Elementary	10,155.00	10,155.00	10,000.00	10,035.00	10,307.25	10,354.75
Secondary	4,612.50	4,541.25	4,528.00	4,594.13	4,559.26	4,634.73
<b>Total</b>	<b>14,767.50</b>	<b>14,696.25</b>	<b>14,528.00</b>	<b>14,629.13</b>	<b>14,866.51</b>	<b>14,989.48</b>
<b>Number of Schools</b>						
Elementary	30	30	30	30	30	30
Secondary	6	6	6	6	6	6
<b>Total</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Operating Revenues and Expenses**

	Budget 2022/23	Revised Budget 2021/22	Budget 2021/22
<b>MINISTRY OPERATING GRANTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Foundation Alloc. - Elementary	56,996,200	56,291,386	55,424,645
School Foundation - Elementary	7,914,377	7,575,504	7,517,328
Foundation Alloc. - Secondary	27,212,075	26,515,476	26,414,401
School Foundation - Secondary	3,911,712	3,935,275	3,916,747
Parent Engagement Allocation	45,006	25,493	25,464
Mental Health and Well-Being	1,098,149	704,281	700,751
Special Education Alloc.	25,172,949	25,146,919	24,674,854
Deferred Revenue SEA Equipment and ABA Training	-	542,521	-
Education and Community Partnership Program	264,417	117,766	117,766
Language Allocation	2,962,722	2,806,083	2,798,445
Supported Schools	13,387	1,828	9,841
Indigeneous Education Allocation	1,600,930	1,353,844	1,391,043
Deferred Revenue Indigeneous Education	121,540	101,146	-
Remote & Rural Allocation	641,341	651,148	698,825
Rural and Northern Education Fund	358,254	367,063	367,063
Learning Opportunity Allocation	766,932	775,285	775,717
Supports for Students Fund	1,685,117	1,650,813	1,650,813
OFIP Tutoring, SHSM, Outdoor Ed, Experiential Learning	1,097,245	929,436	926,886
Deferred Revenue Targeted Student Supports	117,589	153,368	19,533
Deferred Revenue Experiential Learning	-	85,038	-
Continuing Education and Summer School	494,777	490,896	489,596
Cost Adjustment and Teacher Qualification and Experience,	14,598,595	14,072,942	15,368,452
Benefits Trust Funding	1,527,194	1,714,087	1,630,553
ECE Qualification and Experience	981,117	959,314	928,140
New Teacher Induction Program and Teacher Learning and Innovation	163,540	135,210	137,116
Transportation Allocation	12,191,849	12,131,629	12,071,341
Administration & Governance	5,081,987	5,046,222	5,015,552
Program Leadership Allocation	1,000,496	999,389	999,389
School Operations Allocation	15,802,686	15,370,311	15,214,898
Community Use of Schools	207,517	206,311	206,311
Capital Debt Support - Interest Portion	1,590,131	1,817,772	1,817,772
Declining Enrolment	-	139,783	375,449
COVID-19 Learning Recovery Fund	2,526,714	-	-
<b>Total Operating Grants for Student Needs</b>	<b>188,146,546</b>	<b>182,813,537</b>	<b>181,684,692</b>
<b>Other Revenues</b>			
Tuition fees	245,249	262,084	261,894
School College Work - Co-ordination and Clerical Support	153,000	113,000	121,600
SHSM Expansion Sections	475,000	380,000	380,000
COVID - Reopening Additional Staffing	-	2,526,714	323,720
COVID - Additional Special Education	-	170,866	-
COVID - Additional Mental Health	-	292,267	93,160
COVID - Enhanced Cleaning/School Operations	-	211,308	105,654
Tutoring Supports	338,133	-	-
Collective Agreement Funding - Education Worker Protection	-	1,991,618	1,991,618
Collective Agreement Funding - Investment in System Priorities	-	267,042	267,042
Community Use	90,000	60,000	90,000
Best Start, Day Care and Extended Day Rent	191,000	181,000	181,000
Interest revenue	180,000	180,000	180,000
OYAP	194,765	194,765	194,765
Special Grants - Targeted Funding	853,417	3,204,889	2,240,197
Miscellaneous revenues and recoveries	148,067	146,567	135,000
Secondment	375,379	371,189	370,688
<b>Total Other Revenues</b>	<b>3,244,010</b>	<b>10,553,309</b>	<b>6,936,338</b>
<b>Total revenues</b>	<b>191,390,557</b>	<b>193,366,847</b>	<b>188,621,032</b>
<b>Expenditures - see schedule</b>	<b>192,179,021</b>	<b>193,637,106</b>	<b>188,932,382</b>
<b>Net revenues (expenditures)</b>	<b>(788,464)</b>	<b>(270,259)</b>	<b>(311,350)</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Operations Budget**

	<b>Budget 2022/23</b>	<b>Revised Budget 2021/22</b>	<b>Budget 2021/22</b>
	\$	\$	\$
Elementary	79,716,559	78,372,231	77,894,114
Secondary	41,188,946	40,997,762	40,501,067
Central	11,150,236	10,512,726	10,420,037
Department Budgets	26,683,596	25,971,463	25,749,105
Summer School	268,596	313,331	313,331
Special Education	30,944,896	32,656,631	30,206,489
Supported Capital Debt - Interest Portion	1,560,131	1,793,772	1,793,772
<b>Total Operating Expenditures</b>	<u>191,512,960</u>	<u>190,617,917</u>	<u>186,877,915</u>
<b>Special Grant Expenditures</b>	<u>666,061</u>	<u>3,019,189</u>	<u>2,054,467</u>
<b>Total</b>	<u><u>192,179,021</u></u>	<u><u>193,637,106</u></u>	<u><u>188,932,382</u></u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Budgeted Elementary Panel Expenditures - Regular Day School**

	<b>Budget 2022/23</b>		<b>Revised Budget 2021/22</b>		<b>Budget 2021/22</b>	
<b>Expenditures</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>
<b>Classroom</b>						
<b>Instructional</b>						
Salaries	532.00	50,226,380	536.87	49,345,725	519.00	49,096,226
Benefits		7,558,381		7,485,592		7,557,104
<b>Literacy Coaches</b>						
Salaries	7.00	732,298	-	-	-	-
Benefits		88,308		-		-
<b>ESL Teachers</b>						
Salaries	2.00	208,192	1.00	103,578	1.00	103,578
Benefits		28,081		13,795		13,689
<b>Early Childhood Educators</b>						
Salaries	62.00	2,772,081	64.00	2,831,356	61.00	2,692,736
Benefits		1,061,149		1,074,338		1,025,982
Supply Wages and Benefits		185,832		176,422		175,413
<b>Supply Teacher Costs</b>						
Salaries		2,271,275		2,285,993		2,206,993
Benefits		221,659		211,982		204,260
<b>Library Support Specialists</b>						
Salaries	19.25	739,853	19.25	732,528	19.25	732,528
Benefits		294,417		290,063		290,115
Supply Wages and Benefits		19,606		19,506		19,506
<b>School Administration</b>						
<b>Principals</b>						
Salaries	28.00	3,558,418	28.00	3,447,952	28.00	3,450,420
Benefits		488,570		463,481		558,857
Supply Wages and Benefits		20,300		50,800		40,300
<b>Vice - Principals</b>						
Salaries	10.17	1,157,391	8.84	995,988	8.84	1,001,438
Benefits		152,043		126,349		125,371
Supply Wages and Benefits		11,200		48,992		10,980
<b>Secretarial</b>						
Salaries	35.37	1,495,874	36.81	1,532,219	36.07	1,501,540
Benefits		571,903		583,343		571,001
Supply Wages and Benefits		77,084		91,747		75,676
<b>School Operations</b>						
Salaries	62.50	3,082,090	74.69	3,636,928	74.56	3,628,961
Benefits		1,122,378		1,274,639		1,276,357
Temp and overtime		310,824		311,969		321,114
<b>School Budgets</b>		1,260,971		1,236,946		1,213,970
<b>Total</b>		<b>79,716,559</b>		<b>78,372,231</b>		<b>77,894,114</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Budgeted Secondary Panel Expenditures - Regular Day School**

	<b>Budget 2022/23</b>		<b>Revised Budget 2021/22</b>		<b>Budget 2021/22</b>	
<b>Expenditures</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>
<b>Classroom</b>						
<b>Instructional</b>						
Salaries	265.16	25,767,699	262.00	25,500,984	254.46	24,907,134
Benefits		3,933,525		3,837,686		3,943,337
Curriculum Chair allowances		228,573		226,310		247,660
<b>Supply Teacher Costs</b>						
Salaries		904,289		959,400		949,900
Benefits		89,400		86,925		85,930
<b>Guidance</b>						
Salaries	12.00	1,269,690	12.00	1,256,304	12.00	1,256,304
Benefits		169,714		166,154		164,881
Supply Wages and Benefits		-		-		-
<b>Library</b>						
Salaries	4.67	485,652	4.50	463,338	4.84	498,346
Benefits		65,557		62,009		66,181
<b>Library Support Specialists</b>						
Salaries	3.46	135,884	3.32	128,925	3.32	128,925
Benefits		54,102		51,099		51,063
Supply Wages and Benefits		8,363		8,105		8,105
<b>Chaplaincy Leaders</b>						
Salaries	5.57	445,489	5.57	440,072	5.57	440,072
Benefits		119,467		116,012		118,271
<b>School Administration</b>						
<b>Principals</b>						
Salaries	6.00	821,475	6.00	791,052	6.00	797,316
Benefits		116,316		113,878		155,599
Supply Wages and Benefits		2,210		2,200		2,200
<b>Vice - Principals</b>						
Salaries	10.00	1,230,432	10.83	1,284,540	10.83	1,284,338
Benefits		150,693		155,631		154,339
Supply Wages and Benefits		-		65,732		-
<b>Secretarial</b>						
Salaries	24.00	1,022,646	25.00	1,055,777	25.00	1,055,777
Benefits		394,374		405,066		407,075
Supply Wages and Benefits		52,290		54,307		54,307
<b>School Operations</b>						
Salaries	39.00	1,966,266	41.00	2,027,912	40.00	1,995,613
Benefits		720,959		738,266		727,436
Temp and overtime		182,168		173,313		186,313
<b>School Budgets</b>		851,711		826,766		814,647
<b>Total</b>		<b>41,188,946</b>		<b>40,997,762</b>		<b>40,501,067</b>



**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Budgeted Central Expenditures - Regular Day School**

	<b>Budget 2022/23</b>		<b>Revised Budget 2021/22</b>		<b>Budget 2021/22</b>	
<b>Expenditures</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>	<b>FTE</b>	<b>\$</b>
<b>Consultants and Principal</b>						
Salaries	10.00	1,123,656	8.00	895,617	8.00	895,657
Benefits		141,222		111,628		110,778
<b>Safe Schools and Students at Risk</b>						
Salaries	3.00	272,818	3.00	272,104	3.00	272,104
Benefits		50,547		49,684		49,429
<b>Central Professionals and Clerical</b>						
Salaries	7.80	600,918	5.80	413,765	5.80	413,765
Benefits		173,728		123,318		124,561
<b>Information Technology</b>						
Salaries	17.00	1,283,541	17.00	1,198,302	17.00	1,186,552
Benefits		371,270		346,615		350,432
Overtime and temp wages and benefits		27,141		27,141		27,141
<b>Trustees</b>						
Salaries and benefits		84,189		84,295		84,612
<b>Director and Superintendents</b>						
Salaries	7.00	1,193,049	7.00	1,198,693	7.00	1,193,590
Benefits		145,238		141,756		145,239
<b>Admin Assistants and SO Support</b>						
Salaries	6.00	419,969	6.00	429,222	6.00	424,976
Benefits		124,129		123,969		124,046
Overtime and temp wages and benefits		14,000		19,000		14,000
<b>General and Business Administration</b>						
Salaries	11.91	997,169	11.91	988,743	11.91	988,743
Benefits		282,887		276,232		279,127
Overtime and temp wages and benefits		6,500		6,500		6,500
<b>Human Resources and H&amp;S</b>						
Salaries	8.00	760,927	9.00	796,350	8.00	739,262
Benefits		202,956		205,989		197,684
Overtime and temp wages and benefits		4,873		4,873		4,873
<b>Communications</b>						
Salaries	3.57	283,339	3.57	276,918	3.57	285,418
Benefits		78,992		75,796		79,194
<b>School Operations and Maintenance</b>						
Salaries	19.50	1,323,496	18.75	1,285,524	18.75	1,257,453
Benefits		413,806		395,005		390,919
Overtime and temp wages and benefits		35,119		35,119		43,915
<b>Transportation</b>						
Salaries	4.00	281,534	4.00	284,377	4.00	283,537
Benefits		75,135		72,292		73,132
<b>Secondment</b>						
Salaries	3.50	328,813	3.50	325,558	3.50	325,558
Benefits		46,774		45,839		45,339
<b>Total</b>		<b>11,150,236</b>		<b>10,512,726</b>		<b>10,420,037</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Budgeted Special Education Expenditures**

	Budget 2022/2023		Revised Budget 2021/2022		Budget 2021/2022	
	FTE	\$	FTE	\$	FTE	\$
<b>Elementary Expenditures</b>						
<b>Special Education Teachers</b>						
Salaries	46.50	4,654,022	47.50	4,698,223	47.00	4,648,892
Benefits		673,852		669,122		704,234
<b>Supply Teacher Costs</b>						
Salaries		87,829		87,714		87,314
Benefits		8,905		8,499		8,462
<b>Educational Assistants</b>						
Salaries	217.21	8,555,091	253.21	9,571,934	227.21	8,627,991
Benefits		3,424,637		3,771,798		3,484,052
Supply Wages and Benefits		790,094		748,728		577,333
<b>Support Workers</b>						
Salaries	10.00	395,538	11.00	430,784	11.00	430,784
Benefits		157,351		170,504		170,535
Supply Wages and Benefits		41,719		41,599		41,599
<b>Secondary Expenditures</b>						
<b>Special Education Teachers</b>						
Salaries	25.50	2,486,250	26.50	2,537,667	26.50	2,537,667
Benefits		374,723		382,000		397,689
Curriculum Chair allowances		25,620		25,620		25,620
<b>Supply Teacher Costs</b>						
Salaries		69,115		68,357		68,357
Benefits		7,004		6,630		6,630
<b>Educational Assistants</b>						
Salaries	58.00	2,278,376	67.00	2,530,780	59.00	2,242,144
Benefits		912,520		976,601		884,958
Supply Wages and Benefits		153,224		159,287		179,449
<b>Support Workers</b>						
Salaries	12.00	474,646	12.00	469,946	12.00	469,946
Benefits		188,821		186,004		186,038
Supply Wages and Benefits		26,307		26,107		9,383
<b>Central Expenditures</b>						
<b>Special Education Teachers</b>						
Salaries	3.00	285,921	3.00	275,414	3.00	275,414
Benefits		41,466		40,533		40,213
<b>ECPP</b>						
Salaries	3.00	224,949	1.00	103,578	1.00	103,578
Benefits		43,822		13,795		13,689
<b>Consultants and Central VP</b>						
Salaries	5.00	565,153	4.00	436,412	4.00	436,412
Benefits		71,261		55,450		55,021
<b>Paraprofessionals</b>						
Salaries	24.00	1,928,629	23.34	1,811,584	21.34	1,699,544
Benefits		566,020		522,073		490,780
<b>Sub-total Wages and Benefits</b>		<b>29,512,864</b>		<b>30,826,743</b>		<b>28,903,728</b>
<b>Department Budgets</b>						
Superintendent of Special Education		18,000		18,000		18,000
Mental Health Services		102,465		7,861		7,861
Mental Health Data and Information Collection		50,000		50,000		50,000
Special Education Services		333,204		352,921		349,921
Professional Development - Supply Costs		77,103		67,081		67,081
SEA		716,406		1,116,590		674,645
CASA/ABA Support/After Schools Development		134,854		217,435		135,253
<b>Sub-total department budgets</b>		<b>1,432,032</b>		<b>1,829,888</b>		<b>1,302,761</b>
<b>Total Expenditures</b>		<b>30,944,896</b>		<b>32,656,631</b>		<b>30,206,489</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Departmental Budgets - Regular Day School**

	Budget 2022/23	Revised Budget 2021/22	Budget 2021/22
<b>Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Teaching and Learning</b>			
Central Services/Curriculum Support	76,818	58,914	58,914
Teacher/Curriculum Support Services	51,860	50,772	50,772
FSL (moved to GSN from TPA)	99,743	5,253	5,253
Early Learning	26,090	26,060	26,060
Tutoring - Before and After School and Summer	61,754	110,483	60,743
Religion and Family Life Education	241,961	262,705	262,705
Indigenous Education	164,668	231,850	128,533
MISA	44,067	40,074	40,074
Curriculum and Assessment and Teacher Learning and Innovation	87,100	41,771	41,771
Student Success, Literacy and Numeracy	42,300	114,845	52,134
Student Success Initiatives	171,715	163,796	163,336
OYAP Program Support	115,300	115,300	115,300
Experiential Learning	36,557	51,375	35,795
Specialist High Skills Major Program	628,595	505,618	502,600
Outdoor Education	130,425	159,247	128,369
Safe and Accepting Schools	83,140	79,939	73,939
Equity and Inclusive Education	30,220	25,000	-
Catholic Parent Engagement	44,745	25,245	25,245
Superintendent of Learning & Student Success	15,896	14,596	14,596
Superintendent of Learning & Student Success	11,255	10,255	10,255
Superintendent of Learning & Student Success	17,096	17,096	17,096
<b>Subtotal</b>	<b>2,181,305</b>	<b>2,110,194</b>	<b>1,813,490</b>
<b>Learning Technologies</b>			
Computer Plan Current Year	957,050	857,378	857,378
Learning Technology	610,818	506,545	506,545
Teacher In-service Release	15,120	12,282	12,282
Corporate Systems	1,087,175	1,007,295	1,007,295
<b>Subtotal</b>	<b>2,670,163</b>	<b>2,383,500</b>	<b>2,383,500</b>
<b>Administrative Departments</b>			
<b>Employee &amp; Labour Relations &amp; Leadership</b>			
Superintendent of Learning, Leadership and HR	15,996	16,996	16,996
Leadership and Talent Development	76,456	55,822	49,822
New Teacher Induction Program	68,540	87,116	87,116
Human Resources Services	213,874	184,746	184,746
<b>Trustees</b>	<b>176,730</b>	<b>171,317</b>	<b>171,317</b>
<b>Director of Education</b>	<b>140,989</b>	<b>178,098</b>	<b>138,098</b>
<b>Communications and FOI</b>	<b>85,535</b>	<b>84,535</b>	<b>84,535</b>
<b>Business, Finance, Facilities and Transportation</b>			
General Administration - School Support	165,100	167,000	147,000
General Administration - Admin Support	168,136	168,136	168,136
Superintendent of Business and Capital Planning	39,976	39,026	39,026
School Support	12,000	13,500	13,500
Business Administration	93,548	95,048	95,048
Health & Safety/Student Injury Prevention	186,620	203,911	174,911
Community Use of Schools	24,760	24,760	24,760
School Facilities Operations	2,486,192	2,245,192	2,260,192
School Facilities Utilities	3,317,250	3,317,250	3,317,250
School Facilities Maintenance	2,235,330	2,160,594	2,054,940
Transportation	12,325,096	12,264,722	12,524,722
<b>Total Department Budgets</b>	<b>26,683,596</b>	<b>25,971,463</b>	<b>25,749,105</b>
Supported Capital Debt - Interest Portion	1,560,131	1,793,772	1,793,772
Supported Capital Debt - Principal Portion	3,718,111	3,484,472	3,484,472
<b>Capital Debt Expenditures</b>	<b>5,278,242</b>	<b>5,278,244</b>	<b>5,278,244</b>
<b>Total</b>	<b>31,961,838</b>	<b>31,249,707</b>	<b>31,027,349</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Summary of Special Grants Budgets**

	Budget 2022/23	Revised Budget 2021/22	Budget 2021/22
<b>Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
COVID - Transportation	-	764,300	382,150
COVID - Reopening Additional Staffing - at budget was unallocated	-	-	939,637
COVID - Special Education Supports - at budget was unallocated	-	-	85,433
COVID - Mental Health Supports- at budget was unallocated	-	-	53,161
COVID - Re-engaging Students and Reading Assessment	-	156,616	156,616
COVID - In Kind Donation PPE	-	1,000,000	-
Tutoring Supports	310,617	648,750	-
Summer Learning Special Education Supports	-	108,200	-
Transportation & Stability Supports for Children in Care	-	20,500	-
Summer Learning - CODE Funding	-	60,000	-
Learning and Innovation Fund for Teachers(now GSN)	-	45,000	45,000
Educators Autism AQ Subsidy	10,300	28,001	11,700
Well-Being and Mental Health Bundle- (now GSN)	-	35,529	26,300
Anti-Sex Trafficking Protocol Development and Implementation	-	10,930	-
School College Work Initiative	-	40,000	40,000
Connectivity at Schools	-	134,927	-
Excellence in Education Administration Fund	-	150,000	-
Demographic Data Gathering	-	69,165	-
OLE-FMLand FSL, French Extended Learning (now GSN)	-	110,295	-
De-Streaming Implementation Supports	31,100	30,826	-
CODE ELL	-	6,123	-
SHSM Additional funding	22,000	153,000	153,000
Renewed Mathematics Strategy	327,000	327,000	327,000
Early Intervention in Math for Students with Special Needs	110,900	-	-
Additional Qualifications in Math	-	32,500	-
Parents Reaching Out (now GSN)	-	20,177	20,200
Entrepreneurship Education Pilot Projects	20,000	-	-
Health Resources, Training and Supports	9,500	-	-
Skilled Trades Bursary	12,000	-	-
Focus on Youth	-	70,000	-
<b>Total</b>	<b>853,417</b>	<b>4,021,839</b>	<b>2,240,197</b>
<b>Expenditures - Non Staffing</b>			
COVID - Transportation	-	764,300	382,150
COVID - Reopening Additional Staffing - at budget was unallocated	-	-	939,637
COVID - Special Education Supports - at budget was unallocated	-	-	85,433
COVID - Mental Health Supports- at budget was unallocated	-	-	53,161
COVID - Re-engaging Students and Reading Assessment	-	156,616	156,616
COVID - In Kind Donation PPE	-	1,000,000	-
Tutoring Supports	310,617	648,750	-
Summer Learning Special Education Supports	-	108,200	-
Transportation & Stability Supports for Children in Care	-	20,500	-
Summer Learning - CODE Funding	-	60,000	-
Learning and Innovation Fund for Teachers(now GSN)	-	45,000	45,000
Educators Autism AQ Subsidy	10,300	28,001	11,700
Well-Being and Mental Health Bundle- (now GSN)	-	35,529	26,300
Anti-Sex Trafficking Protocol Development and Implementation	-	10,930	-
School College Work Initiative	-	40,000	40,000
Connectivity at Schools	-	134,927	-
Excellence in Education Administration Fund	-	150,000	-
Demographic Data Gathering	-	69,165	-
OLE-FMLand FSL, French Extended Learning (now GSN)	-	110,295	-
De-Streaming Implementation Supports	31,100	30,826	-
CODE ELL	-	6,123	-
SHSM Additional funding	22,000	153,000	153,000
Renewed Mathematics Strategy	139,644	141,300	141,270
Early Intervention in Math for Students with Special Needs	110,900	-	-
Additional Qualifications in Math	-	32,500	-
Parents Reaching Out (now GSN)	-	20,177	20,200
Entrepreneurship Education Pilot Projects	20,000	-	-
Health Resources, Training and Supports	9,500	-	-
Skilled Trades Bursary	12,000	-	-
Focus on Youth	-	70,000	-
<b>Expenditures</b>	<b>666,061</b>	<b>3,836,139</b>	<b>2,054,467</b>
<b>Net funding allocated to Staffing</b>	<b>187,356</b>	<b>185,700</b>	<b>185,730</b>



# Board By-Laws

~~November 27, 2018~~

May [●], 2022

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body, and spirit of all.





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## BOARD BY-LAWS

A By-law relating generally to the powers and responsibilities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the "**School Board**"), its trustees, officers, and committees.

### PART I-INTERPRETATION

#### 1.1. Interpretation.

In this By-law and all other by-laws of the Board, unless the context otherwise specifies or requires:

**"Act"** means the *Education Act* (Ontario), as, from time to time, amended and every statute that may be substituted therefore and, in the case of such substitution, any reference in the By-laws to provisions of the *Act* shall be read as references to the substituted provisions therefore in the new statute or statutes;

**"Board"** means Board of Trustees which governs the School Board;

**"By-laws"** means this by-law and all other by-laws of the Board from time to time in force and effect;

**"Chair"** means the chairperson of the Board, elected by Trustees in accordance with the provisions herein;

**"Chief Executive Officer"** means an individual who is also the Director of Education and the Chief Education Officer of the Board ~~and who shall be deemed to be the "President" of the School Board for the purposes of the Corporations Act (Ontario);~~

**"Committee"** means a committee created by the Trustees;

**"Director"** means the Director of Education and Secretary/Treasurer of the Board;

**"Minister"** means the Minister of Education and Training;

**"Ministry"** means the Ministry of Education and Training;

**"Officer"** means an Officer of the Board;

**"Regulations"** means the Regulations made under the *Act* as, from time to time, amended and every regulation that may be substituted therefore and, in the case of such substitution, any references in the By-laws to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new regulations;

**"School Board"** means the corporation that has authority over the schools in a defined district, comprised of a Board of Trustees;

**"Secretary" means the secretary to the Board:**

**"Treasurer" means the treasurer to the Board:**

**"Trustee"** means a person elected, acclaimed, or appointed to the office of trustee of the School Board pursuant to the provisions of the Act and the *Municipal Elections Act, 1996* (Ontario) and a member of the Board of Trustees;

save as aforesaid, words and expressions defined in the Act or the Regulations have the same meanings when used herein;

words indicating number include the singular and plural; words indicating gender include the masculine, feminine, and neutral genders, and words indicating persons include individuals, corporations, partnerships, trusts, and unincorporated organizations; and the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms and provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms or provisions.

## **1.2. Calculation of Majorities.**

Whenever, in the By-laws, there is a provision for the majority of ~~trustees~~Trustees or ~~committee~~Committee members present or a majority of all ~~trustees~~Trustees or ~~committee~~Committee members, such majorities shall be calculated as the simple majority, unless otherwise specified.

## **1.3. Application to Committees.**

A reference in the By-laws to a ~~committee~~Committee refers equally to a statutory ~~committee~~Committee, a standing ~~committee~~Committee, and an ad-hoc ~~committee~~Committee, as well as any sub-committee established by a ~~committee~~Committee or the Board, unless otherwise stated.

# **PART II- TRANSACTION OF THE AFFAIRS OF THE BOARD**

## **2.1. Head Office.**

The head office of the Board shall be in Peterborough, in the Province of Ontario, and at such place as the Board may, from time to time, by motion fix.

**(Section 170(1.5) Education Act)**

## **2.2. Fiscal Year.**

The fiscal year of the Board shall be the year from September 1 to August 31.  
**(Section 230.20 Education Act)**

### **2.3.Auditor.**

- (a) The Board shall appoint one or more auditors for a term not exceeding five years who shall be a person licensed under the *Public Accounting Act, 2004*.

**(Section 253(1) Education Act)**

- (b) No person shall be appointed as an auditor of the Board who is or during the preceding year was a trustee or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the Board other than for services within the person's professional capacity, and every auditor, on appointment, shall make and subscribe a declaration to that effect.

**(Section 253(3) Education Act)**

- (c) An auditor of the Board has the right of access at all reasonable hours to all records of the Board and is entitled to require from the trustees and officers any information and explanation that in the auditor's opinion may be necessary to enable the auditor to carry out his or her duties. **(Section 253(5) Education Act)**

- (d) Every trustee and every officer who:

- (i) refuses or neglects to provide access to the records of the Board to which the auditor is entitled under Section 2.3(c); or
- (ii) refuses or neglects to provide information or an explanation required by the auditor under Section 2.3(c),

is guilty of an offence and, on conviction, is liable to a fine of not more than \$200, but no person is liable if the person proves that he or she has made reasonable efforts to provide the access or the information or explanation.

**(Section 253(6) Education Act)**

- (e) An auditor of the Board is entitled to attend any meeting of the Board or of a committee and to receive all notices relating to that meeting that a trustee or committee member, as the case may be, is entitled to receive and to be heard at the meeting that the auditor attends on any part of the business of the meeting that concerns him or her as auditor. **(Section 253(8) Education Act)**

## **PART III- TRUSTEES**

### **3.1.Number of Trustees~~and~~, Powers and Duties.**

- (a) The affairs of the Board shall be managed by ~~trustees~~Trustees who may exercise all such powers and do all such acts and things as may be exercised or done by the

~~trustees~~Trustees that are not by the By-Laws or any special motion of the Board or by statute expressly directed or required to be done in some other manner.

~~(Section 283(1) Corporations Act (generally))~~

- (b) No later than March 31 in each election year, the Board shall determine the number of trustees to be elected to the Board in accordance with the Regulations.  
**(Section 3(1) Education Act Reg. 412/00)**

- (c) On completion of the determination and distribution of trustees, the Board shall prepare a report in accordance with the Regulations and send a copy of the report to:

- (i) the Minister;
- (ii) the school board election clerks for all the municipalities within the area of jurisdiction of the Board; and
- (iii) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the Board,

no later than April 3 in each election year. **(Section 9(1)-(2) Education Act Reg.412/00)**

- (d) The Board will not cease to exist by reason only of the lack of ~~trustees~~Trustees.  
**(Section 220(2) Education Act)**

**~~3.2. Qualifications.~~**

~~(a) Any person is qualified to be elected as a trustee if he or she is:~~

~~(e) (i) a resident in the~~The Board's area of jurisdiction; ~~shall.~~

~~(ii) a Canadian citizen;~~

~~(iii) at least 18 years old;~~

~~(iv) a Roman Catholic; and~~

~~(v) not prohibited from being elected under law. (Section 219(1) Education Act, and Section 17(2) Municipal Elections Act)~~

~~(b) A person is not qualified to be elected as a trustee if he or she is:~~

~~(i) an employee of the Board, unless he or she takes an unpaid leave of absence beginning no later than the day the person is nominated and ending on the~~

~~voting day and follows the procedures set out in Subsections 30(2) to (7) of the Municipal Elections Act, 1996;~~

~~(ii) the clerk or treasurer or deputy clerk or deputy treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board, unless he or she takes an unpaid leave of absence beginning no later than the day the person is nominated and ending on the voting day and follows the procedures set out in Subsections 30(2) to (7) of the Municipal Elections Act, 1996;~~

~~(iii) a member of the Assembly or of the Senate or House of Commons of Canada;  
or~~

~~(iv) otherwise ineligible or disqualified under the Act or any other law. (Sections 20 and 30(2)-(7) Municipal Elections Act, and Section 219(4) and (5) Education Act)~~

~~(c) A person is not qualified to be elected in a by-election or to act as a trustee if the person is:~~

~~(i) a member of any other district school board;~~

~~(ii) a member of a school authority;~~

~~(iii) a member of the council of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board; or~~

~~(iv) an elected member of a local board, as defined in the Municipal Affairs Act, or of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the Board;~~

~~and the person's term of office has at least two months to run after the last day for filing nominations for the by-election unless, before the closing of nominations, the person has filed his or her resignation with the secretary of the other district school board, with the secretary of the school authority, or with the clerk of the municipality or upper-tier municipality, as the case may be. (Section 219(7) Education Act)~~

### **3.3. Election and Term.**

~~(a) A trustee shall be elected by general vote of the electors qualified to vote in the geographic area of the Board. (Section 58.9(1) Education Act)~~

~~(b) If the number of candidates declared elected is insufficient to fill the majority of trustee positions, a by-election shall be held. (Section 37(3) Municipal Elections Act)~~



~~(c) If the number of candidates declared elected is sufficient to fill the majority of trustee positions, the candidates declared elected as trustees may appoint a person to fill the vacancy at a meeting of the Board called for that purpose if that person is:~~

~~(i) qualified to be elected as a trustee; and~~

~~(ii) has consented to accept the office if appointed. **(Sections 37(3) and 38(1) Municipal Elections Act)**~~

~~(d) If more than one person is nominated to fill a vacancy under Section 3.3(c), the Secretary shall take a vote to determine which person shall fill it. A person who receives more than half the votes shall fill the vacancy. If no person receives more than half the votes, the Secretary shall take another vote, excluding the person who received the fewest votes in the previous vote; if two or more persons received fewest votes, the Secretary shall choose the person to be excluded by lot. **(Section 38(3), (4), and (5) Municipal Elections Act)**~~

~~(e) The term of the office of a trustee shall be four years, each year beginning on November 15 and ending on the following November 14, provided that for the 2018 regular election (if any), the term of office of outgoing trustees shall terminate on November 30, 2018 and the term of office of incoming trustees shall begin on December 1, 2018. **(Section 6(1) Municipal Elections Act, and Section 2(2) Education Act Reg. 357/06)**~~

~~(f) A trustee shall remain in office until his or her successor is elected and a new board of trustees is organized. **(Section 6(3) Municipal Elections Act, and Section 220(1) Education Act)**~~

(i) promote student achievement and well-being;

(ii) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

(iii) promote the prevention of bullying;

(iv) ensure effective stewardship of the Board's resources;

(v) deliver effective and appropriate education programs to its pupils;

(vi) develop and maintain policies and organizational structures that,  
a. promote the goals referred to above, and

b. encourage pupils to pursue their educational goals;

(vii) monitor and evaluate the effectiveness of policies developed by the Board in achieving the Board's goals and the efficiency of the implementation of those policies;

(viii) develop a multi-year plan aimed at achieving the goals referred to above;

(ix) annually review the multi-year plan with the Director or the supervisory officer acting as the Director;

(x) monitor and evaluate the performance of the Director, or the supervisory officer acting as the Director, in meeting

a. his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to above, and

b. any other duties assigned by the Board;

(xi) ~~(g) A trustee~~ Anything the Board is ~~eligible for re-election if otherwise qualified~~ ~~(required to do under any other provision of the Act or any other Act. (Section 169(1)-Section 219(3)170(1) Education Act)~~

### **3.2.3.4. Duties of Board Members.**

A member of the Board shall:

- (a) Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Act, the regulations and the guidelines issued under the Act;
- (b) Attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member;
- (c) Consult with parents, students and supporters of the Board on the Board's multi-year plans;
- (d) Bring concerns of parents, students, and supporters of the Board to the attention of the Board;
- (e) Uphold the implementation of any Board motion after it is passed by the Board;
- (f) Entrust the day-to-day management of the Board to its staff through the Board's Director ~~of Education~~;
- (g) Maintain focus on student achievement and well-being; and
- (h) Comply with the Trustee code of conduct. **(Education Act, Section 218.1)**

### **3.3.3.5. Resignation of a Trustee.**

- (a) A ~~trustee~~Trustee, with the consent of a majority of the ~~trustees~~Trustees present at a meeting, entered on the minutes of it, may resign as a ~~trustee~~Trustee, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a ~~trustee~~Trustee if the resignation will reduce the number of ~~trustees~~Trustees in total to less than a quorum. **(Section 220(3) Education Act)**
- (b) Despite subsection (a) above, where it is necessary for a ~~trustee~~Trustee to resign to become a candidate for some other office, the ~~trustee~~Trustee may resign by filing his or her resignation with the Secretary/Secretary-Treasurer, including a statement that the resignation is for the purpose of becoming a candidate for some other office, and the resignation shall become effective on the November 14 after it is filed or on the day preceding the day on which the term of the other office commences, whichever is the earlier. **(Section 220(4) Education Act)**

### **3.4.3.6. Vacation of Office.**

- (a) Trustees shall remain in office until their successors are elected and the new Board is organized. (Section 220(1) Education Act)
- (b) ~~(a)~~ A ~~trustee~~Trustee vacates his or her seat if he or she:
  - (i) resigns pursuant to the By-laws;
  - (ii) is convicted of an indictable offence;
  - (iii) absents himself or herself without being authorized by ~~motion~~resolution entered in the minutes, from three consecutive regular meetings of the Board;
  - (iv) ceases to hold the qualifications required to act as a ~~trustee~~Trustee;
  - (v) becomes disqualified under Section ~~3-2 herein~~219 (4) of the Act; or
  - (vi) fails to ~~meet the requirements of~~be physically present as required by the regulations made under Section ~~229~~208.1 (1) (b) of the Act. **(Section 228(1) Education Act)**
- (c) ~~(b)~~ If the office of a ~~trustee~~Trustee becomes vacant before the end of the ~~trustee~~Trustee's term:
  - (i) the remaining elected ~~trustees~~Trustees shall appoint a qualified person to fill the vacancy within ~~60~~90 days after the office becomes vacant, if the majority of the elected ~~trustees~~Trustees remain in office; or

- (ii) a by-election shall be held to fill the vacancy, in the same manner as an election of the ~~trustees~~Trustees, if a majority of the elected ~~trustees~~Trustees do not remain in office. **(Section 221(1) Education Act)**

(d) ~~(c)~~—Despite Section ~~3.6(a)~~3.4(b) (ii) ~~and 3.6(b)~~, where a ~~trustee~~Trustee is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated. **(Section 228(2) Education Act)**

(e) ~~(d)~~—Despite Section ~~3.6~~3.4(~~bc~~) (i), if ~~trustees~~Trustees are elected under the *Municipal Elections Act, 1996*, the remaining elected ~~trustees~~Trustees may by motion require that an election be held in accordance with the *Municipal Elections Act, 1996* to fill the vacancy if the vacancy occurs:

- (i) in a year in which no regular election is held under the *Municipal Elections Act, 1996*;
- (ii) before April 1 in the year of a regular election; or
- (iii) after the new board of trustees is organized in the year of a regular election. **(Section 221(2) Education Act)**

(f) The Secretary shall promptly send to the clerk of the appropriate municipality a certified copy of the resolution under Section 3.4(e). **(Section 221(3) Education Act)**

(g) ~~(e)~~—If two or more candidates receive an equal number of votes at a meeting held under Section ~~3.6~~3.4(b) (i) to appoint a person to fill a vacancy or at a meeting to elect a person to fill a vacancy, the Chair shall provide for the drawing of lots to determine which of the candidates shall be appointed or elected. **(Section 227 Education Act)**

(h) ~~(f)~~—Despite Section ~~3.6~~3.4(b), where a vacancy of a trustee position occurs:

- (i) within one month before the next election, it shall not be filled; or
- (ii) after the election, but before the new ~~board of trustees~~Board is organized, it shall be filled immediately after the new ~~board of trustees~~Board is organized in the same manner as for a vacancy that occurs after the ~~board of trustees~~Board is organized. **(Section 224 Education Act)**

(i) ~~(g)~~—The Secretary/Secretary-Treasurer, or an authorized person for administering oaths, shall administer to each new trustee the declaration and oath as prescribed by Sections 209(1), (2), and (3) of the Act on or before the day fixed for holding the

first meeting of the ~~trustees~~Trustees after his or her election or appointment or on or before the day of the first ~~trustee~~Trustee meeting that the person attends. Any ~~trustee~~Trustee who refuses to take the oath shall be deemed to have resigned from the position of ~~trustee~~Trustee. Any elected ~~trustee~~Trustee absent from the swearing-in ceremony shall be sworn in prior to assuming trustee duties. **(Section 209(1), (2), and (3) Education Act)**

- (j) ~~(h)~~ A ~~trustee~~Trustee appointed or elected to fill a vacancy shall hold office for the remainder of the term of the ~~trustee~~Trustee who vacated the office. **(Section 221(5) Education Act)**

### **3.5.3.7. Honoraria for Trustees.**

- (a) The honorarium for a trustee, in respect of any year of his or her term of office, shall consist of such of the following components as the Board determines:
  - (i) The base amount for the year;
  - (ii) The enrolment amount for the year;
  - (iii) The attendance amounts payable to the trustee for the year; and
  - (iv) The distance amounts payable to the trustee for the year. **(Section 2(1) Education Act Reg. 357/06)**
- (b) The Board shall establish a policy regarding honorarium components on or before October 15 of the calendar year in which a trustee's term of office begins. **(Section 4(1) Education Act Reg. 357/06)**

### **3.6.3.8. Remuneration of Trustees.**

- (a) The Board may, at its discretion:
  - (i) pay the travelling expenses and membership fees of any ~~trustee~~Trustee incurred in attending meetings of an educational association and may make grants and pay membership fees to any such organization; **(Section 171(1)(17) Education Act)**
  - (ii) pay the costs, or any part thereof, incurred by any trustee in successfully defending any legal proceeding brought against him or her:
    - (A) for libel or slander in respect of any statements relating to the employment, suspension or dismissal of any person by the Board published at a meeting of the Board or of a committee; or

(B) for assault in respect of disciplinary action taken in the course of duty;  
**(Section 171(1)(18) Education Act)**

- (iii) reimburse a ~~trustee~~Trustee or a ~~committee~~Committee member for his or her out-of-pocket expenses reasonably incurred when travelling to and from his or her residence to attend a meeting of the Board, or of a ~~committee~~Committee, as the case may be, that is held within the area of jurisdiction of the Board, or such lesser amount as may be determined by the Board; or pay the ~~trustee~~Trustee or ~~committee~~Committee member an allowance at a rate per kilometre determined by the Board; **(Section 191.2(1) Education Act)**
- (iv) establish a policy under which a ~~trustee~~Trustee or ~~committee~~Committee member may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a ~~trustee~~Trustee or a ~~committee~~Committee member, as the case may be; and **(Section 191.2(3) Education Act)**
- (v) provide for a deduction of a reasonable amount from the allowance of a ~~trustee~~Trustee or a ~~committee~~Committee member because of absence from meetings of the Board or meetings of the ~~committee~~Committee, as the case may be. **(Section 191.2(5) Education Act)**
- (b) Where an elected ~~trustee~~Trustee is, under a by-law or ~~motion~~resolution of the Board, paid a salary, indemnity, allowance, or other remuneration, one-third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a ~~trustee~~Trustee. **(Section 191.3 Education Act)**

### 3.7.3.9. **Statutory Committees.**

#### (a) Audit Committee:

The Audit Committee shall be established as prescribed by the ~~Education~~ Act and Ontario Regulation 361/10. The composition and terms of reference for the Audit Committee shall be as prescribed by the ~~Education~~ Act and Ontario Regulation 361/10, s. 3(1).

The Audit Committee shall be composed of

- two ~~trustees~~Trustees, appointed for a four year term,
- two external members, who are not ~~trustees~~Trustees, for a three year term,

External members, who are not Trustees, are eligible to be appointed to the Audit Committee only if he or she,

- has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board;
- is not an employee or officer of the Board or of any other board at the time of his or her appointment;
- does not have a conflict of interest at the time of his or her appointment; and
- was identified by the Selection Committee as a potential candidate for appointment to the Audit Committee.

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Director~~-of Education~~ or designate;
- The external auditors;
- The regional internal audit team; and
- An administrative assistant

~~(b)~~ Selection Committee.

The Board shall establish a Selection Committee to identify persons who are not Trustees as potential candidates for appointment to the Audit Committee and perform all other duties and do all things required by the Act or Ontario Regulation 361/10 s.5(1).

The Selection Committee shall be composed of:

- the Director~~-of Education~~,
- a senior business official of the Board,
- the Chair of the Board or another Trustee designated by the Chair of the Board.

Chair of the Audit Committee

At the first meeting of the Audit Committee in each fiscal year, the members of the Committee shall elect the chair of the Committee for the fiscal year of the Board from among the members appointed to the Committee. If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting.

Term of Appointment

The term of office of a member of the Audit Committee who is a Trustee shall be determined by the Board but shall not exceed four years. The term of office of a member of the Audit Committee who is not a Trustee shall be determined by the Board but shall not exceed three years.

A member of the Audit Committee may be reappointed. An individual who is not a Trustee may not be appointed to the audit committee more than twice unless,

- the Board advertised the position for at least 30 days; and
- after the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.



(b) ~~(e)~~ Special Education Advisory Committee (SEAC):

The Board shall establish the Special Education Advisory Committee (SEAC) which shall make recommendations to the ~~board~~Board in respect of any matters affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the ~~board~~Board. O.Reg. 374/10.

1. The committee is established as follows: Membership, (4 year term) as set out in Regulation 464/97:
  - (a) Subject to subsections ~~(2)~~ and ~~(3)~~ hereafter, one representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
  - (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
  - (c) such number of members from among the Board's own members as is determined under subsection ~~(4)~~ hereafter, as appointed by the Board;
  - (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);
  - (e) one or two persons to represent the interests of First Nations, Metis, and Inuit pupils, ~~as provided by section 4;~~
  - (f) one or more additional members appointed under subsection ~~(5)~~ hereafter.
2. The Board shall not appoint more than 12 representatives under ~~clause (the~~ aforementioned subsection 1);
3. Where there are more than 12 local associations within the area of (cont'd.) jurisdiction of the Board, the Board shall select the 12 local associations that shall be represented.
4. The number to be appointed by the Board under ~~clause (subsection 1)~~ (c) shall be the lesser of:
  - (a) three; and
  - (b) 25 per cent of the total number of members of the Board, rounded down to the nearest whole number (2 trustees, Chairperson of the Board ex-officio).

5. For the purposes of ~~clause (subsection 1)~~-(f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another Committee of the Board.
6. A person is not qualified to be nominated or appointed to a special education advisory committee of a ~~board~~Board unless the person is qualified to vote for members of that ~~board~~Board and is resident in its area of jurisdiction.
7. A person is not qualified to be nominated or appointed if the person is employed by the ~~board~~Board.
8. A member of a special education advisory committee vacates his or her seat if he or she,
  - (a) is convicted of an indictable offence;
  - (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or
  - (c) ceases to hold the qualifications to be appointed to the committee

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Superintendent of Special Education;
- The Principal of Section 23; and
- An administrative assistant

(c) ~~(d)~~ Supervised Alternative Learning Committee:

The Board shall establish at least one Supervised Alternative Learning Committee in accordance with Ontario Regulation 374/10 as a ~~committee~~Committee of the Board to make decisions at meetings regarding supervised alternative learning by pupils of the ~~board~~Board.

Each Supervised Alternative Learning Committee shall be comprised of:

- one ~~trustee~~Trustee, and one ~~trustee~~Trustee to serve as an alternate, for one year,
- the Superintendent of Schools responsible for Student Success, and
- one appointed community member

This committee will be supported by the following ~~resource~~ persons:

- Principals, as required; and
- An administrative assistant

(d) Parent Involvement Advisory Committee:

The Board shall establish the Parent Involvement Advisory Committee annually, but prior to November 15<sup>th</sup> of the school year and before the first meeting of the Committee in the school year, in accordance with the Act and Ontario Regulation 612/00.

The Parent Involvement Advisory Committee shall be comprised of:

- Twelve (12) parents (two representing each of the family of schools that feeds into each of the secondary schools):
- The Director;
- One Trustee;
- One principal;
- The Board Chaplain;
- Two community representatives, who shall not be Trustees or employees of the Board; and
- The director representative for the Ontario Association of Parents for Catholic Education, if available [NTD: only if not a Trustee or employee of the Board].

The purpose of the Parent Involvement Advisory Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The Parent Involvement Advisory Committee provides information and advice on parent engagement to the Board and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The Parent Involvement Advisory Committee shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

This committee will be supported by the following person:

- An administrative assistant or executive assistant

### **3.8.3.10-Standing and Advisory Committees.**

- (a) The trustees may, from time to time, appoint such ~~committee~~Committee or ~~committees~~Committees as it deems necessary or appropriate for such purposes and with such powers as it shall see fit.
- (b) Committees that make recommendations to the ~~trustees~~Trustees in respect of education, finance, personnel, and property must be composed of ~~trustees~~Trustees. Any other ~~committee~~Committee need not be composed of only ~~trustees~~Trustees. (Sections 171(1)1 and 2 Education Act)

- (c) Any ~~committee~~Committee may formulate its own rules of procedure, subject to such regulations or directions as the ~~trustees~~Trustees may, from time to time, make. The Board may remove any member of any ~~committee~~Committee.
- (d) Unless stated otherwise herein, the chair of each ~~committee~~Committee shall be chosen by the ~~trustees~~Trustees during the inaugural/annual meeting of the Board in the same manner as the election of the Chair set out in Section 5.1 herein. The chairs of the ~~committees~~Committees shall be ~~trustees~~Trustees. While a ~~trustee~~Trustee may be the chair of more than one ~~committee~~Committee, to the extent possible, the chairs of the ~~committees~~Committees should be represented by a number of ~~trustees~~Trustees.

(e) Chairperson's Committee.

The Board shall establish a Chairperson's Committee which shall be composed of:

- the Chairperson,
- Vice-chairperson,
- one ~~trustee~~Trustee-at-large elected by the Board, for one year.

This ~~committee~~Committee will be supported by the following ~~resource persons~~person:

- The Director~~-of Education~~

(f) Committee-of-the-Whole.

The Board shall establish a Committee-of-the-Whole which shall be composed of:

- the seven elected ~~trustees~~Trustees and
- the student trustee(s)

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Director~~-of Education~~;
- The Superintendents of the Board; and
- An administrative assistant

(g) Policy Development Committee.

The Board shall establish a Policy Development Committee which shall be composed of:

- the seven elected ~~trustees~~Trustees; and
- the student trustee(s)

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Director ~~of Education~~;
- The Superintendents of the Board; and
- An administrative assistant

(h) Faith and Equity Committee.

The Board shall establish a Faith and Equity Committee which shall be composed of:

- two Trustees, one of whom will assume the role of chair for this ~~committee~~Committee, for two years;
- a ~~Student Trustee~~student trustee;
- the Board Mental Health Lead;
- a Chaplaincy Leader;
- an Elementary Principal/Vice-Principal;
- a Secondary Principal/Vice-Principal;
- the Community Outreach Coordinator;
- two Learning Support Services Representatives (including Religious Education Consultant);
- a teacher of English as a Second Language;
- two representatives from the Canadian Union of Public Employees, local 1453;
- two representatives from the Ontario English Catholic Teachers Association, PVNC Unit;
- a parent representative from the Catholic Parent Engagement Committee;
- a representative of the Bishop (Board Chaplain/Faith Animator);
- a representative of the clergy;
- the First Nation, Métis, and Inuit Education (Indigenous Education) Consultant;
- a Special Education Consultant;
- a representative of the Catholic Women's League ;
- a representative from Development and Peace;
- a representative from the Knights of Columbus;
- a representative from the New Canadian Centre; and
- a representative from the Community and Race Relations Committee of Peterborough

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Superintendent of Schools with the responsibility for Religious Education and Equity Education; and
- An administrative assistant

(i) ~~Catholic Parent Engagement Committee:~~

~~The Board shall establish the Catholic Parent Engagement Committee as an advisory committee to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.~~

~~The Catholic Parent Engagement Committee shall be comprised of:~~

- ~~• Twelve (12) parents (two representing each of the family of schools that feeds into each of the secondary schools);~~
- ~~• one Trustee for a one-year term;~~
- ~~• one principal for a two-year term;~~
- ~~• the Board Chaplain;~~
- ~~• two community representatives; and~~
- ~~• the director representative for the Ontario Association of Parents for Catholic Education, if available~~

~~This committee will be supported by the following resource persons:~~

- ~~• The Director of Education~~
- ~~• An administrative assistant or executive assistant~~

(k) First Nations, Metis, and Inuit Advisory Committee:

The Board shall establish the First Nations, Metis, and Inuit Advisory Committee as an advisory ~~committee~~Committee to provide advice on the implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework document which addresses the objectives of improved Aboriginal student achievement, and the engagement of all students in increased understanding of Aboriginal histories, cultures, and perspectives.

The First Nations, Metis, and Inuit Advisory Committee shall be comprised of:

- one Trustee; ;
- two principals, elementary and secondary; ;
- an elementary school teacher; ;
- a secondary school teacher; ;
- ~~{between two and five}~~ parent representatives; ;

- a secondary student;
- two representatives of the Ontario English Catholic Teachers Association, PVNC Unit;
- a representative of the Canadian Union of Public Employees, local 1453;
- [between two and five] First Nation, Metis and Inuit Community Members;
- the Manager of Communications,
- the First Nations, Metis, and Inuit Education (Indigenous Education) Consultant,
- the Superintendent of Schools with responsibility for Indigenous Education

This ~~committee~~Committee will be supported by the following ~~resource persons~~person:

- An administrative assistant

(i) French as a Second Language Committee:

The Board shall establish a French as a Second Language Committee which shall be composed of:

- one Trustee;
- Principals/Vice-principals - Elementary and Secondary;
- Teachers - Elementary and Secondary;
- Parents;
- Secondary Student;
- Two O.E.C.T.A. Representatives ~~(2)~~;
- C.U.P.E. Representative; and
- Consultant - Learning Support Services

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- Superintendent of Schools responsible for French as a Second Language;
- French as a Second Language Consultant; and
- An administrative assistant

(m) Accessibility for All Committee

The Board shall establish an Accessibility for All Committee which shall be composed of:

- Trustee (1);

- Manager of Communications and Freedom of Information/Protection of Privacy;
- Manager of Human Resource Services, or representative;
- Manager of Plant;
- Student Transportation Services of Central Ontario (STSCO) representative (1);
- Manager of Information Technology, or representative;
- Principal (1);
- Special Education Advisory Committee (SEAC) member (1) ;
- Community Agency representative (1); and
- Others as deemed necessary by the Committee

This ~~committee~~Committee will be supported by the following ~~resource~~ persons:

- The Superintendent of Special Education Services;
- the Principal of Section 23 ; and
- ~~an Administrative Assistant or Secretary~~an administrative assistant or secretary

### 3.9.3-11. **Ad-hoc Committees.**

The Board may, from time to time, establish such ad-hoc ~~committees~~Committees as it deems necessary and shall determine their memberships, functions, scopes, and terms of reference.

#### (a) ~~(i)~~ Suspension Appeal Committee.

The Board shall establish a Suspension Appeal Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools - Suspension, Expulsion, and Appeal, to be comprised of three ~~trustees~~Trustees.

The Appeal Committee may confirm the suspension and the duration of the suspension; confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly; or quash the suspension and order that the record of the suspension be expunged, even if the suspension that is under appeal has already been served. A ~~trustee~~Trustee will disqualify himself/herself and will not take part in the ~~Hearing~~hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the ~~Hearing~~hearing, Education Act S. 309 & 311.

#### (b) ~~(i)~~ Expulsion Hearing Committee.



The Board shall establish an Expulsion Hearing Committee as required, and according to Policy 801 and Administrative Procedure AP-S-801, Safe Schools - Suspension, Expulsion, and Appeal, to be comprised of five ~~trustees~~Trustees.

The Expulsion Hearing Committee may:

- (i) not expel the student, confirm the twenty day suspension, shorten its duration, or withdraw it, and provide information about the right to appeal the suspension at this point;
- (ii) expel the student from his/her school and assign the student to another school;
- or
- (iii) expel the student from all schools of the Board and assign the student to a program for expelled pupils.

A ~~trustee~~Trustee will disqualify himself/herself and will not take part in the ~~Hearing~~hearing, the deliberation, the decisions, or the reasons if he/she has any direct involvement in a matter prior to the commencement of the ~~Hearing~~hearing, Education Act s. 309 & 311.

The Suspension Appeal Committee and the Expulsion Hearing Committee will be supported by the following ~~resource~~ persons:

- Superintendent of Safe Schools;
- Principals, as required; and
- An administrative assistant

### 3.10. ~~3.12.~~ Removal or Resignation from Committees.

- (a) A ~~committee~~Committee member may be removed at any time by the ~~trustees~~Trustees upon an affirmative vote of a majority of all ~~trustees~~Trustees.
- (b) A ~~committee~~Committee member may resign from any ~~committee~~Committee at any time by notice in writing to the chair of the ~~committee~~Committee.
- (c) A vacancy, however caused, on a ~~committee~~Committee, including the position of chair, shall be filled by election by the ~~trustees~~Trustees at the earliest practicable time but, in any event, not later than the second meeting after the vacancy occurs.

### 3.11. ~~3.13.~~ Dissolution of Committees.

A ~~committee~~Committee may be dissolved by Board motion upon the delivery of its final report to the Board.

**3.12. ~~3.14.~~ Special Meetings of Committees.**

Special meetings of ~~committees~~Committees may be called by the chair of the ~~committee~~Committee on his/her own responsibility at any time. The chair shall also convene a special meeting upon a written request signed by two ~~committee~~Committee members, specifying the object of the meeting, and presented to the ~~committee~~Committee chair.

**3.13. ~~3.15.~~ Notice of Special Meetings.**

The Secretary shall give notice of all special meetings of a ~~committee~~Committee to each of the ~~committee~~Committee members by sending a notice by e-mail or school courier, or a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

**3.14. ~~3.16.~~ Accidental Omission.**

The accidental omission to give notice of any meeting of a ~~committee~~Committee to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

**3.15. ~~3.17.~~ Cancellation of Special Meetings of a Committee.**

A special meeting of a ~~committee~~Committee may be cancelled:

- (a) in the case of a special meeting called by the chair, if the chair, in his or her sole discretion, deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the chair or Secretary upon a written request signed by two ~~committee~~Committee members, if the same two ~~committee~~Committee members give a further written request that such special meeting be cancelled.

**3.16. ~~3.18.~~ Committee Chair.**

The chair of a ~~committee~~Committee shall preside at each meeting of the ~~committee~~Committee and shall vote on all questions. In the absence of the chair, if a quorum is present, an acting chair shall be selected by the members of the ~~committee~~Committee present for the meeting only, or until the chair arrives, at which time the acting chair will relinquish the role back to the chair.

**3.17. ~~3.19.~~ Committee Meetings - Place, Time, and Agenda.**

- (a) Committee meetings will be held on a regular basis on the day and at the time decided by the members of the ~~committee~~Committee.
- (b) All ~~committee~~Committee meeting dates and locations will be arranged through the Director's office.
- (c) The Director will act as or appoint a resource official for each ~~committee~~Committee.
- (d) The composition of the agenda for each ~~committee~~Committee meeting shall be at the discretion of the ~~committee~~Committee chair, in consultation with the resource official.
- (e) The resource official shall be responsible for compiling the agenda and mailing it to the members of the ~~committee~~Committee at least two business days prior to the meeting. The resource official shall make available to the chair of the ~~committee~~Committee all documents, or copies thereof, pertinent to any upcoming meeting of the ~~committee~~Committee.
- (f) The time of calling meetings to order shall be decided by the ~~committee~~Committee members at the first meeting of the ~~committee~~Committee.

### 3.18. ~~3.20.~~ **Committee Meetings - Procedure and Motions.**

- (a) Robert's Rules of Order (Newly Revised, 11th Edition) shall be referenced when committee procedures require further clarification.
- (b) During meetings, ~~committee~~Committee members shall discuss items referred to them by the Board and bring back recommendations to the Board. Committees will not take action on an item outside their scope without first bringing it back to the Board.
- (c) Any ~~trustees~~Trustees, if interested, may attend, move motions, and participate in debates at any meeting of any ~~committee~~Committee, but may vote only at meetings of the ~~committees~~Committees of which they are members.

### 3.19. ~~3.21.~~ **Committee Meetings - Open to the Public.**

Meetings of ~~committees~~Committees, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The ~~committees~~Committees retain the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a ~~trustee~~Trustee or a member of a ~~committee~~Committee, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in

respect of negotiations with employees of the Board; or litigation affecting the Board.  
(Section 207(1) and (2) Education Act)

Committee meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board. (Section 207(2.1) Education Act)

**3.20. ~~3.22.~~ Committee Meetings - Quorum.**

- (a) A majority of the members of a ~~committee~~Committee shall constitute a quorum.
- (b) Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of ~~committees~~Committees, the meeting shall stand adjourned. The secretary of the meeting shall record the names of all ~~committee~~Committee members present at the time of adjournment.
- (c) Despite Section 4.15 but subject to Section ~~3.22~~3.20(d), a ~~committee~~Committee member must be in attendance either physically or by electronic means at the meeting of the committee for at least three regular meetings of the ~~committee~~Committee in each 12-month period beginning November 15.
- (d) Despite Section 4.15, for the period beginning when a ~~committee~~Committee member is elected or appointed to fill a vacancy and ending on the following November 14, the ~~committee~~Committee member must be in attendance either physically or by electronic means at the meeting of the ~~committee~~Committee for at least one regular meeting of the ~~committee~~Committee for each period of four full calendar months that occurs during the period beginning with the election or appointment of such ~~committee~~Committee member and ending on the following November 14.
- (e) Quorum is determined by the number of ~~committee~~Committee members present at a ~~committee~~Committee meeting who are not in a conflict of interest. Where a conflict of interest is declared, then section 9.1(f) shall be followed.

**3.21. ~~3.23.~~ Committee Meeting Curfew.**

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the committees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further business is undertaken, a motion may be passed to extend the curfew.
- (c) The period between the passing of the motion referred to in Section ~~3.23~~3.21(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.

- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business shall be transacted during the meeting unless two-thirds of the members of the ~~committee~~Committee present give their consent.

### **3.22. ~~3.24.~~ Committee Reports.**

- (a) If a ~~committee~~Committee report is oral, contains only statements of facts and opinions, and is only for the information of the ~~trustees~~Trustees, it shall be presented to the ~~trustees~~Trustees by the chair of the relevant ~~committee~~Committee.
- (b) The minutes of a ~~committee~~Committee meeting as distributed shall, in most cases, constitute the ~~committee~~Committee report. Trustees should seek background information regarding the ~~committee~~Committee report through questioning the members of the ~~committee~~Committee.
- (c) If a ~~committee~~Committee report is presented in an oral, written, or typed form, and requires action by the ~~trustees~~Trustees for its disposal, a ~~committee~~Committee member or the ~~committee~~Committee chair shall make a motion to receive the report. This motion will require a seconder before the ~~trustees~~Trustees shall take the responsibility for its disposal.
- (d) Every ~~trustee~~Trustee who knowingly signs a false report is guilty of an offence and on conviction is liable to a fine of not more than \$200. **(Section 213(2) Education Act)**

## **PART IV- MEETINGS OF THE BOARD**

### **4.1. Inaugural Board Meeting.**

- (a) The first meeting of the ~~trustees~~Trustees shall be held not later than seven days after the day on which the term of office of the ~~trustees~~Trustees commences following an election, on such date and at such time and place as the Board determines, and failing such determination, at 8:00 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. **(Section 208(2) Education Act)**
- (b) The Chief Executive Officer of the Board shall preside until a Chair is elected as per the procedure set out in Section 5.1, or if there is no Chief Executive Officer or in his or her absence, the ~~trustees~~Trustees present shall designate who shall preside at the election of the Chair and if a ~~trustee~~Trustee is so designated, he or she may vote at the election of the Chair. **(Section 208(4) Education Act)**
- (c) At the appointed time, the Chief Executive Officer shall call the meeting to order and, in the case of newly-elected ~~trustees~~Trustees, shall proceed to read the

returns of the election to the ~~trustees~~Trustees, as certified to him or her by the municipal clerks, whereupon the elected ~~trustees~~Trustees shall take their places.

- (d) The Secretary, or an authorized person for administering oaths, shall administer to all new ~~trustees~~Trustees the declaration and oath as prescribed by Sections 209(1), (2), and (3) of the Act on or before the day fixed for holding the first meeting of the ~~trustees~~Trustees after his or her election or appointment or on or before the day of the first meeting that the person attends. Any ~~trustee~~Trustee who refuses to take the oath shall be deemed to have resigned from the position of ~~trustee~~Trustee. Any elected ~~trustee~~Trustee absent from the swearing-in ceremony shall be sworn in prior to assuming ~~trustee~~Trustee duties. **(Section 209(1), (2), and (3) Education Act)**
- (e) A motion, or motions, shall be passed naming the standing committee(s) that the ~~trustees~~Trustees desire to retain from the previous year.

#### 4.2. Annual Board Meetings.

At the first meeting ~~in December~~on or after November 15 of each year, other than immediately preceding an election, an annual meeting of the Board shall be held at which time,

- (a) the Chief Executive Officer shall preside until the election of the Chair or, if there is no Chief Executive Officer, or in his or her absence, the ~~trustees~~Trustees present shall designate who shall preside at the election of the Chair and if a ~~trustee~~Trustee is so designated, he or she may vote at the election of the Chair; **(Section 208(4) Education Act)**
- (b) a motion, or motions, shall be passed naming the standing ~~committees~~Committees and ad-hoc ~~committees~~Committees that the ~~trustees~~Trustees desire to retain from the previous year; and
- (c) a motion, or motions, shall be passed regarding the continuation or dissolution of the School Board Advisory Committee, if such ~~committee~~Committee has been established, and, if the ~~committee~~Committee is to continue, naming the members of such ~~committee~~Committee.

Any ~~committee~~Committee not retained shall be deemed to be dissolved except those required by the Act, the Regulations, or the By-laws.

#### 4.3. Date, Hour, and Location of Regular Board Meetings.

Unless otherwise determined by special motion, a regular meeting of the Board shall be held on the fourth Tuesday of each month, (unless otherwise approved by the board and duly published at least one month in advance) commencing at 6:30 p.m., at the

head office of the Board, and if any such Tuesday falls on a statutory or civic holiday, such meeting shall be held commencing at the same hour on the following Tuesday.

#### **4.4. Agenda.**

A copy of the agenda for regular meetings of the Board shall be transmitted or mailed by the Secretary/Secretary-Treasurer to the address of each ~~trustee~~Trustee at least two business days prior to the date of the meeting.

#### **4.5. Special Meetings of the Board.**

Special meetings of the Board may be called by the Chair on his/her own responsibility at any time, and in such other manner as the Board may determine. **(Section 208(13) Education Act)** The Chair or, in his/her absence, the Secretary shall convene a special meeting upon a written request signed by two ~~trustees~~Trustees, specifying the object of the meeting, and presented to the Secretary.

#### **4.6. Notice of Special Meetings.**

The Secretary/Secretary-Treasurer shall give notice of all special meetings of the Board to each of the ~~trustees~~Trustees by sending a written notice by e-mail or school courier, and a phone call to his or her residence, along with the agenda for the upcoming meeting, at least two business days prior to the date of the meeting.

#### **4.7. Accidental Omission.**

The accidental omission to give notice of any meeting of the Board to, or the non-receipt of any notice by any person, shall not invalidate any motion passed or any proceeding taken at such meeting.

#### **4.8. Cancellation of Special Meetings.**

A special meeting of the Board may be cancelled:

- (a) in the case of a special meeting called by the Chair, if the Chair, in his or her sole discretion deems that the need for such special meeting no longer exists; and
- (b) in the case of a special meeting called by the Chair or Secretary upon a written request signed by two ~~trustees~~Trustees, if the same two ~~trustees~~Trustees give a further written request that such special meeting be cancelled.

#### **4.9. Publicity of Board Meetings.**

Meetings of the Board, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Board retains the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a

~~trustee~~Trustee or a committee member, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. **(Section 207(1) and (2) Education Act)**

Board meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the Board. (Section 207(2.1) Education Act)

#### **4.10. Robert's Rules of Order (Newly Revised, 11th Edition).**

Robert's Rules of Order shall apply to meetings of the Board for any situation not covered herein. Any procedure set out herein shall have priority over any Robert's Rules of Order.

#### **4.11. Absence of Chair.**

Upon the absence of the Chair, the Vice-chair shall preside until the Chair arrives. Upon the absence of both the Chair and Vice-chair, if a quorum is present, the ~~trustees~~Trustees present shall select a chair from among themselves to preside for that meeting. **(Section 208(7) and (9) Education Act)** Should the Chair or Vice-chair arrive late, the acting chair shall at such time relinquish the role back to the Chair or Vice-chair as the case may be. The Chair may also participate electronically, as per section 4.15 below.

#### **4.12. Absence of Secretary/Secretary-Treasurer.**

Upon the absence of the Secretary/Secretary-Treasurer from any meeting, the Chair or the other ~~trustees~~Trustees presiding may appoint any ~~trustee~~Trustee or other person to act as secretary for that meeting. **(Section 208(10) Education Act)**

#### **4.13. Expulsion from Board and/or Committee Meetings.**

- (a) The Chair, or the chair of a ~~committee~~Committee, as the case may be, may expel or exclude from any meeting, any person who has been guilty of improper conduct at the meeting. **(Section 207(3) Education Act)**
- (b) Every person who, with intent to prevent the discussion of any matter or the passing of any motion at a meeting of the ~~trustees~~Trustees, or of a ~~committee~~Committee, disrupts or endeavours to disturb or interrupt the meeting after having been expelled or excluded from the meeting is guilty of an offence under the Act and on conviction is liable to a fine of not more than \$200. **(Section 212(2) Education Act)**
- (c) Every ~~trustee~~Trustee who sits or votes at any meeting of the Board after becoming disqualified from sitting, is guilty of an offence and on conviction is liable to a fine of



not more than \$200 for every meeting at which he or she so sits or votes. **(Section 213(1) Education Act)**

#### **4.14. Quorum for Board Meetings.**

- (a) The presence of a majority of all ~~trustees~~Trustees is necessary to form a quorum. **(Section 208(11) Education Act)**
- (b) Unless a quorum is present within thirty minutes following the time of calling to order, for all meetings of the Board, the meeting shall stand adjourned. The Secretary shall record the names of all ~~trustees~~Trustees present at the time of adjournment.
- (c) A majority vote of a quorum is necessary in order to bind the Board.
- (d) Despite Section 4.15 but subject to Section 4.14(e), a ~~trustee~~Trustee shall be physically present in the meeting room of the Board meetings for at least three regular meetings of the Board in each 12-month period beginning ~~December 4~~November 15. **(Section 229(1) Education Act; Section 1 Education Act, Reg. 463/97)**
- (e) Despite Section 4.15, for the period beginning when a ~~trustee~~Trustee is elected or appointed to fill a vacancy and ending on the following November ~~30~~14, the ~~trustee~~Trustee shall be physically present in the meeting room of the Board meetings for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November ~~30~~14. **(Section 229(2) Education Act)**
- (f) Quorum is determined by the number of ~~trustees~~Trustees present at a ~~board~~Board meeting who are not in a conflict of interest. Where a conflict of interest is declared, then section 9.1(f) shall be followed.

#### **4.15. Electronic Board and/or Committee Meetings.**

- (a) Subject to the Act, the Regulations and this By-law, a ~~trustee~~Trustee or ~~committee~~Committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting. **(Section 1, Education Act, O. Reg. 463/97)**
- (b) At the request of any ~~trustee~~Trustee or ~~committee~~Committee member or student trustee, if any, the Board shall provide the ~~trustee, committee~~Trustee, Committee member, or student trustee, as the case may be, with electronic means for participating in one or more meetings of the Board or of a ~~committee~~Committee. **(Section 3(1)1 Education Act, O. Reg. 463/97)**

- (c) The electronic means required by Section 4.15(b) shall permit the ~~trustee~~Trustee or ~~committee~~Committee member or student trustee, as applicable, to hear and be heard by all other participants in the meeting. **(Section 3(1)2 Education Act, O. Reg. 463/97)**
- (d) The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with. (Section 3(1)3 Education Act, O. Reg. 463/97)
- (e) ~~(d)~~—The ~~board~~Board or ~~committee~~Committee chairs may preside over meetings electronically if any of the following applies:
- the distance from the chair's s or designate's current residence to the meeting location is 200km or greater; or
  - Weather conditions do not allow the chair or designate to travel to the meeting location safely; or
  - The chair or designate cannot be physically present at a meeting due to health-related issues. (~~Regulation O. Reg. 463/97-amended~~)
- (f) ~~(e)~~—No more than half of ~~board~~Board or ~~committee~~Committee meetings in a 12-month period can be chaired electronically.
- (g) ~~(f)~~—The ~~board~~Board will establish a process to ensure the security and confidentiality of proceedings held during closed meetings, in particular where there is electronic participation.
- (h) ~~(g)~~—No student trustee who is participating through electronic means may participate in any proceedings that are closed to the public. **(Section 3(2) Education Act, Reg. 463/97)**
- (i) ~~(h)~~—The Board shall be permitted to refuse to provide a ~~trustee~~Trustee or a ~~committee~~Committee member with electronic means of participation in a meeting of the Board or a meeting of a ~~committee~~Committee where to do so is necessary to ensure compliance with the Act and the Regulations. **(Section 5(3) Education Act, Reg. 463/97)**
- (j) ~~(i)~~—The Board shall determine whether electronic means should be provided to permit participation by members of the public in meetings or classes of meetings, the extent and manner of participation by members of the public; and how to ensure that members of the public do not participate in any proceedings that are closed to the public. **(Section 4(2)-(3) Education Act, Reg. 463/97)**

In order for a member of the public to participate in a ~~board~~Board or ~~committee~~Committee meeting electronically a request must be made to the office of

the Director of Education at least six hours prior to the meeting commencement. Access will be given through an online web-based platform that allows for identification of participants and control over the participation from the moderator. Instructions for access will be shared at the time the request is made.

(k) ~~(j)~~—At every meeting of the Board or of a Committee of the Whole Board, the following persons must be physically present in the meeting room of the Board:

(i) The Chair of the Board or his or her designate, subject to subsection (e) above;

(ii) ~~(i)~~ At least one ~~trustee~~additional Trustee; ~~and~~

(iii) ~~(ii)~~ The Director ~~of Education of the Board~~ or his or her designate. (Section 5(1) Education Act, Reg. 463/97)

(l) ~~(k)~~—At every meeting of a ~~committee~~Committee, except a Committee of the Whole Board, the following persons must be physically present in the meeting room of the ~~committee~~Committee:

(i) The chair of the Committee or his or her designate, subject to subsection (e) above;

(ii) If the chair of the Committee or his or her designate participates in a meeting by electronic means pursuant to subsection (e) above, at least one additional member of the Committee; and

(iii) ~~(i)~~ The Director ~~of Education of the Board~~ or his or her designate. (Section 5(2) Education Act, Reg. 463/97)

(m) ~~(ii)~~—Unless a meeting is closed to the public, the meeting room of the Board or of a ~~committee~~Committee shall be open to permit physical attendance by members of the public at every meeting of the Board or the ~~committee~~Committee, as the case may be. (Section 6(1)-(3) Education Act, Reg. 463/97)

#### 4.16. Motions and Debates at Board and/or Committee Meetings.

- (a) Except where the Board or a ~~committee~~Committee is sitting in-camera, no debate shall occur until a motion is made, seconded, and stated by the Chair or chair of the ~~committee~~Committee, as the case may be.
- (b) Any ~~trustee~~Trustee or ~~committee~~Committee member, prior to speaking, shall address the Chair or ~~committee~~Committee chair and be recognized. Subject matter of the remarks of ~~trustees~~Trustees or ~~committee~~Committee members shall be confined to the question under debate.

- (c) The ~~trustee~~Trustee or ~~committee~~Committee member who moves a motion shall be accorded the privilege of opening debate. Each ~~trustee~~Trustee or ~~committee~~Committee member shall be allowed an opportunity to speak to the motion, for a time limit not to exceed three minutes, at which time the Chair or ~~committee~~Committee chair may indicate the expiration of the time limit. Upon request, a ~~trustee~~Trustee or ~~committee~~Committee member may be granted an extension to the time limit at the discretion of the ~~trustees~~Trustees present or the ~~committee~~Committee members present. When all ~~trustees~~Trustees or ~~committee~~Committee members who appear desirous of speaking to the motion have spoken, the Chair or ~~committee~~Committee chair shall ask if any ~~trustee~~Trustee or ~~committee~~Committee member who has not spoken wishes to speak. Following completion of debate by other ~~trustees~~Trustees or ~~committee~~Committee members, the Chair or ~~committee~~Committee chair shall ask the ~~trustee~~Trustee or ~~committee~~Committee member who moved the motion to close debate, by summing up, if he or she wishes to do so. The question shall then be put to a vote. During debate, any ~~trustee~~Trustee or ~~committee~~Committee member may ask a question for clarification or to have the motion read.
- (d) Exceptions where a ~~trustee~~Trustee or ~~committee~~Committee member may be recognized by the Chair or ~~committee~~Committee chair, to move a motion pertinent to the question under debate, prior to or after such ~~trustee~~Trustee or ~~committee~~Committee member has spoken to the motion, shall be:
- (i) to adjourn;
  - (ii) question of privilege;
  - (iii) point of order;
  - (iv) to withdraw the motion;
  - (v) objection to consideration;
  - (vi) to table;
  - (vii) to postpone;
  - (viii) to refer; and
  - (ix) to amend.

The above-mentioned motions are in order as to precedence.

- (e) A ~~trustee~~Trustee or ~~committee~~Committee member, while speaking, shall not be interrupted by another ~~trustee~~Trustee or ~~committee~~Committee member, other than the Chair or ~~committee~~Committee chair, except on a point of order.

- (f) If the Chair or ~~committee~~Committee chair vacates the chair for the purpose of participating in debate, he/she shall request the Vice-chair or ~~committee~~Committee vice-chair or, in his/her absence, another ~~trustee~~Trustee or ~~committee~~Committee member to take the chair. The appointed ~~trustee~~Trustee or ~~committee~~Committee member shall preside until the motion under debate has been voted on.
- (g) Should the chair of a ~~committee~~Committee be absent from a meeting of the Board at which any matter is referred to his/her ~~committee~~Committee for consideration, the Director shall notify the chair of the ~~committee~~Committee in question.
- (h) If a motion is made introducing any new matter, of which no notice has been given at any previous meeting, any ~~trustee~~Trustee or ~~committee~~Committee member may demand that notice be given. In this case, the motion will stand as a "notice of motion" for the next meeting.
- (i) The Chairperson of the ~~committee~~Committee, in consultation with the ~~committee~~Committee members, has the discretion to allow some deviation from strict adherence to the rules of order to facilitate the smooth flow of business.

#### **4.17. Voting at Board and/or Committee Meetings.**

- (a) Each ~~trustee~~Trustee and ~~committee~~Committee member may vote once on any motion and a vote may not be changed after being counted. The Chair or ~~committee~~Committee chair, as the case may be, shall ensure that a clear indication of each ~~trustee~~Trustee's or ~~committee~~Committee member's vote is obtained.
- (b) When a question under consideration contains several propositions, each proposition shall be voted on separately if requested by a ~~trustee~~Trustee or ~~committee~~Committee member.
- (c) On any motion before the Board or a ~~committee~~Committee, the Chair or ~~committee~~Committee chair shall, upon request, call the vote, announce the number for the motion, the number against, the number abstained, the number absent, and shall declare the motion carried or defeated.
- (d) Any ~~trustee~~Trustee or ~~committee~~Committee member may call for a recorded vote on a motion, in which case a motion is to be brought forward by that trustee and seconded, and then a vote taken on whether the item in question will have a recorded vote. If the motion for a recorded vote passes, then a record shall be entered into the minutes of the names of those ~~trustees~~Trustees voting in the affirmative, those voting in the negative, and those abstaining on the motion in question.
- (e) Any ~~trustee~~Trustee or ~~committee~~Committee member may call for a ballot or standing vote on any motion.

- (f) Any motion on which there is an equality of votes is lost. **(Section 208(12) Education Act)**

#### **4.18. Curfew.**

- (a) A 9:30 p.m. curfew shall prevail at all meetings of the ~~trustees~~Trustees.
- (b) When the item being dealt with at 9:30 p.m. has been disposed of, before further business is undertaken, a motion shall be passed to extend the curfew.
- (c) The period between the passing of the motion referred to in Section 4.19(b) and 10:00 p.m. shall, if necessary, be devoted only to urgent matters.
- (d) When the item being dealt with at 10:00 p.m. is disposed of, no further business shall be transacted during the meeting unless two-thirds of the ~~trustees~~Trustees present give their consent.

#### **4.19. Delegations at Board and/or Committee Meetings.**

- (a) Any delegation may request to address or ask questions of the Board or a ~~committee~~Committee at a Board meeting or ~~committee~~Committee meeting, as the case may be, that is open to the public.
- (b) The delegation must provide the request in writing to the Director or to the Chair or the chair of the ~~committee~~Committee, as the case may be, at least two weeks prior to the next regular meeting of the Board or at least one week prior to the ~~committee~~Committee at which the delegation may be heard.
- (c) The request shall contain the topic to be discussed and/or the questions to be asked and the identity of the delegation.
- (d) Copies of the request shall be provided to the Board or ~~committee~~Committee, as the case may be, at the same time as the agenda is distributed.
- (e) The presentation by the delegation will be limited to fifteen minutes with a five-minute question period following. Amendments as to the length of time are at the discretion of the Chair or the chair of the ~~committee~~Committee, as applicable.
- (f) Following the presentation by the delegation, questions of clarification only will be allowed by the Chair or the chair of the ~~committee~~Committee, as applicable.
- (g) In-camera procedure shall apply to meetings involving delegations of an in-camera nature.
- (h) The delegation shall be notified by the Secretary/Secretary-Treasurer of the date, time, and location of the meeting at which the presentation may be made.

- (i) A delegation may make only one oral presentation before the Board, on any specific topic, during any six month period.
- (j) A delegation that changes its spokesperson or representatives and requests permission to make a subsequent oral presentation relative to a matter that has been previously presented to the Board shall be considered as the original delegation.
- (k) The ~~trustees~~Trustees retain discretion to decide all matters concerning delegations.
- (l) A written response shall be sent to the delegation spokesperson as soon as possible after the Board has reached a decision on the matter in question.

#### **4.20. Order of Business at Board Meetings.**

The order of business at a Board meeting shall be as follows:

##### **A. Call to Order of the Open Meeting:**

- 1. Examen and Opening Prayer
- 2. Acknowledgement of Traditional Lands and Singing of the National Anthem
- 3. Approval of Agenda
- 4. Declarations of Conflicts of Interest
- 5. Approval of the Minutes of the previous Regular Meeting
- 6. Business Arising Out of the Minutes

##### **B. Reports from the Director of Education, Students Trustee(s), and Manager of Communications**

##### **C. Presentations**

##### **D. Programs and Services**

##### **E. Business, Finance and Governance**

##### **F. Human Resources**

##### **G. Policy Development**

##### **H. Old Business**

##### **I. New Business**

##### **J. Bring Forward**

##### **K. Information Items:**

- 1. Chairperson's Report
- 2. Trustees' Committee Reports

### 3. Highlights of System Achievements

#### L. Future Meetings

#### M. Conclusion:

1. Report from the In-camera Meeting
2. Closing Prayer
3. Adjournment

## PART V- CHAIR AND VICE-CHAIR

### 5.1. Chair.

The Chair of the Board meetings (the "Chair") shall be elected at each Inaugural/Annual Meeting of the Board as follows:

- (a) The Board shall appoint two individuals, who shall not be ~~trustees~~Trustees, as tellers to distribute, collect, and count the ballots. The tellers shall also report the results of votes on a blackboard/whiteboard, as set out below.
- (b) Ballots shall be distributed and each ~~trustee~~Trustee shall be asked to nominate one ~~trustee~~Trustee as a candidate for the position of Chair.
- (c) After collecting the ballots, one teller shall list, alphabetically, on a blackboard/whiteboard, the names of the candidates nominated.
- (d) The Acting Chair shall read the names of the candidates nominated, beginning at the top and reading down. Then, beginning at the bottom and reading up, each candidate, as his or her name is called, shall announce his or her intention to stand or decline, with the names of the candidates who decline being erased from the blackboard/whiteboard.
- (e) If only one candidate announces the intention to stand, the Acting Chair shall announce that person as the Chair for the current year.
- (f) If more than one candidate announces the intention to stand for the office of Chair, an election shall be conducted.
- (g) The tellers shall distribute ballots, one to each ~~trustee~~Trustee. Each ~~trustee~~Trustee may vote for one candidate only.
- (h) The following ballots shall be declared spoiled: (i) ballots listing the names of more than one candidate; (ii) ballots containing no name; (iii) ballots containing an illegible name; and (iv) two ballots folded together and each containing a name.



- (i) The Acting Chair shall ask if all ~~trustees~~Trustees have had an opportunity to vote. If a positive reply is received, the Acting Chair shall ask the tellers to collect, count, and report the vote. When a candidate receives an overall majority on any vote of the votes cast, the candidate shall be declared elected. On any vote where no candidate receives an overall majority of votes cast, the teller shall remove from the blackboard / whiteboard the name of the candidate with the least number of votes.
- (j) Voting shall proceed pursuant to the procedures set out in Sections 5.1(g), (h), and until such time as a single name remains.
- (k) In the case of an equality of votes, the candidates shall draw lots to fill the position of Chair. **(Section 208(8) Education Act)**
- (l) The Acting Chair shall announce the candidate elected as Chair for the current year and ask such person to assume the role of Chair.

## 5.2. Vice-chair.

The Chair shall conduct the election of a Vice-chair (the "Vice-chair") in the manner set out in Section 5.1 for the election of the Chair.

## 5.3. Trustee Membership on Committees

The Chair shall conduct the election of all ~~trustee~~Trustee members to ~~committees~~Committees (and ~~committee~~Committee chairs where applicable) in the manner set out in Section 5.1 for the election of the Chair.

## 5.4. Term.

The term of the Chair and Vice-chair shall be one year. **(Section 208(5) Education Act)**

## 5.5. Signing Authority.

Following an election for a Chair and/or Vice-chair, where there has been a change in the Chair and/or Vice-chair, a motion shall be held providing the newly- elected Chair and/or Vice-chair, as the case may be, with signing authority for and on behalf of the School Board.

## 5.6. Role of Chair and Vice-chair on Committees.

The Chair shall be, ex officio, a member of all ~~committees~~Committees, except where otherwise required by the Act, the Regulations or the By-laws. As such member of the ~~committees~~Committees, the Chair will have the right to vote, move motions, and participate in debates, but will not count for quorum. In the absence of the Chair, the Vice-chair shall be an ex officio member at meetings of ~~committees~~Committees where the Vice-chair is not a member of that particular ~~committee~~Committee.

### 5.7. Voting Right of the Chair.

The Chair, or the presiding ~~trustee~~Trustee at a meeting of the Board, except where he or she is the Chief Executive Officer and is not a ~~trustee~~Trustee, may vote with the other ~~trustees~~Trustees upon all motions. **(Section 208(12) Education Act)**

### 5.8. Duties of the Board Chair.

In addition to any other duties under the Act, the Chair of the Board shall:

- (a) Preside over meetings of the Board;
- (b) Conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- (c) Establish agendas for Board meetings, in consultation with the Board's Director ~~of Education~~ or the supervisory officer acting as the ~~Board's~~ Director ~~of Education~~;
- (d) Ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (e) Act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (f) Convey the views and decisions of the Board to the ~~Board's~~ Director ~~of Education~~ or the supervisory officer acting as the ~~Board's~~ Director ~~of Education~~;
- (g) Provide leadership to the Board in maintaining the Board's focus on the multi-year plans;
- (h) Provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; ~~and~~
- (i) Assume such other responsibilities as may be specified by the Board. ~~;~~ **Education Act, Section 218.4** and
- (j) Collaborate with ~~vice~~ the Vice-chair in conducting Director Performance Appraisal.

### 5.9. Duties of the Vice-chair.

The Vice-chair shall, in addition to those duties assigned under provincial legislation:

- (a) in the absence of the Chair or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, the By-laws, or regulation;

- (b) perform such other duties as may be prescribed by the Board from time to time;
- (c) Collaborate with chair in conducting Director Performance Appraisal; and
- (d) To act as the board liaison with the Student Council Liaison Committee.

#### 5.10. Vacancy.

At the first meeting after a vacancy occurs in the office of Chair or Vice-chair, the ~~trustees~~Trustees shall elect one of themselves as Chair or Vice-chair, as the case may be, in the manner set out in Section 5.1, and such newly-elected Chair or Vice-chair shall preside in such role until the next Inaugural/Annual Meeting of the Board. **(Section 208(5) Education Act)**

### PART VI- INSURANCE

#### 6.1. Insurance.

Subject to applicable law, the Board may purchase and maintain such insurance for the benefit of its ~~trustees~~Trustees and officers as the Board may, from time to time, determine. **(Section 171(1)46 Education Act)**

### PART VII- OFFICERS

#### 7.1. Election and Appointment.

The Board shall, at each Inaugural/Annual Meeting of the Board, and more often as may be required elect the Chair and Vice-chair, as per Part V herein; **(Section 208(5) and (7) Education Act)**

The Secretary and the Treasurer shall be the Director ~~of Education~~.

~~(A trustee may be appointed to any office of the Board but, subject to section 291 of the Corporations Act (Ontario), none of the said officers except the Chief Executive Officer and the Chair, if applicable, need be a trustee. Two or more of the aforesaid offices may be held by the same person. The trustees may, from time to time, appoint such other officers and agents as they shall deem necessary who shall have such authority and shall perform such duties as may, from time to time, be prescribed by the Board.)~~

#### 7.2. Remuneration and Removal.

Except as set out in Sections ~~3.73.5~~ and ~~3.83.6~~, the ~~Officers~~officers who also serve as ~~trustees~~Trustees shall serve as ~~trustees~~Trustees and officers without remuneration. The remuneration of all officers elected or appointed by the Board who do not also serve as ~~trustees~~Trustees shall be determined from time to time by motion of the Board. All officers, in the absence of agreement to the contrary, shall be subject to removal by

motion of the Board at any time, with or without cause. **(Section 171(1)3 Education Act)**

### 7.3. Powers and Duties.

All officers shall sign such contracts, documents, or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective office and such other powers and duties respectively as may, from time to time, be assigned to them by the Board.

Every officer appointed by a Board is responsible to the Board through its Chief Executive Officer for the performance of the duties assigned to him or her by the board

### 7.4. Duties May be Delegated.

In case of the absence or inability to act of any officer or for any other reason that the Board may deem sufficient, the Board may delegate all or any of the powers of any such officer to any other officer or to any ~~trustee~~Trustee for the time being.

### 7.5. Secretary.

The Secretary shall be responsible for:

- (a) keeping a full and correct record of the proceedings of every meeting of the Board and ~~committees~~Committees in the minute book provided for that purpose by the Board and ensuring that the minutes when confirmed are signed by the Chair or ~~committee~~Committee chair or presiding ~~trustee~~Trustee or ~~committee~~Committee member;
- (b) transmitting to the Ministry copies of reports requested by the Ministry;
- (c) giving notice of all meetings of the Board to each of the ~~trustees~~Trustees by sending an e-mail and/or written notice to his or her residence, along with the agenda for the upcoming meeting; **(Section 198(1) Education Act)**
- ~~(d) giving notice of a special meeting of a committee to each of the committee members by sending an e-mail and/or written notice to his or her residence, along with the agenda for the upcoming meeting;~~
- (d) ~~(e)~~ calling a special meeting of the Board on the request in writing of the majority of the trustees; **(Section 198(1) Education Act)**
- ~~(f) keeping or causing to be kept the documents and registers, as applicable, referred to in section 300 of the Corporations Act (Ontario); and~~

- (e) ~~(e)~~ performing such other duties as may be required by the Act, the Regulations, ~~the Corporations Act (Ontario)~~, or the Board. **(Section 198(1) Education Act)**

## 7.6. Treasurer.

- (a) The Treasurer shall be responsible for:
- (i) receiving and accounting for all money of the Board;
  - (ii) opening an account or accounts in the name of the Board in such place of deposit as may be approved by the Board;
  - (iii) depositing all money received by the Treasurer on account of the Board, and no other money, to the credit of such account or accounts;
  - (iv) disbursing all money as directed by the Board;
  - (v) producing, when required by the Board or by auditors or other competent authority, all papers and money in the Treasurer's possession, power, or control belonging to the Board; and **(Section 198(5) Education Act)**
  - ~~(vi) keeping or causing to be kept the books of account and accounting records referred to in section 302 of the Corporations Act (Ontario).~~
- (b) The Treasurer shall give to the Board a bond of an insurer licensed under the *Insurance Act* (Ontario) to write surety and fidelity insurance for the faithful performance of the Treasurer's duties as the ~~trustees~~Trustees in their discretion may require. If the ~~trustees~~Trustees refuse or neglect to take proper security from the Treasurer or other person to whom they entrust money of the Board and any of the money is forfeited or lost in consequence of the refusal or neglect, every ~~trustee~~Trustee shall be personally liable for such money, but no ~~trustee~~Trustee is liable if the ~~trustee~~Trustee proves that he or she made reasonable efforts to procure the taking of the security. **(Section 198(2),(3), and (4) Education Act)**
- (c) Every year, the Treasurer shall prepare the financial statements of the Board by the date prescribed under the Act and, on receiving the auditor's report on the financial statements, shall promptly give the Ministry two copies of the financial statements and the auditor's report. **(Section 252(1) Education Act)**
- (d) Within one month after receiving the auditor's report on the Board's financial statements, the Treasurer shall:
- (i) publish the financial statements and the auditor's report, in the form the Minister may prescribe, on the Board's website

- (ii) mail or deliver a copy of the financial statements and auditor's report, in the form the Minister may prescribe, to each of the Board's supporters; or
  - (iii) otherwise make the information in the financial statements and auditor's report available to the public, to the extent and in the manner directed by the Minister.
- (Section 252(2) Education Act)**

(e) The Board shall give the necessary orders on the Treasurer for payment of all money expended for school purposes and of such other expenses for promoting the interests of the schools under the jurisdiction of the Board as may be authorized by this Act or the regulations and by the Board. (Section 170(1) Education Act)

### **7.7.Chief Executive Officer.**

In accordance with the Act, the Director shall hold the offices of chief education officer and Chief Executive Officer and, when exercising such office, shall be known as the Chief Executive Officer. The Chief Executive Officer, in addition to those duties assigned under the Act, the Regulations and this By-law shall:

- (a) within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies; and
- (b) at the first Inaugural Meeting, the Chief Executive Officer of the Board shall submit to the Board a report in a format approved by the Minister on the action he or she has taken during the preceding 12 months under subsection (1) above and a copy of such report shall be submitted to the Minister on or before the 31st day of January next following.

In addition to his or her other duties under the Act, the Director shall:

- (a) annually review with the Board the multi-year plan;
- (b) ensure that the multi-year plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act, in particular, its responsibility for student achievement;
- (c) implement and monitor the implementation of the multi-year plan;
- (d) report periodically to the Board on the implementation of the multi-year plan; and

(e) immediately upon discovery bring to the attention of the Board any act or omission by the Board that in the opinion of the Director may result in or has resulted in a contravention of the Act or any policy, guideline or regulation made under the Act.

#### **7.8.7.7. Vacancies.**

If the office of any officer shall be or becomes vacant by reason of death, resignation, disqualification, or otherwise, the ~~trustees~~Trustees shall, in the case of the ~~Chief Executive Officer and the~~ Chair, elect from among themselves a person to fill such vacancy and, in the case of any other office, appoint a person to fill such vacancy.

### **PART VIII- EXECUTION OF DOCUMENTS**

#### **8.1. Signing Authorities.**

All deeds, conveyances, mortgages, bonds, debentures, agreements, and other documents approved by the Board shall be sealed with the seal of the Board and signed by two of:

- (a) the Chair or Vice-chair, as appropriate;
- (b) the Director ~~of Education~~o/Secretary-Treasurer or the Superintendent of Business and Finance, as appropriate

In addition, the Board may, from time to time, direct the manner in which, and the person or persons by whom, any particular instrument or class of instruments may or shall be signed.

#### **8.2. Seal.**

The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Board.

#### **8.3. Affixing Corporate Seal.**

The seal of the Board shall be in custody of the Superintendent of Business and Finance and any signing officer may affix the corporate seal to any instrument.

#### **8.4. Seal Register.**

A log book will be kept, recording the name of the person who used the seal, the date, and the type of document.

#### **8.5. Minutes.**

The Chair or other presiding trustee and the Secretary/Secretary-Treasurer shall sign the minutes of all Board meetings.

#### **8.6.By-laws.**

Every by-law of the Board, upon adoption, shall be signed by the Chair or the chair of the meeting at which it is adopted, and by the Secretary/Secretary-Treasurer.

#### **8.7.Certification of Documents.**

Any signing officer may certify a copy of any instrument, motion, by-law, or other document of the Board to be a true copy thereof.

#### **8.8.Execution Not Under Seal.**

Documents covering matters not required to be executed under the seal of the Board may be signed by the Secretary/Secretary-Treasurer.

#### **8.9.Cheques, Drafts, Notes, etc.**

- (a) All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers, or by such person or persons, whether or not officers, and in such manner, as the Board may, from time to time, designate.
- (b) The signature of the Treasurer/Secretary-Treasurer and of any other person authorized to sign cheques issued by the Treasurer/Secretary-Treasurer may be written or engraved, lithographed, printed, or otherwise mechanically reproduced on cheques. **(Section 171(1.16) Education Act)**

#### **8.10. Inspection of Books and Accounts.**

Any person may, at all reasonable hours, at the head office of the Board, inspect the minute book, the audited annual financial report, and the current accounts of the Board, and, upon the written request of any person and upon the payment to the Board at the rate of 25 cents for every 100 words or at such lower rate as the Board may fix, the Secretary/Secretary-Treasurer shall furnish copies of them or extracts there from certified under the Secretary's/Secretary-Treasurer's hand. **(Section 207(4) Education Act)**

### **PART IX- CONFLICT OF INTEREST GUIDELINES**

#### **9.1.Indirect Pecuniary Interest.**

- (a) Where a ~~trustee~~Trustee or ~~committee~~Committee member, either on his or her own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Board meeting or



~~committee~~Committee meeting at which the matter is the subject of consideration, the ~~trustee~~Trustee or ~~committee~~Committee member;

- (i) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (ii) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (iii) shall not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.

**(Section 5(1) Municipal Conflict of Interest Act)**

- (b) Where the meeting referred to in Section 9.1 (a) is not open to the public, in addition to complying with the requirements of that Section, the ~~trustee~~Trustee or ~~committee~~Committee member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. **(Section 5(2) Municipal Conflict of Interest Act)**
- (c) Where the interest of a ~~trustee~~Trustee or ~~committee~~Committee member has not been disclosed as required by Section 9.1(a) by reason of the ~~trustee~~Trustee's or ~~committee~~Committee member's absence from the meeting referred to therein, the ~~trustee~~Trustee or ~~committee~~Committee member shall disclose the interest and otherwise comply with Section 9.1 (a) at the first meeting of the Board or ~~committee~~Committee attended by the ~~trustee~~Trustee or ~~committee~~Committee member after the meeting referred to in Section 9.1 (a). **(Section 5(3) Municipal Conflict of Interest Act)**
- (d) Every declaration of interest and the general nature thereof shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Secretary or the secretary of the ~~committee~~Committee meeting, as the case may be. **(Section 6(1) Municipal Conflict of Interest Act)**
- (e) Every declaration of interest, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. **(Section 6(2) Municipal Conflict of Interest Act)**
- (f) Where the number of ~~trustees~~Trustees or ~~committee~~Committee members who, by reason of the provisions of the *Municipal Conflict of Interest Act* (Ontario), are disabled from participating in a meeting is such that, at that meeting the remaining ~~trustees~~Trustees or ~~committee~~Committee members are not of sufficient number to constitute a quorum, then, despite any other law, the remaining number of ~~trustees~~Trustees or ~~committee~~Committee members shall be deemed to constitute a quorum, provided such number is not less than two. If the number is less than two,

the relevant provisions under the *Municipal Conflict of Interest Act* (Ontario) shall be followed. **(Section 7(1) Municipal Conflict of Interest Act)**

- (g) Subject to the exceptions set out in the *Municipal Conflict of Interest Act* (Ontario), a ~~trustee~~Trustee or ~~committee~~Committee member has an indirect pecuniary interest in any matter in which the ~~trustees~~Trustees are concerned if,
  - (i) the ~~trustee~~Trustee or ~~committee~~Committee member or his or her nominee,
    - (A) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
    - (B) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public; or
    - (C) is a member of a body, that has a pecuniary interest in the matter; or
  - (ii) the ~~trustee~~Trustee or ~~committee~~Committee member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. **(Section 2 Municipal Conflict of Interest Act)**
  - (iii) For greater certainty, the direct or indirect pecuniary interest of the parent, spouse, same-sex partner, or child of a ~~trustee~~Trustee is deemed under the *Municipal Conflict of Interest Act* (Ontario) to be a pecuniary interest of the ~~trustee~~Trustee. **(Section 3 Municipal Conflict of Interest Act)**

## **PART X- FINANCE: BORROWING AND EXPENDITURES**

Notwithstanding the board's obligation to abide by all sections of the ~~Education~~ Act and Regulations pertaining to finance, the following obligations are highlighted in these By-laws:

### **10.1. Debts.**

The Board shall not incur a debt, financial obligation, or liability that would cause the Board to exceed a limit prescribed by the Minister under the Regulations unless it first obtains the approval of the Minister. **(Section 242(2) Education Act)**

### **10.2. Current Borrowing.**

Despite the provisions of any legislation, the Board may by motion authorize the Treasurer/Secretary-Treasurer and the Chair or Vice-chair to borrow, from time to time, the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received. **(Section 243(1) Education Act)**

### **10.3. Debt Charges.**

The Board may borrow the sums that the ~~trustees~~Trustees consider necessary to meet debt charges payable by the Board in any fiscal year until the current revenue has been received. **(Section 243(2) Education Act)**

#### 10.4. Limit.

The amounts the Board may borrow at any one time for the purposes mentioned in Sections ~~10.4~~10.2 and ~~10.5~~10.3, together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unreceived balance of the estimated revenues of the Board, as set out in the estimates adopted for the fiscal year. **(Section 243(3) Education Act)**

### PART XI- BY-LAW AMENDMENT

#### 11.1. By-law Amendment.

These By-laws may be amended at any regular meeting or special meeting of the Board by a two-thirds (2/3) vote of the ~~trustees~~Trustees present at such meeting and entitled to vote, provided that such amendment has been presented as a notice of motion at the previous regular meeting of the Board.

### PART XII- EDUCATION ACT REVISIONS

#### 12.1. Education Act Revisions.

Where wording in the ~~Education~~ Act is revised, the revised legislation will be relied upon in place of the Board By-laws.

### PART XIII- EFFECTIVE DATE

#### 13.1. Effective Date.

These By-laws shall come into force without further formality upon their enactment.

#### 13.2. Repeal.

The previous By-laws of the Board regarding Committee Procedures, Board Meetings, Organization of Board, and Committee Reports, 15th day of December, 2011 and revisions dated the 27<sup>th</sup> day of March 2017, and November 27, 2018 are repealed. Such repeal shall not affect the previous operation of any by-law or affect the validity of any act done or right or privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any letters patent ~~(as defined in the Corporations Act (Ontario))~~ articles of incorporation or predecessor charter documents of the Board obtained pursuant to any such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of these By-laws and all motions of the Board

with continuing effect passed under any repealed by-law shall continue good and valid except to the extent inconsistent with these By-laws and until amended or repealed.

WITNESS the corporate seal of the Board.

ENACTED by the Board this ~~27<sup>th</sup>~~ \_\_\_\_\_ day of ~~November~~ \_\_\_\_\_, ~~2018~~2022

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Michelle Griepsma  
Board Chairperson

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Michael Nasello  
Director of Education, Secretary-Treasurer

Document comparison by Workshare Compare on May 16, 2022 6:37:19 PM

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Padding cell	

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Insertions	760
Deletions	711
Moved from	12
Moved to	12
Style changes	0
Format changes	0

Total changes	1495
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## Savings for Ontario School Boards

*The main focus in Q1 2022 has been on two major proceedings: the Hydro One joint rate case, and the five-year Enbridge conservation plan. Those are both ongoing, with decisions expected later this year. Only a small number of matters actually concluded in the quarter, including London Hydro and some smaller distributors. Savings for schools have totalled about \$340,000.*

*Looking forward to Q2 and Q3, both the major cases will be concluded, although the Hydro One decision will likely be in Q4. Also coming up later in the year will be the first five-year rate application by the merged Enbridge/Union Gas utility.*

### ONGOING MATTERS - NATURAL GAS

**Enbridge Conservation.** The proceeding to consider Enbridge's \$900 million five-year conservation plan has continued, with SEC – an environmentally proactive ratepayer group – continuing to act as the main liaison between environmental groups and ratepayer groups.

Evidence has been filed by Enbridge, two environmental groups, and two ratepayer groups. A multi-day Technical Conference (like a hearing, but without the adjudicators) was held in late January to clarify the evidence. SEC is focusing on the fact that, while a lot is being spent on gas conservation, gas volumes and capital spending continue to increase every year.

In the week-long oral hearing, parties grilled Enbridge witnesses and external experts on many aspects of the plan. A recurring theme has been whether programs should support electrification, i.e. customers going completely off natural gas. Final arguments are planned for May and June, with a decision by the Energy Board scheduled for August.

**Enbridge St. Laurent.** The proposed \$122 million St. Laurent replacement project is being considered by the Energy Board. The Energy Board denied a request by SEC and other parties to hold an oral hearing, despite compelling evidence (filed by SEC, City of Ottawa, and

Pollution Probe) of aggressive off-fossil plans by current major customers on the line. Sensing strong opposition from all parties to this new spending, Enbridge has shifted gears, and now claims that there are safety issues with the line. Their own forecasts, however, is inconsistent with this position. SEC's final argument proposes a delay to see whether the GHG reduction plans of the City, the university, the federal government, and others relying on this line make a significant difference. A decision is expected in Q2.

**Integrated Resource Planning.** The working group to supervise Enbridge's plans to displace pipeline investments with alternatives (such as geo-targeted conservation and demand response) has finally been established. SEC counsel Jay Shepherd is a member. Sadly, but perhaps predictably, Enbridge is not in a hurry to reduce their capital spending on new pipe investments. SEC is taking the lead in pushing for more of a sense of urgency.

### ONGOING MATTERS - ELECTRICITY

**London Hydro 2022 Rates.** London Hydro, which serves almost 250 schools, filed for a proposed rate increase of 15.9% effective May 1, 2022. While a relatively low cost and efficient utility, the rate increase was still higher than expected. The rate increase for a typical school was a more manageable 8.1%, but still too high.



All parties worked to obtain a complete settlement in this proceeding, and as a result the rate increase for schools has been reduced to 3.57%. The impact should be savings over the next five years of about \$300,000 for schools in the London area.

**Hydro One 2023-27 Rates.** Hydro One's first joint transmission and distribution application continues to wind its way through the process. It includes five-year distribution rate increases (for schools served by Hydro One) of 13.5%, and transmission rate increases (for all schools) of 20%.

In February, on the eve of the settlement conference, Hydro One decided that they would be unable to participate until they filed an amended application, reflecting an updated forecast based on "inflation pressures" it was facing. On the last day of March, Hydro One filed an extensive update to its application. Hydro One did not propose any changes to its work plan to offset its inflationary pressures, just higher costs to complete the work. It is seeking approval for an additional ~\$182 million for transmission, and ~\$239 million for distribution. Recognizing that this additional spending would make already high rate increases even higher, Hydro One has proposed a kind of "build now, pay later" plan. These additional amounts would be recovered from customers, including schools, beginning in 2028 (on top of any rate increases that would be expected at that time).

Further discovery is expected on the new evidence, followed by reconvening the settlement conference and, soon after, a potential 5-week hearing. SEC counsel Mark Rubenstein is expected once again (as was the case with OPG) to take a leading role amongst ratepayer groups in the settlement conference and any hearing. A decision is expected by the end of the year.

**Distributor Consolidation.** There has been recent uptick in the pace of consolidation of electricity distributors in the province. In March, the Energy Board approved the amalgamation of Brantford

and Energy+ (Cambridge and Brant) as well as the Phase 2 amalgamation application of North Bay and Espanola. A further application has been filed by Kitchener-Wilmot and Waterloo North. SEC intends to continue to scrutinize each application, but has generally been supportive of these mergers of neighbouring utilities with similar cost structures, as they are likely to provide lower costs to customers over time.

**Other Distributors Rate Applications.** A settlement was achieved with Ottawa River Power in their 2022 rate case, resulting in some savings for schools in the area. The Energy Board has scheduled settlement conferences for 2022 rates for both Rideau St. Lawrence and E.L.K. Energy. Applications for 2023 rates are expected to be filed shortly for Milton, Kingston, and Westario (Walkerton). Some other smaller applications have also been resolved. Total savings for schools in the quarter for these small utilities has been about \$40,000.

## OTHER MATTERS

**Framework for Energy Innovation.** This working group was set up to consider the upcoming evolution of the energy sector, and in particular the expansion of non-utility solutions in electricity and natural gas. SEC counsel Jay Shepherd continues to be a vocal member of this group, and was selected to draft a major section of the report, on utility incentives. The full report of the working group is scheduled for June.

Schools, who are often leaders in distributed energy resources (solar, EV, storage, energy management), have the potential to be heavily impacted by these Energy Board policies. SEC's primary role on the working group has been to counterbalance the voices of utilities with a voice from customers.

**Reliability and Power Quality Review.** The Energy Board has launched a review of reliability and power quality in the Ontario electricity sector. The initial areas of focus will be on enhanced reliability reporting and increasing utility accountability. SEC will be an active



participant in the review.

**Intervenor Framework Review.** The Energy Board has announced a review of its intervenor process. While it has assured stakeholders that this is not about a wholesale change to the current system, relied on by SEC and others, but it does expect to make some changes. SEC will steadfastly oppose any changes that result in any reduction of its influence and ability to properly represent the interests of school boards in Energy Board proceedings.

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Questions? Contact Ted Doherty ([sec@oesc-cseo.org](mailto:sec@oesc-cseo.org)) or Mark Rubenstein ([mark@shepherd Rubenstein.com](mailto:mark@shepherd Rubenstein.com)) or Jay Shepherd ([jay@shepherd Rubenstein.com](mailto:jay@shepherd Rubenstein.com)).

*In conclusion,*

*OESC is represented by Jay Shepherd who consults regularly with myself. It is critical to note that the work of the School Energy Coalition, per OESC, is a respected intervenor at the Ontario Energy Board.*

*Our work has allowed every school district in the Province of Ontario to avoid significant energy costs. This reality assists with the bottom line to your budget.*



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