



Agenda

Committee-of-the-Whole Open Meeting

Tuesday, October 12, 2021

6:45 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

Chairperson: Linda Ainsworth

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant at
abradley@pvncdsb.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, September 13, 2021. [Page 3](#)
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. 2021-2022 Trustee Honoraria. [Page 7](#)
2. Attendance Area Review – Clarington.
3. Durham Catholic District School Board Letter to Minister Lecce re: Vaccination. [Page 10](#)

C. Information Items:

1. Education Development Charges Bylaw Process for Peterborough City and County. [Page 12](#)
2. 2021-2022 Staffing / Class-Size Update. [Page 16](#)

D. Old Business:

E. New Business:

F. Next Meeting:

1. Monday, November 8, 2021.
6:30 p.m.

G. Conclusion:

1. Closing Prayer.
2. Adjournment.



Minutes

The Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, September 13, 2021 at 7:00 p.m.

Present

Trustees: Linda Ainsworth (Committee Chairperson), David Bernier, Michelle Griepsma (via video conference), Braden Leal, Kevin MacKenzie, Siobhan Marie (Junior Student Trustee), Helen McCarthy, Eli McColl (Senior Student Trustee), Emmanuel Pinto.

Administration: Jeannie Armstrong (via video conference), Joan Carragher, Laurie Corrigan, Jonathan Di Ianni, Isabel Grace, Stephen O'Sullivan, Sheila Piggott.

Guests: Mante Molepo, Equity Advisor.

Regrets:

Recorder: Andrea Bradley.

Linda Ainsworth, Committee Chairperson, welcomed Jonathan Di Ianni, Superintendent of Learning / Student Success, to his new position with the Board and to the Committee-of-the-Whole meeting.

Linda also welcomed Eli McColl, returning in his new role as Senior Student Trustee, and Siobhan Marie, as new Junior Student Trustee.

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 Kevin MacKenzie, that the Open Meeting Agenda be accepted as amended with the addition of C.3. – Transportation Update.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Minutes of the Committee-of-the-Whole – Open Meeting held on June 14, 2021.

Motion: Moved by Braden Leal, seconded by David Bernier, that the Minutes of the Committee-of-the-Whole – Open Meeting, held on June 14, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. Introduction of Equity Advisor: Mante Molepo.

Jeannie Armstrong, Superintendent of Learning / I/S Program / Faith and Equity, introduced Mante Molepo to the Committee-of-the-Whole. Mante joined the Board as an Equity Advisor, effective August 23, 2021 through to the end of November 2021. Mante will draft the Board's Equity Action Plan in consultation with various stakeholders and will run equity focus groups. She will consult with Clarington Schools on the topic of Anti-Black Racism and will support the Board's Demographic Student Census Project. Mante and Jeannie answered questions from Trustees. David Bernier, Board Chairperson, welcomed Mante and offered support from Trustees. Mante shared her email and looks forward to hearing their concerns.

mante@mantemolepo.com

2. Ventilation upgrades and public reporting.

Isabel Grace, Superintendent of Business and Finance, updated the Committee-of-the-Whole on the upgrades and public reporting of school ventilation / HVAC and air quality. Students, staff, parents and guardians can learn more about our Board's strategy to optimize air quality through improved ventilation and filtration in schools, including a school-by-school ventilation report, by visiting our website and downloading the PVNC Ventilation Measures report. Over the summer months, PVNC has continued to focus on optimizing air quality in schools and classrooms, making improvements at specific schools such as replacing older portables and replacing or upgrading HVAC systems and installing HEPA units in classroom spaces that have either partial or no mechanical ventilation to improve air quality. For schools or parts of schools without mechanical ventilation, we have placed standalone high efficiency particulate air (HEPA) filter units in all classrooms and learning environments. These units ensure particle filtration of air and improve air exchange. Isabel also addressed concerns from Trustees.

C. Information Items:

1. Progress Report: St. Paul Catholic Elementary School, Norwood / MTO requirement.

Isabel Grace, Superintendent of Business and Finance, gave a progress report on the project plan for the St. Paul Catholic Elementary School, Norwood parking lot. The MTO wanted to shift the plan for the parking lot by 3 metres. There will be a recommended action in October to award the project. The contractor plans to honour the price from last year, pending any significant changes on the site plan.

2. Updates re: COVID-19 processes and disclosures.

Jonathan Di Ianni, Superintendent of Learning / Student Success made a slide presentation to the Committee-of-the-Whole. He highlighted that weekly meetings with Peterborough Public Health, HKPR Public Health and Durham Public Health and other school boards are ongoing. Schools must report to the Ministry of Education any confirmed cases of COVID-19 for students and staff within any school on a daily basis. Immunization clinics will be set up in particular schools for the month of September. Jonathan also answered questions from Trustees.

Draft

2021-G-OP-19

3. Transportation Update.

Isabel Grace, Superintendent of Business and Finance, updated the Committee-of-the-Whole on transportation issues. There have been some driver resignations. Last week 10 routes were cancelled and some routes delayed. The situation has improved somewhat since then. There is a continued shortage of bus drivers. STSCO is encouraging operators to entice and hire more drivers while trying to maintain existing drivers. Wages vary as some drivers are unionized. Isabel answered questions from Trustees regarding the shortage of drivers.

D. **Old Business:**

There was no old business.

E. **New Business:**

There was no new business.

F. **Next Meeting:**

Tuesday, October 12, 2021

6:30 p.m.

G. **Conclusion:**

1. Closing Prayer:

Linda Ainsworth asked Isabel Grace to lead the Closing Prayer.

2. Adjournment:

Motion: Moved by Braden Leal, seconded by Kevin Mackenzie, that the Committee-of-the-Whole meeting adjourn at 8:03 p.m.

Carried

Linda Ainsworth
Committee Chairperson
/ab

Isabel Grace
Superintendent of Business
and Finance



BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: In Camera

Open

Presented for: Information

Approval

Meeting Date: October 12, 2021

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2021-22 Trustee Honoraria

Recommended Action(s): The Committee of the Whole recommends that the Board approve Honoraria for Board members as outlined in the following report for the period December 1, 2021 to November 30, 2022.

1. Background

- 1.1 Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

2. Components

- 2.1 For a term of office beginning in 2018 (therefore December 1, 2018) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
1. The Base Amount for the year (constant for the 4 year term);
 2. The Enrolment Amount for the year (to be recalculated annually);
 3. The Attendance Amounts payable for the year (for prescribed Committees)
 4. The Distance Amounts payable for the year (if applicable)

2.2 Base Amount

The limit for the base amount for each Board Member, beginning on December 1, 2018 is \$5,900.

Per trustee: \$5,900

- a) The Chair will receive an additional \$5,000; and
- b) The Vice-Chair will receive an additional \$2,500.

2.3 Enrolment Amount (to be adjusted annually)

The enrolment to be used for each year beginning December 1st is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2021 will be used to determine the December 1, 2021 to November 30, 2022 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the estimated average daily enrolment for the 2020/21 school year was 14,623.00 students.

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,623.00 students at \$1.75 each yields a total of \$25,590.25).
- b) The total amount for the Board is divided by the number of Board members (therefore \$25,590.25 divided by 7 Members equals an annual amount of \$3,656.00 per Member – rounded to nearest \$).
- c) The calculations contained within the Regulation would add the following amounts to the basic enrolment amount for the Chair and Vice-Chair respectively:

Chair - \$731

Vice-Chair - \$366

2.4 Attendance Amount (for prescribed Committees)

By Board motion September 25, 2006, no committees were approved as eligible.

2.5 Distance Amount (if applicable)

By Board motion September 25, 2006, no amount was approved.

3. Summary

Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period December 1, 2021 to November 30, 2022. Comparative amounts for the previous year (December 1, 2020 to November 30, 2021) have also been provided for information purposes.

For the Period December 1, 2021 to November 30, 2022:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,387	4,022	3,656
	\$15,287	\$12,422	\$9,556

For the Period December 1, 2020 to November 30, 2021:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,457	4,085	3,714
	\$15,357	\$12,485	\$9,614



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

September 23, 2021

The Honourable Stephen Lecce
Minister of Education
5th Floor, 438 University Avenue
Toronto, ON M7A 2A5

Sent via email

Dear Minister Lecce:

In the interest of enhancing the safety of learning environments for students and staff across Ontario, we decided at a Special Board Meeting on September 15, 2021 to add our voice to the voices of many trustees across Ontario who have already requested that the government take immediate steps to:

- Make the COVID-19 vaccination mandatory for all eligible publicly funded school staff, volunteers, bus drivers, trustees and visitors; and
- Amend the Immunization of Schools Pupil Act to include a COVID-19 vaccination as one of the mandatory vaccinations for eligible students.

It is widely agreed that vaccines are necessary in reducing the impact of COVID-19. As Dr. Keiran Moore, Chief Medical Officer of Health, said on September 23, 2021 “the key to keeping our schools open and as safe as possible is to achieve the highest immunization rates we can and to increase our level of community immunity and protect those who cannot receive the vaccine.” We are encouraging the Ministry to align its regulations with this goal to “achieve the highest immunization rates.”

Over the past two years, students have had unprecedented interruptions to their schooling. While actions have been taken to continue learning remotely, these measures have not been sufficient in maintaining the high quality education that students in our province deserve.

While staff are working hard to consistently implement the many layers of protection that contribute to reduced transmission, we know that vaccination is the critical measure in preventing future school closures. For that reason, we see both mandatory vaccination of people working in schools, and an update to the ISPA as crucially important measures in assuring the health and well-being of students and staff as well as supportive of our mutual goal to keep schools open.

..../2

We would rather not have to regret or apologize for not taking this step now when the winter brings additional cases and the recurring risks of school closures.

We thank you for your serious consideration of our recommendations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Morgan Ste. Marie', with a stylized flourish at the end.

Morgan Ste. Marie
Chair of the Board

cc: Christine Elliott, Minister of Health
Dr. Robert Kyle, Durham Region Medical Officer of Health
Carolyn Morton, Chair, Durham District School Board
Patrick Daly, President, Ontario Catholic School Trustees' Association
Local MPPs
Chairs of Ontario Catholic School Boards



BUSINESS AND FINANCE

Report to the Board of Trustees

Meeting: In Camera

Open

Presented for: Information

Approval

Meeting Date: October 12, 2021

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: Education Development Charges Bylaw process for Peterborough City and County

Recommended Action(s): N/A

Background

The Peterborough Victoria Northumberland Clarington Catholic District School Board (PVNCCDSB) and its coterminous school board, the Kawartha Pine Ridge District School Board (KPRDSB) have both been exploring the possibility of enacting Education Development Charges (EDCs) in the County and City of Peterborough. Both school boards currently have EDCs that cover the Municipality of Clarington.

EDCs are a charge imposed on building permits for new residential and/or non-residential development. The premise of the EDC is that new housing typically results in new students for a school board experiencing growth in its jurisdiction and thus the need for land and new schools. The intention of the charge is that the pressures for new schools created by this new residential growth should be paid for from the new development itself rather than placing the financial costs on existing ratepayers. The EDC does not cover the costs for the construction of new schools but rather the costs to acquire land for new schools and to prepare that land so that schools can be constructed.

The PVNCCDSB had EDCs that covered the City and County of Peterborough at one time. However, as settlement patterns changed and the population aged, many of the Board's schools in Peterborough City and County began to experience enrolment decline and surplus space. As a result, the Board decided to not pursue additional EDC's and allowed existing bylaws that covered the area to lapse and not be renewed.

Fast forward to 2021 and settlement patterns have changed again. Housing affordability issues in the Toronto and surrounding areas have caused populations to locate and migrate into secondary areas further from Toronto than historically. In addition, the COVID pandemic which began in the Spring of 2020 has impacted how people work and live. With greater remote or hybrid work opportunities, it is likely that people will continue to locate in non-traditional markets.

The above noted trends are impacting enrolments at many of the Board's schools in the City and County of Peterborough. Many of the Board's schools are now operating at or above the permanent on-the-ground (OTG) capacity. According to City and County forecasts there are almost 14,000 residential units forecast over the next 15 years with more than 9,000 of those expected to be low density ground-based housing which typically attracts families. This future growth will only exacerbate existing enrolment pressures and will likely result in the need for additional schools to accommodate projected enrolments.

To account for this projected growth, Board administration recommends that the Board pursue the enactment of EDC bylaws that would cover the County and the City of Peterborough. The Board's EDC consultant (Watson and Associates, lead by Jack Ammendolia) is in the final stages of the analysis to determine qualification, site needs and a proposed EDC rate.

The EDC process is largely technical and formulaic in nature. The methodology and requirements are set out in the Education Act and in Ontario Regulation 20/98 (as amended).

The process contains six separate components including: eligibility assessment; data analysis; policy review; ministry submission; public process; and by-law adoption and implementation.

Consultant responsibilities

- preparation of the EDC policy review study and EDC background study consistent with Ministry of Education requirements
- review of all EDC policies with the Board's staff
- collaborate with a professional appraiser and legal counsel. Likely, administration will continue to retain Cushman & Wakefield for the valuations/appraisals and James Easto of Keel Cottrelle as legal counsel. Both parties were involved in the Clarington EDC by-law process.

- preparation and attendance at all EDC meetings and information sessions
- advise on approach to costing growth-related site requirements, escalation factors to be applied and site development costs.
- provide evidence, if necessary, at Ontario Municipal Board hearings

EDC Background Study and Eligibility Assessment

The EDC background study is a technical document used to quantify the boards' growth-related needs through a demographic and financial analysis.

In general, the EDC Background Study must:

- determine Board's eligibility
- determine Board's need in terms of future school sites
- determine the quantum of the charge

Enrolment projections form the backbone of the calculation of the charge. The school aged demographics and enrolment projections in the boards' jurisdiction are key determinants for eligibility and site needs. The assumptions made regarding future enrolment and future development potential will be used to determine the location, timing and size of future school sites and facilities.

Enrolment projections rely on the regional or municipal council-approved dwelling forecasts to ensure consistency with local governments and other local agencies. Discussions and meetings are held with local planning departments to gain perspective on timing and types of units being built as well as any potential servicing or other issues that may delay or hinder development in a particular area.

One of the first steps in the EDC process is to determine whether the Board meets the EDC eligibility trigger. In order to meet the eligibility trigger, the Board must meet one of the following conditions:

- the board's average elementary and secondary enrolment, within its jurisdiction, over the five year by-law period, exceeds capacity; (EDC capacity will be the on-the-ground capacity of all operational schools on the day the bylaw comes into force) or
- the board can demonstrate that they have financial obligations that exceed the current balance in the EDC Reserve Fund (a detailed reserve fund balance analysis will also be prepared which outlines EDC eligible expenditures and revenue to determine the final balance position).

The Board can qualify on either panel, and that qualifies the entire area. EDC by-laws may be uniform across the jurisdiction or area-specific. In our case they are area specific, and the Board currently has a by-law in the Clarington region of the Board. Given recent growth and space considerations in Peterborough City/County, the Board will be investigating as to whether it will be eligible in Peterborough for an elementary school site.

The enrolment forecast is therefore divided into review or planning areas of the Board's jurisdiction to determine need/requirements on a sub area basis. The enrolment projections compared with the capacities determine a Board's need for additional schools/sites. These are then translated into actual land requirements on a per acre basis. A value (based on a qualified appraiser's assumptions) to purchase and develop the land is then attached to these requirements.

There are legislated site sizes related to the acreage that can be used in the calculation of land requirements.

The total value to acquire and develop all EDC eligible lands (as well as associated study costs) becomes the Board's total net education land costs which it can collect EDCs for.

There are two primary land costs: the cost to acquire the land and the cost to prepare/service the land. Costs dealing with land acquisition are based on appraisals. Costs dealing with site preparation are based on historical construction experience. Land acquisition and preparation costs have been increasing significantly and rapidly.

The total land costs are spread over the approved dwelling unit forecast to determine a per unit charge.

Public Process

In addition to the technical component surrounding the calculation, the process also has a public process and a review component. Stakeholder meetings, legislated public information sessions, coordination with Ministry of Education officials and finally Minister of Education approval are all coordinated by the consultant.

The timing of the process has been tentatively scheduled by the consultant in order to meet all required timelines for consultation and Ministry review, and to pass the new by-law before the spring 2022 provincial election.

Human Resource Services

Report to Committee of the Whole

Meeting: Open
 In-Camera

Presented for: Information
 Approval

Meeting Date: **October 12, 2021**

Presented by: **Stephen O'Sullivan**

Submitted by: Stephen O'Sullivan

Subject: **2021-2022 Staffing Report**

Recommended Action(s): N/A

Compliance:

Elementary Staffing Requirements:

- Kindergarten: The board-wide class size average for Kindergarten must not exceed 26.0.
- 90% of Kindergarten classes must have 29 students or fewer.
- All kindergarten classes must have 32 or fewer students.
- Primary (grades 1 to 3): At least 90% of primary classes must have 20 or fewer students;
- All primary classes must have 23 or fewer students;
- Junior/Intermediate (grades 4 to 8): must maintain a board wide average class size of 24.50 or less.
- All combined primary and junior classes must have 23 or fewer students.

As of September 14, 2021, the Board has met these requirements and is compliant with the Elementary Class Size Report for 2021-22.

2021-22 Elementary Board Statistics (includes virtual)		Compliance Requirement
% Primary Classes 20 and Under	91.7	90
% Primary Classes 23 and Under	100	100
% FDK Classes 29 and Under	98.5	90
% FDK Classes 32 and Under	100	100
Average FDK Class Size	24.7	26
Average Junior/ Intermediate Class Size	24.49	24.5
% Grade 3/4 Combined Classes 23 and Under	100	100

Secondary Staffing Requirements:

- Secondary average for a classroom is 23:1
- Current secondary average class size (including virtual) is 20.54.

Staffing Needs:

- Elementary budgeted enrolment = 10,000
- Secondary Budgeted (average ADE for the year) = 4528
- Current Enrolment: Elementary 10157 Secondary = 4623
 Elementary In-Person = 9830 Secondary In-Person = 4350
 Elementary Virtual = 327 Secondary Virtual = 273

Retirements During 2020-2021

Position	Number of Retirees
Superintendent	1
Principal	3
Vice-Principal	0
Teacher	32
CUPE	15
Non-aligned	1
Grand Total for 2020/21	52

Occasional List & LTO List:

A/B List: 221/82

Reserve list – 53 in total

Continuous general recruitment for our Occasional List & LTO List.

Principal and Vice-Principal Eligibility Pool:

- Eligibility pool consists of 2 principal candidates and 2 vice-principal candidates.
- Additional principal/vice-principal recruitment is expected to occur between November – January.